

VOLUME 2

**DEPARTMENT OF DEFENSE
CIVILIAN PERSONNEL**

JOINT TRAVEL REGULATIONS



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE
COMMITTEE**

OFFICE OF THE SECRETARY OF THE ARMY
WASHINGTON, D.C. 20310

1 July 1965

DOD CIVILIAN TRAVEL DETERMINATION NUMBER 1-65

TO: EXECUTIVE, PER DIEM, TRAVEL AND TRANSPORTATION
ALLOWANCE COMMITTEE

SUBJECT: Change to Joint Travel Regulations

REFERENCES: (a) Department of Defense Civilian Personnel, Volume 2, Joint Travel
Regulations
(b) CPR T3, with all changes thereto
(c) NCPI 4650, with all changes thereto
(d) AFM 40-10, with all changes thereto
(e) Department of Defense Directive 5154.20, dated 23 June 1964

By virtue of the authority vested in the Army, Navy, and Air Force members of this Committee by reference (e), the attached regulations relative to travel and transportation allowances of Department of Defense civilian personnel are hereby promulgated as reference (a) effective on 1 July 1965. Concurrently therewith references (b), (c), and (d), and any other existing regulations pertaining to travel of any civilian employees of the Department of Defense are rescinded.

In accordance with reference (e), the regulations contained in reference (a) have been drafted in such manner that they require no further entitlement implementation by DOD components and no such regulations shall hereafter be issued.

This determination will be reproduced on the reverse of the title page of reference (a) for the information and guidance of all concerned.

STANLEY R. RESOR
Under Secretary of the Army

KENNETH E. BELIEU
Under Secretary of the Navy

LEONARD MARKS, JR
Assistant Secretary of the Air Force

VOLUME 2
JOINT TRAVEL REGULATIONS
CHANGE 472

Alexandria, VA

1 February 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 February 2005 unless otherwise indicated.

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

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

KELLY A. CRAVEN
Deputy Assistant Secretary
of the Air Force (FMP)

This change includes all material written in CAP Item 55-04(E); and civilian editorials C04063; C04073 and C04074. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 471 cover page.

BRIEF OF REVISION

These are the major changes made by Change 472:

C2102; C13310; C14006-H; C14006-AL. Inserts brief GSBCA decision summaries and references to those decisions to assist readers in applying the regulations.

C5060; Appendix O. Clarifies travel time when using a private airplane and when using Government transportation in Appendix O.

Appendix A. Updates the Government Meal Rates for 2005.

Appendix A, Part II; Appendix O, par. T4070. Lists additional acronyms used throughout the manual. Updates the list of activities authorized to use Appendix 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.

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470	vii	461	C2F-1	468	C4I-3	453	C4T-1
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470	C-i	468	C2G-3	471	C4J-5	469	C5-i
470	C-iii	455	C2H-1	471	C4J-7	465	C5-iii
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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
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454	C1B-9	469	C3C-3	472	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
470	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
472	C2C-3	471	C4A-13	441	C4N1-1	471	C5D-21
467	C2C-5	471	C4A-15	459	C4N1-3	471	C5D-23
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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

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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	472	C13C-1	468	H2C-3	470	P2-5
471	C5O-1	472	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	472	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	472	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	472	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	472	A2-1	454	N-1		
462	C7-3	472	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	472	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		

D. Insurance on a Rented Automobile

1. Cost of Extra Insurance. The cost for buying insurance (e.g., Collision Damage Waiver (CDW) Adjustment, Theft Protection, etc.) is reimbursable when:

- a. The insurance is required by the rental agency to provide full coverage insurance when renting an automobile outside the U.S., or
- b. A Secretarial Process authorizes/approves reimbursement of non-required insurance for certain classified special operations. See Service regulations. (B-204486, 19 January 1982).

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

****NOTE: TDY ends on Friday. The employee delays return to the PDS until Sunday and retains the rental car. Due to an accident on Sunday, the rental car was damaged. The employee may not be reimbursed for the cost of repairs since the employee was not on official duty at the time of the accident (GSBCA 16477-TRAV, 13 October 2004).***

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

4. Cost of Personal Accident Insurance. The cost of personal accident insurance is a personal expense and is not reimbursable.

