VOLUME 2

JOINT TRAVEL REGULATIONS

CHANGE 477

Alexandria, VA 1 July 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 July 2005 unless otherwise indicated.

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This change includes all material written in CAP Items 63-04; 02-05(E); 04-05(E); 9-05(E) through 11-05(E); 14-05(E) and 15-05(E); and civilian editorials 05023; 05025 and 05026. Insert the attached pages and remove the corresponding pages. Remove pages C4H-3 through C4H-9 and C10-i; and C10-3 through C10-5. This cover page replaces the Change 476 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 477:

C2000; C2208; Appendix O. Allows premium-class travel by rail in certain circumstances authorized by the AO without requiring senior leadership approval.

C2156-D; C2200-H; C2204-B4i. Corrects SDDC website for “Shipping your POV” pamphlet.

C3150-B; Chapter 6, Part R. Clarifies that when the family member of a hospitalized member seriously injured, seriously ill, or in a situation of imminent death is an employee or uniformed member the employee/member should be issued a TDY order/travel authorization and paid travel and transportation allowances for TDY.

C4552. Adds wording to clarify that there are circumstances requiring that per diem be paid when the employee is TDY in the vicinity of the PDS.

C5200-C. Corrects SDDC website for “Shipping your POV” pamphlet.

C13310. Adds wording to clarify that there is no limitation on when TQSE(F) begins.

Chapter 5, Part F. Rewrites, reorganizes, and relocates to Chapter 5, all mobile home transportation regulations.

Appendix F. Adds Dar es Salaam, Tanzania to the list of consumable posts in Appendix F.

Appendix O. Clarifies in Appendix O that parking fees; bridge, road and tunnel tolls; garage, hangar or boathouse rental; subsistence of operator; ferry fares; optional extra collision hull insurance for rental aircraft; traveler access fee (when charged) and any per-day administrative fee called for in the SDDC rental car agreement are reimbursable when special conveyance have been authorized.

Appendix S. Authorizes FEML for Mauritania with an authorized destination of Frankfurt, Germany effective 28 April 2005. Also synchronizes the bi-annual recertification of all PACOM's FEML locations to August 2006.

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

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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.

*D. Various Officials. Officials responsible for directing travel and/or approving reimbursement also are responsible for ensuring that funds are used for official travel purposes and IAW the conditions prescribed.

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).**

B. Movement between Different Departments and Agencies or DoD Components (FTR §302-2.105)

***NOTE*: This paragraph applies to movements between any of the following: Army, Navy, Air Force, Marine Corps, DoD Components, to or from non-DoD agencies.**

1. General. Except as provided in pars. C1052-B2 and C1052-B3, necessary costs associated with a PCS may be paid by the gaining department/agency/DoD Component (see par. C5005).

2. Reduction in Force (RIF)/Transfer of Functions (FTR §302–2.105). Necessary costs for a transfer, between different DoD activities, of an employee identified for separation/demotion caused by RIF/transfer of function must be paid by the losing activity. A losing DoD activity must endeavor to have a non-DoD gaining activity pay or share the necessary costs incident to transfers (that involve a RIF/transfer of function) to a department/agency outside DoD. If a non-DoD gaining activity refuses to assume or share the expense, the cost must be paid by the losing activity.

3. Movement under the DoD Priority Placement Program (PPP). When a RIF/transfer of function is not involved, necessary movement costs under the PPP for a move to a different DoD component are funded in accordance with par. C1052-E3, provided employment is without a break in service after separation from the losing activity. This applies to an employee serving with an agreement. An employee serving without an agreement may be authorized PCS allowances by the gaining activity and that activity is responsible for the costs. Necessary movement costs when a RIF/transfer of function is involved are funded as indicated in par. C1052-B2.

C. Movement within the Same DoD Component

1. General. Except as indicated in pars. C1052-C2, C1052-C3, C1052-C4 and C1052-C5, the gaining activity may pay the necessary movement costs associated with a PCS if the move meets the criteria in par. C5005-C. Par. C5070 indicates the allowances that are authorized (mandatory) and the allowances that may be authorized at the discretion of the gaining activity when the gaining activity elects to pay necessary movement costs.

2. Reduction in Force/Transfer of Function. The losing activity must pay necessary movement costs.

3. Base Realignment and Closure. Ordinarily the gaining activity should pay the necessary movement costs associated with a PCS. However, the losing activity may, at its discretion, pay necessary movement costs for a PCS move resulting from a Base Realignment and Closure (BRAC) action.

4. From an OCONUS Activity to a CONUS Activity. When an employee transfers from an OCONUS activity to a CONUS activity, the losing OCONUS activity must pay for the costs of transportation for the employee and dependents, including per diem and transportation of the employee's HHG/POV to the employee's actual residence or to the CONUS activity up to the cost for such transportation to the employee's actual residence. If the gaining activity authorizes PCS allowances it is responsible for the cost of necessary additional transportation for the employee and dependents, including per diem and transportation of the employee's HHG/POV to the new PDS, the miscellaneous expense allowance, real estate allowances (if the employee is eligible), and at its discretion for a house hunting trip (if the employee is eligible) and TQSE for an:

a. Employee who completes the prescribed tour of duty under the current agreement;

b. Employee released from the period of service specified in the agreement for reasons beyond the employee's control that are acceptable to the losing DoD component;

c. Army employee moved under the Civilian Career Management Program referral system who completes an initial OCONUS tour of duty and at least half of an additional tour in excess of 12 months or two-thirds of an additional tour of 12 months; and

d. Employee with/without transportation agreements moved under the PPP. (If a RIF/transfer of function is involved, par. C1052-C2 above applies.)

5. From an OCONUS Activity to an Activity of the Same DoD Component in Hawai'i. The provisions of pars. C1052-C2, C1052-C3 and C1052-C4 above apply in funding travel and transportation when an employee transfers from an OCONUS activity to a Hawaiian activity of the same DoD component.

6. Directed Transfer due to Failure to Complete Probationary Period. The losing activity must pay the necessary transfer costs.

D. Renewal Agreement Travel

***NOTE*: See Appendix A for the definition of "Actual Residence".**

1. Return to the Same OCONUS PDS. When an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at the same OCONUS activity, the activity to which the employee is assigned must pay all travel/transportation costs.

2. Return to a Different OCONUS PDS. Except for DODEA employees, when an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at a different OCONUS activity, in the same or another DoD component, the losing OCONUS activity must pay the necessary costs en route to the actual residence or alternate point until return travel begins. The gaining OCONUS activity in the same or another DoD component must pay the necessary costs en route from the actual residence or alternate point to the new OCONUS PDS. The gaining OCONUS activity also must pay the transportation costs of dependents, who did not accompany the employee on the renewal agreement travel, and the HHG and POV, direct from the old to the new OCONUS PDS (44 Comp. Gen. 767 (1965)). When an employee transfers between activities funded by DODEA, all PCS costs must be paid by the gaining (area) activity.

3. Obtaining a Position while on Leave in the U.S. An employee who:

a. Returns to the U.S. under a renewal agreement, and

b. Arranges a movement to a PDS in the U.S. while on leave,

is authorized reimbursement for travel/transportation expenses to the new PDS instead of the actual residence indicated in the OCONUS agreement. The losing OCONUS activity must pay the necessary travel/ transportation costs to the new PDS up to the cost of such transportation to the actual residence. If the Government incurs additional expenses because of renewal agreement travel performed by the employee/ dependents to the actual residence, those expenses must be recovered from the employee. Necessary additional travel/transportation costs to the new PDSs may be paid by the gaining activity. If the gaining activity does not authorize a PCS move, the losing activity must amend the travel authorization to provide for return from the losing activity to the actual residence for separation. The travel/transportation expenses are funded as provided in par. C1052-E, below.

E. Separation from OCONUS Employment

1. Separation after Travel Begins. The losing activity must pay the necessary en route travel/transportation cost for an employee, eligible for transportation under an agreement, who returns to the actual residence, or an alternate destination up to the travel/transportation cost to the actual residence, for separation from the losing OCONUS PDS.

2. Separation before Travel Begins. When an employee eligible for travel/transportation to the actual residence resigns OCONUS before beginning travel from the OCONUS PDS, the eligibility continues and the OCONUS losing activity must pay the movement expenses to the actual residence. This also applies when an employee under the same conditions expects to continue in Government service in a different department/agency in the geographical locality of the actual residence, provided the employee is not employed or authorized a PCS movement by the gaining activity before departure from the losing OCONUS PDS (44 Comp. Gen. 767 (1965)).

