VOLUME 2

JOINT TRAVEL REGULATIONS

CHANGE 471

Alexandria, VA 1 January 2005

These regulation changes are issued for all Department of Defense civilian employees. New or revised material is indicated by a star and is effective 1 January 2005 unless otherwise indicated.

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This change includes all material written in CAP Items 5-04(E); 50-04(E); 53-04(E); and civilian editorials C04052; C04066 and C04068 through C04073. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 470 cover page.

BRIEF OF REVISION

These are the major changes made by Change 471:

Introduction. Updates the OSD Point of Contact.

C2001; C2204. States that grantees (whether civilian or foreign military personnel) cannot use city-pair airfares. Use the chain of command for "grantee" status determinations.

C2166-3. Makes the M&IE rate for overnight travel by car ferry the highest CONUS M&IE rate ($51).

Chapter 4, Part A. Reformats, repaginates and makes minor editorial changes to Part A.

C4550-D2d and E4. Updates the OSD Point of Contact.

C4555-H; Appendix L. Updates addresses and references.

C5175-B4. Updates the OSD Point of Contact.

C5195-A; C5195-B3. Clarifies provisions concerning non-temporary storage time limitations for employees assigned at isolated duty stations in CONUS and employees assigned at OCONUS permanent duty stations.

C5715; C15053. Removes Property Management Services from the list of mandatory allowances paid in connection with a Temporary Change of Station since it is a discretionary allowance as indicated in JTR, par. C5715-B4 and FTR §302-3.413.

C10000-A. Changes the formula for determining the maximum allowance for mobile homes based on the 'low rate on file' but not less than 105% of the Code 1 segmented line-haul or Max-Pack rates.

C14000-C2. Removes Property Management Services from the list of mandatory allowances paid in connection with a Temporary Change of Station since it is a discretionary allowance as indicated in JTR, par. C5715-B4 and FTR §302-3.413.

Appendix A. Removes reference to Government Bill of Lading.

Appendix A; Appendix O. Identifies "FAST" as being "Federal Automated System for Travel".

Appendix L. Makes changes in DISA address where requests for authorization of actual expense allowances are submitted.

Appendix O, T4060-B20. Corrects references to TCS from Chapter 5, Part I to Chapter 5, Part O.

VOLUME 2

JOINT TRAVEL REGULATIONS

Following is a list of sheets in force in Volume 2, Joint Travel Regulations, which 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 JTR" in the Introduction. Single sheets are not available.

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
470	i	467	C2E-11	462	C4H-7	455	C4S-1
471	iii	468	C2E-13	462	C4H-9	462	C4S-3
471	v	468	C2E-15	468	C4I-1	462	C4S-5
470	vii	461	C2F-1	468	C4I-3	453	C4T-1
471	ix	468	C2G-1	471	C4J-3	453	C4T-3
470	C-i	468	C2G-3	471	C4J-5	469	C5-i
470	C-iii	455	C2H-1	471	C4J-7	465	C5-iii
470	C-v	462	C2H-3	465	C4K-1	470	C5-v
470	C1-i	470	C2I-1	465	C4K-3	465	C5-vii
470	C1-iii	443	C2J-1	470	C4K-5	465	C5-ix
470	C1-v	455	C3-i	465	C4K-7	464	C5A-1
464	C1A-1	463	C3A-1	471	C4L-1	459	C5A-3
469	C1B-1	463	C3A-3	471	C4L-3	463	C5A-5
469	C1B-3	463	C3B-1	470	C4L-5	464	C5A-7
469	C1B-5	463	C3B-3	470	C4L-7	464	C5A-9
454	C1B-7	469	C3C-1	470	C4L-9	470	C5B-1
454	C1B-9	469	C3C-3	470	C4L-11	470	C5B-3
465	C1B-11	469	C3C-5	470	C4L-13	469	C5B-5
467	C1C-1	469	C3C-7	470	C4L-15	469	C5B-7
447	C1D-1	469	C3C-9	471	C4L-17	469	C5B-9
433	C1E-1	468	C3D-1	470	C4L-19	469	C5B-11
470	C1F-1	468	C3D-3	470	C4L-21	469	C5B-13
470	C1F-3	470	C3D-5	470	C4L-23	469	C5B-15
4709	C1F-5	468	C3D-7	470	C4L-25	469	C5B-17
470	C1F-7	471	C4-i	470	C4L-27	469	C5B-19
470	C1F-9	471	C4-iii	470	C4L-29	469	C5B-21
471	C2-i	471	C4-v	470	C4L-31	467	C5D-1
471	C2-iii	465	C4-vii	470	C4L-33	467	C5D-3
471	C2-v	465	C4-ix	470	C4L-35	467	C5D-5
471	C2-vii	465	C4-xi	470	C4L-37	467	C5D-7
468	C2A-1	471	C4A-1	452	C4M-1	467	C5D-9
471	C2A-3	471	C4A-3	458	C4M-3	467	C5D-11
467	C2A-5	471	C4A-5	464	C4M-5	467	C5D-13
467	C2A-7	471	C4A-7	458	C4M-7	471	C5D-15
462	C2B-1	471	C4A-9	458	C4M-9	467	C5D-17
468	C2C-1	471	C4A-11	452	C4M-11	471	C5D-19
467	C2C-3	471	C4A-13	441	C4N1-1	471	C5D-21
467	C2C-5	471	C4A-15	459	C4N1-3	471	C5D-23
470	C2D1-1	459	C4B-1	462	C4N1-5	465	C5E1-1
468	C2D1-3	466	C4C-1	462	C4N1-7	465	C5E2-1
471	C2D2-1	464	C4C-3	458	C4N2-1	465	C5E2-3
471	C2D2-3	463	C4D-1	461	C4N2-3	465	C5E2-5
469	C2D3-1	459	C4E-1	468	C4N2-5	465	C5E2-7
470	C2E-1	459	C4F-1	468	C4N2-7	465	C5E2-9
471	C2E-3	459	C4G-1	462	C4O-1	470	C5E3-1
469	C2E-5	446	C4H-1	459	C4P-1	464	C5G-1
468	C2E-7	461	C4H-3	454	C4Q-1	464	C5G-3
468	C2E-9	462	C4H-5	420	C4R-1	463	C5K-1

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
463	C5K-3	470	C13A-1	471	F2-3	471	O-27
463	C5K-5	470	C13A-3	411	G-1	471	O-29
463	C5K-7	470	C13B-1	471	H-i	471	O-31
463	C5K-9	470	C13B-3	468	H1-1	469	P-i
464	C5M-1	470	C13B-5	468	H2A-1	470	P1-1
464	C5M-3	470	C13B-7	468	H2B-1	470	P2-1
465	C5M-5	470	C13B-9	468	H2C-1	470	P2-3
467	C5M-7	469	C13C-1	468	H2C-3	470	P2-5
471	C5O-1	458	C13C-3	468	H3A-1	468	Q-1
471	C5O-3	428	C13D-1	468	H3B-1	454	Q-3
471	C5O-5	401	C13D-3	468	H3B-3	463	R-1
441	C6-i	469	C14-i	468	H4A-1	467	S-1
463	C6-iii	471	C14-1	468	H4B-1	467	S-3
467	C6-v	469	C14-3	468	H4C-1	470	T-i
467	C6-vii	469	C14-5	468	H4D-1	470	T-1
414	C6A-1	469	C14-7	468	H4E-1	470	T-3
467	C6B-1	469	C14-9	468	H4F-1	467	U-1
462	C6B-3	469	C14-11	470	IA-1	447	i-1
462	C6B-5	469	C14-13	470	IA-3		
462	C6C-1	469	C14-15	470	IA-5		
431	C6D-1	469	C14-17	470	IA-7		
462	C6E-1	469	C14-19	470	IA-9		
470	C6E-3	469	C14-21	470	IA-11		
468	C6F-1	469	C14-23	470	IA-15		
462	C6G-1	455	C15-i	470	IA-17		
409	C6H-1	465	C15A-1	470	IA-19		
462	C6I-1	471	C15B-1	470	IA-21		
462	C6I-3	471	C15B-3	470	IA-23		
467	C6J-1	455	C15C-1	470	IA-25		
467	C6J-3	459	C16-i	470	IA-27		
467	C6K-1	459	C16-1	470	IA-29		
465	C6L-1	469	A1-1	470	IA-31		
468	C6M-1	470	A1-3	470	IB-1		
468	C6M-3	469	A1-5	470	IB-3		
468	C6M-5	469	A1-7	470	IB-5		
467	C6N-1	469	A1-9	470	IB-7		
466	C6N-3	469	A1-11	454	J-1		
470	C6O-1	469	A1-13	454	K-1		
467	C6O-3	469	A1-15	469	L-i		
467	C6O-5	469	A1-17	471	L-1		
467	C6P-1	469	A1-19	471	L-3		
462	C6P-3	469	A1-21	469	L-5		
467	C6Q-1	469	A1-23	469	L-7		
467	C6Q-3	469	A1-25	469	L-9		
429	C7-i	469	A1-27	454	M-1		
464	C7-1	471	A2-1	454	N-1		
462	C7-3	471	A2-3	470	O-i		
463	C7-5	466	B-1	470	O-1		
464	C7-7	433	C-1	470	O-3		
456	C8-i	433	C-3	470	O-5		
464	C9-i	466	D-1	470	O-7		
471	C10-i	470	E-i	470	O-9		
471	C10-1	470	E1-1	470	O-11		
471	C10-3	470	E1-3	470	O-13		
471	C10-5	470	E1-5	470	O-15		
465	C11-1	470	E1-7	470	O-17		
435	C12-i	470	E2-1	470	O-19		
457	C12-1	470	E2-3	470	O-21		
465	C12-3	471	F-i	470	O-23		
470	C13-i	471	F1-1	470	O-25		

CTDs are effective on the indicated date. They may be effective on the date published in the JTR, on the date of signature by the PDTATAC Chairman, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by the statute or a change to the FTR, some other date. When an effective date is earlier than the date assigned to the printed change page, the changes are disseminated by message.

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

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

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

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Recommendations for changes in the JTR should contain an explanation of and rationale for the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates in accordance with par. C4551.

1. Army - Army Civilian Advisory Panel Member, Department of the Army, Assistant G-1 for Civilian Personnel Policy, ATTN: DAPE-CP, Hoffman Building II, Room 4S37, 200 Stovall Street, Alexandria, VA 22332-0300.

2. Navy - Navy Civilian Advisory Panel Member, Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451.

3. Marine Corps - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO-33), 3280 Russell Road, Quantico, VA 22134-5103.

4. Air Force - Air Force Civilian Advisory Panel Member, HQ USAF/DPPC, 1040 Air Force Pentagon, (Room 4C236) Washington, DC 20330-1040.

*5. OSD/WHS/Defense Agencies: DoD Civilian Personnel Management Service, Field Advisory Service, Attn: Mr. Gary Pugh, 1400 Key Boulevard, Arlington, VA 22209-5144.

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CHAPTER 2

TRANSPORTATION MODES, ACCOMMODATIONS, TRANSPORTATION REQUESTS, BAGGAGE AND MILEAGE RATES

PART A: CONDITIONS

Paragraph	Contents
C2000	**GENERAL** A. Travel and Transportation Policy B. Service Responsibility C. TDY Travel Involving Non-PDS Location(s) D. TDY Departure from Dependents' Residence
C2001	**TRANSPORTATION MODES** A. General B. Within CONUS C. OCONUS Travel D. Travel By Aircraft
C2002	**CITY-PAIR PROGRAM**

PART B: TRAVEL BY GOVERNMENT CONVEYANCE

Paragraph	Contents
C2050	**GOVERNMENT AUTOMOBILE** A. Requirements B. Exceptions C. Limitations
C2051	**GOVERNMENT AIRCRAFT** A. Air Mobility Command (AMC) B. Military Aircraft other than AMC
C2053	**USE OF AERO CLUB AIRCRAFT**

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

Paragraph	Contents
C2100	**GENERAL**
C2101	**TAXICAB USE** A. To/from Transportation Terminals B. Between Residence and PDS on the Day Travel Is Performed
C2102	**SPECIAL CONVEYANCES USE** A. General B. Selecting a Rental Vehicle C. Reimbursement for Special Conveyance Use D. Insurance on a Rented Automobile E. Use Limited to Official Purposes F. To and from Carrier Terminals G. Between Duty Stations H. Special Conveyance Use for PDT I. Use of Special Conveyance in and around Permanent or TDY Station
C2103	**BUSE, STREETCAR, OR SUBWAY USE** A. To and from Carrier Terminals B. Between Residence and PDS on Day Travel Performed
C2104	**AIRPORT LIMOUSINE SERVICE USE**
C2105	**COURTESY TRANSPORTATION PROVIDED BY HOTELS AND MOTELS USE**

PART D: POC TRAVEL

SECTION 1: GENERAL

Paragraph	Contents
C2150	**AUTHORIZATION/APPROVAL**

C2153 **GOVERNMENT ADVANTAGE DETERMINATION**
A. General
B. Considerations

C2156 **COST DETERMINATION FOR POC USE BY PERSONAL PREFERENCE**
A. General
B. Constructed Cost Comparison by Airplane
C. Constructed Cost Comparison by Train
D. Constructed Cost Comparison by Bus

SECTION 2: **PERMANENT DUTY TRAVEL**

C2159 **AUTOMOBILE**
A. General
B. Using One or Two POCs (FTR §302-4, Subpart F))
C. Using More than Two POCs (41 CFR §302-4.500 and §302-4.700d)

C2162 **AIRCRAFT**
A. Privately Owned Airplane
B. Privately Owned Aircraft other than Airplane (e.g., Helicopter)

C2164 **PRIVATELY OWNED MOTORCYCLE**

C2165 **TRANSOCEANIC TRAVEL BY PRIVATELY OWNED BOAT**

C2166 **OCEAN-GOING CAR FERRIES**
A. Authorized Allowances
B. PCS Mileage
C. Transportation
D. Ferry Fees

SECTION 3: **POC USE INSTEAD OF GOVERNMENT-FURNISHED AUTOMOBILE**

C2180 **POC USE INSTEAD OF GOVERNMENT-FURNISHED AUTOMOBILE**
A. General
B. Mileage Reimbursement Rates
C. Commitments to Use Government-furnished Automobile or POC
D. Per Diem
E. Traveler Statement

PART E: TRAVEL BY COMMON CARRIER

Paragraph	Contents
C2200	**TRAVEL/TRANSPORTATION POLICY** A. General B. Travel Prudence C. GSA City-pair Air Fares D. Official Travel E. Usual Routing F. Time G. Accommodations H. Foreign Flag Reimbursement I. Dependents' Seating J. Interlining
C2201	**UNUSED ACCOMMODATIONS, DOWNGRADED, OR OVERSOLD TRANSPORTATION SERVICES** A. Limited or Downgraded Accommodations B. Oversold Reserved Accommodations
C2202	**RECORDING USE OF COMMERCIAL TRANSPORTATION FOR OVERSEAS PERMANENT DUTY AND RENEWAL AGREEMENT TRAVEL**
C2203	**ARRANGING OFFICIAL TRAVEL** A. CTO Use B. Requirements C. Foreign Ship or Aircraft Transportation D. Transportation Reimbursement
C2204	**COMMERCIAL AIR TRANSPORTATION** A. General B. Service Class C. U.S. Flag Air Carrier (Certificated Air Carrier) Use D. Carrying Dangerous Weapons Aboard Commercial Aircraft

C2205 **COMMERCIAL SHIP TRANSPORTATION**
A. General
B. Authorization to Use Commercial Ship
C. Ship Accommodations
D. Authorization/Approval for More Costly First-class Ship Accommodations Use
E. More Costly First-class Ship Accommodations Use
F. U.S. Ship Registry Use

C2206 **REIMBURSEMENT FOR USE OF OTHER THAN AUTHORIZED TRANSPORTATION MODE OR ROUTE**
A. General
B. Government and Government-procured Air Transportation Available
C. Government and Government-procured Air Transportation Not Available
D. Use of Non-certificated Air Carriers or Ships of Foreign Registry
E. Computation
F. Dependent Travel Limited to the Cost of Government-offered Air Transportation

C2207 **NOT USED**

C2208 **TRAIN ACCOMMODATIONS**
A. Policy
B. First-class Train Accommodations Use
C. Circumstances
D. Extra-fare Train Service

PART F: TRANSPORTATION REQUESTS

Paragraph	Contents
C2250	**GENERAL**
C2251	**WHEN GTRS MAY NOT BE USED**
C2253	**WHEN GTRS ARE NOT AVAILABLE**
C2254	**ACTING TRANSPORTATION OFFICER**
C2255	**LOST OR STOLEN GTRS**
C2256	**LOST/STOLEN/UNUSED TRANSPORTATION TICKETS**

PART G: BAGGAGE ALLOWANCE

Paragraph	Contents
C2300	**FREE CHECKABLE BAGGAGE** A. General B. Rail/Bus Travel C. Commercial Aircraft D. AMC Procured Airlift (Including Categories A, B, and M) E. MSC or Commercial Ships
C2302	**EXCESS BAGGAGE**
C2303	**PUBLIC PROPERTY**
C2304	**RELATIONSHIP TO HHG WEIGHT ALLOWANCE** A. Free Checkable Baggage B. Expedited Shipments C. Excess Baggage D. Unaccompanied Baggage
C2305	**RENEWAL AGREEMENT TRAVEL**
C2306	**UNACCOMPANIED BAGGAGE SHIPMENT/BAGGAGE STORAGE FOR STUDENT DEPENDENTS PERFORMING EDUCATIONAL TRAVEL**
C2307	**STOPPAGE OF BAGGAGE IN TRANSIT**
C2308	**TRANSFER, STORAGE, CHECKING, AND HANDLING OF BAGGAGE**
C2309	**UNACCOMPANIED BAGGAGE IN CONNECTION WITH EXTENDED TDY ASSIGNMENTS**
C2310	**UNACCOMPANIED BAGGAGE OF DODEA TEACHERS AUTHORIZED EXTENDED LEAVES OF ABSENCE**

PART H: LOCAL TRAVEL IN AND AROUND PERMANENT OR TDY LOCATION

Paragraph	Contents
C2400	**GENERAL** A. Authorization/Approval Authority B. Local Area C. Control and Approval
C2401	**TRAVEL IN AND AROUND PDS** A. General B. Travel By Commercial Means C. Use of POC between Residence or PDS and Alternate Work Site within the Local Area D. Use of POC and Commercial Means between Residence and Alternate Work Site within the Local Area
C2402	**TRAVEL AT THE TDY LOCATION** A. Points of Travel B. Conditions C. Travel by Commercial Means D. POC Travel
C2403	**USE OF TAXICABS INCIDENT TO OFFICIALLY ORDERED WORK OUTSIDE REGULAR SCHEDULED WORKING HOURS**
C2404	**VOUCHERS AND SUPPORTING DOCUMENTS**

PART I: MILEAGE RATES

Paragraph	Contents
C2500	**TDY AND LOCAL TRAVEL**
C2505	**PCS, HHT, FIRST DUTY STATION, AND SEPARATION TRAVEL** A. General B. PCS Rates
C2510	**CONVERTING KILOMETERS TO MILES**

PART J: PARKING EXPENSES FOR CERTAIN EMPLOYEES

Paragraph	Contents
C2600	**GENERAL**

NOTE: For TDY travel/transportation allowances when a TDY travel authorization is received while the employee is on official leave, see par. C4564.

D. TDY Departure from Dependents' Residence

1. The AO may permit the traveler to begin official travel from the location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the work site.

2. ***Relative cost should be a consideration.***

3. **EXAMPLE**: The traveler's PDS is Alexandria, VA. The traveler resides in Alexandria during the workweek and commutes daily to the PDS. The traveler maintains the family residence in Norfolk, VA. The traveler may be permitted to begin and/or end official travel on TDY at Norfolk, VA.

C2001 TRANSPORTATION MODES

A. General

1. Transportation Authorized. Transportation may be authorized by railroad, airline, helicopter, ship, bus, streetcar, subway, taxicab, Government vehicle, Government-furnished and contract rental automobile and airplane, privately owned and rented automobile and airplane, and other necessary means of conveyance, or by a combination of any of the modes named. Travel of an employee should be by the most expeditious practicable transportation mode that meets mission requirements. The AO is responsible for the transportation mode selected. An employee is not required to travel via a particular transportation mode if there is a valid reason for excluding that mode (ex., travel by air (ocean ferry or Chunnel) if travel by that mode is precluded for medical reasons). A statement on the travel authorization indicating the reason for nonuse of a particular transportation mode, that may otherwise appear to be the most advantageous to the Government, provides justification for travel reimbursement based on the transportation mode authorized on the travel authorization and actually used instead of the constructed cost of the otherwise apparently most advantageous mode to the Government. (Ex: Air travel is apparently the most advantageous transportation mode but air travel is medically precluded. The travel authorization should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

NOTE: For The limited number of senior officials designated by Secretary of Defense as "required use" travelers on military aircraft see DoDD 4500.56, DoD Policy on Use of Government Aircraft and Air Travel, Enclosure 2.

