

VOLUME 2
JOINT TRAVEL REGULATIONS
CHANGE 476

Alexandria, VA

1 June 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 June 2005 unless otherwise indicated.

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This change includes all material written in CAP Item 08-05(E); and civilian editorials C05016 through C05022. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 475 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 476:

C1051-B; C4005-C1a; Appendices A, I, Q and S. Updates/corrects ASD (FMP) to read PDUSD (P&R).

C1410-A7; T4040-E6a. Explains that the new structure to be shown on cardholders account statements for 1% charge for foreign currency transactions will be shown as “international transaction fee” as a separate line item and is a miscellaneous expense if used in an official capacity.

C4955-H. Provides a reference to and digest of a decision by the Comptroller General of the United States concerning reasonable conference costs, including the cost of meals and light refreshments, that may be paid for by the Government at a Government sponsored conferences.

C5090-B1. Revises by adding the word “or” after par. C5090-B1a.

C14006-I. Adds GSBCA reference in par. C14006-I.

Chapter 6, Part M; Appendix A. Updates the JTR definitions and allowances of attendants and escorts.

Appendix O. Clarifies that JFTR, Chapter 7 rules apply for unusual travel such as travel of employees with disabilities, UN Peacekeeping, when accompanying Congress and prisoners and their guards or for disciplinary action. Also allows reimbursement for lodging expenses incurred when a member takes leave during contingency operations IAW par. U7225.

Appendix S. Approves waiver of FEML recertification for USCENTCOM until 31 October 2005.

VOLUME 2

JOINT TRAVEL REGULATIONS

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PART B: CONDITIONS/FACTORS

C1050 GENERAL

A. Prohibition Not Stated. There may be circumstances when travel and transportation allowances are prohibited and are so stated. *However, just because a prohibition is not stated does not mean that an allowance exists or may be authorized.*

B. Travel Justification (FTR §301-71.101)

1. Directed Travel. Travel and transportation at Government expense may be directed only:

- a. When officially justified, and
- b. By means which meet mission requirements consistent with good management practices.

2. Employee Expenses. Employees must not be directed to:

- a. Perform official travel at personal expense, or
- b. At reimbursement rates/amounts inconsistent with provisions in this Volume.

3. Limited Travel Funds. Limited travel funds is not a basis for:

- a. Denying reimbursement for official travel, or
- b. Reducing allowances.

4. Reassignment/Transfer Advance Notice. The permanent duty reassignment/transfer of any employee from one PDS or DoD component to another, which is outside an employee's commuting area, is effective after the *employee* has been given reasonable advance notice (at least 30 days). Emergency circumstances are taken into account in determining whether the advance notice period is reasonable. DoD components should give as much advance notice as possible to enable the employee to begin the arrangements necessary when relocating family and residence. See par. C5080-F governing payment of travel and transportation expenses and applicable allowances when short distances are involved. A reasonable advance notice period should not be less than 30 days except when:

- a. The employee and both the losing/gaining agencies agree on a shorter period;
- b. Other statutory authority and implementing regulations stipulate a shorter period (see OPM regulations for specified time frames); or
- c. There are emergency circumstances.

C. PCS

1. Authorization. (FTR §§302-2.102, 2.103, 2.104) When Government-funded PCS is authorized:

- a. A written travel authorization must be issued to a new appointee/employee prior to the appointee/employee reporting to the first/new official station,

b. The DoD component should advise an appointee/employee not to incur PCS expenses (in anticipation of a PCS) until the written notification has been received,

c. The travel authorization must indicate the specific allowances authorized as provided in these regulations and provide instructions about procedures for procurement of travel and transportation services. See par. C5080-B for procedural requirements applicable to new appointees.

2. Reimbursement Provisions

a. The reimbursement maximums/limitations that apply to certain allowances are not the same for all employees even though claims may be filed within the same time frame because of:

(1) Successive changes to these regulations governing PCS allowances, and

(2) The extended period of time that employees retain eligibility for certain allowances (see par. C1057).

b. The provisions of these regulations in effect on the appointee's/employee's appointment/transfer effective date (see Appendix A) apply for payment/reimbursement purposes.

C1051 PRIVILEGES WHILE ON OFFICIAL TRAVEL

Effective 01 September 2004

A. General. A traveler under an official travel authorization may use:

1. Government quarters,
2. Food services,
3. Exchanges, and
4. Recreational facilities owned, operated, or under the jurisdiction of the DoD.

Effective 16 March 2005

*B. Availability/Use. The conditions and limitations relating to the availability/use of these facilities are in AR 60-20, dated 15 December 1992, AAFES Operating Policies at <http://www.usapa.army.mil>, Department of Defense Directive 1330.9, dated 27 November 2002 Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD (P&R)), Subject: Armed Services Exchange Policy at <http://www.dtic.mil/whs/directives/corres/html/13309.htm> and Department of Defense 1330.17-R, dated 3 August 1990, Subject: Armed Services Commissary Regulations at <http://www.dtic.mil/whs/directives/corres/html/133017r.htm>, and at the local commander's discretion.

C1052 TRAVEL AND TRANSPORTATION FUNDING

A. General. An employee's pay and leave status during official travel are subject to the hours of duty, pay, and leave regulations of the separate departments. A new appointee is in a duty status while traveling to the first PDS.

NOTE 1: For regulations governing excused absence and duty status while preparing for and completing a PCS move, see DoD 1400.25-M, Section 630-G4c at <http://www.cpms.osd.mil/cpm/docs/630.pdf>.

NOTE 2: See Appendix A for definitions of "Different (or Separate) Departments and Agencies," "DoD component," "Foreign OCONUS Area/Country," and "OCONUS" (overseas).

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 rest 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.*

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

Effective 1 April 2005

*7. Fees for:

a. Currency conversion. Employees:

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

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

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

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

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

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

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

8. CTO service and processing fees;

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

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

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

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

13. Similar travel and transportation related expenses.

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

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

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

C4005 PERIOD OF SERVICE REQUIREMENT (TOUR OF DUTY)

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

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

C. OCONUS Employment

1. General

Effective 16 March 2005

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

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

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

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

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

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

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

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

- a. Persons appointed by transfer from another Government agency, whose immediate prior service has been in an OCONUS area and who transfer without performing RAT;
- b. Military personnel who separate locally and accept Government employment, and with whom agreements are negotiated;
- c. Government contractor personnel who separate locally to accept Government employment and with whom agreements are negotiated;

This authority is independent of the training authority included in par. C4500 unless it is administratively determined that training is the primary purpose of attendance at a meeting.

C. Government Sponsored Conferences. Attendance at Government expense may be authorized for the following:

1. Conferences sponsored or cosponsored by a Federal agency at which an employee's attendance is required in the performance of official duties;
2. Conferences of state/municipals government organizations, or of international agencies in which the Federal Government is officially participating, and the employee's attendance is related to official duties or for the purpose of transacting DoD business;
3. Conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the DoD functions or activities and attendance is in the employee's official performance; and
4. Similar activities.

D. Non-government Sponsored Conferences

1. General. Conference attendance for non-Federal technical, scientific, professional, and comparable private membership organizations is subject to the conditions in pars. C4955-D2, C4955-D3 and C4955-D4.
2. Attendance and Approval Requirements. Attendee selection and approval are subject to regulations of the separate DoD Components consistent with the regulations on Acceptance of Payment from a Non-Federal Source for Travel Expenses (see the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html).
3. Purpose. Employees may attend conferences at Government expense to:
 - a. Further the programs of their DoD components;
 - b. Present scientific and technical papers which further the development of the U.S. resources; and
 - c. Maintain an effective professional, scientific, technical, managerial, and supervisory workforce.
4. Security. An appropriate security officer at the activity concerned should examine security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations. Employees who attend such meetings must be briefed about security implications, when necessary, prior to attendance.