3. Employment in Another DoD Component without a Break in Service after Separation from the Losing Activity. When an employee under an agreement:

a. Returns to the actual residence or an allowable alternate destination in the U.S. for separation, and

b. After arrival at the destination is employed by another DoD component without a break in service,

the losing OCONUS activity must pay for the allowable separation travel/transportation costs not in excess of that to the actual residence. For the conditions and limitations regarding payment by the gaining DoD component when additional travel/transportation to the new PDS is necessary and circumstances under which PCS allowances may be authorized and paid, see par. C5085-F (46 Comp. Gen. 628 (1967); 47 id 763 (1968); B-163113, 27 June 1968; B-163364, 27 June 1968).

4. Responsibility for Separation Travel Costs when an Employee is Transferred between OCONUS Activities. When an employee, under an agreement at an OCONUS activity, is transferred to a different OCONUS activity at the same or a different PDS, the gaining activity is responsible for the employee's separation travel cost if the employee is or becomes eligible for separation travel and transportation allowances.

Effective 01 September 2004
F. DoD Domestic Dependent School Board Members. The Secretary of Defense may provide for reimbursement of a school board member for certain expenses incurred by that individual for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses. The Secretary must first determine the expenses to be reasonable and necessary for the performance of school board duties by that individual. See DoD Instruction 1342.25, par. 5.4.5, dated 30 October 1996, (available at: ***http://www.dtic.mil/whs/directives/corres/html/134225.htm) "School Boards for Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS);"concerning eligibility for reimbursement for official travel.***

C1053 IDENTIFICATION CARDS

A. General. When employees are authorized OCONUS TDY travel or PCS assignment, identification cards issuance is provided in:

Effective 01 September 2004
1. DoDI 1000.1, Identity Cards Required by the Geneva Conventions (DD Form 489, Geneva Convention Card, for civilians) (available at ***http://www.dtic.mil/whs/directives/corres/html/10001.htm***), and

2. DoDI 1000.13, Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals (available at ***http://www.dtic.mil/whs/directives/corres/html/100013.htm***).

B. Issuance. Conditions and procedures for issuance and use are prescribed in applicable Service regulations.

C1054 PASSPORTS, VISAS, IMMUNIZATIONS, AND CLEARANCES

A. General. Applicable Service regulations govern the requirements/procedures relating to official travel to foreign countries regarding:

1. Passports,

2. Visas,

3. Immunizations,

4. Advance clearance,

5. Special conditions, and

6. Other restrictions.

B. No-Fee Passport

1. Authorization. DD Form 1056 must accompany an application for a new/renewal passport/visa (including green cards) (see par. C1415).

2. Travel Requirements

a. The necessary passport, visa (including green cards) when required (see par. C1415), and record of prescribed immunization (shots) must be in the traveler's possession when traveling, and

b. With few exceptions, such as Canada and Mexico, a passport for each traveler is required for travel into a:

(1) Foreign country, or

(2) Territory under control of a foreign country. ***NOTE: The Ryukyu Islands require a passport for travel.***

C. Time Limitations

1. Passports are valid for specific periods from date of issuance and require renewal or re-issuance after such date.

2. Visas and immunizations also have time limitations.

C1055 GOVERNMENT QUARTERS USE/AVAILABILITY

A. Quarters Available. ***Employees may not be directed/required to use Government quarters, nor may lodging reimbursement simply be limited to the Government quarters cost (44 Comp. Gen. 626 (1965)).*** In compliance with the requirement to exercise prudence when incurring expenses, employees should check for Government

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

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

C1070 APPROPRIATE ACTION FOR FAILURE TO FOLLOW THESE REGULATIONS

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

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

C2206 **REIMBURSEMENT FOR USE OF OTHER THAN AUTHORIZED TRANSPORTATION MODE OR ROUTE**
A. General
B. Government and Government-procured Air Transportation Available
C. Government and Government-procured Air Transportation Not Available
D. Use of Non-certificated Air Carriers or Ships of Foreign Registry
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C2208 **TRAIN ACCOMMODATIONS**
A. Policy
B. Train Class Accommodations
C. AO Approval
D. First-class Train Accommodations Use

PART F: TRANSPORTATION REQUESTS

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C2251	**WHEN GTRS MAY NOT BE USED**
C2253	**WHEN GTRS ARE NOT AVAILABLE**
C2254	**ACTING TRANSPORTATION OFFICER**
C2255	**LOST OR STOLEN GTRS**
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C2302	**EXCESS BAGGAGE**
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C2308	**TRANSFER, STORAGE, CHECKING, AND HANDLING OF BAGGAGE**
C2309	**UNACCOMPANIED BAGGAGE IN CONNECTION WITH EXTENDED TDY ASSIGNMENTS**
C2310	**UNACCOMPANIED BAGGAGE OF DODEA TEACHERS AUTHORIZED EXTENDED LEAVES OF ABSENCE**

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

PART A: TRAVEL POLICY

Effective 1 March 2004
C2000 GENERAL

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

Effective 27 April 2005
*1. They must use economy (less than premium) -class transportation accommodations unless otherwise provided for in par. C2204, C2205, C2208 or C6552, ***(See NOTE 1, par. C1060.)***

Effective 27 April 2005
*2. Premium (First and Business)-class Travel/Accommodations. (See Appendix A): See par. C2204-B2a, C2204-B2b and C2208-C (trains only) to determine whose authority is required for Government-funded premium-class accommodations to be provided. See Appendix H, Part II, Section C, for first-class and Part III, Section B for business-class decision support tool.

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

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

b. Only a person senior to, or independent of, the traveler (e.g., a staff member may not authorize/approve premium-class accommodations for a more senior employee) may authorize/approve premium-class accommodations for the traveler. See par. C2204-B2.

Effective 16 August 2004

c. Premium-class accommodations may be authorized/approved by the premium-class authorizing/approving official due to medical reasons only if competent medical authority certifies that sufficient justification of disability or other special medical need exists and that the medical condition necessitates (for a specific time period or on a permanent basis) the premium-class accommodations upgrade. The premium-class authorizing/approving official must be able to determine that, at the time of travel, premium-class accommodations are/were necessary because the traveler or dependent is/was so disabled or limited by other special medical needs that other lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats) cannot/could not be used to meet the traveler's/dependent's requirements.

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

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

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

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

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

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

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

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

9. Each dependent is allowed a seat.

B. Service Responsibility. Each DoD component must:

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

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

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

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

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

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

D. TDY Departure from Dependents' Residence

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

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

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

C2001 TRANSPORTATION MODES

A. General

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

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

Effective 8 September 2004

2. Selecting the Transportation Mode to Be Used

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

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

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

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

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

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

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

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

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

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

1. Urgency and purpose of travel and ability of each mode of transportation to provide necessary service to meet mission requirements;

2. Amount of baggage or working equipment necessary to accompany the traveler;

3. Savings in the travelers' productive time (workdays only);

4. Availability of adequate accommodations;

5. Any special facilities or schedule that aids in maintenance of necessary security, when applicable;

6. Savings to the Government in connection with PCS orders and transportation of dependents.

C. OCONUS Travel

1. Arranging and Determining Transportation Modes. Transportation for OCONUS travel is arranged through the responsible installation transportation officer or CTO (see par. C2203). Determination of the transportation mode to be used for travel to, and/or from and within, OCONUS areas is made by the responsible transportation officer or CTO in accordance with the guidelines in this Part unless the official directing the travel has specified a particular mode in accordance with this Part. The transportation officer or CTO must not under any conditions provide transportation via a mode that has been prohibited by the official directing the travel. Subject to the limitations in par. C2001-D, travel may be approved by AMC, including charter or individually ticketed commercial service made available by that command; at special tariff rates for DoD traffic; by MSC, when available; or by commercial transportation in accordance with the policies set forth in Chapter 2, Part E. Except for travel between points served by ferries, travel by ship is not advantageous to the Government in the absence of sufficient justification that the advantages accruing from the use of ocean transportation offset the higher costs associated with this transportation mode; i.e., per diem, transportation, and lost work time. Travel by ship may be authorized/approved as being advantageous to the Government only through the Secretarial Process. Reimbursement for use of ships is subject to the further prerequisites of Chapter 2, Part E, concerning use of ships of U.S. registry.

2. Traveler Elects Commercial Air or Water. When a traveler authorized to use available AMC or MSC facilities in connection with TDY or permanent duty travel elects to use commercial air or water transportation at personal expense, reimbursement is limited as provided in par. C2206. Travelers are required to arrange transportation, even circuitous or interrupted travel, in accordance with par. C2203.

