VOLUME 2

JOINT TRAVEL REGULATIONS

CHANGE 474

Alexandria, VA 1 April 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 April 2005 unless otherwise indicated.

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This change includes all material written in CAP Items 40-04(E); 54-04(E); 59-04(E) through 61-04(E); 64-04(E) and 66-04(E); and civilian editorials C05001; and C05003 through C05009. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 473 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 474:

C1004; C5310-A. Clarifies that when two employees discontinue the same residence at the old PDS and establish one residence at the new PDS only one MEA is paid to one employee ***but it is paid at the with dependent rate***.

C1004; C5010-B; C5300-D; C13120; C14000; Appendix A, Part II. Adds DSSR language for Lease Penalty Expense Portion of the HSTA available to civilian employees "reassigned" for a foreign country PDS to a CONUS/non-foreign area PDS.

C1060. Provides that a rest stop en route or a rest period at the TDY destination may be authorized only in connection with travel to the TDY location.

C1310; C3150-B; C4430; C4550; C4560. Corrects cross-references to pars. C4530 and C4561.

C2204-B. Revises paragraphs to include RAT leave.

C2204-B; Appendix H. Changes the premium-class approval authority for OSD and Defense Agencies from Executive Secretary to Director, Administration and Management.

C2205-F. Replaces the phrase "U.S. Registry Ship Use" with "Use of Ships of U.S. Registry."

C2500; C4661-B5; C4677-B, Appendix E, Part II. Implements POC mileage rates in calendar year 2005.

C5154-F2. Explains that the employee is responsible for excess charges that accrue when the employee or employee's agent is not available for an agreed upon HHG pickup/delivery.

C7003-D1a. Clarifies the meaning of the term "minimum service period".

Appendix A. Changes the definition of "Dependent" by adding a note that cites pertinent GSBCA/CG decisions, including quotes from those decisions dealing with common law marriage.

Appendix E. Corrects paragraph references.

Appendix L. Changes level for authorizing and approving reimbursements for travel expenses on an actual expense basis.

Appendix O. Updates Appendix O to correct "National Imagery & Mapping Agency (NIMA)" to read "National Geospatial-Intelligence Agency (NGA)".

VOLUME 2

JOINT TRAVEL REGULATIONS

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.

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CHAPTER 1

DEPARTMENT OF DEFENSE (DOD) EMPLOYEE TRAVEL ADMINISTRATION

PART A: APPLICATION AND GENERAL RULES

C1001 APPLICATION

A. Inclusion. Except as indicated in par. C1001-B, the provisions in this Volume apply to:

1. DoD personal services contract employees (see 27 Comp. Gen. 695 (1948));

2. DoD civilian officials/employees and their dependents, ***NOTE: This includes direct hire foreign citizens employed by DoD in OCONUS areas, except as restricted and limited by OCONUS commands or by agreements with the local government.***;

3. Civilian marine personnel of Military Sealift Command to the extent provided in Civilian Marine Personnel Instruction 4650 (Navy);

4. Civilian officials and employees of other Federal Government departments and agencies who perform official assignments for and at the expense of DoD;

5. Persons who perform TDY under DoD ITAs involving Government business (including foreign citizen indirect hires);

6. National Guard technicians employed pursuant to 32 USC §709;

7. Persons employed intermittently as consultants or experts and paid on a when actually-employed (WAE) basis or persons serving without compensation or at one dollar a year for official travel away from home or regular place of business and while at place of employment or service for the Government; and

8. New appointees to the senior executive service and certain Presidential appointees.

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

C. Restrictions. This Volume does not apply to:

1. NAF officials and employees traveling on NAF business (unless adopted by the NAF activities),

2. Contractors' representatives and contractors' employees under contracts with DoD, and

3. DoD employees appointed under Section 625(d) of the Foreign Assistance Act of 1961, as amended.

D. Authorization Not Stated. There may be circumstances when the FTR authorizes a discretionary travel and transportation allowance but the JTR remains silent. A discretionary FTR authorization that is not addressed in the JTR is not implemented within DoD.

C1002 IMPLEMENTATION

Under DoDD 5154.29, the provisions in this Volume, and subsequent amendments thereto, are effective on the basis of promulgation by the PDTATAC, without further allowances implementation by the separate departments. The separate departments may issue related administrative procedures provided they do not contravene or unnecessarily duplicate the provisions in this Volume. ***NOTE: DoDD 5154.29 requires that PDTATAC staff review all written material that implements JTR provisions***.

C1003 DEPARTMENT OF STATE (DOS) TEMPORARY QUARTERS EXPENSE ALLOWANCE (TQSA)

An employee is authorized Temporary Quarters Subsistence Allowance (TQSA) for temporary quarters (including meals and laundry/dry-cleaning expenses) occupied after first arrival at a PDS in a foreign area or immediately preceding final departure from that PDS if the employee is eligible for a Living Quarters Allowance (LQA) under the provisions in DoD Civilian Personnel Management System Directive 1400.25-M, Subchapter 1250-E and DSSR Section 031.1. TQSA rules are in DSSR Section 120.

Effective 3Febaruary 2005
***C1004 DEPARTMENT OF STATE (DOS) FOREIGN TRANSFER ALLOWANCE (FTA) AND HOME SERVICE TRANSFER ALLOWANCE (HSTA)**

A. Policy, Payment and Procedural Guidance. For FTA policy, payment and procedural guidance see the Department of State Standardized Regulations (DSSR), Section 240 at ***http://www.state.gov/m/a/als/1737.htm***. For HSTA policy, payment and procedural guidance see the DSSR, Section 250 at ***http://www.state.gov/m/a/als/1738.htm***.

B. Transfers. Employees transferring from a CONUS/non-foreign OCONUS area PDS to a foreign country PDS are authorized a MEA under Chapter 5, Part G but ***NOT*** the FTA allowance in par. C1004-C1 below (DSSR, Section 242.6 at ***http://www.state.gov/m/a/als/1737.htm***). Employees transferring from a foreign country PDS to a CONUS/non-foreign OCONUS area PDS are authorized TQSE under Chapter 13, Part A but ***NOT*** the HSTA allowance in par. C1004-C3 below (DSSR, Section 252.6 at ***http://www.state.gov/m/a/als/1738.htm).*** Transferring employees are eligible for the Lease Penalty Expense Portion under both the FTA and HSTA.

C. Foreign Transfer Allowance (FTA) and Home Service Transfer Allowance (HSTA). The FTA/HSTA are DoS allowances (5 USC §§5924(2)(A) and 5924(2)(B), respectively) that reimburse certain expenses when an employee is appointed/PCSing to/reassigned from a foreign country PDS. The FTA/HSTA apply to employees as indicated below. ***New appointees are not eligible for any portion of the HSTA.*** The FTA and HSTA are composed of four elements:

1. Miscellaneous Expense. This portion is allowable ***only*** for DoD new appointees being assigned to the first PDS in a foreign area (FTA).

2. Wardrobe Expense. ***This portion is not allowable for DoD civilian employees***.

3. Pre-departure Subsistence Expense (FTA) and Subsistence Expense Portion (HSTA). ***NOTE: The subsistence portions of the FTA and HSTA are only for expenses incurred in the CONUS or non-foreign OCONUS areas – not in the foreign area.***

a. FTA. This portion is allowable for DoD employees PCSing from a PDS in CONUS/a non-foreign OCONUS area to a PDS in a foreign area and for new appointees traveling from an actual residence in CONUS/a non-foreign OCONUS area to their first PDS in a foreign area.

b. HSTA. ***This portion is not allowed for DoD civilian employees.***, and

4. Lease Penalty Expense

a. FTA. This portion is allowable for all DoD employees (including new appointees) PCSing to a foreign area PDS or between foreign country PDSs.

b. HSTA. This portion is allowed ***only for reassigned employees (not new appointees)*** PCSing from a foreign country PDS to a CONUS/non-foreign OCONUS area PDS.

NOTE: For other allowances relevant to first duty station travel, see Chapter 5, Part B.

C1005 GAIN-SHARING PROGRAM

A Gain-Sharing Program is a bonus-oriented incentive program designed to share Government travel and transportation cost savings with travelers. Title 5 USC, Chapter 45, Subchapter 1 provides authority for this program. Since the Gain-Sharing Program exists as a 'Bonus' program and not a travel program, the discretionary participation in a Gain-Sharing Program is not covered by, nor addressed in, the JTR.

C1006 ADMINISTRATIVE PROCEDURES

Except as noted in Appendix O, the separate DoD components may issue administrative procedures for the judicious administration of the allowances in this Volume. ***Those procedures must not contravene or duplicate this Volume's provisions and must be reviewed IAW par. C1002.***

C. Authorization/Approval. Unless a reduced per diem rate is authorized on the trael authorization as indicated in par. C1055-A, the AO must authorize/approve reimbursement for the cost of commercial lodgings used not to exceed the locality per diem lodging rate (unless an AEA is authorized/approved).

C1057 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION (FTR §302-2.110)

All travel, including that for dependents, and transportation, including that for HHG allowed under these regulations, should be accomplished as soon as possible. Allowable travel and transportation must begin within 2 years from the effective date of an employee's transfer or appointment, except that the 2-year period:

1. Is exclusive of the time spent on furlough for an employee who begins active military service before the expiration of such period and who is furloughed for the duration of the assignment to the PDS for which transportation and travel expenses are allowed;

2. Does not include any time during which travel and transportation is not feasible due to shipping restrictions for an employee who is transferred or appointed to or from an OCONUS PDS; and

3. ***(effective 19 February 2002)*** Is extended for up to an additional 2 years when the original 2-year time limitation for residence transactions completion is extended under par. C14000-B. Even when an extension is approved, PCS allowances must be calculated by using the prescribed allowances in effect on the employee's effective date of transfer.

C1058 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL (FTR §301-70.1)

1. A traveler must exercise the same care and regard for incurring expenses to be paid by the Government as would a prudent person traveling at personal expense.

2. A traveler must maintain records to validate expenses of $75 or more and all lodging costs. All receipts should be maintained as required by financial regulations.

3. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the traveler's financial responsibility.

4. Travelers are advised that the Army Lodging Success Program, Navy Elite Lodging Program, and GSA's Federal Premier Lodging Program provide quality lodging at or below per diem and often are close to worksites at TDY locations. Use of lodging facilities in these programs often results in cost savings to the Government. Not all programs are available to all travelers.

C1059 SCHEDULING TRAVEL

Travel should be by the scheduled transportation that most nearly coincides with the departure and arrival times needed to carry out the mission. Consideration should be given to:

1. Duty hours;

2. Duty requirements;

3. Lodging availability at points of origin, destination or intermediate stops;

4. The need for onward transportation;

5. The traveler's comfort and well being;

6. The traveler being scheduled for departures and arrivals between 0600 and 2400 unless travel between 2400 and 0600 is required by the mission;

7. Arranging transportation so that the traveler is scheduled to arrive the day before the TDY actually begins;

8. Scheduling the travel for a departure to enable an en route rest stop or an overnight rest period at the destination under the circumstances in par C1060-B or C1060-C;

9. Requiring travelers to identify travel requirements in sufficient time (if known) to arrange coach-class accommodations; and

10. Carefully reviewing requests for first- and business-class accommodations to determine if mission needs may allow for a change in travel dates to support a lower-class accommodation.

***C1060 TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP**

***NOTE 1*: When scheduling flights of 14 or more hours (see par. C2204-B4i), the first choice is always to fly the traveler in economy class and have the traveler arrive the day before the TDY is to begin to allow for appropriate rest. Second choice always is to fly the traveler in economy class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and clearly the most expensive option which should be avoided whenever possible, is to permit the traveler to travel in Government-funded business accommodations with arrival on the day the TDY starts.**

A. Starting and Ending Travel

1. General

a. The travel authorization establishes when travel status starts and ends.

b. Ordinarily, a traveler on official travel is not required to travel during unreasonable hours at night (2400 - 0600).

c. When travel is between 2400-0600, the only acceptable sleeping accommodations are:

(1) Ship staterooms, and

(2) Train sleeping cars.

***NOTE 2*: Reclining seats on planes, trains, or buses are not acceptable sleeping accommodations. If a traveler is required to travel overnight (2400 - 0600) without acceptable sleeping accommodations, arrival should be scheduled to provide an en route rest stop or an appropriate rest period (not to exceed 24 hours) at the TDY point before the traveler is required to perform official duties (see pars. C1060-C and C1060-D).**

d. A traveler should not be required to use a carrier if using that carrier requires beginning travel (i.e., leaving home or TDY lodgings and/or arriving at destination) between 2400 hours and 0600 hours if there are more reasonable schedules that meet mission requirements.

e. A prudent AO should schedule travel so that lodgings may be provided so the traveler can retire at a reasonable hour and be ready to perform official business as required (33 Comp. Gen. 221 (1953); 61 id. 448 (1982)).

f. Transportation should be arranged so that the traveler is scheduled to arrive the day before the TDY actually begins.

g. A traveler should be scheduled for a departure in time for an en route rest stop or an overnight rest period at the destination under the circumstances in pars. C1060-C and C1060-D.

h. Require travelers to identify travel requirements in sufficient time (if known) to arrange coach-class accommodations.

i. Carefully review requests for first-and business-class accommodations to determine if mission needs may allow for a change in travel dates to support a lower-class accommodation.

2. Travel between 0600 and 2400. Travel should be scheduled between 0600 and 2400. To prevent travel between 2400 and 0600, it is reasonable for a traveler to depart the:

a. PDS (or home as appropriate) early enough to prevent having to travel between 2400 and 0600, or

b. TDY station on the earliest available transportation accommodations the day after completing a TDY assignment, provided the traveler is not required to be at the PDS the morning after TDY completion.

3. Additional Per Diem for Travel between 0600 and 2400. Additional per diem may be authorized/approved at a TDY location only if the resulting delay in departing the TDY location permits travel between 0600 and 2400 the day after completing the TDY assignment. (56 Comp. Gen. 847 (1977)).

Example 1: A traveler completes official TDY duty on Friday afternoon. The traveler could leave on Friday when official duty ends (and arrive at the PDS early on Saturday) and receive 75% M&IE for that Saturday travel day. To prevent the traveler from traveling between 2400 and 0600, the AO may authorize or approve departure the next day (in this case, Saturday). The traveler receives per diem (including lodging) for Friday. Saturday is the travel day (assuming arrival at PDS on Saturday) and the traveler receives 75% M&IE for Saturday. Any additional delayed days are the traveler's financial responsibility.

Example 2: A traveler is required to attend a conference that starts at 0800 on Monday morning. If the traveler is authorized to depart the PDS on Friday to travel during regular duty hours, payment of per diem is limited to one travel day as though the traveler had departed for the TDY destination on Sunday (75% M&IE plus lodging) (56 Comp. Gen. 847 (1977)). Expenses for any additional early days are the traveler's financial responsibility.

B. En Route Rest Stop/Rest Period at TDY Point. Authorizing/approving an en route rest stop or rest period at a TDY point must be used only when the circumstances warrant. Such a rest stops should not be automatic. The AO must consider each request for a rest stop/en route rest period at TDY point individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. See par. C1059 about scheduled travel and ***NOTE 1*** in par. C1060 on rest periods. A ***eest stop en route/rest period at a TDY destination may not be provided for official travel for PCS, RAT, emergency leave, R&R, FEML, and personnel evacuations. A rest stop en route/rest period at a TDY point may only be authorized when travel is to the TDY site. A rest stop en route may not be authorized for the return flight if the traveler can rest before reporting back to work.***

C. En Route Rest Stops

1. Travel during Normal Rest Hours. The AO may authorize/approve an en route rest stop when travel must be scheduled:

a. To start at, near, or after the end of the traveler's regularly scheduled duty hours; or

b. During usual rest hours and the transportation mode does not provide adequate sleeping accommodations. See ***NOTE 2*** following par. C1060-A1c regarding adequate sleeping accommodations.

2. OCONUS Travel Is Involved. The AO may authorize a rest stop en route when:

a. The origin or destination point is OCONUS;

b. Travel is by a usually traveled route;

c. Travel is by less than first/business-class service; and

d. The scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. 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***.

NOTE: The "length of flight (14-20-30-40 hours)" in and of itself is not sufficient justification to authorize an en route rest stop. 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. The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify a rest stop for PCS, RAT, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation. When using length of flight to justify a rest stop the authorizing/approving official must cause the travel authorization to be clearly annotated as to when the TDY travel was identified and when travel reservations were made.

3. Rest Stop En Route Prohibited. A rest stop en route may not be authorized/approved at Government expense when:

a. Travel is authorized by premium class service.

b. A traveler chooses to travel by a circuitous route, for personal convenience, causing excess travel time.

c. A traveler takes leave at a stopover.

4. En Route Rest Stop Location. An en route rest stop:

a. May be authorized/approved at any intermediate point; and

b. Should be as near to midway in the journey as authorized carrier scheduling permits; or

c. Scheduled at a point en route at which the carrier permits free stopovers (if possible).

5. En Route Rest Stop Length. An en route rest stop is for a reasonable rest period, not to exceed 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination.

6. Per Diem. The rest stop locality per diem rate applies.

D. Rest Period at TDY Point before Reporting for Duty. A reasonable rest period at the TDY point (not to exceed 24 hours) is recommended before the traveler reports for duty when:

1. The scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. 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***;

NOTE: The "length of flight (14-20-30-40 hours)" in and of itself is not sufficient justification to authorize a rest period at the TDY point. 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. The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify a rest period at the destination for PCS, RAT, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation. When using length of flight to justify a rest period at the TDY location the authorizing/approving official must cause the travel authorization to be clearly annotated as to when the TDY travel was identified and when travel reservations were made.

2. An en route rest stop is not authorized/approved;

3. The traveler is not authorized first- or business-class accommodations; or

4. The traveler is required to travel overnight (2400 - 0600) (in which case arrival should be scheduled to provide an appropriate rest period (not to exceed 24 hours) at the TDY point before the traveler is required to perform official duties). See ***NOTE 2*** following par. C1060-A1c regarding scheduling an early arrival for a rest period at the TDY point if overnight (2400-0600) travel is involved.

E. Delaying Return Travel to Use Reduced Travel Fares. When, to qualify for reduced travel fares, a traveler elects to stay at a TDY station longer than required by the assignment and the action is authorized/approved by the AO, per diem or AEA for the additional time may be paid if the:

1. Transportation savings offsets the additional per diem or AEA cost, yielding an overall savings to the Government; and

2. Delay does not extend the TDY time beyond the time when the traveler is required to be at work at the PDS (B-192364, 15 February 1979; B-169024, 5 May 1970).

C1062 HOTEL AND MOTEL FIRE SAFETY – APPROVED ACCOMMODATIONS

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

C1065 OFFICIAL DISTANCE DETERMINATION

A. Privately Owned Conveyance (Except Airplane). The Defense Table of Official Distances (DTOD):

1. Is the only official source for worldwide TDY and PDT distance information,

2. Replaces all other sources used for computing distance (except for airplanes see par. C1065-B below),

3. Uses city to city distance (not zip code to zip code),

Effective 1 January 2004
NOTE: All DoD installations (CONUS and OCONUS) are supposed to be listed in the DTOD. The DTOD PMO should be informed if an installation cannot be located. All feedback should be directed through the DTOD website at http://dtod1.sddc.army.mil.

4. Provides distances which must be rounded to the nearest mile for each leg of a journey,

5. Does not apply to travel distance determined by odometer readings (i.e., travel in and around the PDS or TDY sites; or between home/office and transportation terminal), and

Effective 1 January 2004
6. Website is found at ***http://dtod1.sddc.army.mil*** .

B. Privately Owned Airplane

1. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration (FAA).

2. If adverse weather, mechanical difficulty, or unusual conditions cause necessary detours, the additional air distance must be explained.

3. If distance cannot be determined from aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

C1070 APPROPRIATE ACTION FOR FAILURE TO FOLLOW THESE REGULATIONS

Commands/units are expected to take appropriate disciplinary action when employees and/or AOs fail to follow the regulations contained in this Volume. Disciplinary action should be for ***willful*** violations and may be in the form of counseling (oral/written), or other appropriate personnel means. Action must ***not*** be through refusal to reimburse. See par. C2207-A4 for exceptions when reimbursement is ***not*** allowed.