E. Registration Fees and Miscellaneous Expenses

1. When Travel is Involved. Registration fees authorized in the travel authorization or approved on a travel claim voucher are reimbursable. The proportional meal rate applies on any day that the cost for one or two meals is included in the registration fee (see par. C4554-B). Information should be included on the travel authorization as to whether or not the registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. When the registration fee includes lodgings without charge, only the applicable proportional per diem or TDY locality M&IE rate prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> is paid.

2. When No Travel is Involved. The registration fee may be reimbursed when attendance is authorized for a conference in the local area that:

- a. Does not involve travel,
- b. Does not involve per diem, and
- c. For which a travel order is not issued,

3. Limitation on Reimbursement for Meal Costs when Attending a Conference/Meeting Sponsored by a DoD Component. The cost of each meal, whether included in a registration fee or contracted for separately, at a DoD-sponsored conference/meeting must be identified. The total amount paid by the Government for meals cannot exceed the locality meal rate prescribed for the TDY assignment location (if travel is involved) or the meeting location (when travel is not involved), unless AEA reimbursement for the meal(s) involved has been authorized/approved in accordance with Chapter 4, Part C. When travel is involved, the maximum contracted amount for 1 or 2 meals cannot exceed the difference between the locality meal rate and the PMR.

4. Miscellaneous Expenses. Independent charges/fees for light refreshments/snacks are not a reimbursable expense.

Charges/fees for light refreshments/snacks are reimbursable ONLY when included as part of the conference registration fee.

F. Membership Fees and Dues. A DoD component may pay membership fees or dues from appropriated funds when the membership is in the Government's interest and the membership is in the DoD component's name (e.g., Per Diem Travel and Transportation Allowance Committee) (31 Comp. Gen. 398 (1952); 33 id. 126 (1953)).

G. Entertainment Expenses. Entertainment expenses for social events and other personal expenses not directly required by official duties are not reimbursable.

Effective 3 March 2005

*H. Guidance from the Comptroller General of the United States Concerning Reasonable Conference Costs Including Meals and Light Refreshments at a Formal Conference. Following is the Digest portion of the Comptroller General decision (B-300826, 3 March 2005) rendered to the National Institutes of Health concerning reasonable conference costs. The complete decision is available at: <http://www.gao.gov/decisions/appro/300826.htm>

Decision

Matter of: National Institutes of Health - Food at Government-Sponsored Conferences

File: B-300826

Date: March 3, 2005

DIGEST

The National Institutes of Health (NIH) may pay for legitimate, reasonable conference costs, including meals and light refreshments, of a formal conference pertaining to Parkinson's disease subject to the conditions outlined herein. A formal conference typically involves topical matters of interest to, and participation of, multiple agencies and/or nongovernmental participants. In addition, other indicators of a formal conference include registration, a published substantive agenda, and scheduled speakers or discussion panels. An agency hosting a formal conference may consider the cost of providing meals and refreshments to conference attendees an allowable conference cost so long as (1) meals and refreshments are incidental to the conference, (2) attendance at the meals and when refreshments are provided is important for the host agency to ensure full participation in essential discussions, lectures, or

speeches concerning the purpose of the conference, and (3) the meals and refreshments are part of a formal conference that includes not just the meals and refreshments and discussions, speeches, or other business that may take place when the meals and refreshments are served, but also includes substantial functions occurring separately from when the food is served. The NIH conference here satisfies these three criteria. Without statutory authority to charge a fee and retain the proceeds, NIH may not charge a registration or other fee to defray the costs of providing meals or light refreshments. An appropriation establishes a maximum authorized program level, and an agency, without specific statutory authority, may not augment its appropriations from sources outside the government. In applying this decision, NIH should develop an agency policy specifying the types of formal conferences at which NIH may consider providing food. NIH also should develop procedures to ensure that the provision of meals and refreshments meet the criteria listed above. We expect agency counsels, as well as certifying officers, agency auditors, and Inspectors General, to apply these criteria. To the extent that agency officials are uncertain as to the applicability of the criteria in particular circumstances, they may request a decision from this office, pursuant to 31 USC §3529, before proceeding.

1. Individuals Covered. This part is applicable to:
 - a. Senior Executive Service (SES) positions; and
 - b. Non-SES appointees if the appointee:
 - (1) Has a rate of basic pay at Level V or higher of the Executive Schedule;
 - (2) Was previously an SES career appointee; and
 - (3) Elected, under 5 USC §3392(c), to retain SES retirement travel and transportation allowances.
 2. Exclusions. This Part does not apply to an SES employee who is a:
 - a. Limited Term Appointee. An individual appointed under a nonrenewable appointment for a term of 3 years or less to an SES position, the duties of which expire at the end of that term;
 - b. Limited Emergency Appointee. An individual appointed under a nonrenewable appointment, not to exceed 18 months, to an SES position established to meet a bona fide, unanticipated, urgent need; or
 - c. Non-career Appointee. An individual in an SES position who is not a career appointee, a limited term appointee, or a limited emergency appointee.
 3. Dependents of a Deceased Covered Individual. The last move home provisions of this Part also apply to the dependents of an eligible employee, as defined in par. C5090-A1, provided the employee:
 - a. Satisfied the eligibility criteria in par. C5090-B; and
 - b. Dies in Government service;
 - c. Died after separating from Government service but before travel and/or transportation to home were completed.
- B. Eligibility Criteria. An SES career appointee (or a deceased covered employee's dependents), as defined in par. C5090-A, is eligible, upon separation from Federal Service, for the travel and transportation allowances in par. C5090-D, if the employee:
1. Was geographically transferred/reassigned in the Government's interest and at Government expense from one PDS to another as an SES career appointee, including a transfer/reassignment from:

Effective 30 March 2005

- *a. One SES career appointment to another; or
- b. An SES career appointment to an appointment outside the SES at a pay rate equal to/higher than Level V of the Executive Schedule, and the employee elects to retain SES retirement travel and transportation allowances under 5 USC §3392; or
- c. Other than an SES career appointment, including an appointment in a civil service position outside the SES, to an SES career appointment.

2. At the time of the transfer/reassignment was:
 - a. Eligible to receive an annuity for optional retirement under 5 USC §8336(a), (b), (c), (d), (e), (f), or (j), chapter 83, subchapter III (Civil Service Retirement System (CSRS)); or under 5 USC §8412, chapter 84, subchapter II (Federal Employees Retirement System (FERS)); or
 - b. Within 5 years of eligibility to receive an annuity for optional retirement under one of the authorities in par. C5090-B2a; or
 - c. Eligible to receive an annuity based on discontinued service retirement, or early voluntary retirement under an OPM authorization, under 5 USC §8336(d), chapter 83, subchapter III; or 5 USC §8414(b); or 5 USC chapter 84, subchapter II;
3. Is eligible to receive an annuity upon separation (or, in the case of death in Government service, met the requirements for being eligible to receive an annuity as of the date of death) under 5 USC chapter 83, subchapter III (CSRS), or 5 USC chapter 84 (FERS), including an annuity based on optional retirement, discontinued service retirement, early voluntary retirement under OPM authorization, or disability retirement; and
4. Has not previously received "last move home" travel and transportation allowances upon separation from Federal service for retirement.

C. Authorization/Approval

1. Covered Individuals. An individual who is eligible for relocation expenses may submit a request to the official designated by the concerned DoD for expense authorization/approval. This request ordinarily should be submitted, in writing, at least 90 days before the anticipated retirement date and must include the following information:
 - a. Name, grade, and SSN;
 - b. Name of spouse;
 - c. Name(s) and age(s) of dependent children;
 - d. Move origin and destination;
 - e. Anticipated move dates.
2. Dependents of a Deceased Covered Employee. The family of a deceased employee should submit a request as prescribed in par. C5090-C1 as soon as practicable after the employee's death.