Effective 8 September 2004
*2. Selecting the Transportation Mode to Be Used

a. Contract Air Service. Except as noted, discount airfares, offered by contract air carrier between certain cities (city-pairs), are advantageous to the Government and should be used for authorized air travel between those city-pairs. If a contract city-pair airfare is not available, the least expensive unrestricted economy airfare (including a lower airfare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare (e.g., a restricted airfare) and the traveler retains the ability to seek a lesser airfare. For exceptions and specific guidelines regarding the use of contract air service, see the Federal Travel Regulation (FTR), §301-10.107 (see the GSA web site at: ***http://policyworks.gov/org/main/mt/homepage/mtt/ftr/newftr/301-10_107.html***) and DoD 4500.9-R, Part I, Chapter 103, pars. A2 and E (see the DTR website at: ***http://www.transcom.mil/j5/pt/dtr.html***). ****NOTE: Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

b. Non-contract Air Service. The use of non-contract air service may be authorized only when justified under the conditions noted in par. C2001-A2a. Advance authorization and the specific justification reason for the use of non-contract air service must be shown on the travel authorization or other form of travel authorization before the actual travel begins unless extenuating circumstances or emergency situations make advance authorization impossible. In this event the employee must obtain written approval from the appropriate DoD component official at the earliest possible time after completing the travel. The approval and justification therefore must be stated on, or attached to, the travel voucher.

c. Rail or Bus Service. Rail or bus service may be used when determined by the DoD component to be advantageous to the Government with cost, energy, and other factors considered and when compatible with the requirements of the official travel. The use of discount airfares offered to the Government by rail or bus carriers between selected cities (city-pairs) is advantageous. Whenever these discount airfares are offered and the accompanying service fulfills mission requirements, they should be used to the maximum extent possible.

3. Government-contract Rental or Government-furnished Automobiles. When it is determined an automobile is required for official travel, a Government-contract or Government-furnished automobile is used as follows.

a. Government-contract Rental Automobile. A Government-contract rental automobile is the first resource for short-term rental of an automobile by an employee on TDY travel. This applies to employees who travel to their destination by common carrier, such as airplane, train, or bus and would customarily rent a Government-furnished vehicle for local transportation in the destination area. For travel under this subparagraph, an employee also may use a Government-furnished automobile if a Government-contract rental automobile is unavailable or if use of a Government-furnished automobile is practical. Government-furnished automobiles continue to be available for use in isolated areas where commercial rental contractors are not available.

b. Government-furnished Automobile. A Government-furnished automobile is the first resource when an automobile is required for official travel performed locally or within commuting distance of an employee's designated post of duty. If a Government-furnished automobile is unavailable, a Government-contract rental automobile may be used.

c. Cost Consideration. If cost considerations are used in determining whether a Government-contract rental or a Government-furnished automobile should be authorized, the overall cost must include any administrative costs as well as any costs associated with picking up and returning the automobile.

d. Traveler's Cost Liability when Selected Mode Not Used. The employee should use the transportation mode administratively authorized/approved by the DoD component concerned as most advantageous to the Government. Any additional cost resulting from use of a transportation mode other than specifically authorized/approved, or required by regulation, e.g., contract air service, is the employee's responsibility.

4. CHUNNEL. The English Channel Tunnel (CHUNNEL) used for travel between the United Kingdom and Europe is a ferry for computation purposes.

B. Within CONUS. Determination to use any one, or a combination, of the transportation modes in par. C2001-A for travel within CONUS must be based on the following factors:

SECTION 2: PERMANENT DUTY TRAVEL

***NOTE*: In addition to the provisions of Section 1, the following regulations apply.**

C2159 AUTOMOBILE USE (FTR §302-4)

A. General

1. Automobile use is advantageous to the Government for:

   a. First duty station travel by a newly recruited employee or appointee,

   b. PCS travel, or

   c. Separation travel.

2. Mileage reimbursement for automobile travel is at the appropriate PCS mileage rate in par. C2505.

3. RAT by automobile is advantageous to the Government when travel costs at the applicable PCS mileage rate, plus per diem for the travel period (not in excess of the time required to complete the trip at a rate of 350 miles per calendar day) are less than common carrier transportation, including per diem. ***See par. C5060 for travel time and par. C4661 for RAT reimbursement by automobile.***

B. Using One or Two POCs (FTR §302-4, Subpart F)

1. When a traveler and dependents relocate incident to a traveler's PCS move, reimbursement is authorized for one or two POCs (two POCs if the traveler has dependents who are relocating) with the prescribed PCS mileage rate (see par. C2505) and car ferry fees applicable for each POC.

2. Except as in par. C2159-C, PCS mileage reimbursement authorized for dependents' travel is for the use of one or two POCs. ***NOTE*: The traveler may be reimbursed for use of two POCs by dependents only if the traveler travels by common carrier (e.g., the traveler is not reimbursed automatically for three POCs to allow the traveler to use one and the dependents to use two.)**

3. Mileage reimbursement for PCS travel by POC does not affect authorization for transportation-in-kind or common carrier use for other dependents who did not travel by POC and who were not taken into account in computing the authorized PCS mileage rate.

Effective 19 June 2003
C. Using More than Two POCs (FTR §302-4.500 and 302-4.700d)

***NOTE*: The terms "family members" or "dependents" in this paragraph include only those traveling by POC.**

1. General. The use of more than two POCs, within the same household for PDT, may be authorized/approved if determined to be appropriate, through the Secretarial Process.

2. Mileage Allowance

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

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

3. Documentation. The applicable conditions in par. C2159-C1 should be shown in the travel authorization or approved by travel authorization amendment after the fact. See Chapter 3 for travel authorization policy.

C2162 AIRCRAFT

A. Privately Owned Airplane

1. The use of a privately owned airplane for:

a. First duty station travel by a newly recruited employee or appointee,

b. PCS travel,

c. Separation travel, or

d. Renewal agreement travel

is advantageous to the Government when travel costs at the applicable PCS mileage allowance rate, plus per diem for the travel period (not in excess of the time required to complete the trip at a rate of 350 miles per calendar day), are less than common carrier transportation, including associated per diem.

2. Mileage reimbursement for travel by privately owned airplane that is Government advantageous, is at the appropriate TDY mileage rate in par. C2500.

3. Travel time is as provided in par. C5060.

4. Reimbursement computation for travel by privately owned airplane is in par. C4661.

B. Privately Owned Aircraft other than Airplane (e.g., Helicopter)

1. Operation Cost. The actual operation cost, rather than mileage, is paid.

2. Expenses

a. Reimbursable Expenses. The following expenses are reimbursable: fuel; oil; and aircraft parking, landing, and tie-down fees.

b. Non-reimbursable Expenses. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

C2164 PRIVATELY-OWNED MOTORCYCLE

A. The use of a privately owned motorcycle is advantageous to the Government for:

1. First duty station travel by a newly recruited employee or appointee,

2. PCS travel,

3. Separation travel, or

4. Renewal agreement travel

when travel costs at the applicable PCS mileage allowance rate, plus per diem for the travel period (not in excess of the time required to complete the trip at a rate of 350 miles per calendar day) are less than common carrier transportation.

B. Mileage reimbursement for travel by motorcycle that is to the Government's advantage, is at the appropriate TDY mileage rate in par. C2500.

C. Travel time is as provided in par. C5060.

D. Reimbursement computation for travel by privately owned motorcycle is in par. C4661.

C2165 TRANSOCEANIC TRAVEL BY PRIVATELY OWNED BOAT

When an employee travels by POC by personally owned boat, constructed or actual (fuel, oil, and docking fees) reimbursement is authorized NTE the airfare (contract city pair if available). Per diem and travel time are based on the air travel time. (59 Comp. Gen. 737 (1980)) The AO, in accordance with pars. C3104-D1e and C2206-B, must ensure a statement is on the travel authorization indicating that Government-procured air transoceanic travel is authorized and reimbursement for travel at personal expense (including per diem) cannot exceed the amount that would have been paid for the available Government-procured air transportation (plus appropriate per diem).

Effective 1 January 2005
***C2166 OCEAN-GOING CAR FERRIES**

A. Authorized Allowances. Travelers authorized to travel by POC over a route that requires use of one or more car ferries are authorized the allowances in pars. C2166-B, C2166-C and C2166-D below.:

B. PCS Mileage

1. PCS mileage (see par. C2505) is authorized for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS;

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

C. Transportation. The employee/dependent(s) are authorized:

1. Government-procured ferry transportation; or

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

3. Meals and Incidental Expenses (M&IE) when Travel Includes an Overnight on a Car Ferry Anywhere in the World . M&IE is based and computed for the employee and dependents using the highest CONUS M&IE rate (currently $51) for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is based on the:

a. Standard CONUS per diem rate if debarkation is in CONUS, and

b. Per diem rate for the new PDS if debarkation is OCONUS and travel ends on that day, or

c. Per diem rate for the en route location where employee/dependents obtain overnight lodging

on that day while en route to the new OCONUS PDS

NOTE 1: The percentages in par. C7006-A apply when computing per diem for dependents.

NOTE 2: If the ferry passage does not include an overnight, PCS per diem continues uninterrupted while on the ferry.

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

NOTE: See par. C2205-F3 for required documentation if U.S. flag ferries are not available.

CHAPTER 4

EMPLOYEE TRAVEL

PART A: PERMANENT DUTY TRAVEL

Paragraph	Contents
C4000	**NOT USED (SEE CHAPTER 5, PART A)**
C4001	**AGREEMENTS FOR TRANSPORTATION ENTITLEMENT** A. General B. Negotiation of Agreements
C4002	**WITH WHOM INITIAL AGREEMENTS ARE NEGOTIATED** A. General B. OCONUS Local Hires
C4003	**WITH WHOM RENEWAL AGREEMENTS ARE NEGOTIATED** A. General B. Married Employees C. Exception
C4004	**ACTUAL RESIDENCE DETERMINATION** A. Appointees (including Student Trainees) Travel to First PDS B. OCONUS Employment
C4005	**PERIOD OF SERVICE REQUIREMENT (TOUR OF DUTY)** A. Transfers to and within CONUS B. Appointment to First PDS C. OCONUS Employment
C4006	**DATE TOURS OF DUTY BEGIN** A. Transfer to and within CONUS B. Appointment to First PDS C. Employment OCONUS
C4007	**VIOLATION OF AGREEMENT**
C4008	**TRAVEL AND TRANSPORTATION ALLOWANCES LOSS UNDER AN AGREEMENT**

C4009 **ACCEPTABLE REASONS FOR RELEASE FROM A PERIOD OF SERVICE REQUIREMENTS**
A. General
B. Acceptable Reasons for Release from Periods of Service Requirements
C. Transfer to other Departments or Agencies

C4010 **DOCUMENTATION OF ENTITLEMENT AND LIMITATIONS**

C4011 **TRANSPORTATION AGREEMENT REQUIREMENTS**

C4012 **PREPARATION AND DISPOSITION OF TRANSPORTATION AGREEMENTS**
A. General
B. Preparation and Disposition
C. Transportation Agreement for OCONUS Employees other than School Teachers
D. Department of Defense (DoD) Transportation Agreement – transfer of Professional School Personnel Outside CONUS (OCONUS)
E. Department of Defense (DoD) Transportation Agreement-Transfer of Civilian Employees to and within Continental United States (CONUS)

PART B: RESERVED

PART C: PERMANENT CHANGE-OF-STATION (PCS) TRAVEL

Paragraph	Contents
C4100	**NOT USED (SEE CHAPTER 5, PART A)**
C4107	**NOT USED (SEE CHAPTER 5, PART M)**
C4109	**TEMPORARY ASSIGNMENT OF EMPLOYEES BETWEEN THE FEDERAL GOVERNMENT AND STATE OR LOCAL GOVERNMENTS OR INSTITUTIONS OF HIGHER EDUCATION AUTHORIZED BY THE INTERGOVERNMENTAL PERSONNEL ACT (IPA) MOBILITY PROGRAM**
C4113	**TDY STATION BECOMES PDS** A Per Diem Ends upon Notification of Transfer B. PCS Allowances

C. Return to the Old PDS
D. Per Diem at Old PDS
E. Guidance in Comptroller General and GSBCA Decisions Applicable to Cases in which an Employee is Transferred to the Location at which the Employee is TDY

PART D: RESERVED (SEE CHAPTER 5, PART K)

PART E: RESERVED

PART F: RESERVED

PART G: RESERVED

PART H: AGREEMENT VIOLATIONS

Paragraph	Contents
C4350	**RESPONSIBILITIES** A. Employee B. Various Officials C. Civilian Personnel Officer D. Finance, Fiscal, or Disbursing Officer
C4351	**AGREEMENT VIOLATIONS FOR TRANSFERS TO, FROM, AND WITHIN CONUS** A. General B. To CONUS C. Within or from the CONUS D. Appointees to First PDS
C4352	**AGREEMENT VIOLATIONS FOR OVERSEAS EMPLOYEES** A. Failure to Satisfy Service Requirement B. Violation during the First Year of Service under an Initial Agreement C. Violation after 1 Year of Service under an Initial Agreement D. Employees Serving under Renewal Agreements E. Teachers in the DoDDS

C4353 **COMPUTATIONS**
A. General
B. Military Sealift Command (MSC) and Air Mobility Command (AMC) Costs
C. Commercial Carrier Transportation Costs
D. Travel Time Compensation
E. Per Diem Allowance
F. Extent of Employee Financial Responsibility to the Government
G. Return Travel Costs: Government's Obligation
H. Return Travel Costs: Employee's Obligation

PART I: REIMBURSEMENT OPTIONS FOR TRAVELERS ON TDY WITHIN A COMBATANT COMMAND OR JOINT TASK FORCE AREA OF OPERATIONS

Paragraph **Contents**

C4360 **DEFINITIONS**
A. Combatant Command Area of Operational Responsibility (AOR)
B. Joint Task Force (JTF)
C. Operational Deployment
D. Exercises
E. TDY Options

PART J: TEMPORARY DUTY TRAVEL

Paragraph **Contents**

C4405 **JUSTIFICATION**

C4410 **WHAT CONSTITUTES TDY TRAVEL**

C4415 **TDY ASSIGNMENT SELECTIONS**

C4420 **ADVANCE NOTICE, CLEARANCES, AND OTHER REQUIREMENTS**
A. Advance Notice
B. Clearances
C. Other Requirements

C4425 **ITINERARY VARIATION**
A. Variation Authorized in the Travel Authorization
B. Variation Not Authorized in the Travel Authorization

C4430 **TDY TIME LIMITATION (EXCEPT TDY FOR TRAINING)**
A. General
B. 180-consecutive-day Time Limitation
C. TDY Periods in Excess of 180 Consecutive Days
D. Temporary Change of Station (TCS) instead of an Extended TDY
E. Income Taxation of Reimbursable TDY Allowances
F. Extensions

C4435 **TDY PRIOR TO REPORTING TO FIRST PDS**

C4440 **AUTHORIZED TDY TRAVEL WHILE ON LEAVE**
A. General
B. TDY at Leave Point
C. TDY at other than Leave Point

C4445 **ROUND-TRIP TRAVEL BETWEEN RESIDENCE AND TDY LOCATION**

C4450 **OCONUS TDY TRAVEL IMPACT ON BALANCE OF PAYMENTS**

C4455 **NOT USED**

C4460 **TDY ASSIGNMENTS ON SUBMARINES**

C4465 **ILLNESS OR INJURY DURING OFFICIAL TRAVEL OR TDY ASSIGNMENTS**

C4470 **TDY ASSIGNMENT ABANDONED OR NOT COMPLETED**

C4475 **TDY DEPARTURE FROM DEPENDENTS' RESIDENCE**

PART K: TRAINING COURSE ATTENDANCE

Paragraph **Contents**

C4500 **ALLOWANCES**
A. General

B. In the PDS Area
C. Conferences/Training at the PDS as Training Expenses

C4505 **DEPENDENTS AND HHG TRANSPORTATION**
A. Allowances Authorized
B. Allowances Not Authorized
C. Activity or Command Responsibility

C4510 **NO RETURN TO OLD PDS**
A. Dependent and HHG Transportation
B. Mileage Reimbursement
C. Real Estate Transactions

C4515 **INTERNS AND TRAINEES**

C4520 **TRANSPORTATION AND PER DIEM OR AEAS**

C4525 **LODGING AND/OR MEALS OBTAINED UNDER CONTRACT**

C4530 **PER DIEM FOR TRAINING ASSIGNMENTS**
A. General
B. Rates for Specific Training Courses
C. Per Diem for Training Assignments of more than 30 Consecutive Calendar Days
D. Per Diem for Training Programs

PART L: PER DIEM ALLOWANCES

Paragraph **Contents**

C4550 **PER DIEM RATES**
A. General
B. Responsibilities for Authorizing/Approving Rates
C. Authorizing a Different Per Diem Rate
D. Offices Designated to Authorize Increased Per Diem
E. Offices Designated to Authorize Reduced Per Diem
F. Standard CONUS Per Diem Rate

C4551 **REQUESTING REVIEW OF PER DIEM RATES**

C4552 **GENERAL RULES REGARDING PER DIEM**
A. Per Diem Beginning and Ending
B. Restriction in Establishing PDS
C. No Per Diem at the PDS
D. TDY at Nearby Places Outside the PDS
E. Dependents Accompanying an Employee on TDY
F. Travel of 12 or Fewer Hours (12-Hour Rule)
G. Per Diem Relationship to Overseas Post Differential
H. Lodging and/or Meals Obtained under Contract
I. Extended TDY Assignments
J. Meetings and Conventions
K. Employee Dies or is in a Missing Status while in a Travel Status

C4553 **'LODGINGS-PLUS' PER DIEM METHOD PER DIEM COMPUTATION**
A. General
B. Maximum Per Diem Rates
C. Per Diem Allowance Elements
D. Per Diem Allowance Computations
E. Computing Per Diem when Crossing International Dateline (IDL)
F. Mixed Travel Reimbursement

C4554 **PER DIEM RULES CONCERNING MEALS**
A. Determination of M&IE Rate
B. Deductible Meals
C. Absence of Commercial OCONUS Establishments that Prepare and Serve Meals
D. TDY Performed in Support of Military Units on Field Duty
E. Meals Provided by a Common Carrier or Complimentary Meals Provided by a Hotel

C4555 **RULES CONCERNING LODGING AND LODGING COST**
A. Lodging Location Rules
B. Allowable Lodging Expenses
C. Lodging Obtained After Midnight
D. Allowable Expenses when an Apartment, House, or Recreational Vehicle is Rented or Used for Quarters
E. Allowable Expenses when a Residence Is Purchased and Used for TDY Lodgings
F. Dual Lodging Reimbursement on a Single Day
G. Lodging Obtained on a Weekly, Monthly, or Longer Term Basis
H. Reimbursement of Nonrefundable Room Deposit and Prepaid Rent
I. Double Occupancy
J. Lodging Taxes

C4556 **LODGING AND MEALS PROVIDED WITHOUT COST**

C4557 **GOVERNMENT QUARTERS AVAILABLE AT AN OCONUS LOCATION**

C4558 **PER DIEM FOR TRAVEL BY SHIP**
A. General
B. Government Ship
C. Commercial Ship

C4559 **USE OF A RECREATIONAL VEHICLE FOR LODGING**
A. Privately Owned
B. Rented Recreational Vehicle

C4560 **PER DIEM FOR LONG-TERM TDY ASSIGNMENTS**

C4561 **PER DIEM FOR LONG-TERM TDY ASSIGNMENTS**
A. Long-term TDY Assignments
B. Exceptions to the Prescribed Long-term TDY Per Diem Allowances

C4562 **PER DIEM FOR CONSULTANTS, EXPERTS, AND PRIVATE INDIVIDUALS TRAVELING WORLDWIDE**
A. General
B. Travel Expenses Paid from a Non-Federal Source
C. Consultants and Experts Employed on an Intermittent Basis
D. Private Individuals Serving without Compensation
E. Reserve Officers Training Corps (ROTC) Cadet Serving without Compensation

C4563 **EFFECT OF ABSENCE ON PAYMENT OF PER DIEM**
A. Absence Due to Illness or Injury
B. Detained in Quarantine
C. Leave and Non-workdays
D. Return to PDS on Non-workdays
E. Travel on Non-workdays to Location other than PDS
F. Delay in Returning to PDS
G. Permanent Duty Travel

