

VOLUME 2
JOINT TRAVEL REGULATIONS
CHANGE 473

Alexandria, VA

1 March 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 March 2005 unless otherwise indicated.

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This change includes all material written in CAP Items 41-04; 56-04(E); 58-04(E); and civilian editorials C04079 through C04092 and C05002. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 472 cover page.

BRIEF OF REVISION

These are the major changes made by Change 473:

C1410-A3a; C1415-A2; T4040-E3. Authorizes reimbursement of required legal expenses in connection with reimbursable visa fees.

C1410-C. Identifies MCOs and clarifies that they must not be used (within DoD) for excess baggage ICW PCS travel.

C2156-B2; C2206-B; C3150-B, item 16(q); C4661-B1; T4030-K. Makes clear that the non-capacity controlled city-pair fares (and not capacity-controlled city-pair fares) must be used for constructed costs.

C2200-C; C3101-A12; C5536-A4. Alters incorrect cross-references to JTR, par. C2002 and reroutes the reader to Appendix P.

C2204-B4e. Corrects erroneous reference to class of service under business-class restrictions.

C2306. Clarifies financial responsibility for overweight unaccompanied baggage during educational travel.

C4555-E; T4040-A1f(2). Simplifies examples of reimbursable utility costs when a member purchases a residence for use as lodging while on TDY.

C5080-D4c(2). Adds a note to indicate the authority for reimbursing real estate allowances to an employee returning from military service incident to sale of the residence occupied by the employee while on active duty as a uniformed member.

C5085. Lists in one place allowances/benefits not authorized under Separation Travel.

C5090-G. Changes wording to make it clear that travel and transportation must be accomplished following separation and not prior to separation.

C5190. Explains that only 180 days *total* SIT may be authorized.

C5310-D. Includes new reimbursable MEA costs in light of GSBCA decision.

C7005. Makes correct references for student dependent travel and educational allowances.

C13105; C13120; C13205; C13215; C13305. Corrects references and provides website for non-foreign area cost-of-living allowances.

C13110. References the GSBCA decision that a permanent residence is “constructively vacated” and is “temporary” for TQSE purposes when the HHG have been packed and are no longer available to the residents.

C13115-C. Revises an incorrect cross-reference.

C14006-R; C14006-V. Provides additional GSBCA decisions to assist with interpreting the JTR.

Appendix A. Clarifies actual (place of) residence (“home of record”) based on GSBCA 16265-RELO, 19 December 2003.

VOLUME 2

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Following is a list of sheets in force in Joint Travel Regulations, Volume 2 that are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. See "How to Get the JTR" in the Introduction. Single sheets are not available.

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
472	i	467	C2E-11	462	C4H-5	454	C4Q-1
473	iii	473	C2E-13	462	C4H-7	420	C4R-1
473	v	473	C2E-15	462	C4H-9	455	C4S-1
470	vii	461	C2F-1	468	C4I-1	462	C4S-3
471	ix	468	C2G-1	468	C4I-3	462	C4S-5
470	C-i	473	C2G-3	471	C4J-1	453	C4T-1
470	C-iii	455	C2H-1	471	C4J-3	453	C4T-3
470	C-v	462	C2H-3	471	C4J-5	469	C5-i
470	C1-i	470	C2I-1	471	C4J-7	473	C5-iii
470	C1-iii	443	C2J-1	465	C4K-1	470	C5-v
470	C1-v	455	C3-i	465	C4K-3	465	C5-vii
464	C1A-1	463	C3A-1	470	C4K-5	465	C5-ix
469	C1B-1	463	C3A-3	465	C4K-7	464	C5A-1
469	C1B-3	463	C3B-1	471	C4L-1	459	C5A-3
469	C1B-5	463	C3B-3	471	C4L-3	463	C5A-5
454	C1B-7	473	C3C-1	470	C4L-5	464	C5A-7
454	C1B-9	469	C3C-3	470	C4L-7	464	C5A-9
465	C1B-11	469	C3C-5	470	C4L-9	472	C5B-1
467	C1C-1	469	C3C-7	472	C4L-11	470	C5B-3
447	C1D-1	469	C3C-9	470	C4L-13	469	C5B-5
433	C1E-1	468	C3D-1	473	C4L-15	469	C5B-7
473	C1F-1	473	C3D-3	471	C4L-17	469	C5B-9
473	C1F-3	470	C3D-5	470	C4L-19	473	C5B-11
473	C1F-5	468	C3D-7	470	C4L-21	473	C5B-13
470	C1F-7	471	C4-i	470	C4L-23	473	C5B-15
470	C1F-9	471	C4-iii	470	C4L-25	469	C5B-17
471	C2-i	471	C4-v	470	C4L-27	469	C5B-19
471	C2-iii	473	C4-vii	470	C4L-29	473	C5B-21
473	C2-v	473	C4-ix	470	C4L-31	467	C5D-1
471	C2-vii	471	C4-xi	470	C4L-33	467	C5D-3
473	C2A-1	471	C4-xiii	470	C4L-35	467	C5D-5
471	C2A-3	471	C4A-1	470	C4L-37	467	C5D-7
467	C2A-5	471	C4A-3	452	C4M-1	467	C5D-9
467	C2A-7	471	C4A-5	458	C4M-3	467	C5D-11
462	C2B-1	471	C4A-7	464	C4M-5	467	C5D-13
468	C2C-1	471	C4A-9	458	C4M-7	471	C5D-15
472	C2C-3	471	C4A-11	458	C4M-9	473	C5D-17
467	C2C-5	471	C4A-13	452	C4M-11	473	C5D-19
470	C2D1-1	471	C4A-15	473	C4N1-1	471	C5D-21
473	C2D1-3	459	C4B-1	473	C4N1-3	471	C5D-23
471	C2D2-1	466	C4C-1	473	C4N1-5	465	C5E1-1
471	C2D2-3	464	C4C-3	473	C4N1-7	465	C5E2-1
469	C2D3-1	463	C4D-1	458	C4N2-1	465	C5E2-3
473	C2E-1	459	C4E-1	461	C4N2-3	465	C5E2-5
473	C2E-3	459	C4F-1	468	C4N2-5	465	C5E2-7
469	C2E-5	459	C4G-1	468	C4N2-7	465	C5E2-9
473	C2E-7	446	C4H-1	462	C4O-1	470	C5E3-1
468	C2E-9	461	C4H-3	459	C4P-1	464	C5G-1

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
473	C5G-3	435	C12-i	470	E2-1	470	O-17
473	U5G-5	457	C12-1	470	E2-3	470	O-19
463	C5K-1	465	C12-3	471	F-i	470	O-21
463	C5K-3	473	C13-i	471	F1-1	470	O-23
473	C5K-5	473	C13A-1	471	F2-1	470	O-25
463	C5K-7	473	C13A-3	411	G-1	471	O-27
463	C5K-9	473	C13B-1	471	H-i	472	O-29
464	C5M-1	470	C13B-3	468	H1-1	472	O-31
464	C5M-3	473	C13B-5	468	H2A-1	469	P-i
465	C5M-5	470	C13B-7	468	H2B-1	470	P1-1
467	C5M-7	470	C13B-9	468	H2C-1	470	P2-1
471	C5O-1	473	C13C-1	468	H2C-3	470	P2-3
471	C5O-3	472	C13C-3	468	H3A-1	470	P2-5
471	C5O-5	428	C13D-1	468	H3B-1	468	Q-1
441	C6-i	401	C13D-3	468	H3B-3	454	Q-3
463	C6-iii	469	C14-i	468	H4A-1	463	R-1
467	C6-v	471	C14-1	468	H4B-1	467	S-1
467	C6-vii	469	C14-3	468	H4C-1	467	S-3
414	C6A-1	469	C14-5	468	H4D-1	470	T-i
467	C6B-1	469	C14-7	468	H4E-1	470	T-1
462	C6B-3	469	C14-9	468	H4F-1	470	T-3
462	C6B-5	469	C14-11	470	IA-1	467	U-1
462	C6C-1	469	C14-13	470	IA-3	447	i-1
431	C6D-1	469	C14-15	470	IA-5		
462	C6E-1	472	C14-17	470	IA-7		
470	C6E-3	473	C14-19	470	IA-9		
468	C6F-1	469	C14-21	470	IA-11		
462	C6G-1	472	C14-23	470	IA-13		
409	C6H-1	455	C15-i	470	IA-15		
462	C6I-1	465	C15A-1	470	IA-17		
462	C6I-3	471	C15B-1	470	IA-19		
467	C6J-1	471	C15B-3	470	IA-21		
467	C6J-3	455	C15C-1	470	IA-23		
467	C6K-1	459	C16-i	470	IA-25		
465	C6L-1	459	C16-1	470	IA-27		
468	C6M-1	473	A1-1	470	IA-29		
468	C6M-3	470	A1-3	470	IA-31		
468	C6M-5	469	A1-5	470	IB-1		
467	C6N-1	469	A1-7	470	IB-3		
466	C6N-3	469	A1-9	470	IB-5		
470	C6O-1	472	A1-11	470	IB-7		
467	C6O-3	469	A1-13	454	J-1		
467	C6O-5	469	A1-15	454	K-1		
467	C6P-1	469	A1-17	471	L-i		
462	C6P-3	469	A1-19	471	L-1		
467	C6Q-1	469	A1-21	471	L-3		
467	C6Q-3	469	A1-23	469	L-5		
473	C7-i	469	A1-25	469	L-7		
473	C7-1	469	A1-27	469	L-9		
473	C7-3	472	A2-1	454	M-1		
473	C7-5	472	A2-3	454	N-1		
473	C7-7	466	B-1	470	O-i		
473	C7-9	433	C-1	470	O-1		
456	C8-i	433	C-3	470	O-3		
464	C9-i	466	D-1	472	O-5		
471	C10-i	470	E-i	473	O-7		
471	C10-1	470	E1-1	473	O-9		
471	C10-3	470	E1-3	473	O-11		
471	C10-5	470	E1-5	473	O-13		
465	C11-1	470	E1-7	470	O-15		

PART F: MISCELLANEOUS REIMBURSABLE EXPENSES

C1400 GENERAL

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

B. Transportation Expenses Incurred in or around a PDS or TDY Location. Reimbursement of these expenses is covered in Chapter 2, Part H.

C1405 COMMUNICATION SERVICES (FTR §301-12.1)

Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. The AO may determine that certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. Charges for connections used for computers for official Government business also are reimbursable. The AO may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, 18 August 1998). See par. C1410-B4g.

C1410 MISCELLANEOUS EXPENSES (FTR, §301-70.300, and §301-70.301)

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

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

1. The cost of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEAs, and/or travel expenses for the authorized travel;
2. Administrative fees for ATM use to obtain money with the Government-sponsored Contractor-issued Travel Charge Card (i.e., Government charge card) up to the amount authorized for an advance for the travel concerned. ***Administrative fees for ATM use to obtain money with an ATM or personal charge card are not reimbursable.***;

Effective 8 September 2004

3. Fees for passports, visas (including green cards, photographs for OCONUS travel (see par. C1415) and physical examinations required to obtain a visa if examinations could not be obtained at a Government medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (GSBCA 15435-RELO, 9 April 2001)) ***NOTE:***

(1) *A travel authorization may be issued to authorize/approve (see Chapter 3, Part B) travel and transportation at Government expense to a visa issuing office located outside the local area of the employee's PDS if the traveler's presence at that office is/was mandatory.*

(2) *A travel authorization may be issued to authorize/approve (see Chapter 3, Part B) travel and transportation at Government expense to undergo a physical examination required to obtain a visa if travel is/was required to a location outside the local area of the employee's PDS.;*

*a. Expenses for legal services for obtaining or processing applications for passports, visas (including green cards) for TDY, PCS or changes in status are reimbursable if local laws or custom require the use of lawyers in processing such applications.;

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

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

d. Medical fees, even though incurred as a consequence of the entry requirements of a country to which the member is sent (either TDY or PCS), are not reimbursable, except as in par. C1410-A5 for inoculations.;

e. Legal service expenses in obtaining passports or visas (including green card), for TDY or PCS, are not reimbursable even though local laws or custom may require the use of lawyers.;

4. The cost of birth certificates or other acceptable evidence of birth for OCONUS travel (pars. C1410-A3e and C1410-A3f apply to this expense).;

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

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

a. Tax reimbursement is limited to the taxes on reimbursable lodging costs (for example, if a member is authorized a maximum lodging rate of \$55 per night, and the member elects to stay at a hotel that costs \$110 per night, the member may only be reimbursed the taxes on \$55, which is the maximum authorized lodging amount); and

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

7. Fees for:

a. Currency conversion. Members:

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

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

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

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

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

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

8. CTO service and processing fees;

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

10. Public or special conveyance costs to and from the transportation terminal (see Chapter 3, Part E);

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

12. Costs for personal laundry, dry-cleaning and pressing of clothing incurred while on TDY or during PCS travel *(not after returning to/arriving at PDS)*; only when CONUS TDY/PCS lodging is at least 4 consecutive nights; and

13. Similar travel and transportation related expenses.

B. TDY Travel Only. In addition to the expenses listed in par. C1410-A, reimbursable TDY expenses for travelers include:

1. POC transportation costs to and from the transportation terminal (see par. C4657-B);
2. Parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to and from the terminal (see par. C4657-B);
3. Trip insurance in a foreign country to cover potential damage, personal injury, or death to third parties liability when travel is authorized by Government conveyance/POC and a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));
4. AO authorized/approved expenses for:
 - a. Services, including associated equipment, needed for reports/correspondence preparation;
 - b. Clerical assistance;
 - c. Services of guides, interpreters, packers, or vehicle drivers;
 - d. Storage of property used on official business;
 - e. Room rental (used for official business) at a hotel/other place;
 - f. Official phone calls (see par. C1405); (FTR §301-12.1);
 - g. Connections used for computers to perform official Government business (see par. C1405);
 - h. Excess baggage transportation costs (see par. C2302);
 - i. Conference registration fees when fees are a condition for attendance; ***NOTE: When the registration fee includes meal costs, the per diem is computed under par. C4955-E3.***;
 - j. Dual lodging costs (see par. C4555-F);
 - k. Nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled (*see par. C1445*); ***NOTE: Reimbursement must not exceed the remaining amount of the per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.***;
 - l. Expedited charge card delivery;

m. Late payment delinquent fees involving the Government-sponsored Contractor-issued travel charge card only for those personnel who are placed in the category of mission critical travel or, who, through no fault of their own, are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel. See the revised guidance to DoDFMR, Volume 9, chapter 3, found in USD(C) memorandum dated May 7, 2002 for definition of mission critical personnel and processing requirements; and

n. *Lodging fees/daytime lodging charges (e.g., room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the convenience of the traveler);*

5. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
6. A Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
7. *Transportation-related tips for handling Government property at terminals and hotel;*
8. Any per-day administrative fee called for in the SDCC rental car agreements (including GARS); and
9. Similar travel and transportation related expenses.

Effective 30 December 2004

*C. PCS Travelers. Travelers are authorized reimbursement for the expenses listed in par. C1410-A for PCS travel. In addition to the expenses listed in par. C1410-A, the employee is authorized reimbursement for fees in connection with dependents' transportation that cover a change in status, health, identity, and of affidavits, except for fees/charges for legal services even though local law or custom require lawyers' services in processing applications for passports, visas (including green cards), or changes in status.

NOTE: Excess accompanied baggage transportation costs may not be authorized in advance of PCS/TCS travel. They may only be approved by the AO after PCS/TCS travel (see also par. C2304-C). A Miscellaneous Charge Order (MCO), a coupon used as a general-purpose voucher for services (such as excess baggage), must not be used for accompanied baggage ICW PCS/TCS travel.

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C1415 CONTEMPLATED OFFICIAL TRAVEL, PASSPORTS, AND VISA (INCLUDING GREEN CARDS) FEES (FTR §301-12.1, §302-4.701, and GSBGA 15923-RELO, 16 December 2002)

A. General for All Travel

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

NOTE:

(1) A travel authorization may be issued to authorize/approve (see Chapter 3, Part B) travel and transportation at Government expense to a visa issuing office located outside the local area of the employee's PDS if the traveler's presence at that office is/was mandatory.

(2) A travel authorization may be issued to authorize/approve (see Chapter 3, Part B) travel and transportation at Government expense to undergo a physical examination required to obtain a visa if travel is/was required to a location outside the local area of the employee's PDS.

*2. These expenses include fees/charges for legal services if local laws or custom require the use of lawyers to obtain or process applications for passports, visas (including green cards) for TDY, PCS or changes in status.

3. Medical expenses associated with obtaining passports and/or visas (including green card), are not reimbursable, except as in par. C1410-A5 for inoculations.

B. Reimbursement. Reimbursement authority is for an employee who is a U.S. citizen:

1. Hired locally or transported to a foreign OCONUS area at Government expense,
2. Serving under a transportation or renewal agreement, *and*
3. Required to obtain/renew passports and/or visas (employee's and/or dependents') as a result of continued employment in a foreign OCONUS area, *or*
4. Described in par. C1415-C.

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

NOTE:

(1) A travel authorization may be issued to authorize/approve (see Chapter 3, Part B) travel and transportation at Government expense to a visa issuing office located outside the local area of the employee's PDS if the traveler's presence at that office is/was mandatory.

(2) A travel authorization may be issued to authorize/approve (see Chapter 3, Part B) travel and transportation at Government expense to undergo a physical examination required to obtain a visa if travel is/was required to a location outside the local area of the employee's PDS.

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

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

C1420 GOVERNMENT CONVEYANCE

A. General. ***NOTE: See Chapter 2, Part B for Travel by Government Conveyance.*** Except as indicated in par. C1420-B1, the following are examples of allowable (when necessary) expenses for Government conveyance operation that are reimbursable when Government facilities are not available:

PART G: BAGGAGE ALLOWANCE

<u>Paragraph</u>	<u>Contents</u>
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

CHAPTER 2
TRANSPORTATION MODES, ACCOMMODATIONS, TRANSPORTATION
REQUESTS, BAGGAGE AND MILEAGE RATES

PART A: TRAVEL POLICY

Effective 1 March 2004
C2000 GENERAL

A. Travel and Transportation Policy. The following applies to all travelers whose travel and transportation allowances are governed by these regulations:

1. They must use economy (less than premium) -class transportation accommodations unless otherwise provided for in par. C2204 or C6552, (*See NOTE 1, par. C1060.*)

Effective 16 August 2004

2. Premium (First and Business)-class Travel/Accommodations. (See Appendix A): See par. C2204-B2a and C2204-B2b to determine whose authority is required for Government-funded premium-class accommodations to be provided. See Appendix H, Part II, Section C, for first-class and Part III, Section B for business-class decision support tool.

NOTE: The travel authorization MUST include the cost difference shown in items 12 and 13, and the information in items 15 and 16, of Appendix H, Part II, Section A (Premium-class Travel Reporting Data Elements and Procedures). Example: "Business (or First) –class accommodations has been justified and authorized/approved based on JTR, par. C2204-B4a. The cost difference between the business-class fare and the coach-class fare is \$765.00. LtGen. Aaaaa Bbbbb, HQ USA/XXXX, authorized/approved this use of premium-class accommodations. Full documentation of the authorization/approval for use of these premium-class accommodations is on file in the office of the approving official."

- a. Requests for premium-class accommodations must be made and authorized in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If extenuating circumstances or emergency situations prevent advance authorization, the traveler must obtain written approval from the appropriate authority within 7 days of travel completion. If premium-class travel is not approved after-the-fact, the traveler is responsible for the cost difference between premium-class transportation used and the transportation class for which the traveler was eligible. A travel authorization authorizing premium-class accommodations due to extenuating circumstances or emergency situations must clearly explain the circumstances of the situation (i.e., not simply state the JTR phrase, but provide the background to enable an audit of the rationale for the upgrade) and include the difference in cost between the premium-class and coach-class airfares, authority and authorization source (memo/letter/message/etc., including date and position identity of the signatory for first-class)). Appropriate Government transportation documents must be annotated with the same information.
- b. Only a person senior to, or independent of, the traveler (e.g., a staff member may not authorize/approve premium-class accommodations for a more senior employee) may authorize/approve premium-class accommodations for the traveler. See par. C2204-B2.

Effective 16 August 2004

- c. Premium-class accommodations may be authorized/approved by the premium-class authorizing/approving official due to medical reasons only if competent medical authority certifies that sufficient justification of disability or other special medical need exists and that the medical condition necessitates

(for a specific time period or on a permanent basis) the premium-class accommodations upgrade. The premium-class authorizing/approving official must be able to determine that, at the time of travel, premium-class accommodations are/were necessary because the traveler or dependent is/was so disabled or limited by other special medical needs that other lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats) cannot/could not be used to meet the traveler's/dependent's requirements.