D. Allowable Expenses. When authorized/approved by the head of the DoD component, travel and transportation expenses are paid for an eligible employee (see par. C5090-A). Allowable expenses and provisions of these regulations that apply are as follows:

1. Travel and transportation expenses, including per diem, under par. C5000 for the employee;

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***PART M: EMPLOYEE TRAVEL FOR HEALTH CARE**

NOTE: See Chapter 6, Part O for Emergency Visitation Travel (EVT).

C6600 HEALTH CARE TRAVEL AND TRANSPORTATION ALLOWANCES FOR EMPLOYEES ASSIGNED AT A FOREIGN OCONUS PDS**A. General**

1. When the Secretarial Process determines that local medical facilities (military or civilian) at a foreign OCONUS area (see definition in Appendix A) are not able to accommodate an employee's or dependent's needs, transportation to another location may be authorized for appropriate medical/dental care.
2. If possible, medical travel should be scheduled with other non-medical travel (e.g., RAT or EML (funded or unfunded)) to avoid separate medical travel.
3. Required medical treatment that cannot be postponed until the individual's next scheduled travel should be authorized as medical travel (see par. C6600-C).
4. When authorized, eligible individuals assigned to a foreign OCONUS PDS are authorized travel and transportation allowances for travel to and from another location incident to employees and their dependents obtaining required health care (whether or not that care is at Government expense) under the conditions and within the limitations in this Part.
5. See Chapter 4, Part J for allowances when an employee discontinues or interrupts TDY because of incapacitating illness or injury or a personal emergency situation.

B. Eligibility. Eligible individuals are employees, dependents, attendants, and accompanying family members who meet the following criteria. **NOTE:** *Local hire employees who do not have service agreements are not eligible.*

1. **Employees.** Employees must be permanently assigned to a foreign OCONUS PDS. These employees are eligible while performing foreign OCONUS PCS travel.
2. **Dependents.** Dependent(s):
 - a. Must reside with the employee at the foreign OCONUS PDS or be performing foreign OCONUS PCS travel.
 - b. Who board at a foreign OCONUS school and otherwise reside with the employee at the foreign OCONUS PDS qualify.
 - c. Infants born during their mothers' health care travel qualify.
3. **Attendants/Escorts.** See par. C6608.

4. Accompanying Family Members. The AO may authorize/approve the travel of a patient's family member to travel with the patient if that official determines:

- a. The family member is incapable of self-care at the PDS,
- b. No suitable care arrangements can be made at the PDS, and
- c. The travel is in the Government's best interest.

C. Required Health Care. Required health care is medical and dental care that the AO determines, based on the advice of an appropriate professional certifying physician, is needed by an employee or dependent at a foreign OCONUS PDS where there is no adequate facility to provide suitable care.

1. Included Health Care

a. Medical Care. Qualified medical care is treatment that:

- (1) Must be done before the next scheduled RAT, or EML (funded or unfunded) travel, and which,
- (2) If delayed, could result in a worsening of the condition, and
- (3) Includes specialized examinations, special inoculations, obstetrical care, and hospitalization (GSBCA 15948-TRAV, 30 April 2003).

b. Dental Care. Qualified emergency and required dental care are defined as follows:

- (1) Emergency Dental Care. Treatment of any dental condition causing severe pain and/or that, if treatment were deferred, would cause permanent and irreparable damage to the teeth or supporting dental structures.
- (2) Required Dental Care. Treatment that must be done before the next RAT or EML (funded or unfunded) travel and, if delayed, could result in a need for emergency dental care.
- (3) Orthodontic Care. Orthodontic care qualifies as required dental care when necessary for proper occlusion.
- (4) Periodontal Disease. Periodontal disease treatment qualifies when necessary to prevent permanent, irreparable damage to the teeth and supporting structures.

2. Excluded Health Care. Examples of treatments that are not required health care are:
 - a. Medical care: Elective treatment, routine medical examinations, and routine immunizations.
 - b. Dental Care: Elective treatment, dental prophylaxis (routine cleaning, superficial scaling, and fluoridation treatment), and cosmetic dental treatment (if elective).

D. Designated Point. The location that the AO determines is the nearest facility to the patient where suitable health care can be obtained, based on advice of the appropriate professional certifying physician, is the designated point.

C6601 HEALTH CARE TRAVEL ADMINISTRATION

A. Applicable Regulations

1. Civilians. Individuals performing health care travel in any capacity are subject to the provisions of this regulation.
2. Uniformed Service Members. Uniformed Service members serving as attendants as part of their official duties are governed by the JFTR.

See par. C6608 for regulations regarding attendants/escorts.

Effective 16 August 2004

B. Travel Authorizations. A DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize travel for medical reasons. If premium-class accommodations are to be used, the requirements for premium-class accommodations use must be met for full reimbursement. *See par. C2000-A2.*

C. Funding. Health care travel expenses are charged to operating funds of the employee's organization.

D. Excess Costs Agreement. Before the AO authorizes/approves travel to a location elected by the patient other than the designated point for the required health care, the employee must agree, in writing, to pay or reimburse the Government's excess travel and transportation costs incurred by the patient, attendants, and accompanying family members. The Government's cost is based on what transportation to and from the designated point cost. See the sample excess cost agreement in par. C6606.

C6602 TRANSPORTATION

A. General

1. Health care transportation must be IAW Chapter 2, except as otherwise provided in this Part.
2. AMC resources should be used when, in the judgment of the AO, after consultation with an appropriate health care provider, it is suitable under the circumstances and reasonably available. For AMC flight scheduling information please see the following website: <https://business.transcom.mil/gpmrc/>.
3. The AO, after consultation with a professional certifying physician, may authorize/approve travel by private airline, ambulance service, or other specialized medical transportation provider, if necessary.

B. Limitation. An eligible individual is entitled to health care transportation from the foreign OCONUS PDS to the designated point and return to the PDS.

1. Travel to Other Locations. The AO may authorize/approve health care transportation to a location other than the designated point, if the patient elects and the employee executes an excess cost agreement (par. C6601-D).
2. Obstetrical Patients. An obstetrical patient may elect to travel to a CONUS or non-foreign OCONUS area. In such cases, transportation at Government expense is authorized to the nearest CONUS POE. If an obstetrical patient elects to travel to an OCONUS location that is not the designated point, par. C6602-B1 applies.
3. Dental Patients. A patient is authorized health care transportation for required dental care no more than once a year, in addition to required dental care done during any other travel. The year begins on the first day of health care travel for required dental care.

C6603 PER DIEM

A. General. Patients and attendants authorized transportation for health care travel also are authorized per diem under Chapter 4, Part L subject to the limitations in pars. C6603-B, C6603-C and C6603-D below, or the JFTR for uniformed personnel. See par. C4555-B3 regarding per diem when lodging with friends or relatives.

B. Patients

1. Maximum Number of Days. Subject to the following subparagraphs, the AO may authorize/approve per diem for up to, ***but in no case for more than***, 180 consecutive days including:
 - a. Travel to and from the designated point or elective destination,
 - b. Necessary delays before treatment and while awaiting return travel, and
 - c. Necessary outpatient treatment periods.
2. Elective Destinations. If a patient elects travel to a destination other than the designated point, per diem may be authorized/approved for travel periods to and from the elective destination, but for no longer than the constructed travel time to and from the designated point.
3. Hospital Stays. Per diem is not authorized/approved for patients during hospitalization periods.

4. Dental Care. Unless the AO specifically authorizes/approves a longer period because of extraordinary circumstances, per diem for periods described in pars. C6603-B1b and C6603-B1c for dental patients may not be authorized/approved for more than:

- a. 3 days for emergency dental care, and
- b. 1 day for required dental care.

Extraordinary circumstances are limited to those situations that, because of the severity of the dental condition, more time is required to complete emergency dental care.

5. Obstetric Care. A patient traveling for obstetric care ordinarily leaves the PDS about 6 weeks before the expected delivery date and returns 6 weeks thereafter. The AO may not authorize/approve per diem for obstetric care travel for a period longer than 90 days, unless an early departure from, or delayed return to, the PDS is medically required.