C4564 **EMPLOYEE'S LEAVE CANCELED OR INTERRUPTED**
A. Absent from PDS for Personal Reasons
B. TDY Required at Place of Leave
C. TDY at Various Places, Including Return to PDS

D. TDY at Various Places Not Involving Return to PDS
E. Authorized Leave of 5 or More Days Canceled within 24 Hours, and Leave Temporarily Interrupted Due to Recall to PDS
F Leave Interrupted for TDY, Employees Not Allowed to Resume Leave Status
G. TDY Directed at Termination of Leave Status
H. Cancellation of TDY Travel Authorizations after Commencement of Travel and while on Authorized Leave

C4565 **PER DIEM COMPUTATION EXAMPLES**

C4566 **QUICK REFERENCE TABLES – PER DIEM AUTHORIZATIONS**

PART M: ACTUAL EXPENSE ALLOWANCE (AEA)

Paragraph **Contents**

C4600 **GENERAL**

C4602 **JUSTIFICATION**

C4604 **AUTHORIZATION/APPROVAL**

C4606 **LIMITATIONS**

C4608 **TDY ASSIGNMENTS THAT MAY WARRANT AEA AUTHORIZATION/APPROVAL**
A. Examples
B. Travel with Certain Dignitaries

C4610 **EXPENSES**
A. Expenses Allowed
B. Expenses Not Allowed

C4612 **AEA REQUESTS**
A. General
B. Submission Channels

C4614 **150% MAXIMUM**
A. CONUS
B. OCONUS

C4616 **300% MAXIMUM AEA**

C4620 **OVER 300% MAXIMUM AEA**

C4622 **REIMBURSEMENT**
A. Limitations
B. Incidental Expenses
C. M&IE Paid on a Per Diem Basis
D. Lodging and/or Meals Obtained under Contract
E. Itemization

C4624 **AEA COMPUTATION**
A. General
B. Meals Available under Special Arrangements
C. Averaging Expenses
D. Mixed Travel (Per Diem and Actual Expense)

C4626 **COMPUTATION EXAMPLES**

PART N1: POC USE FOR TDY TRAVEL

Paragraph **Contents**

C4650 **MILEAGE ALLOWANCES FOR POC USE**

C4651 **POC USE FACTORS**
A. Official Mileage Rates for Local and TDY Travel
B. POC Use Advantageous to the Government
C. POC Use Not Advantageous to the Government
D. Privately Owned Automobile in Lieu of Government-furnished Automobile (FTR §301-10.310)

C4652 **PARKING FEES**
A. General
B. Privately Owned Automobiles
C. Government-furnished Automobile

C4654 **OTHER ALLOWABLE COSTS**

C4656 **EMPLOYEES TRAVELING TOGETHER**

C4657 **POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS**
A. Round-trip Expenses Incurred for Drop-off or Pick-up at a Transportation Terminal
B. Expenses Incurred for Two One-way Trips to and from a Transportation Terminal
C. Employee Departs from PDS on TDY
D. Two or More Employees Travel in the Same POC

C4658 **NOT USED**

C4659 **PER DIEM FOR POC TRAVEL**
A. POC Use Advantageous to the Government
B. POC Use Not Advantageous to the Government

C4660 **TRAVEL TIME**

C4661 **COMPUTING REIMBURSEMENT FOR POC TRAVEL**
A. Advantageous to the Government
B. Not Advantageous to the Government
C. Mixed Modes

C4662 **SEE CHAPTER 4, PART N2**

PART N2: RETURN TO PDS DURING TDY

Paragraph **Contents**

C4675 **ORDERS**

C4676 **REQUIRED RETURN TO PDS DIRECTED DURING NON-WORKDAYS**

C4677 **VOLUNTARY RETURN TO PDS**
A. General
B. Examples

C4678 **RETURN TO PDS DURING EXTENDED TDY**
A. General
B. Cost Analysis
C. Authorized Return

C4679 **LODGING RETAINED AT TDY LOCATION**
A. Lodging Retained at TDY Location during Voluntary or Required Return
B. Lodging Retained at TDY Location during Authorized Return – Lodgings Plus
C. Lodging Retained at TDY during Authorized Return – Fixed Reduced (55%) Per Diem

PART O: OCCASIONAL MEALS AND/OR LODGING

Paragraph **Contents**

C4710 **REIMBURSEMENT FOR OCCASIONAL MEALS AND/OR LODGING (FTR §301-11.1)**

PART P: RESERVED

PART Q: RESERVED

PART R: RESERVED

PART S: CONFERENCES

Paragraph **Contents**

C4950 **CONFERENCE PLANNING (FTR PART 301-74)**
A. Authority
B. Policy
C. Scope and Coverage
D. Definitions
E. Actions Required
F. Cost Considerations
G. Cost Comparisons
H. Conference Site Selection (FTR §302-3.515)
I. Requirements for Attendance, Sponsoring or Funding a Conference at a Place of Public Accommodation (FTR §301-74.14; 74.15)
J. Advertisement or Application Form for Conference Attendance (FTR §301-74.16)

K. Selection of Attendees
L. Conference Administrative Costs
M. Conference Lodging Allowance
N. Conference Lodging Allowance Approval Authority (FTR, §301-74.24)
O. Conference M&IE Rate

C4955 **CONFERENCE ATTENDANCE**
A. General
B. Authority
C. Government Sponsored Conferences
D. Non-government Sponsored Conferences
E. Registration Fees and Miscellaneous Expenses
F. Membership Fees and Dues
G. Entertainment Expenses

PART T: SPECIFIC ASSIGNMENT CONDITIONS

Paragraph **Contents**

C4975 **TRAVEL OF CONSULTANTS AND EXPERTS**
A. Authority
B. Conditions

C4976 **WITNESS TRAVEL**
A. General
B. Definitions
C. Allowable Travel Expenses
D. Funding

C4977 **JUROR TRAVEL**

C4978 **TRAVEL OF AN EMPLOYEE SERVING AS A LABOR ORGANIZATION REPRESENTATIVE**
A. General
B. Certifications

C4979 **TRAVEL TO RECEIVE NON-FEDERALLY SPONSORED HONOR AWARDS**
A. General
B. Allowable Expense
C. Prohibition

PART A: PERMANENT DUTY TRAVEL

C4000 NOT USED (SEE CHAPTER 5, PART A)

C4001 AGREEMENTS FOR TRAVEL AND TRANSPORTATION ALLOWANCES

A. General. A transportation agreement is a written understanding between a DoD component and an employee wherein the component agrees to furnish (depending on the circumstances) certain travel and transportation allowances in consideration for which the employee agrees to remain in Government service for at least a specified period. In the case of appointment or transfer to an OCONUS position, the employee also agrees to complete a prescribed tour of duty at the OCONUS PDS as consideration for return travel and transportation allowances. The completion of the period of service specified in the agreement establishes eligibility for travel and transportation allowances and does not, in itself, terminate the employee's employment. An agreement may be an initial agreement or a renewal agreement. An initial agreement establishes eligibility for an employee's travel and transportation allowances, the employee's dependents, and HHG. A renewal agreement establishes eligibility for round trip travel and transportation allowances for an employee and dependents for the purpose of taking leave between consecutive periods of OCONUS employment. A renewal agreement does not establish any HHG transportation authority. All or a portion of these travel and transportation allowances may be lost under certain conditions (see par. C4007). Agreement forms and their preparation and disposition are as prescribed in par. C4012.

B. Negotiation of Agreements. Agreements must be negotiated by personnel designated by the component concerned. For all components, the following have authority to negotiate agreements:

1. Commanding officers, and their civilian counterparts having appointing authority to fill positions,

2. Civilian personnel office employees designated to act for a commanding officer in effecting appointments, and

3. Other personnel designated by the commanding officer to act for the commanding officer in response to specific requests.

C4002 WITH WHOM INITIAL TRANSPORTATION AGREEMENTS ARE NEGOTIATED

A. General. Transportation agreements must be negotiated with the following:

1. A new appointee (including a student trainee when assigned on completion of college work) to a first PDS;

2. An employee transferred or reassigned from one OCONUS PDS to another OCONUS PDS;

3. A new appointee recruited for OCONUS service at a geographical locality other than that in which the actual residence is located;

4. An employee transferred to and within the CONUS;

5. An employee transferred to an OCONUS PDS; and

6. An employee recruited OCONUS for assignment to an OCONUS PDS.

B. OCONUS Local Hires

1. General

a. Transportation Agreement Purpose for Locally Hired Employees. ***A transportation agreement for a locally hired employee is not an entitlement.*** The transportation agreement for a locally hired employee is specifically intended to be a recruitment incentive for a civilian employee with an actual residence in CONUS or in a non-foreign OCONUS area, outside the geographical locality of the PDS, to accept Federal employment in a foreign or nonforeign OCONUS area. ***Individuals must not automatically be granted agreements simply because they meet eligibility requirements.***

b. Negotiating a Transportation Agreement with a Locally Hired Employee. Foreign area local commanders may negotiate an initial agreement with a locally hired employee if the conditions in par. C4002-B2 are met. Local commanders in nonforeign OCONUS areas may negotiate an initial agreement with a locally hired employee if required for recruitment purposes and the conditions in par. C4002-B2 are met, but only if the position is one for which qualified local applicants are not readily available.

c. Eligibility Determination. Eligibility for travel and transportation allowances for dependents and/or HHG from the employee's actual residence to the foreign OCONUS area PDS and/or return transportation to the actual residence must be determined at the time of appointment, or at the time the employee loses eligibility for return travel and transportation allowances. This avoids misunderstandings later. The eligibility decision must be recorded in the agreement. See par. C4005-C3 concerning credit for prior service and par. C4006-C1 regarding when a tour of duty begins.

d. Transportation Authorization. An OCONUS locally hired traveler who is granted a transportation agreement is authorized the same travel and transportation allowances as a traveler transferred or appointed from CONUS. Pars. C7002-B3 and C5180-B1 prescribe the conditions for authorizing travel and transportation allowances for dependents and HHG from the traveler's actual residence to the OCONUS PDS. Par. C5212-A5 prohibits POV transportation for local hires in some instances.

2. Conditions

a. Eligible Local Hires. An initial agreement may be negotiated with a locally hired employee described in par. C4002-B2a(1), or C4002-B2a(2) below only if the requirements in par. C4002-B2b(1) and C4002-B2b(2), also are met. An initial agreement may be negotiated with a locally hired employee described in par. C4002-B2a(3) or C4002-B2a(4) below only if the employee also meets the requirement in par. C4002-B2b(2).

(1) A member of the U.S. Armed Forces separated/retired locally (within the foreign OCONUS country in which the civilian position is located to which the individual is appointed) while serving in a foreign OCONUS area, provided that the former military member is appointed to a vacant

appropriated-fund civilian position before expiration of that individual's authorization for return travel and transportation to CONUS or to a non-foreign OCONUS area accruing from the prior military service.

(2) An employee of another Federal department, agency, or instrumentality, Government contractor, Red Cross, non-appropriated-fund activity, international organization in which the U.S. participates, and any other activity/agency which the foreign OCONUS area command determines to be operating in support of the U.S. or its personnel in the area, provided the individual was:

(a) Recruited in CONUS or in a non-foreign OCONUS area under employment conditions that provided for return travel and transportation allowances,

(b) Committed to a specific vacant position before separation from prior employment, and

(c) Is appointed not later than 1 month after termination of such employment.

(3) A former employee of the same/another Federal department/agency who was separated by reduction in force during the previous 6 months, is on a reemployment priority list, and has been authorized delay in return travel for the primary purpose of exercising reemployment priority rights;

(4) An individual who accompanied/followed a spouse to the foreign OCONUS area and, at the time of hiring, had authorization for return transportation as a dependent of a member of the U.S. Armed Forces or a civilian Government employee serving under an agreement providing for return travel, if one of the following circumstances occurs:

(a) The spouse dies,

(b) The sponsoring spouse becomes physically or mentally incapable of continued Government employment,

(c) Divorce or legal separation, (A legal separation exists at such time as either the employee or the spouse initiates legal action to dissolve the marriage or one separates from bed and board short of applying for a divorce.), or

(d) The spouse permanently departs the post/area.

In situations C4002-B2a(4)(c) and C4002-B2a(4)(d), above, the agreement is cancelled should the couple remarry, a reconciliation occurs, or the sponsoring spouse returns to the post regardless whether or not the sponsoring spouse has return transportation eligibility.

b. Requirements. The following requirements must be met as indicated in par. C4002-B2a:

(1) The commanding officer/designated representative, must determine that another candidate would have to be transferred/appointed from CONUS or from a non-foreign OCONUS area or from a different foreign OCONUS area to fill the position involved unless an agreement is offered to a locally

hired candidate; ***NOTE: A locally hired candidate is not eligible for an agreement if the position is one for which out-of-country recruitment normally is not undertaken.***

(2) At the time of appointment or assignment, or at the time eligibility for return travel is lost, the locally hired candidate must be able to establish to the satisfaction of the appointing official the existence of a bona fide actual residence in CONUS or in a non-foreign OCONUS area. The residence must be outside the geographical locality of the PDS.

C4003 WITH WHOM RENEWAL AGREEMENTS ARE NEGOTIATED

A. General. Renewal agreements are negotiated with employees who have an initial agreement when they satisfactorily complete the prescribed period of service at an OCONUS PDS and have an acceptable actual residence located outside the geographical locality of employment. For additional conditions concerning teachers in the DoD Education Activity, see par. C5542.

B. Married Employees. Except as provided in par. C4003-C, when a husband and wife are both employed in the same OCONUS locality by the same or different Government departments, a renewal agreement is negotiated either with:

1. Each separately (if this option is elected, the other employee may not be treated as a spouse and other members of the household may not benefit twice); or

2. One as head of the household and the other treated as a spouse.

The couple must elect either alternative 1 or 2 in a writing signed by both husband and wife. A copy is filed in each employee's personnel folder. An employee who elects travel and tr4ansporttaion allowances as a spouse under alternative 2 does not thereby forfeit travel and transportation allowances for return of self, dependents, or HHG upon separation accrued under an initial agreement. Where the spouses have independently earned travel and transportation allowances, have elected for one to be treated as a dependent, and the “head of household” spouse ceases to be employed in the Federal service, the still-employed spouse may revert to the agreement in force prior to the election. That spouse also may negotiate an agreement for renewal agreement travel, if otherwise eligible. In computing the time limits for required service, the time runs from the return of that employee from the last renewal agreement trip either under the employee’s or the spouse’s agreement, whichever is later (54 Comp. Gen. 814 (1975)).

C. Exception

1. General. A renewal agreement must not be negotiated under the circumstances in par. C5515 or with locally-hired individuals in pars. C4003-C2 and C4003-C3.

2. Locally Hired Married Employee A renewal agreement must not be negotiated with a locally hired married employee who is in the OCONUS geographical locality because the spouse is in such locality as a/an:

a. Member of the Uniformed Services,

b. Member of the Foreign Service of the Department of State,

c. Private individual,

d. Employee of a private individual, or

e. Employee of a non-Federal organization.

3. Locally Hired Employee Unmarried and Under 21 Years of Age. A renewal agreement must not be negotiated with a locally hired employee who is unmarried and under age 21 whose parent is in the OCONUS geographical locality as a/an:

a. Member of the Uniformed Services,

b. Member of the Foreign Service of the Department of State,

c. Federal Government civilian employee,

d. Private individual,

e. Employee of a private individual, or

f. Employee of a non-Federal organization.

C4004 ACTUAL RESIDENCE DETERMINATION

A. Appointees (Including Student Trainees) Travel to First PDS. When transportation is authorized by a DoD component, transportation to the first PDS is limited to movement from the appointee's actual residence at the time of selection/assignment. The actual residence is the location at which an individual lived for some time before selection for the appointment/assignment. If the appointee claims some other location as the actual residence at the time of selection, the burden of proof is on the appointee to show that the residence in the location where the appointee lived at the time of selection is temporary and the actual residence is elsewhere. Whether the location of a college where a student is enrolled/lived for 9 or 10 months in each of 3 or 4 years is the actual residence depends on the facts presented.

B. OCONUS Employment

l. General. The actual residence must be determined at the time an individual is initially appointed or transferred o an OCONUS PDS. The Government's obligation for travel and transportation allowances\ for travel to an OCONUS PDS upon assignment, round trip travel and transportation allowances under a renewal agreement, or return travel and transportation allowances for separation is limited to movement to or from an employee's actual residence at the time of assignment to OCONUS duty. If, at the time of appointment, the employee is in the OCONUS area as a tourist or for other reasons that are of a temporary or intermittent nature, the employee subsequently may become eligible for return travel and transportation allowances or tour renewal

agreement travel. Eligibility for these travel and transportation allowances generally is determined by the designation of the actual residence, which should be based on all factual circumstances of each case. Before an agreement is negotiated, the employment office must make every effort to ascertain and state in the agreement the correct actual residence. The same actual residence shown in an employee's initial agreement must be stated n a renewal agreement unless it is determined that an error was made in the employee's actual residence when the initial agreement was executed. In that event, the correct actual residence must be determined and stated in the renewal agreement and an explanation made a matter of record with the renewal agreement.

2. Factors for Consideration. The actual residence is the fixed or residence, ordinarily, where dependents and HHG are maintained at the time of an individual's appointment or transfer to an OCONUS position. Generally, the actual residence is the place from which transferred or appointed. This, however, is not always so. The desire of an appointee or employee to specify a location as actual residence that is not justified under the circumstances, an intention to establish residence at a certain location, or a desire to visit some place, cannot be a basis for designating that place as the actual residence for travel and transportation allowances purposes. All available facts concerning the employee's residence before assignment to OCONUS duty must be considered carefully, including:

a. Home ownership;

b. Previous residence;

c. Temporary employment in city from which recruited;

d. Employment requiring residence apart from the family;

e. The employee's voting residence; and

f. The jurisdiction(s) to which the employee pays taxes.

Additional factors in the case of a local hire are:

a. The length of absence from the claimed place of residence;

b. The reasons for such absence; and

c. Whether a residence has in fact been maintained to which the person expects to return.

The fact that a person has actually established residence locally OCONUS, participated in local elections, or obtained waiver of U.S. tax liability based on foreign residence might negate a claim of actual residence in CONUS or in a non-foreign OCONUS area (35 Comp. Gen. 244 (1955); 37 id. 846 (1958)). Additionally, the conditions in par. C4002-B are used in determining actual residence in CONUS or in a non-foreign OCONUS area.

3. Documentation. The information developed concerning the actual residence must be placed in the employee's official personnel folder.

4. Change in Actual Residence. Where actual residence has been determined in accordance with par. C4004-B2, no change is authorized during a continuous period of overseas service and none may be approved except in case of an error (35 Comp. Gen. 101 (1955); 39 id. 337 (1959)). In the event of an error, the appropriate agreement must be corrected to show the employee's correct actual residence.

C4005 PERIOD OF SERVICE REQUIREMENT (TOUR OF DUTY)

A. Transfers to and within CONUS. The tour of duty in connection with transfers to or between PDSs within CONUS is 12 months.

B. Appointment to First PDS. The tour of duty for first PDS travel in connection with appointment/assignment to first PDS in the CONUS or in a non-foreign OCONUS area is 12 months.