NOTE: The attendant who is authorized transportation under par. C6552-1, may be authorized/approved for premium-class accommodations use to accompany the attended traveler, when the attended traveler is authorized premium-class accommodations use and requires the attendant's services en route. Authorization for one member of a family to use premium-class accommodations due to a disability does not authorize the entire family to use premium-class accommodations during official travel. Premium-class authorization is limited to the disabled traveler and attendant (if required). See Appendix A for definition of "special needs".

d. Use of premium-class accommodations does not apply during PCS, RAT leave, emergency leave, R&R, FEML, or personnel evacuation transportation unless for physical handicap or medical reasons in par. C2000-A2c above.

3. Travel other than by a usually traveled route must be justified.

*4. A member or dependent may not be provided a contract city-pair airfares provided under GSA contract (see Appendix P) or any other airfares intended for official Government business for any portion of a circuitous route traveled for personal convenience.

5. The traveler is personally financially responsible for any additional expense accrued by not complying with par. C2000-A.

6. Personnel directives dictate if/how leave is to be charged for workday time not justified as official travel.

7. Travelers may voluntarily use/accept, and the Government may furnish, accommodations that do not meet minimum standards if the employee's or Service's needs require use of these accommodations.

8. Travelers may not be reimbursed for travel at personal expense (see par. C2203-C) on ships/aircraft of foreign registry, except as specified in par. C2204-C.

9. Each dependent is allowed a seat.

B. Service Responsibility. Each DoD component must:

1. Authorize only travel necessary to accomplish the Government's mission effectively and economically.

2. Establish internal controls to ensure that only travel essential to the Government's needs are authorized.

C. TDY Travel Involving Non-PDS Location(s). An employee on a TDY travel authorization is authorized travel/transportation allowances NTE the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between the employee's PDS and TDY location. When TDY travel is to/from a non-PDS location:

1. The traveler must pay excess travel/transportation costs; and

2. Constructed costs for each leg of the trip must be based on Government 'YCA' city-pair contract airfares, if available.

5. Boarding and Leaving Carrier. Carrier schedules that require departure from/arrival at home or at the TDY lodging between midnight and 0600 are not used if there are more reasonable departure/arrival times that do not significantly increase the constructed per diem (see par. C1060-A2).

6. Dependent Constructed Cost Comparison. The dependent constructed cost comparison is included with the employee-constructed cost when RAT is involved.

7. Reimbursement

a. Reimbursement is based on the official distance (see par. C1065).

b. The total payment may not exceed the total constructed cost of the authorized transportation mode including constructed per diem for travel by that mode.

c. The lesser of actual POC costs, or the constructed costs, is reimbursed (see par. C4661-B4).

B. Constructed Cost Comparison by Airplane

1. Accommodations. Coach-class accommodations (see par. C2204) on a commercial air carrier are used as the basis for constructed cost.

*2. Contract City-pair Airfare. If air carrier city-pair airfares provided under GSA contract are:

a. Available between origin and destination, the constructed cost is limited by the contract airfare. Use the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare if both are available.

b. Not available between origin and destination, the constructed cost is limited by the least expensive unrestricted coach-class fare between origin and destination (with the exception noted in par. C2204-B1f).

City-pair airfare transportation is presumed available if there is a city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

3. Accommodations. Coach-class accommodations are presumed available from a carrier when coach-class is available on flights serving origin and destination points, regardless of whether space would actually have been available had the traveler used air transportation for the official travel.

C. Constructed Cost Comparison by Train

1. When air accommodations are not provided between origin and destination points, mileage reimbursement is limited by the constructed cost of coach-class train accommodations for the travel performed.

2. The constructed cost comparison also may be made with rail transportation, even though commercial air accommodations are provided between the city/airport pair, when an administrative determination is made that such comparison, including related per diem, is more economical.

3. The constructed cost comparison may be limited by the cost of extra fare service (see par. C2203-D) only when extra fare service has been authorized as Government advantageous.

D. Constructed Cost Comparison by Bus. When or not neither air nor rail transportation is provided, mileage reimbursement is limited to the constructed cost of bus transportation.

PART E: TRAVEL BY COMMON CARRIER

C2200 TRAVEL/TRANSPORTATION POLICY

- A. General. It is Government policy that less than first/premium class accommodations are to be used for all passenger transportation modes. See pars. C2204-A, C2205 and C2208 for exceptions.
- B. Travel Prudence. *Travelers must exercise the same care in incurring expenses as a prudent person traveling on personal business.*
- *C. GSA City-pair Airfares. See Appendix P.
- D. Official Travel. Transportation procured and/or paid for by the Government may be used only for that portion of a trip properly chargeable to the Government. Any additional expense is the traveler's financial responsibility.
- E. Usual Routing. The AO must justify travel other than by a usually traveled route. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility.
- F. Time. All time not justifiable as official travel time must be accounted for in accordance with appropriate personnel-related regulations.
- G. Accommodations. (FTR §301-72.2) Common carrier accommodations are addressed specifically in pars. C2204, C2205, and C2208 and apply to all official travel. AOs should consider physical characteristics and not just medical or disability reasons when recommending first-class travel, if other travel options are not available (e.g., purchase of two coach seats or reserving a coach "bulkhead" seat with extra legroom). See Appendix A for definition of "special needs". Travelers may voluntarily use/accept, and the Government may furnish, accommodations that do not meet minimum standards if the employee's or DoD component's needs require use of these accommodations.
- H. Foreign Flag Reimbursement. Travelers may not be reimbursed for travel at personal expense on foreign flag vessels/aircraft, except as specified in par. C2204-B or C2205-F.
- I. Dependents' Seating. Each dependent is allowed a seat.
- J. Interlining. If a traveler must change airlines to get to a destination, and one (or both) of the airlines does not interline baggage (i.e., automatically transfer baggage between airlines), then the traveler is not required to use that airline, even if less expensive. ***NOTE 1: This does not apply to Air Mobility Command Patriot Express (Category B) flights nor does it permit violation of the 'Fly America' Act. NOTE 2: In the absence of 'interlining', the traveler must go to the baggage area, pick up the luggage, then go back to the terminal, stand in line, recheck through security, etc. This seriously inconveniences the traveler and could lead to missed flight connections and mission delay/failure.***

C2201 UNUSED ACCOMMODATIONS, DOWNGRADED, OR OVERSOLD TRANSPORTATION SERVICES

A. Limited or Downgraded Accommodations. When a traveler knows reservations for transportation and/or accommodations will not be used, the traveler must cancel the reservations within the time limits specified. Likewise, when the transportation furnished is different or of less value than authorized on the ticket, or where a journey is terminated short of the destination specified on the GTR, the traveler must report the facts to the transportation office of the DoD component concerned. All adjustments in connection with official passenger transportation must be promptly processed to prevent loss to the Government. All unused tickets (including portions thereof), coupons, exchange orders, refund slips, notices of airfare adjustments, etc., and the factual information relating to the unused passenger transportation must be turned into the local travel/transportation office, or (Contracted) Commercial Travel Office. Failure of travelers to follow these procedures may subject them to liability for any resulting losses.

B. Oversold Reserved Accommodations. When penalty payments are made by air carriers under certain provisions of their tariffs for failing to furnish accommodations for confirmed reserve space, the payments belong to the Government and not to the traveler. Travelers, on receipt of such a payment, are required to turn the payment into the transportation office for proper disposition. In contrast, employees who voluntarily give up their seats on overbooked planes may retain the payments (as distinguished from the penalty payment for failure of the carrier to furnish the Government traveler a confirmed space). If the employee voluntarily gives up a seat and thereby incurs additional travel expenses, the additional expenses are the employee's responsibility. If it impinges on the performance of official duties, an employee must not voluntarily give up a reserved seat. To the extent the employee's travel is delayed as a result of the employee voluntarily giving up a reserved space, the employee shall be charged annual leave for the additional working hours (59 Comp. Gen. 203) (1980)).

C2202 RECORDING USE OF COMMERCIAL TRANSPORTATION FOR OVERSEAS PERMANENT DUTY AND RENEWAL AGREEMENT TRAVEL

When commercial facilities are authorized for any portion of the journey to, from, or between overseas stations, in connection with initial appointment, reassignment, or transfer, or renewal agreement travel, the office processing the appointment or transfer or authorizing the renewal agreement travel requests the transportation officer to place an endorsement on a copy of the employee's travel authorization. The endorsement includes serial numbers of transportation requests issued for the travel, date of issue, points between which transportation is furnished at Government expense and the name and grade or rating of the employee. The copy so endorsed is placed in the employee's official personnel folder.

Effective 1 March 2004

C2203 ARRANGING OFFICIAL TRAVEL**A. CTO Use**

1. Mandatory Policy. It is DoD **mandatory policy** that employees use available CTOs to arrange official travel, including transportation and rental cars. **COMMANDS MUST NOT PERMIT CTO'S TO ISSUE TRAVELERS PREMIUM-CLASS TICKETS WITHOUT PRIOR PROPER AUTHORIZATION.**
2. Service Regulations. See DoD component regulations for CTO use information.

3. Failure to Follow Regulations

- a. Commands/units are expected to take appropriate disciplinary action when employees and/or AOs fail to follow the regulations concerning CTO use (see par. C1070).
- b. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or other personnel means. Action must *not* be through refusal to reimburse. See par. C2203-A4 below for exceptions when reimbursement is *not* allowed.

4. Reimbursement Not Allowed. Reimbursement *is not allowed* when the employee does not follow the regulations for foreign flag carriers (see par. C2200-H).

B. Requirements

1. When making travel arrangements, travelers should use the following:

- a. A CTO (see Appendix A),
- b. In-house travel offices, or
- c. General Services Administration (GSA) Travel Management Centers (TMCs) which are functionally equivalent to CTOs.

Effective 01 September 2004

2. All travel arrangements must be made in accordance with:

- a. DoDD 4500.9 (Transportation and Traffic Management) at <http://www.dtic.mil/whs/directives/corres/html/45009.htm>;
- b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at <http://www.dtic.mil/whs/directives/corres/html/450042.htm>; and
- c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft must *not* be authorized or approved unless the conditions in par. C2204-C are met.

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/approved transportation NTE the least expensive unrestricted commercial coach airfare that meets mission requirements.

C2204 COMMERCIAL AIR TRANSPORTATION***Effective 8 December 2004***

*A. General. Transportation by common carrier air is generally the most cost efficient and expeditious way to travel. ***Arrangement of official transportation through an available CTO is mandatory.*** See par. C2206-B for reimbursement for personally procured transportation (whether properly or improperly personally arranged) in lieu of using Government or Government-procured transportation under this Part. ***NOTE: Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

B. Service Class

1. General. Government policy is that:

a. Travelers must be provided coach-class (economy) airline accommodations for all official business travel (including PCS, TDY, RAT leave, emergency leave, R&R, FEML, flights over 14 hours, personnel evacuation) unless proper documentation/justification is provided (ordinarily before travel, see par. C2000-A2a) and substantiated to justify premium-class transportation.

b. Commands and travelers should determine travel requirements in sufficient time to reserve and use coach-class accommodations.

c. First-class airline accommodations may be used at Government expense only as permitted in par. C2204-B3.

d. Business-class accommodations may be used at Government expense only as permitted in par. C2204-B4.

e. See par. C2000-A2a regarding authorizing premium-class transportation before or after travel.

f. ***IAW the Federal Travel Regulation (FTR), when an airline flight that has only two classes of service (i.e., two cabins), the higher class of service (e.g., the 'front cabin'), regardless of the term used in its identification, is "first class." A traveler must use the 'least expensive unrestricted coach-fare' if available, in the 'back' (economy) cabin of a two-cabin aircraft or the traveler must qualify for a first-class seat for the Government to pay for a seat in the 'front' (first-class cabin) of the two-cabin aircraft. Some airlines have only restricted airfares in the 'economy' cabin of two-cabin aircraft. If that is the case, a restricted airfare in the 'economy' cabin must be used unless the traveler qualifies for a first-class seat in the front cabin. (See par. C2204-B3a for first-class qualification.)***

NOTE 1: COMMANDS MUST NOT PERMIT CTO'S TO ISSUE TRAVELERS PREMIUM-CLASS TICKETS WITHOUT PRIOR PROPER AUTHORIZATION.

NOTE 2: A specific justification or paragraph reference number detailed to the "specific" reason for travel must be placed on the travel authorization (see par. C2000-A2a) for premium-class travel (e.g., par. C2204-B4d), (representative of business-class); par. C2204-B3b (representative of first-class). (See par. C3052 and APPENDIX A, BLANKET TRAVEL AUTHORIZATION for an exception concerning Blanket Travel Authorizations that requires individual amendments for each trip requiring premium-class transportation to be provided.)

a. Space is not Available in Coach-class Accommodations on Any Scheduled Flight in Time to Accomplish the Official (TDY) Travel Purpose/Mission, a Purpose/Mission that is So Urgent It Cannot Be Postponed. When “space is not available in coach-class” is used to justify premium-class accommodations, the business-class authorizing/approving official must require that the travel authorization be clearly annotated as to when the TDY travel was identified, when travel reservations were made and the cost difference between coach (economy) and business-class. (Business-class accommodations may not be provided for official travel for PCS, COT leave, emergency leave, R&R, FEMLE, and personnel evacuations). When TDY travel in business-class accommodations is authorized/approved because the mission is “so urgent it cannot be postponed,” business-class accommodations may only be authorized to the TDY site. Less than premium-class (e.g., coach (economy)) accommodations are to be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work. Each TDY travel authorization on which return transportation in premium-class accommodations is not required must require economy-class accommodations use for the return flight. See par. C2000-A2d.

b. See par. C2000-A2c for Medical Reasons.

c. Exceptional Security Circumstances Require Such Travel. Examples are:

- (1) A traveler whose use of other than business-class accommodations would entail danger to the traveler’s life or Government property.
- (2) Agents of protective details accompanying individuals authorized to use business-class accommodations.
- (3) Couriers and control officers accompanying controlled pouches or packages.

Effective 15 June 2004

d. When required by the mission. This criterion is for use in connection with Presidential, Congressional or Secretarial designated Boards, Commissions, Task Forces and special high-level invited guests. Except for the Armed Forces Entertainment Program, for DoD, the only approval authority is the Executive Secretary, Office of the Secretary of Defense. For the Armed Forces Entertainment Program, the approval authority is the executive agent, the Department of the Air Force, per DoDI 1330.13. (Reference PDUSD(P&R) memo, dtd 15 June 2004, subject: Premium Class Travel Approval Authority for the Armed Forces Entertainment Program.)

Effective 23 July 2004

*e. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only business-class accommodations.

f. When a Non-Federal Source Makes Full Payment for the Transportation Services in Advance of Travel. See the Joint Ethics Regulation (JER), DoD 5500.7-R, at <http://www.dtic.mil/whs/directives/corres/html/55007r.htm> or http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html. The travel authorization must state that transportation services have been paid in advance by a non-federal source.

g. Coach-class Airline Accommodations on Foreign Carriers do not Provide Adequate Sanitation or Meet Health Standards and Foreign Flag Air Carrier Service Use is Authorized/Approved in Accordance with the Fly America Act. See par. C2204-C for rules governing U.S. flag carrier use.

h. Use of the Business-class Accommodations Would Result in an Overall Savings to the Government Based on Economic Considerations (e.g., the Avoidance of Additional Subsistence Costs, Overtime, or Lost Productive Time) that would be Incurred While Awaiting Coach-class Accommodations. An actual cost-comparison must be made and the details made part of the travel authorization.

i. TDY Travel is between Authorized Origin and Destination Points (at Least One of which is OCONUS), The Scheduled Flight Time (Including Non-overnight Airport Stopovers and Plane Changes) is in Excess of 14 Hours, and the TDY Purpose/Mission is so Urgent it Cannot be Delayed or Postponed, and a Rest Period Cannot be Scheduled En Route or at the TDY Site before Starting Work. See NOTE 2 below.

NOTE 1: *The “length of flight (14-20-30-40 hours)” in and of itself is not sufficient justification to authorize premium class accommodations. The justification must be that the TDY mission was so unexpected that traveler was unable to schedule a flight arriving the day prior to allow rest before starting work or a layover en route to allow rest before traveling on to the destination to begin work. When using length of flight to justify business-class accommodations, the business-class authorizing/approving official must cause the travel authorization to be clearly annotated as to when the TDY travel was identified, when travel reservations were made, and the cost difference between coach-class and business-class accommodations.*

NOTE 2: *The AO must certify that the options contained in NOTE 1 in par. C1060 have been read and considered if par. C2204-B4d is placed on the travel authorization in accordance with par. C3150-B16(c). The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify business-class airline accommodations for PCS, RAT, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation.*

NOTE 3:

1. The traveler is not eligible for business-class airline accommodations at Government expense if use of business-class airline airfares provided under the Contract City Pair Program is mandatory. A/an:

- a. ‘Stopover’ en route (regardless of who pays the expenses during the ‘stopover’) is an overnight stay,*
- b. Rest stop en route is authorized, or*
- c. Overnight rest period occurs at the TDY location before beginning work.*

2. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non-overnight time spent at airports during plane changes.

3. On TDY travel, the 14-hour rule (in par. C2204-B4d above) only applies en route to the TDY site. Less than premium-class (e.g., coach (economy)) accommodations are to be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

4. When Government procurement of business-class airline accommodations is authorized/approved,

Effective 1 March 2004

C2205 COMMERCIAL SHIP TRANSPORTATION

A. General. Commercial transoceanic ship transportation may be directed only as prescribed in par. C2205-B. A traveler travels by car ferry IAW par. C2166. **See par. C2000-A2b**. Without authorization/approval, reimbursement for transoceanic ship transportation is based on constructed air transportation costs.

B. Commercial Ship Use Authorization. Commercial ship use may be authorized/approved by the AO when the travel can be:

1. Completed only by ship.
2. Performed more economically/efficiently by ship.

NOTE: See par. C2000-A2c for medical reasons.

C. Ship Accommodations. Travelers who travel by ship at Government expense must use the least costly first-class ship accommodations. More costly first-class ship accommodations at Government expense must be authorized/approved IAW par. C2205-D.

D. Authorization/Approval for more Costly First-class Ship Accommodations Use at Government Expense.

NOTE: See par. C2000-A2b.

1. Authorization/Approval. Use of more costly first-class accommodations under the circumstances in par. C2205-E may be authorized/approved in accordance with par. C2204-B2.
2. Requirements. See par. C2000-A2a.

Effective 16 August 2004

E. More Costly First-class Ship Accommodations Use. (OMB Bulletin 93-11, 19 April 1993) (See Appendix H, Part II, Section C, for a first-class decision support tool.) More costly first-class accommodations at Government expense may be authorized/approved only when:

1. Least costly first-class accommodations are not available.
2. **See par. C2000-A2c for medical reasons.**
3. There are exceptional security requirements. Examples are:
 - a. A traveler whose use of least costly first-class accommodations would entail danger to the traveler's life or Government property.
 - b. Agents of protective details accompanying individuals authorized to use more costly first-class accommodations.
 - c. Couriers and control officers accompanying controlled pouches or packages and a lower premium class is not available.

F. U.S. Ship Registry Use

1. General. U.S. flag ships must be used except as provided in pars. C2205-F2 and C2205-F3 (46 USC §1241(a)). This applies to all official travel and accompanied baggage transportation without regard to the source of funds used to pay (57 Comp. Gen. 546 (1978)). When ship transportation is authorized/approved and a U.S. flag ship cannot provide the transportation service required, transportation may be obtained aboard a foreign flag ship (B-190575, 1 May 1978).
2. U.S. Flag Ship Use Impracticable. When U.S. flag ships use would seriously interfere with/prevent the performance of official business, the AO may authorize/approve foreign flag ship use. Documentation required by par. C2204-B3 explaining why U.S. flag ship use is impracticable must be provided to the traveler to justify transportation reimbursement. Travel authorization endorsements are acceptable.
3. U.S. Flag Ship Unavailable. When U.S. flag ships are not available, the transportation/other appropriate officer may authorize/approve foreign flag ship use. Documentation required by par. C2204-B3 is used explaining why U.S. flag ships are unavailable, and must be provided to the traveler to justify transportation reimbursement. Travel authorization endorsements are acceptable.
4. Determination Required. The authorizations/approvals referred to in pars. C2205-F2 and C2205-F3 must not be based on inconvenience in securing transportation on U.S. flag ships, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons.