D. Travel by Aircraft

1. General

a. ***AOs directing travel must strictly adhere to the policy on aircraft travel contained in this paragraph***.

b. Air is the usual transportation mode to and/or from OCONUS.

c. Government or Government-procured air transportation should be used for travel to, from, and between OCONUS areas (See Appendix A, under "GOVERNMENT-PROCURED TRANSPORTATION" and "GOVERNMENT TRANSPORTATION" for appropriate definitions.).

d. Except when air travel is not possible for medical reasons, travelers may be required to travel by regularly scheduled commercial aircraft.

e. See par. C2206-E for computing reimbursement when other than the authorized transportation mode or route is used.

f. Reimbursement limitations for travel by an alternate mode or route must be stated on the travel authorization under which dependents travel.

g. Travelers must make transportation arrangements in accordance with pars. C2203-A and C2203-B.

2. Use of Government Aircraft. Government aircraft may be used only for official purposes in accordance with 41 CFR 101-37.402.

3. Overseas Travel. Travel is required by Government air or Government-procured air transportation unless medically inadvisable for employees:

a. Performing TDY travel to and from CONUS or between overseas duty points;

b. And dependents performing permanent duty travel to, from, and between overseas duty stations.

4. Operations and Maintenance Technicians and Crash Firefighters. Employees whose duties involve the repair, maintenance, or performance of aircraft or airborne equipment and crash firefighters for whom travel by aircraft is necessary in connection with their duties, are required to travel for any distance by any type of aircraft that meets mission requirements. Position descriptions may include such an air travel requirement.

5. Required as Part of Conditions of Employee's Assignment. Travel is required by aircraft for any distance when such transportation mode is a part of the conditions of the employee's assignment to a position. Examples of such assignments are when the duties of the position require employees to be aboard aircraft to make repairs or to observe the performance of the plane, or when air travel is necessary for the expeditious performance of the duties of the position in different geographical locations. These employees may be required to be aboard any type of Government aircraft on scheduled or nonscheduled flights.

6. Necessary for Accomplishment of Mission or when Air is Only Mode Available. Travel by aircraft for any distance is required with or without the employee's consent when such transportation mode is necessary for the accomplishment of the activity's mission or is the only transportation mode available. These employees may be required to perform travel on commercial aircraft operated on scheduled flights or on transport-type Government aircraft operated on scheduled or semi-scheduled flights. Acceptance by the employee of a travel authorization authorizing travel by aircraft constitutes agreement to the provisions of the particular travel authorization.

7. Evacuation by Air Required for Medical Reasons. Travel by appropriate aircraft must be required when competent medical authority determines the use of this transportation mode is necessary for medical evacuation of an employee. For authority to provide transportation by commercial air at Government expense for medical evacuation of an employee assigned at a PDS outside the U.S. and dependents see par. C6600 (for civilian employees assigned to Defense Attaché Offices and DIA Liaison Offices see also DIA Manual 100-1, Vol. 1, Part 4, Section K).

8. Medical Reasons Precluding Air Travel. Neither civilian employees nor their dependents are required to travel by air if such transportation mode is medically inadvisable. A medically inadvisable condition is not limited to physical disability. If a traveler has a bona fide fear or aversion to flying, to the extent that serious psychological or physical reaction would result, this may be a basis for the issuance of a medical certificate precluding travel by aircraft. Appropriate medical authority at a military installation is responsible for determining the propriety of issuance of such a medical certificate. The traveler and the official directing travel must each be furnished a copy of the written medical determination. When one of the members of a family cannot travel by aircraft for medical reasons, the family unit should not be separated unless such separation is acceptable to the family.

C2002 CITY PAIR PROGRAM

See Appendix P. Regulations applicable to the Contract City Pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at: ***http://www.transcom.mil/j5/pt/dtr.html***.

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

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

7. Reimbursement

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

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

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

B. Constructed Cost Comparison by Airplane

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

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

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

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

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

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

C. Constructed Cost Comparison by Train

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

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

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

*D. Constructed Cost Comparison by Bus. When neither air nor rail transportation is provided, mileage reimbursement is limited to the constructed cost of bus transportation.

PART E: TRAVEL BY COMMON CARRIER

C2200 TRAVEL/TRANSPORTATION POLICY

A. General. It is Government policy that less than first/premium class accommodations are to be used for all passenger transportation modes. See pars. C2204-A, C2205 and C2208 for exceptions.

B. Travel Prudence. ***Travelers must exercise the same care in incurring expenses as a prudent person traveling on personal business.***

C. GSA City-pair Airfares. See Appendix P.

D. Official Travel. Transportation procured and/or paid for by the Government may be used only for that portion of a trip properly chargeable to the Government. Any additional expense is the traveler's financial responsibility.

E. Usual Routing. The AO must justify travel other than by a usually traveled route. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility.

F. Time. All time not justifiable as official travel time must be accounted for in accordance with appropriate personnel-related regulations.

G. Accommodations. (FTR §301-72.2) Common carrier accommodations are addressed specifically in pars. C2204, C2205, and C2208 and apply to all official travel. AOs should consider physical characteristics and not just medical or disability reasons when recommending first-class travel, if other travel options are not available (e.g., purchase of two coach seats or reserving a coach "bulkhead" seat with extra legroom). See Appendix A for definition of "special needs". Travelers may voluntarily use/accept, and the Government may furnish, accommodations that do not meet minimum standards if the employee's or DoD component's needs require use of these accommodations.

*H. Foreign Flag Reimbursement. ***Travelers may not be reimbursed for travel at personal expense on foreign flag vessels/aircraft, except as specified in par. C2204-C or C2205-F.***

I. Dependents' Seating. Each dependent is allowed a seat.

J. Interlining. If a traveler must change airlines to get to a destination, and one (or both) of the airlines does not interline baggage (i.e., automatically transfer baggage between airlines), then the traveler is not required to use that airline, even if less expensive. ***NOTE 1: This does not apply to AMC Patriot Express (Category B) flights nor does it permit violation of the 'Fly America' Act. NOTE 2: In the absence of 'interlining', the traveler must go to the baggage area, pick up the luggage, then go back to the terminal, stand in line, recheck through security, etc. This seriously inconveniences the traveler and could lead to missed flight connections and mission delay/failure.***

C2201 UNUSED ACCOMMODATIONS, DOWNGRADED, OR OVERSOLD TRANSPORTATION SERVICES

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

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

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

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

Effective 1 March 2004

C2203 ARRANGING OFFICIAL TRAVEL

A. CTO Use

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

2. Service Regulations. See DoD component regulations for CTO use information.

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

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

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

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

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

(3) Couriers and control officers accompanying controlled pouches or packages.

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

Effective 23 July 2004
e. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only business-class accommodations.

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

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

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

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

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

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

***NOTE 3*:**

1. The traveler is not eligible for business-class airline accommodations at Government expense if:

a. A 'stopover' en route (regardless of who pays the expenses during the 'stopover') is an overnight stay,

b. A rest stop en route is authorized, or

c. An overnight rest period occurs at the TDY location before beginning work.

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

3. On TDY travel, the 14-hour rule (in par. C2204-B4i above) only applies en route to the TDY site. Less than premium-class (e.g., coach (economy)) accommodations are to be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

4. When use of business-class airline accommodations is authorized/approved, use of business-class airfares provided under the Contract City-Pair Program is mandatory.

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

3. Travel via aircraft is inadvisable medically.

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

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

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

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

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

Effective 27 April 2005
***C2208 TRAIN ACCOMMODATIONS**

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

B. Train Class Accommodations

1. Coach-class. The basic class of accommodations offered by a rail carrier to passengers that includes a level of service available to all passengers regardless of the fare paid. Coach-class includes reserved coach accommodations as well as slumber coach accommodations when overnight train travel is involved.

2. Slumber coach. Includes slumber coach accommodations on trains offering such accommodations, or the least expensive level of sleeping accommodations available on a train that does not offer slumber coach accommodations.

3. Business-class. A class of service offered on Amtrak Acela or Metroliner extra fare train service. Includes first-class train accommodations in foreign areas when the only difference between less-than-first-class and first-class is that the first-class accommodations have reserved seating and no other amenities are included in the first-class accommodations (e.g., food, drinks, club service).

4. First-class. Includes bedrooms, roomettes, club service, parlor car accommodations, or other premium accommodations.

C. AO Approval. The AO can approve the following:

1. Coach-class. Any 'standard' economy (lower than premium-class) train fares anywhere in the world. This includes slumber coach when overnight travel is involved.

2. AMTRAK Acela and Metroliner in CONUS. Travel by extra-fare trains in the CONUS may be authorized/approved by the AO when its use is advantageous to the Government or is required for security reasons. The lowest class of service available on any AMTRAK Acela Express or Metroliner train service (including Acela Express) is business-class and is advantageous to the Government. No further agency approval is needed. However, if the lowest class available is first-class, the AO still must comply with the requirements in par. C2000-A2 for premium-class travel orders. "Coach" class is the lowest available class on Amtrak Regional. AMTRAK Acela and Metroliner first class-accommodations may be authorized/approved only as provided in pars. C2208-D and C2208-E.