PART E: TRAVEL CLAIMS AND RECEIPTS

C1300 SUBMISSION OF TRAVEL VOUCHERS

Employees should submit travel vouchers as specified in DoDFMR, Volume 9, Travel Policy and Procedures. ***The DoD Comptroller Finance Management Regulation website is found at http://www.dtic.mil/comptroller/fmr/.***

C1305 FALSIFIED TRAVEL CLAIMS

See DoDFMR, Volume 9 for the requirements regarding payments when expense(s) are suspected of the requirements regarding payments when expense(s) are suspected of being fraudulent. Generally, when there is a reasonable suspicion of a falsified expense (other than the cost of lodging, meals or incidentals), the suspect expense is not allowed. Also, when there is a reasonable suspicion of a falsified expense for lodging, meals or incidentals, the applicable per diem or AEA is denied for the entire day on which the suspected expense is claimed. If payment is made before discovery of a suspected falsified expense, the employee must reimburse the Government (57 Comp. Gen. 664 (1978) and 61 id. 399 (1982)).

C1310 RECEIPT REQUIREMENTS

A. General. Receipts are required for:

1. Lodging expenses regardless of amount, and

2. Expenditures of $75 or more.

A receipted bill or other form of receipt must show when specific services were rendered or articles purchased, and the unit price.

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

C. Review and Administrative Approval. The travel-approving/directing official must determine whether or not the expenses claimed are reasonable. If expenses are:

1. Inflated, or

2. Higher than normal for similar services in the locality,

they must be disallowed.

NOTE 1: Travelers are advised to retain ALL receipts for tax or other purposes.

****NOTE 2: Lodging receipts are not required when a specific or reduced rate has been authorized in advance of travel as provided in pars. C4550-A, C4560 and C4530-C.***

C1320 LOST/STOLEN TRANSPORTATION TICKET REIMBURSEMENT

If the Government pays for a transportation ticket that becomes lost/stolen, the traveler must not be reimbursed for the purchase of a replacement ticket until the Government has received a refund for the lost/stolen ticket. If the traveler paid for both tickets, reimbursement is authorized initially only for the first ticket purchased. If that first ticket is recovered, turned in for refund, and the Government repaid, the traveler may then be reimbursed for the second ticket NTE the cost of the first ticket.

2. Officials Who May Authorize/Approve Premium-class Air Accommodations Use

Effective 12 August 2004
a. First-class. The officials listed below may authorize/approve first-class air accommodations use by travelers if any of the criteria in par. C2204-A3 are met. (DoDD 4500.9, par. 3.4.3.1, USD memo of 17 November 2003 for DoD travelers).

Effective 18 January 2005
*(1) Office of the Secretary of Defense and Defense Agencies: Director, Administration and Management, with no further delegation.

(2) Military Departments: The Secretaries of the Military Departments. Approval authority may be re-delegated to Under Secretaries, Service Chiefs or their Vice and/or Deputy Chiefs of Staff, and four-star major commanders or their three-star vice and/or deputy commanders, and no further.

(3) Joint Staff and Combatant Commands: Director, Joint Staff, or as delegated. ***Re-delegation may be no lower than to the three-star major commanders.***

b. Business-class. In addition to the officials with authority to authorize/approve first-class air accommodations as detailed in par. C2204-B2a, only flag officers at the two-star level or their civilian equivalents, to whom authority has been delegated, may authorize/approve business-class transportation. Delegation of authority for business-class travel below the two-star flag officer or civilian equivalent level is prohibited. Premium class approval authorities must obtain approval for their own business-class travel from the next higher approval authority. See par. C2000-A2b.

Effective 18 January 2005
*c. Premium Class Approval Authorities.

	First Class (DoDD 4500.9)	**Business Class**
OSD and Defense Agencies	Director, Administration and Management with no further delegation	Same, except may be delegated no lower than to three-star or civilian equivalent level.
Joint Staff and Combatant Commands	Director Joint Staff or as delegated	Same, except may be delegated to two star or civilian equivalent level.
Military Departments	Secretary, may re-delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, and four-star major commanders or their three-star deputy/vice commanders and no further.	Same, except may be delegated to two star or civilian equivalent level.

Effective 16 August 2004
3. First-class Air Accommodations Use. (OMB Bulletin 93-11, 19 April 1993) The appropriate authority in par. C2204-B2a may authorize/approve first-class air accommodations when: ***NOTE: See Appendix H, Part II, Section C, for a first-class decision support tool.***

*a. Lower Class Airline Accommodations are not Reasonably Available. "Reasonably available" means that accommodations, other than first-class, are available on an airline scheduled to leave within 24 hours before the traveler's proposed departure time, or is scheduled to arrive up to 24 hours before the traveler's proposed arrival time. "Reasonably available" does not include a scheduled arrival time later than the traveler's required reporting time at a duty site, or a scheduled departure time earlier than the time the traveler is

scheduled to complete duty. When this paragraph is used to justify premium-class accommodations, the AO 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 first-class accommodations. "Not reasonably available" does not apply during official travel involving PCS, RAT leave, emergency leave, R&R, FEML, or personnel evacuation and flights over 14 hours in duration, since arrival time/reporting time in these cases is not mission critical.

b. See par. C2000-A2c for medical reasons. First-class may be considered for use when and if business-class transportation is not available.

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

(1) A traveler whose use of other than first-class accommodations would entail danger to the traveler's life or Government property.

(2) Agents of protective details accompanying individuals authorized to use first-class accommodations.

(3) Couriers and control officers accompanying controlled pouches or packages and business-class accommodations are not available.

Effective 18 January 2005
*d. When required by the mission. This criterion is exclusively for use in connection with Federal advisory committees and special high-level invited guests. For DoD, the approval authority is the Director, Administration and Management, Office of the Secretary of Defense, or as delegated by the Director. Business-class should be used if available.

Effective 23 July 2004
e. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-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.)*** One of the preceding criteria also must be met (par. C2204-B3a, C2204-B3b, C2204-B3c, C2204-B3d, or C2204-B3e). The travel authorization must state that transportation services have been paid in advance by a non-federal source.

g. Congressional travel. Travel of a DoD employee accompanying a Member of Congress or a member of the armed forces on official travel under the authority in 31 USC §1108(g). ***(See Chapter 6, Part K.)***

Effective 16 August 2004
4. Business-class Accommodations Use. ***(Only the officials listed in par. C2204-B2b may authorize/approve business-class airline accommodations.) Use of business-class accommodation must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. Premium-class authorizing/approving officials (see par. C2004-B2b) must consider each request for business-class airline accommodations individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. See par. C1059 about scheduled travel and NOTE 1 in par. C1060 on rest periods. See par. C2000-A2. (See Appendix H, Part III, Section B, for business-class accommodations procedures/requirements.)*** Business-class accommodations may be authorized/approved when:

*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, RAT leave, emergency leave, R&R, FEML, 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 18 January 2005
*d. When required by the mission. This criterion is for use in connection with Federal advisory committees and special high-level invited guests. The approval authority is the Director, Administration and Management, Office of the Secretary of Defense, or as delegated by the Director.

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 Leave, 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 air***fares 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.

Effective 1 April 2005
*F. Use of Ships of U.S. Registry

1. General. Ships of U.S. Registry 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 ship of U.S. registry cannot provide the transportation service required, transportation may be obtained aboard a foreign flag ship (B-190575, 1 May 1978).

2. Ship of U.S. Registry Use Impracticable. When using a ship of U.S. registry 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 a ship of U.S. registry is impracticable must be provided to the traveler to justify transportation reimbursement. Travel authorization endorsements are acceptable.

3. Ship of U.S. Registry Unavailable. When a ship of U.S. registry is not available, the transportation/other appropriate officer may authorize/approve foreign flag ship use. Documentation required by par. C2204-B3 is used explaining why a ship of U.S. registry is 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 ships of U.S. registry, 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;

PART I: MILEAGE RATES

*C2500 TDY & LOCAL TRAVEL

Effective 4 February 2005 the TDY mileage rates for local and TDY travel are:

POC	Rate Per Mile
Airplane	$1.07
Automobile	$0.405
Motorcycle	$0.305
POC Use instead of a Gov't-furnished vehicle when use of a Gov't-furnished vehicle is advantageous to the Gov't	$0.285
Partial reimbursement for POC use when employee is committed to use a Gov't-owned automobile or would not normally be authorized to use a POC due to availability of a Gov't automobile	$0.105

NOTE: Use of a privately owned aircraft other than an airplane (e.g., helicopter) is not reimbursed on a TDY mileage basis. See par. C2162-B.

C2505 PCS, HHT, FIRST DUTY STATION, AND SEPARATION TRAVEL

A. General. The mileage amount for the authorized use of a POC during official PCS travel depends on the:

1. Official distance for which mileage may be paid under the circumstances (as determined in accordance with the applicable provisions of this regulation); ***and***

2. Number of authorized travelers transported.

B. PCS Rates. PCS mileage rates per authorized POC (see par. C2159-C) are:

Number of Authorized Travelers	Rate Per Mile
One Authorized Traveler	$0.15
Two Authorized Travelers	$0.17
Three Authorized Travelers	$0.19
Four or More Authorized Travelers	$0.20

Effective 1 October 2004
NOTE: See par. C5050-A2 if more than one employee travels as an authorized traveler in a POC.

C2510 CONVERTING KILOMETERS TO MILES

One kilometer equals .62 mile. To convert kilometers to miles, multiply the number of kilometers times .62 to give the equivalent number of miles. The equation for this would be ***Kilometers X .62 miles/km = Miles***.

EXAMPLE: To convert 84 kilometers to miles, multiply 84 times .62 which equals 52 miles. The equation for this would be 84 km X .62 miles/km = 52 miles.

PART D: TRAVEL AUTHORIZATION PREPARATION

C3150 TDY TRAVEL

A. General. The REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610) is for all official TDY travel, FEML R&R travel, and dependent evacuations and for group or blanket TDY travel with a continuation sheet(s) for additional names, authorizations (authentications), and necessary information. Extracts of travel authorizations from which data has been deleted may be given to unofficial activities such as commercial lodgings and vehicle rental agencies. DD Form 1610 is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: ***http://www.dior.whs.mil/***. The Army National Guard (ARNG) may use Format 400 to authorize TDY travel for ARNG Excepted Technicians (civilian employees) when electronic preparation is required and DD Form 1610 cannot be electronically prepared and transmitted or is not available.

NOTE: DD Form 1610 must not be used for invitational travel or contractors' travel.

B. DD Form 1610 Preparation. DD Form 1610 ordinarily is self-explanatory. Special explanatory material for completing certain items on DD Form 1610 follows:

NOTE: See par. C3101 for specific information required on all travel authorizations.

Item 4, Position Title and Grade/Rating--This information is not required if the travel-approving/directing official determines that inclusion of this information may endanger the employee.

Item 6, Organizational Element--Enter division, branch, or unit to which traveler is assigned.

Item 8, Type of Authorization--Indicate as appropriate, e.g., TDY, confirmatory, amendment, extension, blanket, group.

Item 9, TDY Purpose--Insert one of the applicable standardized purpose categories listed in Appendix H.

Item 10,

(a) Approximate No. of TDY Days (Include Travel Time)--Self-explanatory. The assignment, including travel time, may be exceeded by 100 percent or seven days, whichever is less, without requiring a travel authorization amendment.

(b) Proceed Date (yyyy/mm/dd)--Indicate the date that the official travel is expected to begin. Official travel may begin as many as seven days before or seven days after the indicated proceed date.

Item 11, Itinerary--Indicate all of the locations from/to which travel is authorized and the "return to" location. If the traveler may need to alter the prescribed itinerary to accomplish the mission assignment, indicate by marking an "X" in the block preceding "Variation Authorized".

Item 12, Transportation Mode--Indicate in the applicable block(s) the commercial, government, and/or local transportation mode(s) authorized. If the transportation officer determines the mode, indicate accordingly in the block provided. If POC travel is authorized, indicate the appropriate TDY mileage rate in the space provided. Also indicate if the POC travel is advantageous to the Government or if reimbursement is limited.

Effective 18 January 2005
*Item 13, Per Diem--When per diem under the 'Lodgings-Plus' method in par. C4553 is authorized, check block 13a, "Per Diem Authorized in Accordance with JTR" and make no further entries. When a different per diem rate is prescribed/authorized, check block 13b, "Other Rate of Per Diem (Specify)" and enter the appropriate rate information. For example:

(a) Reduced Per Diem Rates - check block 13b "Other Rate of Per Diem (Specify) _____"

When the 55% rate prescribed for a long-term TDY (par. C4561-D) or training assignment (par. C4530-D1a) applies, and the resulting per diem is $48 ($86 x 55%), the entry should be "Fixed rate $48."

Other Examples:
When the 55% rate prescribed for a long-term TDY (par. C4561-D) or training assignment (par. C4530-D1a) would normally apply, but a reduced or higher per diem rate is justified and authorized instead under JTR, pars. C4530-D2, C4561-B, and C4550, the entry should reflect the actual rate authorized, for example "Fixed rate $56"

When anticipated expenses justify a lower per diem rate and a fixed rate of $60 is authorized under JTR, par. C4550-B; the entry should be "Fixed rate $60."

Also indicate the authority (e.g., memo, letter, etc.) in block 16 from the designated office (based on pars. C4550-C & C4550-D) for the rate shown.

(b) Conference Lodging Allowance Rates - check block 13b "Other Rate of Per Diem (*Specify*) $150 Total (Conference Lodging Allowance $100; M&IE $50)" and indicate authority (e.g., conference website, flyer, etc.) from the official sponsoring agency (based on par. C4950-N1).

NOTE: For FEML & R&R, boxes 13a and 13b should be left blank since per diem is not authorized.

If additional space is needed, use the "Remarks" section of block 16.

Item 15, Advance Authorized--Requester leaves blank. This item is for money advances from the Government to the traveler (computed by the appropriate finance/disbursing activities) and ***NOT*** for authorizing ATM advances against the Government-sponsored contractor-issued travel charge card that should be addressed in item 16, Remarks. The amount of advance travel funds in item 15 is computed in accordance with Service finance policy.

Effective 16 August 2004
Item 16. May be used for special authorizations or any other pertinent information. Statements may be included to clarify any special authorizations or special instructions. ***The following statement should be in the Remarks section of each travel authorization involving commercial transportation tickets: "If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher." The statement must be incorporated elsewhere in the travel authorization or attached to the travel authorization or to the ticket or transportation request issued to the traveler if it is not practicable to include this statement in the Remarks section.*** Other examples:

(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 par. C6150 or C6151 when traveling as an escort or an attendant 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.

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

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

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

C4425 ITINERARY VARIATION

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

1. Omit travel to named destinations,

2. Change the travel sequence of the named destinations,

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

4. Travel to additional destinations.

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

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

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

3. ***Variation authority does not grant blanket travel authorization.***

C4430 TDY TIME LIMITATION (EXCEPT TDY FOR TRAINING)

A. General

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

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

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

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

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

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

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

Effective 18 January 2005
*5. A reduced fixed per diem, 55% of the TDY locality rate (see pars. C4560 and C4561-A), is payable for long-term TDY assignments of more than 180 consecutive calendar days at one location.

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

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

C. TDY Periods in Excess of 180 Consecutive Days. When mission objectives or unusual circumstances require TDY in one location for more than 180 consecutive days, and the criteria in par. C4430-A are satisfied, the AO (see par. C3000) must determine if TDY of greater than 180 days is appropriate (38 Comp. Gen. 853 (1959)). A written request and justification must be forwarded to the AO as soon as practicable. This determination should be made before the travel authorization is issued. If the situation does not permit determination before travel authorization issuance, the travel authorization may be issued and the case submitted immediately to the appropriate authority who must:

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

2. Direct the travel authorization be amended to:

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

   b. Change the assignment from TDY to a PCS,

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

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

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

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

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

E. Income Taxation of Reimbursable TDY Allowances

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

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

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

Effective 18 January 2005
*F. Extensions. When an employee on TDY for 180 or fewer consecutive calendar days (including weekend days) is assigned additional/extended duty, the reduced fixed per diem rule may apply (see pars. C4560 and C4561-A). The rule applies if the scheduled TDY duration, measured from the date of the travel authorization directing the additional/extended duty including the time remaining on the original travel authorization, is more than 180 consecutive days.

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

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

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

C4435 TDY PRIOR TO REPORTING TO FIRST PDS

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

C4440 AUTHORIZED TDY TRAVEL WHILE ON LEAVE

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

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

C. TDY at Other Than Leave Point

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

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

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

b. TDY station to the PDS.

TDY allowances are payable at the TDY location.

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

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

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

c. TDY station to the new PDS.

TDY allowances are payable at the TDY location.

PART L: PER DIEM ALLOWANCES

C4550 PER DIEM RATES

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

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

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

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

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

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

C. Authorizing a Different Per Diem Rate. When it can be determined factually that the per diem rates prescribed in this Part are in excess of need for a particular duty assignment because of known reductions in lodging and/or meal costs resulting from pre-arrangement, special discounts, or other reasons (see also par. C4550-B), the AO should seek authority to prescribe a fixed per diem at a rate lower than the applicable rate prescribed in this Part. ***Such authority must be requested and authorized in advance of the travel.*** (A fixed per diem may not exceed the locality per diem rates prescribed in ***https:/secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*** for the locality concerned.) The request, including established lodging and meal costs, the traveler's name, travel dates, and TDY assignment location should be submitted to the appropriate office indicated in par. C4550-D or C4550-E. (Include the name and telephone number for a PoC who may be contacted concerning the request.) If the request is approved, a fixed per diem rate authorization is sent to the requesting official by the appropriate office in par. C4550-D or C4550-E. ***The authorized fixed per diem rate must be stated on the travel authorization.*** This rate is the per diem rate payable on the travel voucher without any receipts and/or itemization by the employee. ***Except as indicated in pars. C4552-D, C4554-D and C4558-C, the appropriate office designated in par. C4550-D or C4550-E is the sole authority for substituting a fixed per diem rate for the otherwise applicable per diem allowance prescribed in this Part.***

D. Offices Designated to Authorize Increased Per Diem

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

a. Fixed per diem rate in excess of the 55 percent limitation prescribed in par. C4561-A1, for long-term TDY, and in par. C4530-D1 for training assignments of more than 30 consecutive calendar days, up to the applicable maximum rate prescribed in ***https:/secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*** for the TDY or training locality; or

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

2. Designated Offices

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

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

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

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

Effective 18 January 2005
****NOTE: An increase to the 55 percent limitation prescribed in pars. C4530-D1 and C4561-A for a period of travel that has been completed can only be approved on an AEA basis based on the 55% per diem rate (e.g., 150% of the 55% per diem rate) under par. C4600 than 30 consecutive calendar days.***

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

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

2. Naval Ship Research and Development Center Underwater Explosion Barge. The per diem rates provided in par. C4558-B1 (General) are prescribed for TDY performed aboard a Naval Civil Engineering Laboratory warping tug or the Underwater Explosion Barge (UEB). ***The per diem rates are not subject to any further reductions.***

3. Two or More Meals Furnished with Charge Aboard Corps of Engineers Floating Plant. For days on which an employee is charged for two or more furnished meals in a mess facility aboard a Corps of Engineers floating plant incident to TDY, the per diem rate for that day is the actual cost of lodging up to the Standard CONUS lodging rate (see the per diem rates at ***https:/secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*** or par. C4550-F3 for the current Standard CONUS per diem rate) plus $20 for meals and incidental expenses. The resultant amount is not rounded off. This per diem rate is not subject to the rates in par. C4554-A1 (based on Government mess use). For days when less than two meals are furnished in a mess facility aboard a floating plant, the M&IE rate payable is the Standard CONUS per diem rate (see per diem ***rates at https:/ secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*** or par. C4550-F3 for the current Standard CONUS per diem rate). When meals are furnished without charge, the provisions of par. C4554-B (deductible meals) apply.

C. Commercial Ship

1. General. Except as noted in par. C4558-D below, for travel aboard a commercial ship, a per diem rate equal to the anticipated expenses should be set. The AO should state in the travel authorization the circumstances warranting the rate.