6. Newborns. Newborn infants are authorized per diem under the same circumstances and conditions as their mothers, except at one-half the applicable locality rate.

C. Per Diem Rates. The applicable locality per diem rate applies. If the patient elects health care travel to a location other than the designated point, the per diem rate may not exceed the rate for the designated point.

C6604 BAGGAGE

The AO may authorize/approve the shipment of excess baggage for health care travel if necessary because of climatic factors, health care necessity, or other adequate reasons (see par. C2302).

C6605 SEPARATE MAINTENANCE ALLOWANCE (SMA) IN CONNECTION WITH HEALTH CARE TRAVEL

A. Eligibility. An employee may be eligible for SMA if an eligible dependent, while undergoing treatment away from the foreign OCONUS PDS, is delayed for at least 90 consecutive calendar days (30 days when an eligible dependent in the CONUS or a non-foreign OCONUS area is detained for medical clearance under the provisions of DSSR, section 262.4a).

B. Restrictions. SMA is not paid on behalf of a dependent when the dependent is hospitalized at Government expense, or for the same period for which per diem is paid.

D. Travel Allowances

1. Uniformed Service Member as Attendant/Escort. A Uniformed Service member is authorized the travel and transportation allowances in JFTR, Chapter 4, Part B or C.
2. Civilian Employee as Attendant/Escort. A U.S. Government civilian employee is authorized the travel and transportation allowances in regulations issued by the employee's agency/department.
3. Other Person as Attendant. Another person designated to travel as an attendant/escort is:
 - a. Issued an ITA or included in the same travel order (identified as an attendant/escort) issued for the employee patient.
 - b. Authorized the same travel and transportation allowances as would be a civilian employee. See par. C6153.

E. Attendant Compensation Agreements

1. The AO may authorize the PDS contracting officer to enter into a contract with a non-family member attendant, including professional health care providers, to provide for reasonable compensation in addition to travel and transportation allowances (including excess baggage shipment expenses) under this Part.
2. The amount of compensation for a nonprofessional attendant may not exceed the prevailing rate in the locality for the type of services rendered.
3. Professional health care provider attendants ordinarily are unnecessary on AMC medical evacuation flights.

F. Per Diem for Attendants. In addition to per diem for travel periods, attendants are authorized up to 3 days' per diem after arrival at the treatment site to consult the treating health care providers and to make necessary return travel arrangements. The AO may authorize/approve longer periods of per diem only for non-health care professional attendants who are family members of:

1. Adult patients, in extraordinary cases, if the attendant's presence is necessary to the patient's treatment regimen, or
2. Minor patients, if the attendant's presence is required to resolve medical or legal problems, render psychological support during inpatient confinement, or provide parental care while awaiting inpatient admission and/or during outpatient treatment.

H. Loan Origination Fees and Similar Charges

| | | | |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| GSBCA 16281-RELO (12/09/03) | GSBCA 15817-RELO (08/02/02) | GSBCA 15718-RELO (02/28/02) | GSBCA 15730-RELO (01/24/02) |
| GSBCA 15645-RELO (10/11/01) | GSBCA 15613-RELO (09/07/01) | GSBCA 15538-RELO (08/10/01) | |
| B-249500 (12/24/92) | B-248457 (09/29/92) | B-248538 (09/24/92) | B-246809 (03/31/92) |
| 69 Comp. Gen. 340 (1990) | B-238038 (02/23/90) | B-238023 (02/22/90) | B-234288 (02/08/90) |
| B-233806 (11/16/89) | B-235616 (08/29/89) | B-232679.2 (08/29/89) | B-229443 (12/09/88) |
| B-229322 (12/08/88) | B-232679 (11/14/88) | B-228691 (09/21/88) | B-229352 (08/22/88) |
| B-226876 (08/22/88) | 67 Comp. Gen. 503 (1988) | 66 Comp. Gen. 627 (1987) | B-222899 (03/16/87) |
| B-221103 (09/19/86) | B-223240 (09/08/86) | B-221529 (07/01/86) | B-221162 (06/10/86) |
| B-221010 (05/06/86) | B-218955 (04/11/86) | 65 Comp. Gen. 447 (1986) | B-220133 (03/13/86) |
| B-219309 (01/29/86) | B-219545 (01/15/86) | B-219026 (11/29/85) | B-219076 (11/25/85) |
| B-218946 (11/12/85) | B-218754 (09/17/85) | B-218476 (09/05/85) | B-217584 (09/04/85) |
| B-216425 (08/21/85) | B-216973 (04/22/85) | B-217081 (03/08/85) | 64 Comp. Gen. 306 (1985) |
| 64 Comp. Gen. 296 (1985) | 63 Comp. Gen. 603 (1984) | B-214757 (09/05/84) | 63 Comp. Gen. 456 (1984) |
| 63 Comp. Gen. 355 (1984) | B-213164 (02/22/84) | B-213740 (02/15/84) | B-211310 (10/04/83) |
| 62 Comp. Gen. 534 (1983) | B-211107 (06/10/83) | B-205267 (06/15/82) | B-205873 (05/04/82) |
| B-203630 (03/09/82) | B-198060 (11/10/80) | B-189381 (12/15/77) | |

*I. Mortgage and Transfer Taxes

| | | | |
|--------------------------------|---------------------|---------------------|---------------------|
| GSBCA 16424-RELO (07-23-04) | B-248301 (09/25/92) | B-189488 (08/18/77) | B-185487 (08/03/76) |
| B-183162 (01/27/76) | B-182082 (01/22/75) | B-181795 (11/11/74) | B-171878 (08/08/74) |

J. State Revenue Stamps

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

K. Other Similar Charges

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

L. Charge for Prepayment of Mortgage

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

M. Mortgage Title Insurance Policy

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

N. Owner's Title Insurance Policy

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

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

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

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

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

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

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

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

ACCOMMODATIONS, COMMON CARRIER.

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

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

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

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

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

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

Effective 30 December 2004

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

AGENCY.

A. Includes:

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

B. Does NOT include:

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

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

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

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

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

***ATTENDANT.** An attendant:

1. Is a Uniformed Service member, employee, or other person who, IAW a travel order/authorization/ITA, accompanies an employee authorized to travel to/from a medical facility for required medical attention that is not available locally,
2. Takes care of and waits upon the employee patient in response to the patient's needs,
3. May travel with the patient and attend to the patient's needs at the destination medical facility, and,
4. Is appointed by competent medical authority.

AUTHENTICATING OFFICIAL. See **AO.**

Effective 17 September 2004

AUTHORIZED.

1. The giving of permission before an act.
2. The giving, through these regulations, of an allowance to an eligible individual requiring no other action.

(Example: When the regulation states that an allowance is authorized, – the regulation means that an eligible individual has that allowance without further action by any other activity.)

AUTHORIZING/ORDER-ISSUING OFFICIAL (AO). The official who directs travel and has responsibility for the funding.

AUTOMATED TELLER MACHINE (ATM) SERVICES. Contractor-provided services that allow cash withdrawals from participating ATMs to be charged to a contractor-issued charge card.

BAGGAGE. Personal effects of a traveler that are needed in connection with official travel and immediately upon arrival at the point of assignment. Material belonging to the Government may be included. ***NOTE: Baggage may accompany a traveler or be transported separately.***

BAGGAGE, ACCOMPANIED. Baggage that consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler free under carriers' tariffs on a transportation ticket.

BAGGAGE, UNACCOMPANIED. The part of a member's/employee's prescribed weight allowance of HHG that:

1. Is not carried free on a ticket used for personal travel,
2. Ordinarily is transported separately from the major bulk of HHG, and
3. Usually is transported by an expedited mode because it is needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.