3. Train Service OCONUS. Travel by extra-fare trains OCONUS (e.g., 'bullet' trains in Japan and Korea) may be authorized/approved by the AO when its use is advantageous to the Government or is required for security reasons. The lowest service class available is advantageous to the Government and no further agency approval is needed. However, if the lowest class available is premium-class, the AO still must comply with the requirements in par. C2000-A2 for premium-class travel orders. If coach-class accommodations on any train OCONUS do not have assigned seating, the AO can authorize the lowest-class accommodations (even if that is called 'first-class') that have assigned seating. All other premium-class train travel accommodations may be authorized/approved only as provided in pars. C2208-D and C2208-E.

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

1. Authorization/Approval. ***See par. C2000-A2b.***

2. Requirements. ***See par. C2000-A2a.***

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

1. Advantageous to the Government and no coach-class train accommodations are reasonably available. "Reasonably available" means coach-class train accommodations that are available and scheduled to leave within the 24-hour period before the traveler's proposed departure time, or are scheduled to arrive within the 24-hour period before the traveler's proposed arrival time. In the case of a direct route that requires overnight travel, "reasonably available" also must be based on slumber coach sleeping accommodations availability. ***"Reasonably available" does not include accommodations with a scheduled arrival time later than the traveler's required reporting time at the duty site, or with scheduled departure time earlier than the time the traveler is scheduled to complete the duty.***

2. ***See par. C2000-A2c for medical reasons.***

3. There are exceptional security requirements. Examples are:

   a. A traveler whose use of coach-class train accommodations would endanger the traveler's life or Government property.

   b. Agents in charge of protective details who are accompanying individuals authorized to use first-class train accommodations.

   c. Couriers and control officers accompanying controlled pouches or packages and a lower premium class is not available.

4. Coach-class accommodations on a foreign rail carrier do not provide adequate sanitation or do not meet health standards.

(a) Include the statement "_____ pieces or _____ pounds of excess baggage authorized" and whether the excess baggage service must be paid by the traveler, subject to reimbursement, or otherwise is authorized (see par. C2302) if excess baggage is authorized.

(b) Include an appropriate statement indicating the number of annual leave days authorized if delay en route for personal reasons is authorized.

(c) When a travel authorization authorizes:

Effective 16 August 2004
(1) First-class air accommodations include the statement: "The use of first-class accommodations is authorized by (insert the official's appropriate title, Name, Rank, and Office Symbol (***(Only officials listed in par. C2204-B2a have authorization/approval authority for first-class accommodations.)***) in (cite the memo/letter/message reference and date (See Appendix H, Part II, Section B.)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first-class fare and the coach-class fare is ($XXX.XX)." See Chapter 2, Part E and Appendix H, Part II, Section B; or

(2) Business-class air accommodations, include the statement: "The use of business-class accommodations is authorized by (insert the official's appropriate title, Name, Rank, and Office Symbol (***(Only officials listed in par. C2204-B2b have authorization/approval authority for business-class accommodations.)***) in (cite the memo/letter/message reference and date (See Appendix H, Part III, Section A)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business-class fare and the coach-class fare is ($XXX.XX)." See Chapter 2, Part E, and Appendix H, Part II, Section A.

(d) Include instructions if the TDY assignment involves special clothing, or other conditions apply.

(e) Include an appropriate statement giving the names of persons involved and their status (e.g., military, civilian employee, contractor) if the traveler accompanies or is accompanied by other persons in an official travel status in a POC.

(f) See DoDFMR, Vol. 9 (***http://www.dtic.mil/comptroller/fmr/***) when a Government-sponsored contractor-issued travel charge card is not accepted or cannot be used.

(g) Include a statement indicating whether (and if so, the number/dates) or not meals and/or lodgings are included in the registration fee (see par. C4955-E1) if a registration fee is authorized (see par. C4720-B4j).

(h) Include any administrative restriction precluding or limiting other allowable POC costs (see par. C4654).

(i) Cite par. C6150 or C6151 when traveling as an escort or an attendant for a Service member's dependents.

(j) Include the amount authorized for ATM advance against the Government-sponsored contractor-issued travel charge card.

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

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

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

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

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

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

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

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

*(r) Cite par. C6800 when traveling as family member of a seriously ill or injured Service member.

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

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

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

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

PART E: RESERVED

PART F: RESERVED

PART G: RESERVED

PART H: RESERVED (SEE CHAPTER 5, PART L)

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

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E. Computing Per Diem when Crossing International Dateline (IDL)
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C4554 **PER DIEM RULES CONCERNING MEALS**
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C. Absence of Commercial OCONUS Establishments that Prepare and Serve Meals
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B. Allowable Lodging Expenses
C. Lodging Obtained After Midnight
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E. Allowable Expenses when a Residence Is Purchased and Used for TDY Lodgings
F. Dual Lodging Reimbursement on a Single Day
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C4558 **PER DIEM FOR TRAVEL BY SHIP**
A. General
B. Government Ship
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C4559 **USE OF A RECREATIONAL VEHICLE FOR LODGING**
A. Privately Owned
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C4560 **PER DIEM FOR LONG-TERM TDY ASSIGNMENTS**

C4561 **PER DIEM FOR LONG-TERM TDY ASSIGNMENTS**
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C4562 **PER DIEM FOR CONSULTANTS, EXPERTS, AND PRIVATE INDIVIDUALS TRAVELING WORLDWIDE**
A. General
B. Travel Expenses Paid from a Non-Federal Source
C. Consultants and Experts Employed on an Intermittent Basis
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A. Absence Due to Illness or Injury
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D. Return to PDS on Non-workdays
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C4564 **EMPLOYEE'S LEAVE CANCELED OR INTERRUPTED**
A. Absent from PDS for Personal Reasons
B. TDY Required at Place of Leave
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C4007 VIOLATION OF AGREEMENT

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

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

2. To report for duty;

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

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

C4008 TRAVEL AND TRANSPORTATION ALLOWANCES LOSS UNDER AN AGREEMENT

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

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

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

C4009 ACCEPTABLE REASONS FOR RELEASE FROM A PERIOD OF SERVICE REQUIREMENT

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

B. Acceptable Reasons for Release from Periods of Service Requirements

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

   a. Illness not induced by misconduct;

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

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

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

e. Separation as a result of reduction in force;

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

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

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

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

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

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

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

*C. Transfer to Other Departments or Agencies. Except as indicated in par. C5005-C, an employee, serving under a service agreement at any PDS who transfers to another DoD component, or Government agency, must be released from the period of service requirement specified in the employee's current agreement. If the transfer involves PCS allowances to a new PDS, the gaining activity is responsible for all PCS costs.

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

C4010 DOCUMENTATION OF AUTHORIZATION AND LIMITATIONS

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

CHAPTER 4

PART H

RESERVED

(SEE CHAPTER 5 PART L)

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

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

*C. Employee Requirements. The employee is responsible for carrying out the mission for which travel is undertaken. An employee who does not report to the TDY location, or who, upon arrival there, refuses to perform the mission or resigns, is financially liable to reimburse the Government for the TDY travel and transportation allowances paid by the Government.

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

C4425 ITINERARY VARIATION

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

1. Omit travel to named destinations,

2. Change the travel sequence of the named destinations,

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

4. Travel to additional destinations.

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

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

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

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

C4430 TDY TIME LIMITATION (EXCEPT TDY FOR TRAINING)

A. General

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

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

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

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

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

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

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

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

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

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

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

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

2. Direct the travel authorization be amended to:

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

b. Change the assignment from TDY to a PCS,

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

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

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

PART L: PER DIEM ALLOWANCES

C4550 PER DIEM RATES

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

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

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

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

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

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

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

D. Offices Designated to Authorize Increased Per Diem

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

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

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

2. Designated Offices

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

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

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

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

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

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

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

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

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

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

F. Standard CONUS Per Diem Rate

1. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates in ***https:/secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html.***

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

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

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

C4551 REQUESTING REVIEW OF PER DIEM RATES

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

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

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

C4552 GENERAL RULES REGARDING PER DIEM

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

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

*C. Per Diem at the PDS

1. Per Diem Not Allowed

a. Per diem cannot be authorized or paid within the PDS limits (see definition, Appendix A), or at, or within the vicinity of, the place of abode (residence) from which the employee commutes daily to the official station except as provided in par. C4552-D.

b. Except as indicated in par. C4552-C2, per diem is not authorized or payable at the old or new PDS for TDY en route that is part of PCS travel.

c. Non-payment of per diem applies even if the traveler vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY period.