C. OCONUS Employment

1. General

a. OCONUS Tours of Duty. To the fullest practicable extent, tours of duty established by ASD (FM&P) for DoD civilian employees in OCONUS localities are uniform within each area. Standard tours of duty are 36 months under initial, and 24 months under renewal, agreements negotiated with employees assigned OCONUS. Exceptions to the standard tours of duty (specific tours) are provided in Appendix Q, pars. A, B, C and D. Appendix Q, par. E provides instructions for requesting a change in tours of duty. The initial and renewal tour lengths are the same for the non-standard tour locations listed in Appendix Q (e.g., the initial and renewal tour length are both 18 months for Greenland).

b. Administratively Reduced Tours. A tour of 24 months may be administratively reduced by 2 months for employees signing a renewal agreement to serve an additional tour at the same or another post. Similarly, the 36-month period of service prescribed under an agreement may be reduced up to 6 months for the purpose of beginning authorized renewal agreement travel, provided that the renewal agreement is for duty in a 24-month tour area. Except as provided in par. C4005-C1d, when an agreed tour of 24 or 36 months is administratively reduced, the period of service under a renewal agreement must be increased by the length of the reduction. Use of these reduced tours is authorized to permit scheduling leave at regular intervals, such as known low intensity periods or during school vacation periods for employees having dependents attending school OCONUS.

c. Administratively Extended Tours. A 24-or 36-month tour may be extended, allowing employees to perform renewal agreement travel after the extended tour. Except as provided in par. C4005-C1d, the length of the renewal tour must be established as equal to 24 months minus the period of service completed under the administrative extension of the initial agreement, or 12 months whichever is greater. A Component must not execute an administrative extension of an initial agreement to negate an employee's authorization for separation travel and transportation allowances. Statutory authority provides separation travel and transportation allowances after the employee has served the minimum period prescribed in the initial agreement. The administrative extension of the initial agreement must be signed by the employee and appropriate authority of the DoD component concerned. (See B-199643, 30 September 1981.)

d. Length of Renewal Tour for Employees Subject to the 5-Year OCONUS Service Limitation. When an initial agreement of 36 months is administratively reduced by a period up to 6 months for an employee subject to the 5 year OCONUS service limitation, the renewal agreement must prescribe a period of service that, when added to the number of months completed under the initial agreement, plus the number of months authorized as leave incident to the renewal agreement, equals 60 months. Likewise, a 36-month tour may be extended, allowing employees to perform renewal agreement travel after the extended tour, so long as the employee serves a period of at least 12 months after returning to the OCONUS area. The length of the renewal tour, however, must be established as equal to 60 months (5 years) minus the sum of (i) the period of service completed under an initial transportation agreement; (ii) the period of service completed under the administrative extension of the initial agreement, and (iii) the period of time authorized as leave incident to the renewal travel; or 12 months, whichever is greater.

e. Employees Released from 5-Year OCONUS Service Limitation. If an employee's 5-year OCONUS service limitation is extended beyond the 5-year period so the employee can perform renewal agreement travel following completion of the initial tour and an administrative extension of the initial tour (for example: 36-month initial tour plus 15-month administrative extension), the length of the renewal tour is determined in accordance with par. C4005-C1c. In this case, the length of the renewal tour must be established as equal to 24 months minus the period of service completed under the administrative extension of the initial tour (example 15 months), or 12 months, whichever is greater. (In the example, the renewal tour would be 12 months, since 24 months minus 15 months is less than the required 12 months.)

f. Employee Serves Additional Tour(s) after the 5-Year OCONUS Service Limitation. The length of renewal tour(s) served after the 5-year service limitation is determined in accordance with pars. C4005-C1b and C4005-C1c, except that a renewal tour of 12 months under which an employee is serving may not be further reduced for an employee signing a renewal agreement to serve an additional tour at the same or another post (37 Comp. Gen. 62 (1957)). DoD component policies concerning extensions in OCONUS areas beyond 5 years must be applied in conjunction with pars. C4005-C1e and par. C4005-C1f.

2. Tour of Duty Areas. See Appendix Q for tours of duty and for information about requests to establish other than standard tours of duty.

3. Credit for Prior Service. The following personnel must serve the employing DoD component for 1 year (1 school year for persons in teaching positions under the DoD Education Activity) from the date of employment under their own transportation agreement or a period of time which, when added to their immediate prior period of civilian or military service before signing the agreement, totals the prescribed tour of duty for the area, whichever is greater (see par. C4006-C1 for when tour of duty begins):

a. Persons appointed by transfer from another Government agency whose immediate prior service has been in an OCONUS area and who transfer without performing renewal agreement travel;

b. Military personnel who separate locally and accept Government employment, and with whom agreements are negotiated;

c. Government contractor personnel who separate locally to accept Government employment and with whom agreements are negotiated;

d. Locally hired dependents of military or civilian employees with whom an agreement was negotiated;

e. Persons in the employ of an international organization in which the U. S. Government participates, who are separated in OCONUS areas to accept DoD employment and with whom agreements are negotiated;

f. Employees of nonappropriated fund activities who separate in OCONUS areas to accept other DoD employment and with whom agreements are negotiated under the conditions in par. C4002-B2a(2); and

g. Persons re-employed from a reemployment priority list with whom agreements are negotiated as provided in par. C4002-B2a(3).

4. Reassignment or Transfer in Same Geographical Locality

a. Without Incurring PCS Costs. When an employee is reassigned within a DoD component or transferred to another DoD component in the same OCONUS geographical locality before completing a tour of duty, without incurring PCS costs, the tour of duty specified in the transportation agreement under which the employee is serving at the time of reassignment or transfer continues in effect. At the end of the specified tour of duty, the employee is eligible for return travel and transportation allowances for separation or for the negotiation of a renewal agreement, irrespective of the length of time the employee has served the activity to which reassigned or transferred. (See par. C4011, situation 7.)

b. PCS Costs Are Incurred. When an employee incurs PCS costs incident to a reassignment within a DoD component or transfer to another DoD component in the same OCONUS geographical locality prior to completion of the tour of duty, and at the time of reassignment or transfer, less than 12 months remain to be served under the existing transportation agreement after reporting for duty at the new duty station, a new agreement for a minimum period of 12 months' service is required for authorization for PCS allowances to the new PDS. The tour of duty specified in the transportation agreement under which the employee was serving at the time of reassignment or transfer remains in effect with regard to the employee's eligibility for return travel and transportation allowances for separation or for the negotiation of a renewal agreement.

5. Reassignment to Different OCONUS Geographical Locality

a. From PDS at which the Employee Has No Transportation Agreement. An employee, serving at an OCONUS PDS without a transportation agreement, who is reassigned within a DoD component, or transferred to another DoD component, to a different OCONUS geographical locality is required to negotiate a transportation agreement obligating the employee to serve the full tour of duty prescribed for the new PDS.

b. From PDS at which the Employee Is Serving under a Transportation Agreement. When an employee, serving under a transportation agreement at an OCONUS PDS, is reassigned within a DoD component, or transferred to another DoD component, to a different OCONUS geographical locality prior to completion of a tour of duty, credit is given for service completed at the old PDS. A new agreement is required with a new tour of duty of 12 months or the difference between the tour of duty at the new PDS and the period of

service completed at the old PDS, whichever is greater. (Also see par. C5075). The new agreement concerns PCS allowances to, and any additional separation travel and transportation allowances from, the new PDS. The tour of duty specified in the agreement under which the employee was serving at the time of reassignment or transfer remains in effect with regard to the employee's eligibility for return travel and transportation allowances for separation from the old PDS or for the negotiation of a renewal agreement. Before performing renewal agreement travel the employee must sign a renewal agreement to serve a tour of duty applicable for the new PDS area.

6. Employee's Services Not Needed for Entire Period of Tour of Duty. When it is known in advance that an employee's services are not needed OCONUS for the full period of the prescribed tour of duty, the employee may be employed for a lesser period without affecting travel and transportation allowances to the OCONUS PDS and return for the purpose of separation (26 Comp. Gen. 488 (1947)). The agreement, however, must prescribe a tour of duty of 12 months in accordance with 5 USC §5722. Employment may be terminated at any time during the agreed tour of duty when it is determined that the employee's services are no longer needed.

7. Effect of Increased or Decreased Tour of Duty. When an OCONUS area's tour length is increased, the tour length specified in currently assigned employees' agreements governs. The lengthened tour of duty only affects employees who execute agreements after the date the increased tour length is approved. If a tour length is decreased, the shorter tour length applies to currently assigned employees whose agreements provide for a longer tour.

C4006 DATE TOURS OF DUTY BEGIN

A. Transfer to and within CONUS. A tour of duty in connection with transfers to or between PDSs within CONUS begins on the date the employee reports for duty at the new PDS.

B. Appointment to First PDS. A tour of duty,under an agreement for travel and transportation allowances in connection with appointment to a first PDS in the U.S., begins on the date the appointee reports for duty at the PDS.

C. Employment OCONUS

1. Initial Agreement. Under an initial agreement a tour of duty begins on the date the individual:

a. Reports at the OCONUS activity, for those recruited outside the geographical locality of the OCONUS employing activity;

b. Begins duty for those recruited locally under an agreement; or

c. Executes an agreement, for a locally hired married individuals in the circumstances described in par. C4002-B2a(4).

2. Renewal Agreement. A tour of duty under a renewal agreement begins on the date the employee reports for duty at the OCONUS PDS following completion of RAT unless that travel is delayed and authorized/approved to be performed within a tour of duty (see par. C5515-B).

C4007 VIOLATION OF AGREEMENT

An individual violates an agreement by failing to meet or comply with any of the conditions specified in it. Individuals who violate an agreement are not eligible for the travel and transportation allowances there under and/or are indebted and subject to collection action (see Part H). Violations include failure:

1. For reasons unacceptable to the employing activity, to meet or comply with the conditions specified in an agreement;

2. To report for duty;

3. To return to country or geographical locality in which actual residence is located in connection with a renewal agreement;

4. To use travel and transportation allowances within a reasonable time after separation.

C4008 TRAVEL AND TRANSPORTATION ALLOWANCES LOSS UNDER AN AGREEMENT

Individuals lose eligibility for travel and transportation allowances under an agreement and/or are indebted and subject to collection action (see Part H) for travel and transportation furnished if there is a:

1. Loss of dependency status under which there was a previous authorization (e.g., a child reaches age 21; or

2. Duplication of travel and transportation allowances under separate statutes.

C4009 ACCEPTABLE REASONS FOR RELEASE FROM A PERIOD OF SERVICE REQUIREMENT

A. General. An employee serving under a transportation agreement at any PDS may be released from the period of service requirement specified in the agreement for reasons beyond the employee's control that are acceptable to the DoD component. Except as provided in par. C4009-C, the commanding officer, or designee, at the employee's assigned activity must make the determination of acceptability.

B. Acceptable Reasons for Release from Periods of Service Requirements

1. General. Examples of acceptable reasons for release from period of service requirements include:

   a. Illness not induced by misconduct;

   b. Enlistment or call to active duty in the Armed Forces;

   c. Exercise of statutory re-employment rights within a time limitation that precludes completion of a period of service;

d. Release for the Government's convenience (see ***NOTE***), separation because of physical or mental disqualification, lack of skill to perform duties for which recruited or any other duties to which the employee could be assigned;

e. Separation as a result of reduction in force;

f. See par. C4005-C6 when employee's services not required for entire period of tour of duty.

NOTE: Employees separated because of illness induced by misconduct or because of misconduct are not separated for the Government's convenience.

2. OCONUS. In addition to the examples listed in par. C4009-B1, the following are acceptable reasons for OCONUS employees:

a. The employee's immediate presence is required in the geographical locality in which actual place of residence is located because of an unforeseen emergency;

b. Completion of the agreed period of service would result in extreme personal hardship because of circumstances beyond the employee's control, such as conditions seriously affecting the health, welfare, and safety of the employee, serious illness or death in the immediate family, imminent breakup of the family group ***NOTE: Falsification of facts in connection with employment is not a reason beyond the employee's control.;*** or

c. There are significant changes in the employee's employment situation or loss of economic benefits such as a significant salary loss resulting from a downgrading of the grade level the employee accepted upon assignment, or a significant loss in OCONUS quarter allowance payments resulting from a downgrade as distinguished from a reduction in quarters allowance payment which may be reduced for other reasons.

NOTE: The nature and extent of the "unforeseen emergency" or "extreme personal hardship" must be established to the determining official's satisfaction. Verification must be received from a reliable and trustworthy source such as private, state, or local welfare agencies; an attending physician; or a local cleric.

C. Transfer to Other Departments or Agencies. Except as indicated in par. C4005-C, an employee, serving under a transportation agreement at any PDS who transfers to another DoD component, or Government agency, must be released from the period of service requirement specified in the employee's current agreement. If the transfer involves PCS allowances to a new PDS, the gaining activity is responsible for all PCS costs.

NOTE: The employee must continue in Government service for at least 12 months after the employee reported at the PDS from which departing to satisfy the obligation for costs incurred by the losing activity in moving the employee to that PDS.

C4010 DOCUMENTATION OF AUTHORIZATION AND LIMITATIONS

A record must be maintained in the employee's official personnel folder of transportation and storage authority, authorizations, and limitations. Maintenance of the record is limited to information and for the period of time necessary to meet the requirements and restrictions in this Part. Record material may be removed when it no longer applies.

C4011 TRANSPORTATION AGREEMENT REQUIREMENTS (FTR §302-2,100(e); 2.100(f))

The requirements of an agreement are premised on the status of the employee as outlined in the following table:

Situation	Agreement
1. Person locally employed initially by a DoD component at an OCONUS PDS who does not meet agreement eligibility conditions (par. C4002-B).	1. No agreement requirement
2. Persons locally employed initially by a DoD component at an OCONUS PDS who meets agreement eligibility conditions (par. C4002-B).	2. Agreement required for tour of duty applicable to the OCONUS PDS where employed. The agreement concerns separation travel, in specific instances transportation for dependents and/or HHG from the actual residence and renewal agreement eligibility.
3. Person locally employed initially by a DoD component at an OCONUS PDS who meets agreement eligibility conditions (par. C4002-B) and OCONUS prior service credit requirements (par. C4005-C3).	3. Agreement required to serve for 12 months from date of employment, or a period of time which, when added to immediate prior period of civilian or military service, totals the prescribed tour of duty for the area, whichever is greater. The agreement concerns separation travel, in specific instances transportation for dependents and/or HHG from the actual residence and renewal agreement eligibility.
4. Employee of a DoD component at an OCONUS PDS who has not completed an initial tour and is transferred to a new PDS of a different DoD component within the same or a different OCONUS geographical locality (par. C4005-C3a).	4. Agreement required to serve for 12 months from the date of reporting for duty at a new PDS or the difference between the period of service at the old PDS and the prescribed initial tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel and renewal agreement eligibility.
5. Employee initially hired locally by a DoD component at an OCONUS PDS not serving under an agreement who is transferred to a new PDS within the same OCONUS geographical locality (either within the same or to a different DoD component).	5. Agreement required to serve for 12 months from the date of reporting for duty at the new PDS. The agreement concerns eligibility for PCS allowances to the new PDS. There is no other eligibility.

6. Employee initially hired locally by a DoD component at an OCONUS PDS not serving under an agreement who is transferred to a new PDS in a different OCONUS geographical locality (either within the same or to a different DoD component) (par. C4005-C3).	6. Agreement required to serve for 12 months from the date of reporting for duty at the new PDS or the difference between the period of service at the old PDS and the prescribed tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.
7. Employee of a DoD component at an OCONUS PDS who is serving under an agreement and is reassigned or transferred to a new PDS at the same geographical locality (either within the same or to a different DoD component) (see par. C4005-C4).	7. The current agreement (x) continues in effect for all eligibility purposes. However, if less than 12 months of service remain to be completed under the current agreement (x) and PCS costs are incurred, a new agreement (y) for 12 months' service is required for authorization for PCS allowances to the new PDS. A release from the period of service requirement for the Government's convenience without penalty provisions (par. C4009) applies to any incomplete service under the 12 months agreement (y) when allowing authorizatioo upon completion of tour of duty under the agreement (x) in effect at the time of reassignment or transfer. Unless released from the period of service requirement failure to meet the service conditions in the continued current agreement (x) may result in indebtedness for PCS expense to the new PDS.
8. Employee of a DoD component at an OCONUS PDS who completes a prescribed tour of duty, does not perform renewal agreement travel (par. C5075), and is transferred to a new PDS in the same OCONUS geographical locality within the same DoD component.	8. Agreement required to serve for 12 months from the date of reporting for duty at the new PDS. The agreement concerns PCS allowances only. Authorization under the completed tour of duty agreement remains unchanged.

9. A DoD component civilian employee at an OCONUS PDS who completes a prescribed tour of duty, ***does not perform renewal agreement travel*** (par. C5075), and is transferred to a new PDS in a different OCONUS geographical locality within the same DoD component.	9. Agreement required to serve the period of service in (a) or (b), whichever is greater: (a) 12 months from the date of reporting for duty at the new PDS or (b) the prescribed initial/renewal tour of duty, as applicable, at the new PDS less the period of service at the old PDS. (If the last tour completed at the old PDS is the initial tour, the applicable tour is the initial tour at the new PDS. Similarly, if the last tour completed at the old PDS is the renewal tour, the applicable tour at the new PDS is the renewal tour.) <u>Example # 1</u>: An employee completed an initial tour of 18 months at the old PDS. The initial tour at the new PDS is 36 months. An agreement is required to serve 18 months from the date of reporting for duty at the new PDS. <u>Example # 2</u>: An employee completed a renewal tour of 18 month at the old PDS. The renewal tour at the new PDS is 24 months. An agreement is required to serve 12 months at the new PDS since the renewal tour at the new PDS (24 months) less the period of service at the old PDS (18 months) is only 6 months. If the period of service at the old PDS exceeds the applicable initial/renewal tour at the new PDS, an agreement is required to serve 12 months from the date of reporting for duty at the new PDS. The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.
10. A DoD component civilian employee at an OCONUS PDS who completes the prescribed tour of duty, performs renewal agreement travel (Chapter 5, Part K), and returns to the same or a different OCONUS PDS (within the same or to a different DoD component).	10. Renewal agreement required. The tour of duty under the new agreement must be the tour of duty applicable for the area in which the PDS, upon return, is located. (par. C4005-C1).

C4012 PREPARATION AND DISPOSITION OF TRANSPORTATION AGREEMENTS

A. General. To establish an employee's eligibility for certain travel and transportation allowances incident to permanent duty travel, applicable statutory authority requires that a transportation agreement be completed. This paragraph covers the various transportation agreements that are negotiated with DoD civilian employees.

B. Preparation and Disposition. The signed original transportation agreement or a faxed copy of the signed transportation agreement is placed in the employee's personnel folder, or as otherwise directed in appropriate personnel directives, and the employee is furnished a copy of the signed original. In determining the actual residence, the provisions of par. C4004 apply. Transportation agreement forms, DD Form 1617 (Transfer of Civilian Employees Outside CONUS (OCONUS) and DD Form 1618 (Transfer of Civilian Employees To and Within Continental United States (CONUS)), are available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: ***http://www.dior.whs.mil/.***

C. Transportation Agreement for OCONUS Employees other than School Teachers. Department of Defense (DoD) Transportation Agreement - Transfer of Civilian Employees Outside CONUS (OCONUS), (DD Form 1617), is prescribed for use in connection with:

1. Employees transferred or assigned to an OCONUS PDS,

2. New appointees appointed to OCONUS positions (see par. C5080-B3 concerning appointments and assignments to the first PDS),

3. Renewal agreement for round trip travel to take leave between consecutive tours of OCONUS employment, and

4. Return transportation of eligible OCONUS local hires.

D. Department of Defense (DoD) Transportation Agreement - Transfer of Professional School Personnel Outside CONUS (OCONUS). Department of Defense (DoD) Transportation Agreement - Transfer of Professional School Personnel Outside CONUS (OCONUS), DD Form 1616, is used in connection with travel of educators in the DoD Education Activity. DD Form 1616 is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: ***http://www.dior.whs.mil/.***

E. Department of Defense (DoD) Transportation Agreement - Transfer of Civilian Employees to and within Continental United States (CONUS). The Department of Defense (DoD) Transportation Agreement - Transfer of Civilian Employees To and Within Continental United States (CONUS), (DD Form 1618), is prescribed for use in connection with civilian employee travel when transferred to/within CONUS, including appointees/student trainees eligible for travel to the first CONUS PDS.

PART J: TEMPORARY DUTY TRAVEL

C4405 JUSTIFICATION

1. TDY assignments may be authorized/approved only when necessary in connection with official DoD activities or Government business.

2. Travel must be planned and scheduled to accomplish multiple objectives whenever possible.

3. Procedures must be in place to evaluate TDY requests to ensure that the:

   a. Purpose is essential official business;

   b. Objective cannot be satisfactorily accomplished less expensively by correspondence or other appropriate means;

   c. Duration is no longer than required; and

   d. Number of persons assigned is held to the minimum.

4. TDY travel should not be authorized for secretaries, or clerical personnel when such services are available at the TDY site, unless essential for mission accomplishment.

C4410 WHAT CONSTITUTES TDY TRAVEL

TDY travel includes the following:

1. Assignments away from the employee's PDS that are not so frequent or lengthy that the location is, in fact, the employee's PDS;

2. Participation in civil defense activities authorized under department/agency regulations;

3. Witness duty to testify or provide information on the Government's behalf or on matters of official DoD concern;

4. Attendance as a complainant at an administrative hearing when the complaint is related to the Federal reemployment of the complainant, the hearing is provided for by applicable Federal employment regulations, and it is held in a location that serves the Government's interests;

5. Training course attendance conducted or sponsored by Government agencies or approved under department/agency regulations in accordance with 5 USC §4101-4118;

6. Attendance at technical, scientific, professional, or similar meetings and conferences sponsored or arranged by non-Federal organizations;

7. Interview travel required to fill a vacancy when the travel is authorized and considered justified (restricted to Government employees);

8. Assignment as an attendant to a handicapped employee when the agency determines that the handicapped employee is incapable of traveling alone on official travel (56 Comp. Gen. 661 (1977)); and

9. Change of command ceremony or funeral attendance (70 Comp. Gen. 200 (1991)) when the DoD component head or designee determines that circumstances relating to the component's activities justify designating the employee as the component's official representative.