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

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

F. To/from Carrier Terminals. The traveler:

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

G. Between Duty Stations. The official directing the travel may authorize/approve travel by special conveyance to, from or between TDY stations, under circumstances not permitting travel by the usual means of transportation, or when the use of a special conveyance is determined to be advantageous to the Government. Reimbursement is authorized for the total expense incurred in the use of such conveyance.

H. Special Conveyance Use for PDT. Commercially rented vehicles/special conveyances:

1. May be used for PDT when other transportation methods in par. C2001-A are not more advantageous to the Government,
2. Must be authorized in a PCS travel authorization,
3. May not be authorized for traveler preference or inconvenience resulting from common carrier scheduling, and
4. Are not authorized at the PDS to travel to/from work, or for personal convenience.

Requirements for choosing the appropriate conveyance, obtaining receipts, purchase of extra collision insurance, and general guidelines for PDT are the same as for TDY in this Part.

NOTE: Employees are not authorized rental cars at the PDS to travel to/from work, or for personal convenience.

I. Use of Special Conveyance in and around Permanent or TDY Station. For reimbursement for use of a special conveyance within and around the permanent and TDY duty station see Part H.

C2103 USE OF BUSES, STREETCARS, OR SUBWAYS

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

1. Between places of residence, lodging, or place of duty at the PDS or TDY station, and terminals, stations, airports, wharves, etc., of the mode of commercial or Government transportation used;
2. Between carrier terminals when needed due to a change of transportation and free transfer is not provided; or
3. From carrier terminals to lodging and return when needed due to transportation delays en route which are beyond the employee's control.

Effective 1 October 2003

C4554 PER DIEM RULES CONCERNING MEALS

A. Determination of M&IE Rate

1. Full Day

a. CONUS. The

(1) Applicable locality rate (see

<https://www.secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>),

(2) Standard GMR, plus \$3 for incidental expenses on any day all three meals are consumed in a Government mess, or

(3) PMR on any day when at least one, but not all three, meals are consumed in a Government mess. The PMR plus \$3 for incidental expenses.

*b. OCONUS. The

(1) Applicable locality rate (see

<https://www.secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>), (use \$3.50 for the incidental rate, when quartered on a U.S. Installation and a Government mess is not used, instead of the incidental expense rate for the locality concerned see **NOTE** below on incidental expense));

(2) Standard GMR for meals in a Government mess plus the incidental expense rate (see **NOTE** below) on any day all three meals are consumed in a Government mess, or;

(3) PMR plus the incidental expense rate (see **NOTE** below). The PMR applies on any day when at least one, but not all three meals, are consumed in a Government mess.

NOTE: *The incidental expense rate OCONUS is the applicable locality rate (see <https://www.secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>), or \$3.50 when the employee is TDY to a U.S. Installation and Government quarters are available. There are two exceptions, the AO can determine:*

1. \$3.50 to be adequate 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.

2. That \$3.50 is not adequate on a U.S. Installation and authorize/approve the applicable locality incidental expense rate (see <https://www.secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>). In this case, payment of the locality incidental expense rate must be stated in the travel authorization.

c. Joint Task Force (JTF) Operations. See Chapter 4, Part I.

2. Partial Days. On partial days (days of departure from and days of return to PDS), the GMR or PMR do not apply.

3. Schoolhouse Training (Formal Courses of Instruction). The schoolhouse commander is authorized to determine the appropriate meals rate (GMR, PMR or locality meals rate) regardless of what the AO may put in a TDY travel authorization to the contrary. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be part of the travel authorization. If that information is not available prior to travel authorization issuance, the information must be provided to the traveler upon arrival at the school and submitted with the travel voucher authority can authorize the PMR for that day.

B. Deductible Meals. The PMR prescribed in par. C4554-A above applies on any day when one or two deductible meals are provided (see par. C4955-E3). A deductible meal is a meal:

1. Made available pursuant to an agreement between a DoD Component or agency and any organization, if the travel authorization indicates the facility providing the meal(s) is available;
2. Included in a registration fee ultimately paid by the Government;
3. Furnished at no cost to the traveler by a school while attending a course of instruction if the cost of the meal is ultimately paid for by the Government; or
4. Furnished by the Government at no cost to the traveler.