NOTE 1: *Unaccompanied baggage in connection with permanent duty and RAT may consist of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances or furniture must not be included in unaccompanied baggage.*

NOTE 2: *In connection with an extended TDY assignment, unaccompanied baggage is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.*

Effective 1 March 2004

BLANKET TRAVEL AUTHORIZATION. (Also called Unlimited Open, Limited Open, or Repeat Travel Authorization.) An authorization issued to a traveler who regularly and frequently makes trips away from the PDS within specific geographical limits for a specific time period within a fiscal year in performance of regularly assigned duties. (Also see Travel Authorization.)

NOTE 1: *Blanket travel authorizations are not used in DTS.*

NOTE 2: *Blanket travel authorizations for TDY travel can only authorize economy-class travel. If premium-class travel becomes necessary for a specific trip, an amendment to the travel authorization for each such trip must be issued.*

BUSINESS-CLASS. Travel and accommodations/service that fall between first-class and coach-class accommodations. Business-class accommodations usually, but do not have to, have their own cabin/facilities between first-class and coach-class accommodations. (*See par. U3125-B2b for business-class transportation authority (restricted to the two-star flag level and civilian equivalents.)*)

CALENDAR DAY. The 24-hour period from one midnight to the next midnight. ***NOTE:*** *The calendar day technically begins one second after midnight (reflects as 0001) and ends at midnight (2400).*

CERTIFICATED AIR CARRIER. See U.S. Flag Air Carrier.

CIRCUITOUS TRAVEL. Travel by a route other than the one that ordinarily would be prescribed by a transportation officer between the places involved. ***Also referred to as Indirect Travel.***

COMMAND, COMBATANT. An organization with a broad continuing mission under a single commander, established and so designated by the President, through the Secretary of Defense with the advice and assistance of the Chairman, Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities.

COMMERCIAL TRANSPORTER. A transporter operating under the Interstate Commerce Commission Termination Act of 1995 (Public Law 104-88) in interstate commerce or under appropriate State statutes in intrastate commerce.

COMMON CARRIER. Private-sector supplier of air, rail, bus, or ship transportation.

COMMUTED RATE. A price rate used for HHG transportation and temporary storage. It includes costs of line-haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of temporary storage within the applicable weight limit for storage including in-and-out charges and necessary drayage. To get the commuted rates tables for transportation, storage, packing, unpacking, crating, drayage and other accessorial charges incident to transportation you must subscribe to the Professional Movers Commercial Relocation Tariff, STB HGB 400-(Series). See par. C5160-D4.

CONFERENCE. A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under 5 CFR 410.404. ***NOTE: This does not include regularly scheduled courses of instruction conducted at a Government or commercial training facility.***

CONTINENTAL UNITED STATES (CONUS). The 48 contiguous States and the District of Columbia.

CONTINGENCY OPERATION. A military operation that:

1. Is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or
2. Results in the call or order to, or retention on, active duty of members of the uniformed services under 10 USC §688, §12301(a), §12302, §12304, §12305, or §12406; Chapter 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

CONTRACT CARRIERS. U.S. certificated air carriers that are under contract with the Government to furnish Federal employees and other persons authorized to travel at Government expense with passenger transportation service. This also includes GSA's scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

(CONTRACTED) COMMERCIAL TRAVEL OFFICE (CTO). A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the Government.

DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD). The DoD standard source for worldwide distance information based on city-to-city distance (*not* zip code to zip code) replacing all other sources used for computing distance (except airplanes). For more information refer to the DTOD website at <http://dtod1.sddc.army.mil>.

DEPARTMENT OF DEFENSE (DoD) COMPONENTS.

The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff);
Department of the Army;
Department of the Air Force;
Department of the Navy (including the Marine Corps);
DoD Inspector General
United States Court of Appeals for the Armed Forces;

DOD FIELD ACTIVITIES:

American Forces Information Service
Defense Prisoner of War/Missing Personnel Office;
Defense Technology Security Administration;
DoD Counterintelligence Field Activity;
DoD Education Activity;
DoD Human Resources Activity;
Office of Economic Adjustments;
TRICARE Management Activity;
Washington Headquarters Services;

DEFENSE AGENCIES:

Defense Advanced Research Projects Agency
Defense Commissary Agency
Defense Contract Audit Agency
Defense Contract Management Agency
Defense Finance and Accounting Service
Defense Information Systems Agency
Defense Intelligence Agency
Defense Legal Services Agency
Defense Logistics Agency
Defense Security Cooperation Agency
Defense Security Service
Defense Threat Reduction Agency
National Geospatial Intelligence Agency
National Geospatial Intelligence College

National Security Agency/Central Security Service
Missile Defense Agency
Pentagon Force Protection Agency

JOINT SERVICE SCHOOLS:

Joint Military Intelligence College
Defense Acquisition University
National Defense University
Joint Professional Military Education Colleges
Uniformed Services University of the Health Sciences

DEPENDENT/IMMEDIATE FAMILY. Any of the following named members of an employee's household at the time the employee reports for duty at a new PDS or performs authorized/approved OCONUS tour RAT or separation travel:

1. Employee's spouse;
2. Children of the employee or employee's spouse who are unmarried and under age 21 years or who, regardless of age, are physically or mentally incapable of self-support. **NOTE:** "Children" includes natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the employee or employee's spouse; also, a child born and moved after the employee's effective date of transfer because of advance stage of pregnancy, or other reasons acceptable to the DoD component concerned, e.g., awaiting completion of the school year by other children (50 Comp. Gen. 220 (1970); 66 id. 497 (1987)).;

NOTE 1: An employee and spouse at an OCONUS PDS assumed temporary custody of two grandchildren. The parent of the grandchildren was a uniformed member on active duty with a DoD Service in Iraq. The uniformed member (the parent) executed a special military power of attorney granting guardianship of the children to the children's grandparent. GSBCA held that the power of attorney did not create a "legal guardianship" as that term is used in par. B above to define dependent/immediate family members for the purpose of determining eligibility for relocation allowances. Since the term "legal guardianship" is not defined in the JTR, GSBCA turned to Arizona state law (the state in which the power of attorney was executed and in which the uniformed

member resided) for guidance. Under Arizona law legal guardianship can be established only by judicial determination and the powers of attorney provided by the uniformed member were not sufficient to create guardianship. Since legal guardianship did not exist, the grandchildren could not be members of the employee's immediate family and the employee was not authorized travel and transportation costs and overseas allowances (TQSA) on their behalf (GSBCA 16337-RELO, 19 April, 2004).

3. Dependent parents (including step- and legally adoptive parents) of the employee or employee's spouse; and
4. Dependent brothers and sisters (including step- and legally adoptive brothers and sisters) of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

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. Physical or mental impairment

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.

***ESCORT.** An escort:

1. Is a Uniformed Service member, employee, or other person who, IAW a travel order/authorization/ITA, accompanies an employee between authorized locations, when:
 - a. Employee travel is authorized by competent authority, and
 - b. The employee is incapable of traveling alone, and
2. May be appointed by the employee's AO.

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).