2. Per Diem Allowed

a. After PCS. An employee who departs PCS from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS, is authorized per diem at the old PDS (B-161267, 30 August 1967). Example: An employee departs the Pentagon (in Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1-31 July, returns TDY en route to the Pentagon 5-15 August, and then arrives PCS to Ft. Polk on 31 August. The employee is authorized per diem at the Pentagon (old PDS) 5-15 August. If the employee had departed on 15 June but performed TDY in Arlington, VA, first, no per diem is payable for the TDY in Arlington immediately after detachment.

b. During TDY. Per diem at the PDS must be paid if an employee's travel status is uninterrupted by a brief stay in the PDS vicinity (i.e., usual routing between two TDY locations has the employee passing back through the PDS airport and remaining overnight at a hotel in connection with a transportation connection as opposed to going 'home' or going to the workplace), ***and*** the employee is in transit from one TDY site to another (GSBCA 16144-TRAV, 14 November 2003).

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

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

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

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

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

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

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

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

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

J. Meetings and Conventions. In the interest of uniform treatment of employees, whenever a meeting or conference is arranged which involves the travel of attendees from other DoD components, and reduced cost lodging accommodations are prearranged at the meeting or conference site, the component sponsoring the meeting or conference must recommend a reasonable per diem rate to the other participating agencies or components. See par. C4955 regarding attendance at meetings and registration fees.

K. Employee Dies or Is in a Missing Status while in a Travel Status. An employee's authorized per diem allowance terminates at the end of the calendar day that the employee is determined to be dead or is otherwise in a missing status under the Missing Persons Act.

C4553 'LODGINGS-PLUS' PER DIEM METHOD PER DIEM COMPUTATION

A. General. Per diem allowances for all official travel, including PCS, must be computed under the Lodgings-plus method except when:

1. A fixed per diem rate is authorized for the TDY or training assignment under the provisions in par. C4550-C;

2. A per diem for a TDY assignment in the vicinity of, but outside, the PDS area is authorized/approved under par. C4552-D;

3. A per diem rate prescribed in par. C4560 for long-term TDY assignments (more than 180 consecutive calendar days) applies;

4. A per diem rate prescribed in par. C4530-B for specific training courses, or par. C4530-C for training assignments of more than 30 consecutive calendar days, applies;

5. A per diem rate prescribed in par. C4558 for travel by ship applies;

6. The per diem prescribed in par. C4556 applies because meals and lodgings are furnished without cost to the employee;

7. A per diem is authorized under par. C4554-C for TDY at an OCONUS location where there is an absence of commercial establishments that prepare and serve meals;

8. Per diem is not payable as indicated in par. C4554-D when TDY is performed in support of military units while on field duty;

9. a per diem prescribed in par. C4562 for consultants, experts, and private individuals (including members of the ROTC) applies; or

10. an AEA has been authorized for the TDY assignment under par. C4600.

Under the 'Lodgings-plus' method, the per diem allowance for each travel day is the actual amount the traveler pays for lodgings plus an allowance for M&IE; the total may not exceed the applicable maximum per diem rate for the TDY location. Pars. C4553-B; C4553-C; C4553-D; C4553-E and C4553-F apply in the specific situations described.

B. Maximum Per Diem Rates

1. CONUS Travel. Maximum per diem rates for CONUS travel are at ***https:/secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html***. For CONUS locations not specifically listed or encompassed by the boundaries of a listed location (county/area), the Standard CONUS per diem rate applies. See par. C4550-F3 or ***https:/secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*** for the current Standard CONUS per diem rate.

2. For OCONUS Travel. The maximum per diem rates prescribed in ***https:/secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*** apply to OCONUS travel.

3. PDT

a. CONUS. The Standard CONUS per diem rate (see par. C4550-F3 or ***https:/secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*** for the current rate) is the applicable maximum per diem rate for CONUS travel in connection with:

(1) Travel to a first duty station for a newly recruited employee or appointee;

(2) Travel incident to a PCS;

(3) RAT;

(4) Separation travel; and

(5) While occupying temporary quarters (except when TQSE(F) is authorized under Chapter 13, Part C).

The locality rates listed in ***https:/secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*** apply for the entire trip while performing travel to seek a permanent residence (house-hunting) within CONUS.

b. OCONUS. The locality rates prescribed for OCONUS locations in ***https:/secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*** apply for OCONUS:

(1) Travel to a first duty station for a newly recruited employee or appointee;

(2) Travel incident to a PCS;

(3) RAT;

(4) Separation travel;

(5) Travel (for the entire trip) to seek permanent residence (house-hunting); and

(6) While occupying temporary quarters at an OCONUS location.

4. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix)) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem ***(https:/secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html)***, the per diem rate is the rate applicable to the location of the front gate for the reservation, station or other established area.

C. Per Diem Allowance Elements

1. Maximum Lodging Expense Allowance. Per diem rates include a maximum amount for lodging expenses. Reimbursement may not exceed actual lodging costs up to the applicable maximum amount. ***Receipts for lodging are required (see par. C1310).***

NOTE: The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas does not include an amount for lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS areas are a separately reimbursable travel expense. The maximum amount allowed for lodging in foreign OCONUS areas includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas are not separately reimbursable. See https:/secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html for world-wide locality per diem rates.

2. Meals and Incidental Expenses (M&IE) Allowance. Per diem rates include a fixed allowance for M&IE. The M&IE rate, or fraction thereof, is payable to a traveler without itemization of expenses or receipts. (See par. C4557 for reduced incidental expense allowance when Government quarters are available on an OCONUS Government installation.) Neither the PMR nor GMR (par. C4554) can be applied for the first and last travel days. ***NOTE: The cost for laundry, dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for laundry, dry cleaning and pressing of clothing is not separately reimbursable travel expense for travel OCONUS and is included as a reimbursable expense within the AEA authorized/approved for OCONUS travel.***

D. Per Diem Allowance Computations. The per diem allowance must be calculated using the rules in par. C4553-D1 and C4553-D2.

1. TDY of More than 12 Hours but Not Exceeding 24 Hours. When a travel period (entire trip) for which per diem has been authorized is more than 12 hours but less than or equal to 24 hours, per diem for the entire trip is calculated as indicated in pars. C4553-D1a and C4553-D1b. No deduction is made for meals.

a. Lodging Not Required. If lodging is not required, per diem for the entire trip, whether performed within one or two calendar days, is 75% of the TDY location M&IE rate for one day. If more than one TDY point is involved, per diem is calculated using the highest of the M&IE rates prescribed for the TDY locations (see par. C4565, examples 4 and 8).

NOTE: Per diem payment under par. C4553-D1a may be taxable (ref. IRS Rev. Rul. 68-663 & 26 CFR §162-2(a).

b. Lodging Required. If lodging is required, the rules for travel of more than 24 hours apply.

2. Travel of More than 24 Hours. The applicable maximum per diem rate for each calendar travel day is determined by the travel status and the employee's TDY location at 2400 (midnight) and whether or not lodging is required at the location. When lodging is required, the applicable maximum per diem rate is the maximum rate prescribed for the TDY location, or a stopover point where lodging is obtained while en route to, from, or between TDY locations (see par. C4553-B3 for maximum per diem rates applicable to PCS travel and par. C4555-A for rules on lodging location). Only one maximum rate can be applicable to a calendar day. Pars. C4553-D2a; C4553-D2b; C4553-D2c; C4553-D2d; C4553-D2e, and par. C4555-C (lodging obtained after midnight), and par. C4558-F (travel by commercial ship) apply in calculating the allowable per diem for travel of more than 24 hours.

a. Day Travel Begins

(1) Lodging Required. When lodging is required on the day travel begins (departure day from the PDS, home, or other authorized point), the per diem allowance is the actual lodging cost incurred by the traveler, up to the maximum lodging rate prescribed for the stopover point or TDY location (as appropriate), plus the applicable M&IE rate prescribed for that location as provided in par. C4553-D2e. If the traveler arrives at a TDY location on the first day, the TDY location per diem rate applies.

(2) Lodging Not Required. When lodging is not required on the day travel begins (departure day from the official station, home or other authorized point), the per diem allowance is the TDY destination M&IE rate as provided in par. C4553-D2e.

b. Full Calendar Days of Travel

(1) Lodging Required. For each full calendar day an employee is in a travel status and lodging is required (whether en route or at the destination), the per diem allowance is the actual lodging cost incurred by the traveler, up to the applicable maximum lodging rate prescribed for the stopover point or TDY location, plus the applicable M&IE rate.