2. Alaska Marine Highway System. For travel by ferry on the Alaska Marine Highway System, the per diem rate is the Standard CONUS M&IE rate. See par. C4550-F3 or the per diem rates at ***https:/ secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*** for the Standard CONUS per diem rate.

3. Inland or Coastal Waters. Per diem rates for TDY travel aboard a commercial ship on CONUS inland or coastal waters are:

a. $3 when the cost of passage includes meals, or

b. $31 when the cost of passage does not include meals.

D. Car Ferries. When an employee on TDY travels partly by POC and partly by car ferry (circuitously or otherwise), the employee is authorized the following:

1. Mileage (see par. C2505)

a. Mileage is authorized for the official distance from the PDS to the car ferry POE and from the car ferry POD to the TDY location;

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

2. Transportation. The employee is authorized:

a. Government-procured ferry transportation, or

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

3. Per Diem

a. Lodging. Reimbursement for lodging (unless included in the transportation cost) is authorized with no cost ceiling limitation.

b. Meals and Incidental Expenses (M&IE). M&IE is based and computed for the employee using the standard CONUS M&IE rate for the arrival day (embarkation) on the ferry through the departure day (debarkation) from the ferry; and

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

NOTE: See par. C2204-B3 for required documentation if a U.S. registered ferry is not available.

C4559 USE OF A RECREATIONAL VEHICLE FOR LODGING

The term "recreational vehicle" includes mobile homes, campers, camping trailers, or self-propelled mobile recreational vehicles.

A. Privately Owned

1. Lodging Costs. See par. C4555-D for allowable lodging expenses. Depreciation is not an allowable lodging expense.

2. Meals and Incidental Expenses. The AO must: (a) determine an appropriate amount for M&IE based on whether or not the recreational vehicle used by an employee has meal preparation facilities, and (b) request a reduced per diem in accordance with par. C4550-C if the expected actual costs can be determined in advance of the travel.

B. Rented Recreational Vehicle. When the use of a rented recreational vehicle is authorized/approved as advantageous to the Government, the rental fee and the allowable expenses in par. C4555-D are lodging costs. Advantageous use might occur when an employee is on an extended TDY assignment in a remote area or where conventional lodging facilities are limited or not available. If the use of a rented recreational vehicle is not authorized/approved as advantageous, only expenses listed in pars. C4555-D2, C4555-D3, C4555-D4, C4555-D5, C4555-D6, C4555-D7, C4555-D8, and C4555-D9, are lodging costs.

Effective 18 January 2005
***C4560 PER DIEM FOR LONG-TERM TDY ASSIGNMENTS**

Per diem allowances for long-term TDY assignments of more than 180 consecutive calendar days at one location are as indicated in par. C4561-A. The per diem rates in par. C4561-A apply for the entire period, except that per diem allowances for the arrival day at and departure day from the TDY location are determined under the 'Lodgings-Plus' method in par. C4553. Per diem rates determined in accordance with instructions in pars. C4561-A and C4561-D1d are payable in fixed amounts. See par. C4430 for time limitation and authorization for long-term TDY assignments.

C4561 PER DIEM FOR LONG-TERM TDY ASSIGNMENTS

NOTE: See Chapter 4, Part K, for per diem for training assignments.

A. Long-term TDY Assignments. Per diem allowances for TDY assignments of more than 180 consecutive calendar days at one location are:

1. 55 percent of the applicable maximum daily TDY locality per diem rate in ***https:/ secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*** rounded to the next higher dollar (paid in a fixed amount plus actual lodging taxes as indicated in ***NOTE 1*** below (lodging receipts or a lease for the rental of an apartment are not required to confirm lodging costs except when necessary to confirm amount paid for lodging taxes); except that if:

2. Government quarters are used, the daily per diem computation is done using the 'Lodgings-Plus' method in par. C4553 (lodging receipts are required);

3. Government quarters are used and a Government mess is used, the daily per diem computation is done using the 'Lodgings-plus' method in par. C4553 (lodging receipts are required) and the provisions in par. C4554-A; and

4. Meals and lodgings are furnished without cost to an employee, per diem payable is $3 within CONUS, or $3.50 OCONUS when lodgings used are on a U.S. installation (see definition in Appendix A) or the applicable incidental expense allowance in ***https:/secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*** if lodgings are not on an installation. See the ***NOTE*** following par. C4554-A1b for an OCONUS incidental expense rate discussion.

NOTE 1: Taxes on lodging in CONUS and non-foreign OCONUS areas (see Appendix A definitions) are limited to taxes on the maximum amount prescribed for lodging in https:/ secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html for the TDY location and are reimbursable in addition to the 55% per diem. Taxes on lodging in foreign OCONUS areas are part of per diem and are not separately reimbursable.

NOTE 2: If an employee is transferred by PCS travel authorization to the long-term TDY location, per diem being paid in connection with the long-term TDY assignment stops on the date the employee is notified of the transfer (see par. C4113).

B. Exceptions to the Prescribed Long-term TDY Per Diem Allowances. When the 55 percent rate prescribed in par. C4561-A1 is not appropriate for a particular TDY assignment, a DoD component may request an exception to the 55 percent rate in accordance with pars. C4561-B1 and C4561-B2, below. Requests for change to the 55 percent

rate must be forwarded for decision to the appropriate office listed in par. C4550. Requests must be supported by documentation of the circumstances (for example, availability (or non-availability) of adequate lower-cost lodgings) justifying the need for the proposed change (up or down) to the 55 percent rate.

1. TDY Per Diem Allowance below the 55 Percent Rate. If an AO determines that the 55 percent rate is excessive because of lower lodging and/or meal costs, the DoD component involved may request a lower fixed per diem rate under par. C4550.

2. TDY Per Diem Allowance in Excess of the 55 Percent Rate. If an AO determines that a 55 percent rate is inadequate, the DoD component involved may request a higher fixed per diem rate that does not exceed the applicable maximum per diem rate prescribed in ***https:/ secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*** for the TDY locality.

3. Reimbursement for the Cost of Retained Lodging when an Employee on a Long-term TDY Takes Leave. It may be necessary and/or cost effective for an employee on long-term TDY to retain lodgings while on leave. The AO may authorize/approve reimbursement for the cost of the retained lodgings (supported by a lease or lodging receipt) during the leave period, ***if requested by the employee***. The amount cannot exceed the per diem or AEA plus appropriate taxes that would have been paid had the employee not taken leave.

Effective 1 October 2004
Example 1

a. An employee on a long-term TDY assignment is paid per diem at the rate of $50.05 (55% of $91, the per diem applicable to the TDY location, rounded to the next higher dollar. The $91 rate includes $31 for M&IE and $60 for lodging).

b. The $50.05 per diem paid the employee consists of $17.05 (55 % of $31, the applicable M&IE rate) for meals and incidental expenses and $33.00 ($50.05 minus $17.05) for lodging.

c. In June the employee is scheduled to be on leave for 10 days and is authorized per diem for 20 days only (30 days in June less 10 days leave). The employee is paying $800 per month for lodgings (an apartment, including utilities).

d. The total amount allowed for lodging costs in the adjusted per diem rate is limited to the amount the employee would have received if no leave were taken. The limitation is $990.00 (30 days x $33.00), which is the amount provided within the initial 55 percent per diem rate for lodging. Since the actual cost of lodging, $800, is less than the amount the employee would have received at the 55 percent rate, $800 is used.

e. The daily lodging cost for each day is $40, determined by prorating the $800 lodging cost for the month of June over the 20 days during which the employee is authorized per diem.

f. The adjusted per diem is $57.05 ($17.05 for M&IE and $40 for lodging). The $57.05 does not exceed the locality per diem rate of $91.

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 at the TDY mileage rate in par. C4651 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. This paragraph does not apply to travel performed under par. C2180 (B-183480, 4 September 1975).

2. Mileage and Per Diem Computation

a. The TDY 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 airfare; 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 TDY 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/TDY 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://secureapp2.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 was $65. Actual lodging cost at Jacksonville, FL, was $40.

Total Constructed Travel Cost by Common Carrier (including per diem on travel days 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).	25.50	
Total Constructed Cost	**$263.27**	**$263.27**

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Total Cost of Actual Travel by Automobile		
TDY Mileage & Tolls. 2,325 miles @ $0.405 per mile (round-trip)	$941.63	
Tolls	12.00	
Total Transportation Cost	**$953.63**	**953.63**
Per Diem for Travel from Boston, MA, to Jacksonville, FL		
Departure Day from Boston, MA (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 2nd 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 (Arrival Day 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.	71.00	
Per Diem Cost for travel from Boston, MA, to Jacksonville, FL	**$199.25**	**$199.25**

Per Diem for Travel from Jacksonville, FL, to Boston, MA		
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 (Arrival Day at Boston, MA). 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, MA	**$159.25**	**$159.25**
Total Cost of Actual Travel by Automobile		**$1,312.13**

3. Since the cost for the 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 N2: RETURN TO PDS DURING TDY

C4675 TRAVEL AUTHORIZATIONS

The AO must have it stated in the travel authorization if an employee is:

1. Required to return to the PDS on non-workdays at Government expense, or

2. Authorized to return to the PDS at Government expense during extended TDY.

Specific authorization is not required in the travel authorization to allow an employee to voluntarily return to the PDS on non-workdays or workdays after the close of business subject to a limitation on the per diem payment.

C4676 REQUIRED RETURN TO PDS DIRECTED DURING NON-WORKDAYS

When the TDY assignment does not require an employee to remain at the TDY site on non-workdays (including holidays), the AO may require an employee to return to the PDS for non-workdays, as long as:

1. The expense for round-trip transportation and per diem allowance or AEA en route is less than the per diem allowance or AEA that would have been paid if the employee remained at the TDY point,

2. Availability for duty on the last scheduled workday preceding absence and on the first scheduled workday following absence is not adversely affected, and

3. The travel authorization states the employee must return to the PDS.

C4677 VOLUNTARY RETURN TO PDS

A. General. When a TDY employee voluntarily returns on:

1. Non-workdays, or

2. Workdays after the close of business

to the:

3. PDS, or

4. Place of abode from which the employee commutes daily to the PDS,

the maximum reimbursement allowable, for the round-trip transportation (by any mode) and per diem or AEA en route, is the per diem or AEA and travel expenses allowed had the employee remained at the TDY location. The employee must perform voluntary return travel during non-duty hours or authorized leave periods.

B. Examples. The following examples show per diem and AEA computations involving voluntary return to the PDS:

***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://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html.**

EXAMPLE 1

Lodging-Plus Per Diem Computation		
Wed	10/20	depart PDS
Wed	10/20	arrive TDY
Fri	10/22	depart TDY
Fri	10/22	arrive PDS
Sun	10/24	depart PDS
Sun	10/24	arrive TDY
Wed	10/27	depart TDY
Wed	10/27	arrive PDS

Employee's daily TDY lodging cost was $61, which, when added to the applicable meal and incidental expense rate of $34 equals $95 (does not exceed the TDY location $105 maximum per diem rate).

Actual Cost

Wed 10/20	Per diem for day of travel to TDY location (75% of $34) + $61 =	$86.50
Thurs 10/21	$34 + $61 =	$95.00
Fri 10/22	Per diem for day of return to the PDS 75% of $34 =	$25.50
Sat 10/23	At PDS	0
	Round-trip Transportation Cost	$100.00
Sun 10/24	Per diem for day of travel to TDY location (75% of $34) + $61 =	$86.50
Mon 10/25	$34 + $61 =	$95.00
Tue 10/26	$34 + $61 =	$95.00
Wed 10/27	Per diem for day of return to the PDS 75% of $34 =	$25.50
	Total Actual Cost	**$609.00**

Constructed Cost

Wed 10/20	Per diem for day of travel to TDY location (75% of $34) + $61 =	$86.50
Thurs 10/21	$34 + $61 =	$95.00
Fri 10/22	$34 + $61 =	$95.00
Sat 10/23	$34 + $61 =	$95.00
Sun 10/24	$34 + $61 =	$95.00
Mon 10/25	$34 + $61 =	$95.00
Tue 10/26	$34 + $61 =	$95.00
Wed 10/27	Per diem for day of return to the PDS 75% of $34 =	$25.50
	Total Constructed Cost	**$682.00**

In this example the employee is due $609.00 (actual cost) since it is less than the constructed cost ($682.00).

***EXAMPLE 2**

Lodging-Plus Per Diem Computation		
Mon	3/5	Depart PDS
Mon	3/5	Arrive TDY
Fri	3/9	Depart TDY
Fri	3/9	Arrive PDS
Sun	3/11	Depart PDS
Sun	3/11	Arrive TDY
Fri	3/16	Depart TDY
Fri	3/16	Arrive PDS

1. Employee's daily TDY lodging cost was $45, which, when added to the applicable meal and incidental expense rate of $31 equals $76 (does not exceed the TDY location $90 maximum per diem rate).

2. ***Constructed Cost***: Applying the $76 per diem, which would have been allowable had the employee remained at the TDY location, the employee would be authorized a total per diem of $228 for Friday, Saturday and Sunday ($76 per day x 3 days = $228).

3. ***Actual Cost***:

Per diem for day of return to the PDS on Friday 75% of $31	$ 23.25
Cost of round-trip transportation	$140.00
Per diem for day of travel to TDY location (75% of $31) + $45	$ 68.25
Total	**$231.50**

4. Since the actual cost of per diem and the transportation ($231.50) for travel to the PDS and return exceeds the constructed cost of per diem ($228) the employee would have been authorized if the employee remained at the TDY location, the employee is reimbursed $228.

5. Using the same example, in a situation in which an employee accompanies another employee who is driving a POC, and assuming the same conditions apply, the employee driving the POC may be paid the round-trip mileage and per diem in the amount of $231.50. This payment is based on the additional per diem that ordinarily could have been claimed by the accompanying passenger employee if the employee remained at the TDY location. ***NOTE:*** ***Mileage is not paid to the passenger. See par. C4661-B5.***

6. If each employee's per diem is taken into account, the maximum per diem payable would be $456 ($76 x 3 days = $228 x 2 employees).

7. If the round-trip transportation cost for the two employees is $140, the complete travel cost (i.e., per diem and round-trip mileage for the driver employee and per diem for the passenger employee equal to $323) ($23.25 per diem for Friday + $68.25 per diem for Sunday = $91.50 x 2 people = $183 per diem + $140 transportation = $323) is payable. The driver receives $231.50 and the passenger receives $91.50 There also is a $133 savings to the Government ($456 - $133).

***EXAMPLE 3**

1. An employee is assigned to a TDY location. The travel authorization does not require the employee's daily return to headquarters. The employee voluntarily travels to the place of abode each workday. No lodging costs are incurred at the TDY location. The one-way distance between the PDS and TDY location is 75 miles. The employee travels by POC.

2. If the employee had remained at the TDY location, the employee could have incurred lodging costs of $40 per day and would have been authorized per diem of $71 ($31 + $40), which is within the TDY location $90 maximum per diem rate.

3. The $71 is used as the maximum constructed amount that can be reimbursed for the round-trip travel between the TDY location and the PDS. To determine the per diem payable, a cost comparison may be made as follows:

ITINERARY			
Mon	10/15	Depart PDS	0600
Mon	10/15	Return PDS	1830
Tues	10/16	Depart PDS	0600
Tues	10/16	Return PDS	1830
Wed	10/17	Depart PDS	0600
Wed	10/17	Return PDS	1830
Thurs	10/18	Depart PDS	0600
Thurs	10/18	Return PDS	1830

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***PER DIEM AND TDY MILEAGE FOR ACTUAL TRAVEL PERFORMED**			
Mon	10/15	75% of $31 (M&IE Rate) (par. C4553-D)	$ 23.25
Tue	10/16	75% of $31 (M&IE Rate)	23.25
Wed	10/17	75% of $31 (M&IE Rate)	23.25
Thurs	10/18	75% of $31 (M&IE Rate)	23.25
Four round trips of 150 miles each @ $0.405 per mile			$ 243.00
Total Per Diem & TDY Mileage for Actual Travel			**$336.00**

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***CONSTRUCTED COST TO THE GOVERNMENT**			
Mon	10/15	75% of $31 (M&IE Rate) plus $40 (Lodging cost)	$ 63.25
Tue	10/16	$31 (M&IE Rate) plus $40 (Lodging cost)	71.00
Wed	10/17	$31 (M&IE Rate) plus $40 (Lodging cost)	71.00
Thurs	10/18	75% of $31 (M&IE Rate)	23.25
One round trip of 150 miles @ $0.405 per mile			$ 60.75
Total Constructed Cost			**$289.25**
The employee is reimbursed $289.25 since it is the lesser amount.			

EXAMPLE 4

AEA Comparison		
Sun	10/7	Arrive TDY AEA Authorized NTE $90
Fri	10/12	Depart TDY (voluntary return to PDS)
Fri	10/12	Arrive PDS
Sun	10/14	Depart PDS
Sun	10/14	Arrive TDY (same TDY location)
Fri	10/19	Depart TDY (TDY completed)
Fri	10/19	Arrive PDS

1. The maximum AEA payable at the employee's TDY location is $90 a day. This is used in comparing the actual expenses for the round-trip travel and what would have been payable if the employee remained at the TDY location.

2. If transportation costs plus AEA (both en route to and from the PDS and while at the TDY location on Friday prior to departure (breakfast, lunch, incidentals) and on Sunday after return (lodging)) amount to more than the employee would have received by staying at the TDY location, reimbursement is limited to $270.00, i.e., what the employee would have been paid for remaining at the TDY location.

3. If the expenses incurred with voluntary return travel are less than the maximum payable, reimbursement is the lesser amount.

C4678 RETURN TO PDS DURING EXTENDED TDY

A. General

1. For this paragraph, "extended TDY" means directed travel of 3 or more weeks.

2. An employee on extended TDY may be authorized to periodically return in an official travel status to the PDS, or place of abode from which the employee commutes daily to the PDS, on weekends or other non-workdays.

3. ***Reimbursement for transportation and per diem is on the same basis as TDY travel, but is not limited to the expenses otherwise payable had the employee remained at the TDY location.***

B. Cost Analysis

1. Prior to authorizing return travel, the AO must determine that the savings (i.e., increased employee efficiency and productivity and reduced recruitment and retention costs) outweigh the periodic return cost.

2. The TDY assignment length and purpose and the return travel distance must be considered.

3. ***An analysis must be conducted at least every other year.***

C. Authorized Return

1. Authorized return travel is intended for an employee whose employment ***requires frequent extended TDY*** assignments away from the PDS.

2. An employee on extended TDY (as defined in par. C4678-C1) may be authorized to return to the PDS (or place of abode from which the employee commutes daily to the PDS) as frequently as every other weekend provided the return is:

a. Justified by the cost analysis required in par. C4678-B, and

b. The AO determines the round-trip travel and transportation cost does not substantially exceed the cost of remaining at the TDY location.

3. ***A traveler, who travels to a location (other than the PDS or place of abode from which the traveler commutes daily to the PDS) for personal reasons, (and returns to the TDY location) is not authorized reimbursement for transportation expenses.*** The traveler is authorized reimbursement for only per diem-related expenses and any reimbursable miscellaneous expenses that would have been allowable had the employee remained at the TDY location (B-200856, 3 August 1981; and B-214886, 3 July 1984).