APPENDIX A

DEFINITIONS

PART II: ACRONYMS

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

| | |
|--------------|---|
| GOCO | Government-Owned Contractor Operated |
| GSA | General Services Administration |
| GSBCA | General Services Administration Board of Contract Appeals |
| GTR | Government Transportation Request (SF 1169) |
| HHG | Household Goods |
| HHT | House Hunting Trip |
| HOR | Home of Record |
| 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 (<i>PDT Travel</i>) |
| MARS | Military Affiliate Radio System |
| MEA | Miscellaneous Expense Allowance |
| MIA | Missing in Action |
| MOU | Memorandum of Understanding |
| MRE | Meal-Ready-To-Eat |
| MSC | Military Sealift Command |
| MTR | Marginal Tax Rate |
| NIST | National Institute of Standards and Technology |
| NOAA | National Oceanic and Atmospheric Administration (<i>Same as USNOAA</i>) |
| NTE | Not to exceed |
| NTS | Non-temporary Storage |
| O&M | Operations and Management |
| OCONUS | Outside the Continental United States |
| OGE | Office of Government Ethics |
| OMB | Office of Management and Budget |
| OPM | Office of Personnel Management |
| OSD | Office of the Secretary of Defense |
| PBP&E | Professional Books, Papers and Equipment (<i>also referred to as PRO-Gear</i>) |
| PCS | Permanent Change of Station |
| PD | Per Diem Determination |
| PDS | Permanent Duty Station |
| PDT | Permanent Duty Travel |
| PDTATAC | Per Diem, Travel and Transportation Allowance Committee |
| *PDUSD (P&R) | Principal Deputy Under Secretary of Defense (Personnel & Readiness) |
| PHS | Public Health Service (<i>Same as USPHS</i>) |
| PIN | Personal Identification Number |
| PITI | Principal, Interest, Taxes and Insurance |
| PLEAD | Place from Which Entered (or Called) to Active Duty |
| PMR | Proportional Meal Rate |
| POA | Privately Owned Automobile |
| POC | Privately Owned Conveyance |
| PoC | Point of Contact |

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

to the official safe haven (DSSR, section 631a(1)). The only benefits at an authorized alternate safe haven are: (1) constructed cost travel (NTE travel and transportation costs between the evacuated PDS and the employee's official safe haven location) if the dependent(s) want to join the employee at the employee's official safe haven location; (2) limited SEA based on the lowest of the official safe haven, authorized alternate safe haven or standard CONUS per diem rate - \$91 as of 10-1-04). The lowest is usually the standard CONUS rate. Education allowance is limited to Internet costs between the PDS school and the alternate safe haven (DSSR, sections 621.1d and 621.2d). Diplomatic immunities, privileges, or services are not available at the alternate safe haven.

5. ***Q: May previously evacuated dependents join the employee at the employee's official safe haven?***

A: Dependents evacuated to an official safe haven or authorized alternate safe haven may rejoin the employee at the employee's safe haven. Dependent travel from an official safe haven to the employee's safe haven is at U.S. Government expense. Dependent travel from an authorized alternate safe haven to the employee's official safe haven is constructed cost travel NTE the travel and transportation costs from the evacuated PDS to the employee's official safe haven (DSSR, section 631a(1)).

6. ***Q: Can an evacuated employee accompany dependents, who are unable to travel alone due to special needs or minor age, to their official U.S. (within the 50 United States and the District of Columbia) safe haven?***

A: IAW these travel regulations, employees accompanying dependents, unable to travel alone, to their official or authorized alternate safe haven are reimbursed for travel and transportation expenses (1) there and back to the PDS; or (2) there and to the employee's official safe haven.

7. ***Q: Can a dependent on educational travel or "away from post" education allowance go to the safe haven following evacuation of a PDS?***

A: Yes. The official safe haven location displaces the foreign PDS for travel purposes under education allowance and educational travel (DSSR, section 633.2 and DSSR, section 633.4, respectively). SEA payments are not allowed for children on "away from post" education allowance (DSSR, section 633.2). SEA payments are allowed for children under educational travel only when they are at the safe haven, unmarried, and under 21 (see definition of "child" at DSSR, section 040m(2)).

EVACUATION PAYMENTS: SUBSISTENCE EXPENSE ALLOWANCE (SEA) AND ADVANCE PAYMENTS

8. ***Q: When do SEA benefits start for evacuees?***

A: (1) Official safe haven: SEA benefits start the day following arrival day at the official safe haven location. SEA is not paid for travel en route to the official safe haven location.

*(2) Authorized alternate safe haven: SEA starts the day following arrival day at the authorized alternate safe haven location if an alternate safe haven is authorized prior to the dependents' evacuation. SEA starts no earlier than the date the PDUSD (P&R) receives the request for the alternate safe haven if an alternate safe haven is authorized after evacuees have arrived at that location. SEA is not authorized until the evacuee arrives at the official safe haven if the request for an alternate safe haven is denied.

9. Q: When an employee is evacuated after the dependents, is the employee authorized SEA under DSSR, section 632.1, at the full amount for the first evacuee or at the additional dependent amount?

A: When the employee is evacuated after dependents, the employee may elect to be either the first evacuee or additional dependent. The DSSR allows for dependents and the employee to be at different safe haven locations, but there is only one “first evacuee” under the formula (whether commercial or non-commercial). Only dependents residing with the first evacuee are counted for additional reimbursement for larger quarters (see FAQ 14).

10. Q: Can employees and dependents on RAT or on FEML receive SEA payments?

A: Employees and dependents cannot receive SEA while on RAT or in FEML status (DSSR, section 632.4). If away from the PDS at the time the evacuation is ordered/departure authorized, the employee must either return to the PDS or declare intention to do so before any dependent qualifies for evacuation benefits. Transportation is authorized to the official safe haven location. SEA may not start for an evacuee until that evacuee arrives at the authorized safe haven and the employee has started official travel to the PDS or official safe haven. The date also may depend on when the employee or dependents were due to return to the PDS.

11. Q: What if the employee/dependent is in MEDEVAC/health care travel status?

A: SEA payments are not paid when per diem is paid (i.e., while on MEDEVAC/health care travel). Once the MEDEVAC/health care travel period is terminated and per diem is no longer paid, the employee/dependent receives SEA on the day following arrival day at the authorized safe haven location.

12. Q: What if dependents have been evacuated and the employee later joins the evacuated dependents on a different type of travel authorization such as FEML or RAT?

A: The employee cannot receive SEA. However, SEA continues for dependents previously evacuated (DSSR, section 632.4).

13. Q: Who determines whether the commercial or non-commercial rate for SEA applies? Can an employee draw SEA at the commercial rate and dependents draw SEA at the non-commercial rate at the same time?

A: Commercial or non-commercial applies to the type of lodging the first evacuee occupies. Per DSSR, section 632.1, “There is only one ‘first evacuee’, except as provided under DSSR, section 632.4(b) (‘Tandem Couples’)”. Only the first evacuee (employee or a dependent) is reimbursed for a percentage of the lodging portion of the official/authorized alternate/standard CONUS safe haven per diem rate. All other dependents receive a percentage of the meal and incidental expense (M&IE) portion of the first evacuee’s safe haven per diem rate.

If the first evacuee submits a commercial lodging receipt, then the commercial rate formula applies. If a commercial lodging receipt is not submitted, then the non-commercial rate formula applies. Both formulae are shown on the Evacuation Payments Worksheet (EPW) in DSSR, section 960. If commercial lodging does not include furniture and/or utility costs, these costs are reimbursed as part of lodging (receipts required since this is a “lodging-related” expense).

APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Effective 1 April 2005

***T4000 INTRODUCTION**

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

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

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

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

T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS

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

T4010 REIMBURSEMENT RATE

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

T4020 TDY TRAVEL POLICY

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

B. Traveler Rights and Responsibilities

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

Effective 1 April 2005

*6. Fees for:

a. Currency conversion. Travelers:

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

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

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

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

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

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

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

7. CTO service and processing fees;

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

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

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

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

12. Authorized expenses for:

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

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

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

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

*22. Similar travel related expenses.

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

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

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

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

A. General. This paragraph applies to Reserve Component personnel on active/inactive duty under orders that provide for return home. For travel of cadets and midshipmen, applicants and members of the Senior Reserve Officers' Training Corps (SROTC), Reserve travel for medical and dental care, members of the Ready Reserve on muster duty, retirees called to active duty and active duty for training tours of 20 or more weeks at one location (except as noted in par. U2146), see par. U7150.