(2) Lodging Not Required. For each full calendar day a traveler is in a travel status and lodging is not required (such as when a traveler is en route overnight to the next destination), the per diem allowance is the destination M&IE rate.

c. Returning from Travel

(1) Lodging Required. For each full calendar travel day when lodging is required at an en route location while the employee is returning to the PDS, home, or other authorized point, the per diem allowance is the actual lodging cost, up to the applicable maximum lodging rate for the stopover point or TDY location (as appropriate), plus the applicable M&IE rate.

(2) Lodging Not Required. For any full calendar travel day when lodging is not required while the traveler is en route overnight returning to the PDS, home, or other authorized point, the per diem allowance is the M&IE rate applicable to the preceding calendar day.

(3) Day Travel Ends. For the day travel ends (return day to the PDS, home, or other authorized point), the per diem allowance is the M&IE rate applicable to the last TDY or authorized delay point (see par. C4553-D2e).

(4) Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the employee to obtain lodging, the lodging allowance is based on the locality rate, or AEA if appropriate, for the en route TDY site.

d. PDT

***NOTE*: The per diem rates prescribed for PDT in par. C4553-B3 apply when computing per diem in pars. C4553-D2d(1) House-hunting Trip, C4553-D2d(2) En Route Travel to the New PDS, C4553-D2d(3) RAT, and C4553-D2d(4) Separation Travel.**

(1) House-hunting Trip. Pars. C4553-D2a, C4553-D2b, and C4553-D2c apply when computing per diem allowances for house-hunting trips (see Chapter 5, Part M), except for determining the applicable rates (see ***NOTE*** above).

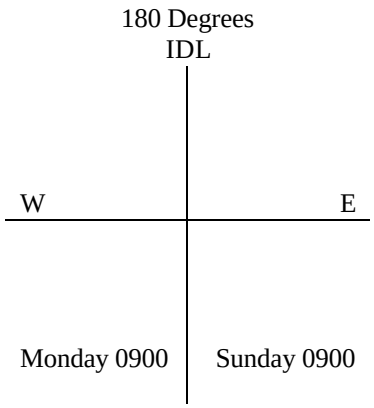
(2) En Route Travel to the New PDS. Except for determining the applicable rate (see ***NOTE*** above), the rules in pars. C4553-D2a and C4553-D2b apply when computing per diem allowances for en route travel to a new PDS. The M&IE rate (see ***https:/secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*** for the current rate), applicable to the new PDS on the day of arrival at that location, or the Standard CONUS M&IE rate, as appropriate, applies as provided in par. C4553-D2e. When travel begins and ends on the same day, the rule in par. C4553-D2a(2) applies and the M&IE rate applicable to the new PDS, or the Standard CONUS M&IE rate (See ***https:/secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*** or par. C4550-F3 for the current rate), as appropriate, also applies in par. C4553-D2e.

(3) RAT. Except for determining the applicable rate (see ***NOTE*** above), the rules in pars. C4553-D2a; C4553-D2b; and C4553-D2c apply when an employee performs RAT to the actual residence and return to the old or new PDS. Employees are authorized per diem for RAT only while traveling to the actual residence and from the actual residence to the old or new PDS, but not while at the actual residence. When the provisions in par. C4553-D2c(1) do not apply and pars. C4553-D2c(2) and C4553-D2c(3) are used to compute per diem incident to return from RAT, the M&IE rate applicable to the employee's actual residence (see par. C4553-B3 for applicable rates) applies in lieu of the rate applicable to the preceding calendar day.

(4) Separation Travel. Except for determining the applicable rate (see ***NOTE*** above), the rules in pars. C4553-D2a and C4553-D2b apply when computing per diem allowances for all en route travel to the actual residence incident to separation. The M&IE rate applicable to the actual residence on the day of arrival at that location, or the Standard CONUS M&IE rate (see par. C4550-F3 or ***https:/secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*** for the current rate), as appropriate, applies as provided in par. C4553-D2e. When travel begins and ends on the same day, the rule in par. C4553-D2a(2) applies and the M&IE rate applicable to the actual residence, or the Standard CONUS M&IE rate (see ***https:/secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*** or par. C4550-F3 for the current rate), as appropriate, also applies as provided in par. C4553-D2e.

e. Departure Day and Return Day to PDS. The applicable M&IE rate prescribed in ***https:/secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*** is authorized at a flat 75% of the TDY location M&IE on the departure day from, and the return day to, the PDS in connection with TDY. In connection with PCS travel M&IE is authorized at a flat 75% of the applicable M&IE rate indicated in par. C4553-B3 for the new PDS on the departure day from the old PDS and the arrival day at the new PDS. If travel begins and ends on the same day, and is longer than 12 hours, per diem is 75% of the appropriate M&IE rate.

E. Computing Per Diem when Crossing the International Dateline (IDL). Actual elapsed time is used rather than calendar days in computing per diem when crossing the IDL (180th meridian). The IDL is a hypothetical line along the 180th meridian where each calendar day begins. For example, when it is Sunday just east of the IDL it is Monday just west of the IDL. (See 39 Comp. Gen. 853 (1960).)



See par. C4565, Example 3, for per diem computation method.

F. Mixed Travel Reimbursement. "Mixed travel" occurs when official travel within a single trip is subject to payment of per diem under the 'Lodgings-plus' method and an AEA under the actual expense method. Reimbursement is computed under only one method for each calendar day except when par. C4710 or C4622-C, applies. When actual subsistence expense reimbursement for certain travel days is intermittent with the per diem method for others, par. C4624-D governs.

Per Diem for Travel from Jacksonville, FL, to Boston, MA		
Departure Day from Jacksonville, FL (1st Day). M&IE rate for lodging location on the 1st day plus lodging cost. $31 + $39 lodging cost. Total NTE the maximum per diem rate for location of lodging $85.	$70.00	
Second Day. M&IE rate for lodging location on the 2nd day plus lodging cost. $31 + $35 lodging cost. Total NTE the maximum per diem rate for location of lodging $85.	66.00	
Third Day (Arrival Day at Boston, MA). 75% of M&IE (Same as rate for the en route stopover point on the 2nd day. $23.25 (75% x $31)	23.25	
Per Diem Cost for Travel from Jacksonville, FL, to Boston, MA	**$159.25**	**$159.25**
Total Cost of Actual Travel by Automobile		**$1,312.13**

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

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

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

C. Mixed Modes

***NOTE*: All official travel must be arranged in accordance with par. C2203-A; C2203-B; and reimbursed in accordance with par. C2203-D.**

1. Advantageous to the Government

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

(1) the authorized TDY mileage rate for the distance traveled by POC,

(2) the cost of transportation purchased through a CTO, ***and***

(3) per diem for actual travel.

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

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

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

a. The authorized mileage rate for the distance traveled by POC,

b. The cost of transportation purchased through a CTO, ***and***

c. Per diem for actual travel.

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

PART E: POV TRANSPORTATION

Paragraph	Contents
SECTION 1:	**GENERAL**
C5200	**GENERAL** A. Authorized Personnel B. Rental Car C. Miscellaneous POV Shipment Information
C5204	**SIZE LIMIT**
SECTION 2:	**OCONUS POV TRANSPORTATION**
C5208	**ELIGIBILITY** A. General B. Criteria C. Conditions D. Travelers Assigned to Johnston Island
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C5216	**TRAVEL AND TRANSPORTATION TO/FROM PORTS** A. General B. Alternate Ports C. Transportation to/from Ports
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C5720	**THE TEMPORARY OFFICIAL STATION BECOMES THE PDS** (FTR §302-3.426, 302-3.427, 302-3.428, and 302-3.429) A. Allowance Duration B. Payable Allowances C. Expenses Not Payable
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TABLE 1 - ELIGIBILITY TABLE

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

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

Effective 3 February 2005

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

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

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

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

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

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

Footnote 7 – The Government must arrange the NTS.

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

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

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

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

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

Column 1—Relocation allowances that a DoD component must pay or reimburse ***when the DoD component elects to pay movement costs to the employee's first PDS.*** [1]	Column 2—Relocation allowances that a DoD component has discretionary authority to pay or ***reimburse when the DoD component elects to pay movement costs to the employee's first PDS.***
1. Transportation of employee & immediate family member(s) (JTR, par. C5080-B) (FTR, Part 302–4). 2. Per diem for employee only (JTR, par. C7006-B) (FTR, Part 302–4). 3. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7). 4. Non-temporary (extended) storage of household goods when an eligible employee is moved to an isolated CONUS PDS (JTR, Chap. 5 Part D) (FTR, Part 302–8). *5. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Chap. 5, Part F) (FTR, §302–10.2)[2].	1. Shipment of privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302–9, subpart B)[3].