C2206 REIMBURSEMENT FOR USE OF OTHER THAN AUTHORIZED TRANSPORTATION MODE OR ROUTE

A. General. This paragraph applies when reimbursement is limited by costs of travel by the authorized transportation mode over a usually traveled route (18 Comp. Gen. 447 (1938); 21 id. 116 (1941)). If there is doubt as to the applicable transportation mode for constructive cost purposes, an appropriate transportation officer must determine the applicable mode. Except for travel by POC for personal convenience, when a traveler travels by a route or transportation mode other than that authorized in a travel authorization, reimbursement is subject to the conditions and restrictions stated in this paragraph.

*B. Government and Government-procured Air Transportation Available. When Government/Government-procured air transportation use is required under pars. C2001-D3 through C2001-D6, but a traveler elects to travel by a different transportation mode at personal expense, reimbursement for the transportation cost must not exceed the amount that would have been paid for the available Government/Government-procured air transportation. Constructed costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. If a city-pair airfare is not available between origin and destination, the constructed cost is limited by the least expensive unrestricted coach-class airfare (with the exception noted in par. C2204-B1f). City-pair airfare transportation is presumed available if there is city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

NOTE: Government and Government-procured air transportation are not available when:

1. ***An AO determines that Government and/or Government-procured air transportation use for travel involves a total delay (including delay in initiation of travel from a PDS or TDY point, en route travel, and additional time at a TDY station before a traveler can proceed with assigned duties) of more than 48 hours;***

2. Government and/or Government-procured air transportation use would involve circuitous travel or undue inconvenience; or

3. Travel via aircraft is inadvisable medically.

The lower-priced transportation mode is the reimbursement limit if appropriate Government transportation and Government-procured transportation are both available. If only Government-procured transportation is available, its cost is the reimbursement limit.

C. Government and Government-procured Air Transportation Not Available. When Government and Government-procured air transportation are not available, or Government air transportation is not available, reimbursement for the transportation used shall not exceed the least expensive unrestricted economy airfare available for scheduled commercial air service over the usually traveled direct route between the origin and destination. If travel by aircraft is medically inadvisable, reimbursement is limited to the least expensive unrestricted economy airfare for first-class passenger accommodations on a commercial ship.

D. Use of Non-certificated Air Carriers or Ships of Foreign Registry. There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved foreign carrier (or ship) service is used. If U.S. Flag carrier or ship service is available for an entire trip and the traveler uses a foreign carrier or ship for any part, or all, of the trip, the transportation cost on the foreign carrier or ship **is not payable** (FTR §301-10.143).

E. Computation. Except as prohibited in pars. C2206-C and C2206-D, reimbursement for travel by a transportation mode or route other than that authorized is limited to the cost the Government would have paid for the authorized transportation mode and route, or the cost actually paid by the traveler, whichever is less. The authorized transportation mode means the transportation mode that would have been furnished in accordance with this Volume. Constructive reimbursement for taxicab fares, plus tip or other appropriate local transportation facility expense, shall not exceed the amount that would have been incurred by the authorized transportation mode. The per diem allowance is limited to the amount that would have been payable for travel by the authorized transportation mode. The constructive cost for transportation and the normal scheduled travel time for the carrier shall be obtained from the appropriate transportation officer or other authentic tariff source.

F. Dependent Travel Limited to the Cost of Government-offered Air Transportation. The reimbursement of dependent travel is subject to the limitation on the travel authorization, if any, under par. C2001-D1.

Effective 1 March 2004

C2208 TRAIN ACCOMMODATIONS

A. Policy. The Government purchases and furnishes to official travelers, **who travel by train, reserved coach-class accommodations except as noted in this paragraph.** When adequate reserved coach-class accommodations are available, AO must require those accommodations be provided. For overnight travel, travelers must be provided slumber coach sleeping accommodations, or the lowest class of sleeping accommodations available on a train that does not offer slumber coach accommodations.

Effective 16 August 2004

B. First-class Train Accommodations Use *(See Appendix H, Part II, Section C, for a first-class decision support tool and procedures.)*

1. Authorization/Approval. *See par. C2000-A2b.*
2. Requirements. *See par. C2000-A2a.*

C. Circumstances. (OMB Bulletin 93-11, 19 April 1993) First-class train accommodations may be authorized/approved only when:

1. Advantageous to the Government and no coach-class train accommodations are reasonably available. "Reasonably available" means coach-class train accommodations that are available and scheduled to leave within the 24-hour period before the traveler's proposed departure time, or are scheduled to arrive within the 24-hour period before the traveler's proposed arrival time. In the case of a direct route that requires overnight travel, "reasonably available" also must be based on slumber coach sleeping accommodations availability. ***"Reasonably available" does not include accommodations with a scheduled arrival time later than the traveler's required reporting time at the duty site, or with scheduled departure time earlier than the time the traveler is scheduled to complete the duty.***
2. ***See par. C2000-A2c for medical reasons.***
3. There are exceptional security requirements. Examples are:
 - a. A traveler whose use of coach-class train accommodations would endanger the traveler's life or Government property.
 - b. Agents in charge of protective details who are accompanying individuals authorized to use first-class train accommodations.
 - c. Couriers and control officers accompanying controlled pouches or packages and a lower premium class is not available.
4. Coach-class accommodations on a foreign rail carrier do not provide adequate sanitation or do not meet health standards.

D. Extra-fare Train Service. Travel by extra-fare trains may be authorized/approved when such use is advantageous to the Government or is required for security reasons. The use of the lowest class of service available on any AMTRAK Acela or Metroliner train Service (including Acela Express) is advantageous to the Government. 'Business' class is the lowest available class of service on the Amtrak Acela Express or Metroliner train service. 'Coach' class is the lowest available class on Amtrak Regional. AMTRAK Acela and Metroliner first-class accommodations may be authorized/approved only as provided in par. C2208-C.

D. Unaccompanied Baggage. The weight of any unaccompanied baggage shipped or transported by any mode, at Government expense, will be considered part of the HHG weight allowance when permanent duty travel is involved.

C2305 RENEWAL AGREEMENT TRAVEL (RAT)

The maximum baggage allowance that may be authorized at Government expense for employees and dependents returning to the actual residence for the purpose of taking leave between overseas tours of duty must not exceed 350 pounds for each eligible adult and 175 pounds for each dependent under age 12 when travel is performed by ship. When travel is performed over ocean by air, the maximum baggage weight allowance that may be authorized at Government expense must not exceed 100 pounds per person (excluding free checkable baggage). If the baggage moves as accompanied baggage, the authorized amount is gross weight. If it is shipped as unaccompanied baggage, the authorized amount is net weight. Overseas commanders must hold baggage weight authorization to a minimum on an individual basis consistent with the trip requirements. Subject to the total weight limitation, baggage that cannot be transported free on the passenger ticket may be authorized in the travel authorization for shipment at Government expense to, from, and between POEs. The shipment of HHG at Government expense as baggage is prohibited in connection with RAT. Baggage allowance is limited to personal clothing and articles necessary for the trip.

Effective 27 December 2004

***C2306 UNACCOMPANIED BAGGAGE SHIPMENT/BAGGAGE STORAGE FOR STUDENT DEPENDENTS PERFORMING EDUCATIONAL TRAVEL**

A student dependent (of a civilian employee in a foreign area), who is performing authorized travel at Government expense to/from a school, is authorized unaccompanied baggage (see the definition in Appendix A) shipment of 350 pounds net weight (see par. C5160-B). Shipment must be made by the least costly transportation mode that meets the student dependent's needs. During a student's annual trip between the school and the employee's PDS, an employee may have the student's unaccompanied baggage commercially stored in the school's vicinity instead of transporting the unaccompanied baggage. The funding DoD component may pay directly, or an employee may be reimbursed for, the storage cost up to the cost of round-trip baggage transportation of the stored weight NTE 350 pounds. *The employee is financially responsible for any overweight unaccompanied baggage during educational travel.*

C2307 STOPPAGE OF BAGGAGE IN TRANSIT

Care should be taken to stop baggage that has been checked on a ticket beyond the point where the traveler leaves the carrier. If baggage cannot be intercepted or transferred and is carried through to original destination on unused portion of ticket, full explanation of the facts should be made to the transportation officer who issued the GTR at the time of transmitting the unused ticket for redemption. *Failure to observe this rule results in any excess cost to the Government being charged to the employee.*

Effective 26 July 2004

C2308 TRANSFER, STORAGE, CHECKING, AND HANDLING OF BAGGAGE

For reimbursement for charges for transferring, storing, checking, and handling of baggage, see pars. C1430-B, C1430-C, C1430-D, C1430-E and C1430-F.

C2309 UNACCOMPANIED BAGGAGE IN CONNECTION WITH EXTENDED TDY ASSIGNMENTS

Unaccompanied baggage may be authorized/approved when justified in connection with a TDY assignment for 30 days or longer. The allowable weight, up to a maximum of 350 pounds, will be limited to that necessary to accommodate the employee's reasonable needs for additional clothing, personal effects, and equipment directly related with the purpose of the mission and the locality or unusual conditions of the TDY assignment. Excess accompanied baggage will not be authorized in conjunction with or in addition to shipment effected under this paragraph.

C2310 UNACCOMPANIED BAGGAGE OF DODEA TEACHERS AUTHORIZED EXTENDED LEAVES OF ABSENCE

A teacher performing RAT for the purpose of advanced studies at a university in the U.S. and who also is on approved extended leave with/without pay for the current school is authorized:

1. Shipment of 350 pounds of unaccompanied baggage for each eligible adult, and
2. 175 pounds of unaccompanied baggage for each dependent under age 12.

The allowable weight is limited to baggage necessary to accommodate the employee's reasonable needs for additional clothing/personal effects. Excess accompanying baggage is not authorized in conjunction with/in addition to this shipment. Shipment under this paragraph is in place of unaccompanied baggage the employee may be authorized to ship under the provisions of par. C2305.

NOTE: See JTR, par. C5160-B for unaccompanied baggage in connection with permanent duty travel.

PART C: TRAVEL AUTHORIZATION CONTENT**C3100 FORM OF REQUEST**

Use the travel authorization forms prescribed in pars. C3150 and C3151.

C3101 SPECIFIC INFORMATION REQUIRED (FTR §301-71.103)***Effective 16 August 2004***

A. General Information. The following information must be included on all travel authorizations:

NOTE: See par. C2000-A2 NOTE, if premium-class accommodations are authorized.

1. Employee's name;
2. AOs signature;
3. Travel purpose;
4. Travel authorization conditions of or limitations;
5. Travel costs (for open authorizations, include a travel cost estimate over the period covered) estimate;
6. A statement that the employee(s) is (are) authorized to travel;
7. The following statement: "The Travel and Transportation Reform Act (TTRA) of 1998 stipulates that the government-sponsored, contractor-issued travel card shall be used by all U.S. Government personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency."(DoDFMR, Vol. 9, paragraph 030301.B.1); (***See <http://www.dtic.mil/comptroller/fmr/>***)
8. A statement indicating whether the traveler is/is not a Government-sponsored contractor-issued travel card holder (DoDFMR, Vol. 9, paragraph 030301.B.2) (***See <http://www.dtic.mil/comptroller/fmr/>***);
9. If the traveler is a Government-sponsored contractor-issued travel card holder, a statement indicating whether or not the traveler is exempt from the mandatory use provision of the TTRA. (This statement also authorizes alternative payment methods) (DoDFMR, Vol. 9, paragraph 030301.B.3) (***See <http://www.dtic.mil/comptroller/fmr/>***);
10. A statement indicating that Government-sponsored contractor-issued travel card holders should obtain necessary cash (and the amount), as authorized, through automated teller machines (ATMs) rather than obtaining cash advances from a DoD disbursing officer (DoDFMR, Vol. 9, paragraph 030301.B.4) (***Website at: <http://www.dtic.mil/comptroller/fmr/>***);
11. A statement indicating that the use of the CTO to arrange official travel is mandatory, or a statement in detail as to exactly why a CTO is not available, or otherwise is not being used. ***NOTE: Virtually all DoD components have contractual arrangements with CTOs requiring that all official transportation be arranged through the CTO if the CTO can provide the required official transportation arrangements.***;

*12. A statement that if there is a GSA contract city-pair airfare between an official-travel origin and official travel destination, it should be used unless one of the 5 reasons in Appendix P, Part I-A5 exists. If one of the reasons exists, it must be stated on the travel authorization. A detailed explanation must be stated if other than the contract city-pair airfare is to be used for the reason in Appendix P, Part I (e.g., "Space on a scheduled contract flight is not available in time to accomplish the purpose of travel because it is critical that the traveler arrive at destination "XXX" on (date & time) and there are no city-pair flights available that allow the traveler to arrive on time."); and

Effective 1 July 2004

13. A statement indicating whether transportation tickets are purchased using a centrally-billed account (CBA) or individually-billed account (IBA).

B. Specific Authorization or Approval. (FTR §301-71.105) The following travel arrangements require specific authorization or prior approval:

1. Use of premium-class service on common carrier transportation (par. C2204-A);
2. Use of a foreign air carrier (pars. C2204-B);
3. Use of cash to pay for common carrier transportation (par. C2252);
4. Use of extra-fare train service (par. C2208);
5. An estimate of the travel costs (for open authorizations it should include an estimate of the travel costs over the period covered);
6. A statement that the employee(s) is (are) authorized to travel; and
7. A statement that return travel to the PDS during extended TDY is authorized must be included in the travel authorization, or on the travel voucher, if approved after the travel has been performed. ***This travel is an exception to the policy of scheduling travel during regular hours of duty.*** Accordingly, the authorized return should be performed outside the employee's regular duty hours or during authorized leave periods.

C. Advance Arrangements. The following travel arrangements require a written or electronic advance authorization:

1. Reimbursement limitations for travel by an unauthorized transportation mode or route must be stated on the travel authorization under which dependents travel;
2. Payment of a reduced per diem rate (par. C4550);
3. Acceptance of payment from a non-Federal source for travel expenses (see the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html); and
4. Travel expenses related to attendance at a conference (Chapter 4, Part S).

- (a) Include the statement " _____ pieces or _____ pounds of excess baggage authorized" and whether the excess baggage service must be paid by the traveler, subject to reimbursement, or otherwise is authorized (see par. C2302) if excess baggage is authorized.
- (b) Include an appropriate statement indicating the number of annual leave days authorized if delay en route for personal reasons is authorized.
- (c) When a travel authorization authorizes:
- Effective 16 August 2004***
- (1) First-class air accommodations include the statement: "The use of first-class accommodations is authorized by (insert the official's appropriate title, Name, Rank, and Office Symbol (***Only officials listed in par. C2204-B2a have authorization/approval authority for first-class accommodations.***)) in (cite the memo/letter/message reference and date (See Appendix H, Part II, Section B.)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first-class fare and the coach-class fare is (\$XXX.XX)." See Chapter 2, Part E and Appendix H, Part II, Section B; or
- (2) Business-class air accommodations, include the statement: "The use of business-class accommodations is authorized by (insert the official's appropriate title, Name, Rank, and Office Symbol (***Only officials listed in par. C2204-B2b have authorization/approval authority for business-class accommodations.***)) in (cite the memo/letter/message reference and date (See Appendix H, Part III, Section A.)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business-class fare and the coach-class fare is (\$XXX.XX)." See Chapter 2, Part E, and Appendix H, Part II, Section A.
- (d) Include instructions if the TDY assignment involves special clothing, or other conditions apply.
- (e) Include an appropriate statement giving the names of persons involved and their status (e.g., military, civilian employee, contractor) if the traveler accompanies or is accompanied by other persons in an official travel status in a POC.
- (f) See DoDFMR, Vol. 9 (<http://www.dtic.mil/comptroller/fmr/>) when a Government-sponsored contractor-issued travel charge card is not accepted or cannot be used.
- (g) Include a statement indicating whether (and if so, the number/dates) or not meals and/or lodgings are included in the registration fee (see par. C4955-E1) if a registration fee is authorized (see par. C4720-B4j).
- (h) Include any administrative restriction precluding or limiting other allowable POC costs (see par. C4654).
- (i) Cite JTR, par. C6150 or C6151 when traveling as escort for a Service member's dependents.
- (j) Include the amount authorized for ATM advance against the Government-sponsored contractor-issued travel charge card.

(k) Include a statement indicating the reason for nonuse of a particular transportation mode that may otherwise appear to be the most advantageous to the Government when the AO has determined that an employee should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This is done to justify 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. See par. C2001-A1. (Ex: Air travel is apparently the most advantageous transportation mode but air travel is medically precluded. The authorization should contain a statement similar to “Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.”)

(l) Travel at No Expense to the Government -- This travel authorization is issued in the DoD’s interest but voluntary (permissive) in nature. ***If used, it must result in no cost to the U.S. Government.*** The employee is financially responsible for all travel and transportation expenses. ***No accounting information should be placed on the travel authorization.*** There is no penalty if the traveler chooses not to use this travel authorization; however, the AO should be notified without delay that this travel authorization has not been used.

(m) If a conference lodging allowance (a pre-determined allowance up to 125% of applicable locality lodging per diem rate (see pars. C4950-M & C4950-N)) is authorized, include the statement: “***Conference lodging allowance NTE 125% (or other lesser amount) of the applicable per diem lodging rate for (location) is authorized by (insert the authority making the determination).*** Insert the actual pre-determined allowance in lieu of 125% if a lesser amount is authorized.

(n) Include the dollar amount/call for authorized calls home (see par. C4705).

(o) Costs for Expenses not Fully Covered by Non-Federal Source - State on the travel authorization that the traveler is being reimbursed for the difference between the full Government allowances and the payment from the non-Federal source if it is determined in advance of travel that payment from a non-Federal source (see the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html) covers some but not all of the allowable travel and subsistence expenses. See Chapter 4, Part L to determine the applicable maximum allowances.

(p) Include the following statement on authorizations for travel to foreign locations and back to the U.S.

NOTICE: Travelers transporting exotic pets are required by law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pets to foreign locations or back to the U.S. For information, contact the FWS at: 1-800-358-2104. Travelers returning to the U.S. with exotic pets should call (703) 358-2104 before transporting the pet(s). For a FWS fact sheet, go to: <http://international.fws.gov/pdf/pe.pdf>. For an application for travel with pet birds and other CITES-Listed species go to: <http://forms.fws.gov/3-200-46.pdf>.

*(q) Include the constructed common carrier cost when the employee is traveling by POC not advantageous to the government.

Item 17, Travel-Requesting Official (Title and Signature) other than the official signing in block 20. The travel-requesting official must be other than either of the officials signing in blocks 18 and 20 when travelers are permitted to be travel requesting officials for their own travel authorizations.

Item 18, Travel-Approving/Directing Official (Title and Signature) other than the official signing in block 17.

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)

<u>Paragraph</u>	<u>Contents</u>
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

<u>Paragraph</u>	<u>Contents</u>
C4650	MILEAGE ALLOWANCES FOR POC USE
C4651	POC USE FACTORS <ul style="list-style-type: none"> A. Official TDY 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 <ul style="list-style-type: none"> A. General B. Privately Owned Automobiles C. Government-furnished Automobile
C4654	OTHER ALLOWABLE COSTS
C4656	EMPLOYEES TRAVELING TOGETHER

4. Connection, use, and disconnection costs of utilities including electricity, natural gas, water, fuel oil, and sewer charges;
5. Dumping fees;
6. Shower fees;
7. Maid fees and cleaning charges;
8. Monthly telephone use fees (*does not include installation charges and unofficial long distance calls. See par. C1405 for official communications.*);
9. The costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters, if ordinarily included in the price of a hotel/motel room in the area concerned; and
10. Exchange fee (but not the annual maintenance fee) paid by an employee to acquire use of timeshare lodgings at the TDY point (B-254626, 17 February 1994).

In determining the daily amount of expense items which do not accrue on a daily basis such as cost for connection/disconnection of utilities, dumping fees, shower fees, cleaning charges, monthly telephone use fee, etc., these expenses may be averaged over the number of days the employee is authorized per diem during the entire TDY trip.