Example 1: Traveler TDY from Location A to Location B (with a per diem rate of $173 ($122 for lodging and $51 for M&IE)) drives to Location C on Friday night and returns to Location B Sunday night. The traveler checks out of the Location B hotel (which cost $120/night plus a separate reimbursable amount for the 12% tax ($14.40) on Friday and stays in a Location C hotel Friday and Saturday nights. The traveler pays $145 plus a 13% tax ($18.85) per night for Location C lodging on Friday and Saturday. Even though the per diem rate in Location C is $196 ($149 for lodging and $47 M&IE), the traveler is limited to $122/night for lodging (and lodging taxes on $122 - 12% of $122 ($14.64)) and to $51/day for M&IE on Friday and Saturday. This is because the Location B rate is $173 ($122 for lodging and $51 for M&IE) and the traveler is being paid per diem that would have been paid (max $122 for lodging plus $51 for M&IE) had the traveler remained in Location B. The traveler's lodging tax in Location C each night is limited to $14.64 per night (12% of the $122). The traveler is reimbursed up to $29.28 for lodging tax while in Location C. ***The traveler is not authorized any TDY mileage for driving between Locations B and C.***

Example 2: Traveler TDY from Location X to Base Y (with a per diem rate of $161 ($110 for lodging and $51 for M&IE)), where the traveler is staying on the installation at a cost of $20/night with no charge for taxes and will be paid the $31 proportional meal rate (PMR) based on the use of 1 or 2 Government meals daily. The traveler drives to Location Z on Friday night and returns to Base Y Sunday night. The traveler checks out of the Base Y bachelor quarters on Friday and stays in a Location Z hotel Friday and Saturday nights. The traveler paid $75 and 12% lodging tax ($9.00) for Location Z lodging each night on Friday and Saturday. Even though the Location Z per diem rate is $111 ($70 for lodging and $43 M&IE), the traveler is paid $75/night for lodging, and reimbursement of Location Z lodging taxes ($18 for both nights), and is paid $51/day for M&IE on Friday and Saturday. This is because the traveler is being paid per diem (up to $110 for lodging plus $51 for M&IE) that would have been paid had the traveler remained in Base Y. The fact that the traveler was using Government quarters and 1 or 2 Government meals per day has no effect on the traveler's M&IE on days when not using those meals. ***The traveler is not authorized any TDY mileage for driving between Locations Y and Z.***

Example 3: Traveler TDY from Location D to Location E (with a per diem rate of $161 ($110 for lodging and $51 for M&IE)), where the traveler is staying with friends and incurring no lodging costs. The traveler drives to Location F on Friday night and returns to Location E Sunday night. The traveler stays in a Location F hotel Friday and Saturday nights and pays $75 and 12% lodging tax ($9.00) for Location F lodging each night. Even though the Location F per diem rate is $111 ($70 for lodging and $43 M&IE), the traveler is paid $75/night for lodging, and reimbursement of Location F lodging taxes ($18 for both nights), and is paid $51/day for M&IE on Friday and Saturday. This is because the traveler is being paid per diem (up to $110 for lodging plus $51 for M&IE) that would have been paid had the traveler remained in Location E. The fact that the traveler was staying with friends has no effect on the traveler's per diem on days when not staying with friends. ***The traveler is not authorized any TDY mileage for driving between Locations E and F.***

4. A statement that return travel 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 duty hours.*** Accordingly, the authorized return should be performed outside the employee's regular duty hours or during authorized leave periods.

5. In the case of employees not exempt from the Fair Labor Standards Act overtime provisions, consideration should be given to scheduling required travel to minimize payment of overtime, including scheduling travel during regular duty hours where necessary (55 Comp. Gen. 1291 (1976)).

C4679 LODGING RETAINED AT TDY LOCATION

A. Lodging Retained at TDY Location during Voluntary or Required Return. If the employee retains lodging at the TDY location during a voluntary (per par. C4677) or required (per par. C4676) return, the employee is financially responsible for the retained room cost while gone.

B. Lodging Retained at TDY Location during Authorized Return - Lodgings Plus. When an employee is authorized 'Lodgings Plus' per diem, the AO may authorize/approve reimbursement for the cost of lodging retained at the TDY site as mission essential considering:

1. The reasons for retaining the lodging are reasonable and necessary and not strictly for the traveler's convenience;

2. The traveler's efforts to obtain lodging on a weekly or monthly basis or other long-term rental agreement; and

3. When the retained lodging is charged on a daily basis, such factors as the TDY duration, the amount of personal belongings, the capability of the establishment to store those belongings, and the traveler's ability to secure a room upon return.

If authorized/approved, the cost of lodging retained at the TDY site are paid as a reimbursable expense (up to the maximum lodging rate).

C. Lodging Retained at TDY during Authorized Return - Fixed Reduced (55%) Per Diem. When an employee is being paid a fixed reduced (e.g., 55%) per diem and is out-of-pocket for lodging retained during an authorized return, the AO may authorize/approve reimbursement of the amount the employee is out-of-pocket. However, the amount allowed for lodging cost as a reimbursable expense may not be more than the amount the employee would have received if the return trip to the PDS was not taken.

EXAMPLE

1. The employee is on long term TDY renting an apartment at a cost of $1,000 per month.

2. The authorized per diem rate is $55 (i.e., 55% of the locality rate of $100).
   55% of $34 (M&IE) = $18.70
   55% of $66 (Lodging) = $36.30
   Total = $55 or 55% of $100 = $55

3. The employee is reimbursed $36.30 x 30 = $1,089 per 30-day month for lodging.

4. The travel authorization allowed the employee a return trip home every 3 weeks.

SCENARIO 1

1. The employee returned to the PDS once during the first month. The employee is not paid for the 2 nights lodging spent at the PDS.

2. The employee is authorized $1,016.40 (28 x $36.30) for lodging for the first month.

3. Since the employee is authorized $16.40 more than actual lodging cost ($1,016.40 vs. $1,000), the employee is not out-of-pocket for lodging costs and therefore is not authorized additional reimbursement.

SCENARIO 2

1. The employee returned to the PDS twice during the third month. One weekend was a holiday (3-day) weekend; the employee is not paid lodging for 5 nights spent at the PDS.

2. The employee is authorized 25 x $36.30 = $907.50 for lodging for the third month.

3. The employee is out-of-pocket $92.50 for lodging costs ($1,000 vs. $907.50).

4. The employee would have been reimbursed $181.50 (5 x $36.50) for those 5 nights had the employee not returned to the PDS.

5. The $92.50 out-of-pocket cost is less than the amount the employee would have been paid had the employee not returned to the PDS ($181.50).

6. At the AO's option, the employee may be authorized $92.50 as a reimbursable expense to cover the out-of-pocket lodging costs.

TABLE 1 - ELIGIBILITY TABLE

Payment of travel, transportation, and other related expenses of a civilian employee, except in connection with emergency evacuation and former employees separated by RIF or transfer of function, and restored to duty.

MOVEMENT SITUATION	(A) Agreement Required	(B) Transportation of Employee & Dependents	(C) Per Diem for Employee	(D) Per Diem for Dependents	(E) House Hunting Per Diem & Transportation	(F) Temporary Quarters Subsistence Expenses	(G) Miscellaneous Expense Allowance	(H) Sell & Buy Residence Lease Termination	(I) Movement Household Goods Temporary Storage	(J) Non-temporary Storage Household Effects
(1) First PDS travel - appointees and student trainees in CONUS	YES	YES ADVANCE Mileage only	YES ADVANCE	NO	NO	NO	NO	NO	YES Footnote 4 ADVANCE	Footnotes 5 and 7
*(2) First PDS travel to OCONUS PDS (footnotes 8, 9, and 10)	YES	YES ADVANCE Mileage only	YES ADVANCE	NO	NO	NO	NO	NO	YES Footnote 4 ADVANCE	YES Footnote 7
(3) PCS between CONUS PDSs (footnote 1)	YES	YES ADVANCE Mileage only	YES ADVANCE	YES ADVANCE	YES ADVANCE Per Diem & Mileage	YES ADVANCE	YES NO ADVANCE	YES NO ADVANCE	YES Footnote 4 ADVANCE	Footnotes 5 and 7
*(4) PCS from OCONUS PDS to CONUS PDS (footnotes 1 and 10)	YES	YES ADVANCE Mileage only	YES ADVANCE	YES ADVANCE	NO Footnote 11	YES ADVANCE	YES NO ADVANCE	NO Footnote 3 NO ADVANCE	YES Footnote 4 ADVANCE	Footnotes 5 and 7
(5) PCS from CONUS PDS to OCONUS PDSs (footnotes 1, 8, and 10)	YES	YES ADVANCE Mileage only	YES ADVANCE	YES ADVANCE	NO Footnote 11	NO Footnote 2 ADVANCE	YES NO ADVANCE	NO Footnote 3 NO ADVANCE	YES Footnote 4 ADVANCE	YES Footnote 7
*(6) PCS between OCONUS PDSs (footnotes 1 and 10)	YES	YES ADVANCE Mileage only	YES ADVANCE	YES ADVANCE	NO	NO Footnote 2 ADVANCE	YES NO ADVANCE	NO Footnote 3 NO ADVANCE	YES Footnote 4 ADVANCE	YES Footnote 7
(7) RAT (round-trip between overseas tours of duty for leave purposes when return is to same PDS or another in same locality)	YES	YES NO ADVANCE	YES NO ADVANCE	NO	NO	NO	NO	NO	NO	Footnote 6

Effective 3 February 2005

*Footnote 1 -- Movement of dependents and/or HHG to/from a training location is not a PCS when authorized under par. C4500 instead of per diem or an AEA for the employee while at the training site.

*Footnote 2 -- Allowed when the new PDS is in a CONUS/non-foreign OCONUS area.

*Footnote 3 -- Allowed when old/new PDS are both in CONUS and/or non-foreign OCONUS areas. Also allowed when, instead of being returned to the former non-foreign OCONUS area PDS, an employee is transferred, in the Government's interest, to a different non-foreign OCONUS area PDS than the PDS from which transferred when assigned to the foreign country PDS (see par. C14000-C).

Footnote 4 -- Advance allowed if not shipped via a Government-arranged move.

Footnote 5 -- Allowed only when PCS is to a designated isolated CONUS PDS.

Footnote 6 -- Allowed only for teachers employed in DoDEA applicable between school years.

*Footnote 7 – The Government must arrange the NTS.

*Footnote 8 -- Foreign Transfer Allowance (Pre-departure Subsistence Expense – incurred only in CONUS or non-foreign OCONUS area). For FTA guidance, refer to DSSR, section 240 as stated in par. C1004.

Footnote 9 -- Foreign Transfer Allowance (Miscellaneous Expense). For FTA guidance, refer to DSSR, section 240 as stated in par. C1004.

*Footnote 10 -- Foreign Transfer Allowance/Home Service Transfer Allowance (Lease Penalty Expense). For FTA/HSTA guidance, refer to DSSR, sections 240 and 250, respectively, as stated in par. C1004.

*Footnote 11 -- HHT may be authorized incident to a PCS when the old and new PDS are both in CONUS and/or non-foreign OCONUS areas.

TABLE 2. NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED FROM ANYWHERE TO FIRST OFFICIAL STATION IN THE CONTINENTAL UNITED STATES (CONUS)

Column 1—Relocation allowances that a DoD component must pay or reimburse ***when the DoD component elects to pay movement costs to the employee's first PDS.*** [1]	Column 2—Relocation allowances that a DoD component has discretionary authority to pay or ***reimburse when the DoD component elects to pay movement costs to the employee's first PDS.***
1. Transportation of employee & immediate family member(s) (JTR, par. C5080-B) (FTR, Part 302–4). 2. Per diem for employee only (JTR, par. C7006-B) (FTR, Part 302–4). 3. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7). 4. Non-temporary (extended) storage of household goods when an eligible employee is moved to an isolated CONUS PDS (JTR, Chap. 5 Part D) (FTR, Part 302–8). 5. Transportation of a mobile home or boat used as a primary residence in lieu of the transportation of household goods (JTR, Chap. 10) (FTR, Part 302–10)[2].	1. Shipment of privately owned vehicle (POV) (JTR, Chap. 5. Part E) (FTR, Part 302–9, subpart B)[3].

[1] **Note to Column 1 heading**: A DoD component has the discretion to authorize or not authorize relocation allowances for movement to the first PDS. If the component elects to authorize relocation allowances it must pay all the listed allowances for which the employee qualifies under the applicable regulations in this volume. JTR, Chap. 5, Part B lists the allowances that are ***not*** payable incident to relocation to the first PDS.

[2] **Note to Column 1, Item 5**: Transportation of a mobile home is allowed only within CONUS, within Alaska and through Canada en route between Alaska and CONUS.

[3] **Note to Column 2, Item 1**: Transportation of a POV may ***not*** be authorized for an employee hired at an OCONUS location for duty at the employee's first PDS located within CONUS (see JTR, par. C5212).

4. Administratively Restricted HHG Weight

a. When an employee is assigned to an administratively weight-restricted OCONUS PDS, PBP&E shipment is authorized under pars. C5154-C2 and C5154-C3.

b. PBP&E weight is in addition to a restricted weight allowance shipped to an OCONUS PDS. (Example: The typical administratively limited weight allowance is 4,500 pounds. The employee has 1,000 pounds of PBP&E. The PBP&E is shipped in addition to the 4,500 pounds of HHG.)

c. PBP&E weight, when added to the weight of other HHG authorized for shipment and for NTS and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance unless the PBP&E is shipped under par. C5154-C2 and C5154-C3.

D. Additional Consumable Goods (FTR §300-3.1)

1. An employee, assigned to an OCONUS PDS designated in Appendix F as one to which additional consumable goods may be shipped, is authorized a shipping allowance for such consumable items in addition to the 4,500 pounds HHG net weight allowance.

2. HHG weight, when added to the weight of other HHG authorized for shipment transportation and for NTS and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance.

3. The employee's PCS travel authorization should show the consumable items authorized weight allowance (see Appendix F).

4. Consumable goods are transported like HHG.

Effective 1 October 2003

E. Weight Additive Articles (FTR §302-7.20). When HHG include an article, boat or trailer of reasonable size, for which a carrier assesses a weight additive (as prescribed in the applicable tariff), the weight additive is not charged against the weight allowance in par. C5154-B (ex., when a weight additive of 700 pounds is imposed by a HHG carrier on a 65 pound canoe, only 65 pounds is charged against the employee's 18,000 pounds weight allowance) (GSBCA 16131-RELO, 21 July 2003). Special packing, crating and handling expenses for these articles are the employee's financial responsibility.

F. HHG Transportation Expenses

1. Government-paid Expenses. The following expenses are allowed NTE the cost associated with the authorized weight limit:

a. Packing, crating, uncrating, and transportation;

b. Drayage to or from the common carrier's storage site (except for door-to-door common carrier rates); and

c. Storage in transit (SIT) NTE 90 days, as applicable (see par. C5190-B1).

***NOTE*: Delivery out of storage is authorized at Government expense, regardless of time in storage within the 2-year authorization period. This includes shipments that have been converted to storage at the employee's expense. In addition, delivery out of SIT at Government expense may be extended for the time period of an extension granted under par. C14000-B.**

Effective 4 February 2005

*2. Employee-paid Expenses. The employee is financially responsible for all transportation costs as a result of:

a. Exceeding the authorized weight allowance;

b. Transportation between other than authorized locations;

c. Transportation of articles that are not HHG, (See Appendix A, definition of Household Goods);

d. Transportation in more than one lot (other than an unaccompanied baggage shipment authorized under par. C5160-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. C5165-E);

e. Special services requested by the employee, i.e., the cost of increased valuation liability; and.

f. Transportation related costs that are incurred by the Government due to the employee/employee's agent's negligence, i.e., attempted pickup and/or delivery charges. ***See DoD 4500.9-R (DTR, Part IV) Chapter 401; website http://www.transcom.mil/j5/pt/dtr_part_iv.html.***

G. HHG Transportation and Storage Documentation (FTR §302-7.104)

1. Form and Voucher Preparation. See DoDFMR, Volume 9, for information on submitting travel vouchers and the forms to be used. (website: ***http://www.dtic.mil/comptroller/fmr/***).

2. Documents

a. PCS Travel Authorization. Travelers should be prepared to attach one or more copies of the PCS travel authorization to the voucher. Follow procedures in DoDFMR regarding numbers of copies.

b. Documentation

(1) If required by financial regulations, the following documentation should be attached to the voucher:

(a) Paid receipts (for $75 or more) for SIT, packing, hauling, or drayage bill, if applicable;

(b) Paid carrier's original bill of lading/certified copy; ***NOTE*: If a bill of lading is not available, other evidence showing origin, destination, and weight must be submitted;** and

(c) An official weight certificate/authenticated weight designation.

(2) Constructed weight may be used when:

(a) Proper weighing facilities are not available at origin/any point en route/destination, or

(b) The partial load weight cannot be obtained at origin/en route/destination.

H. Loss or Damage Claims (FTR §302-7.11). Submission procedures for HHG loss or damage claims are provided in Service regulations.

I. Services. HHG (see Appendix A) transportation is limited to items associated with the home and all personal effects belonging to an employee and dependents on the effective date of the employee's PCS or TDY travel authorization that legally may be accepted and transported by an authorized commercial transporter. HHG may be transported when:

1. The shipment originates at the employee's last PDS, actual residence, or another point;

2. Part of the shipment originates at the last PDS and the remainder at one or more other points;

3. The destination is the new PDS or another point; or

4. The destination for part of the HHG is the new PDS and the remainder is shipped to one or more other points.

NOTE: The total amount paid by the Government must not exceed the cost of transporting the HHG in one lot by the method selected under Part C, section 1 of this Chapter, from the employee's last PDS (or new appointee's actual residence at the time of appointment) to the new PDS (FTR §302-7.7).

J. Employee Married to Uniformed Service Member. An employee married to a uniformed service member retains HHG transportation and storage allowances if a PCS travel authorization is issued to the employee. (See B-202023, 4 December 1981 and 54 Comp. Gen. 892 (1975)).

EXAMPLE: An employee's uniformed member spouse receives a PCS travel authorization. The member's PCS weight allowance is 12,500 lbs (See JFTR, par. U5310*)*. The employee receives a PCS travel authorization. The employee's PCS HHG weight allowance is 18,000 lbs. (See. par. C5154-B). Together they may ship 30,500 pounds of HHG – but they may not both be paid or reimbursed for shipping the same HHG.

See JFTR, par. U5012-C for transportation of HHG for a uniformed member married to a DoD civilian employee when both are authorized HHG shipments to the same new PDS.

K. HHG Transportation between Local Quarters.

1. Authorized Transportation. Local transportation of an employee's HHG is authorized when, for the Government's convenience, the local commander issues a written travel authorization to the employee directing a change in residence between any two dwellings. This authority must not be used for HHG transportation between private dwellings in connection with an authorized PCS (B-138678, 22 April 1959; 52 Comp. Gen. 293 (1972)).

NOTE: Temporary Storage (Storage in Transit or SIT) is not authorized.

2. Local Transportation Costs

a. Local transportation costs are charged to the command authorizing the transportation.

b. If the employee's HHG shipment exceeds the maximum amount authorized, the employee is financially responsible for the excess costs.

c. If an adequate scale is not available, the excess weight is determined by using the constructed weight (see par. C5170-D).

d. The 18,000-pound limitation (par. C5154-B) and the 4,500-pound limitation (par. C5156) do not apply to this HHG transportation authorized.

C5156 ADMINISTRATIVE WEIGHT LIMITATIONS (FTR §302-7.16)

A. Policy. When Government furnishings are provided at OCONUS locations, HHG transportation at Government expense to or from such OCONUS locations ordinarily is limited to 4,500 pounds net weight, not including unaccompanied baggage weight. ***NOTE: A travel authorization permitting the State Department administrative HHG weight limit of 7,200 pounds is erroneous and only 4,500 pounds may be shipped at Government expense subject to the exceptions below.***

B. Exceptions

1. This restricted weight allowance does not apply retroactively to HHG shipped to an OCONUS location prior to the effective date that an administrative weight limitation was imposed on the location concerned.

2. When an employee is advised that an item of Government furnishings is not available at the OCONUS location, an amount equal to the weight of personal furnishings required in lieu of the unavailable Government furnishings is added to the 4,500 pounds.

3. If all Government furnishings are required to be returned to the Government and/or the Government furnishings become unserviceable and are not replaced, shipment of the employee's maximum weight allowance (18,000 pounds) minus the HHG weight previously shipped, is authorized from storage or designated place to the current PDS.

4. The AO or designee may increase the restricted HHG weight allowance, when requested to do so by the employee. The increase may be up to the employee's maximum weight allowance (18,000 pounds) with HHG previously shipped or continued in storage counting against the increased weight allowance. One or more of the following conditions must apply:

a. The employee is assigned consecutive full-tour assignments to administratively weight-restricted areas;

b. The employee is on a tour that is extended one year or longer within the same administratively weight-restricted area;

c. Additional furnishings were acquired through marriage occurring after the employee was relocated to the administratively weight-restricted area; or

d. Undue hardship to the employee would result if the full administrative weight restriction were imposed.