The following are not deductible meals:

Effective 5 August 2004

1. Box lunches (which include such things as C Rations, K Rations, MREs) -- except when MREs and/or box lunches are the ***only method*** of providing adequate subsistence to travelers ***NOTE: See Chapter 4, Part I, for travelers on TDY within a Combatant Command or Joint Task Force Area of Operations,***
2. In-flight meals,
3. Rations furnished by the Government on military aircraft,
4. Government meals paid for by the traveler and consumed in a Government mess,
5. Meals furnished on commercial aircraft, or
6. Meals provided by private individuals.

NOTE: If all three meals are provided/consumed at no cost to the traveler only the incidental expenses for that day (\$2 in CONUS; or the locality incidental expenses (see <https://www.secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) or \$3.50 OCONUS) are payable.

CHAPTER 5 PERMANENT DUTY TRAVEL**PART B: EMPLOYEE TRANSPORTATION AND SUBSISTENCE ALLOWANCES****C5050 PCS MILEAGE ALLOWANCE (FTR §302-4.300)****A. POC Travel.**

1. Except for RAT, the PCS mileage allowance rate for PDT by POC, when authorized/approved, depends on the number of authorized travelers in the vehicle.

Effective 1 October 2004

2. An authorized traveler is any employee/dependent traveling IAW a PDT travel authorization, including an employee traveling as a dependent under par. C5000-B1b. An employee eligible for travel and transportation allowances as an employee under a PCS travel authorization is authorized \$.15 per mile even if a passenger. In the case of employees who are married to each other and both are traveling on a PDT travel authorization, if one employee elects not to be treated as a dependent of the other employee (see par. C5000-B1a), but travels in the same POC, each is authorized a PCS mileage of at least \$.15 per mile. One employee receives \$.15 per mile and the other employee is authorized PCS mileage for self and all other dependents who are authorized travelers (excluding the employee passengers) and reimbursable expenses.

Example 1: An employee married to another employee, each eligible for travel and transportation allowances as an employee (since one employee elects not to be treated as a dependent of the other employee (par. C5000-B1a)), and their two children travel in the same POC. One employee receives \$.15 per mile and the other is authorized \$.19 per mile for self and two dependents. Either employee may submit all of the reimbursable expenses.

Example 2: Employee eligible for travel and transportation allowances on a PCS travel authorization, married to a member of a uniformed service on a PCS travel authorization and their two children travel together in one POC. Either the member or the employee may claim the children and receive \$.19 per mile while the other is paid \$.15 per mile.

3. See par. C2505 for PCS mileage rates. These rates are for the use of up to two POCs per household, unless reimbursement for a third, fourth, etc., POC has been authorized under par. C2159-C.

4. Reimbursement for all privately owned airplane or motorcycle PDT and RAT by POC, including per diem, is determined under par. C2159 and must not exceed the common carrier travel cost (including per diem).

B. Mixed Transportation Modes. When POC use is authorized/approved for all PDT travel, but travel ends up partly by POC and partly by common carrier (see par. C2203), the traveler is authorized:

1. The PCS mileage rate for the distance traveled by POC;
2. The common carrier cost; and
3. Per diem for actual travel time.

The total amount must not exceed the PCS mileage rate plus per diem for the authorized travel.

C. Other Reimbursable Expenses. Except for expenses related to the indirect portions of PCS travel, parking fees, ferry fares, and bridge, road and tunnel tolls are reimbursable in addition to the PCS mileage rate.

NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. Travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under 31 USC §3721.

C5055 USE OF MORE THAN TWO AUTOMOBILES

Authorization for the use of more than two POCs is limited to PDT that is advantageous to the Government. Conditions for reimbursement authorization are in par. C2159-C.

Effective 18 November 2004

***C5060 ALLOWABLE PER DIEM (FTR §302-4.200)**

A. POC Use Advantageous to the Government. When POC use for PDT is authorized (see par. C4552-F when travel time is 12 or fewer hours) the per diem allowance is the lesser of the:

1. Result of allowing 1 day of travel time for each 350 miles of the official distance between the old and new PDSs or authorized points. If the excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed. When the total official distance is 400 miles or less, 1 day's travel time is allowed (see par. C5060-B), or
2. Actual travel time in full days (e.g., 9 days and 3 hours is 10 days).