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

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

Qatar, for employees not authorized dependents
Saudi Arabia, for employees not authorized dependents
Thailand, for employees not authorized dependents
Turkey: Sinop (all employees), Cakmakli, Corlu, Diyarbakir, Murs, and Ortakoy for employees not authorized dependents, Izmir (unaccompanied and dependent restricted (effective 3 April 2002))
West Indies: Eleuthera Island, Grand Bahama Island, Grand Turk Island, Mayaguana Island, San Salvador Island, St. Lucia Island only
Yemen Arab Republic: Sanaa for employees not authorized dependents, all other areas, and all employees on a renewal agreement

D. Special Circumstance Tour of Duty Areas

1. General. The tours of duty for the persons listed in subpars. D2 through D11 are exceptions to the tours of duty listed in pars. A, B, and C.

2. DoD Education Activity Personnel

a. Professional Personnel in 20 USC §§901-907 Teaching Positions. The tour of duty for persons in teaching positions under the DoD Education Activity (see 20 USC §§901-907 and DoD Directive 1400.13 (“Salaries and Personnel Practices Applicable to Teachers and other Employees of the DoD Overseas Dependents’ School System” available at <http://www.dtic.mil/whs/directives/corres/dir1.html>)) is 1 or 2 school years as required, plus the time required in the area because of arrival before the start of the school year and while awaiting transportation upon departure. The school year for persons in teaching positions consists of not more than 190 working days including not less than 175 days of classroom instruction.

b. Professional Personnel Not in 20 USC §§901-907 Teaching Positions. The tour of duty for professional personnel not in 20 USC §§901-907 teaching positions is 12 months in those areas where the tour of duty for other DoD employees is less than 24 months. In all other areas, the tour of duty is 24 or 36 months, as appropriate. Professional personnel not in teaching positions include school principals, administrators, and other personnel whose services are required for a full calendar year.

c. Professional Personnel in 20 USC §§901-907 Teaching Positions Reassigned without Returning to CONUS to Positions Not Subject to 20 USC §§901-907 for which the Tour of Duty Is 36 Months. The tour of duty for professional personnel in 20 USC §§901-907 teaching positions reassigned without returning to CONUS to positions not subject to 20 USC §§901-907 for which the tour of duty is 36 months is a period of service, in addition to immediate prior OCONUS service, to complete 36 months.

d. Professional Personnel in 20 USC §§901-907 Principal and Assistant Principal Positions. The tour of duty for persons in principal and assistant principal positions under the DoD Education Activity (see 20 USC §§901-907 and DoDEA Regulation 5301.4-R (“Salaries and Personnel Practices Applicable to Principals and Assistant Principals” available at <http://www.odedodea.edu/pers/emanual/>)) is the same as for other DoD civilian employees who are employed on a calendar-year basis. The tours are expressed in terms of school years rather than calendar years. Except as provided in the preceding pars. A through C, tours of duty are 3 school years under the initial period of service agreement and 2 school years under subsequent agreements.

3. Employees of Defense Intelligence Agency (DIA). Because of the nature of employment, the Director, DIA, administratively fixes the tours of duty for DIA employees.

4. Scientists on Sabbatical Leave. The tour of duty for scientists on sabbatical leave is 12 months.
5. Civilian Marine Personnel of the Military Sealift Command (MSC). The tour of duty for MSC civilian marine personnel is 12 months.
6. U.S. Naval Observatory Personnel, San Juan-El Leoncito Region of Argentina. The tour of duty for U.S. Naval Observatory personnel assigned to the San Juan-El Leoncito region of Argentina is 24 months.
7. Resident Technical Assistance Team, Talcahuano, Chile. The tour of duty for civilian employees of the Resident Technical Assistance Team assigned at Talcahuano, Chile, is 24 months.
8. Employees of the National Security Agency (NSA). Because of the nature of employment, the Director, NSA, administratively fixes the tours of duty for NSA employees.
9. U.S. Naval Medical Research Unit No. 3, Addis Ababa, Ethiopia. The tour of duty for civilian employees of the U.S. Naval Medical Research Unit No. 3, Addis Ababa, Ethiopia is 24 months.
10. Department of the Air Force Management Interns. The tour of duty for management interns assigned to the Department of the Air Force Management Intern Program in the area under the jurisdiction of Headquarters, Pacific Air Forces is 24 months. During the 24-month tour, the employee may be transferred to various posts throughout the area as management needs dictate.
11. Consultants and Experts. The tours of duty prescribed in subpars. D2 through D10 do not apply to consultants and experts.

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****E. Establishing Other than Standard Tours of Duty***

1. General. The nonstandard tour of duty established for a particular location applies to the entire country or state for employees accompanied or not accompanied by dependents unless the official requesting the nonstandard tour indicates that the proposed tour should be limited to (a) a specific area within the named location (ex., Bahamas: Andros Island), (b) employees authorized and accompanied by dependents or employees not authorized dependents, and/or (c) employees serving on a renewal agreement tour.
2. Requesting Revision. A DoD component desiring to establish a tour of duty that differs from the standard tour or from a specific tour of duty established in par. A, B, C, or D must submit a request for an exception to the PDUSD (P&R) stating the reasons for the desired exception.
3. Special Conditions. When special conditions justify it, and the interested components concur, tours of duty may be established in a given OCONUS area that differ among military departments, provided every effort is made to correct the special conditions which justify this practice and to establish a uniform tour of duty for the area as promptly as possible.

APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

The following are authorized FEML locations/destinations *for members (and their dependents) and, effective 2 Nov 2002, for civilian employees and their dependents:*

| Authorized FEML Location | Command Region | Authorized Destination | Re-certification Due Date |
|--|-----------------------|-------------------------------|----------------------------------|
| Albania, Tirana | European | Frankfurt | <i>1 Jan 2003</i> |
| Argentina | Southern | Miami | <i>30 Apr 2005</i> |
| Armenia, Yerevan | European | Frankfurt | <i>30 Apr 2005</i> |
| Australia, Alice Springs | Pacific | Honolulu | 31 Mar 2006 |
| Australia, Exmouth | Pacific | Perth | 31 Mar 2006 |
| Australia, Learmonth | Pacific | Perth | 31 Mar 2006 |
| Azerbaijan, Baku | European | Frankfurt | 31 Jul 2005 |
| *Bahrain | Central | Frankfurt | 31 Oct 2005 |
| Bangladesh, Dhaka | Pacific | Honolulu | 31 Mar 2006 |
| Barbados | Southern | Miami | <i>30 Apr 2005</i> |
| Belarus, Minsk | European | Frankfurt | <i>30 Apr 2005</i> |
| Belize | Southern | Miami | <i>30 Apr 2005</i> |
| Bolivia | Southern | Miami | <i>30 Apr 2005</i> |
| Botswana, Gaborone | European | Frankfurt | <i>31 Mar 2005</i> |
| Brazil | Southern | Miami | <i>30 Apr 2005</i> |
| Bulgaria, Sofia | European | Frankfurt | <i>31 Mar 2005</i> |
| Burma, Rangoon | Pacific | Honolulu | 31 Mar 2006 |
| Cambodia, Phnom Penh | Pacific | Honolulu | 31 Mar 2006 |
| Cameroon, Yaounde | European | Frankfurt | <i>30 Apr 2005</i> |
| Chad, N'djamena | European | Frankfurt | <i>30 Apr 2005</i> |
| Chile | Southern | Miami | <i>30 Apr 2005</i> |
| China, Beijing | Pacific | Honolulu | 31 Mar 2006 |
| Columbia | Southern | Miami | <i>30 Apr 2005</i> |
| Costa Rica, San Jose | Southern | Miami | 30 Apr 2006 |
| Croatia, Zagreb | European | Frankfurt | <i>31 Mar 2005</i> |
| Cuba, Guantanamo Bay | Southern | Jacksonville | 31 Dec 2006 |
| Cuba, Havana (<i>for Coast Guard uniformed members only</i>) | USCG | Miami | 18 Dec 2005 |
| Cyprus, Nicosia | European | Frankfurt | <i>31 Mar 2005</i> |