C4415 TDY ASSIGNMENT SELECTIONS

Employee selection for TDY assignments must be based on official necessity and qualifications of the individual to best perform the service required.

C4420 ADVANCE NOTICE, CLEARANCES, AND OTHER REQUIREMENTS

A. Advance Notice. TDY assignments to DoD activities or other Government agency installations should be cleared in advance with the activity involved in accordance with department/agency regulations. When assignments involve visits to activities in more than one command, commands in different departments, agencies or OCONUS commands, clearance must be obtained from the responsible command(s).

B. Clearances

1. Clearances, restrictions, and other requirements specified in the foreign clearance regulations and of the separate departments/agencies must be followed in connection with assignments to OCONUS areas.

2. Special instructions about foreign countries in a travel itinerary include:

a. Advance notification for submission of clearance requests before travel begins, and

b. Duty and travel restrictions for employees who possess highly sensitive information.

3. Security Clearance

a. All departmental security regulations must be followed while employees are TDY.

b. AOs must ensure travelers are thoroughly briefed on security provisions when classified information disclosure is involved.

c. When required, notification of a traveler's access to classified material must be furnished to the commander of a destination activity.

d. When pertinent, an employee's current security clearance must be stated in the travel authorization .

e. The AO must ensure the correctness of the security clearance designation.

C. Other Requirements. Departmental regulations require that Department of State (DoS) be notified when high level personnel visit in foreign areas (Foreign Service Act, Section 207, P.L. 96-465; 1 FAM 013.2b(a)(2) & (b); 2 FAM 043.1b).

C4425 ITINERARY VARIATION

A. Variation Authorized in the Travel Authorization. Travel authorizations may include authorization for itinerary variations to permit a traveler to:

1. Omit travel to named destinations,

2. Change the travel sequence of the named destinations,

3. Change the specified time for remaining at a named destination, and/or

4. Travel to additional destinations.

B. Variation ***Not*** Authorized in the Travel Authorization

1. When a travel authorization does not contain authorization for itinerary variation but circumstances arising after travel begins require itinerary variation, the appropriate AO orally may authorize changes before the variance is made and later confirm it in writing.

2. The authorization for itinerary variation must not be substituted for inadequate advance preparation.

3. Variation authority does not grant blanket travel authorization.

C4430 TDY TIME LIMITATION (EXCEPT TDY FOR TRAINING)

A. General

1. The AO must determine that the assignment is not a TCS or PCS move before authorizing a long-term assignment away from the PDS as TDY. All of the following criteria must be met for an assignment to be a TDY (68 Comp. Gen. 465 (1989)):

a. The duties to be performed are temporary in nature,

b. The assignment is for a reasonable time duration, and

c. TDY costs are lower than round-trip TCS or PCS expenses.

2. An employee's PDS is where an employee spends, and is expected to spend, the most time.

3. The "temporary" designation of an employee's duty station on a travel authorization is not necessarily controlling.

4. Long-term TDY should not exceed 180 consecutive days (64 Comp. Gen. 205 (1985); 62 id. 560 (1983)).

5. A reduced fixed per diem, 55% of the TDY locality rate (see pars. C4560 and C4561-D1), is payable for long-term TDY assignments of more than 180 consecutive calendar days at one location.

6. The 55% rate ordinarily is adequate to cover the cost of lodgings, meals and incidental expenses when long-term arrangements for lodging, such as renting an apartment, are made.

B. 180 Consecutive Day Time Limitation. TDY assignments at one location may not exceed 180 consecutive days, except when authorized under par. C4430-C. This limitation does not apply to employees assigned TDY at more than one location for a collective period of over 180 consecutive days if the duty period at each location is 180 or fewer consecutive days. ***NOTE: Issuing a TDY travel authorization for 179 consecutive days, followed by a brief return to the PDS, followed by another TDY travel authorization for return to the same location is a violation of this 180-consecutive-day policy if the known, or reasonably anticipated, TDY duration was in excess of180 days when the initial travel authorization was issued.***

C. TDY Periods in Excess of 180 Consecutive Days. When mission objectives or unusual circumstances require TDY in one location for more than 180 consecutive days, and the criteria in par. C4430-A are satisfied, the AO (see par. C3000) 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 AO as soon as practicable. This determination should be made before the travel authorization is issued. If the situation does not permit determination before travel authorization issuance, the travel authorization may be issued and the case submitted immediately to the appropriate authority who must:

1. Approve the travel authorization as written (making sure the advice in par. C4430-E is contained in the remarks section of the TDY authorization), or

2. Direct the travel authorization be amended to:

   a. Terminate the duty thereby returning the employee to the old station or assigning a new station,

   b. Change the assignment from TDY to a PCS,

   NOTE: If an employee is transferred by PCS travel authorization to the TDY location, per diem, being paid in connection with the TDY assignment, stops on the date the employee is notified of the transfer (see par. C4113).

   c. Fix the period at 180 or fewer days from the reporting date at the TDY station, or

   d. Authorize a TCS (see par. C4430-E).

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

*D. Temporary Change of Station (TCS) Instead of an Extended TDY. The AO may authorize the limited PCS allowances of a TCS instead of TDY allowances for an employee when the extended TDY period is between 6 and 30 consecutive months. (See Chapter 5, Part O.)

E. Income Taxation of Reimbursable TDY Allowances

1. AOs must advise employees of their potential income tax liability if their TDY assignments (including training assignments) are at one location for more than a year.

2. A TDY assignment at one location for more than a year is considered, by the IRS, to be permanent and any reimbursement is taxable income.

3. The IRS Code, 26 USC §162(a), does not permit travel expense deductions (including amounts for meals and lodging) during a TDY assignment at one location, if the assignment exceeds one year. This applies to costs paid or incurred after 31 December 1992.

F. Extensions. When an employee on TDY for 180 or fewer consecutive calendar days (including weekend days) is assigned additional/extended duty, the reduced fixed per diem rule may apply (see pars. C4560 and C4561-D1). The rule applies if the scheduled TDY duration, measured from the date of the travel authorization directing the additional/extended duty including the time remaining on the original travel authorization, is more than 180 consecutive days.

Example 1: An employee's original TDY travel authorization is for 160 days. On day 100, the assignment is extended for 60 days. Since the remaining number of TDY days plus the number of days extended is less than 180 consecutive days (60 days remaining on original TDY + 60 days extension = 120 days) the assignment continues as regular TDY.

Example 2: An employee's original TDY authorization is for 160 days. On day 30, the assignment is extended for 60 days. Since the remaining number of TDY days plus the number of days extended is more than 180 consecutive days (130 days remaining on original TDY + 60 days extension = 190 consecutive days) the assignment becomes long-term TDY and the 55% rule becomes effective on the day the extension is authorized (and authority must be requested and received for the TDY period that is now in excess of 180 consecutive days.).

***NOTE*: If the employee is returned to the PDS between TDY assignments at the same location (as opposed to the employee being provided or making visits as permitted by par. C4662), the 'long-term' TDY is broken. The second (and additional) TDY period(s) after the break(s) cannot be added to the initial TDY period to create an artificial TDY period of more than 180 consecutive days.**

C4435 TDY PRIOR TO REPORTING TO FIRST PDS

If a new appointee is required to perform TDY before reporting to the first PDS, the appointee is authorized additional transportation expenses and per diem while performing the assigned duties.

C4440 AUTHORIZED TDY TRAVEL WHILE ON LEAVE

A. General. ***This paragraph applies only if the need for the TDY is unknown prior to the employee's departure on leave.*** If the TDY is known before departure on leave, the employee is reimbursed actual travel expenses up to the constructed round-trip cost between the PDS and TDY location.

B. TDY at Leave Point. An employee on leave away from the PDS, who receives a TDY authorization to perform TDY at the leave point, is authorized per diem for the TDY performed in compliance with the travel authorization.

C. TDY at Other Than Leave Point

1. Authorized to Resume Leave upon TDY Completion. An employee on leave away from the PDS, who receives a TDY authorization to other than the leave point, is authorized round-trip transportation and per diem for travel between the leave address (or the place at which the travel authorization is received, whichever applies), and the TDY location (see par. C2000-B). TDY allowances are payable at the TDY location.

2. Directed to Return to PDS upon TDY Completion. An employee away from the PDS, who receives a TDY travel authorization at other than the leave point, is authorized transportation and per diem for travel from the:

a. Leave address (or the place at which the travel authorization is received, whichever applies) to the TDY station (see par. C2000-B); and

b. TDY station to the PDS.

TDY allowances are payable at the TDY location.

3. Directed to Proceed to New PDS upon TDY Completion. An employee is authorized PCS travel and transportation allowances for travel performed from the:

a. Old PDS to the leave address or to the place at which the travel authorization was received, whichever applies, not to exceed in either case the official distance from the old PDS to the new PDS; and

b. Leave address or place at which the travel authorization is received, as applicable, to the TDY station; and

c. TDY station to the new PDS.

TDY allowances are payable at the TDY location.

C4445 ROUND-TRIP TRAVEL BETWEEN RESIDENCE AND TDY LOCATION

Round-trip TDY travel by POC may be authorized/approved between the residence and TDY location without requiring the employee to first report to headquarters or the regular duty place. In authorizing this travel, the AO must consider mission requirements, relative expense, and practicability.

C4450 OCONUS TDY TRAVEL IMPACT ON BALANCE OF PAYMENTS

The necessity for frequent TDY assignments to the same OCONUS locale by the same employee must be evaluated periodically to determine if there are alternatives. If reviews indicate there are significant individual expenditures (in connection with TDY assignments) that have an adverse effect on the balance of payments, special attention should be given to minimizing spending.

C4455 NOT USED

C4460 TDY ASSIGNMENTS ON SUBMARINES

Employees must meet the specific physical requirements in the current edition of SECNAVINST 6420.1 series, for TDY submarine assignments. This directive can be accessed from the Internet at website address: ***http://neds.nebt.daps.mil/directives/6420dl.pdf***.

C4465 ILLNESS OR INJURY DURING OFFICIAL TRAVEL OR TDY ASSIGNMENTS

See Chapter 6, Part J.

C4470 TDY ASSIGNMENT ABANDONED OR NOT COMPLETED

Except as in Chapter 6, Part J, if an employee abandons travel for acceptable personal reasons (e.g., illness in the family or similar circumstances) before reporting to or completing a TDY assignment, only travel and transportation allowances to the abandonment point are allowable. Costs relating to the employee's return to the PDS are the employee's financial responsibility unless the employee completed the TDY mission.

C4475 TDY DEPARTURE FROM DEPENDENTS' RESIDENCE

The AO may permit the traveler to begin official travel from the location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the work site. ***Relative cost should be a consideration.*** Example: Traveler's PDS is Alexandria, VA. The traveler resides in Alexandria during the workweek and commutes daily to the PDS. The traveler maintains the family residence in Norfolk, VA. The traveler may be permitted to begin and/or end official travel on TDY at Norfolk, VA.

PART L: PER DIEM ALLOWANCES

C4550 PER DIEM RATES

A. General. The per diem allowances prescribed in this Part are applicable for all TDY periods, except when an AEA, authorized under Part M, applies, and for all periods of PDT. ***The per diem rate is determined based on the traveler's TDY location, not the lodging location.*** If neither Government nor commercial quarters are available at the TDY location, see par. C4555-A.

B. Responsibilities for Authorizing/Approving Rates. It is the responsibility of the head of each DoD component, or a designee, to ensure per diem allowances for travelers are sufficient to meet the necessary subsistence expenses for the official travel. ***Allowances in excess of need must be avoided.*** The per diem allowances prescribed in this Part are the maximums allowable. See par. C4550-C for information about requesting a reduced per diem rate. To avoid authorization/approval of amounts in excess of the needed amounts, consideration must be given to the following factors that tend to reduce employees' necessary expenses:

1. Actual arrangements or established cost experience at TDY locations showing that lodging and/or meals can be obtained without cost or at reduced cost to an employee;

2. Special accommodation rates availability for a particular meeting, conference, training or other TDY assignment;

3. An employee's familiarity with establishments providing lodging and meals at a lower cost in certain localities, particularly where repetitive travel or extended stays are involved;

4. Government-furnished lodging availability, such as Government quarters, or other lodging procured for the employee by means of a purchase order (see par. C4552-H).

C. Authorizing a Different Per Diem Rate. When it can be determined factually that the per diem rates prescribed in this Part are in excess of need for a particular duty assignment because of known reductions in lodging and/or meal costs resulting from pre-arrangement, special discounts, or other reasons (see also par. C4550-B), the AO should seek authority to prescribe a fixed per diem at a rate lower than the applicable rate prescribed in this Part. ***Such authority must be requested and authorized in advance of the travel.*** (A fixed per diem may not exceed the locality per diem rates prescribed in ***http://www.perdiem.osd.mil/perdiem/perdiemrates.html*** for the locality concerned.) The request, including established lodging and meal costs, the traveler's name, travel dates, and TDY assignment location should be submitted to the appropriate office indicated in par. C4550-D or C4550-E. (Include the name and telephone number for a PoC who may be contacted concerning the request.) If the request is approved, a fixed per diem rate authorization is sent to the requesting official by the appropriate office in par. C4550-D or C4550-E. ***The authorized fixed per diem rate must be stated on the travel authorization.*** This rate is the per diem rate payable on the travel voucher without any receipts and/or itemization by the employee. ***Except as indicated in pars. C4552-D, C4554-D and C4558-C, the appropriate office designated in par. C4550-D or C4550-E is the sole authority for substituting a fixed per diem rate for the otherwise applicable per diem allowance prescribed in this Part.***

D. Offices Designated to Authorize Increased Per Diem

1. General. The offices listed in pars. C4550-D2a, C4550-D2b, C4550-D2c, and C4550-D2d are designated to authorize (in advance) a:

a. Fixed per diem rate in excess of the 55 percent limitation prescribed in par. C4561-A1, for long-term TDY, and in par. C4530-D1 for training assignments of more than 30 consecutive calendar days, up to the applicable maximum rate prescribed in ***http://www.perdiem.osd.mil/perdiem/perdiemrates.html*** for the TDY or training locality; or

b. Per diem under the 'Lodgings-plus' method prescribed in par. C4553 in lieu of the 55 percent limitation prescribed in par. C4561-A1 for long-term TDY, and in par. C4530-D1 for training assignments of more than 30 consecutive calendar days.

2. Designated Offices

a. Army: Commander, major command, major subordinate command, or departmental elements and/or agencies not subordinate to a MACOM to which employee's employing activity reports--this authority may be re-delegated at the commander's discretion. In addition, commands may submit requests for employees attending the Inspector General Course to HQDA, USAIGA, ATTN: DAIG-TR, Humphreys Engineer Center, Casey Building, Room 112, Fort Belvoir, VA 20060-5581;

b. Navy and Marine Corps: The head of the DON activity/command to which employee is permanently assigned for long-term training assignments, and Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451 for long-term TDY;

c. Air Force: The commander, major command or separate operating agency for long-term TDY. Authority may be re-delegated at the commander's discretion. For training assignments, the office is AFPC/DPK, Randolph Air Force Base, TX 78150-4703;

*d. Office of the Secretary of Defense, Washington Headquarters Services, and other DoD components: Offices listed in Appendix L, par. B-1.

NOTE: An increase to the 55 percent limitation prescribed in par. C4561-D1 for a period of travel that has been completed can only be approved on an AEA basis based on the 55% per diem rate (e.g., 150% of the 55% per diem rate) under par. C4600.

E. Offices Designated to Authorize Reduced Per Diem. The offices listed in par. C4550-E1, C4550-E2, C4550-E3 and C4550-E4 are designated to authorize (in advance) a fixed reduced per diem rate in accordance with pars. C4550-B and C4550-C:

1. Army: Army Civilian Advisory Panel Member, Department of the Army, Assistant G-1 for Civilian Personnel Policy, ATTN: DAPE-CP, Hoffman Building 2, Room 4S37, 200 Stovall Street, Alexandria, VA 22332-0300;

2. Navy and Marine Corps: The head of the DON activity/command to which employee is permanently assigned for training assignments and Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451 for TDY;

3. Air Force: HQ USAF/DPPC, Washington, DC 20330-5060;

*4. OSD/WHS/Defense Agencies: DoD Civilian Personnel Management Service, Field Advisory Service, Attn: Mr. Gary Pugh, 1400 Key Boulevard, Arlington, VA 22209-5144.

F. Standard CONUS Per Diem Rate

1. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates in ***http://www.perdiem.osd.mil/perdiem/perdiemrates.html.***

2. The Standard CONUS per diem rate is used for all CONUS locations when PDT is involved.

Effective 1 October 2004
3. Effective 1 October 2004 the Standard CONUS per diem rate is:

LODGING	M&IE	TOTAL
$60	**$31**	**$91**

C4551 REQUESTING REVIEW OF PER DIEM RATES

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

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

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

C4552 GENERAL RULES REGARDING PER DIEM

A. Per Diem Beginning and Ending. For per diem allowances, official travel begins on the day an employee leaves the place of abode, office or other authorized departure point and ends on the day the employee returns to the place of abode, office, or other authorized point at the TDY assignment conclusion.

B. Restriction In Establishing PDS. ***Activities must not fix an employee's PDS at a place for the purpose of paying per diem when most official duties are performed at another place (31 Comp. Gen. 289 (1952)).***

C. No Per Diem at the PDS. Per diem cannot be allowed within the limits of the PDS (see definition, Appendix A), or at, or within the vicinity of, the place of abode (residence) from which the employee commutes daily to the official station except as provided in par. C4552-D. Except as indicated below per diem is not payable at the old or new PDS for TDY en route that is part of PCS travel. Nonpayment of per diem applies even if the traveler vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY period. Exception: An employee who departs PCS from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS, is authorized per diem at the old PDS (B-161267, 30 August 1967). Example: An employee departs the Pentagon (in Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1 -31 July, returns TDY en route to the Pentagon 5-15 August, and then arrives PCS to Ft. Polk on 31 August. The employee is authorized per diem at the Pentagon (old PDS) 5-15 August. If the employee had departed on 15 June but performed TDY in Arlington, VA, first, no per diem is payable for the TDY in Arlington immediately after detachment.

D. TDY at Nearby Places outside the PDS. Per diem cannot be authorized when an employee does not incur additional subsistence expenses because of a TDY assignment in the vicinity of, but outside, the PDS. Subject to the limitation in par. C4552-F, and to the extent that additional subsistence expenses are incurred, an appropriate per diem may be authorized/approved by the AO.

E. Dependents Accompanying an Employee on TDY. The fact an employee's dependents may accompany the employee on TDY at personal expense does not affect the employee's prescribed per diem rate.

F. Travel of 12 or Fewer Hours (12-Hour Rule). ***A per diem allowance cannot be allowed when the official travel period is 12 or fewer hours.*** This also applies to permanent duty travel. For TDY travel, the prohibition applies if the total time en route and duty period from the departure time until the return time to the PDS is 12 or fewer hours.

G. Per Diem Relationship to Overseas Post Differential. Per diem is paid to defray necessary TDY expenses while traveling. The foreign or non-foreign OCONUS post differential provides additional compensation for employees assigned to OCONUS PDSs where environmental conditions require a recruitment and retention incentive. When an employee is assigned away from the PDS on detail or TDY to an OCONUS PDS classified as a differential post and is eligible for payment of the differential under the provisions of pertinent regulations while on the detail or TDY, payment of per diem is authorized concurrent with payment of the differential.

H. Lodging and/or Meals Obtained under Contract. A contracting officer may contract for rooms and/or meals for employees traveling on TDY. The total daily amount paid by the Government for the employee's lodging, meals, and incidental expenses may not exceed the applicable per diem rate authorized in Chapter 4, Part L. See par. C4525 for a training course exception. For AEA information, see Chapter 4, Part M. ***NOTE: There is NO reimbursement for any items rented for contract quarters that are rented with an "option to buy"*** (GSBCA 15890-TRAV, 29 July 2003).

I. Extended TDY Assignments. Authorization should be sought for a reduced per diem rate under par. C4550-C when travel assignments involve extended periods at TDY locations and an employee is able to secure lodging and/or meals at lower costs (e.g., weekly or monthly rentals). Also see:

1. Par. C4560 for applicable per diem when TDY assignment is for more than 180 consecutive calendar days;

2. Par. C4430 concerning authorization for long-term TDY assignments; and

3. Pars. C4500 and C4530-C if the assignment is for training of more than 30 consecutive calendar days.

Second and third day: $46 (M&IE) plus $110 (lodging cost) = $156 x 2 = $312 plus lodging tax (see ***NOTE***)
Return day to Location C: $38 (M&IE) plus $25 (lodging cost) = $63
NOTE: Lodging taxes are not reimbursable in addition to per diem when TDY is in a foreign area.