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

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

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

TABLE 3. NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED TO FIRST OFFICIAL STATION OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS)

Column 1—Relocation allowances that a DoD component must pay or reimburse ***when the DoD component elects to pay movement costs to the employee's first PDS.*** [1]	Column 2—Relocation allowances that a DoD component has discretionary authority to pay or reimburse ***when the DoD component elects to pay movement costs to the employee's first PDS.***
1. Transportation of employee & immediate family member(s) JTR, Chap. 5 Part A) (FTR, Part 302–4). 2. Per diem employee only (JTR, par. C7006-B) (FTR, Part 302–4). 3. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7). 4. Non-temporary (extended) storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–8). 5. The miscellaneous expense portion of the FTA is authorized for new appointees assigned to first foreign PDS (DSSR, Sec. 241.2). DSSR available at: ***http://www.state.gov/m/a/als/.*** 5. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17).	1. Shipment of privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302–9). 2. Temporary quarters subsistence allowance (TQSA) may be authorized for temporary quarters occupied at the foreign PDS under the Department of State Standard Regulations (DSSR) (Government Civilians - Foreign Areas, Sec. 120). 3. Foreign Transfer Allowance (FTA) (Subsistence Expense), (DSSR Sec. 242.3) may be authorized for quarters occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign OCONUS area. 4. Use of Relocation Service Companies, Property Management Services and Home Marketing Incentive Payments are not authorized for new appointees assigned to first PDS (JTR, Chap. 15, Part A) (FTR, Part 302–12).

[1] **Note to Column 1 heading**:

(a) Temporary quarters subsistence expense (TQSE) in Chapter 13 is ***not*** authorized for new appointee movement to first PDS.

(b) The Miscellaneous Expense Allowance (MEA) in Chapter 5, Part G is not authorized for new appointees to first PDS.

(c) Use of Relocation Service Companies, Property Management Services and Home Marketing Incentive Payments are not authorized for new appointees assigned to first PDS (JTR, Chapter 15) (FTR, Part 302–12).

TABLE 4. TRANSFER BETWEEN OFFICIAL STATIONS IN THE CONTINENTAL UNITED STATES (CONUS)

Column 1—Relocation allowances that a DoD Component must pay or reimburse when the Component authorizes PCS allowances.	Column 2—Relocation allowances that a DoD Component has discretionary authority to pay or reimburse when the Component authorizes PCS allowance.
1. Transportation & per diem for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302–4). 2. Miscellaneous Expense Allowance (MEA) when moving household (JTR, Chap. 5, Part G) (FTR, Part 302–16). 3. Sell or buy residence transactions or lease termination expenses (JTR, Chap. 14) (FTR, Part 302–11). 4. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7). 5. Non-temporary (extended) storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–8) .[1] *6. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Chap. 5, Part F) (FTR, §302–10). 7. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17).	1. House-hunting, per diem, & transportation, employee & spouse only (JTR, Chap. 5, Part M) (FTR, Part 302–5). 2. Temporary quarters subsistence expense (TQSE) (JTR, Chap. 13) (FTR, Part 302–6). 3. Shipment of privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302–9, subpart B). 4. Use of relocation service companies (JTR, Chap. 15, Part A) (FTR, Part 302–12). 5. Property management services (JTR, Chap. 15, Part B) (FTR, Part 302–15). 6. Home marketing incentives (JTR, Chap. 15, Part C) (FTR, Part 302–14).

[1] **Note to Column 1, Item 5**: Only when assigned to a designated isolated official station in CONUS.

TABLE 5. TRANSFER FROM CONUS TO AN OFFICIAL STATION OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS)

Column 1—Relocation allowances that a DoD Component must pay or reimburse when the Component authorizes PCS allowances.	Column 2—Relocation allowances that a DoD Component has discretionary authority to pay or not pay when the Component authorizes PCS allowances.
1. Transportation & per diem for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302–4). 2. Miscellaneous Expense Allowance (JTR, Chap. 5, Part G) (FTR, Part 302–16). 3. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7). 4. Non-temporary (extended) storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–8). 5. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17)[1].	1. Temporary quarters subsistence expense (TQSE) under JTR, Chap. 13 may be authorized for a PCS to a PDS in a non-foreign area outside CONUS but may not be authorized for a PCS to a PDS in a foreign area. 2. The Foreign Transfer Allowance (FTA), Pre-Departure Subsistence Expense Portion (DSSR, Sec. 242.3) may be authorized for quarters occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign area. 3. Temporary Quarters Subsistence Allowance (TQSA) (DSSR, Sec. 120) may be authorized for temporary quarters occupied at the foreign PDS upon arrival. 4. Shipment of a privately owned vehicle (JTR, Chap. 5, Part E) (FTR, Part 302–9). 5. Property management services may be authorized for an employee who qualifies under JTR, Chap. 15, Part B (FTR, Part 302–15). 6. Use of relocation service companies may be authorized when transfer is to non-foreign OCONUS PDS (JTR, Chap. 15, Part A) (FTR, Part 302–12). 7. Home marketing incentives may be authorized when transfer is to a non-foreign OCONUS PDS (JTR, Chap. 15, Part C) (FTR, Part 301–14).

[1] **Note to Column 1, item 5**: Allowed when old and new official stations are located in CONUS and/or a non-foreign OCONUS location.

TABLE 6. TRANSFER FROM OCONUS OFFICIAL STATION TO AN OFFICIAL STATION IN CONUS

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation & per diem for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302–4). 2. Miscellaneous Expense Allowance (JTR, Chap. 5, Part G) (FTR, Part 302–16). 3. Sell & buy residence transaction expenses or lease termination expenses (JTR, Chap. 14) (FTR, Part 302–11) [1]. 4. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7). 5. Non-temporary (extended) storage of household goods only when assigned to a designated isolated official station in CONUS (JTR, par. C5195-A) (FTR, Part 302–8). 6. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17).	1. Shipment of a privately owned vehicle (JTR, Chap. 5, Part E) (FTR, Part 302–9). 2. Temporary quarters subsistence expense (TQSE) (JTR, Chap. 13) (FTR, Part 302–6) may be authorized for temporary quarters occupied at the old PDS and new PDS. However, a Temporary Quarters Subsistence Allowance (TQSA) under DSSR Sec. 120 may be authorized for temporary quarters occupied at a foreign OCONUS PDS before departure from that PDS while TQSE may be authorized for temporary quarters occupied in CONUS. [1]

[1] **Note to Column 1, item 3**: Allowed when old and new official stations are located in CONUS and/or in a non-foreign OCONUS area. Also allowed when instead of being returned to the former non-foreign OCONUS area official station, an employee is transferred in the Government's interest to a different non-foreign OCONUS area official station than from the official station from which transferred when assigned to the foreign OCONUS official station.

TABLE 7. TRANSFER BETWEEN OCONUS OFFICIAL STATIONS

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation & per diem for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302–4). 2. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7). 3. Miscellaneous Expense Allowance (JTR, Chap. 5, Part G) (FTR, Part 302–16). 4. Non-temporary (extended) storage of household goods (JTR, par. C5195-A) (FTR, Part 302–8). 5. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17).	1. Shipment of a privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302–9). 2. Property management services (JTR, Chap. 15, Part B) (FTR, Part 302–15). 3. Temporary quarters subsistence expense (TQSE) if new PDS is in the U.S. (JTR, Chap. 13) (FTR, Part 302–6)[1].

[1] **Note to Column 2, item 3**: TQSA may be authorized under the DSSR, Sec. 124 if transfer involves a foreign OCONUS PDS.

TABLE 8. TOUR RENEWAL AGREEMENT TRAVEL (JTR, Chap. 5, Part K) (FTR, §302-3.209)

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302–4). 2. Per diem for employee only (JTR, par. C5530) (FTR, Part 302–4).	1. HHG shipment to PDS (JTR, par. C5539). 2. Dependent Transportation to PDS (JTR, par. C5518).

TABLE 9. RETURN FROM OCONUS OFFICIAL STATION TO PLACE OF ACTUAL RESIDENCE FOR SEPARATION

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302–4). 2. Per diem for employee only (JTR, par. C5530) (FTR, Part 302–4). 3. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7).	1. Shipment of a privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302–9).

TABLE 10. LAST MOVE HOME FOR SES CAREER APPOINTEES UPON SEPARATION (JTR, Chap. 4, Part P) (FTR, §302-3.304)

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation for employee & immediate family member(s) (JTR, par. C5090) (FTR, Part 302–4). 2. Per diem for the employee only (JTR, par. C4803) (FTR, Part 302–4). 3. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7). *4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Chap. 5, Part F) (FTR, §302–10).	1. Shipment of a privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302–9, subpart B).