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|--|----------|------------------------|--------------------|
| Democratic Republic of Congo, Kinshasa | European | Frankfurt | 30 Apr 2005 |
| *Djibouti | Central | Frankfurt | 31 Oct 2005 |
| Dominican Republic | Southern | Miami | 30 Apr 2005 |
| Ecuador | Southern | Miami | 30 Apr 2005 |
| *Egypt | Central | Frankfurt | 31 Oct 2005 |
| El Salvador | Southern | Miami | 30 Apr 2005 |
| *Eritrea, Asmara | Central | Frankfurt | 31 Oct 2005 |
| Estonia, Tallinn | European | Frankfurt | 31 Mar 2005 |
| *Ethiopia, Addis Ababa | Central | Frankfurt | 31 Oct 2005 |
| Fiji | Pacific | Honolulu | 31 Mar 2006 |
| Gabon, Libreville | European | Paris | 31 Oct 2004 |
| Georgia, Tbilisi | European | Frankfurt | 31 Mar 2005 |
| Ghana, Accra | European | Frankfurt | 30 Apr 2005 |
| Greece, Athens | European | Frankfurt | 31 Mar 2005 |
| Greece, Larissa | European | Frankfurt | 31 Mar 2005 |
| Greenland, Thule 1/ | European | Baltimore | 31 May 2006 |
| Guatemala | Southern | Miami | 30 Apr 2005 |
| Guinea, Conakry | European | Paris/Frankfurt | 31 Jan 2005 |
| Guyana | Southern | Miami | 30 Apr 2005 |
| Haiti | Southern | Miami | 30 Apr 2005 |
| Honduras | Southern | Miami | 30 Apr 2005 |
| Hong Kong | Pacific | Los Angeles | 31 Mar 2006 |
| India, New Delhi | Pacific | Honolulu | 31 Mar 2006 |
| Indonesia, Jakarta | Pacific | Honolulu | 31 Mar 2006 |
| Israel, Tel Aviv | European | Frankfurt | 31 Mar 2005 |
| Ivory Coast, Abidjan | European | Frankfurt | 31 Mar 2005 |
| Jamaica | Southern | Miami | 30 Apr 2005 |
| *Jordan | Central | Frankfurt | 31 Oct 2005 |
| *Kazakhstan, Almaty | Central | Frankfurt | 31 Oct 2005 |
| *Kenya | Central | Frankfurt | 31 Oct 2005 |
| Korea 2/ (<i>eff 28 May 2004</i>) | Pacific | Chicago or Los Angeles | 28 May 2005 |
| *Kuwait | Central | Frankfurt | 31 Oct 2005 |
| *Kyrgyzstan, Bishkek | Central | Frankfurt | 31 Oct 2005 |

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|--|---------------|---------------|--------------------|
| Laos, Vientiane (<i>eff 29 October 2004</i>) | Joint POW/MIA | Honolulu | 31 October 2006 |
| Latvia, Riga | European | Frankfurt | 30 Apr 2005 |
| Lithuania, Vilnius | European | Frankfurt | 31 Mar 2005 |
| Macedonia, The Former Yugoslavia Republic of Macedonia, Skopje | European | Frankfurt | 31 Mar 2005 |
| Madagascar, Antananarivo (<i>eff 28 May 2004</i>) | Pacific | Frankfurt | 31 May 2006 |
| Malaysia, Kuala Lumpur | Pacific | Sydney | 31 Mar 2006 |
| Mali, Bamako | European | Frankfurt | 30 Apr 2005 |
| Marshall Islands, Majuro | Pacific | Honolulu | 31 Aug 2003 |
| Mexico | Southern | San Antonio | 30 Apr 2005 |
| Moldova, Chisnau | European | Frankfurt | 30 Apr 2005 |
| Mongolia, Ulaanbaatar | Pacific | San Francisco | 31 Mar 2006 |
| Morocco, Rabat | European | Frankfurt | 31 Mar 2005 |
| Mozambique, Maputo | European | Frankfurt | 31 Mar 2005 |
| Namibia, Windhoek | European | Frankfurt | 30 Apr 2005 |
| Nepal, Kathmandu | Pacific | Honolulu | 31 Dec 2004 |
| Nicaragua | Southern | Miami | 30 Apr 2005 |
| Niger, Niamey | European | Frankfurt | 31 Mar 2005 |
| Nigeria, Lagos | European | Frankfurt | 31 Mar 2005 |
| *Oman) | Central | Frankfurt | 31 Oct 2005 |
| *Pakistan | Central | Frankfurt | 31 Oct 2005 |
| Panama | Southern | Miami | 30 Apr 2005 |
| Paraguay | Southern | Miami | 30 Apr 2005 |
| Peru | Southern | Miami | 30 Apr 2005 |
| Philippines, Metro Manila | Pacific | Honolulu | 31 Mar 2006 |
| Poland, Warsaw | European | Frankfurt | 31 Mar 2005 |
| *Qatar | Central | Frankfurt | 31 Oct 2005 |
| Romania, Bucharest | European | Frankfurt | 31 Mar 2005 |
| Russia, Moscow | European | Frankfurt | 31 Mar 2005 |
| Rwanda, Kigali | European | Frankfurt | 30 Apr 2005 |
| *Saudi Arabia | Central | Frankfurt | 31 Oct 2005 |
| Senegal, Dakar | European | Frankfurt | 30 Apr 2005 |
| Serbia and Montenegro, Belgrade | European | Frankfurt | 30 Jun 2005 |

| | | | |
|-------------------------|----------|--|--------------------|
| Singapore | Pacific | Honolulu (<i>eff 14 Apr 2004</i>) | 31 Mar 2006 |
| South Africa, Pretoria | European | Frankfurt | <i>31 Mar 2005</i> |
| Sri Lanka, Columbo | Pacific | Frankfurt | 31 Mar 2006 |
| Suriname | Southern | Miami | <i>30 Apr 2005</i> |
| *Syria, Damascus | Central | Frankfurt | 31 October 2005 |
| Tanzania, Dar Es Salaam | European | Frankfurt | <i>30 Apr 2005</i> |
| Thailand, Bangkok | Pacific | Honolulu | 31 Mar 2006 |
| Thailand, Chiang Mai | Pacific | Honolulu | 31 Mar 2006 |
| Trinidad and Tobago | Southern | Miami | <i>30 Apr 2005</i> |
| Tunisia, Tunis | European | Frankfurt | <i>31 Mar 2005</i> |
| Turkey, Ankara | European | Frankfurt | <i>30 Apr 2005</i> |
| Turkey, Izmir | European | Frankfurt | <i>1 Jan 2003</i> |
| *Turkmenistan, Ashgabat | Central | Frankfurt | 31 Oct 2005 |
| Uganda, Kampala | European | Frankfurt | <i>30 Apr 2005</i> |
| Ukraine, Kiev | European | Frankfurt | <i>31 Mar 2005</i> |
| *United Arab Emirates | Central | Frankfurt | 31 Oct 2005 |
| Uruguay | Southern | Miami | <i>30 Apr 2005</i> |
| *Uzbekistan, Tashkent | Central | Frankfurt | 31 Oct 2005 |
| Venezuela | Southern | Miami | <i>30 Apr 2005</i> |
| Vietnam, Hanoi | Pacific | Honolulu | 31 Mar 2006 |
| *Yemen | Central | Frankfurt | 31 Oct 2005 |
| Zambia, Lusaka | European | Frankfurt | <i>31 Oct 2004</i> |
| Zimbabwe, Harare | European | Frankfurt | <i>31 Mar 2005</i> |

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*1/ Exception to the 24-month tour requirement approved by PDUSD (P&R) on 18 Mar 2002 memo.

Effective 28 May 2004

2/ Only for uniformed members of the 2d Brigade Combat Team, 2d Infantry Division on unaccompanied tours in Korea preparing for deployment for Operation Iraqi Freedom. PDUSD (P&R) authorized an exception to the 24-month tour requirement and the 6 months begin/end of the tour limitation on 28 May 2004.