5. When a weight restriction is imposed for HHG shipped into a non-foreign OCONUS area, the weight restriction does not apply to shipments from that location as long as the new PDS is not a weight-restricted area.

***NOTE*: Appropriate storage, or transportation to a designated place, is authorized for the remainder of an employee's weight allowance.**

C. Shipment from a Weight-restricted Area. If an employee is transferred from an OCONUS weight-restricted PDS to a PDS where Government-owned furnishings are not provided, HHG transportation may be authorized from the old PDS, storage, and/or the designated place to the new PDS as long as the total HHG transportation does not exceed the authorized weight limit for the new PDS.

C5158 RE-TRANSPORTATION OF THE SAME HHG

HHG returned to CONUS/the actual residence and then reshipped back to the OCONUS PDS during a continuous period of OCONUS employment must be:

1. For reasons beyond the employee's control, and

2. Authorized/approved by the Headquarters of the DoD Agency concerned.

If HHG are shipped back to the OCONUS PDS, a new transportation agreement is not required.

C5160 TRANSPORTATION METHODS (FTR §302-7.100-201)

A. HHG. The official designated by the Service/Defense Agency must authorize/approve the HHG transportation method. A cost comparison must be completed in connection with each PCS travel authorization prior to authorizing a transportation method on that PCS travel authorization.

B. Unaccompanied Baggage

1. General

a. Unaccompanied baggage weight is part of the total authorized HHG weight allowance.

b. Unaccompanied baggage is defined in Appendix A.

c. Express and freight shipments made by the Government must be made under Government transportation policy and procedures.

2. Weight Allowance. Except as in par. C5160-B4, the unaccompanied baggage weight allowance is 350 pounds net weight for each adult and dependent age 12 or older, and 175 pounds net weight for each child under age 12 (see par. C5170).

3. Transportation. Except as in par. C5160-B4, unaccompanied baggage must be shipped under Government transportation policy and procedures. The employee or employee's agent should contact the servicing transportation officer as soon as possible before travel begins to make arrangements for unaccompanied baggage transportation.

4. Air Transportation (Expedited Mode) to, from, or between OCONUS PDSs

a. General

(1) The total amount of unaccompanied baggage transported by air (or any expedited mode) must not exceed 1,000 pounds net weight.

(2) Air transportation is not authorized when an employee performs RAT, except when the additional tour of duty is served at a PDS in another OCONUS area.

(3) Unaccompanied baggage may be transported by air from the old PDS to the appropriate POE to arrive before the departure time of the employee's or dependent's transportation.

b. Conditions. Unaccompanied baggage may be transported by air when:

(1) Shipment by the lowest overall cost mode cannot provide the required service,

(2) The employee certifies the unaccompanied baggage is necessary to carry out the assigned duties, or

(3) The AO determines that expedited transportation is necessary to prevent undue hardship to the employee and/or dependents.

C. Actual Expense (FTR §302-7.200)

1. Government-procured. The Government contracts, negotiates, audits and pays transportation vouchers directly to the carriers. A PCS travel authorization must state:

a. The transportation authorization,

b. That the HHG are to be shipped by a Government-arranged move, and

c. That unauthorized charges are the employee's financial responsibility.

2. Personally Procured. The employee, with assistance as required from the activity from which the employee is departing, must make the necessary HHG shipment arrangements through the servicing transportation officer. Reimbursement is limited to actual expenses incurred by the employee, not to exceed the cost of a Government-arranged move.

D. Commuted Rate (FTR §302-7.13)

1. Applicability. The commuted rate system may be used only for HHG shipments between CONUS PDSs.

2. Arrangements. When authorized/approved by the official designated by the authorizing/order-issuing command, the employee makes arrangements for HHG transportation (other than by shipping the HHG within a mobile home).

CHAPTER 5

PART G: MISCELLANEOUS EXPENSE ALLOWANCE (MEA) DUE TO HOUSEHOLD RELOCATION

C5300 GENERAL

A. Purpose. The purpose of MEA is to reimburse various costs (e.g., moving household furnishings/appliances and other residence-relocation expenses) associated with an authorized/approved PCS/TCS residence relocation.

B. Advance Payments. An advance of MEA funds is not authorized.

C. Mobile Home Relocation. See Chapter 10 for specific costs associated with mobile home relocation transportation expenses.

Effective 3 February 2005
*D. Lease Penalty Expense. For authority to reimburse an employee for a lease penalty expense incurred for early termination of a lease anywhere in the world incident to a PCS to/from a foreign OCONUS area, see DSSR, FTA and HSTA sections 240 and 250, respectively, as stated in par. C1004.

C5305 ELIGIBILITY

A. Employees Eligible for MEA. MEA is payable when all of the following are met:

1. A PCS/TCS is authorized/approved.

2. An appropriate transportation agreement is signed.

3. The employee moves out of the old residence. and

4. The employee establishes a new temporary or permanent residence (GSBCA 16018-RELO, 15 August 2003).

B. Employees ***Not*** Eligible for MEA. The following personnel are not eligible to receive an MEA:

1. New appointees assigned to the first PDS, (appointees to any position, including student trainees, Senior Executive Service (SES) and Presidential appointees);

NOTE 1: See par. C5080-B New Appointee and Student Trainee Appointments and Assignments to Positions in the United States.

NOTE 2: New appointees and employees performing first-PDS travel to a foreign OCONUS area are eligible for the MEA portion of the foreign transfer allowance (FTA). For FTA guidance, refer to Department of State Standardized Regulations (DSSR), Section 240 at http://www.state.gov/m/a/als/1737.htm as stated in par. C1004.

2. An employee performing RAT unless a PCS is authorized/approved in conjunction with the RAT and the employee has discontinued residence at one location and established a residence at a new location in connection with the PCS;

3. An employee assigned to an OCONUS PDS returning to the actual residence for separation; and

4. An employee authorized transportation for dependents and/or HHG to/from a training location instead of per diem or AEA under par. C4500.

C5310 REIMBURSEMENT

*A. General

1. MEA Amounts. The 'flat payment' MEA amounts are $500 and $1,000.

2. Two Employees in One Household

*a. Only one MEA is paid for two employees who discontinue the same residence at the old PDS and establish one residence at the new PDS since only one household is relocated.

*b. Since an MEA is payable to only one employee, the other employee, for MEA purposes only, is considered an immediate family member/dependent relocating with the employee and MEA paid at the ***with-dependent rate***.

*c. ***Even if each employee has a travel authorization and is traveling as an 'employee', only one MEA is paid*** (73 Comp. Gen. 164 (1994)).

*d. **EXCEPTION**: First appointees assigned to an OCONUS PDS are pair IAW the DSSR, Sec. 241.2 if paid under the FTA Rule (see par. C1004-C).

B. Minimum Payment. The following may be paid without receipts or itemized statements:

1. Employees without dependents: the lesser of $500 or the equivalent of 1 week's basic compensation;

2. Employees with dependents: the lesser of $1,000 or the equivalent of 2 week's basic compensation; or

3. Employees with dependents, but whose dependents and HHG are not relocated: the lesser of $500 or the equivalent of 1 week's basic compensation. When an employee:

a. Reports to the new PDS while the dependents remain at the old PDS (or other location) without leaving the old residence, reimbursement is limited to the amount for an employee without dependents until the old residence is discontinued and a new residence is established; and

b. Relocates the dependents or HHG within the 2-year limitation;

the employee is authorized the difference between the amount initially received and the amount allowed under par. C5310-B2.

NOTE 1: An employee is authorized MEA at the with-dependents rate even though dependents move from the residence at the old PDS to a different residence than the employee's residence at the new PDS (B-184558, 12 August 1976).

NOTE 2: An employee is authorized MEA at the "without-dependents rate" if the employee's dependents return early in accordance with par. C7003-D and do not relocate their household when the employee returns and is authorized PCS allowances (B-194061, 12 September 1979). For an employee to be authorized MEA at the "with-dependents" rate, the employee's dependents must discontinue a prior residence and establish a new residence in connection with the employee's PCS.

C. Maximum Payment

1. The AO may authorize/approve MEA in excess of the amount in par. C5310-B if the:

   a. Claim is supported by evidence of expenses incurred, and

   b. Total amount does not exceed the employee's basic salary rate of:

      (1) 1 week if the employee is without dependents, or

      (2) 2 weeks if the employee has dependents that were relocated.

2. The basic salary rate is the rate in effect when the employee reports for duty at the new PDS.

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.

CHAPTER 6
TRAVEL UNDER SPECIAL CIRCUMSTANCES

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PART D: CIVILIAN ESCORTS AND ATTENDANTS

*C6150 ESCORTS FOR MILITARY DEPENDENTS (10 USC §1036)

A civilian employee, who performs authorized travel under a competent travel authorization as an escort for dependents of Uniformed Service members who are authorized transportation under JFTR, par. U5240-C, U5241-D, U5242, U6004, or U6053, is authorized round-trip travel and transportation allowances. Travel authorizations for escorts to perform necessary travel per JFTR, par. U7551 must cite par. C6150 as authority. An employee must have a TDY travel authorization. The transportation mode/routing must be in accordance with Chapter 2. Other civilians must be issued ITAs.

*C6151 ATTENDANTS FOR MILITARY DEPENDENTS (10 USC §1040)

A civilian employee, who performs authorized travel under a competent travel authorization as an attendant for dependents of Uniformed Services members who are authorized transportation to or from a medical facility under JFTR, pars. U5240-G or U7951, is authorized round trip travel and transportation allowances. An employee must have a TDY travel authorization. The transportation mode/routing must be in accordance with Chapter 2. A travel authorization authorizing an attendant to perform necessary travel per JFTR, pars. U5240-G5 and U7951 must cite par. C6151 as authority. Other civilians must be issued ITAs and are authorized the same travel and transportation allowances as DoD civilian employees (JFTR, par. U7554). The travel and transportation allowances authorized by this paragraph may be paid in advance.

C6152 ATTENDANTS FOR UNIFORMED SERVICE MEMBERS, ON THE TDRL, REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATIONS

DoD civilian employees may be authorized TDY travel as attendants for Uniformed Services members who are on the TDRL and who are also required to submit to periodic physical examinations (see JFTR, par. U7251-A). A DoD civilian employee traveling as an attendant is authorized round trip travel/transportation allowances. The transportation mode/travel routing must be in accordance with Chapter 2. The travel-directing organization funds the DoD employee's travel. A non-DoD Government employee who is assigned as an attendant under TDY travel authorization is authorized the allowances prescribed in regulations issued by the employee's agency/department. Other civilians travel under ITAs and are authorized the same travel/transportation allowances as DoD civilian employees (see JFTR, par. U7251-D4).

C6153 ATTENDANTS FOR ACTIVE DUTY UNIFORMED SERVICE MEMBERS (PATIENTS)

A. DoD Civilian Employees. A DoD civilian employee, who perform authorized travel under a TDY travel authorization as an attendant for an active duty Uniformed Service member (patient) who is not physically capable of traveling without an attendant (see JFTR, par. U7252-A), is authorized to round trip travel and transportation allowances (see JFTR, par. U7252-B1).

B. Non-DoD Government Employees. A non-DoD Government employee assigned TDY as an attendant is authorized the allowances in the employee's agency or department regulations.

C. All Other Civilians. Other civilians travel under ITAs and are authorized the same travel and transportation allowances as DoD civilian employees (see JFTR, par. U7252-B4).

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 may be authorized before the employee's return 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 are 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 applicable service period, usually the tour of duty, prescribed for the employee's PDS in par. C4005-1a or Appendix Q, except when a different period, based on one of the provisions in par. C4005-C3, C4005-C4, C4005-C5, C4005-C6, or C4005-C7, applies; or

b. the OCONUS command concerned determines that it is in the Government's best interest to return one or more dependents for compelling personal reasons of a humanitarian/compassionate nature (examples: physical/mental health, death of any immediate family member, 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' personal financial responsibility. When the employee becomes eligible for return travel, the employee must be reimbursed for allowable travel expenses up to the cost of the dependent travel by the most economical route (including the least expensive unrestricted economy airfare 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-to period of service, has received one-way dependents' transportation to the actual residence unaccompanied by the employee, and the employee's RAT is at a later date, the dependents' return transportation expense to the OCONUS PDS at an earlier date is then reimbursable. Reimbursement must not exceed the Government's cost for transportation 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 the 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-to 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

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PART D: SUBMITTING CLAIMS FOR TQSE

Effective 3 February 2005
C13120 ALLOWANCE DUPLICATION

****NOTE: Duplicate payments are not allowed for temporary lodgings occupied during the same time period. TQSA and TQSE cannot be paid for the same time period.***

A. TQSE Payment

1. Limitations. TQSE is ***not paid*** when the employee is receiving any other subsistence expense allowances (FTR §302-5.16).

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

a. COLA payable under the Department of State Standardized Regulations (DSSR) (5 USC §5941); and

b. BAH, OHA, or BAS paid to a member of the Uniformed Services who is the spouse of an employee authorized PCS expenses and allowances (52 Comp. Gen. 962 (1973)).

*B. TQSA Payment. When TQSA is paid based in a foreign country, TQSE may:

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

2. ***Be paid*** for the new CONUS or non-foreign OCONUS PDS area. ***NOTE: TQSA paid on behalf of dependents in a foreign country must not extend beyond the date preceding the employee's arrival date at the new CONUS or non-foreign OCONUS area PDS (DSSR 124.2).***

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

1. COLA payable under DSSR; and

2. BAH-2 or BAS paid to a member of the Uniformed Services who is the spouse of an employee authorized PCS expenses and allowances (52 Comp. Gen. 962 (1973)).

CHAPTER 14

REAL ESTATE TRANSACTION AND UNEXPIRED LEASE EXPENSE ALLOWANCES (FTR PART 302-6)

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

C14000 GENERAL

Effective 3 February 2005
****For guidance on the lease penalty expense portion of the FTA and HSTA, refer to sections 240 and 250, respectively, of the DSSR as stated in par. C1004.***

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

b. Foreign Area. See definition in Appendix A.

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

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

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

1. The total claimed is within prescribed limitations,

2. All the conditions and requirements under which claims may be paid have been met, and

3. The expenses claimed are reimbursable.

E. Privacy Act Statement. This subparagraph implements the Privacy Act of 1974 (5 USC §552a) by adding the Privacy Act Statement for "Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses (DD Form 1705). The form may be reproduced locally and made available to the individual supplying the data shown on DD Form 1705. The form also is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: ***http://www.dior.whs.mil/***.

Effective 3 February 2005
***C14004 UNEXPIRED LEASE SETTLEMENT COST REIMBURSEMENT**

A. Allowable Expenses. Expenses (including broker's fees for obtaining a sublease or charges for advertising an unexpired lease) incurred for settling an unexpired lease (including month-to-month rental) on a residence occupied by an employee at the old PDS are reimbursable when:

1. Applicable laws or the lease terms provide for payment of settlement expenses,

2. They cannot be avoided by subleasing or other arrangement,

3. The employee has not contributed to the expense (e.g., by failing to give appropriate lease termination notice promptly after the employee is officially notified of the date of transfer), and

4. The broker's fees or advertising charges are not in excess of those customarily charged for comparable services in that locality.

B. Claim Procedure. An employee must submit a claim in accordance with directions in the DoDFMR, Volume 9 (***http://www.dtic.mil/comptroller/fmr/***) for reimbursement of costs incurred incident to settlement of an unexpired lease. ***Rental penalty cost must not be allowed if, upon official notification of the date of transfer, the employee could have avoided the expense by giving timely notice of intent to vacate.*** Allowable cost items are limited to those payments made by the employee that represent unavoidable expense directly attributable to lease termination prior to the expiration date. The total amount of the expenses must be entered on the voucher. The employee must be prepared to provide the following documentation, a/an:

1. Copy of the lease prescribing penalties or other costs payable if occupancy is terminated prior to the lease expiration date,

2. Statement of the extent of bona fide attempts made to avoid penalty costs if the lease includes a savings provision for subleasing or making other arrangements to avoid penalty costs, and

3. Itemization of expenses and necessary explanations for clarification of penalty costs and paid receipts for each expense item.

NOTE: For authority to reimburse an employee for a lease penalty expense incurred for early termination of a lease in the U.S. or a foreign area incident to a transfer to or from a foreign area, see DSSR, FTA and HSTA sections 240 and 250, respectively, as stated in par. C1004.

C14005 RETURN FROM MILITARY DUTY

See par. C5080-D for PCS allowances, including allowances provided in this Chapter, when an employee is reinstated at a new PDS after return from military duty.

C14006 GSA BOARD OF CONTRACT APPEALS AND COMPTROLLER GENERAL DECISIONS APPLICABLE TO ALLOWANCES IN THIS CHAPTER

A. Reimbursable and Non-reimbursable Expenses

GSBCA 15706-RELO (07/17/02)	GSBCA 15591-RELO (08/29/01)	GSBCA 15506-RELO (08/15/01)	B-251716 (02/10/93)
B-247860 (07/23/92)	71 Comp. Gen. 316 (1992)	B-241483 (02/28/91)	69 Comp. Gen. 573 (1990)
B-227567 (08/26/88)	B-222899 (03/16/87)	B-222121 (09/19/86)	61 Comp. Gen. 352 (1982)
B-203413 (04/13/82)	B-204939 (04/05/82)	B-202297 (07/24/81)	60 Comp. Gen. 451 (1981)
B-191235 (10/25/78)	B-190677 (07/06/78)	B-189295 (08/16/77)	

B. Broker's Fees and Real Estate Commissions

GSBCA 15867-RELO (07/11/02)	GSBCA 15669-RELO (07/02/02)	GSBCA 15720-RELO (03/28/02)	GSBCA 15542-RELO (01/24/02)
B-247315 (05/18/92)	B-241986 (08/15/91)	B-232313 (01/09/89)	B-224628 (01/12/88)
B-222277 (08/18/86)	B-219925 (06/10/86)	B-221062 (04/15/86)	B-219501 (01/13/86)
B-217514 (11/25/85)	B-217784 (09/03/85)	64 Comp. Gen. 557 (1985)	B-214555 (08/28/84)
B-214362 (08/07/84)	63 Comp. Gen. 474 (1984)	B-205584 (08/02/82)	B-205849 (06/02/82)
B-200167 (07/07/81)	B-201666 (03/06/81)	B-197908 (04/21/80)	B-196517 (02/19/80)
58 Comp. Gen. 211 (1979)	B-190902 (02/14/78)	B-190107 (02/08/78)	B-184063 (06/15/76)
B-182431 (07/14/75)	B-181129 (08/19/74)	B-179634 (04/08/74)	

C. Advertising, Selling, and Appraisal Expenses

*Professional assistance in an unsuccessful sale-by-owner			GSBCA 16246-RELO (12/4/03)
68 Comp. Gen. 373 (1989)	67 Comp. Gen. 453 (1988)	B-221062 (04/15/86)	61 Comp. Gen. 352 (1982)
B-187437 (02/07/77)	B-186009 (10/12/76)	B-183694 (11/24/75)	

***NOTE 2*: Generally, the individuals named in items 3 and 4 are dependents of the employee if they receive at least 51 percent of their support from the employee or employee's spouse; however, this percentage of support criterion must not be the decisive factor in all cases. These individuals also may be dependents for the purpose of this definition if they are members of the employee's household and, in addition to their own income, receive support (less than 51 percent) from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living.**

***NOTE 3*: In connection with the Missing Persons Act, "dependent" is defined in par. C6101-A for purposes of transportation eligibility under that Act.**

***NOTE 4*: With respect to emergency leave travel, see par. C6453-D.**

Effective 30 November 2004
****NOTE 5*: Whether an individual is considered to be an employee's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:**

> ***GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state where the parties entered into such a marriage"; and,***
>
> ***"Issues of marital status are determined by state law, James H. Perdue, GSBCA 14122-RELO, 16 March 1998. Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,***
>
> ***As we recognized in James H. Perdue, GSBCA 14122-RELO, 16 March 1998 the burden of proof is on the claimant to establish the common law marriage. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state where the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: B-260688, 23 October 1995; B-247541, 19 June 1992; B-212900, 15 November 1983; B-191316, 27 September 1978; B-191316, 6 April 1978; B-186179, 30 June 1976.***
>
> ***The validity of a common law marriage is determined by the law of the place where it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. B-186179, 30 June 1978; B-191316, September 1978.***
>
> ***The burden of proof is on the claimant to establish the common law marriage. See GSBCA 15207-RELO, 19 May 2000; GSBCA 14122-RELO, 16 March 1998.***
>
> ***Once the employee has submitted evidence in support of the common-law marriage, it should be submitted to the appropriate agency legal counsel for assistance in determining whether the putative spouse qualifies as a spouse under the specific state and/or Federal law (1 USC §7). PDTATAC does not adjudicate these cases.***

Pertinent GSBCA decisions
GSBCA 15947-RELO, 31 March 2003 available at: http://www.gsbca.gsa.gov/relo/r1594703.txt
GSBCA 15382-RELO, 20 December 2000 available at: http://www.gsbca.gsa.gov/relo/r1538220.txt
GSBCA 15207-RELO, 19 May 2000 available at: http://www.gsbca.gsa.gov/relo/r1520719.txt
GSBCA 14673-RELO, 9 December 1998 available at: http://www.gsbca.gsa.gov/relo/r1467309.txt
GSBCA 14122-RELO, 16 March 1998 available at: http://www.gsbca.gsa.gov/relo/r141220.txt

DESIGNATED PLACE. A place the commander concerned, or the commander's designated representative, or the employee designates for the movement of dependents or HHG when not accompanying the employee.