B. Exception

1. An exception may be made by the travel-approving/directing official when travel en route is delayed for reasons beyond the traveler's control, such as acts of God, restrictions by Governmental authorities, or other reasons acceptable to the employing DoD component (e.g., a physically handicapped employee).
2. In these cases, per diem may be allowed for the full delay period or for a shorter delay period as determined by the DoD component.
3. The employee should be prepared to provide a statement on the reimbursement voucher fully explaining the circumstances that necessitated the en route travel delay if required by finance regulations.

C. POC Use Not Advantageous to the Government. When a POC is used for PDT and it is not advantageous to the Government, per diem is limited to the per diem payable on a constructed travel time basis using the appropriate common carrier transportation. ***This does not apply to travel under par. C2180.***

D. Per Diem Rates. See par. C4553-B for applicable per diem rates.

PART C: TQSE(F)**C13300 PURPOSE**

TQSE(F) is a *discretionary allowance, not a mandatory allowance*, that is intended to reimburse employees for reasonable subsistence expenses incurred when they and/or their dependents must occupy *temporary quarters*.

Effective 19 February 2002

C13302 LIMITATIONS

1. The AO, *not the employee*, determines if TQSE(F) is necessary.
2. If the AO chooses, TQSE(F) may be offered to the employee.
3. The employee may decline the TQSE(F) offer and choose to be reimbursed by TQSE(AE) if the AO authorizes/approves TQSE.
4. TQSE(F) is a lump-sum payment based on the locality per diem rate at the new PDS.
5. TQSE(F) may be authorized for the number of days determined necessary, up to 30 days. ***NOTE: The AO is not required to authorize the full 30 days.***
6. The employee may not be paid any additional TQSE if the TQSE(F) is not adequate to cover TQSE expenses.

Effective 17 August 2004

7. If the TQSE(F) amount is more than adequate to cover the employee's TQSE expenses any balance belongs to the employee (GSBCA 16408-RELO, 14 July 2004/GSBCA 16420-RELO, 15 July 2004).
8. TQSE does not include local transportation expenses incurred during the occupancy of temporary quarters.

C13305 TQSE(F) OPTION

NOTE: TQSE must be authorized before temporary quarters are occupied and may not be approved after the fact (FTR §302-5.7).

When TQSE is authorized, the AO may offer employees, on a case-by-case basis, a TQSE(F) amount, computed as indicated in par. C13320, instead of TQSE(AE). TQSE(F) is a lump-sum payment based on the locality per diem rate *in effect at the new PDS when the TQSE(F) offer is accepted by the employee*. The amount of the lump-sum payment is not changed by any increase or decrease to the new PDS per diem rate after the employee accepts the offer. TQSE(F) may be authorized for the number of days determined necessary, *up to 30 days*. When deciding whether or not to offer TQSE(F) to an employee, AOs should consider:

1. Administration Ease. TQSE(AE) requires review of claims, receipts, and supporting statements, for the validity, accuracy, and reasonableness of each expense amount. No review is required for TQSE(F) because receipts and supporting statements are not required.
2. Cost Considerations
 - a. TQSE(AE) may continue for up to 120 consecutive days. ***TQSE(F) is limited to no more than 30 days, with no extensions under any circumstances.***

b. TQSE(AE) in CONUS is based on the Standard CONUS per diem rate (see par. C4550-F3 or <https://www.secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the current rate). TQSE(AE) in OCONUS locations is based on the PDS location maximum per diem rate (see <https://www.secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>). **TQSE(F) always is based on the PDS location maximum per diem rate.**

3. **Employee Choice.** TQSE(F) is based on a lower percentage of the locality per diem rate. If the AO offers an employee the option of TQSE(F), the employee must choose between it and TQSE(AE). The TQSE(F) option is only an offer and the employee is not obligated to accept it. An employee may decline the TQSE(F) offer and choose to be reimbursed by TQSE(AE). **Once the employee selects a TQSE method, the selection may not be changed. NOTE: If the AO inadvertently fails to offer an employee TQSE(F) and the employee's PCS travel authorization reflects TQSE as authorized but does not clearly reflect the actual expense (TQSE (AE)) method, the agency may retroactively correct the employee's PCS travel authorization to permit the TQSE(F) option if requested by the employee. (GSBCA 15902-RELO, 21 March 2003)**

C13310 TIME LIMITATIONS

Under no circumstances may TQSE(F) be paid for more than a total of 30 days.