G. Lodging Obtained on a Weekly, Monthly, or Longer Term Basis. When a traveler obtains lodging on a weekly, monthly, or longer term basis, the daily lodging cost is computed by dividing the total periodic (e.g., weekly, monthly) lodging cost by the number of days the traveler is authorized the lodging portion of per diem (62 Comp. Gen. 63 (1982)). The computation presumes that the traveler acts prudently in renting by the week or month, and that the Government cost does not exceed the cost of renting conventional lodgings at a daily rate. ***NOTE: This does not apply when a residence is purchased (see par. C4555-E).***

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

*H. Reimbursement of Nonrefundable Room Deposit and Prepaid Rent. See par. C1410-B4k for reimbursement of lodging costs when TDY is curtailed, canceled or interrupted for official purposes.

I. Double Occupancy. In the case of double occupancy, the employee is allowed one-half of the double occupancy charge if a room is shared with another employee or uniformed service member on official travel. Otherwise, the employee is allowed the single room rate. ***The employee must provide the single room rate.***

J. Lodging Taxes. Unless exempted by the State or local jurisdiction, an employee is required to pay applicable lodging taxes while traveling on Government business. Exemptions from taxes for Federal travelers and the forms required to claim them vary from location to location. The GSA Travel Homepage (***http://policyworks.gov/travel***) lists jurisdictions where tax-exempt certificates should be honored.

C4556 LODGING AND MEALS PROVIDED WITHOUT COST

On days that all meals and lodgings are provided without cost to an employee incident to a TDY or training assignment, the per diem allowance is:

1. $3 incident to an assignment in CONUS; and

2. $3.50 incident to an OCONUS assignment when the lodgings are on a post, camp, station, base, or depot owned or operated by the U.S., unless the AO determines that the $3.50 is not adequate and authorizes/approves the incidental expense rate in ***http://wwwperdiem.osd.mil/perdiem/perdiemrates.html*** (in this case, payment of the incidental expense rate must be stated in the travel authorization); or

3. The incidental amount prescribed in ***http://www.perdiem.osd.mil/perdiem/perdiemrates.html*** for the locality concerned instead of $3.50 when, incident to an OCONUS assignment, the lodgings are not on a post, camp, station, base, or depot owned or operated by the U.S. The AO can determine $3.50 to be adequate for anticipated expenses when the employee is not lodged on a U.S. installation. The OCONUS incidental expense of $3.50 may be authorized and must be stated in the travel authorization.

However, the applicable amount, plus the cost of meals and lodgings furnished without cost to the employee may not exceed the applicable maximum per diem rate prescribed in ***http://www.perdiem.osd.mil/perdiem/perdiemrates.html***. (See par. C4554-D for per diem when TDY is performed in support of field training exercises with military units.)

C4557 GOVERNMENT QUARTERS AVAILABLE AT AN OCONUS LOCATION

When Government quarters are available to the traveler on a post, camp, station, base, or depot owned or operated by the U.S., the incidental portion of per diem for OCONUS areas is $3.50 instead of the amount prescribed in ***http://www.perdiem.osd.mil/perdiem/perdiemrates.html*** or the locality concerned. The AO can determine that the $3.50 is not adequate and authorize/approve the incidental expense rate in ***http://www.perdiem.osd.mil/perdiem/perdiemrates.html***. In this case, payment of the ***http://www.perdiem.osd.mil/perdiem/perdiemrates.html*** incidental expense rate must be stated in the travel authorization. When the traveler pays a Government quarters use charge, the per diem payable is increased in an amount equivalent to the charge for quarters. The resultant amount is not to be rounded off to the next higher dollar. In no case can the total per diem payable exceed the applicable OCONUS per diem locality rate for the area.

C4558 PER DIEM FOR TRAVEL BY SHIP

A. General. For ship travel, the per diem allowance for the arrival day on board (embarkation day) and departure day from the ship (debarkation day) is computed under the 'Lodging-plus' method in par. C4553.

B. Government Ship

Effective 1 October 2003

1. General. A traveler is paid an incidental expense allowance of $3/day while aboard a Government ship when furnished quarters without charge and meals with or without charge. The traveler is paid $5/day ($3 incidental expense plus $2 for quarters) when required to pay for quarters onboard the ship. ***Neither rate is subject to further reduction.*** When a traveler is required to pay for meals, the $3 or $5 rate is increased by the current (standard) Government meal rate (See Appendix A). In the event a traveler maintains commercial quarters ashore for use following the completion of short trip(s) at sea, the per diem rate prescribed in this subparagraph is increased by the actual daily cost of those quarters, not to exceed the locality per diem lodging ceiling for the TDY location ashore. ***Reimbursement for the total cost of quarters on the ship and ashore may not exceed the maximum lodging amount prescribed in the per diem rates at http://www.perdiem.osd.mil/perdiem/perdiemrates.html for the TDY locality concerned.*** When a traveler procures meals ashore at personal expense, reimbursement is authorized as prescribed in pars. C4554-A1a and C4554-A1b, as applicable. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the per diem rates at ***http://www.perdiem.osd.mil/perdiem/perdiemrates.html*** for the TDY locality concerned.

B. Excess Weight beyond Employee Control. When HHG are transported in a crated condition and it is determined that for reasons beyond the employee's control, the use of heavy packing and crating materials caused the computed HHG net weight to exceed the allowed weight, the facts must be fully documented and the case forwarded with recommendations for adjustment action through channels as follows:

1. Army: See AR 55-71, Transportation of Personal Property and Related Services;

2. Navy: See Transportation of Personal Property (NAVSUP P-490);

3. Air Force: Headquarters, U.S. Air Force (ILTT), Washington, DC 20330-1030;

*4. Department of Defense (DoD) Components: (See Appendix A for a list of DoD Components.) OSD/WHS/Defense Agencies: DoD Civilian Personnel Management Service, Field Advisory Service, Attn: Mr. Gary Pugh, 1400 Key Boulevard, Arlington, VA 22209-5144.

C5180 TRANSPORTATION UNDER A PCS TRAVEL AUTHORIZATION

A. HHG Shipment between CONUS PDSs

1. CONUS HHG shipments may originate at the employee's old PDS/some other point, or partially at both.

2. The destination may be the new PDS, some other point selected by the employee, or both.

3. The Government's cost obligation cannot exceed the costs over a usually traveled route between the old PDS and the new PDS.

4. When the travel is to a first PDS, the Government's cost cannot exceed the transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.

B. HHG Transportation to and between OCONUS PDSs

1. General. OCONUS HHG transportation may be authorized between the same points as dependent movement in par. C7002.

2. Multiple Shipments. When the authorized maximum HHG weight allowance is not shipped to the OCONUS PDS during the initial tour of duty, the employee may be authorized transportation of the HHG balance through renewal agreement for an additional tour of duty at the same or different OCONUS PDS. The employee is financially responsible for transportation costs of any HHG that exceed the authorized weight limit.

EXAMPLE: An employee with dependents ships 4,000 pounds net weight of HHG from initial PDS residence and puts the remainder in NTS at Government expense. The employee completes the required tour and enters into a renewal agreement for a tour of duty at a different OCONUS PDS where additional HHG are needed. The employee is authorized a HHG transportation of 4,000 pounds net weight from the old OCONUS PDS to the new OCONUS PDS. The maximum weight allowable for transportation of additional HHG from the actual residence/and or NTS to the new PDS is limited to 14,000 pounds net weight.

C. HHG Transportation from OCONUS to CONUS PDSs

1. General. HHG transportation to the employee's actual residence, wherever located at the time of the OCONUS assignment, may be authorized when an employee stationed OCONUS is authorized travel and transportation allowances at Government expense incident to a PCS, separation, or authorized advance transportation of dependents (see par. C7003).

2. Advance Return Transportation of HHG

a. Authorized Return. The following conditions apply to authorized advance return of HHG:

(1) The advance return transportation of all or any part of an employee's HHG (at Government expense), while the employee remains assigned at an OCONUS PDS, is authorized only in conjunction with, and under the same conditions as in, par. C7003-D for the advance return of dependents.

(2) The allowable costs of advanced HHG transportation may be reimbursed by the Government even if there was no advance return of dependents when the employee has earned return travel and transportation allowances, and an official PCS travel authorization has been issued directing the employee's PCS or separation travel (B-188345, 13 April 1977).

(3) Reimbursement of the employee's transportation costs may not exceed the Government's cost to transport the HHG at the time of the employee's actual return travel.

(4) Paid receipts for expenses of $75 or more.

b. Unauthorized Return

(1) Advance transportation of HHG at Government expense is not authorized unless the employee has earned eligibility for return transportation by completing an agreed service period, or advance return travel has been authorized for the employee's dependents under par. C7003-D1b, as being in the Government's interest.

(2) If the employee has not completed an agreed period of service, the employee is financially responsible for the advance HHG transportation.

(3) ***Government transportation facilities may not be used in connection with the advance HHG transportation.***

c. Employee Returning for Separation

(1) HHG of employees returning for separation may be transported at Government expense from the OCONUS PDS and/or place of NTS to the actual residence at the time of appointment.

(2) HHG transportation may be to an alternate destination anywhere in the world, but reimbursement for transporting an employee's HHG from the OCONUS PDS to an alternate destination may not exceed the constructed cost of transporting the HHG in one lot from the OCONUS PDS to the actual residence indicated in the employee's transportation agreement. Similarly, reimbursement for

a. Conversion of HHG in SIT to NTS,

b. Conversion of storage at personal expense to NTS at Government expense, and

c. An eligible employee or new appointee to have a portion of the HHG transported to the isolated PDS and the remainder stored at Government expense.

Effective 28 October 2004

*5. Time Limitation. (FTR §302-8.108)

a. NTS at Government expense may be authorized for the duration of the employee's assignment NTE 3 years at a designated isolated CONUS PDS. However, a periodic review must be made to determine if current housing conditions at the isolated official station warrant storage continuation.

b. Eligibility for NTS at Government expense terminates on the last day of work at the isolated official station if before the end of the 3-year period or at the end of the 3-year period.

c. When the NTS eligibility period terminates on the last day of work at the designated isolated CONUS PDS, NTS at Government expense may continue until the beginning of the 2nd month after the month the employee's eligibility ends (see examples). To avoid inequity, the employee's Command at the designated isolated CONUS PDS may extend the period up to the 90th day after the employee's last day of work at the designated isolated CONUS PDS.

d. When the NTS eligibility period terminates at the end of 3 years, the employee's Command at the designated isolated CONUS PDS may extend the 3-year period by up to 90 days to avoid inequity.

EXAMPLE 1	
Storage terminates:	31 August 2003 (last day of work at the PDS)
Storage at Government expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2003 (par. C5195-A5c)
Command approves storage extension to the 90th day after the last day of work at the PDS:	29 November 2003 (last day of work at the PDS 31 August 2003 plus 90 days (par. C5195-A5c))

EXAMPLE 2	
Storage terminates:	4 August 2003 (last day of work at the PDS)
Storage at Government expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2003 (par. C5195-A5b) *Employee's eligibility ended: 4 August* *1st month after the month (August) the employee's eligibility ended was: September* *2nd month after the month the employee's eligibility ended was: October*
Command approves storage extension to the 90th day after the last day of work at the PDS:	2 November 2003 (last day of work at the PDS 4 August plus 90 days (par. C5195-A5c)

6. Place of Storage. The transportation officer determines the NTS location.

7. Allowable Costs. Allowable costs for NTS of HHG include:

   a. Packing,

   b. Crating,

   c. Unpacking,

   d. Uncrating,

   e. Transportation to and from storage place,

   f. Charges while in storage, and

   g. Other necessary charges directly relating to the storage.

8. Documentation

   a. NTS authorization must be in the PCS travel authorization.

   b. The transportation officer prepares a Service Order for Personal Property (DD Form 1164) under the Defense Transportation Regulation (DoD 4500.9-R, Volume IV, Chapter 406, par. C) showing the HHG weight and date placed in NTS.

   c. One copy of the DD Form 1164 is forwarded to the personnel office at the employee's OCONUS PDS where it is placed in the employee's personnel folder for subsequent reference and action purposes.

9. Isolated PDS Designation. Justified requests for NTS incident to a PCS travel authorization to a PDS at an isolated location should be submitted to the official designated by the Service/Defense Agency for a decision.

B. NTS of HHG in Connection with Moves to and between OCONUS Areas (FTR §302-8.200-203)

1. General

a. If a traveler's HHG are placed in NTS because there is no authority to transport them, or the HHG cannot be used at an OCONUS PDS, the traveler may request authority from the employer for HHG withdrawal from NTS and transportation at Government expense when the situation requiring the NTS no longer exists and the HHG are needed for the current tour of duty or when a renewal agreement is signed

b. The conversion of HHG from SIT to NTS, at Government expense, and from storage at personal expense to NTS at Government expense, may be authorized/approved when the employee is authorized the conversion IAW this Volume.

2. Eligibility. At least one of the following conditions must be met for an employee to be eligible for NTS, the:

a. Employee is not authorized to transport HHG to the PDS,

b. Employee is unable to use HHG at the PDS,

c. Storage is authorized in the Government's best interest, or

d. Estimated storage cost would be less than the HHG round-trip transportation cost (including SIT) to the new PDS.

Effective 28 October 2004
*3. Time Limitation (FTR §302-8.203)

a. NTS, at Government expense, may be authorized for a period NTE the tour of duty.

b. NTS may be authorized for subsequent tours of duty at the same or other OCONUS PDS if the eligibility conditions are still met.

c. When an employee is no longer eligible for NTS (eligibility ends on the last day of work at the PDS), the storage at Government expense may continue until the beginning of the 2nd month after the month that eligibility ends ***unless*** the losing OCONUS command extends the period.

d. The losing OCONUS command may extend the period of NTS at Government expense for up to a total of 90 days (i.e., up to 30 days prior to the time the tour begins and up to 60 days after the last day of work at the PDS).

e. The employee's losing OCONUS command is responsible for ensuring the new PDS transportation officer is notified when the employee's eligibility for storage ends.

EXAMPLE	
Storage terminates:	31 August 2003 (last day of work at the PDS)
Storage at Government expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2003 (par. C5195-B3c) *Employee's eligibility ended: 31 August 2003* *1st month after the month (August) the employee's eligibility ended was September; 2nd month after the month the employee's eligibility ended was: October*
Command approves storage extension to the 60th day after the last day of work at the PDS:	30 October 2003 (last day of work at the PDS 31 August 2003 plus 60 days (par. C5195-B3d))

4. Personnel Office and Transportation Officer Responsibility for NTS Records. When HHG are placed in NTS, at Government expense, the following actions must be taken:

a. The transportation officer storing the HHG must forward to both the employee (at the OCONUS address) and the employee's OCONUS personnel office one copy of the following:

(1) Completed HHG Services Order (DD Form 1164) and any amendments, ***NOTE: For Army civilian employees: The transportation officer also must forward a copy of DD Form 1164 and any amendments, and a copy of the employee's PCS travel authorization, to Commander, USAFAC, Attn: FINCO-AA, Indianapolis, IN 46249-1306.***, and

(2) The original warehouse inventory receipt.

b. The gaining OCONUS personnel office must:

(1) Establish an employee NTS HHG file that:

(a) Is separate from official personnel records;

(b) Serves as a suspense file for FY funding and any subsequent HHG transportation; and

(c) Is forwarded with the employee's official personnel records if the employee is reassigned to another OCONUS PDS;

(2) Furnish the FY fund citation to the Transportation Officer;

(3) Inform the transportation officer if the employee's NTS authorization stops for any reason (i.e., local separation-retirement, agreement violation, approved delay in travel or return for separation or reemployment); and

(4) Destroy the NTS file within a reasonable time after the employee's CONUS PCS.

5. Forms and Procedures. The forms and procedures used for uniformed personnel may be used for civilian NTS as long as those forms and procedures are consistent with this Chapter's provisions.

6. Removing HHG from NTS

a. Partial or Full Removal. An employee, whose HHG are in NTS at Government expense, is authorized to withdraw all or any portion of the authorized HHG weight allowance from storage as long as the HHG are for employee/dependent use in establishing or enlarging the residence.

b. Government-paid Expenses. The Government is responsible for all costs for withdrawal, drayage, unpacking, and uncrating, as long as the:

(1) Place to which HHG are delivered is in the commuting area of employee's actual residence, and

(2) Return transportation is authorized by this Volume for the employee.

c. Employee-paid Expenses

(1) HHG transportation is the employee's financial responsibility when HHG are removed from NTS before the employee has eligibility for return transportation, or for reasons other than those in par. C7003-D1.

(2) When the employee earns return transportation at Government expense, the HHG withdrawal expense is reimbursed NTE the drayage cost and related charges that would have been incurred at the time the employee became eligible for return transportation at Government expense.

EXAMPLE: After serving 12 months of a 3 year tour, an employee paid $2,000 to remove HHG from NTS for delivery to the dependents' home. Two years later, after completing the 3-year tour, the employee is reimbursed the $2,000 NTE $2,200 (the cost to remove HHG two years later). If the cost two years later was $1,800, the employee would have been reimbursed only $1,800 of the $2,000 actually spent.

d. Documentation. Paid expense receipts of $75 or more are required.

e. Limitations. No further transportation or storage of the withdrawn HHG is authorized at Government expense prior to receiving a new PCS travel authorization.

C. NTS of HHG for DoDDS Employees (FTR §302-8.300-301)

1. Storage between School Years

a. NTS of HHG is not allowed for DoDDS employees who are separated from the rolls during the summer recess.

b. NTS between school years may be authorized for DoDDS employees on a school-year basis if the:

(1) DoDDS employee is employed at the close of a school year and agrees, in writing, to teach the next school year;

(2) Storage period is for a minimum of 1 month but does not exceed the recess period between the 2 school years;

(3) DoDDS employee meets the eligibility conditions for NTS; and

(4) Storage is in lieu of:

(a) Government quarters occupancy,

Effective 24 September 2004
(b) A quarters allowance (20 USC §905(c)) ***NOTE: If a quarters allowance is paid for the actual period the HHG are in storage, the employee is financially responsible for the HHG storage costs.***, or

(c) Any other HHG storage to which that DoDDS employee is authorized by this Volume through employment in another position during any recess period between school years.

c. If the DoDDS employee does not report for duty at the beginning of the next school year, the employee is financially responsible for:

(1) Commercial storage costs (including related services), or

(2) The value of the storage furnished (including related services) if the HHG were stored in a Government facility,

unless the employing activity determines that the DoDDS employee's failure to report for duty was beyond the employee's control.

2. NTS of HHG during DoDDS Employee Extended Leave. NTS of HHG during extended leave:

a. May be authorized/approved by the AO if it is in the Government's best interest;

b. May be authorized/approved NTE 12 months for a DoDDS employee ICW an authorized extended leave of absence in a leave status, with or without pay, under par. C5542-B4;

c. May be authorized/approved for an administrator, as long as the period in the current agreement is completed rather than the 2 school years specified in par. C5542-B4a;

d. Cannot exceed the applicable weight allowance for which there is authorization in this Volume;

e. May be rescinded and made the DoDDS employee's financial responsibility if the DoDDS employee does not:

(1) Report for duty at the OCONUS PDS when leave without pay ends, or

(2) Present satisfactory evidence of course of study completion,

unless the AO determines that the situation was beyond the employee's control.

PART O: TEMPORARY CHANGE OF STATION (TCS) (FTR §302-3, subpart E)

C5700 GENERAL (FTR §302-3.404, 302-3.500, 302-3.502)

An AO may authorize a TCS with limited PCS allowances, instead of TDY allowances, for an employee scheduled for extended TDY (between 6 and 30 months) (FTR §302-3.406). ***The long-term temporary assignment location becomes the employee's temporary official station*** (FTR §302-3.411)**.**

C5705 ELIGIBILITY (FTR §302-3.402)

A. Assignment. A TCS assignment may be considered only if:

1. The employee is directed to perform an extended TDY at another duty station outside the local area as described in par. C2400-B;

2. The assignment is not less than 6 months nor more than 30 months;

3. TDY travel and per diem otherwise are payable; and

4. The AO determines TCS is more advantageous than TDY (see par. C5410).

NOTE: A transportation agreement is not required for a TCS move.