DESTINATION RATE. The per diem rate applicable to the next location at which an employee is to perform TDY or at which an employee makes an en route stopover to obtain overnight lodging.

DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES

1. The several departments and agencies of the Executive branch of the Federal Government.

2. Within the Department of Defense, the terms "Different Departments" or "Different Military Departments" means the DoD components separately. ***NOTE: This distinction is necessary with regard to funding for travel and transportation from one department to another.***

DISCOUNT GOVERNMENT MEAL RATE. The daily rate charged for meals in a Government dining facility minus the operating cost. See definition of "GOVERNMENT MEAL RATE" for current rates.

DISTANCE. As applicable for the Defense Table of Official Distance:

1. Shortest. Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.

2. Practical. Route a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routings consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distances.

DUTY STATIONS. For the purpose of HHG and mobile home transportation and storage -- the place at which an employee actually is assigned for duty, including a place from which the employee commutes daily to an assigned station.

EFFECTIVE DATE OF PCS TRAVEL AUTHORIZATION. The date an employee is required to commence travel to comply with a PCS travel authorization. ***NOTE: In determining the effective date, authorized leave or TDY en route required by the travel authorization is excluded.***

EFFECTIVE DATE OF TRANSFER OR APPOINTMENT. The date an employee or new appointee reports for duty at a new or first PDS.

EMERGENCY TRAVEL. ***See TRAVEL, EMERGENCY.***

EMPLOYEE. A civilian individual:

1. Employed by an agency (as defined in this Appendix), regardless of status or grade;

2. Employed intermittently as an expert or consultant and paid on a daily WAE basis; or

3. Serving without pay or at $1 a year (5 USC §5701(2)) (also referred to as "invitational traveler" for TDY travel purposes only).

EMPLOYEE, DISABLED

A. An employee who has a disability as defined in paragraph (B) of this definition and generally otherwise is covered under the Rehabilitation Act of 1973, as amended (29 USC §701-797b).

B. Disability, with respect to an employee:

1. Having a physical or mental impairment that substantially limits one or more major life activities;

2. Having a record of such an impairment;

3. Being regarded as having such an impairment; but

4. Does not include an individual who is currently engaging in the illegal use of drugs, when the covered entity acts on the basis of such use.

C. <u>Physical or mental impairment</u>

1. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems:

a. Neurological,

b. Musculoskeletal,

c. Special sense organ,

d. Respiratory (including speech organs),

e. Cardiovascular,

f. Reproductive,

g. Digestive,

h. Genitourinary,

i. Hemic and lymphatic,

j. Skin,

k. Endocrine; or

2. Any mental or psychological disorder (e.g., mental retardation, organic brain syndrome, emotional or mental illness and specific learning disabilities).

3. "Physical or mental impairment" includes such diseases and conditions as:

a. Cerebral palsy,

b. Epilepsy,

c. Muscular dystrophy,

d. Multiple sclerosis,

e. Cancer,

f. Heart disease,

g. Diabetes,

h. Mental retardation,

i. Emotional illness,

j. Orthopedic, visual, speech and hearing impairments, and

k. Similar impairments.

D. "Major Life Activities". Functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

E. "Has a Record of Such an Impairment". The employee has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.

F. "Is regarded as Having Such an Impairment". Means the employee has:

1. A physical or mental impairment that does not substantially limit major life activities but the impairment is treated by the agency as constituting such a limitation;

2. A physical or mental impairment that substantially limits major life activities as a result of the attitudes or others toward such an impairment; or

3. None of the impairments defined under "physical or mental impairment", but is treated by the employing agency as having a substantially limiting impairment.

EXPEDITED TRANSPORTATION MODE. A common carrier-operated transportation service for the accelerated or protected movement of HHG between specified points.

EXTENDED STORAGE. See **NON-TEMPORARY STORAGE**.

FAMILY. ***See DEPENDENT.***

FEDERAL TRAVEL REGULATION. Regulation contained in 41 Code of Federal Regulations (CFR), Chapters 300 through 304, that implements statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel in the manner of civilian employees at Government expense.

FIELD DUTY. All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations during which:

1. The individual is subsisted in a Government mess or with an organization drawing field rations, and is provided Government quarters or is quartered in accommodations normally associated with field exercises, or ***NOTE: Everything ordinarily covered by per diem is furnished without charge, except that members are required to pay for rations at the discounted meal rate (basic meal rate.).***

2. Students are participating in survival training, forage for subsistence, and improvise shelter. ***NOTE: Individuals furnished quarters and subsistence obtained by contract are performing field duty when so declared by a competent official.***

FIRST-CLASS. The highest travel and accommodations available -- See JFTR, par. U3125-B2a and/or JTR, par. C2204-B2a for first-class transportation authority.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. A general or Service organizational mess, including messing facilities of a state-owned National Guard Camp; ***NOTE*: A mess established and operated primarily for enlisted member subsistence is not included for employees unless the mess is used by them.**

2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or

3. Box lunches, in flight meals, or rations furnished by the Government on military aircraft.

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

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

1. Owned by an agency;

2. Assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or

3. Leased by the Government for 60 or more days from a commercial firm.

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

GOVERNMENT MEAL RATE

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

Effective 1 January 2005

1. Discount Government Meal Rate: $7.55 per day

2. Standard Government Meal Rate: $8.90 per day

***NOTE*: Also see DISCOUNT GOVERNMENT MEAL RATE.**

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

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

GOVERNMENT QUARTERS

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the U.S. Government;

2. Lodgings or other quarters obtained by U.S. Government contract;

3. Quarters in a state-owned National Guard camp;

4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;

5. Temporary lodging facilities as defined in this Appendix;

6. Lodging facilities on a U.S. Installation, owned and operated by private corporation, if the use of these facilities is directed by Service regulations;

7. Family-type housing owned or leased by the U.S. Government (does ***not*** include privatized housing).

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

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

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

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

GROUP MOVEMENT. A movement of 2 or more official travelers traveling as a group, under the same travel authorization (either PCS or TDY) for which transportation will be furnished by Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the travel authorization.

HOUSEHOLD GOODS (HHG) (FTR, § 300-3.1). Items ***(except those listed in B and C)*** associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date of transfer or appointment (see the definition in this Appendix) that legally may be accepted and transported by a commercial HHG carrier.

A. HHG include:

1. PBP&E needed and not needed for the performance of official duties at the next or a later destination (PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (see par. C5154-C1) and therefore must be weighed separately and identified on the inventory at origin as PBP&E.);

2. Spare parts for a POV (see the definition in this Appendix) and a pickup tailgate when removed;

3. Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), and miscellaneous associated hardware);

4. Consumable goods for employees with PCS travel authorization to locations listed in Appendix F;

5. Vehicles other than POVs (such as motorcycles, mopeds, hang gliders, golf carts, jet skis, and snowmobiles);

(Effective 13 September 2002)
6. Boats (and their associated trailer) that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat); and

(Effective 19 February 2002)
7. Ultralight vehicles (defined in 14 C.F.R. Sec 103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).

B. HHG ***do not*** include:

1. Personal baggage when carried free on commercial transportation;

2. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (see Chapter 5, Part E for POV shipment);

3. Live animals including birds, fish and reptiles;

4. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);

5. HHG for resale, disposal or commercial use;

6. Privately owned live ammunition (B-130583, 8 May 1957); and

7. Boats (other than those in A6 above); and

8. Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks. See DoD 4500.9-R, DTR, Part IV, for examples of hazardous materials.

C. Law or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include articles:

1. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);

2. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);

3. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless;

a. Shipment is to be transported not more than 150 miles and/or delivery accomplished within 24 hours from the time of loading,

b. No storage is required, and

c. No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

HOUSEHOLD GOODS TRANSPORTATION. ***See TRANSPORTATION, HHG.***

Effective 13 September 2002
HOUSEHOLD GOODS-WEIGHT ADDITIVE. A weight added to the net weight of the household goods shipment to compensate for the excessive van space used by the item. ***NOTE: The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.***

HOUSE-HUNTING TRIP (HHT). Round trip travel between the old and new PDS for the purpose of seeking a permanent residence.

IMMEDIATE FAMILY. ***See DEPENDENT/IMMEDIATE FAMILY***.

INTERVIEWEE. An individual who is being considered for employment by an agency. The individual may currently be a Government employee.

INVITATIONAL TRAVEL. ***See TRAVEL, INVITATIONAL***.

ITINERARY, VARIATION IN. A change in routing of travel or points of TDY in connection with official business, justified by the mission nature and requirements.

LOCALITY RATES. Maximum per diem rates prescribed for specific localities.

LODGINGS-PLUS PER DIEM SYSTEM. The method of computing per diem allowances for official travel in which the per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

MEMBER (UNIFORMED SERVICES). A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. ***NOTE: "Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.***

MILEAGE (ALLOWANCE) - PERMANENT CHANGE OF STATION (PCS) TRAVEL, FIRST DUTY STATION TRAVEL, HOUSE HUNTING TRIP (HHT) AND SEPARATION TRAVEL. A rate per mile for the authorized use of a privately owned automobile during official PCS travel. The amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined in accordance with the applicable provisions of this regulation) and the number of authorized travelers transported. See par. C2505 for current rates.

MILEAGE (ALLOWANCE) - FOR LOCAL AND TDY TRAVEL. A rate per mile in lieu of reimbursement of actual POC operating expenses. See par. C2500 for current rates.

MISSING STATUS. The absence status of an employee who officially is carried or determined to be:

1. Missing;
2. Missing in action;
3. Interned in a foreign country;
4. Captured, beleaguered, or besieged by a hostile force; or
5. Involuntarily detained in a foreign country.

MIXED MODES. Travel using a POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

1. Personally-procured commercial transportation (see par. C2203),
2. Government-procured commercial transportation,
3. Government transportation.

MOBILE HOME. A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or by towing. It includes a house trailer, a privately owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)), and a boat an employee uses as the place of principal residence (62 Comp. Gen. 292 (1983)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the employee or dependents.

MULTIPLE OCCUPANCY DWELLING. A duplex, triplex or other type of dwelling that is designed to provide separate living quarters for more than one household. The units within the dwellings ordinarily have separate addresses and separate entrances.

NON-FOREIGN OCONUS AREA. The States of Alaska and Hawai'i, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

NON-TEMPORARY STORAGE (NTS). Long-term HHG storage in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services. ***Also referred to as Extended Storage***.

OCONUS. Outside CONUS.
NOTE: For permanent duty travel purposes with respect to Alaska, Hawai'i, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the territories and possessions of the United States, or foreign countries and similar geographical localities, an OCONUS place of employment outside the geographical locality in which the actual residence is located.

OFFICIAL STATION. See PERMANENT DUTY STATION.

OPEN MESS. A non-appropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

ORDER-ISSUING/AUTHENTICATING OFFICIAL. ***See AO.***

OVERSEAS. ***See OCONUS.***

PER DIEM ALLOWANCE. The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including taxes ***(except taxes on lodging in CONUS and in non-foreign OCONUS areas - see NOTE 2 below)*** and service charges where applicable for:

1. Lodging. Expenses for overnight sleeping facilities; (including Government quarters); baths; personal use of the room during daytime; telephone access fees; and service charges for fans, air conditioners, heaters, fires furnished in rooms when such charges are not included in the room rate, ***and in foreign OCONUS areas only lodging taxes (see NOTE 2 below)***. ***NOTE: The term "lodging" does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard common carriers is a transportation cost and is not covered by per diem.***

NOTE 1: Per diem does not include transportation and other miscellaneous travel expenses.

NOTE 2*: The maximum amount allowed for lodging in CONUS and in 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 CONUS ands in non-foreign OCONUS areas are a separately reimbursable travel expense. The maximum amount allowed for lodging in foreign OCONUS areas (see https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html) includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas are not separately reimbursable.

2. Meals. Expenses for breakfast, lunch, dinner, and related taxes and tips. ***NOTE*: Specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons.**

3. Incidental Expenses. Incidental expenses include:

a. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. (See par. C6552, item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.);

b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places where meals are taken, if suitable meals cannot be obtained at the TDY site ***NOTE*: If, in the opinion of the AO, suitable meals cannot be obtained at the TDY site and reimbursement in the incidental expenses for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under par. C2402.**;

c. Laundry, dry-cleaning, and/or pressing of clothing ***(except when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS – see NOTE 3 below);***

d. Telegrams and telephone calls necessary to reserve lodging accommodations;

e. Mailing costs associated with filing travel vouchers and payment of Government-sponsored contractor-issued travel charge card billings;

f. Potable water and ice (28 Comp. Gen. 627 (1949)); and

g. Taxes and service charges on any of the expenses in items 2 through 3f.

***NOTE 3*: The cost for laundry, dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for laundry, dry cleaning and pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.**

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

PERMANENT CHANGE OF STATION (PCS). In general, the assignment, detail, or transfer of an employee to a different PDS under a competent travel authorization that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

PERMANENT DUTY STATION (PDS). ***Also called OFFICIAL STATION.*** The employee's or invitational traveler's permanent work assignment location. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, post, or activity) where an employee regularly reports for duty. With respect to authorization under these regulations relating to the residence and the HHG and an employee's personal effects, PDS also means the residence or other quarters from (to) which the employee regularly commutes to (and from) work, except where the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance. In the latter situation, residence includes the dwelling where the employee's dependents reside or are to reside, but only if such residence reasonably relates to the PDS as determined by the appropriate travel-approving/directing official. For purposes other than PCS travel allowances, a PDS is defined as:

A. For employees:

1. The corporate limits of the city or town in which stationed, or;

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

B. For invitational travelers:

1. The corporate limits of the city or town in which the home or principal place of business is located, or

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

NOTE: Arlington County, VA, is a PDS. The Pentagon and other Government activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawai'i. Each of those seven Districts is a separate and unique PDS. (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).

PERMANENT DUTY TRAVEL. First duty station travel for a newly recruited employee or appointee, RAT, PCS travel, and separation travel. (See Chapter 5, Part A.)

PLACE FROM WHICH CALLED (OR ORDERED) TO ACTIVE DUTY (PLEAD).

1. The place of acceptance in current enlistment, commission, or appointment of members of the regular Services, or of members of the Reserve Components when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it is the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.

2. In the case of a Reserve Component member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an order to active duty is addressed.

3. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place where the member attains a military status or where the member enters the Service. ***NOTE*: *Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).***

NOTE*: *The PLEAD changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service.

PLACE OF PUBLIC ACCOMMODATION. ***See ACCOMMODATIONS, PUBLIC***.

PLACE OF STORAGE. Residence or authorized storage location.

PORT CALL. Official notification or instructions that require a traveler to report for transoceanic transportation. It designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and provides instructions relevant to the transportation arrangements.

PORT OF DEBARKATION.

1. Travel by air: the destination airport at which the traveler leaves an international/transoceanic flight.

2. Travel by ship: the place at which the traveler leaves a ship after the journey of 24 or more hours.

PORT OF EMBARKATION.

1. Travel by air: the airport at which the traveler boards an international/transoceanic flight.

2. Travel by ship: the place at which the traveler boards a ship for a journey of 24 or more hours.

POSSESSIONS OF THE UNITED STATES. ***See "TERRITORIES AND POSSESSIONS OF THE UNITED STATES".***

POST OF DUTY. ***(Also see PDS.)*** An OCONUS PDS.

PREMIUM-CLASS. Travel and accommodations that are:

1. First-class. Highest class available. See definition of **FIRST-CLASS**, or

2. Business-class. See definition of **BUSINESS-CLASS**.

PRIVATELY OWNED AIRCRAFT. An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a Government agency, nor is it rented or leased for use in carrying out official Government business.

PRIVATELY OWNED AUTOMOBILE (POA). A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

PRIVATELY OWNED CONVEYANCE (POC). ***(Also see TRANSPORTATION.)*** Any transportation mode used for the movement of persons from place to place, other than a Government conveyance or common carrier, including a conveyance loaned for a charge to, or rented at personal expense by, an employee for transportation on PCS or TDY when such rental conveyance has not been authorized/approved as a Special Conveyance as provided for in JTR, par. C2102-B. ***NOTE: A common carrier, or a conveyance owned by the Government, is not a POC.***

PRIVATELY OWNED (MOTOR) VEHICLE (POV). Any motor vehicle owned by, or on a long-term lease (12 or more months) to, an employee or that employee's dependent for the primary purpose of providing personal transportation that:

1. Is self-propelled;

2. Is licensed to travel on the public highways;

3. Is designed to carry passengers or HHG; and

4. Has four or more wheels ***(see NOTE 3 below)***.

NOTE 1: In the case of a leased vehicle, the employee must provide written authority from the leasing company to have the vehicle transported. All requirements stated in the lease, as well as requirements for POV entry into any location, are the employee's responsibility.

NOTE 2: A trailer, airplane, or any vehicle intended for commercial use is not a POV.

NOTE 3:

a. CONUS. A motorcycle or moped may be designated as a POV (rather than as HHG) by the employee if the employer determines it is more advantageous and cost effective to the Government to transport POV(s) than to drive to the new PDS.

b. OCONUS. A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same travel authorization.

PRIVATIZED HOUSING. Housing units on or near military installations in the U.S. and its territories and possessions that are acquired or constructed by private persons, under 10 USC §§2871-2885. The Service Secretary determines which privatized housing is suitable for use as military family housing. ***Privatized housing is not Government or Government-controlled quarters.***

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E). ***(Also called PRO or PRO-Gear.)*** Articles of HHG in an employee's possession needed for the performance of official duties at the next or a later destination. Examples include:

A. Reference material;

B. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;

C. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not ordinary or usual uniform or clothing;

D. Communication equipment used by employees in association with the MARS (see DoDD 4650.2);

E. Individually owned or specially issued field clothing and equipment;

F. An official award given to an employee by a Service (or a component thereof) for service performed by the employee in the employee's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions in connection with official duties; and

G. Personal computers and accompanying equipment used for official Government business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

NOTE: Excluded from PBP&E are sports equipment; and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used in connection with the PBP&E.

PROPORTIONAL MEAL RATE. The average of the standard Government meal rate and the meals portion of the applicable M&IE rate (see ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html***), rounded to the nearest dollar.

REDUCED PER DIEM. A per diem rate, lower than locality per diem, that is authorized by an agency when there are known reductions in lodging and meal costs that can be determined in advance.

RENEWAL AGREEMENT TRAVEL. See PERMANENT DUTY TRAVEL. Travel and transportation allowance for the purpose of the employee/dependents to return home on leave, between overseas tours of duty. See Chapter 5, Part K, for eligibility and limitations.