Effective 13 December 2004

*E. Allowable Expenses when a Residence Is Purchased and Used for TDY Lodgings. An employee may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

1. Mortgage interest,
2. Property tax, and
3. Utility costs actually incurred (does not include any installation and hook-up charges), e.g., electricity, natural gas, water, fuel oil, and sewer charges prorated based on the number of days in the month rather than by the actual number of days the employee occupied the residence (57 Comp. Gen. 147 (1977)). ***In no case may the total per diem payable exceed the applicable maximum locality rate for the area unless an AEA (see Chapter 4, Part M) is authorized/approved. The provisions of par. C4555-G do not apply when the residence is purchased.***

F. Dual Lodging Reimbursement on a Single Day. When it is necessary for a traveler to retain lodgings at one TDY location (ex. Location A) for other than personal convenience and procure lodgings at a second TDY location (ex., Location B) on the same calendar day, the lodgings cost incurred at the second TDY location (Location B) is used for computing the traveler's per diem for TDY at that location (Location B) for that day. The lodging cost incurred

at the first location (Location A) is reimbursable as a miscellaneous expense allowance (par. C1410-B4k) if approved by the AO (60 Comp. Gen. 630 (1981)). ***NOTE: Reimbursement for the actual lodging cost at the first TDY location (Location A) cannot exceed the amount of per diem or AEA plus appropriate lodging taxes that would have been paid had the traveler remained there (Location A) overnight.*** A travel authorization that authorizes long-term reimbursement for dual lodging is not in conformance with the intent of this subparagraph. (Ex., A travel authorization is prepared to authorize TDY at Location C for 150 days. The AO knows the traveler is to spend limited time at Location C and is to, in fact, be going to one or more other locations for lengthy periods during the TDY period. Using this authority to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C violates the intent of this authority and is not authorized.)

Example 1
A traveler who leased an apartment while on a long-term TDY assignment in Location A was required to perform additional TDY in Location B for 5 days. The AO agreed that it would be more economical for the traveler to retain the apartment in Location A while on TDY in Location B and authorized/approved reimbursement for the \$45 daily apartment cost as a miscellaneous expense allowance (par. C1410-B4k). The lodging cost incurred in Location B (\$95 per day) was used for computing the traveler's per diem while TDY in that city.
<u>Applicable per diem rates as used in this example:</u>
Location A \$46 (M&IE) and \$130 (Maximum lodging)
Location B \$46 (M&IE) and \$119 (Maximum lodging)
Location A apartment reimbursement for 5 days: \$225 (\$45 x 5).
<u>TDY assignment per diem in Location B:</u>
First day (departure day from Location A and arrival day in Location B): \$46 (M&IE) plus \$95 (lodging cost) = \$141 plus lodging tax (see <i>NOTE</i>)
Second thru fifth day: \$46 (M&IE) plus \$95 (lodging cost) = \$141 x 4 = \$564 plus lodging tax (see <i>NOTE</i>)
Return day to Location A: \$46 (M&IE) plus \$45 (lodging cost) = \$91

Example 2
A traveler occupied Government quarters while on a training assignment at a military installation in Location C. The traveler was required to perform additional TDY for 3 days in Location D. If the traveler vacated the Government quarters (daily cost \$25) while on the 3 day TDY assignment the quarters might not be available upon return. The AO agreed that it would be more economical for the traveler to retain the Government quarters while on TDY in Location D and approved reimbursement for those quarters as a miscellaneous expense allowance (par. C1410-B4k). The lodging costs (\$110) incurred in Location D was used for determining the traveler's per diem while on TDY in that city.
<u>Applicable per diem rates as used in this example:</u>
Location C \$38 (M&IE) and \$109 (Maximum lodging)
Location D \$46 (M&IE) and \$130 (Maximum lodging)
Government quarters reimbursement for 3 days: \$75 (\$25 x 3).
<u>TDY assignment per diem in Location D:</u>
First day (departure day from Location C and arrival day in Location D): \$46 (M&IE) plus \$110 (lodging cost) = \$156 plus lodging tax (see <i>NOTE</i>)

PART N1: POC USE FOR TDY TRAVEL

C4650 MILEAGE ALLOWANCES FOR POC USE

Employees or others engaged in official business for the Government may be authorized TDY mileage for POC travel. TDY mileage may be authorized only for the POC operator.

C4651 POC USE FACTORS

A. Official TDY Mileage Rates for Local and TDY Travel. Only the TDY mileage rates for local and TDY travel prescribed in par. C2500, and private automobile rates affected by pars. C4651-B, C4651-C and C4651-D may be prescribed in travel authorizations.

B. POC Use Advantageous to the Government. POC TDY mileage rates are in par. C2500 for POC travel that is advantageous to the Government.

C. POC Use Not Advantageous to the Government. When TDY travel by POC is not advantageous to the Government but is authorized/approved as a matter of personal preference, reimbursement is on a constructed basis limited to the cost of the transportation mode authorized in the travel authorization. Constructed cost is determined as indicated in par. C2156. See par. C4651-D when a POC is used in lieu of Government-furnished automobile and pars. C2400 and C2401 for POC use for local travel.

D. Privately Owned Automobile in Lieu of Government-furnished Automobile (FTR §301-10.310)

1. When Use of Government-Furnished Automobile Is Advantageous to the Government

a. GSA prescribes the TDY mileage rate for authorized use of a privately owned automobile when use of a Government-furnished automobile would be advantageous to the Government (see par. C2500 for current rates).

b. Exceptions to this GSA-prescribed rate may be authorized if the DoD component concerned determines that, because of the unusual circumstances, the Government-furnished automobile cost would be higher than the GSA-prescribed rate. In such instances, the DoD component may allow reimbursement at a higher rate (but not higher than the stated TDY mileage rate in par. C2500 for an automobile) for advantageous use that most nearly equals the cost of providing a Government-furnished automobile in those circumstances.

c. In addition to TDY mileage reimbursement for the official distance, the employee is authorized reimbursement for expenses authorized under par. C4654 that would have been incurred if a Government-furnished vehicle had been used.

2. Government-furnished Vehicle Available. When a Government-furnished vehicle is available but an employee asks to use a privately owned automobile for TDY travel under the provisions of par. C2180-C, mileage reimbursement is at the rate listed in par. C2500 for partial reimbursement for POC use. This rate applies if the employee:

a. Is committed to use a Government-furnished automobile in accordance with par. C2180-C, but occasionally uses a POC; or

b. Asks to use a POC, but the DoD component has a Government-furnished automobile available. *In this situation, the employee should generally not be authorized POC use.*

3. Reimbursement when Transportation in a Government-furnished Automobile as Passenger/Driver Is Available

a. *When an employee is authorized transportation in a Government-furnished automobile as a passenger, or as a driver with one or more other employees, but uses a POC instead, the employee is not authorized any reimbursement if the Government-furnished automobile made the trip without the employee (21 Comp. Gen. 116 (1941)).*

b. If the Government-furnished automobile did not make the trip, the employee is authorized reimbursement at the rate in par. C2500 for POC use instead of a Government furnished vehicle when use of the Government furnished vehicle is advantageous to the Government.

C4652 PARKING FEES

A. General. Reimbursement is authorized/approved for official transportation-related parking fees when using a privately owned automobile or a Government-furnished automobile.

B. Privately Owned Automobiles

1. When use of a privately owned automobile is advantageous to the Government, parking costs are reimbursed unless prohibited by the travel authorization.
2. When official travel is by oral authorization, parking fees are reimbursable when the travel-approving/directing official approves the claim.
3. Reimbursement is allowed only for parking fees related to official business.
4. Parking fees are not allowed for PDT.

C. Government-furnished Automobile. Parking fees incurred while driving a Government-furnished automobile on official business are reimbursable (i.e., private facility, street parking, meter parking, etc.)

C4654 OTHER ALLOWABLE COSTS

In addition to a mileage allowance, the following costs are allowable when incurred on official business:

1. Ferry fares, bridge, road and tunnel tolls;
2. Automobile parking fees; (related to the performance of official business only (except those incident to PDT)); and
3. Aircraft landing, parking, and tie-down fees.

C4656 EMPLOYEES TRAVELING TOGETHER

1. POC mileage reimbursement is paid only to the employee incurring the operating expenses.
2. No deduction is made from the mileage payable to the employee authorized to be reimbursed because other passengers (Government or non-Government employees) travel with the employee and contribute to paying operating expenses.

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. When a POC is driven round-trip to drop-off or pick-up an employee at a transportation terminal, the employee paying POC operating expenses is paid TDY mileage for the round-trip distance and reimbursed for ferry fares, road, bridge and/or tunnel tolls, and parking fees for the most direct route.

B. Expenses Incurred for Two One-way Trips to and from a Transportation Terminal

1. When a POC is used for one-way travel from a residence or PDS to a transportation terminal and then from the transportation terminal to a residence or PDS when the TDY is completed, the employee incurring the POC operating expenses is paid TDY mileage and reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.
2. Terminal parking fees while TDY may be reimbursed not to exceed the cost of two one-way taxicab fares, including allowable tips.

C. Employee Departs from PDS on TDY. There are occurrences when a POC is driven from an employee's residence to the PDS on the day the employee departs from the PDS on TDY (requiring at least one night's lodging) and from the PDS to the residence on the day the employee returns. The employee who pays the POC operating expenses is paid TDY mileage, and reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route from and to the residence.

D. Two or More Employees Travel in the Same POC

1. When an employee transports other travelers to or from the same transportation terminal, TDY mileage is authorized for the additional distance involved.
2. Only one traveler is paid TDY mileage for a trip.
3. Terminal parking fees may be reimbursed (to the employee who pays the fee) not to exceed the cost of two one-way taxicab fares, including allowable tips.

C4659 PER DIEM FOR POC TRAVEL

A. POC Use Advantageous to the Government. When POC use is advantageous to the Government, per diem is computed under par. C5060-A in the same manner as for travel by POC on PDT.

B. POC Use Not Advantageous to the Government

1. When POC use is not advantageous to the Government, per diem is limited under par. C4661-B except for travel when a POC is used instead of a Government-furnished automobile (see par. C2180).
2. When a POC is used under the conditions in par. C2158, per diem is reimbursed under par. C4661.

C4660 TRAVEL TIME

When travel is by POC, travel time is allowed for the necessary travel time when POC use is advantageous to the Government (see par. C4659-A). Constructed common carrier scheduled travel time is used in computing per diem when TDY travel by POC is not advantageous to the Government (except for travel under par. C2180).

C4661 COMPUTING REIMBURSEMENT FOR POC TRAVEL

A. Advantageous to the Government. When POC travel is advantageous to the Government, reimbursement for the official distance is computed at the authorized mileage rate, and per diem is computed for the travel time under par. C4659 (see par. C4654 for other allowable costs).

NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses. Repairs to POCs used for official travel may be allowed separately but claims must be submitted using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 USC §240-243).

B. Not Advantageous to the Government

1. Limitation

- *a. When, for personal preference, a POC is used for official travel instead of common carrier transportation, travel reimbursement is computed under the rules in par. C4651 and at the TDY mileage rates in par. C2500 plus per diem.
- b. The total allowable payment is limited to the total constructed cost of common carrier transportation including constructed per diem for that transportation method.
- *c. The constructed common carrier cost should be placed on the employee's travel authorization before the employee departs the PDS.
- *d. This paragraph does not apply to travel performed under par. C2180 (B-183480, 4 September 1975).

2. Mileage and Per Diem Computation

- a. Mileage allowance is computed for the DTOD distance between authorized points.
- b. Ferry fares; bridge, road, and tunnel tolls; and automobile parking fees (related to official business) are added to the amount in par. C4661-b2a.
- c. The per diem rate authorized in the travel authorization is used for computing per diem.

3. Computation of Constructed Transportation Cost and Per Diem

- a. The Government's constructed transportation cost is computed on the basis of fares or charges for the least expensive, most direct, unrestricted common carrier transportation fare (ordinarily contract city-pair air fare; see par. C2156) between authorized points.
- b. Air transportation constructed cost includes any taxes or fees the Government would pay if Government-procured transportation had been provided.
- c. Taxi fares and excess baggage costs that would have been allowed are included.
- d. The constructed POC transportation cost includes transportation expenses for:
 - (1) The traveler claiming mileage, and
 - (2) Persons performing official travel as passengers (uniformed members and civilian employees only) in the same conveyance.

4. Comparison

- a. Computed POC mileage and per diem are compared with the total constructed travel cost including per diem by common carrier. Reimbursement is made for the lesser amount.
- b. See par. C2156 for determining common carrier constructed cost.

5. Passengers

- a. Passengers, accompanying the employee claiming mileage, are not authorized TDY mileage.
- b. Per diem for eligible passengers is computed by comparing the total per diem payable for the travel performed and the total per diem payable for the appropriate common carrier constructed travel. The lesser amount is reimbursed.

NOTE: The per diem/mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rate; and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to <https://secureap2.hqda.pentagon.mil/perdiem/pdrates.html>.

EXAMPLE

1. An employee is authorized TDY in Jacksonville, FL, from a PDS in Boston, MA.
2. The employee elects to travel by privately owned automobile (not advantageous to the Government). Maximum per diem rate (MPDR) for Jacksonville, FL, at the time of the TDY assignment was \$99; M&IE rate was \$34 and the maximum lodging amount (MLA) \$65. Actual lodging cost at Jacksonville, FL, was \$40.

Total Constructed Travel Cost by Common Carrier (including per diem on days of travel to and from Jacksonville, FL)		
1 round-trip air coach ticket (incl. federal tax paid by Government)	\$163.27	
Total taxicab expense at origin and destination point	9.00	
Day of travel to Jacksonville, FL. 75% of M&IE rate for Jacksonville, FL, plus lodging cost. \$25.50 (75% X \$34) plus \$40 lodging cost.	65.50	
Day of Return to Boston, MA. 75% of M&IE rate for Jacksonville, FL. \$25.50 (75% X \$34).	<u>25.50</u>	
Total Constructed Cost	\$263.27	\$263.27

Effective 1 January 2004

Total Cost of Actual Travel by Automobile		
TDY Mileage & Tolls. 2,325 miles @ \$0.375 per mile (round-trip)	\$871.88	
Tolls	12.00	
Total Transportation Cost	\$883.88	\$883.88
Per Diem For Travel to Jacksonville, FL		
Day of Departure (1st Day). 75% of M&IE rate for lodging location on 1st day plus lodging cost. \$23.25 (75% X \$31) plus \$35 lodging cost. Total NTE the maximum per diem rate for location of lodging \$85.	\$58.25	
Second Day. M&IE rate for lodging location on 2 nd day plus lodging cost. \$31 plus \$39 lodging cost. Total NTE the maximum per diem rate for location of lodging \$85.	70.00	
Third Day (Day of arrival at Jacksonville, FL.) M&IE rate for Jacksonville plus lodging cost. \$31 + 40 lodging cost. Total NTE the maximum per diem rate for Jacksonville, FL \$99.	<u>71.00</u>	
Per Diem Cost for travel to Jacksonville, FL	\$199.25	\$199.25

Per Diem for Travel from Jacksonville, FL, to Boston		
Departure Day from Jacksonville, FL (1st Day). M&IE rate for lodging location on the 1st day plus lodging cost. \$31 + \$39 lodging cost. Total NTE the maximum per diem rate for location of lodging \$85.	\$70.00	
Second Day. M&IE rate for lodging location on the 2nd day plus lodging cost. \$31 + \$35 lodging cost. Total NTE the maximum per diem rate for location of lodging \$85.	66.00	
Third Day (Return Day to PDS). 75% of M&IE (Same as rate for the en route stopover point on the 2nd day. \$23.25 (75% X \$31)	23.25	
Per Diem Cost for Travel from Jacksonville, FL to Boston	\$159.25	\$159.250
Total Cost of Actual Travel by Automobile		\$1,242.38

3. Since the cost for actual travel performed (i.e., TDY mileage and per diem) exceeds the total constructed cost, the total allowable is limited to the total constructed cost of the common carrier transportation, including constructed per diem.

4. In this example, the total amount due for travel is \$263.27, plus the per diem payable for the TDY period at Jacksonville, FL.

5. The 12-hour prohibition does not affect the time en route because the combined per diem for travel and TDY assignment exceeds 12 hours.

C. Mixed Modes

NOTE: All official travel must be arranged in accordance with par. C2207-A; C2207-B; and reimbursed in accordance with par. C2207-D.

1. Advantageous to the Government

a. If an employee is authorized POC travel as advantageous to the Government and travels partly by POC and partly by common carrier, the employee is authorized:

- (1) the authorized TDY mileage rate for the distance traveled by POC,
- (2) the cost of transportation purchased through a CTO, **and**
- (3) per diem for actual travel.

The total amount may not exceed the mileage plus per diem for the authorized travel.

b. The AO may authorize, or the travel-directing/approving official may approve, actual travel cost (mileage plus the cost of transportation purchased plus per diem for the authorized travel) when justified in unusual circumstances.

2. Not Advantageous to the Government. If the traveler is not authorized POC travel as advantageous to the Government and travels partly by POC for personal convenience and partly by common carrier, the employee is authorized:

- a. The authorized mileage rate for the distance traveled by POC,
- b. The cost of transportation purchased through a CTO, *and*
- c. Per diem for actual travel.

The total amount may not exceed the cost of constructed transportation and per diem (see par. C4661-B3) for the authorized travel.

PART D: HOUSEHOLD GOODS (HHG) TRANSPORTATION (FTR §302-7)

<u>Paragraph</u>	<u>Contents</u>
C5150	GENERAL
C5152	ELIGIBILITY
C5154	BASIC ALLOWANCES <ul style="list-style-type: none">A. GeneralB. Prescribed Weight Allowances (FTR §302-7.2)C. Professional Books, Papers, and Equipment (PBP&E)D. Additional Consumable Goods (FTR §300-3.1)E. Weight Additive Articles (FTR §302-7.20)F. HHG Transportation ExpensesG. HHG Transportation and Storage Documentation (FTR §302-7.104)H. Loss or Damage Claims (FTR §302-7.11)I. ServicesJ. Employee Married to Uniformed Service MemberK. HHG Transportation between Local Quarters
C5156	ADMINISTRATIVE WEIGHT LIMITATIONS (FTR §302-7.16) <ul style="list-style-type: none">A. PolicyB. ExceptionsC. Shipment from a Weight-restricted Area
C5158	RE-TRANSPORTATION OF THE SAME HHG
C5160	TRANSPORTATION METHODS (FTR §302-7.100-201) <ul style="list-style-type: none">A. HHGB. Unaccompanied BaggageC. Actual Expense (FTR §302-7.200)D. Commuted Rate (FTR §302-7.13)E. Split Transportation (FTR §302-7.3)F. Employee Responsibility (FTR §302-7.15)G. LimitationsH. Cost Comparison
C5165	FACTORS AFFECTING HHG TRANSPORTATION <ul style="list-style-type: none">A. Combining Weight Allowances when Husband and Wife Are Both EmployeesB. RESERVEDC. RESERVEDD. Improper TransportationE. Items of Extraordinary ValueF. HHG and Mobile Home AllowancesG. HHG Transportation before a PCS Travel Authorization Is IssuedH. Time LimitationI. Alcoholic Beverage Shipment

- C5170** **DETERMINING THE NET WEIGHT**
- A. Crated Shipments
 - B. Uncrated Shipments
 - C. Containerized Shipments (FTR §302-7.12)
 - D. Constructed Weight (FTR §302-7.12)
- C5175** **EXCESS CHARGES**
- A. Policy
 - B. Excess Weight beyond Employee Control
- C5180** **TRANSPORTATION UNDER A PCS TRAVEL AUTHORIZATION**
- A. HHG Shipment between CONUS PDSs
 - B. HHG Transportation to and between OCONUS PDSs
 - C. HHG Transportation from OCONUS to CONUS PDSs
- C5190** **TEMPORARY STORAGE/STORAGE IN TRANSIT (SIT)**
- A. General (FTR §302-7.107)
 - B. Time Limitation
 - C. Reimbursement (FTR §302-7.107-110)
- C5195** **NON-TEMPORARY STORAGE (NTS)**
- A. NTS of HHG for Duty at an Isolated CONUS PDS (FTR §302-8.100-108)
 - B. NTS of HHG in Connection with Moves to and between OCONUS Areas (FTR §302-8.200-203)
 - C. NTS of HHG for DoDDS Employees (FTR §302-8.300-301)

4. Agreement Requirement. PCS allowances authorized under this paragraph, may be allowed when an employee, who is transferred due to a RIF/transfer of function, agrees in writing to remain in Government service for 12 months (beginning the date the employee reports for duty at the new PDS). If the employee violates the written agreement, including failure to report for duty at the new PDS, any Government funds spent for allowances authorized under this paragraph become the personal financial responsibility of the individual. See par. C4001 for agreement requirements when a transfer is to an OCONUS position.

5. Employees Transferring to the U.S. Postal Service. The allowances under this paragraph, may also be authorized for an employee of the DoD (5 USC §5735) who:

- a. Is scheduled for separation from DoD, other than for cause;
- b. Is selected for appointment to a continuing position with the U.S. Postal Service; and
- c. Accepts the appointment.