B. Employees (FTR §302-3.403). All employees are eligible for a TCS except a/an:

1. New appointee;

2. Individual employed intermittently as a consultant or expert and paid on a daily when-actually-employed (WAE) basis;

3. Individual serving without pay or at $1 a year;

4. Employee assigned under the Government Employees Training Act (5 USC §4109) (see par. C4500); or

5. Employee assigned to/from a State or local Government under the Intergovernmental Personnel Act (5 USC §3372). See par. C4109.

C. Service Agreement (FTR §302-3.410). A service agreement is not necessary to qualify for a TCS. (See par. C4001 for service agreements).

C5710 CONDITIONS

A. Component Cost Considerations (FTR §302-3.401). An AO may authorize TCS when the cost is outweighed by the benefits of TDY cost savings and increased employee morale and job performance. The estimated TCS and TDY costs must be compared and considered.

B. Employee Tax Considerations (FTR §302-3.421)

1. According to available information from the IRS, an employee who performs TDY exceeding 1 year at a single location is subject to income tax on travel reimbursements.

2. An employee who performs a TCS also is subject to income tax on some, but not all, of the TCS reimbursements, but receives a RIT allowance (RITA).

3. TCS should be considered if an extended TDY results in an un-reimbursable income tax liability on an employee.

C. Employee Concerns. The possible negative effect of a long-term absence from the PDS and immediate family on the employee's morale and job performance should be considered, as well as other employee pays such as locality pay and non-foreign cost of living allowances.

D. Equity Concerns. The financial inequity that results when a long-term TDY employee lives in a manner similar to permanently assigned employees and receives TDY allowances should be considered.

E. Assignment Length

1. Assignment less than 6 Months (FTR §302-3.407). A TCS may be authorized only when expected to last 6 months or more. If the assignment is cut short ***for reasons other than separation from Government service***, TCS expenses are paid.

2. Assignment more than 30 Months (FTR §302-3.408). If the assignment exceeds 30 months, the employee:

(a) Must be permanently assigned to the temporary official station ***or*** returned to the previous official station;

(b) May not be paid for extended storage or property management services incurred after the last day of the thirtieth month; and

(c) Must be paid for the expenses of returning the employee, immediate family, and HHG to the previous official station unless the employee is permanently assigned to the temporary official station.

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F. Distance Requirement (FTR §302-3.409). No minimum distance between a PDS and TCS location is required to qualify for a TCS.

C5715 TCS ALLOWANCES (FTR §302-3.412, §302-3.413)

A. Basic Allowances. ***TDY travel and transportation allowances including per diem are not paid while at the TCS location.*** An employee is authorized:

1. PCS mileage if a POC is used (see par. C5050);

2. Employee's travel and transportation expenses (see par. C4553-B3);

3. Transportation and per diem for dependents (see Chapter 7);

4. HHG transportation, storage-in transit, (see Chapter 5, Part D);

5. Miscellaneous expense allowance (MEA) (see Chapter 5, Part G);

6. Mobile home transportation instead of HHG transportation (see Chapter 10);

7. POV(s) transportation (see Chapter 5, Part E); and

8. RIT allowance (RITA) (see Chapter 16).

NOTE: AEA (see Chapter 4, Part M) may not be authorized/approved for a TCS

B. Discretionary Allowances. The employee may be authorized:

1. A HHT (see Chapter 5, Part M);

2. TQSE while occupying temporary quarters (see Chapter 13);

3. NTS of HHG ***when necessary during the assignment*** (FTR §§302-3.414, §302-3.415, §302-3.416, and §302-3.417) (see Chapter 5, Part D).

   a. HHG may be in NTS for the TCS duration.

   b. The transportation officer determines the NTS location.

   c. The total weight of HHG stored plus the weight of HHG transported cannot exceed 18,000 pounds. The employee is personally financially responsible for all excess costs if the total weight of stored and transported HHG exceeds 18,000 pounds.; and

4. Property Management Services for the Employee's Residence at the Old PDS for the TCS Duration. See Chapter 15. (FTR §302-3.418, §302-3.19, §302-3.420).

Effective 29 October 2004
****NOTE: PM services may be authorized only for a residence at the employee's PDS in CONUS or in a non-foreign OCONUS area from which the employee was assigned to the TCS location (GSBCA 16138-RELO, 30 September 2003)***

C. Allowances upon Assignment Completion. The employee is authorized all of the allowances in pars. C5415-A and C5415-B, except property management services (par. C5420-B6) and a HHT (par. C5420-C1) when returning to the original PDS (FTR §302-3.422).

D. TCS Allowances vs. Per Diem (FTR §302-3.422). If a TCS is authorized, an employee may not elect payment of per diem expenses instead of a TCS.

C5720 THE TEMPORARY OFFICIAL STATION BECOMES THE PDS (FTR §§302-3.426, 302-3.427, 302-3.428, and §302-3.429)

A. Allowance Duration. TCS allowances (see par. C5415) stop on the day the temporary official station becomes the PDS.

B. Payable Allowances. The following allowances are payable when the temporary official station becomes the PDS:

1. Travel, including per diem for the employee (see par. C4553-B), and dependents (see Chapter 7) who relocated to the temporary official station for one round-trip between the temporary official station and old PDS;

2. Transportation and per diem (see Chapter 7) for one-way travel from the old PDS for those dependents not previously relocated to the temporary official station;

3. TQSE while occupying temporary quarters (see Chapter 13) ***may be authorized but is not mandatory*** in extraordinary circumstances;

4. Real estate expenses (see Chapter 14);

5. Residence-related relocation services expenses (see Chapter 15);

6. Property management expenses (see Chapter 15);

7. Transportation of HHG not previously transported to the temporary official station (18,000 pound maximum applies);

8. Transportation of POVs not previously transported, if authorized, in Chapter 5, Part E (for a CONUS to CONUS TCS being converted to a PCS); and

9. Short distance HHG move (not to exceed 18,000 pounds) if the residence at the new PDS changes.

C. Expenses Not Payable. Expenses not payable when permanently assigned to the temporary official station:

1. A HHT to the temporary official station, and

2. Residence transaction expenses for selling a residence or breaking a lease at the temporary official station.

NOTE: Per diem is not payable at the TCS location.

C5725 SEPARATION FROM GOVERNMENT SERVICE (FTR §§302-3.423, 302-3.424, and 302-3.425)

A. After Long-term Assignment. An employee who separates (retires/resigns) from Government service after long-term temporary assignment completion is authorized the same PCS expenses that are payable had the employee not separated from Government service. If the employee returns to other than the PDS or remains at the long-term temporary assignment location, PCS allowances, on a constructed basis, are allowed not to exceed the amount that would have been paid incident to return to the PDS.

B. Before Long-term Assignment Completion. An employee who separates from Government service prior to long-term temporary assignment completion, for reasons beyond the employee's control and acceptable to the agency, is authorized the same PCS expenses (see par. C5425-B) that are payable had the employee not separated. Otherwise, payments are limited to what would have been payable had the long-term temporary assignment been performed as TDY.

CHAPTER 10
MOBILE HOME TRANSPORTATION (FTR PART §302-10)

Paragraph	Contents
C10000	**PRIVATELY OWNED MOBILE HOMES** A. General B. Eligibility C. Geographic Limitations
C10005	**MOBILE HOME TRANSPORTATION ALLOWANCES** A. Definition B. Employee Married to Employee
C10010	**GOVERNMENT-PERSONALLY PROCURED MOBILE HOME TRANSPORTATION** A. Routing B. Personally Procured Commercial Transportation C. Movement other than by Commercial Transporter D. Government-procured Transportation E. Transportation Partly by Commercial Transporter and Partly by Other Means
C10015	**MOBILE HOME TRANSPORTATION ALLOWANCE FUNDS ADVANCEMENT**

CHAPTER 10

MOBILE HOME TRANSPORTATION (FTR PART §302-10)

C10000 PRIVATELY OWNED MOBILE HOMES

*A. General. This Chapter prescribes mobile home transportation allowances for employees authorized to make PCS moves. ***The reimbursable allowance under par. C10010-B, C10010-C, or C10010-E cannot exceed the constructed Government cost for transportation and 90 days temporary storage of the maximum HHG weight for which the employee has eligibility.*** The constructed measure for mobile home transportation is always the actual expense (not commuted rate) transportation cost (including 90 days of temporary storage) of the employee's PCS HHG weight allowance (18,000 pounds) between the authorized points. (Example: An employee moves from a PDS in North Carolina to a PDS in California. The mobile home is moved from North Carolina to Missouri. The cost of the mobile home transportation from North Carolina to Missouri is compared to the PCS HHG weight allowance cost from North Carolina to California.) The employee's maximum authorization is determined by adding the line-haul and the Max-Pack times the low base line rate on file (see the SDDC website at: ***http://pweb.eta.sddc.army.mil/persprop/dompub.html*** for rates) times the maximum weight (18,000 lbs)***. NOTE: The rates used for comparison are never less than 105 percent of the Code 1 segmented line-haul or Max-Pack rates.***

B. Eligibility. An employee authorized HHG transportation at Government expense may be authorized mobile home transportation allowances (in lieu of HHG transportation) when the:

1. Mobile home is acquired on or before the effective date of the employee's PCS or TCS travel authorization;

2. Employee certifies that the employee or employee's dependents intend to use the mobile home as a residence at the location to which it is being moved;

3. Mobile home body and chassis, including tires and tubes, have been placed in fit condition at the employee's expense and to the Government's satisfaction to withstand transportation rigors; and

4. Employee is authorized to make a PCS move between places discussed in par. C10000-C.

C. Geographic Limitations. Mobile home transportation allowances may be authorized only for movement between PDSs within CONUS, within Alaska, and between a PDS in CONUS and a PDS in Alaska. Mobile home transportation for an authorized employee is from the old PDS to the new PDS or between any other two points subject to the following limitation. ***The Government's transportation cost liability is limited to the total cost to the Government to transport the employee's PCS HHG weight allowance between the old and new PDSs.***

C10005 MOBILE HOME TRANSPORTATION ALLOWANCES

A. Definition. Transportation allowances ("transport") in this Chapter include packing, pickup, line-haul or drayage, delivery and unpacking.

B. Employee Married to Employee. When both husband and wife are employees, they may combine their prescribed PCS HHG weight allowances to determine the maximum amount the Government may pay to move their mobile home when each employee is authorized:

1. A mobile home allowance, and

2. Movement of a mobile home on a PCS travel authorization.

NOTE: When one spouse is an employee and the other a uniformed member, and each has a separate PCS travel authorization/order, they may combine their PCS HHG weight allowances.

C10010 GOVERNMENT-/PERSONALLY PROCURED MOBILE HOME TRANSPORTATION

A. Routing. The employee 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 are limited to mobile home transportation by the usual highway routing between points within CONUS, within Alaska, and through Canada between origin and destination in CONUS or Alaska.

B. Personally Procured Commercial Transportation. An employee, or a deceased employee's dependent/heir, authorized mobile home allowances under par. C10000 may transport a mobile home at personal expense and be reimbursed for the transportation costs (as prescribed in pars. C10010-B2, C10010-C1, and C10010-C5) IAW pars. U5500. ***Reimbursement must not exceed that amount provided for in par. C10000-A.***

1. Allowance Amount. Limitations apply on allowable charges when a commercial transporter moves a mobile home. When paying the carrier the employee 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 employee);

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 employee's responsibility.

2. Costs Allowed. When personally procured mobile home transportation is by a commercial transporter, (see par. C10010-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 (an employee 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 employee;

d. Costs of connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities; and

e. Storage. (FTR §302-10.207(c)).

C. Movement other than by Commercial Transporter

1. Allowance. When a mobile home is transported by means other than a commercial transporter, i.e., towed by a POV, an allowance of $0.11 per mile is paid to cover the transportation costs listed in pars. C10010-B2(a) through C10010-B2(c). In addition, the Service/Defense Agency concerned pays the transportation preparation/resettling costs at the destination as provided in par. C10010-C6. ***Reimbursement of $0.11 per mile is paid for mobile home transportation in addition to a POV PCS mileage allowance as provided in par. C2505.*** The distance computation is prescribed in pars. C10010-C2 through C10010-C4.

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. C1065-A.

3. Origin and/or 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.

4. Origin and/or 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. C10010-C2 and C10010-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. C1065-A.

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. C10010-C1 through C10010-C5, a reimbursable allowance includes costs generally associated with mobile home ***preparation*** at an origin inside Alaska or CONUS for transportation/resettling at the Alaska or CONUS destination. ***Preparation*** costs include:

a. Rental, installation, removal/transportation of hitches and extra axles with wheels/tires;

b. Blocking/unblocking (including anchoring/unanchoring) 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. Travel lift fees; and

l. Similar expenses.

NOTE: Costs are not reimbursable for preparation of mobile homes located outside Alaska or CONUS for transportation/resettling outside Alaska or CONUS.

D. Government-procured Transportation

1. Government-procured Transportation. An employee, authorized mobile home transportation, may request and, subject to the employee's written agreement to pay any excess costs involved, the Government arrange the employee's mobile home transportation by commercial/Government means to/from the points authorized in this Chapter. The Government's cost obligation is for the costs of:

a. Pickup;

b. Transportation; and

c. Delivery of the mobile home

to destination ready for occupancy, except for the costs in par. C10010-D2b. ***The employee does not receive any other allowances for the transportation involved.*** Costs allowed include charges for:

a. Actual transportation;

b. Ferry fares;

c. Bridge, road, and tunnel tolls;

d. Taxes; and

e. Municipal, state, and/or local permits.

The employee's request must be denied when the costs in par. C10010-D2 are not collectable from the employee's pay because the employee is no longer in a pay status.

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

a. Storage charges accruing at any point unless caused by conditions beyond the employee's control;

b. Special handling costs requested by the employee;

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

e. Costs of connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities.

E. Transportation Partly by Commercial Transporter and Partly by Other Means. The allowances described in pars. C10010-B and C10010-C apply to the respective transportation portions if a mobile home is transported partly by commercial transporter and partly by other means.

C10015 MOBILE HOME TRANSPORTATION ALLOWANCE FUNDS ADVANCEMENT

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

CHAPTER 14
REAL ESTATE TRANSACTION AND UNEXPIRED LEASE EXPENSE ALLOWANCES (FTR PART 302-11)

C14000 GENERAL

For guidance on the lease penalty expense portion of the Foreign Transfer Allowance, refer to section 240 of the Department of State Standardized Regulations (DSSR) as stated in par. C1004.

A. Conditions. An eligible employee is authorized reimbursement for certain expenses incurred in connection with the:

1. Sale of a residence (or the settlement of an unexpired lease involving the residence or a lot on which a mobile home used as a residence was located) at the old PDS; and/or

2. Purchase (including construction) of a residence at the new PDS,

after the employee has signed the required transportation agreement, and:

3. A PCS is authorized/approved and, except as provided in par. C14000-C, the old and new PDSs are located in CONUS or in non-foreign OCONUS areas;

4. The dwelling at the old PDS is the employee's actual residence at the time first informed by appropriate authority that transfer to a new PDS was definite;

5. The settlement dates for the sale (or lease termination) and purchase are within the time limitation prescribed in par. C14000-B;

NOTE: See par. C1057 to authorize an extension on the time limitation on residence transactions.

6. The residence (which may be a mobile home and/or the lot on which that mobile home is located or is to be located) is the one from which the employee regularly commutes to and from work. ***NOTE: If the PDS is in a remote area where adequate family housing is not available within reasonable commuting distance, a residence includes the dwelling where the employee's dependents reside or will reside, but only if such residence reasonably relates to the PDS as determined by the travel-approving/directing official concerned.***

B. Time Limit for Residence or Lease Termination Transactions. Except as provided herein, settlement for the sale, purchase, or lease termination transactions should be not later than 2 years after the employee's effective date of transfer (see Appendix A). For employees eligible under par. C14000-C, the new PDS is the PDS to which the employee reports for duty when reassigned or transferred from a foreign area. The

2-year period begins on the employee's effective date of transfer and ends on the second anniversary of that date. (For example, if an employee's effective date of transfer was 20 October 1998, settlement must occur no later than 20 October 2000.) Upon an employee's written request, the 2-year period may be extended for up to an additional 2 years by the commanding officer (or designee) of the activity bearing the cost. The employee should submit a written request to the appropriate authority as soon as the employee becomes aware of the extension need, but within the initial 2-year period. Action on a request, submitted more than 30 calendar days after the initial 2-year expiration date, is at the option of the commanding officer of the activity bearing the cost. An extension may be granted only if a determination is made that extenuating circumstances prevented the employee from completing the sale, purchase and/or lease termination transactions within the initial 2-year period and that the delayed transactions are reasonably related to the PCS (as opposed to being unrelated to the actual PCS). (For an employee who reported on 20 October 1998 and is granted an extension to the 2-year period, settlement may be no later than 20 October 2002. Costs for transactions completed after the 4-year period may not be reimbursed (B-191018, 26 December 1978)). The 2-year extension provision in this paragraph is effective for employees whose effective date of transfer (see Appendix A) is on or after 19 February 2002. For those with an effective date of transfer prior to 19 February 2002, the initial 2-year period may be extended for only 1 additional year.

***NOTE*: There is no authority to waive the 4-year time limitation under any circumstances. The time limitation is imposed in §302-2-8 and 302-2.11 in the Federal Travel Regulation (FTR), which has the force and effect of law (B-245281, 20 February 1992).**

C. Transfer from a Foreign Area to a CONUS or Non-foreign OCONUS Area

1. Definitions. The following definitions apply for the purposes of this subparagraph:

a. Former CONUS or Non-foreign OCONUS Area PDS. The PDS, not in a foreign area, from which the employee was transferred when assigned to a foreign area PDS.

b. Foreign Area. See definition in Appendix A.

2. Applicability. An employee who has completed an agreed upon tour of duty in a foreign area and, instead of being returned to the former CONUS or non-foreign OCONUS area PDS, is reassigned/transferred in the Government's interest to a CONUS or non-foreign OCONUS area PDS other than the one from which transferred when assigned to the foreign PDS is authorized reimbursement under this Chapter. The distance between the former and new CONUS or non-foreign OCONUS PDSs must meet the distance criteria specified in par. C5080-F for change of station within the same city or area.

Effective 5 November 2004
****NOTE*: The following employees are not eligible for real estate allowances when transferred from a foreign area PDS to a PDS in CONUS or in a non-foreign OCONUS area. This is because initially the employee was not an agency employee who signed a transportation agreement in connection with a transfer from a PDS in CONUS, or a non-foreign OCONUS area, to the foreign area PDS and was moved to the foreign area PDS at Government expense under a civilian PCS travel authorization.**

(a) a locally hired employee described in par. C4002-B2a(1) (former member of U.S. armed forces);

PART B: PROPERTY MANAGEMENT (PM) SERVICES

C15050 GENERAL

A. When PM Services May Be Authorized. A DoD component may grant use of PM services when it determines that the PCS is in the Government's interest. Payment for PM services is to assist an employee in offsetting costs associated with retaining a residence at the old PDS. Payment for PM services may be authorized when an employee:

1. Transfers in the Government's interest to a PDS in a foreign area;

2. Is assigned to a foreign PDS, is transferred back to a U.S. or non-foreign area PDS different than the one from which the employee left when transferred to a foreign area, and is eligible to sell a residence at Government expense;

3. Transfers within the United States (including to/from/between non-foreign areas) and is eligible to sell a residence at Government expense;

*4. Is authorized TCS (see Chapter 5, Part O); or

5. Signs a tour renewal agreement with an effective date on/after 24 October 1997.

NOTE: In pars. C15050-A2 and C15050-A3 above, PM services are in lieu of the sale of the employee's residence at Government Expense.

B. Obtaining PM Service. PM services may be:

1. Obtained under the DoD National Relocation Program contract (see ***http://www.nab.usace.army.mil/whatwedo/realty2.htm***), or

2. Self-procured rental agency services by the employee with reimbursement up to 10% of monthly rent.

C. Definitions

1. PM Services. PM services help an employee manage a residence at the old PDS as a rental property. The services include:

a. Obtaining a tenant;

b. Negotiating the lease;

c. Inspecting the property regularly;

d. Managing repairs and maintenance;

e. Enforcing lease terms;

f. Collecting the rent;

g. Paying the mortgage and other carrying expenses from rental proceeds and/or the employee's escrow funds;

h. Accounting for the transactions and providing periodic reports to the employee; and

i. Similar services.

2. Foreign Area. See Appendix A.

3. Non-Foreign Area. See Appendix A.

4. United States. See Appendix A.

D. Income Tax Consequences of PM Services. An employee is taxed on the amount of property management services expenses the Government pays a relocation service company or reimburses an employee. The DoD component also must pay the employee a relocation income tax (RIT) allowance for the additional Federal, State and local income taxes incurred on property management services expenses it pays to the relocation company for service to the employee or pays to the employee for self-procured PM services. The employee should be advised to consult with a tax advisor to determine the tax consequences of these payments and on maintaining the residence as a rental property.