RESERVE COMPONENT. The:

A. Army National Guard of the United States;

B. Army Reserve;

C. Naval Reserve;

D. Marine Corps Reserve;

E. Air National Guard of the United States;

F. Air Force Reserve;

G. Coast Guard Reserve; and

H. Reserve Corps of the Public Health Service.

RESIDENCE-TYPE QUARTERS. Quarters that are not hotel or hotel-like accommodations.

SECRETARIAL PROCESS. Action by the:

A. Secretary of a Military Department,

B. Directors of Defense Components,

C. Deputy Assistant Secretary of Defense (Administration) for:

1. Office of the Secretary of Defense,

2. Washington Headquarters Services,

3. Organization of the Joint Chiefs of Staff,

4. Uniformed Services University of the Health Sciences,

5. U.S. Court of Military Appeals, and

D. Designated representative for any of the above.

The process is (or the processes are) in administrative procedures issued under par. C1002.

SECRETARY CONCERNED. As defined in 37 USC. §101(5), the Secretary of:

A. The Army, with respect to matters concerning the Army;

B. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;

C. The Air Force, with respect to matters concerning the Air Force;

D. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;

E. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and

F. Health and Human Services, with respect to matters concerning the Public Health Service.

When this term is used in the JTR, the Secretary concerned may authorize action by the PDTATAC Principal, without further delegation.

SEPARATE DEPARTMENT. ***See DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES.***

SEPARATION TRAVEL. ***See PERMANENT DUTY TRAVEL.***

SERVICES. ***See UNIFORMED SERVICES.***

SHORT DISTANCE MOVE. A PCS between PDSs within the same city/area when the new PDS is at least 50 miles from the old PDS. See par. C4108-B for authorization/approval and exceptions to the 50-mile rule.

SPARE PARTS FOR A POV. Extra tires, wheels, tire chains, tools, battery chargers, accessories, and those small and usually possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (such as extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits), and items that serve a seasonal, an emergency, or a convenience purpose, such as special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

SPECIAL CONVEYANCE. Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

SPECIAL NEEDS. ***(Also see EMPLOYEE, DISABLED.)*** Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include the weight or height of the traveler, and similar characteristics.

STANDARD CONUS PER DIEM RATE.

A. The per diem rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates at ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates. html***. See also par. C4550-E3.

B. The per diem rate for all CONUS locations when PDT is involved.

STANDARD GOVERNMENT MEAL RATE. The daily rate charged for meals in a Government dining facility including the operating cost. See definition of "GOVERNMENT MEAL RATE" for current rates.

SUBSISTENCE EXPENSES. ***See PER DIEM ALLOWANCE.***

TEACHER. A civilian who is a citizen of the United States and whose services are required on a school year basis in a teaching position subject to 20 USC §901-907 in the DoD Education Activity System.

TEMPORARY CHANGE OF STATION (TCS). The relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion.

TEMPORARY DUTY (TDY). Duty at one or more locations, away from the PDS, under a travel authorization providing for further assignment or, pending further assignment, to return to the old PDS or to proceed to a new PDS.

TEMPORARY DUTY (TDY) LOCATION. ***See TEMPORARY DUTY STATION.***

TEMPORARY DUTY (TDY) STATION. A place, away from the PDS, to which the traveler is authorized to travel.

TEMPORARY DUTY (TDY) TRAVEL. Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

TEMPORARY LODGING FACILITIES. Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a charge is levied, without direct charge against the occupants' quarters allowances. They include guesthouses, except transient visiting officer quarters occupied by official visitors to the installation. ***NOTE: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted quarters.***

TEMPORARY STORAGE. Also referred to as "storage in transit" (SIT). See par. C5190.

TERRITORIES AND POSSESSIONS OF THE UNITED STATES. (As released by the Office of the Geographer and Global Issues, 1 July 1997.)

A. Commonwealth of the Northern Mariana Islands, i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from website: ***www.saipan.com***).

B. Commonwealth of Puerto Rico

C. American Samoa

D. Baker Island

E. Guam

F. Howland Island

G. Jarvis Island

H. Johnston Atoll

I. Kingman Reef

J. Midway Islands

K. Navassa Island

L. Palmyra Atoll

M. Virgin Islands

N. Wake Island

TERRITORY OF THE UNITED STATES. ***(Also see TERRITORIES AND POSSESSIONS OF THE UNITED STATES.)*** An incorporated or unincorporated territory over which the United States exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to the jurisdiction of the United States. ***NOTE: "Incorporated" territories refer to any areas that Congress has "incorporated" into the United States by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.***

TRANSOCEANIC TRAVEL. Travel that, if performed by surface means of commercial transportation over a usually traveled route, requires the use of oceangoing ships.

TRANSPORTATION. The means of moving people or things (particularly HHG) from one place to another.

TRANSPORTATION EXPENSES. The costs related to transportation. (See Chapter 4, Part O.)

TRANSPORTATION, HHG. The shipment, packing, crating, drayage, temporary storage, uncrating, and unpacking of HHG at Government expense. ***NOTE: Includes special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).***

TRANSPORTATION-IN-KIND. Transportation provided by the Government without cost to the traveler. It includes transportation by Government aircraft, ship, or vehicle, and Government-procured transportation via commercial carriers.

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

NOTE 1: The term does not include land transportation to or from such ports, except when transportation of a POV is authorized by 5 USC §5564 and is in accordance with Service regulations.

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

TRANSPORTATION REQUEST. A written request of the United States Government to procure, from a common carrier, transportation, accommodations, or other services chargeable to the Government, in connection with official travel. ***NOTE: GTRs may be issued and used only for official travel. They must not be issued or used for personal travel on a reimbursable basis.***

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

TRANSPORTATION, USUAL MODE OF. A transportation mode that is authorized, required, or furnished for usual travel by direct route, including common carrier facilities within CONUS or commercial and Government transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.

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

TRAVEL-APPROVING/DIRECTING OFFICIAL. Individuals who direct and approve/disapprove travel requests and vouchers prior to claim settlement. They ensure the necessity and justification for travel authorizations.

Effective 1 March 2004
TRAVEL AUTHORIZATION. ***(Also referred to as a travel order.)*** A written instrument issued or approved by person(s) to whom authority has been delegated authorizing a traveler or group of travelers to travel. There are four basic types travel authorizations:

A. Unlimited Open. This is a form of blanket travel authorization allowing an employee to travel anywhere on official business without further authorization for a specified period of time within a fiscal year. See ***NOTE*** below for restrictions.

B. Limited Open. This is a form of blanket travel authorization allowing an employee to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year. See ***NOTE*** below for restrictions.

C. Repeat. This is a form of blanket travel authorization allowing an employee to travel on official business without further authorization to a specific destination for a specified period of time within a fiscal year. See ***NOTE*** below for restrictions.

D. Trip-by-trip. A travel authorization allowing an individual or group of individuals to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs.

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

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

TRAVEL, EMERGENCY. Travel that results from:

A. The traveler becoming incapacitated by illness or injury not due to personal misconduct;

B. The death or serious illness of a member of the traveler's family; or

C. A catastrophic occurrence or impending disaster, such as fire, flood, or act of God, that directly affects the traveler's home.

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

TRAVEL MANAGEMENT SYSTEM (TMS). (FTR §301-73.100-103) A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a travel management center, CTO, and an electronic travel management system or other commercial method of arranging travel.

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

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

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

TRAVEL REQUEST. A written statement for travel authorization that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

TRAVEL-REQUESTING OFFICIAL. The individual who initiates the request for a travel authorization and who has full knowledge of the purpose of, and requirements for, the travel mission. DoD components may permit travelers to be travel-requesting officials for their own travel authorizations. However when travelers are permitted to be travel-requesting officials for their own travel authorizations, under no circumstances may the travel-requesting official also be the travel-approving/directing and/or AO for the travel. ***NOTE*: A travel request is subject to approval/disapproval by a travel-approving/directing official.**

TRAVEL STATUS. The employee's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel authorization, including time en route waiting for transportation connections and delays en route beyond the control of the traveler.

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

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

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

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

U.S. FLAG AIR CARRIER. A U.S. flag air carrier that holds a certificate under 49 USC §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S. flag air carrier service also includes service provided under a code share agreement with a foreign air carrier in accordance with Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.

U.S. INSTALLATION. A base, post, yard, camp or station:

A. Under the local command of a uniformed service,

B. With permanent or semi-permanent-type troop shelters and a Government mess, and

C. Where there are U.S. Government operations.

***NOTE*: This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the installation.**

WARD. A person, especially an infant, placed by authority of law under the care of a guardian.

WEIGHT ADDITIVE. ***See HOUSEHOLD GOODS-WEIGHT ADDITIVE.***

APPENDIX A

DEFINITIONS

PART II: ACRONYMS

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

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

PART I: INVITATION TO TRAVEL

A. To Whom and when Invitational Travel is Applicable

1. Invitational travel is the term applied to authorize travel of individuals:

a. Not employed by the Government,

b. Employed (under 5 USC §5703) intermittently by the Government as consultants or experts and paid on a daily when-actually-employed basis, or

c. Serving without pay or at $1 a year

Effective 18 January 2005
*when they are acting in a capacity that is related directly to, or in connection with, official DoD activities. Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for employees on TDY, except as provided by item A2m of this paragraph for spouse invitational travel.

2. Invitational travel may be authorized by use of an ITA when:

a. It is in the Service's interest to invite a college or university official or a representative of industry to observe the work performed or the operations of an activity;

b. An individual is requested to lecture, instruct, or give a demonstration at an activity in connection with a DoD operation or program;

c. An individual, singly or as part of a group, confers on an official DoD matter with DoD officials and thereby performs a direct service to the DoD, such as providing advice or guidance; ***(ITAs are not authorized for individuals merely to attend a meeting or conference, even if hosted by a DoD component on a matter related to the component's official business (see 55 Comp. Gen. 750 (1976))***;

d. An individual's attendance at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)); (Travel and transportation to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C-5);

e. An individual is an attendant for a handicapped employee or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended (55 Comp. Gen. 800 (1976));

f. An individual's attendance is for the purpose of serving as a sponsor or in a similar official ceremony that is related directly to DoD interests;

g. An individual is authorized pre-employment interview travel under JTR, par. C6200;

h. Individuals are serving without compensation on Boards of Visitors as provided for in Departmental governing regulations consistent with statutory authority;

i. A witness is called to testify in administrative proceedings directed against a Government civilian employee or Uniformed Service member in adverse action type cases. The testimony can be on the Government's behalf or on behalf of the civilian employee or the Uniformed Service member. The presiding hearing officer must determine that the testimony of the witness is substantial, material, and necessary for a proper disposition of the case and that an affidavit from the desired witness cannot accomplish the same objective adequately;

j. An individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832;

k. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, 28 February 1974);

l. When an individual is an attendant for a/an:

(1) Disabled employee on official travel (56 Comp. Gen. 661 (1977)); or

(2) Employee who interrupts TDY because of incapacitated illness or injury (JTR, par. C6454); and the employee is incapable of traveling alone;

Effective 18 January 2005
*m. Travel is for a family member and all pertinent conditions in items (1) through (5) are met before allowances are authorized/approved:

(1) The AO determines that a dependent may travel with the sponsor, at Government expense, to attend an unquestionably official function in which the dependent participates in an official capacity, or the travel is of national interest because of a diplomatic or public relations benefit to the U.S. Participation ordinarily is limited to spouses and is representational in nature.

(2) Travel is allowed on a mission noninterference basis only, and must be supported with ITAs that ordinarily authorize reimbursement of only transportation costs.

(3) The AO may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is mission essential and there is a benefit for DoD beyond fulfilling a representational role.

(4) Code 2 civilians, 4-star general/flag officers, and certain 3-star general/flag officers serving as OCONUS or combined commanders (as specified in DoD 4515.13-R, "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses on a case-by-case basis using the criteria in DoDD 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel. This authority does not constitute blanket approval authority.

(5) AOs for all other travel under this item are the:

(a) Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DoD;

*PART II: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION

The sample format below may be used as a guide (for all Services) to prepare an ITA. ***Use of the sample format is not mandatory.***

INVITATIONAL TRAVEL AUTHORIZATION

Name_____ TRAVEL AUTHORIZATION NUMBER_____

Address_____

DATE APPROVED_____

You are invited to depart from _____

in sufficient time to arrive at_____ by _____
(Date)

for the purpose of_____

for approximately _____ days. Upon completion, you shall return to the point of origin.

You are authorized to travel by: ☐ Rail ☐ Commercial Air ☐ Military Aircraft ☐ Bus
See below for travel by Privately-Owned Conveyance

☐ The authorizing/order-issuing agent has arranged Transportation.

☐ Transportation tickets are included with this authorization.
☐ Transportation tickets shall be provided at a later date

NOTE: PLEASE GUARD TRANSPORTATION TICKETS CAREFULLY. However, if a transportation ticket in your possession is lost or stolen, you must make an immediate report to the command sponsoring the travel. You are required to pay for a replacement ticket and will be reimbursed for the second ticket, not to exceed the cost of the first ticket, ONLY AFTER the Government is refunded for the lost/stolen tickets. You must return unused transportation tickets with the travel claims.

☐ To arrange transportation call: (___)_____

☐ You may arrange your transportation. The following rules apply:

You must arrange your transportation with a (Contracted) Commercial Travel Office (CTO) when the contract with the CTO permits the CTO to arrange transportation for travelers who are not Government employees. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the Government if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the Government, reimbursement is limited to the Government's cost on a constructed basis, for transportation that would have been arranged by a CTO if available. If the contract between the Government and the CTO does

not permit the CTO to arrange transportation for travelers who are not Government employees, reimbursement for transportation may not exceed the least expensive coach class air accommodations unless otherwise permitted in JTR, par. C2204-A.

It is DoD policy that in using regularly scheduled air transportation:

(a) Accommodations selected must be the least costly unrestricted service that permits satisfactory accomplishment of the traveler's mission, and

(b) U.S. carriers must be used for all commercial foreign air transportation if service provided by those carriers is available; ***otherwise reimbursement for the cost of transportation is not allowed***.

Effective 4 February 2005

☐ You are authorized to travel by privately owned conveyance (POC) as advantageous to the Government. Reimbursement is at the rate of $0.405 cents per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred including per diem while in travel status under this travel authorization.

☐ You are authorized to travel by privately owned conveyance (POC) on a constructed basis. You would normally be authorized to travel by common carrier. Reimbursement is limited to the transportation cost by the usual common carrier mode, including per diem.

Receipts: Ticket stubs/itinerary copies are required to substantiate your transportation cost. Receipts are required for all items of expense in an amount of $75 or more plus any applicable tax.

☐ You are paid a per diem allowance to cover your expenses for lodging, meals, and incidental expenses. Room taxes at locations in the 50 states, District of Columbia, U.S. territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are reimbursed separately. Room taxes in foreign areas are included in the total lodging cost and are not reimbursed separately. While traveling in connection with this Invitational Travel Authorization, you are authorized a per diem equal to the daily amount you pay for lodging, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable maximum amount prescribed on the Per Diem Committee homepage: ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*** for the locality concerned. If your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, only the maximum per diem rate is payable. (See JTR, Chapter 4, Part L, for applicable rules.)

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

☐ You are to be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

☐ You are to be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning ***(see NOTE below)***; local transportation (including usual tips) between places of lodging, duty, and places at which meals are taken; and other necessary expenses. You are to be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned as indicated below. (See JTR, Chapter 4, Part M, for applicable rules.)

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

NOTE: The cost you incur during travel (not before leaving or after returning) for laundry/dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within the contiguous 48 states and the District of Columbia and requires at least 4 consecutive nights lodging while on Government travel. There no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is in any other place. Those costs (in the other places) are part of the per diem/AEA allowance when travel is outside the 48 contiguous states and the District of Columbia.

The JTR is available at ***https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html***. Address any inquiries regarding this travel
to:_____

The travel authorized in this travel authorization is in the public interest, and is chargeable to:
_____

Effective 16 August 2004

PART II

SECTION C

FIRST-CLASS DECISION SUPPORT TOOL

Effective March 1, 2004, authorization/approval authority for premium-class accommodations was changed to the senior official level with specific delegations required for authority below that level. Consult service/agency regulations or directives for the current first-class AO.

First-class accommodations requests.

Is the request for first-class accommodations because lower-class accommodations are not reasonably available (F1)?

No - First-class accommodations must not be authorized/approved.

Yes - Are accommodations, other than first-class, available on an airline scheduled to leave within 24 hours before the traveler's proposed departure time, or scheduled to arrive up to 24 hours before the traveler's proposed arrival time?

Yes - Would traveler arrive later than the ***required*** reporting time at the duty site?

Yes - Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation?

Yes - First-class accommodations for these travel-types must not be authorized/approved since arrival time/reporting time in these cases is not mission-critical.

No - First-class accommodations ***may*** be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can arrive earlier, etc.

No - Would the traveler be ***required*** *to* depart earlier than the traveler is scheduled to complete duty?

Yes - Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation?

Yes - First-class accommodations for these travel-types must not be authorized/approved since arrival time/reporting time in these cases is not mission critical.

No - First-class ***may*** be authorized/approved for the return portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can delay departure, etc.

Is the request for first-class accommodations because of medical reasons (F2)?

No - First-class accommodations must not be authorized/approved.

Yes - Has competent medical authority certified sufficient justification/documentation that the disability or other special medical needs exists and the medical condition necessitates first-class accommodations?

No - First-class accommodations must not be authorized/approved.

Yes - Can lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats or a business-class seat or shorter flights) meet the traveler's requirements?

Yes - First-class accommodations must not be authorized/approved.

No - First-class accommodations ***may*** be authorized/approved.

Is the request for first-class accommodations due to exceptional security circumstances (F3)?

No - First-class accommodations must not be authorized/approved.

Yes - Would use of other than first-class accommodations entail danger to the traveler's life or Government property?

Yes - First-class accommodations ***may*** be authorized/approved.

No - Are travelers agents of protective details accompanying individuals authorized to use first-class accommodations?

Yes - Are travelers required while traveling to remain in the immediate area of the individuals they are protecting?

No - First-class accommodations must not be authorized/approved.

Yes - First-class accommodations ***may*** be authorized/approved.

No - Are travelers, couriers or control officers accompanying controlled pouches or packages?

No - First-class accommodations must not be authorized/approved.

Yes - Can adequate security of the pouch or package be maintained in coach-or business-class?

Yes - First-class accommodations must not be authorized/approved.

No - First-class accommodations ***may*** be authorized/approved.

Is the request for first-class accommodations mission required (F4)?

No - First-class accommodations must not be authorized/approved.

Effective 18 January 2005
Yes** - Is travel in connection with Federal Advisory Committees (5 USC app. (http://www.usdoj.gov/04foia/facastat.pdf***))?

No - First-class accommodations must not be authorized/approved.

Yes - Is the traveler a high-level invited guest?

No - First-class accommodations must not be authorized/approved.

Effective 18 January 2005
Yes** - First-class accommodations ***may be authorized/approved. ***For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.***

Is the request for first-class accommodations that the regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations (F5)?

No - First-class accommodations must not be authorized/approved.

Yes - Has the transportation officer/agent documented that there are no other scheduled coach or business-class flights/seats?

No - First-class accommodations must not be authorized/approved.

Yes - First-class accommodations ***may*** be authorized/approved.

Is the request for first-class accommodations because a non-Federal source is paying (F6)?

No - First-class accommodations must not be authorized/approved.

Yes - Does the non-Federal source want the traveler to use first-class accommodations and has the traveler met at least one of the other first-class accommodations criteria (F1 through F5)?

No - First-class accommodations must not be authorized/approved.

Yes - Have the transportation services been paid in advance by a non-federal source?

No - First-class accommodations must not be authorized/approved.

Yes - First-class accommodations ***may*** be authorized/approved.

Effective 16 August 2004

PART III

SECTION B

BUSINESS-CLASS DECISION SUPPORT TOOL

Effective March 1, 2004, approval authority for premium-class accommodations was changed to the senior official level with specific delegations required for authority below that level. Consult Service/agency regulations or directives for the current business-class AOs.