6. Travel Authorization Issuance. Travel authorization issuance is covered in Chapter 3.

7. Funding. For funding of allowances authorized under this paragraph, see par. C1052.

8. Example: An Employee Separated due to Transfer of Function. An employee in California declined to relocate with a transfer of function and was separated. The employee sold the residence within 2 months, stored HHG and departed with the spouse for Washington, D.C., in a privately owned automobile, towing a house trailer. Upon reemployment in a permanent position in Washington 4 months later, the employee signed a transportation agreement and was issued a PCS travel authorization that authorized the same PCS allowances that would have been authorized had the employee transferred without a break in service. The employee was reimbursed for the residence sale, HHG storage and shipment, PCS mileage and per diem for travel to Washington with the spouse prior to reemployment, including TQSE and the MEA. Reimbursement for towing the house trailer was not allowed since reimbursement is allowed for shipping HHG or moving a house trailer, but not both (51 Comp. Gen 27 (1971) and B-172824, 28 May 1971).

D. Return from Military Duty

1. Mandatory Restoration. A civilian employee:

- a. Authorized mandatory restoration under FPM 353,
- b. Returning from military duty, and
- c. Finding that an appropriate vacancy does not exist at the PDS at which the employee resigned to enter the Armed Forces,

is restored to the PDS at which the employee resigned to enter the Armed Forces.

2. Travel and Transportation Allowances. Travel and transportation allowance payment is in the Government's interest from the restoration place to a place where a suitable DoD vacancy is available (B-170987, 14 December 1970 and 25 Comp. Gen. 293 (1945)).

3. Real Estate Expenses

a. Reimbursement is allowable in Chapter 14 for real estate expenses required to be paid by the employee in connection with residence:

- (1) Sale (or unexpired lease settlement) at the former civilian PDS; and
- (2) Purchase at the new PDS (the criteria in par. C5080-F concerning change of station within the same city or area applies).

b. Reimbursement is prohibited for any:

- (1) Sale,
- (2) Settlement of an unexpired lease, or
- (3) Purchase transaction

that occurs prior to the employee being officially notified that the employee would be assigned to a different PDS than the one at which the employee resigned to enter the Armed Forces.

4. Travel and Transportation Allowances

a. An employee returned from the point where released from duty in the Armed Forces directly to the new civilian PDS (other than the one from which the employee resigned to enter the Armed Forces) has separate and distinct travel and transportation allowances.

b. Based on the employee's status the employee is authorized the below travel and transportation allowances:

- (1) Service Member Being Discharged. The employee is authorized travel and transportation allowances under the JFTR from the place released from the Armed Forces to the HOR, or PLEAD.
- (2) Civilian Employee. The employee is authorized travel and transportation allowances for self/dependents, and HHG from the civilian PDS, at which the employee resigned to enter the Armed Forces, to the new civilian PDS.

c. The employee is authorized:

- (1) The Miscellaneous Expense Allowance (see Chapter 5, Part G),
- (2) Reimbursement of expenses incurred in connection with the sale/purchase of a residence or an unexpired lease (see Chapter 14),

Effective 30 December 2004

****NOTE: Under the ruling in GSBCA 15754-RELO, 17 May 2002, the location of the employee's home used as a residence while serving on active military duty may be considered the employee's PDS instead of the former civilian PDS. Real estate expenses are allowed for the sale of the home occupied as a residence while serving on active military service instead of a home at the former civilian PDS. In this case PCS allowances are authorized from the location of the employee's home used as a residence while serving on active military duty to the employee's new PDS.***

- (3) A HHT if authorized in the travel authorization under Chapter 5, Part M, and
- (4) TQSE if authorized in Chapter 13.

5. Moving Costs. If the entire cost for moving the employee, dependents and HHG from the place of release from the Armed Forces to the new civilian PDS is provided under the employee's travel and transportation allowances as an Armed Forces member being discharged, no additional payment is allowed.

6. Travel and Transportation Costs. If the entire cost for travel and transportation is not covered by the authorization in par. C5080-D4b(1), the travel and transportation allowances in par. C5080-D4b(2) are paid for the allowable expenses not covered (B-173758, 8 October 1971).

7. Called/Ordered to Active Duty. See JFTR, Chapter 7, Part G, for travel and transportation allowances when Reserve Component members (including dual status technicians) and retired members are called/ordered to active duty.

E. Successive PCS Assignments and Delayed Movement of Dependents and/or HHG to the Last PDS

1. Limitation

- a. When an employee makes successive PCS moves and dependent and/or HHG movement is delayed until transfer to the last PDS, movement is allowed by the direct route between the first and last PDSs, provided the 2-year time limitation under the authorization for the first transfer has not expired.
- b. If the 2-year time limitation has expired with regard to the transfer from the first PDS, travel and transportation allowances are limited to that from a subsequent PDS, where the 2-year time limitation has not expired, to the last PDS.

2. Funding Responsibility. See par. C1052-B.

F. Short Distance Transfers (PCS within Same City/Area) (FTR §302-2.6)

NOTE: The restrictions in par. C5080-F do not apply to first duty station travel. When first duty station travel is involved, the hiring DoD component may or may not, at its discretion, authorize/approve payment of applicable first duty station travel and transportation allowances in par. C5080-B5 without regard to the distance between the employee's actual residence and the first PDS.

1. Authorization/Approval. Travel and transportation allowances may be authorized/approved incident to a PCS when the PCS is:

- a. In the Government's interest (responding to a vacancy announcement is not 'at the employee's request'),
- b. To a new PDS that is at least 50 miles from the old PDS, and
- c. Results in a residence relocation. In determining that the residence relocation is incident to the PCS, the AO must consider commuting time and distance between the:
 - (1) Residence at the time of PCS notification and the old and new PDSs, and
 - (2) The proposed new residence and the new PDS.

Ordinarily, a residence relocation is not incident to a PCS unless the employee's proposed new residence is closer to the new PDS than the employee's old residence (i.e., the residence from which the employee commuted daily to the old PDS). For exceptions see par. C5080-F2.

2. Exceptions. On a case-by-case basis the AO may authorize PCS expense reimbursement for PCS moves of less than 50 miles when the move is in the Government's interest, ***and without the move***:

- a. The one-way commuting distance between the residence being occupied while serving at the old PDS, and the new PDS, increases by at least 10 miles (e.g., existing residence to old PDS = 20 miles and existing residence to new PDS = 31 miles); or
- b. There is a commuting time increase to the new PDS; or
- c. Increased commuting costs impose a financial hardship.

3. PCS Claims Must Satisfy Conditions

- a. PCS claims for allowances authorized in a travel authorization must satisfy the conditions in par. C5080-F1 or C5080-F2 before reimbursement is allowed.
- b. If the employee changes the proposed new residence location, the AO must review the change for compliance with the criteria in pars C5080-F1 and C5080-F2 as applicable.
- c. ***Non-compliance of the new residence location is grounds for denial of the various allowances.***
- d. See Chapter 16 for reimbursement of additional taxes incurred by an employee on PCS allowance reimbursement.

G. Waiver of Limitations for an Employee Relocating to/from a Remote or Isolated Location (FTR §302-2.106)

1. General. Limitations on PCS allowances (Travel and Transportation Expenses, New Appointees, Student Trainees, and Transferred Employees) authorized in 5 USC Chapter 57, Subchapter II and in these regulations may be waived by the Secretarial Process for any employee relocating to/from a remote or isolated location when the following conditions are met:

- a. The employee would suffer a hardship if the limitation was not waived; and
- b. The official waiving PCS limitations certifies, in writing, both the waiver and the reason(s) for the waiver.

2. Remote/Isolated Locations. The following locations have been designated as remote or isolated Locations:

Location	Effective Date	Biennial Re-certification Date
1. None Yet Designated		
2.		
3.		

3. Designating a PDS as a Remote/Isolated Location. A request to designate a PDS as a remote/isolated location should be submitted, with justification, to the PDTATAC through the appropriate Army, Navy, Marine Corps, Air Force or OSD address listed under “Feedback Reporting” in the Introduction. Justification for continuing a PDS designation as an isolated/remote location must reach the PDTATAC by the biennial re-certification date in the table in par. C5080-G2 or the designation may be deleted.

4. Criteria for Designating a PDS as a Remote/Isolated Location

a. Criteria. In the circumstances described in par. C5080-G4b or C5080-G4c, any PDS is a remote/isolated location (for the purpose of this paragraph) if listed in par. C5080-G2. For NTS of HHG at an isolated PDS, see par. C5195.

b. Daily Commuting Impractical. Daily commuting is impractical because the PDS location and available transportation are such that DoD component management requires employees to remain at the PDS for their workweeks as a normal and continuing part of the employment conditions.

c. Extraordinary Conditions. Boat, aircraft, or unusual conveyance is the only transportation means to the PDS, and then only under extraordinary conditions, and the distance, time, and commuting conditions result in expense, inconvenience, and/or hardship significantly greater than that encountered in metropolitan area commuting.

C5085 SEPARATION TRAVEL FROM OCONUS DUTY (FTR §302–3, subpart D)

A. Eligible Employees. An employee is authorized travel and transportation allowances to the actual residence upon separation from Federal service if the employee has:

1. An agreement providing for return travel and transportation allowances;
2. Served the period required in the current agreement or that requirement has been waived because separation is for reasons beyond the employee's control that are acceptable to the employee's activity; and
3. Resigned or been separated involuntarily. *A resignation must be executed before the employee leaves the OCONUS activity.*

B. Separation Travel and Transportation Allowances. An employee is:

1. Authorized travel and transportation allowances for travel from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.
2. Authorized travel and transportation allowances for travel to an alternate destination not to exceed the constructed cost for travel from the OCONUS PDS to the actual residence.
3. Personally financially responsible for any excess costs (63 Comp. Gen. 281 (1984)).
4. Not authorized travel and transportation allowances if separated from a PDS in the same locality as the actual residence/alternate location.

*5. Not authorized per diem for dependents, TQSE, MEA, residence sale and/or purchase expenses, lease-breaking expenses, NTS of HHG, RIT allowance, and relocation services upon separation as are authorized for reimbursement for a transferred employee. (GSBCA 16107-RELO, 26 September 2003)

C. Separation Travel and Transportation Allowances Loss

1. Election to Separate OCONUS for Personal Reasons. An employee's OCONUS separation election must be in writing and include a statement that the employee understands the travel and transportation allowances loss.
2. Refusal to Accept/Use Return Travel and Transportation Allowances within a Reasonable Time after Release from Duty (FTR §302-3.500(c))
 - a. A separating employee loses return travel and transportation allowances when the employee refuses to accept/ use them after release from work status in the OCONUS position.
 - b. An OCONUS activity commanding officer may authorize a delay for a reasonable period upon receipt of an employee's written request. Ordinarily, a delay of 90 or less calendar days is reasonable. Under unusual extenuating circumstances that, in the opinion of the OCONUS activity commanding officer warrant a longer delay, return travel may be delayed up to 2 years from the separation date.
 - c. Requests for delays from an employee separating OCONUS to accept private OCONUS employment/retire locally to establish an OCONUS retirement residence must not be approved.
 - d. ***If a request for delay is not received by the OCONUS activity commanding officer, or if the employee refuses to accept/use travel and transportation allowances at the expiration of the approved delay period, the employee loses the allowances.***

D. Limited Separation Travel and Transportation Allowances

1. If an employee loses/does not use personal travel and transportation allowances, the employee is authorized travel and transportation allowances for dependents and HHG, provided the travel and transportation allowances are used within a reasonable time (see Chapter 7 and Chapter 5, Part D).
2. The circumstances of anticipated partial/delayed travel and transportation allowances use should be a matter of written record.

E. Employees Not Eligible. The following employees are not authorized separation travel and transportation allowances:

1. A locally-hired OCONUS employee who is not eligible to sign an agreement, and
2. An employee who violates the agreement prior to completion of the minimum period of service required under the current agreement unless there are unused previously-earned travel and transportation allowances.

F. Employment in Another DoD Component without a Break in Service after Separation from the Losing Activity

1. General. The losing OCONUS activity pays an employee's travel and transportation allowances to the authorized separation destination, not to exceed those payable to the actual residence (see par. C1052-E3), even though the employee is employed, without a break in service, by a different DoD component after arrival at the authorized separation destination.

2. Alternate or more than One Origin. Travel and transportation expenses may be paid from an alternate origin or from more than one origin provided the cost does not exceed what the Government would have paid if all travel and transportation had originated at the PDS from which the individual was separated to the place where the individual, or the dependents, are to reside.

3. Same General or Metropolitan Area. These provisions contemplate a move to a different geographical area. If the place at which the individual has elected to reside is within the same general local or metropolitan area in which the PDS or residence was located at the time of the individual's separation, the expenses authorized by this Part may not be paid unless the distance criteria in par. C5080-F for a short distance transfer are met.

*G. Time Limits for Beginning Travel and Transportation. All travel and transportation must be accomplished within 6 months following the separation date (or date of death if the employee died before separating). If authorized/approved by the Secretarial Process under unusual extenuating circumstances that warrant a longer period, the travel and transportation may be delayed for a longer period. In no case may the Secretarial Process permit a period longer than 2 years from the effective date of the individual's separation from service (or date of death if the employee died before separating). (GSBCA 16328-RELO, 12 April 2004)

H. Funds Use. *Travel advances must not be issued to cover any of the expenses authorized by this Part.* Travel and transportation arrangements should be made through Government-procured travel and transportation means to the maximum extent possible to minimize travel and transportation costs and the need for individuals to use personal funds. In rare instances when individuals have been authorized/approved to make their own arrangements (see par. C2203), they may be reimbursed for their actual transportation expenses.

NOTE: Reimbursement is not to exceed the least expensive unrestricted coach airfares for transportation of the individual and dependents, or the applicable allowances under the commuted rate schedule (or the Government-arranged move cost if that is the directed transportation method) for moving and storage of HHG.

transporting an employee's HHG from NTS to the alternate destination may not exceed the constructed cost of transporting the HHG in NTS to the actual residence indicated in the employee's transportation agreement. When an employee retires at the OCONUS PDS, reimbursement for moving HHG in NTS is also limited to the constructed cost of transporting the HHG to the actual residence in the employee's transportation agreement (GSBCA 16265-RELO, 19 December 2003).

(3) The employee is financially responsible for any excess cost (63 Comp. Gen. 281 (1984)).

(4) PBP&E transported as an administrative expense to an OCONUS location may be returned as an administrative expense to an employee's actual residence for an employee separating from Government service (FTR §§302-7.17 & 302-7.303). See also par. C5154-C. The PBP&E may also be returned to an alternate destination as an administrative expense anywhere in the world but reimbursement for the transportation may not exceed the constructed cost of transporting the PBP&E in one lot from the OCONUS PDS to the actual residence indicated in the employee's transportation agreement.

d. Evacuation. When the conditions in Chapter 12 exist, HHG may be moved at Government expense to the same location designated for dependent evacuation (5 USC §5725). If it is necessary and practical, HHG may be transported later at Government expense from a safe haven location to the evacuated employee's assigned PDS.

Effective 4 January 2005

***C5190 TEMPORARY STORAGE/STORAGE IN TRANSIT (SIT)**

NOTE: The maximum total time limit for temporary storage/SIT is 180 days (FTR §302-7.8).

A. General (FTR §302-7.107). Temporary storage/SIT is short-term storage that is part of HHG transportation. Temporary storage/SIT may be at any combination of the origin, destination, and en route locations. SIT is not authorized for HHG moves between local quarters when no PCS exists.

B. Time Limitation

1. General. SIT (in connection with authorized HHG transportation) should not exceed 90 days unless the employee requests (in writing) an additional period, NTE 90 days, that is authorized/approved by a Service/Defense Agency designated official. If no additional storage is authorized/approved, the employee is financially responsible for the additional storage expense (FTR §302-7.8).

2. Justification (FTR §302-7.9). Acceptable justification for an additional SIT period (see par. C5190-B1 and **NOTE** after par. C5190 heading) includes:

- a. An intervening TDY or long-term training assignment,
- b. Non-availability of suitable housing,
- c. Completion of residence under construction,
- d. Serious employee illness,
- e. Dependent illness or death,

- f. Strikes,
- g. Acts of God,
- h. Other circumstances beyond the employee's control, or
- i. Similar reasons.

NOTE: The cost of removing HHG from SIT for delivery to temporary quarters for the purpose of furnishing temporary quarters is a TQSE expense. See par. C13215.

C. Reimbursement (FTR §302-7.107-110). SIT reimbursement cannot exceed the employee's actual storage costs. Receipts, or certified copies of warehouseman's bills, are required for individual expenses of \$75 or more. See par. C1310.

C5195 NON-TEMPORARY STORAGE (NTS)

A. NTS of HHG for Duty at an Isolated CONUS PDS (FTR §§302-8.100-108)

1. Eligibility. Employees who perform PCS travel or new appointee travel (par. C5080-B) to a designated isolated CONUS PDS are eligible for NTS of HHG.

2. Agreement and Liability Conditions

- a. Expenses for NTS of HHG at Government expense may be allowed for employees transferring to/within CONUS when the employee agrees, in writing, to remain in Government service for 12 months (beginning the date the employee reports for duty at the new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned.
- b. A signed agreement for 12 months is required in connection with each individual CONUS PCS.
- c. If the employee violates the written agreement, including failure to report for duty at the new PDS, any Government funds spent for NTS become the financial responsibility of the individual and may be recoverable under finance regulations as a debt due the Government.

3. Authorization

a. NTS is allowed when the official designated by the Service/Defense Agency determines, on a case-by-case basis, that the location is a designated isolated PDS.

b. An employee assigned to a designated isolated CONUS PDS is not allowed NTS of HHG when:

- (1) Available housing at the PDS can accommodate the HHG,
- (2) Adequate housing is available within daily commuting distance, or
- (3) It is for the employee's convenience.

4. Exceptions. NTS in connection with a PCS travel authorization to a designated isolated CONUS PDS may be subsequently approved 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 90 th 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) <i>Employee's eligibility ended: 4 August</i> <i>1st month after the month (August) the employee's eligibility ended was: September</i> <i>2nd month after the month the employee's eligibility ended was: October</i>
Command approves storage extension to the 90 th 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.

3. The allowable amount cannot exceed the maximum rate (step 10) of Grade GS-13, in 5 USC §5332.
4. A claim for more than the amount authorized in par. C5310-B must be justified.

*D. Reimbursable Costs. Examples of reimbursable costs include:

1. Disconnecting/connecting appliances, equipment, and utilities involved in relocation, and converting appliances for operation on available utilities (this does not include purchasing appliances or equipment in lieu of conversion);
2. Cutting and fitting rugs, draperies, and curtains moved from one residence to another;
3. Non-refundable utility fees/deposits;
4. Losses on non-transferable/non-refundable contracts for medical, dental, food lockers, and private institutional care (such as that provided for handicapped or invalid dependents only);
5. Automobile registration, driver's license and taxes imposed when bringing automobiles into some jurisdictions, reinstalling a catalytic converter upon vehicle reentry into CONUS or a non-foreign OCONUS area for employees participating in the DoD POV Import Control Program, securing a bond allowing a POV to be admitted into CONUS or a non-foreign OCONUS area for non-participants in the DoD POV Import Control Program (62 Comp. Gen. 282 (1983));
6. Rental agent fees customarily charged for securing housing in foreign countries;
7. Pet quarantine charges (B-206538, 14 September 1982) *excluding* medicine/medical care, grooming, and similar fees for services that are a part of routine pet care;
8. Pet transportation (cats, dogs, and other house pets) (*FTR §302-16.1*); ***NOTE: Other animals (horses, fish, birds, various rodents, etc.) are excluded because of their size, exotic nature, or restriction on shipping, host country restrictions and special handling difficulties;***
9. Required removal/installation by host country law of automobile parts (such as tinted windows or special lights (56 Comp. Gen. 53 (1976)));
10. Reassembly, set up and tuning of a piano moved incident to a relocation (GSBCA 16104-RELO, 19 June 2003);
11. A post office box rental fee when rented to provide a constant mailing address between the time an employee departs the old residence and occupies a residence at the new PDS (GSBCA 16104-RELO, 19 June 2003);
12. Miscellaneous expenses connected with cancellation of a contract to purchase a house due to transfer in the Government's interest (GSBCA 16351-RELO, 1 April 2004); and
13. Similar costs.