***NOTE:** *Incident to a PCS an employee selected reimbursement for TQSE under the "fixed amount method" and was authorized TQSE for 30 days. The employee later informed the agency that there would be a delay in settling on the new residence and was told that there was no problem. The employee stayed in temporary quarters for twelve days beyond the allowed 30 days. The employee may not be paid for the additional twelve days. Erroneous advice provided by Government officials cannot provide a basis for reimbursement where no independent authority for such reimbursement exists. (GSBCA 16437-RELO, 22 September 2004)*

C13315 RECEIPTS AND SUPPORTING DOCUMENTATION

Receipts and supporting documentation are not required for TQSE(F) payment.

C13320 COMPUTATION

A. **HHT.** *The number of days paid or reimbursed for a HHT are not deducted from TQSE(F).* See Chapter 5, Part M for HHT.

B. **Basis for Payment.** Payment of TQSE(F) is based on the total number of individuals (employee and dependents) **actually moving** to the new PDS, **not** the number of individuals actually occupying temporary quarters.

Example 1: An employee remains at the old PDS while the dependent spouse and 2 dependent children move to the new PDS. The TQSE(F) payment is based on the employee plus 3 dependents.

Example 2: An employee and 1 dependent child remain at the old PDS while the dependent spouse and 1 dependent child move to the new PDS. The dependent child who remained with the employee ultimately does **not** move to the new PDS. The TQSE(F) payment is based on the employee plus 2 dependents. If payment was initially made for the employee and 3 dependents, but only 2 dependents actually move to the new PDS, then the employee must pay back the TQSE(F) attributable to the dependent who did not move.

C. **TQSE(F) Per Diem Rates/Percentages.** *The per diem rates used in the following example(s) are for illustrative purposes only. Please check <https://www.secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, for current per diem rates.*

1. Per Diem Rate Used. The per diem rate used for TQSE(F) payment is the maximum locality per diem rate for the *new PDS* locality (CONUS or OCONUS).
2. Percentage Paid. The maximum allowable daily amount is:
 - a. Employee. For an employee, the daily rate is 75% of the maximum per diem rate.
 - b. Each Dependent. For a dependent, the daily rate is 25% of the daily maximum per diem rate.

NOTE: If temporary quarters are used in a locality where the per diem rate is \$100, the maximum daily rates (based on the daily per diem rate of \$100) in pars. C13320-C2a and C13320-C2b are \$75 and \$25, respectively.

Effective 1 October 2003

D. TQSE(F) Computation Example. The following is an example of how TQSE(F) payment is calculated.

1. Data Used

- a. Number of days authorized for TQSE(F) = 30 days.
- b. Locality per diem rate = \$90 (lodging) + \$31 (M&IE) = \$121 total per diem.
- c. Employee percentage = .75.
- d. Dependent percentage = .25.
- e. Number of dependents = 4.

2. Calculation for the Employee

- a. multiply the maximum per diem rate (\$121) by .75
 $\$121 \times .75 = \90.75 .
- b. multiply the answer in the previous step (\$90.75) by the number of days authorized (30) $\$90.75 \times 30 = \$2,722.50$.
- c. In this example, the employee's TQSE(F) payment is \$2,722.50.

3. Calculation for the Dependents

- a. multiply the maximum per diem rate (\$121) by .25 $\$121 \times .25 = \30.25 .
- b. multiply the answer in the previous step (\$30.25) by the number of days authorized (30) $\$30.25 \times 30 = \907.50 .
- c. In this example, each dependent's TQSE(F) payment is \$907.50.
- d. In this example, the four dependents total TQSE(F) payment is \$3,630
 $4 \times \$907.50 = \$3,630$.

4. Total Payment. In this example the employee's TQSE(F) payment is \$2,722.50 for himself and \$3,630 for four dependents, for a total TQSE(F) payment of \$6,352.25. $\$2,722.50 + \$3,630 = \$6,352.25$.