Business-class accommodations requests.

Is the request for business-class accommodations because there are no coach-class accommodations on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission (B1)?

No - Business-class accommodations must not be authorized/approved.

Yes - Is the mission so urgent that it cannot be postponed?

No - Business-class accommodations must not be authorized/approved.

Yes - Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation?

Yes - Business-class accommodations must not be authorized/approved since arrival time/reporting time in these cases is not mission-critical.

No - Business-class accommodations ***may*** be authorized/approved for the trip's departure, considering when the TDY trip was identified and travel reservations were made, whether traveler can arrive even earlier, etc. Coach accommodations should be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

Is the request for business-class accommodations because of medical reasons (B2)?

No - Business-class accommodations must not be authorized/approved.

Yes - Has competent medical authority certified sufficient justification/documentation that the disability or other special medical need exists and the medical condition necessitates business-class accommodations?

No - Business-class accommodations must not be authorized/approved.

Yes - Can lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats or shorter flights) meet the traveler's requirements?

Yes - Business-class accommodations must not authorized/approved.

No - Business-class accommodations ***may*** be authorized/approved.

Is the request for business-class accommodations due to exceptional security circumstances (B3)?

No - Business-class accommodations must not be authorized/approved.

Yes - Would use of other than business-class accommodations entail danger to the traveler's life or Government property?

Yes - Business-class accommodations **may** be authorized/approved.

No - Are travelers agents of protective details accompanying individuals authorized to use business-class accommodations?

Yes - Are travelers required while traveling to remain in the immediate area of the individuals they are protecting?

No - Business-class accommodations must not be authorized/approved.

Yes - Business-class accommodations ***may*** be authorized/approved.

No - Are travelers, couriers or control officers accompanying controlled pouches or packages?

No - Business-class accommodations must not be authorized/approved.

Yes - Can adequate security of the pouch or package be maintained in coach-class?

Yes – Business-class accommodations must not be authorized/approved.

No - Business-class accommodations ***may*** be authorized/approved.

Is the request for business-class accommodations mission required (B4)?

No – Business-class accommodations must not be authorized/approved.

Effective 18 January 2005
Yes - Is travel in connection with Federal Advisory Committees (5 USC app. (http://www.usdoj.gov/04foia/facastat.pdf))?

No – Business-class accommodations must not be authorized/approved.

Yes - Is the traveler a high-level invited guest?

No – Business-class accommodations must not be authorized/approved.

Effective 18 January 2005
Yes - First-class accommodations ***may*** be authorized/approved. For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

Is the request for business-class accommodations because the regularly scheduled flights between the authorized origin and destination (including connection points) provide only business-class accommodations (B5)?

No – Business-class accommodations must not be authorized/approved.

Yes - Has the transportation officer/agent documented that no other scheduled coach-class flights are available?

No - Business-class accommodations must not be authorized/approved.

Yes - Business-class accommodations ***may*** be authorized/approved.

Is the request for business-class accommodations because a non-Federal source is paying (B6)?

No - Business-class accommodations must not be authorized/approved.

Yes - Does the non-Federal source want the traveler to use business-class accommodations?

No - Business-class accommodations must not be authorized/approved.

Yes - Have the transportation services been paid in advance by a non-federal source?

No - Business-class accommodations must not be authorized/approved.

Yes - Business-class accommodations ***may*** be authorized/approved.

Is the request for business-class accommodations because coach-class accommodations on foreign carriers do not provide adequate sanitation or meet health standards (B7)?

No - Business-class accommodations must not be authorized/approved.

Yes - Has foreign flag service use been authorized/approved in accordance with the Fly America Act?

No - Business-class accommodations must not be authorized/approved.

Yes - Does the aircraft have more than two cabins?

No – Business-class accommodations must not be authorized/approved. NOTE: The front cabin is first-class (making first-class criteria applicable) regardless of what class the airline calls it.

Yes - Business-class accommodations ***may*** be authorized/approved.

Is the request for business-class accommodations because business-class accommodations would result in an overall savings to the Government (B8)?

No - Business-class accommodations must not be authorized/approved.

Yes - Is this 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?

No - Business-class accommodations must not be authorized/approved.

Yes - Is there an actual cost-comparison showing the overall savings details?

No - Business-class accommodations must not be authorized/approved.

Yes - Does the aircraft have more than two cabins?

No - Business-class accommodations must not be authorized/approved. NOTE: The front cabin is first-class (making first-class criteria applicable) regardless of what class the airline calls it.

Yes - Business-class accommodations ***may*** be authorized/approved.

Is the request for business-class accommodations because the scheduled flight time is in excess of 14 hours (B9)?

No - Business-class accommodations must not be authorized/approved.

Yes - 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 more than 14 hours?

No - Business-class accommodations must not be authorized/approved.

Yes - Does the traveler have to begin work immediately after arrival?

No - Business-class accommodations must not be authorized/approved.

Yes - Can a rest period be scheduled en route or at the TDY site before starting work?

Yes - Business-class accommodations must not be authorized/approved.

No - Is the TDY purpose/mission so urgent that it cannot be delayed or postponed?

No - Business-class accommodations must not be authorized/approved.

Yes - Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation or any transportation other than TDY?

Yes - Business-class accommodations for these types travel must not be authorized/approved.

No - Business-class accommodations ***may*** be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, etc. Coach 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.

l. Commander, U.S. Army Special Operations Command (USASOC), Attn: AOFI-RM, Fort Bragg, NC 28307-5200; Message Address: CDRUSASOC FT BRAGG NC//AOFI-RM//; Telephone: DSN (312) 239-2022, Commercial (910) 432-2022;

m. Department of the Army, Army National Guard, Attn: NGB-ARC, 111 S. George Mason Drive, Arlington, VA 22204-1382; Message Address: CNGB WASHINGTON DC//NGB-ARC//; Telephone: DSN (312) 327-7563, Commercial (703) 607-7563; ***NOTE*: Delegated to USPFOs.;**

n. Commander/Deputy to the Commander, U.S. Army Central Identification Laboratory, Hawai'i, 310 Worchester Avenue, Hickam AFB, HI 96853-5530;

Effective 20 May 2004
o. Commander, Forces Command (FORSCOM), ATTN: AFRM-B-O, 1881 Hardy Avenue, Fort McPherson, GA 30330-6000. MSG ADDRESS; CDRFORSCOM FT MCPHERSON GA//AFRM-B-O//; Telephone DSN (312) 367-7422 Commercial (404) 464-7422.

3. Navy

a. Military Personnel: AOs;

b. Civilian Employees: Heads of Activities/commands or their designees.

4. Marine Corps

a. Military Personnel: AOs;

b. Civilian Employees: Heads of Activities/Commands or their designees.

Effective 1 February 2005
*5. Air Force

a. Wing Commander or equivalent, ***who may delegate no lower than the Group Commander*** (lodging, meals, and incidentals) and AOs (lodging only)**;**

b. Direct Reporting Unit (DRU) and Field Operating Agency (FOA) FMs or equivalents for their assigned personnel who may delegate no lower than Wing Commander equivalents (lodging, meals, and incidentals) and AOs (lodging only);

c. HQ USAF. AOs;

d. Air Force Reserve Members:

(1) Individual Mobilization Augmentees (IMA) on RPA funded orders – ARPC/FM, 6760 E. Irvington Place, Denver, CO 80280-3000 who may delegate no lower than AOs (lodging only);

(2) HQ AFRC – two-digit staff Directors i.e., DP, CE, FM, etc., for their assigned personnel;

(3) For reserve units – Wing commander or equivalent, ***who may delegate no lower than the group commander*** (lodging, meals, and incidentals) and AOs (lodging only).

6. Coast Guard (Military Personnel). AO.

7. National Oceanic and Atmospheric Administration Corps. AO.

8. Public Health Service. Director, Division of Commissioned Personnel, PSC, Attn: PDTATAC MAP Member, Room 4A15, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-0002.

9. Combatant Commands

a. United States Central Command (CENTCOM), Attn: CCCO, 7115 South Boundary Boulevard, MacDill AFB, FL 33621-5101;

b. Commander, U.S. Pacific Command (PACOM), Attn: Comptroller, Box 64037, Camp H.M. Smith, HI 96861-4037; Telephone: DSN (315) 477-6681, Commercial (808) 477-6681;

c. United States Northern Command (USNORTHCOM), Comptroller, 250 S. Peterson Boulevard, Peterson AFB, CO 80914-3302;

d. North American Aerospace Defense Command (NORAD), Joint Secretary (JS), 250 S. Peterson Boulevard, Sta 116, Peterson AFB, CO 80914-3010;

e. Commander, Joint Forces Command (JFCOM), Chief of Staff (J02), 1562 Mitscher Avenue, Suite 200, Norfolk, VA 23551-2488; Telephone: DSN (312) 836-5487, Commercial (757) 836-5487;

f. Chief of Staff, United States Strategic Command (USSTRATCOM), 901 SAC BLVD STE 2A3, Offutt AFB, NE 68113-6000;

g. United States Transportation Command (USTRANSCOM), Attn: TCJ8-B, 508 Scott Drive, Scott AFB, IL 62225-5357;

h. United States Southern Command (USSOUTHCOM), Attn: SCCM, 3511 Northwest 91st Avenue, Miami, FL 331721216; and

i. United States European Command (USEUCOM): Executive Officer to the DCINC USEUCOM, Vaihingen, West Germany.

10. Special Operation Commands

a. Commander, Naval Special Warfare Command, Attn: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN (312) 577-0916, Commercial (619) 437-0844;

b. Commander, Air Force Special Operations Command, Attn: FM, 100 Bartley Street, Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN (312) 579-2815, Commercial (904) 884-2325;

c. Commander, Joint Special Operations Command, Attn: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: (312) 236-0141, Commercial (901) 396-0141;

d. Commander, United States Special Operations Command; Attn: Comptroller (SORR-RC); 7701 Tampa Point Boulevard; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SORR-RC//. Telephone: DSN (312) 299-5469, Commercial (813) 828-5469;

e. Joint Special Operations University, Attn: RM; 357 Tully Street, Hurlburt Field, FL 32544-5000. Message address: JSOU HURLBURT FLD FL//RM//. Telephone: DSN (312) 579-2649, Commercial (850) 884-2649. Email address: jsou.pres@hurlburt.af.mil;

f. Commander, Special Operations Command Pacific, Attn: RM, PO Box 64046, Camp H.M. Smith, HI 96961-4046. Message address: COMSOCPAC HONOLULU HI//RM//J1//. Telephone: DSN 315-477-2603, Commercial (808) 477-3923;

g. Commander, Special Operations Command, Joint Forces Command, Attn: RM, 1721 Piersey Street, NAS, Norfolk, VA 23511-5692. Message address: COMSOCJFCOM NORFOLK VA//RM/J4//. Telephone: DSN (312) 646-5841, Commercial (757) 443-5854. Email address: j41directorate@socjfcom.navy.mil;

h. Commander, Special Operations Command Europe, Attn: RM, CMR, Box 1000, APO AE 09128-4209. Message address: COMSOCEUR VAIHINGEN GE//RM/. Telephone: DSN 314-430-4488, Commercial 011-49-711-680-4488. Email address: ECSO-J8.PG@EUCOM.MIL;

Effective 10 August 2004
i. Commander, Special Operations Command South, Attn: RM, 29350 Coral Sea Boulevard, Homestead, ARB, FL 33039-. Message address: COMSOCSOUTH HOMESTEAD ARB FL//RM/J4//. Telephone: DSN (312) 791-6303, Commercial (305) 224-6303. Email address: J8@socso.southcom.mil;

j. Commander, Special Operations Commander Central, Attn: RM, Bldg. 1105, MacDill AFB, FL 33608-5261. Message address: COMSOCCENT MACDILL AFB FL//RM/COMP//. Telephone: DSN (312) 299-6547, Commercial (813) 828-6547. Email address: soccomp@soccent.centcom.mil; and

k. Commander, Special Operations Command Korea, Attn: RM, Unit 15622, Box 97, APO AP 96205-0328. Message address: COMUSKOREA SEOUL KOREA//RM/COS/FKSO//. Telephone: DSN 315-723-8009, Commercial 011-822-7913, Ext. 8009.

11. Schools

a. Uniformed Services University of the Health Sciences, Attn: Vice President for Resource Management, 4301 Jones Bridge Road, Bethesda, MD 20814-4799;

b. Department of Defense, National Defense University, Attn: Director, Resource Management, 100 Fort McNair, Washington, DC 20319-0001; and

c. NATO Defense College: U.S. Senior National Representative, Viale della Civilta del Lavoro, 38 00144, Rome, Italy.

12. Strategic Defense Initiative Organization, Pentagon, Room 1E1034, Washington, DC 20301-7100.

13. Office of the Supreme Allied Command (USACEUR). Executive/Executive Assistant to the Supreme Allied Commander Europe, Attn: SHG, APO AE 09705.

14. Joint Service Conferences, Symposiums, Seminars, or Professional Meetings. The sponsoring Uniformed Service/Defense Agency may authorize/approve AEAs for all attendees regardless of Service/Defense Agency affiliation.

C. AEA Requests above 150% but Not Exceeding 300%. AEA requests for more than 150% of per diem but not exceeding 300% (see JFTR, par. U4240 or JTR, par. C4616) are submitted to the appropriate office listed below.

1. Army. A General Officer/SES within the Command listed in par. A2 above for subordinate units. For all activities belonging to Commands not specifically listed in A2 above, authority rests with the General Officer/SES for their own travel and the travel of those under their supervision. ***This authority must not be further delegated.***

Effective 1 February 2005
*2. Air Force

a. MAJCOM/FMs, FOA and DRU FMs or equivalents who may delegate no lower than AOs (lodging only) provided that official has also been delegated authority under B5a or B5b above;

b. 11th Wing/FM for HQ USAF personnel who may delegate no lower than AOs provided that official has also been delegated authority under B5c above;

c. Air Force Reserve Members:

(1) Individual Mobilization Augmentees (IMA) on RPA funded tours – ARPC/FM, 6760 E Irvington Place, Denver, CO 80280-3000 who may delegate no lower than AOs (lodging only) provided that official has also been delegated authority under B5d(1);

(2) HQ AFRC and reserve units – HQ AFRC/FM, 155 Richard Ray Blvd, Robins AFB, GA 31098-1635 who may delegate no lower than AOs (lodging only) provided that official has also been delegated authority under B5d(3) above.

This authority must not be further delegated.

3. Navy

a. Military Personnel: See par. A3 above for authorization/approval authority;

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

4. Special Operations Commands

a. Commander, Naval Special Warfare Command, Attn: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN (312) 577-0916, Commercial (619) 437-0844;

b. Commander, Air Force Special Operations Command, Attn: FM, 100 Bartley Street, Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN (312) 579-2815, Commercial (904) 884-2325;

c. Commander, Joint Special Operations Command, Attn: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: (312) 236-0141, Commercial (901) 396-0141;

d. Commander, United States Special Operations Command; Attn: Chief of Staff (SOCS); 7701 Tampa Point Boulevard; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SOCS//. Telephone: DSN (312) 299-5122, Commercial (813) 828-5122;

e. Joint Special Operations University, Attn: Chief of Staff, 357 Tully Street, Hurlburt Field, FL 32544-5000. Message address: JSOU HURLBURT FLD FL//COS//. Telephone: DSN (312) 579-2649, Commercial (850) 884-2649;

f. Commander, Special Operations Command Pacific, Attn: Chief of Staff, PO Box 64046, Camp H.M. Smith, HI 96961-4046. Message address: COMSOCPAC HONOLULU HI//COS/J4//. Telephone: DSN (315) 477-3923, Commercial (808) 477-3923;

g. Commander, Special Operations Command, Joint Forces Command, Attn: Chief of Staff, 1721 Piersey Street, NAS, Norfolk, VA 23511-5692. Message address: COMSOCJFCOM NORFOLK VA//COS/J4//. Telephone: DSN (312) 646-5841, Commercial (757) 443-5854;

h. Commander, Special Operations Command Europe, Attn: Chief of Staff, CMR, Box 1000, APO AE 09128-4209. Message address: COMSOCEUR VAIHINGEN GE//COS//. Telephone: DSN 314-430-4488, Commercial 011-49-711-680-4488;

Effective 10 August 2004
i. Commander, Special Operations Command South, Attn: Chief of Staff, 29350 Coral Sea Boulevard, Homestead, ARB, FL 33039-. Message address: COMSOCSOUTH HOMESTEAD ARB FL//COS/J4//. Telephone: DSN (312) 791-6303, Commercial (305) 224-6303;

j. Commander, Special Operations Commander Central, Attn: Chief of Staff, Bldg. 1105, MacDill AFB, FL 33608-5261. Message address: COMSOCCENT MACDILL AFB FL//COS//. Telephone: DSN (312) 299-6547, Commercial (813) 828-6547; and

k. Commander, Special Operations Command Korea, Attn: Chief of Staff, Unit 15622, Box 97, APO AP 96205-0328. Message address: COMUSKOREA SEOUL KOREA//COS/FKSO//. Telephone: DSN 315-723-8009, Commercial 011-822-7913, Ext. 5585.

5. Defense Agencies, Marine Corps, Coast Guard, NOAA, PHS, Combatant Commands, Schools, Strategic Defense Initiative Organization, and Supreme Allied Commander Europe. See par. B1, B4, B6-B9, and B11-B13 above for authorization/approval authority.

D. Officials Who May Authorize/Approve AEAs for Their Own Travel and Travel of Accompanying Uniformed Members/Travelers. The following officials may authorize/approve AEAs up to 300% for their own official travel and for accompanying uniformed service members and travelers covered by these regulations. JTR, par. C4612 provisions (for travelers covered by these regulations) are not applicable to this paragraph.

The Secretary, the Deputy, the Under, the Deputy Under and Assistant Secretaries of Defense
The Secretary, Under Secretary, or Assistant Secretaries of Army, Navy, and Air Force
The Assistant to the Secretary of Defense (Legislative Affairs)
The Assistant to the Secretary of Defense (Atomic Energy)
The General Counsel of the Department of Defense
The Defense Advisor, U.S. Mission to NATO
Directors of Defense Agencies
President, Uniformed Services University of the Health Sciences
Director Operational Test & Evaluation
DoD Inspector General
Director, Defense Research & Engineering
Commander/Deputy Commanders of Air Force Major Commands
Chairman/Vice Chairman, Joint Chiefs of Staff,
Chiefs/Vice Chiefs of Staff, U.S. Army and U.S. Air Force,
Chief/Vice Chief of Naval Operations,
Commandant/Assistant Commandant, U.S. Marine Corps,
Commandant/Vice Commandant, U.S. Coast Guard,
Director, NOAA Corps,
Surgeon General/Deputy Surgeon General, U.S. Public Health Service,
Assistant/Deputy Assistant Secretary for Health, U.S. Public Health Service,
Commanders/Deputy Commanders of combatant Commands and Directors of Defense Agencies.

E. Travel with Certain Dignitaries. Without further demonstration of unusual/extraordinary requirements AEA is authorized for a member/employee who is directed to travel as part of the party of any of the following dignitaries:

1. The U.S. President/Vice President, or members of their families;

2. U.S. Congress members;

3. U.S. cabinet members;

4. Department Secretaries, Deputy Secretaries, Under Secretaries, or Assistant Secretaries;

5. Supreme Court Justices;

6. Chairman/Vice Chairman of the Joint Chiefs of Staff;

7. The Chief of Staff, U.S. Army; the Chief of Staff, U.S. Air Force; the Chief of Naval Operations; the Commandant, U.S. Marine Corps; the Commandant, U.S. Coast Guard; the Administrator, National Oceanic and Atmospheric Administration; and the Surgeon General, U.S. Public Health Service;

8. U.S. Ambassadors, Ministers, and Consuls to foreign countries;

9. U.S. Delegates to international conferences/meetings;

10. Very Important Persons (VIPs) as specified by the President/Vice President of the U.S.;

11. Candidates for the office of President and Vice President of the U.S. and their family members, including the persons elected to those offices; and

12. Other U.S./foreign dignitaries equivalent in rank to any of those mentioned above.

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

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

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

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