E. Non-Reimbursable Costs. MEA is not authorized to reimburse an employee for:

1. Costs that exceed the maximums provided by law or in these regulations;
2. Costs that are not allowed in this Volume;
3. Costs reimbursed under other provisions of law or regulations;
4. Costs incurred for reasons of personal taste or preference and not required because of the move;
5. Losses covered by insurance;
6. Fines or other penalties imposed on the employee or dependents;
7. Judgments, court costs, and similar expenses because of civil actions;
8. Expenses due to circumstances, factors, or actions that were not due to the move;
9. Losses/costs due to selling/buying homes and personal property;
10. Duplicate payments for reimbursable expenses;
11. Additional insurance costs on HHG in transit to the new PDS, or cost of loss/damage to that property;
12. Additional costs caused by the employee shipping HHG that exceed the maximum weight allowance provided by law or this Volume;
13. Higher income, real estate, sales, or other taxes due to establishing a residence in the new locality;
14. Fines imposed for traffic infractions while en route to the new PDS;
15. Accident insurance premiums or liability costs incurred while traveling to the new PDS, or liability for uninsured damage caused by accidents for which the employee or dependents are responsible;
16. Losses due to the sale/disposal of HHG items that are not convenient or practicable to move;
17. Damage to/loss of clothing, luggage, or other personal items while traveling to the new PDS;
18. Subsistence, transportation, or travel expenses in excess of the amounts reimbursed as per diem or other allowances in this Volume;
19. Medical expenses due to illness/injuries of the employee or dependents while en route to the new PDS or while living in temporary quarters;
20. Costs due to structural alterations; remodeling or modernizing of living quarters, garages, or buildings, to accommodate POVs, appliances, or equipment; or the cost for replacing/repairing worn out or defective appliances/equipment shipped to the new PDS;

21. Costs of purchasing clothing, appliances (including delivery cost), and equipment due to relocation;
22. Costs of newly purchased items, such as rugs or drapes; and
23. Fees for boarding pets while preparing to move and during the move to new PDS (GSBCA 16104-RELO, 19 June 2003).

F. Administrative Procedures. When requesting MEA reimbursement the employee must:

1. Submit a travel claim following the guidance in DoDFMR (<http://www.dtic.mil/comptroller/fmr>) for costs associated with leaving the old PDS residence and establishing a new PDS residence,
2. Certify that the old PDS residence has been discontinued and a new PDS residence has been established, and
3. Establish a residence at the new PDS, if filing a supplemental claim for the remainder of MEA.

- b. The country of the employee's actual residence.
- 2. Either destination listed above is an official travel destination.
- 3. Contract city-pair fares may be available for use. *If the employee/dependent(s) travel to a more expensive alternate destination, city-pair fares are not authorized to the alternate destination and the employee is financially responsible for any excess cost.*
- *4. The least expensive unrestricted coach fare is to be used for constructed cost purposes (see Appendix P, Part I-B1, FTR §301-10.112 and 62 Comp. Gen. 596 (1983)).

B. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only.

EXAMPLE 1	
Employee's PDS is Germany. The actual residence is Ames, IA.	
No city-pair to Ames, IA. Least expensive unrestricted coach fare(s) (incorporating some city-pair fare connections) =	\$1,200.00
Employee desires to utilize RAT to Boston, MA.	
City-pair to Boston =	\$1,400.00
Least expensive non-city-pair coach fare to Boston, MA =	\$2,000.00
Since the city-pair fare cost to Boston, MA, is more expensive than the least expensive unrestricted coach fare(s) to Ames, IA, the city-pair fare may not be used to Boston. The employee is financially responsible for the additional cost (\$2,000 - \$1,200 = \$800).	
Employee's Financial Responsibility	\$ 800.00

EXAMPLE 2	
Employee's PDS is Germany. The actual residence is Washington, DC.	
City-pair to Washington, DC =	\$980.00
Employee desires to utilize RAT to St. Louis, MO.	
City-pair fare to St. Louis, MO =	\$840.00
Since the city-pair fare to St. Louis, MO, is less expensive than the city-pair fare to the actual residence in Washington, DC, the employee is authorized to use the city-pair fare to St. Louis (\$840) NTE the \$980 cost to HOR.	
Employee's Financial Responsibility	\$ 0.00

C. Time and Location Requirement. If an employee's actual residence is in a CONUS/non-foreign OCONUS location, the employee, and the employee's dependents, must spend the majority of the RAT time in the CONUS or that non-foreign OCONUS location for RAT to be authorized.

D. Alternate Destination Not Authorized. RAT must not be authorized to an alternate destination if the traveler:

1. Does not meet the conditions in this paragraph,
2. Is merely routed through the country of actual residence en route to another country, or
3. Travels to various points for personal reasons (e.g., a "travel tour").

E. Administration. An alternate destination:

1. Is determined in advance of travel and stated in the travel authorization,
2. Omitted from the travel authorization may be later added to the travel authorization as an amendment, or
3. May be specifically approved on the reimbursement voucher if permitted by finance regulations.

F. Reimbursement. RAT reimbursement for travel to an alternate destination must not exceed the amount allowed for transportation along a usually traveled route between the PDS and the actual residence.

C5539 LIMITATIONS

A. Household Goods (HHG). There is no authority (in connection with RAT) for HHG shipment except with regard to necessary baggage (see par. C2305). Signing the renewal agreement in connection with RAT can be the basis for reestablishing expired authority for HHG and dependent transportation to the extent of a prior authorization that was unused (38 Comp. Gen. 653 (1959)).

B. Unaccompanied Dependents. See par. C5518 for unaccompanied dependents' travel and transportation authority.

C. Destination Point Relocation. RAT authority does not apply if an employee's travel destination is to a place other than in the country or area in which the actual residence is located.

D. Duplicate Eligibility. ***Duplicate transportation is not authorized for persons who may be separately eligible for RAT as an employee and as a dependent (i.e., a couple, each with RAT authority, can only travel once. Each may not travel again as a 'dependent' of the other).***

E. RAT In Connection with other Travel. Employees may not be required to combine RAT with any other funded leave transportation program or travel entitlement. Employers may not require that RAT be combined with any other funded leave transportation program or travel entitlement.

C5542 TEACHERS IN THE DOD OVERSEAS DEPENDENTS SCHOOL SYSTEM

A. Completion of Period of Service RAT. Under RAT authority, a teacher who satisfactorily completes the period of service in the transportation agreement is authorized travel to a CONUS/non-foreign OCONUS actual residence during the summer recess. This travel is authorized whether return is to the same/a different OCONUS area.

B. Exceptions

1. General

CHAPTER 7
DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

<u>Paragraph</u>	<u>Contents</u>
C7000	BASIC A. General B. Child's Age and Travel Eligibility
C7001	TRANSFERS TO AND WITHIN CONUS A. When Authorized B. Origin and Destination C. Transportation Mode and Routing D. Expenses Allowable E. Travel Authorizations F. Time Limitation
C7002	TRANSFERS TO AND BETWEEN OCONUS PDS'S A. When Authorized B. Travel Origin and Destination C. Concurrent Travel D. Transportation Mode and Routing E. Expenses Authorized F. Travel Authorization G. Time Limit
C7003	TRAVEL FROM AN OCONUS AREA A. General B. When Authorized C. Travel Origin and Destination D. Dependent Early Return E. Movement because of Evacuation F. Transportation Routing and Mode G. Expenses Authorized H. Travel Authorization I. Time Limitations
C7004	RENEWAL AGREEMENT TRAVEL (RAT) A. When Authorized B. Eligible Dependents and Authorization Limit C. New Tour at Different OCONUS PDS D. TDY at the Expiration of Leave Prior to Returning to the OCONUS PDS

Paragraph

Contents

C7005

STUDENT DEPENDENT TRAVEL TO ATTEND SCHOOL

- A. Authority and Eligibility
- B. DoDEA Statutory Charter

C7006

DEPENDENT PER DIEM RATES

- A. Travel En Route between an Employee's Old and New Duty Station
- B. Exclusions
- C. Round-Trip Travel to Seek Permanent Residence
- D. Evacuation Travel
- E. Student Dependent Travel to Attend School

C7008

PER DIEM FOR TRAVEL TO A NEW PDS WHEN RENEWAL AGREEMENT TRAVEL (RAT) IS INVOLVED

C7009

TRANSPORTATION OF STUDENTS WITH DISABILITIES FOR DIAGNOSTIC AND EVALUATION PURPOSES

CHAPTER 7**DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES****C7000 BASIC**

A. General. Dependent travel and transportation allowances may be authorized/approved in connection with PCSs world-wide. They are based on the employee's authorization and are subject to the conditions and restrictions in this Chapter. Except as provided in Chapter 12, these allowances are limited to those allowable for uninterrupted travel by the authorized transportation mode over a usually traveled route between the old and new PDS. There is no authority to any additional travel and transportation allowances for dependents who accompany an employee on TDY assignment, except for transportation authorized under pars. C4500-B and C4500-C.

B. Child's Age and Travel Eligibility. A dependent child is defined in Appendix A as including a child under age 21; however, a dependent child's eligibility for travel allowance depends on the child's age on the date the employee reports for duty at the new PDS (B-160928, 28 March 1969 and B-166208, 1 April 1969). Example: a child 20 years and 11 months old when the employee reports at new PDS is eligible for travel even if travel is delayed until the child is age 22 years and 11 months.

C7001 TRANSFERS TO AND WITHIN CONUS

A. When Authorized. Dependent travel and transportation allowances may be authorized in connection with an employee's PCS. For a house-hunting trip for a spouse incident to an employee's transfer, see Chapter 5, Part M. Dependent transportation allowances (but no travel (i.e., per diem) may be authorized in connection with an appointee's travel to a first PDS.

B. Origin and Destination. Dependent travel may originate at the employees' old PDS/some other point, or partially at both. The destination may be the new PDS, some other point selected by the employee, or both. The Government's costs, however, cannot exceed the costs over a usually traveled route between the old PDS and the new PDS. 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.

C. Transportation Mode and Routing. See Chapter 2 for authorized transportation mode and routing for dependent travel. Dependents may travel with an employee by POC or may travel independently.

D. Expenses Authorized. Commercial transportation costs not covered by Government-procured transportation and POC mileage are authorized, subject to the reimbursement conditions and limitations in Chapter 2 applicable to travelers. Those expenses listed in pars. C1410-A and C1410-C may be reimbursed.

E. Travel Authorizations. The travel authorization for an employee's transfer must include dependent transportation authorization.

F. Time Limitation. Dependent travel must begin within 2 years after the date an employee reports for duty at the new PDS (see par. C1057 for exception). Travel should begin at the earliest practicable date.

C7002 TRANSFERS TO AND BETWEEN OCONUS PDS'S

A. When Authorized. Dependent travel and transportation allowances are authorized in connection with a current employee's PCS, the initial appointment of certain employees, and renewal agreement travel.

B. Travel Origin and Destination

1. Reassignment/Transfer of a Current Employee

a. From a CONUS PDS to an OCONUS PDS. When a current employee is reassigned/transferred from a CONUS PDS to an OCONUS PDS, dependent travel may originate at the employee's PDS, some other place, or partially at both. Except as prescribed in Chapter 12, the travel destination may be the OCONUS PDS/an alternate CONUS destination specified at the time of transfer. Except as provided in Chapter 12, the Government's cost obligation does not exceed the travel and transportation costs from the old PDS to the new PDS by a usually traveled route. Alternate destination travel is in lieu of travel to the new OCONUS PDS, except when an employee is residing in Government or Government-controlled quarters or privatized housing at the time of transfer to the OCONUS PDS and is required to vacate the quarters before dependent travel to an OCONUS PDS is authorized. In the case of mandatory quarters vacation, if travel to the OCONUS PDS is authorized subsequently, the dependent travel cost of the two movements is limited to the costs from the old PDS to the new PDS.

b. Between OCONUS PDSs. When a current employee is reassigned/transferred between OCONUS PDSs, authorized travel for dependents is from the old PDS to the new PDS, unless otherwise authorized in Chapter 12. When an employee is authorized travel to the actual residence, the employee may elect to have the dependents return to the actual residence.

2. Initial Appointment of a Person Recruited for Assignment to an OCONUS PDS

a. Recruited in CONUS. When a person, recruited in CONUS, is initially appointed for assignment to an OCONUS PDS, dependent travel is authorized from the actual residence to the OCONUS PDS, unless otherwise authorized in Chapter 12.

b. Recruited OCONUS. When a person, recruited OCONUS, is initially appointed for assignment to an OCONUS PDS in a locality different from the actual residence, dependent travel is authorized from the actual residence to the PDS, unless otherwise authorized in Chapter 12.

3. Initial Appointment of a Person Recruited Locally OCONUS Who Executes an Agreement. Upon initial appointment, when a person satisfies the conditions in par. C4002-B2 and executes an agreement, dependent travel is authorized from the actual residence to the OCONUS PDS provided the dependents are not in the OCONUS area at the time employment begins, unless otherwise authorized in Chapter 12.

4. Execution of a Renewal Agreement to Serve an Additional Tour OCONUS. If an employee, who executes a renewal agreement to serve an additional tour in the same/another OCONUS area, is transferred/reassigned to an OCONUS area, dependent travel, except as otherwise provided in Chapter 12, is authorized from the PDS at the time of the initial OCONUS transfer/reassignment to the OCONUS PDS, provided the dependents did not accompany the employee to the OCONUS area on the preceding tour. Although the travel may originate at some other point, travel and transportation allowances cannot exceed the cost by the usual transportation mode

from the old PDS to the OCONUS PDS by a usually traveled route unless otherwise authorized in Chapter 12. If an employee executing a renewal agreement was a new appointee at the time of original OCONUS employment, dependent travel may be authorized from the actual residence established at the time of initial appointment, provided the dependents did not accompany the employee to the OCONUS area on the preceding tour.

C. Concurrent Travel. Concurrent dependent travel with the employee from CONUS is authorized automatically to some OCONUS areas. In instances where prior OCONUS command approval is necessary, the responsible CONUS recruiting office/other appropriate office must secure the authority for concurrent travel from the appropriate OCONUS command and, when appropriate, advise the activity responsible for processing the employee. When dependent travel is authorized concurrently with the employee or within 60 days after the employee's reporting date at the Army, Navy, or Air Force CONUS transportation terminal, the activity responsible for processing the employee must take action regarding passport, visas, immunizations, port calls, and transportation. When dependent travel is authorized by the OCONUS command subsequent to the employee's arrival at the OCONUS PDS, the employee's travel authorization must not provide for dependent travel, but should be amended to provide for dependent travel at the time of dependent travel. The procedures prescribed in AR 55-46 in connection with the priority system must be followed for Army employees.

D. Transportation Mode and Routing. Dependent transportation may be authorized by any mode specified in Chapter 2. The Chapter 2 instructions must be followed.

E. Expenses Authorized. Commercial transportation costs not covered by Government-procured transportation and PCS POC mileage are authorized, subject to the reimbursement conditions and limitations for travelers in Chapter 2. The expenses listed in pars. C1410-A and C1410-C may be reimbursed.

F. Travel Authorization. Authorization for dependents' travel must be included in the travel authorization issued for the employee, or may be included when a travel authorization is amended or a supplemental travel authorization is issued in accordance with par. C7002-C.

G. Time Limit

1. General. Dependent travel must begin within 2 years after the effective date of the employee's PCS/initial appointment to the OCONUS area. If an employee enters active military duty any time before the end of the 2-year period, the time spent in military service is not included in the 2 years. When employees are assigned to OCONUS duty, the 2-year period excludes time that travel restrictions/administrative embargoes (e.g., the lack of family housing in an OCONUS area which precludes dependent travel is an administrative embargo) make dependent travel impossible. Every possible effort should be made to complete the travel at the earliest practicable date. When an administrative embargo is removed, the overseas command must notify all affected employees in writing. The 2-year time limit 'clock' resumes on the embargo removal date.

2. Remaining Service Requirement. Dependent travel to the OCONUS area within the initial 2-year period, or any subsequent 2-year period established as a result of a renewal agreement, must not be authorized unless at least 1 year of the agreed minimum service period remains or the employee agrees to serve 1 year after dependent arrival in the OCONUS area.

3. Transfers without a Break in Service. When an employee of another Federal department/agency stationed OCONUS is transferred to a position in a DoD OCONUS activity without a break in service, dependent travel from the old OCONUS PDS to the new OCONUS PDS is authorized if the move is primarily for the Government's benefit. If the employee's dependents have not joined the employee in the OCONUS area, travel from the last PDS/actual residence, as applicable, in the U.S. or other country of actual residence may be authorized subject to the time limit in par. C7002-G2.

4. Local Hire Employees. The time limit in par. C7002-G2 applies to travel of dependents of employees hired locally who execute an agreement at the time of original appointment or who enter into a renewal agreement for an additional tour of duty.

C7003 TRAVEL FROM AN OCONUS AREA

A. General. Authority for dependent travel from OCONUS either derives from an employee's eligibility for such movement or from a determination by the appropriate OCONUS command that the Government's best interest is served by the early return of one or more of the dependents. When an employee violates an agreement, or otherwise is not authorized return travel, dependents are also ineligible. If dependents elect to remain in the OCONUS area after an employee's return, the constructed cost of the unused allowance must not be authorized. If an employee's dependent becomes age 21 while the employee is assigned OCONUS, the employee is authorized return travel for the former dependent to the employee's actual residence in the U.S. provided the last OCONUS travel was at Government expense as the employee's dependent. The former dependent's travel is authorized when the employee is assigned to a PDS in the U.S.; travels to the actual residence in the U.S. for separation; or travels to the U.S. pursuant to renewal agreement. See pars. C7003-C, C7003-D1a, C7003-D2, and C7004. In any other situation, the authority for return to the U.S. is under the provisions applicable to early return of a dependent (other than for compassionate reasons). In any case, return of a former dependent must be not later than when the employee next is eligible for travel or by the end of the tour under the current agreement. Except when travel is authorized under early return provisions, return travel authorization for a former dependent is contingent upon authorized travel of the employee to the U.S.

B. When Authorized. Dependent travel may be authorized in connection with a PCS, or with the return for separation, of certain employees as indicated in par. C7003-C.

C. Travel Origin and Destination

1. Reassignment or Transfer of a Current Employee from an OCONUS PDS to a CONUS PDS. When a current employee is reassigned/transferred from an OCONUS PDS to a CONUS PDS, dependent travel may originate at the employee's OCONUS PDS, some other place, or partially at both. The destination may be the CONUS PDS or an alternate CONUS destination specified at the time of transfer. The Government's cost liability must not exceed the cost by the usual transportation mode and route from the OCONUS PDS to the CONUS PDS.

2. Return of an Employee for Separation

a. Employee Who Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Government. When an employee returns for separation after completing the minimum service period or for other reasons acceptable to the Government, dependent travel is authorized from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS. Travel costs to an alternate destination anywhere in the world may be allowed. Costs to an alternate destination must not exceed the constructed cost for travel from the OCONUS PDS to the country and actual residence. Any excess costs must be borne by the employee (63 Comp. Gen. 281 (1984)). Dependent travel costs are not reimbursable if an employee separates from a PDS in the same geographical locality as the actual residence.

b. Employee Appointed Locally OCONUS Who Executed an Agreement and Who Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Government. When an employee appointed locally OCONUS returns for separation after completing the agreed minimum service period or for other reasons acceptable to the Government, dependent travel is authorized as in par. C7003-C2a.

c. Employee Recruited OCONUS for Assignment to an OCONUS PDS in a Different Geographical Locality Who Has Completed the Agreed Service Period, or Is Being Separated for Reasons Acceptable to the Government. When an employee recruited OCONUS for assignment to an OCONUS PDS separates, under the terms of a transportation agreement, from a PDS outside the geographical locality of actual residence after completing the agreed service period or for other reasons acceptable to the Government, dependent travel is authorized from such PDS to the actual residence. Travel to an alternate destination in the geographical locality of actual residence may be authorized. Any cost in excess of the dependent travel cost by the most economical route from the OCONUS PDS to the actual residence is the employee's personal financial responsibility.

D. Dependent Early Return

1. Earned or Public Interest Transportation. Under par. C7003-D1a or C7003-D1b, return travel to the U.S. of one or more of an employee's dependents before the employee's return may be authorized to the employee's actual residence/alternate destination. Any cost in excess of the costs by the most economical route from the OCONUS PDS to the actual residence is the employee's personal financial responsibility. Early return travel may be authorized when:

- a. an employee is eligible for return transportation after satisfactorily completing the minimum service period prescribed in par. C4005; or
- b. the OCONUS command concerned determines that it is in the Government's best interests to return one or more dependents for compelling personal reasons of a humanitarian/compassionate nature (examples: physical/mental health, death of any member of the immediate family, obligations imposed by authority, and other similar circumstances over which the employee has no control).