E. TQSE(F) Computation Chart

Authorized Traveler	Locality Per Diem Rate (for new PDS)	Percentage Rate Authorized	Days Authorized	Number of Travelers	Formula	Total Payment
Employee	\$120	.75	30	1	$((\$120 \times .75) \times 30) \times 1$	\$2700
Dependent	\$120	.25	30	4	$((\$120 \times .25) \times 30) \times 4$	\$3600
					Total TQSE(F) Pmt	\$6300

H. Loan Origination Fees and Similar Charges

*Employee financed residence purchase by borrowing money for which another property was used as collateral. Cost of taking out the loan is reimbursable.			GSBCA 16410-RELO, (08/11/04)
GSBCA 15817-RELO (08/02/02)	GSBCA 15718-RELO (02/28/02)	GSBCA 15730-RELO (01/24/02)	GSBCA 15645-RELO (10/11/01)
GSBCA 15613-RELO (09/07/01)	GSBCA 15538-RELO (08/10/01)		
B-249500 (12/24/92)	B-248457 (09/29/92)	B-248538 (09/24/92)	B-246809 (03/31/92)
69 Comp. Gen. 340 (1990)	B-238038 (02/23/90)	B-238023 (02/22/90)	B-234288 (02/08/90)
B-233806 (11/16/89)	B-235616 (08/29/89)	B-232679.2 (08/29/89)	B-229443 (12/09/88)
B-229322 (12/08/88)	B-232679 (11/14/88)	B-228691 (09/21/88)	B-229352 (08/22/88)
B-226876 (08/22/88)	67 Comp. Gen. 503 (1988)	66 Comp. Gen. 627 (1987)	B-222899 (03/16/87)
B-221103 (09/19/86)	B-223240 (09/08/86)	B-221529 (07/01/86)	B-221162 (06/10/86)
B-221010 (05/06/86)	B-218955 (04/11/86)	65 Comp. Gen. 447 (1986)	B-220133 (03/13/86)
B-219309 (01/29/86)	B-219545 (01/15/86)	B-219026 (11/29/85)	B-219076 (11/25/85)
B-218946 (11/12/85)	B-218754 (09/17/85)	B-218476 (09/05/85)	B-217584 (09/04/85)
B-216425 (08/21/85)	B-216973 (04/22/85)	B-217081 (03/08/85)	64 Comp. Gen. 306 (1985)
64 Comp. Gen. 296 (1985)	63 Comp. Gen. 603 (1984)	B-214757 (09/05/84)	63 Comp. Gen. 456 (1984)
63 Comp. Gen. 355 (1984)	B-213164 (02/22/84)	B-213740 (02/15/84)	B-211310 (10/04/83)
62 Comp. Gen. 534 (1983)	B-211107 (06/10/83)	B-205267 (06/15/82)	B-205873 (05/04/82)
B-203630 (03/09/82)	B-198060 (11/10/80)	B-189381 (12/15/77)	

I. Mortgage and Transfer Taxes

B-248301 (09/25/92)	B-189488 (08/18/77)	B-185487 (08/03/76)	B-183162 (01/27/76)
B-182082 (01/22/75)	B-181795 (11/11/74)	B-171878 (08/08/74)	

J. State Revenue Stamps

63 Comp. Gen. 474 (1984)	B-210351 (05/10/83)	B-196527 (12/29/80)	B-197567 (04/15/80)
B-195593 (01/22/80)	B-190484 (02/14/78)		

K. Other Similar Charges

71 Comp. Gen. 316 (1992)	B-232092 (07/14/89)	68 Comp. Gen. 373 (1989)	67 Comp. Gen. 503 (1988)
B-229230 (03/14/88)	B-226013 (10/28/87)	B-223102 (09/25/87)	66 Comp. Gen. 627 (1987)
64 Comp. Gen. 674 (1985)	B-217719 (07/01/85)	64 Comp. Gen. 296 (1985)	B-172742 (11/24/80)

L. Charge for Prepayment of Mortgage

B-237972 (05/22/90)	B-216425 (08/21/85)	B-194892 (03/14/80)	B-194298 (08/10/79)
B-188716 (07/06/77)			

M. Mortgage Title Insurance Policy

B-233806 (11/16/89)	68 Comp. Gen. 373 (1989)	66 Comp. Gen. 206 (1987)	B-172742 (11/24/80)
B-197523 (04/25/80)	B-197098 (04/24/80)	B-192593 (01/16/79)	B-185706 (12/17/76)
B-184928 (09/15/76)	B-185680 (08/04/76)	B-184720 (07/01/76)	B-183958 (04/14/76)