E. Ineligible Employees. Employees ineligible for payment for PM services are:

1. New appointees;

2. Employees assigned under the Government Employees Training Act (5 USC §4109); and

3. Employees transferring entirely within a foreign area. ***NOTE: Relocations within a foreign area, or from one foreign area to a different foreign area do not affect previously authorized PM services for a residence at the employee's last PDS in CONUS or at a non-foreign OCONUS area as long as the employee continues to meet the requirements of par. C15051.***

C15051 PAYMENT FOR PM SERVICES FOR EMPLOYEES TRANSFERRED TO A PDS IN A FOREIGN AREA

A. General. Components, through the Secretarial Process, may authorize payment for PM services on behalf of an employee when:

1. A transfer to a PDS in a foreign area is in the Government's interest;

2. The employee and/or a member(s) of the employee's immediate family hold title to a residence that the employee would be eligible to sell at Government expense under pars. C14000 or C15000 if transferred to or within the U.S.; and

3. The employee signs a service agreement.

***NOTE*: Payment for PM services may be authorized only on a residence at an employee's last U.S. PDS from which the employee transferred to a foreign area PDS.**

B. Duration of Payment for PM Services. Payment for PM services may be made from the time an employee transfers to a PDS in a foreign area until one of the following occurs, the employee:

1. Transfers back to an official station in the U.S.;

2. Completes the tour of duty in a service agreement at the PDS and remains there, but does not sign a new service agreement (see ***NOTE***); or

3. Separates from Government service.

***NOTE*: To ensure that payment for PM services continues after completing a tour of duty in a service agreement, an employee must sign a new service agreement that includes, at the command's discretion, PM services continuation.**

C15052 PAYMENT FOR PM SERVICES FOR EMPLOYEES TRANSFERRED TO A PDS IN THE U.S.

A. When PM Services May Be Authorized. PM services may be authorized only for a residence at the old U.S. or non-foreign area PDS. The AO may authorize PM services when an employee is transferred

1. Back to a different U.S. (including non-foreign area) PDS than the one from which the employee transferred to a foreign area PDS; or

2. Within the U.S. (including non-foreign areas)

only if:

1. The employee's transfer is in the Government's interest;

2. The employee and/or a member(s) of the employee's immediate family hold title to a residence that the employee is eligible to sell at Government expense under par. C14000 or C15000;

3. PM services are more advantageous and cost effective for the Government than sale of the employee's residence; and

4. The employee has signed a service agreement incident to the transfer to the U.S. (or non-foreign area) PDS.

B. Option to Accept PM Service in Lieu of Residence Sale. When PM services under this paragraph are offered, the employee may elect to accept or decline such services in lieu of selling the residence at Government expense.

C. Repayment of PM Expenses. An employee is not required to repay PM expenses paid by the Government for a residence in the U.S. (or non-foreign area) while the employee was assigned at a PDS in a foreign area if the employee elects to sell a U.S. (or non-foreign area) residence at Government expense when transferred from a foreign area PDS to a U.S. (or non-foreign area) PDS different than the one from which transferred to the foreign area PDS.

D. Residence Sale After Electing PM Services. An employee, who is offered and elects PM services under this paragraph, may later elect to sell the residence at Government expense within the applicable time limitation in Chapter 14. Payment for the sale of the residence at Government expense may not exceed the maximum amount prescribed in par. C14002-B1, for sale of a residence, less the amount paid for property management services. If the amount paid for property management services equals or exceeds the maximum amount in par. C14002-B1, no reimbursement is allowed for sale of the residence.

E. Payment Duration for PM Services. Payment for PM services under this paragraph must not exceed 2 years from the employee's effective date of transfer. For transfers within the U.S. or non-foreign areas (e.g., both PDSs are in the U.S and/or a non-foreign area), an extension under the conditions in par. C14000-B for up to two additional years may be allowed.

C15053 PAYMENT FOR PM SERVICES FOR EMPLOYEES AUTHORIZED A TCS

Effective 29 October 2004

*A. General. When an employee is authorized PM services in connection with a TCS under Chapter 5, Part O, the employee is authorized PM services for the residence at the previous official station in CONUS or in a non-foreign OCONUS area provided the employee and/or a member of the employee's immediate family holds title to the residence.

B. Duration of Payment for PM Services. Entitlement to payment for PM services is from the time the employee transfers to the temporary official station until one of the following occurs, the:

1. Employee transfers back to the permanent official station;

2. Employee separates from the Government service;

3. Temporary official station becomes the PDS; or

4. End of the 30th month.

C. Sale of Residence Incident to Temporary Official Station Becoming Permanent. An employee, authorized real estate expenses for the sale of residence because the temporary official station becomes permanent, is required to repay PM fees paid under this paragraph after the temporary official station becomes the employee's PDS.

APPENDIX A

DEFINITIONS

PART II: ACRONYMS

AEA	Actual Expense Allowance
AMC	Air Mobility Command
AO	Authorizing/Order-Issuing Official
AOR	Area of Responsibility
ATM	Automated Teller Machine
BAH	Basic Allowance for Housing (formerly BAQ and VHA)
BAS	Basic Allowance for Subsistence
CBA	Centrally-billed Account
CFR	Code of Federal Regulations
CMTR	Combined Marginal Tax Rate
COLA	Cost-of-Living Allowance
CONUS	Continental United States
COSTEP	Commissioned Officer Student and Extern Program
CSRS	Civil Service Retirement System
CTD	Civilian Travel Determination
CTO	(Contracted) Commercial Travel Offices
CWT	Hundred weight
DDESS	Domestic Dependent Elementary and Secondary School
DOD	Department of Defense
DODDS	Department of Defense Dependents Schools
DODEA	Department of Defense Education Activity
DOHA	Defense Office of Hearings and Appeals
DOJ	Department of Justice
DSSR	Department of State Standardized Regulations
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulations
DTS	Defense Travel System
EUM	Essential Unit Messing
EVT	Emergency Visitation Travel
FAM	Foreign Affairs Manual
*FAST	Federal Automated System for Travel
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FERS	Federal Employees Retirement System
FHA	Federal Housing Administration
FTA	Foreign Transfer Allowance
FTR	Federal Travel Regulation
FTS	Federal Telecommunications System
FVT	Family Visitation Travel
FWS	U.S. Fish and Wildlife Service
FUTA	Federal Unemployment Tax Allowance
FWTR	Federal Withholding Tax Rate
GAO	General Accounting Office
GARS	Government Administrative Rate Supplement

GMR	Government Meal Rate
GOCO	Government-Owned Contractor Operated
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHT	House Hunting Trip
HOR	Home of Record
IBA	Individually-billed Account
IRC	Internal Revenue Code
IRS	Internal Revenue Service
ITO	Installation Transportation Officer
ITRA	Income Tax Reimbursement Allowance
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
JTR	Joint Travel Regulations
LWOP	Leave without Pay
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem *(PDT Travel)*
MARS	Military Affiliate Radio System
MEA	Miscellaneous Expense Allowance
MIA	Missing in Action
MOU	Memorandum of Understanding
MRE	Meal-Ready-To-Eat
MSC	Military Sealift Command
MTR	Marginal Tax Rate
NIST	National Institute of Standards and Technology
NOAA	National Oceanic and Atmospheric Administration *(Same as USNOAA)*
NTE	Not to exceed
NTS	Non-temporary Storage
O&M	Operations and Management
OCONUS	Outside the Continental United States
OGE	Office of Government Ethics
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment *(*also referred to as PRO-Gear*)
PCS	Permanent Change of Station
PD	Per Diem Determination
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PHS	Public Health Service *(Same as USPHS)*
PIN	Personal Identification Number
PITI	Principal, Interest, Taxes and Insurance
PLEAD	Place from Which Entered (or Called) to Active Duty
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact

POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PRO-Gear	Professional Gear *(also referred to as PBP&E)*
PTA	Prepaid Ticket Advice
RAT	Renewal Agreement Travel
RIT	Relocation Income Tax
SEA	Subsistence Expense Allowance
SDDC	(Military) Surface Deployment and Distribution Command
SES	Senior Executive Service
SIT	Storage in Transit
SMA	Separate Maintenance Allowance
SR&R	Special Rest and Recuperative Absence
SROTC	Senior Reserve Officers' Training Corps
SSN	Social Security Number
STB	Surface Transportation Board
STS	Specialized Treatment Services
TCS	Temporary Change of Station
TDRL	Temporary Disability Retired List
TDY	Temporary Duty
TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense
TMC	Travel Management Centers
TMS	Travel Management System
TQSA	Temporary Quarters Subsistence Allowance
TQSE	Temporary Quarters Subsistence Expenses
TQSE(AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses
TQSE(F)	Fixed Amount Reimbursement for Temporary Quarters Subsistence Expenses
UN	United Nations
U.S.	United States
USC	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration *(*same as NOAA*)
USPHS	United States Public Health Service *(*same as PHS*)
USSM	Under Secretary of State for Management
VA	Department of Veterans Affairs
VPC	Vehicle Processing Center
WAE	When Actually Employed
WTA	Withholding Tax Allowance

APPENDIX F

CONSUMABLE GOODS ALLOWANCES

PART I: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES

PART II: CRITERIA FOR ESTABLISHING A CONSUMABLE GOODS ALLOWANCE

APPENDIX F

CONSUMABLE GOODS ALLOWANCES

PART I: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES

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

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

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

LOCATIONS		
Afghanistan, Kabul	Eritrea, Asmara	Niger, Niamey
Albania, Tirana	Estonia	Nigeria, Lagos
Algeria, Algiers	Ethiopia, Addis Ababa	Norway, Bodo
Angola, Luanda	Gabon, Libreville	Oman, Muscat
Armenia, Yerevan	Georgia, Tbilisi	Pakistan, Islamabad Quetta
Azerbaijan, Baku	Ghana, Accra	Philippines, Manila
Bangladesh, Dhaka	Guinea, Conakry	Poland, Warsaw
Belarus, Minsk	Guyana, Georgetown	Romania, Bucharest
Bolivia, La Paz	Haiti	Russia, Moscow St. Petersburg
Bosnia & Herzegovina, Federation of	India, Calcutta *Chennai (Eff 18 May 2004) *Mumbai (Eff 18 May 2004) New Delhi	Rwanda, Kigali
Botswana	Indonesia	Senegal

Bulgaria, Sofia	Kazakhstan, Almaty (Alma-Ata) *Astana (Aqmola) (Eff 2 March 2004)	Serbia & Montenegro, Republics of Belgrade
Burkina, Ouagadougou	Kenya	Sierra Leone, Freetown
Burma, Rangoon	Kyrgyzstan, Bishkek	Somalia, Mogadishu
Burundi, Bujumbura	Laos	Sri Lanka, Colombo
Cambodia, Phnom Penh	Latvia, Riga	Sudan, Khartoum
Cameroon, Yaounde	Liberia, Monrovia	Suriname, Paramaribo
Central African Republic, Bangui	Lithuania, Vilnius	Syria, Damascus
Chad, N'Djamena	Macedonia, The Former Yugoslav Republic of, Skopje	Togo, Lome
China, Beijing Shanghai	Madagascar, Antananarivo	Turkmenistan, Ashkhabat
Congo, Democratic Republic of the Kinshasa	Malawi, Lilongwe	Uganda, Kampala
Congo, Republic of the Brazzaville	Mali, Bamako	Ukraine, Kiev
Cote d'Ivoire, Abidjan	Mauritania, Nouakchott	Uzbekistan, Tashkent
Cuba, Havana	Mongolia, Ulaanbaatar	Vietnam
Cyprus, Nicosia	Moldova	Yemen, Sanaa
Djibouti	Mozambique, Maputo	Zambia, Lusaka
*East Timor **(*Effective 7 Oct 2002*)**	Nepal, Kathmandu	Zimbabwe
Ecuador, Quito	Nicaragua, Managua	

APPENDIX F

CONSUMABLE GOODS ALLOWANCES

PART II: CRITERIA FOR ESTABLISHING A CONSUMABLE GOODS ALLOWANCE

A. The senior officer, in the area concerned, may submit a justified request for the area to be designated as an OCONUS location to which consumable goods may be shipped. The justified request is sent through the appropriate organizational channels to the following for approval:

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

B. The request must address the following questions:

1. How many members and DOD employees serve in the area?

2. Are State Department employees authorized a consumable goods shipment to the area?

3. What types of consumable goods are unavailable locally? Please include foodstuffs, household and personal items.

4. Is the quality of consumable goods available locally equivalent to the American counterpart? If not, explain.

5. What factors contribute to the lack of a reliable local source of adequate, necessary consumable goods? Are those factors likely to improve in the foreseeable future?

6. Do locally available fresh foods require preparation far different from the American counterpart of those foods? If so, explain.

7. Why do members/employees prefer/need to eat canned/dried/processed vegetables and produce versus locally available items?

8. Do food shortages require members/employees to wait in line for items for long periods?

9. Does State Department have a commissary or food locker/co-op at the station? If so:

   a. What is the space and storage capacity of the facility?

   b. What variety of items are available?

   c. How often is it restocked?

   d. Can members/employees place bulk orders for consumable goods through the facility?

   e. How often are bulk orders placed?

   f. Are the bulk orders received on time?

10. Who is the POC for this request? Please include ***commercial*** phone and fax numbers, and email address, if available.

NOTE: The high price of consumable goods in an area is not a factor in deciding whether or not to establish a consumable goods allowance. COLA is designed to offset a high cost of living at an OCONUS PDS.

APPENDIX H

TRAVEL PURPOSE IDENTIFIERS AND PREMIUM CLASS TRANSPORTATION

PART 1: Travel Purpose Identifiers

PART 2A: Reporting Data Elements and Procedures Format

PART 2B: First-Class Air Accommodations Codes

PART 2C: First-Class Decisions Support Tool

PART 3A: Business-Class Air Accommodations Codes

PART 3B: Business-Class Decisions Support Tool

PART 4A: Premium-Class Accommodations for Disability or Other Special Medical Needs Reasons

PART 4B: Reserved

PART 4C: Reserved

PART 4D: Reserved

PART 4E: Reserved

PART 4F: Premium-Class Accommodations Determination Format

APPENDIX L

ACTUAL EXPENSE ALLOWANCE (AEA) SUBMISSION CHANNELS

Par.	Contents
A.	General
B.	AEA Requests up to but Not Exceeding 150%. Authority to authorize/approve AEA requests, not exceeding 150%
C.	AEA Requests above 150% but Not Exceeding 300%
D.	Officials Who May Authorize/Approve AEAs for Their Own Travel and Travel of Accompanying Uniformed Members/Travelers
E.	Travel with Certain Dignitaries

APPENDIX L

ACTUAL EXPENSE ALLOWANCE (AEA) SUBMISSION CHANNELS

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

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

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

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

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

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

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

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

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

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

Effective 25 October 2004
*g. Defense Information Systems Agency
Attn: MPS 4
PO Box 4502
Arlington, VA 22204-4502

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

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

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

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

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

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

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

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

p. Department of Defense Education Activity
Attn: Comptroller
4040 Fairfax Drive
Arlington, VA 22203-1613

q. Department of Defense Human Resources Activity
Attn: Assistant Director
4040 Fairfax Drive, Suite 200
Arlington, VA 22203-1613

r. Department of Defense Inspector General
Assistant IG for Information Management
400 Army Navy Drive
Arlington, VA 22202-2870

s. National Imagery and Mapping Agency
Attn: Administrative Office
8613 Lee Highway
Fairfax, VA 22031-2137

t. National Security Agency/Central Security Service
Attn: M6
Ft. George G. Meade, MD 20755-6000

u. Office of Economic Adjustments
Attn: Administrative Officer
400 Army Navy Drive, Suite 200
Arlington, VA 22202-2884

v. TRICARE Management Activity
Attn: TMA Budget Officer
5111 Leesburg Pike, Suite 810
Falls Church, VA 22041-3206

w. Uniformed Services University of the Health Sciences
Attn: Resource Management
4301 Jones Bridge Road
Bethesda, MD 20814-4799

x. United States Court of Appeals for the Armed Forces
Attn: Clerk of the Court
450 “E” Street, NW
Washington, DC 20442-0002

2. Army

a. For DA Staff and Field Operating Agencies not specifically listed: AEA authority is delegated to the AO. Personnel assigned to the Major Army Commands (MACOMs) listed below submit requests to the authority indicated for each MACOM ***(MACOM Commanders may delegate AEA authority to the lowest practicable level, but not beyond the level of AOs. If MACOM not listed the AEA authority has been delegated to the AO.);***

Effective 10 November 2004
*b. Headquarters, Army Materiel Command, Attn: G1-F, 9301 Chapek Road, Ft. Belvoir, VA 22060-5527. Message address: CDRAMC FT BELVOIR VA//AMCPE//.
Telephone: DSN (312) 656-8157, Commercial (703) 806-8157;

c. Headquarters, Military Surface Deployment and Distribution Command (SDDC), Attn: SDDCRM-F, Hoffman Building II, Room 11S67, 200 Stovall Street, Alexandria, VA 22332-5000; Message Address: CDRSDDC ALEXANDRIA VA//SDDCRM-F//; Telephone: DSN (312) 328-2350, Commercial (703) 428-2350;

d. Commander, Eighth U.S. Army (USAEIGHTH), Attn: FKCS, APO AP 96205-0010; Message Address: CDRUSAEIGHTH SEOUL KOR//FKCS//; Telephone: DSN (315) 723-5241;

e. Commander, U.S. Army Information Systems Command (USAISC), Attn: ASRM-F-MA, Fort Huachuca, AZ 85613-5000; Message Address: CDRUSAISC FT HUACHUCA AZ//ASRM-F-MA//; Telephone: DSN (312) 879-6446, Commercial (520) 538-6446;

f. Headquarters, U.S. Army South (USARSO), Financial Services Division, Attn: SORM, PO Box 34000, Fort Buchanan, PR 00934;

g. Commander, Military District of Washington (MDW), Attn: ANRM-Z, 103 Third Avenue, Fort McNair, Washington, DC 20319-5058; Message Address: CDRMDW WASHINGTON DC//ANRM-Z-//; Telephone: DSN (312) 335-2048, Commercial (202) 475-2048;

h. Commander, U.S. Army Training and Doctrine Command (TRADOC), Attn: ATRM-AT, Fort Monroe, VA 23651-5000; Message Address: CDRTRADOC FT MONROE VA//ATRM//, Telephone: DSN (312) 680-4221; Commercial (757) 788-4221; ***NOTE: Delegated to Installation and Major Subordinate Commanders with further delegation authorized.***

i. Commander, U.S. Army Criminal Investigation Command (USACIDC), Attn: CISP-RM, 6010 6th Street, Fort Belvoir, VA 22060-5506; Message Address: CDRUSACIDC WASHINGTON DC//CISP-RM//; Telephone: DSN (312) 656-0194, Commercial (703) 806-0194, e-mail address: CISP-RMP@belvoir.army.mil;

j. Commander, U.S. Army Medical Command (MEDCOM), Attn: MCRM-F, 2050 Worth Road, Fort Sam Houston, TX 78234-6000; Message Address: CDRUSAHSC FT SAM HOUSTON TX//MCRM-F//; Telephone: DSN (312) 471-8141, Commercial (515) 221-8141 or 221-7298;

k. Commander, U.S. Army Pacific (USARPAC), Attn: APRM-BAA, Fort Shafter, HI 96858-5100; Message Address: CDRUSAPAC FT SHAFTER HI//APRM-BAA//; Telephone: DSN (314) 438-2710 or 438-2918;

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.

18. TDY and Reserve 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 (20 weeks) duration is a PCS for uniformed members (except as noted in JFTR, pars. U1036 or U2146).

b. For Reserve Component personnel, per diem is payable only if active duty is less than 20 weeks at any one location, unless the call to active duty (for other than training) is because of unusual or emergency circumstances or exigencies of the Service concerned. All other duty of at least 20 weeks duration at one location is a PCS for Reserve members.

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 ***(http://www.perdiem.osd.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 travel order/authorization (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/authorization. ***NOTE*: *Personnel traveling together under an order/authorization may have no/limited reimbursement directed between any points en route, provided that the order/authorization specifically indicates the points between which the status applies.

Must, Shall, Should, May, Can, Will. The following definitions from DoD 5025.1-M apply:

Helping Verb	Degree of Restriction
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/authorization 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, Stuttgart, 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 ***Discontinued***	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 ***Discontinued***	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

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

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

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

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