2. Reimbursable Expense Transportation. When one or more of an employee's dependents return before the employee is eligible for return travel and for reasons other than those described in par. C7003-D1b, the transportation expense is the employees' financial responsibility. When the employee becomes eligible for return travel, the employee must be reimbursed for allowable travel expenses up to the cost of dependent travel by the most economical route (including the least expensive unrestricted commercial fare when contract city-pair airfares are not available) from the OCONUS PDS to the actual residence. The reimbursement amount must not exceed the amount allowable for the transportation mode available that would have been used at the time that the employee became eligible for return travel. Government transportation must be used for dependents' early return travel, if available. Chapter 2 applies to dependent early return travel. See par. C1310 for receipt requirements.

3. Limitations. Dependent early return travel under par. C7003-D1 or C7003-D2 must not be authorized more than once during each agreed period of OCONUS service. Dependent return travel at Government expense to the OCONUS PDS is not authorized except when incident to the employee's RAT (see par. C7004). When an employee completes an agreed service period, has received one-way travel for dependents to the actual residence unaccompanied by the employee, and the employee's RAT is at a later date, the expense of dependent return travel to the OCONUS PDS at an earlier date is then reimbursable. Reimbursement must not exceed the Government's cost for travel by the usual transportation mode and route that would have been used had the dependents traveled back to the OCONUS PDS with the employee. See par. C1310 for receipt requirements.

4. Return of Former Spouse and Dependents (FTR § 302-3.227). Reimbursement is authorized for return travel and transportation allowances to their actual residence (see Appendix A) anywhere in the world for a former spouse and former dependents of an employee who have traveled to the employee's OCONUS PDS as dependents at Government expense. Reimbursement is authorized even if, because of divorce/annulment, these individuals are no longer dependents when the employee becomes eligible for return travel. Travel must begin before the end of the employee's current agreed tour of duty. In the case of an employee serving under a 1-year, 2-year or 3-year tour agreement, travel for the former dependents must begin before the end of the 1-year, 2-year or 3-year tour during which the divorce/annulment was finalized. If the employee is serving under an administrative extension of a tour, travel for the former dependents must begin before the end of the administrative extension in effect during which the divorce/annulment was finalized.

E. Movement because of Evacuation. When dependent travel is incident to an ordered evacuation, see Chapter 12.

F. Transportation Routing and Mode. Transportation routing and modes for dependents may be authorized as provided in Chapter 12.

G. Expenses Authorized. Expenses authorized for dependent travel from OCONUS areas are in pars. C1410-A and C1410-C.

H. Travel Authorization. Authorization for dependent travel must be included in the travel authorization issued for the employee, except in situations in which a separate travel authorization is required for the dependent early return to the actual residence or for movement because of evacuation.

I. Time Limitations

1. General. Dependent travel from OCONUS areas should begin as soon as practicable after the effective date of the employee's PCS or return for separation. If practicable, dependents should travel with the employee, or as soon after as appropriate transportation is available.

2. Reassignment to a New PDS. In no event may dependent travel begin later than 2 years after the effective date of reassignment to a new PDS, exclusive of any time during which administrative embargoes/shipping restrictions make the travel impossible.

3. Return for Separation. When an employee returns for separation, dependent travel must be completed within a reasonable time after separation or the travel benefit is forfeited. Upon the employee's written request, the appropriate OCONUS activity commanding officer may authorize delayed travel, if proper, under the provisions of par. C5085-C.

C7004 RENEWAL AGREEMENT TRAVEL (RAT)

A. When Authorized. Transportation of an employee's dependents may be authorized in connection with the employee's RAT. Subject to the conditions in Chapter 5, Part K, the dependent transportation costs must not exceed the Government's cost for transportation to the employee's authorized destination. In these cases, dependent transportation may be as provided in this paragraph.

B. Eligible Dependents and Authorization Limit. Dependents who:

1. traveled to the OCONUS PDS within the prescribed 2-year limit, or
2. became dependents at the OCONUS area by marriage, birth, or adoption before the employee begins round-trip travel under a renewal agreement,

are authorized round trip transportation in connection with the employee's renewal agreement. The employee's dependents at the OCONUS PDS may accompany the employee, and/or travel before or after the employee travels (but only after the employee has met eligibility requirements for RAT and the renewal agreement is in place). Dependents who did not travel to an OCONUS PDS during the preceding tour (including newly acquired dependents), are authorized one-way transportation to the PDS in connection with the employee's renewal agreement. ***These dependents, traveling to the employee's OCONUS PDS for the first time using RAT, may travel to the OCONUS PDS at different times than the employee or with the employee on return to the OCONUS PDS. An employee must perform RAT travel for his dependents to be authorized RAT travel (35 Comp. Gen. 101 (1955)).*** Dependents travel, performed after the employee's RAT, must be completed within 6 months of the employee's RAT beginning date.

C. New Tour at Different OCONUS PDS. If the employee's new tour is at a different OCONUS PDS, dependents who did not accompany the employee on RAT but remained at the old OCONUS PDS are authorized travel from the old to the new PDS.

D. TDY at the Expiration of Leave prior to Returning to the OCONUS PDS. When an employee and dependents travel to the employee's actual residence for leave before beginning a new OCONUS tour, and the employee performs TDY or attends a training course after the leave and before returning to the OCONUS PDS, the dependents may return to the OCONUS PDS after the leave.

Effective 22 December 2004

***C7005 STUDENT DEPENDENT TRAVEL TO ATTEND SCHOOL**

A. Authority and Eligibility. Authority and eligibility requirements for student dependent travel and educational allowances in foreign areas are in DoD 1400.25-M, Subchapter 1250 "Overseas Allowances and Differentials"; and DoD Directive 1342.13 "Eligibility Requirements for Education of Minor Dependents in Overseas Areas" at <http://www.dtic.mil/whs/directives/>. DoD 1400.25-M, SC 1250.5.1. authorizes educational travel, prescribed in DSSR section 280, for student dependents of DoD employees assigned in foreign areas for travel to and from schools in the U.S. for purpose of attending a full-time course for secondary (in lieu of an education allowance), undergraduate college education or an accredited post-secondary vocational or technical education. In certain circumstances travel may be to and from a school. (<http://www.state.gov/www/perdiems/dssr/regs000.html>) Administration of student travel is in accordance with DoD regulations and Service implementing regulations.

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

C7006 DEPENDENT PER DIEM RATES**A. Travel En Route between an Employee's Old and New Duty Station**

1. General. Per diem is authorized for an employee's dependent travel between the old and new PDS when the employee is transferred. ***In computing the per diem, the prohibition on paying per diem for travel of 12 hours or less applies.*** If the travel origin and/or destination is other than the old/new PDS, the per diem must not exceed the amount authorized between the old and new PDS. The provisions of par. C4555-B3 also apply when employee or dependents obtain lodgings from friends/relatives. The per diem rates for dependents are as indicated in pars. C7006-A2, C7006-A3, and C7006-A4.

2. Employee and Spouse Travel Together. When an employee and spouse travel together, the maximum per diem rate allowable for the spouse is three-fourths of the employee's rate under par. C4553. The minimum per diem rate is \$6 unless the employee receives a per diem rate of less than \$6 in which case the spouse receives the same rate as the employee.

3. Spouse Travels Independently. When an employee and spouse travel independently of each other, the maximum per diem rate allowable for the spouse is the same as the employee's had they traveled together. The employee's actual travel time and per diem rate are not factors in computing the amount of per diem for the spouse's travel. When more than one POC is used, the employee and spouse travel together when they travel on the same days along the same general route.

4. Dependents Other Than Spouse. For each dependent other than a spouse, who is age 12 or older, the maximum per diem rate allowable is three-fourths of the employees' computed per diem rate; and for each dependent under age 12, one-half of the employee's computed per diem rate. The minimum per diem rate is \$6 unless the employee receives a per diem rate of less than \$6 in which case the dependent receives the same rate as the employee.

5. Dependent Transportation Cost Limited to Cost of Government-offered Air Transportation. When a dependent's transportation cost is limited to the cost of Government-offered air transportation, per diem is limited to the amount that would be payable had the dependent used the Government-offered air transportation.

B. Exclusions. Per diem is not authorized for dependents:

1. of a new appointee assigned to a first PDS;
2. of an employee assigned OCONUS in connection with renewal agreement travel (when return travel is to an OCONUS PDS, in a different geographical location, because of a PCS, see par. C7008);

3. of an employee assigned to an OCONUS PDS returning to the actual residence for separation; or
4. authorized transportation to/from an employee's training location when that transportation is authorized in lieu of per diem or AEAs for the employee while at the training location under par. C4500.

C. Round-trip Travel to Seek a Permanent Residence. When an employee's spouse travels independently pursuant to Chapter 5, Part M, the per diem rate for the spouse is the same as the employee's would be under par. C4553. When the employee and spouse travel together under Chapter 5, Part M, the per diem rate for the spouse is three-fourths of the employee's per diem rate computed under par. C4553. *A comparison must be made to ensure that the separate HHT trips do not exceed the cost of a single HHT trip made together by them.*

D. Evacuation Travel. When dependents are evacuated, per diem is payable in accordance with the provisions of Chapter 12 and Appendix I.

E. Student Dependent Travel to Attend School. When student dependents in foreign areas travel to/from school under par. C7005, per diem is authorized for the time required to travel by the authorized transportation mode in accordance with par. C4553. The prohibition in par. C4552-F is applicable.

C7008 PER DIEM FOR TRAVEL TO A NEW PDS WHEN RENEWAL AGREEMENT TRAVEL (RAT) IS INVOLVED

In cases of RAT when return travel is to a new OCONUS PDS in a different geographical locality from the old PDS, per diem for dependent travel (which relates to the PCS, not the RAT) must be computed on the basis of the constructed travel time between the old and new PDS.

EXAMPLE 1

An employee on permanent duty in Frankfurt, Germany, is authorized RAT to the actual residence in CONUS with onward travel to a new PDS in Hawai'i. The employee is accompanied by dependents. Travel is by air. The per diem allowance for the dependents while en route is limited to the constructed travel time by air between the old and new PDS.

EXAMPLE 2

An employee at a PDS in Frankfurt, Germany, is authorized RAT to the actual residence in CONUS, with return to a new PDS in London, England. The employee is accompanied by the spouse. Travel is by air. A dependent son, 18 years old, does not accompany the employee but proceeds by POC from Germany to the employee's new PDS in England. The per diem for the spouse is limited to that payable for the constructed travel time from the old PDS to the new PDS. The son is eligible for per diem and PCS mileage while en route.

C7009 TRANSPORTATION OF STUDENTS WITH DISABILITIES FOR DIAGNOSTIC AND EVALUATION PURPOSES

Transportation and per diem or AEAs, as applicable, to the same extent as prescribed in this Volume for travel by TDY employees, are authorized for space-required and space-available tuition-free DoDEA students who have disabilities, or may be considered as having disabilities, under DoDI 1342.12 when competent medical/educational authorities request a diagnosis/evaluation under the provisions in DoDI 1342.12, and travel is necessary to get the diagnosis/evaluation. If the medical/educational authority(ies) request that one or both of the student's parents/guardian be present, either to participate in the diagnosis/evaluation or to escort the student, transportation and per diem or AEA are similarly authorized for the parents/guardian.

CHAPTER 13
SUBSISTENCE EXPENSES WHILE OCCUPYING TEMPORARY QUARTERS

PART A: GENERAL

<u>Paragraph</u>	<u>Contents</u>
C13105	PURPOSE
C13110	GENERAL A. Temporary Quarters B. Subsistence Expenses C. TQSE Types
C13115	ELIGIBILITY A. Conditions B. TQSE in Other Locations C. Exclusions D. Restrictions
C13120	C13120 ALLOWANCE DUPLICATION A. TQSE Payment B. TQSA Payment C. TQSE May Be Paid in Addition to:

PART B: TQSE(AE)

<u>Paragraph</u>	<u>Contents</u>
C13200	PURPOSE
C13205	TQSE(AE) OPTION A. TQSE(AE) is an actual expense allowance based on: B. Authorization C. Eligibility Period
C13210	TIME LIMITATIONS A. Initial TQSE(AE) Period B. Additional TQSE(AE) Period C. Justification for an Additional Period of TQSE(AE)

- C13215 REIMBURSEMENT**
A. General
B. Actual Expenses Allowed
C. Itemization
D. Conditions Affecting Reimbursement

- C13220 RECEIPTS AND SUPPORTING DOCUMENTATION**
A. Receipts and Supporting Statement
B. Submitting Claims for TQSE(AE)

- C13225 COMPUTATION**
A. TQSE(AE) Calculation
B. Computation Examples

PART C: TQSE(F)

<u>Paragraph</u>	<u>Contents</u>
C13300	PURPOSE
C13302	LIMITATIONS
C13305	TQSE(F) OPTION
C13310	TIME LIMITATIONS
C13315	RECEIPTS AND SUPPORTING DOCUMENTATION
C13320	COMPUTATION A. HHT B. Basis for Payment C. TQSE(F) Per Diem Rates/Percentages D. TQSE(F) Computation Example E. TQSE(F) Computation Chart

PART D: SUBMITTING CLAIMS FOR TQSE

CHAPTER 13

SUBSISTENCE EXPENSES WHILE
OCCUPYING TEMPORARY QUARTERS

PART A: GENERAL

C13105 PURPOSE

Effective 14 December 2004

*TQSE is a *discretionary, not mandatory*, allowance that is intended to reimburse employees for reasonable subsistence expenses incurred when they and/or their dependents must occupy *temporary quarters*. TQSE must be authorized before temporary quarters are occupied and *may not be approved for any days that have passed before TQSE is authorized* (FTR §302-6.7). After a determination is made that TQSE is necessary, TQSE on an actual expense basis cannot be denied because the employee does not want TQSE on a fixed basis.

C13110 GENERAL

Effective 20 December 2004

*A. Temporary Quarters. Temporary quarters are private or commercial lodgings occupied temporarily after a PCS is authorized. (A permanent residence is “constructively vacated” and is “temporary” for TQSE purposes when the HHG have been packed for moving and are unavailable to the residents. (GSBCA 14888-RELO, 10 May 1999)

B. Subsistence Expenses. Subsistence expenses are the expenses of lodging, food and other necessities incurred while an employee and/or dependents occupy temporary quarters incident to a PCS.

C. TQSE Types. There are two allowances prescribed in this Chapter:

1. TQSE (AE). Actual expense reimbursement - see Part B, and
2. TQSE(F). Fixed amount payment - see Part C.

NOTE: For Foreign Transfer Allowance guidance refer to Section 240 of the DSSR as stated in par. C1004.

Effective 30 September 2004.

C13115 ELIGIBILITY

A. Conditions. The AO may authorize TQSE for an employee and/or each dependent if all of the following conditions are met:

1. The employee signs a written transportation agreement;
2. A PCS is authorized and the *new* PDS is located in CONUS or in a non-foreign OCONUS area;

NOTE: The old PDS may be anywhere in the world.

3. The old and new PDSs are 50 or more miles apart, according to map distances along a usually traveled surface route;
4. Temporary quarters occupancy is for a transfer, not for an evacuation or other reason unrelated to the transfer;
5. The temporary quarters location is within reasonable proximity of the old PDS (which may be anywhere in the world) and/or the new PDS (which must be in CONUS or a non-foreign OCONUS area; and
6. TQSE commencement is no later than 2 years after the employee reports for duty at the new PDS, unless that time is extended as indicated in par. C1057.

B. TQSE in Other Locations. TQSE in locations not in the vicinity of the old and/or new PDS may be authorized only if the AO is convinced that the circumstances are unique to the individual employee and/or dependents and are reasonably related to the transfer. TQSE(AE) in locations not in the vicinity of the old and/or new PDS must be authorized in advance by the AO to ensure adequate review of the circumstances and that TQSE payment is justified. (FTR §302-6.9)

Effective 20 December 2004

*C. Exclusions. ***TQSE is not authorized for a/an: (Also, see par. C4505-B3.)***

1. New appointee assigned to a first PDS;
2. Employee transferred to a foreign PDS;
3. Employee performing RAT, except when return is to a different OCONUS PDS in Alaska, Hawai'i, U.S. territories and possessions, Commonwealths of Puerto Rico and the Northern Mariana Islands, or the Former Canal Zone Area;
4. Employee assigned to an OCONUS PDS returning to actual residence for separation;
5. Employee authorized/approved dependent and/or HHG transportation to/from a training location instead of per diem or AEA while at the training location under the provisions of par. C4500; or
6. Employee to occupy permanent quarters (with rental furniture) while HHG are en route (GSBCA 15569-RELO, 12 July 2001).

D. Restrictions. ***As a general policy, AOs should deny TQSE, or if temporary quarters are justified, authorize only a necessary TQSE period if:***

1. The employee and/or spouse make a HHT; or
2. Previous TDY or permanent assignments at the new PDS enable the employee to make arrangements for adequate, permanent quarters.

Effective 14 December 2004

***C13120 ALLOWANCE DUPLICATION**

NOTE: Duplicate payments are not allowed for temporary lodgings occupied during the same time period. If an employee receives TQSA for temporary lodgings, the TQSE payment must be reduced by the lodging component of the TQSA received (B-180286, 2 July 1975).

A. TQSE Payment

*1. Limitations. ***TQSE is not paid when the employee is receiving any other subsistence expense allowances (FTR §302-6.16).***

2. Exceptions. TQSE ***may be paid*** in addition to:

*a. COLA for a non-foreign OCONUS area payable under 5 USC §5941 (***rates available at OPM website <http://www.opm.gov/oca/cola/index.htm>***); and

*b. BAH, OHA, or BAS paid to a Uniformed Services' member who is an employee's spouse (52 Comp. Gen. 962 (1973)).

B. TQSA Payment. When TQSA is paid based on a foreign overseas location, TQSE may:

1. ***Not be paid*** for that location, ***but***

*2. ***Be paid*** for the new non-foreign OCONUS or CONUS PDS location.

*C. TQSE. TQSE may be paid ***in addition to***:

*1. COLA for a non-foreign OCONUS area payable under 5 USC §5941(***rates available at OPM website <http://www.opm.gov/oca/cola/index.htm>***); and

*2. BAH-2 and/or BAS paid to a Uniformed Services' member who is the employee's spouse (52 Comp. Gen. 962 (1973)).

PART B: TQSE(AE)**C13200 PURPOSE**

TQSE(AE) is a *discretionary allowance, not mandatory*, that is intended to reimburse employees for reasonable subsistence expenses incurred when they and/or their dependents must occupy *temporary quarters*. The AO, *not the employee*, determines if TQSE(AE) is necessary.

C13205 TQSE(AE) OPTION

Effective 30 September 2004.

A. General. TQSE(AE) is an actual expense allowance based on the:

1. (*Effective 1 October 2004*) §91 Standard CONUS per diem rate for temporary quarters occupied in *any* CONUS locality, or
2. PDS locality (not the lodging location) per diem rate (<https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) for temporary quarters occupied in OCONUS localities.

NOTE: *AEA in JTR, Chapter 4, Part M may not be authorized/approved for TQSE(AE).*

Effective 30 September 2004.

B. Authorization. The following factors must be considered before authorizing TQSE(AE):

Effective 14 December 2004

*1. *TQSE(AE) may only be authorized before temporary quarters are occupied and may not be approved after the fact* (FTR §302-6.7).

2. TQSE(AE) may be authorized only for the time period determined necessary by the AO *and may never exceed a total of 120 days*.
3. TQSE(AE) is for a temporary place of residence.
4. If an employee moves HHG into quarters occupied initially at a new PDS and continues occupancy indefinitely, the quarters are permanent quarters, unless par. C13205-B5 or C13205-B6 applies.
5. Quarters occupied temporarily, within the allowable time limit, are temporary quarters when employee-arranged permanent quarters:
 - a. Remain occupied by the present tenant,
 - b. Require repairs/alternations that have not been completed, or
 - c. Are under construction.

6. The AO may determine that quarters initially occupied that eventually become an employee's permanent quarters were temporary quarters after considering:

- a. Lease duration,
- b. HHG movement into the quarters,
- c. Quarters type,
- d. Expressions of intent,
- e. Attempts to secure a permanent dwelling, and
- f. Length of time the employee occupied the quarters.

See GSBCA 15986-RELO, 24 February 2003 for one set of circumstances when a claimant's apartment was determined to be temporary quarters and not permanent quarters.

C. Eligibility Period

1. Starting Temporary Quarters Occupancy. Temporary quarters occupancy may start as soon as TQSE allowances have been authorized in a PCS travel authorization and the employee has signed a transportation agreement. Occupancy of temporary quarters must begin within 2 years after the employee reports for duty at the new PDS, unless that time is extended as indicated in par. C1057.