N. Owner's Title Insurance Policy

GSBCA 15801-RELO (07/05/02)	B-245457 (02/14/92)	B-241986 (08/15/91)	B-221059 (08/18/86)
64 Comp. Gen. 674 (1985)	B-215552 (12/11/84)		

O. Expenses Related to Construction of a Residence that Are Comparable to Reimbursable Expenses Associated with Purchase of an Existing Residence

GSBCA 15629-RELO (10/17/01)	B-247860 (07/23/92)	69 Comp. Gen. 573 (1990)	B-235374 (01/11/90)
B-232720 (09/13/89)	B-233362 (04/07/89)	B-231537 (11/14/88)	B-226271 (11/05/87)
B-206051 (09/29/82)	B-184928 (09/15/76)		

AH. Home Inspection Fee

GSBCA 15718-RELO (02/28/02)			
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AI. Home Marketing Incentive Program

GSBCA 15621-RELO (02/14/02)	GSBCA 15580-RELO (01/31/02)		
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AJ. Extensions for Sale of Residence

GSBCA 15866-RELO (06/28/02)	GSBCA 15639-RELO (10/03/01)		
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AK. Real Estate -- New Employee

GSBCA 15577-RELO (01/15/02)	GSBCA 15686-RELO (11/07/01)		
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AL. Waiver of Debt

Whether agency waives employee's debt is solely within discretion of the agency	GSBCA 14758-RELO, (03/04/99)
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*AM. Retirement

Employee sold residence at old PDS after retiring and was reimbursed costs since the sale was within the prescribed time limit of the PCS travel authorization to the last PDS and the terms of service agreement were fulfilled.	GSBCA 16494-RELO, (11/04/04)
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FIRST-CLASS. The highest travel and accommodations available -- See JFTR, par. U3125-B2a and/or JTR, par. C2204-B2a for first-class transportation authority.

FOREIGN AIR CARRIER. An air carrier that does not hold a certificate issued by the United States under 49 USC §41102.

FOREIGN AREA AND FOREIGN COUNTRY. Any area or country outside the 50 States, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

FOREIGN SERVICE OF THE UNITED STATES. The Foreign Service as constituted under the Foreign Service Act of 1980.

FORMER CANAL ZONE AREA. Areas and installations in the Republic of Panama made available to the U.S. under the Panama Canal Treaty of 1977 and related agreements as described in section 3(a) of the Panama Canal Act of 1979.

FUND-APPROVING OFFICIAL. One who provides the accounting data for authorized/approved travel authorizations or amendments.

GEOGRAPHICAL LOCALITY. The contiguous political area of a single country or a related island group in the same region.

NOTE 1: *Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Island, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the United States, CONUS is a single geographical locality, but the states of Hawaii and Alaska, and each United States territory or possession, are separate geographical localities.*

NOTE 2: *When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.*

GOVERNMENT. The Government of the United States and the Government of the District of Columbia.

GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS). A reimbursable expense charged by rental car companies for costs incurred unique to doing business with the U.S. Government.

GOVERNMENT AIRCRAFT. Any aircraft owned, leased, chartered or rented and operated by an executive agency.

GOVERNMENT-CONTRACT RENTAL AUTOMOBILE. An automobile obtained for short-term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

GOVERNMENT-SPONSORED CONTRACTOR-ISSUED INDIVIDUALLY BILLED CHARGE CARD. A charge card used by authorized individuals to pay for official travel and transportation related expenses for which the card contractor bills the employee.

GOVERNMENT-CONTROLLED QUARTERS. Quarters (other than Government or privatized quarters) under the jurisdiction of a uniformed service (e.g., Ministry of Defense (MOD) leased quarters that the Government controls occupancy).

GOVERNMENT CONVEYANCE. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for Government use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel.

GOVERNMENT DINING FACILITY/GOVERNMENT MESS. A generic term used in lieu of Government mess, general mess, dining hall dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used (See Appendix O, par. T4040-A2b. for information on "Government mess available.") by an employee includes:

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

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

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

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

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

***GOVERNMENT MEAL RATE**

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

Effective 1 January 2005

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

NOTE: Also see DISCOUNT GOVERNMENT MEAL RATE.