2. Temporary Quarters Occupancy Time Period. The period of temporary quarters occupancy runs concurrently for the employee and all dependents. The employee may occupy temporary quarters at one location while dependents occupy quarters at another location.

a. Temporary Quarters Occupancy Interruptions. The period continues to run whether or not the employee and/or dependents occupy temporary quarters except if occupancy is interrupted for:

- (1) Travel between the old and new PDS (actual travel time);
- (2) Necessary official duties such as an intervening TDY assignment/military duty; or
- (3) Non-official necessary interruptions such as hospitalization, approved sick leave, or other reasons beyond the employee's control that are acceptable to the AO.

b. Temporary Quarters Occupancy Resumption. Under the circumstances cited in par. C13205-C2a above:

- (1) The period of absence is excluded from the authorized time for temporary quarters occupancy;
- (2) The employee is eligible for TQSE(AE) when temporary quarters occupancy at the new PDS resumes; and

6. The cost of moving HHG to the temporary quarters for the sole purpose of furnishing the quarters (B-217435, 29 August 1985), ***NOTE: The cost of HHG removed from temporary storage and delivered to temporary quarters for the sole purpose of furnishing temporary quarters is a TQSE expense.***; and
7. The cost of moving the HHG to permanent quarters (B-217435, 29 August 1985).

Total allowable expenses exceeding the total authorized TQSE(AE) amount are the financial responsibility of the employee.

NOTE: The provisions of par. C4555-B3 apply when an employee and/or dependents obtain lodgings from friends or relatives.

C. Itemization. Actual expenses must be itemized in a manner that permits a review of amounts spent daily for lodging, meals and other allowable items of subsistence expenses. The suggested format, "Claim for TQSE," illustrated in Part D of this Chapter, may be used.

D. Conditions Affecting Reimbursement

1. Partial Days of TQSE(AE). Occupancy of temporary quarters for less than a whole day counts as 1 full calendar day for TQSE(AE) reimbursement.

Effective 14 December 2004

*2. En Route Travel. Reimbursement may not be paid under both TQSE(AE) and another subsistence expenses allowance within the same calendar day, ***unless*** TQSE is claimed on the same day that en route travel per diem ends. In this case, en route travel per diem is computed under applicable partial day rules and TQSE reimbursement is computed for expenses incurred after 6:00 p.m. of that day (FTR §302-6.110).

3. Temporary Quarters Occupancy in All Other Cases. The TQSE(AE) period starts at 0001 of the calendar day that TQSE(AE) reimbursement is claimed, provided temporary quarters are occupied during that calendar day.

4. Termination of Temporary Quarters Eligibility Period. The temporary quarters period ends at midnight of the last day of eligibility.

5. Meal Preparation in Temporary Quarters. If the temporary quarters have meal preparation facilities available and they are used, the cost for groceries consumed on a daily basis is allowable. Claims must show total amount for each daily meal.

C13220 RECEIPTS AND SUPPORTING DOCUMENTATION

A. Receipts and Supporting Statement

1. General. Receipts and a written supporting statement must accompany a TQSE(AE) claim as prescribed in pars. C13220-A2 and C13220-A3.
2. Receipts. Receipts are required for:

- a. Quarters costs paid, showing location, dates, and by whom occupied;
 - b. Any single expense of \$75 or more (including meal expenses).
3. Supporting Statement. The supporting statement must include:
- a. The cost of each meal, for each day, by date, and where and by whom consumed;
 - b. Travel status and temporary quarters occupancy (for subsistence expense purposes) that occur the same day, the date and time of arrival and/or departure at the temporary quarters location; and
 - c. The date that permanent quarters occupancy starts, or the date that HHG are moved into quarters.
- B. Submitting Claims for TQSE(AE). For convenience, claimants should use the suggested format, shown in Part D of this Chapter for claiming reimbursement and to record actual subsistence expenses.

C13225 COMPUTATION

A. TQSE(AE) Calculation

1. HHT Deduction. If an employee is paid/reimbursed for HHT days and TQSE(AE) is subsequently authorized and claimed for more than 30 days, the actual number of HHT days paid/reimbursed (on either a Lodgings-plus or fixed-amount basis) are deducted from the first authorized 30 or fewer -day TQSE(AE) period. See Chapter 5, Part M for HHT. For example, if an employee is:

- a. Paid for 5 days of a HHT, then deduct 5 days from the first authorized 30-day TQSE(AE) period;
- b. Paid for 6.25 days of a HHT, then deduct 6 days from the first authorized 30-day TQSE(AE) period; or
- c. Reimbursed for 10 days of a HHT, then deduct 10 days from the first authorized 30-day TQSE(AE) period.

EXAMPLES

1. Authorized 10 days for HHT (Lodgings-plus Method) and 60 days TQSE(AE). 9 days were used for the HHT. Pay 9 days for the HHT and reimburse actual expenses for 51 days (60 - 9 day HHT) TQSE(AE) (*Since TQSE(AE) was authorized and claimed for more than 30 days, the 9 days paid for the HHT must be deducted from the first 30-day authorized TQSE(AE) period.*

First 21 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed for the first 30 days in par. C13225-A2c.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2d for the second 30 days.

Employee was authorized an additional 60 days TQSE(AE) under par. C13210-B. Employee occupied temporary quarters for the additional 60 days. Reimburse actual expenses (par. C13215-B) for each of these 60 days in an amount NTE the applicable daily rates prescribed in par. C13225-A2d for the 2nd 30 days.

NOTE: *The deduction for the 9-day HHT is made from the first 30 days authorized for TQSE(AE). The employee was paid for a 9-day HHT and reimbursed for 111 (51 + 60) days TQSE(AE)*

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

Effective 14 December 2004

****NOTE: TQSE must be authorized before temporary quarters are occupied and may not be approved after the fact (FTR §302-6.7).***

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.*

P. Expenses that Result from Construction of a Residence

GSBCA 15629-RELO (10/17/01)	GSBCA 15415-RELO (06/06/01)		
69 Comp. Gen. 573 (1990)	B-226532 (12/09/87)	B-226271 (11/05/87)	65 Comp. Gen. 557 (1986)
B-214164 (07/09/84)	B-205510 (02/08/82)	B-192420 (08/27/79)	B-187125 (02/09/77)
B-184928 (09/15/76)	B-181795 (11/11/74)	B-171878 (08/08/74)	

Q. Non-reimbursable Items

GSBCA 15730-RELO (01/24/02)	GSBCA 15645-RELO (10/11/01)		
B-248906 (11/18/92)	B-247860 (07/23/92)	B-246296 (03/30/92)	

*R. Owner's Title Insurance Policy, Mortgage Insurance and Insurance against Loss or Damage of Property

GSBCA 16277-RELO (04/28/04)	B-249621 (01/19/93)	B-241986 (08/15/91)	B-233806 (11/16/89)
68 Comp. Gen. 373 (1989)	B-226010 (11/30/87)	B-227503 (08/20/87)	B-220287 (03/11/86)
B-217822 (06/20/85)	64 Comp. Gen. 306 (1985)	64 Comp. Gen. 296 (1985)	B-172742 (11/24/80)
B-197098 (04/24/80)	B-193750 (08/28/79)	B-193578 (08/20/79)	B-190902 (02/14/78)
B-189488 (08/18/77)	B-188716 (07/06/77)	B-185706 (12/17/76)	B-184928 (09/15/76)
B-183958 (04/14/76)			

S. Interest on Loans, Points, and Mortgage Discounts

GSBCA 15672-RELO (01/18/02)	B-248538 (09/24/92)	66 Comp. Gen. 627 (1987)	B-221529 (07/01/86)
B-218955 (04/11/86)	64 Comp. Gen. 266 (1885)		

T. Property Taxes

B-226322 (08/17/87)	B-217474 (07/19/85)	61 Comp. Gen. 352 (1982)	
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U. Operating or Maintenance Costs

GSBCA 15669-RELO (07/02/02)	70 Comp. Gen. 362 (1991)	B-218955 (10/30/85)	B-217922 (09/06/85)
B-215410 (11/14/84)	B-204644 (06/08/82)	61 Comp. Gen. 136 (1982)	B-202297 (07/24/81)
B-200167 (07/07/81)	B-193578 (08/20/79)	B-190815 (03/27/78)	B-189295 (08/16/77)

V. Finance Charges

GSBCA 16403-RELO (08/15/04)	*GSBCA 16277-RELO (04/28/04)	GSBCA 15799-RELO (05/02/02)	GSBCA 15718-RELO (02/28/02)
GSBCA 15730-RELO (01/24/02)	GSBCA 15672-RELO (01/18/02)	GSBCA 15645-RELO (10/11/01)	GSBCA 15506-RELO (08/15/01)
B-248457 (09/29/92)	71 Comp. Gen. 316 (1992)	B-245650 (03/05/92)	69 Comp. Gen. 573 (1990)
B-233806 (11/16/89)	B-229322 (12/08/88)	B-229230 (03/14/88)	B-226010 (11/30/87)
B-223797 (04/20/87)	B-221162 (06/10/86)	B-218754 (08/17/85)	B-217474 (07/19/85)
B-217719 (07/01/85)	B-205149 (06/04/85)	B-217189 (05/06/85)	B-215699 (10/02/84)
B-212326 (11/29/83)	B-209691 (05/09/83)	B-208479 (03/16/83)	B-208837 (12/06/82)
B-203345 (07/07/82)	B-205267 (06/15/82)	B-205873 (05/04/82)	B-203630 (03/09/82)
B-204015 (09/18/81)	B-202103 (07/16/81)	60 Comp. Gen. 531 (1981)	B-200615 (06/15/81)
B-194974 (05/05/81)	B-199944 (04/16/81)	B-198060 (11/10/80)	B-198468 (10/17/80)
B-198475 (10/17/80)	B-198901 (10/03/80)	58 Comp. Gen. 786 (1979)	B-192851 (05/11/79)
B-194203 (05/07/79)	B-191040 (11/29/78)	B-189639 (03/24/78)	B-190108 (02/13/78)
B-189381 (12/15/77)	B-189295 (08/16/77)	B-187223 (02/18/77)	B-187890 (02/17/77)
B-187125 (02/09/77)	B-187437 (02/07/77)	B-187363 (12/21/76)	B-186290 (09/30/76)
B-186734 (09/23/76)	B-184928 (09/15/76)	B-185680 (08/04/76)	B-184703 (04/30/76)
B-183611 (09/02/75)	B-183317 (05/14/75)	B-180981 (10/01/74)	

W. Losses Due to Prices or Market Conditions at the Old and New PDS

B-246296 (03/30/92)	B-245650 (03/05/92)	B-238372 (08/01/90)	B-229026 (08/08/88)
B-219845 (06/09/87)	B-200744 (09/18/81)	B-198940 (07/29/80)	B-191203 (05/11/78)
B-187848 (08/23/77)	B-186009 (10/12/76)	B-184869 (09/21/76)	

APPENDIX A**DEFINITIONS****PART I: TERMS**

As used in these regulations, and unless otherwise specifically provided in these regulations, the following definitions apply.

ACCOMMODATIONS. Seat space, berths, roomettes, bedrooms, and staterooms on transportation facilities. Types include:

1. Air Coach or Air Tourist. A type available on commercial aircraft at rates lower than first class or premium class.
2. Coach or Chair Car (Rail). A type, not affording sleeping facilities, at a lesser rate than first class (parlor car seat).
3. Lowest First Class. The lowest cost offered by commercial carriers to the general public as first class.
4. Security (Enclosed). Any private room space that can be locked for security purposes.

ACCOMMODATIONS, APPROVED. Any place of public lodging that is listed on the national master list of approved accommodations. The national master list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.htm>.

ACCOMMODATIONS, COMMON CARRIER.

NOTE: *On common carrier aircraft with two classes of service, the higher class is first class.*

1. First/Premium Class. The highest class of accommodations offered by commercial airlines. All classes above the lowest class. Includes suites, offered by commercial ships, and the highest class of service, including bedrooms, roomettes, club service, parlor car, or other premium accommodations offered by passenger rail carriers.
2. Premium Class other than First Class. Any class of accommodations offered by commercial airlines that is between coach-class and first-class accommodations (e.g., business-class).
3. Coach-class. The basic class of accommodations offered by commercial airlines and passenger rail carriers, that includes a level of service available to all passengers regardless of the fare paid. The term applies when an airline offers only one class of accommodations. The term also includes tourist-class and economy-class on commercial airlines and reserved coach and/or slumber coach accommodations on overnight rail travel.
4. Slumber Coach. The lowest level of sleeping accommodations available on a train.
5. Extra-Fare Train. A train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops).

6. Lowest First Class. The least expensive first class of reserved accommodations available on a ship.

ACCOMMODATIONS, PUBLIC. Any inn, hotel, or other establishment within a State (and the District of Columbia) that provides lodging to transient guests, excluding an establishment:

1. owned by the Federal Government;
2. treated as an apartment building by State or local law or regulation; or
3. containing not more than 5 rooms for rent or hire that also is occupied as a residence by the proprietor.

ACTUAL EXPENSE. Payment of authorized actual expenses incurred, up to the limit prescribed by the Administrator of GSA or agency, as appropriate. Reimbursement is contingent on eligibility for per diem, and is subject to the same definitions and rules governing per diem.

Effective 30 December 2004

***ACTUAL RESIDENCE.** The fixed or permanent domicile of a person that can be reasonably justified as a bona fide residence. Also referred to as the “home of record”. For a separating employee concluding an OCONUS assignment, the “actual residence” is the residence occupied at the time the employee received the OCONUS assignment. This is the residence listed in the service or transportation agreement signed by the employee prior to departure to an OCONUS post, pursuant to which the employee is assured that the expenses of return travel and transportation will be paid by the Government. (GSBCA 16265-RELO, 19 December 2003)

AGENCY.

A. Includes:

1. An Executive agency, as defined in 5 USC §101;
2. A military department;
3. An office, agency or other establishment in the legislative branch;
4. An office, agency or other establishment in the judicial branch; and
5. The Government of the District of Columbia.

B. Does NOT include:

1. A Government-controlled corporation;
2. A member of Congress; or
3. An office or committee of either House of Congress or of the two Houses.

AGREEMENT. A written statement required by any of several statutes, signed by a person selected for appointment or by an employee, prescribing a required period of service and other conditions related to transportation allowances in connection with permanent duty travel.

APPROVE(D). The ratification or confirmation of an act already done.

APPROVING OFFICIAL. See **TRAVEL-APPROVING/DIRECTING OFFICIAL**.

ARMED FORCES. The Army, Navy, Air Force, Marine Corps, and Coast Guard (see 37 USC §101(4)).

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

T4040 LIVING EXPENSES (PER DIEM)

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

A. Lodging Overnight Required -Business Travel Standards

1. Sleeping

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

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

c. Civilian Employees

(1) ***Employees may not be ordered/required to use Government quarters, nor may the lodging reimbursement simply be limited to the Government quarters cost.*** In compliance with the requirement to exercise prudence when incurring expenses, employees should check for Government quarters availability (e.g., through their CTOs), and are encouraged to use those quarters when TDY to a U.S. Installation. ***However, if Government quarters are available on that installation for an employee TDY to a U.S. Installation, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the Government quarters cost. Reduced per diem rates can only be established before travel begins.***

(2) The head of a DoD component (see Appendix A) concerned may authorize zero per diem or per diem rates in lesser amounts than those prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the DoD component concerned or to a commander/head of DON activity, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel order before travel begins (or part of an order amendment covering a prospective period after the order modification), travel orders, modified after the fact, prescribing per diem rates different from those

prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> are without effect. The locality rates in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS. See **NOTE 1** (applicable to civilian employees) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry cleaning/pressing of clothing.

d. Commercial lodging reimbursement is based on the single occupant rate, up to the maximum of the TDY site or stopover location. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of \$110 (\$76 for lodging and \$34 M&IE). The AO could authorize up to \$296 for lodging ($300\% \times \$110 = \$330 - \$34 = \296). These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized **only in advance** by PDTATAC or Secretary concerned for **only uniformed members** (see JFTR, par. U4250). The traveler is responsible for anything charged beyond the basic room fee and taxes. Travelers are to keep all lodging receipts. **An AEA may not be authorized for meals and incidental expenses.**

NOTE 1: The maximum amount allowed for lodging in the United States and non-foreign OCONUS areas (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are separately reimbursable travel expenses except when MALT PLUS per diem for POC travel is paid to a uniformed member.

NOTE 2: The maximum amount allowed for lodging in foreign countries (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) includes an amount for lodging taxes. Taxes on lodging in foreign countries are not separately reimbursable.

e. **Reimbursement of lodging cost when staying with friends or relatives is not authorized.**

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

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

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

- (a) Mortgage interest;
- (b) Property tax; and

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

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

Effective 20 September 2004

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

2. Eating

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

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

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

Effective 1 October 2003

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

NOTE 1: Applicable to civilian employees:

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

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

NOTE 2: Applicable to uniformed members:

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

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

B. Lodging Overnight Required - Schoolhouse Training Standards

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

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

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

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

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

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

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

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

4. TDY Aboard Ships

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

JOINT TASK FORCE OPERATIONS TDY OPTIONS

SUBSIST ASHORE

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

SUBSIST ABOARD GOVERNMENT SHIP 3/

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

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

2/ Discount Meal Rate = Food costs only.

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

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

Table 1. Deployment - Joint Operations TDY Options

D. Lodging Overnight Not Required

1. Transportation. Travelers should arrange for transportation through the CTO, even though overnight lodging is not required. If the travel is in the local area (see JFTR, par. U3500, and JTR, par. C2400-B) around the PDS, a Government vehicle, public transportation paid for by the command, or a private vehicle may be used. If a private vehicle is used to and from home, the traveler is authorized the standard mileage rate for the distance driven, minus the normal distance driven to and from work. If the traveler does not drive to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work. The AO decides the reimbursement amount based on the premise that a traveler is to be paid the difference between the cost of using the vehicle and the traveler's normal cost to get to work. In addition, travelers are authorized reimbursement for other expenses such as tolls and parking when using their private vehicles. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

2. Meals. With two limited exceptions (see par. T4060-B11), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (using the highest rate if there is more than one TDY location). *No per diem is authorized when TDY is for 12 or fewer hours.* However, the AO may authorize reimbursement of the actual amount paid, up to the PMR (not including incidental expenses) for the TDY location, when a uniformed member spends more than the cost of normal meal arrangements during travel outside the PDS limits (*see JFTR, par. U4510 for occasional meals authority*).

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

E. Miscellaneous Expenses. Travelers are authorized reimbursement for necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include:

1. The cost of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem and/or AEAs, and/or travel expenses for the authorized travel;

2. ATM Fees

a. **UNIFORMED MEMBERS**. Administrative fees for ATM use to obtain money with:

(1) The Government-sponsored Contractor-issued Travel Charge Card (Government charge card), or

(2) An ATM or personal charge card used by personnel exempt from the requirement to use the Government charge card for official travel,

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

b. **CIVILIAN EMPLOYEES**. Administrative fees for ATM use to obtain money with the Government-sponsored Contractor-issued Travel Charge Card up to the amount authorized for a cash advance for the travel concerned. *Administrative fees for ATM use to obtain money with an ATM or personal charge card are not reimbursable to civilian employees.*;

Effective 8 September 2004

3. Fees for passports, visas (including green cards, photographs for OCONUS travel; see JFTR, par. U1415 & JTR, par. C1415) and physical examinations required to obtain a visa if examinations could not be obtained at a Government medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (GSBCA 15435-RELO, 9 April 2001)).

NOTE:

(1) A travel order/authorization may be issued to authorize/approve (see JFTR, par. U2115/JTR, Chapter 3, Part B) travel and transportation at Government expense to a visa issuing office located outside the local area of the traveler's PDS if the traveler's presence at that office is/was mandatory;

(2) A travel authorization may be issued to authorize/approve (see JFTR, par. U2115/JTR, Chapter 3, Part B) travel and transportation at Government expense to undergo a physical examination required to obtain a visa if travel is/was required to a location outside the local area of the traveler's PDS;

*a. Expenses for legal services for obtaining or processing applications for passports, visas (including green cards) are reimbursable if local laws or custom require the use of lawyers in processing such applications.

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

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

d. Medical fees, even though incurred as a consequence of the entry requirements of a country to which the traveler is sent are not reimbursable, except as in JFTR, par. U1410-A5 and JTR, par. C1410-A5 for inoculations.

e. Legal service expenses in obtaining passports or visas (including green card), for TDY or PCS, are not reimbursable even though local laws or custom may require the use of lawyers.

4. The cost of birth certificates or other acceptable evidence of birth for OCONUS travel (pars. T4040-E3e and T4040-E3f in this appendix apply to this expense).

Effective 1 October 2004***5. Taxes on lodging***

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

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