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

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 (<i>formerly BAQ and VHA</i>)
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 (<i>PDT Travel</i>)
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 (<i>Same as USNOAA</i>)
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 (<i>also referred to as PRO-Gear</i>)
PCS	Permanent Change of Station
PD	Per Diem Determination
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PHS	Public Health Service (<i>Same as USPHS</i>)
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 (<i>also referred to as PBP&E</i>)
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 (<i>same as NOAA</i>)
USPHS	United States Public Health Service (<i>same as PHS</i>)
USSM	Under Secretary of State for Management
VA	Department of Veterans Affairs
VPC	Vehicle Processing Center
WAE	When Actually Employed
WTA	Withholding Tax Allowance

c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft must *not* be authorized/ approved unless the conditions in par. T4060-B1d are met (see also JFTR, par. U3125-C and JTR, par. C2204-B).

D. Transportation Reimbursement

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

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

T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)

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

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

Effective 21 September 2004

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

D. Government Transportation

1. The TO arranges international government airlift under Air Mobility Command (AMC) contract/control, when it is available and satisfies mission requirements.

2. The TO provides Government ground transportation. (Within the Navy, Government vehicles are obtained directly from the providers, ordinarily Public Works.) Only use Government transportation for official business to go to and from: the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose and the traveler has an accident, the traveler may have to cover the expenses and liabilities. Use Government servicing for the vehicle whenever possible. When Government servicing is not available, the AO may authorize reimbursement of actual vehicle operating expenses.

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

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

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

Effective 18 November 2004

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

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

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

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

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

<u>Helping Verb</u>	<u>Degree of Restriction</u>
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action.
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time

***Temporary Duty (TDY) Travel.** Official travel of a temporary duration away from the traveler's PDS. It includes duty traditionally called "temporary additional duty" (TAD). There are three types of TDY travel with different allowances:

Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

Schoolhouse Training Travel. Travel in connection with TDY attendance at formal course(s) of instruction by civilian employees or uniformed members (other than uniformed members who have not yet reached their first PDS).

***Deployment, Personnel Traveling Together Under An Order Directing No/Limited Reimbursement, and Unit Travel.** Includes units traveling in support of combat missions, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Government provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.

Trip Record. This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that includes the travel authorization and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

***Activities Authorized To Use Appendix O**

DoD Component	Organization/Location	Effective Date
U.S. Army	Training & Doctrine Command, Ft. Leavenworth, KS	May 13, 1996
	U.S. Army Forces Command, Ft. McPherson, GA	August 13, 1996
	U.S. Army Europe, U.S. Army Military Community, 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 <i>Discontinued</i>	June 20, 1996 March 31, 1997
	PSA, Norfolk, VA	June 20, 1996
	HQ, CINCLANTFLT (N00IG; N02; N6 and N1) Norfolk, VA	June 20, 1996
	Naval Command, Control & Ocean Surveillance System Center, (RDT&E), San Diego, CA	June 20, 1996
	NPGS, Monterey, CA	June 20, 1996
	Naval Undersea Warfare Center Div, Newport, RI	June 20, 1996
	HQ, CINCPACFLT, Pearl Harbor, HI <i>Discontinued</i>	June 20, 1996 March 31, 1997
U.S. Marine Corps	Marine Corps Air Station, Beaufort, SC	Never Initiated[1]
	Marine Corps Air Station, New River, NC	Never Initiated[1]
	Marine Corps Air Station, Cherry Point, NC	Never Initiated [1]
	Marine Forces Reserve, New Orleans, LA	Never Initiated [1]
	Second Marine Expeditionary Force, Camp Lejeune, NC	Never Initiated [1]
	Marine Corps Recruit Depot, Parris Island, SC	Never Initiated [1]
	Headquarters, U.S. Marine Corps, Washington, DC	Never Initiated [1]
U.S. Air Force	Sixth Marine Corps District, Atlanta, GA	Never Initiated [1]
	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 <i>Discontinued</i>	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 where DTS has been fielded, or DTS-Limited software with computation module is used, and at USAFE locations where the Federal Automated System for Travel (FAST) software is used to transition to DTS-Limited.