TABLE 11. TEMPORARY CHANGE OF STATION (TCS) (JTR, par. C4111) (FTR, §302-3.400)

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation & per diem for employee & dependent(s) (JTR, Chap. 5, Part O) (FTR, Part 302–4). 2. Miscellaneous Expense Allowance (MEA) (JTR, Chap. 5, Part G) (FTR, Part 302–16). 3. Transportation & temporary storage of household goods (JTR, Chap.5, Part D) (FTR, Part 302–7). *4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Chap. 5, Part F) (FTR, §302–10). 5. Transportation of a privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302–9, subpart B). 6. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17). 7. Property management services (JTR, Chap. 15, Part B) (FTR, Part 302–15).	1. House-hunting trip expenses (JTR, Chap. 5, Part M) (FTR, Part 302–5). 2. Temporary quarters subsistence expense (TQSE) (JTR, Chap. 13) (FTR, Part 302–6).

TABLE 12. ASSIGNMENT UNDER THE GOVERNMENT EMPLOYEES TRAINING ACT (5 USC §4109) [1] (JTR, par. C4500)

1. Transportation of employee & immediate family member(s) (JTR, par. Chap. 4, Part K) (FTR, Part 302–4). 2. Per diem for the employee (JTR, Chap. 4, Part K) (FTR, Part 302–4). 3. Movement of household goods & temporary storage (JTR, Chap. 5, Part D) (FTR, Part 302–7).

[1] **Note to Table 12**: The allowances listed in Table 12 may be authorized in lieu of per diem or actual expense allowances. ***This is not a PCS.***

b. Travel before Appointment

(1) Authorized expenses may be paid even though the individual concerned has not been appointed at the time travel to the first PDS is performed.

(2) Travel and transportation for Presidential Transition Team personnel (see par. C5080-A1a(3)), may take place at any time following the most recent Presidential election, but expense reimbursement cannot occur until the individual's actual appointment.

(3) Par. C5080 does not limit the Chapter 6, Part E provisions allowing the payment of pre-employment interview travel.

c. Prior Payment. ***A student trainee may not receive payments at the time of assignment if travel and transportation expenses were paid when the trainee was appointed as a student trainee.***

5. Allowable Expenses. The following expenses are payable when travel to the first PDS at Government expense is authorized/approved by the hiring DoD component. Not all of the listed items are applicable in each situation covered by this Part.

a. Travel and transportation, including per diem, for the appointee/student trainee (see par. C4553-B3).

NOTE: AEA in Chapter 4, Part M, may not be authorized/approved for first duty station travel.

b. Transportation for the appointee's/student trainee's dependents (see Chapter 7).

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

d. HHG transportation and temporary storage (see Chapter 5, Part D).

e. NTS of HHG if appointed to an isolated location or assigned to an OCONUS PDS (see Chapter 5, Part D).

*f. Mobile home transportation (see Chapter 5, Part F).

g. Shipment of a POV when authorized by the DoD component (see Chapter 11).

6. Expenses Not Allowable. The following expenses are not allowable to appointees and student trainees.

a. Per diem for dependents;

b. A house-hunting trip (HHT);

c. Temporary Quarters Subsistence Expense Allowance (TQSE) (Chapter 13);

d. Miscellaneous Expense Allowance (MEA) (Chapter 9); ***NOTE: Chapter 9 does not authorize MEA for first duty station travel. The authority in DSSR, section 241.2 at http://www.state.gov/m/a/als/1737.htm may be used to authorize MEA for an employee on first duty station travel to a foreign OCONUS area duty station.***

e. Residence sale and purchase expenses (Chapter 14);

f. Lease-breaking expenses (except as in par. C1004-C4); and

g. Relocation services (Chapter 15).

7. Alternate Origin and/or Destination

a. The travel and transportation expense limit is the cost of allowable travel and transportation directly between the individual's actual residence at the time of selection/assignment and the PDS to which appointed/assigned.

b. For Presidential Transition Team personnel (see par. C5080-A1a(3)), the actual residence, at the time of first duty station travel following the most recent Presidential election, is used.

c. Travel may be from and/or to other locations, but the new appointee/student trainee is financially responsible for any excess cost involved.

8. Funds Advance. An advance for allowable expenses may be made to appointees/student trainees under Chapter 1, Part C.

C. Movement of Employees or Reemployed Former Employees Affected by Reduction in Force (RIF)/Transfer of Function (FTR §302–3.206)

1. General. An involuntary transfer due to a RIF/transfer of function is in the Government's interest (FTR §302-3.205). PCS allowances are authorized.

2. Placement Prior to Separation. When an employee is assigned to any new duty station due to a RIF/transfer of function prior to separation, travel and transportation allowances are from the old PDS to the new PDS.

3. Placement after Separation. If a former employee was separated due to a RIF/transfer of function, and is reemployed:

a. In the Federal Government,

b. Within 1 year of the separation date,

c. Under a non-temporary appointment, and

d. At a different duty station from the one at which the original separation occurred,

the travel and transportation allowances are from the old PDS at which separated to the new PDS provided the new PDS meets the distance requirements in par. C5080-F for a short distance transfers.

CONSIDERATIONS (FTR §302-7.14)		
Method	**Advantages**	**Disadvantages**
Commuted Rate	1. The Government is relieved of the administrative expense and responsibility of selecting and dealing with carriers and making other arrangements for transporting HHG. 2. The employee pays the authorized packing and accessorial charges from the amount allowed for those charges.	1. The Government cannot take advantage of special discounts offered. 2. An accurate cost estimate depends on weight estimate accuracy. 3. ***Commuted rate method does not apply to intrastate moves***; and 4. ***Commuted rate method may not fully reimburse employee's out-of-pocket expenses.***
Actual Expense	1. The Government may take advantage of special discounts offered.	1. The Government is responsible for selecting and dealing with carriers, preparing bills of lading, auditing and paying transportation vouchers, supervising HHG packing, handling employee loss and damage claims (in most cases), and other incidental expenses. 2. The Government's cost depends on the weight involved, accessorial services required, packing quality, and the number of individual cartons, boxes, barrels, and wardrobes used by the carrier.

I. Multiple Transfers. When agencies have a large volume of HHG to move between the same origin and destination, at the same time (but not a mass move), multiple transfers (actual expense method) should be considered. See Defense Travel Regulation (DTR), DoD 4500.9-R, Part IV.

C5165 FACTORS AFFECTING HHG TRANSPORTATION

A. Combining Weight Allowances when Husband and Wife Are Both Employees. See par. C5000-B.

B. **NOT USED**

C. **NOT USED**

D. Improper Transportation. HHG that are improperly transported or otherwise unavoidably misdirected, through no fault of the employee, must be transported to the proper destination at Government expense.

E. Items of Extraordinary Value. Items of extraordinary or substantial value may be transported by an expedited mode that provides satisfactory service at the best value to the Government, and may not be counted as unaccompanied baggage. Examples of items of extraordinary value are: articles of gold and other precious metals;

jewels; valuable art; rare and costly collections; and items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) which are prone to being stolen. ***Items that are irreplaceable or have extreme financial and/or sentimental value are not given special security even though extra-value insurance may be purchased***. The net weight of such shipments is charged against the employee's weight allowance.

*F. Mobile Home Allowances. See par. Chapter 5, Part F .

G. HHG Transportation before a PCS Travel Authorization Is Issued. HHG transportation may be authorized for a PCS before the PCS travel authorization is issued, but the PCS travel authorization subsequently must contain HHG transportation authority or the costs become the employee's financial responsibility.

H. Time Limitation

1. CONUS to CONUS PDSs. The CONUS to CONUS HHG transportation time limitation is 2 years from the employee's report date (i.e., the date the employee actually reports for work) at the new PDS. For HHG movement delay incident to successive PCS assignments, see par. C5080-E.

2. To and between OCONUS PDSs

a. HHG transportation time limitation is 2 years from the employee's report date (i.e., the date the employee actually reports to work) at the new PDS.

b. If HHG transportation to OCONUS is delayed, subsequent HHG transportation must not be authorized unless at least 1 year remains under the employee's current service period agreement or the employee agrees to serve at least 1 year after the HHG arrive OCONUS. ***NOTE: Both 1-year requirements are reduced to 6-months for Adak and Kodiak, Alaska***.

c. For a HHG transportation that is delayed incident to successive PCS assignments, see par. C5080-E.

3. From an OCONUS PDS

a. General

(1) HHG transportation from the OCONUS area must begin as soon as practicable after the employee's effective date of PCS or return for separation.

(2) If practicable, HHG transportation is concurrent the employee's departure or as soon afterward as appropriate transportation is available.

(3) For HHG movement delayed because of successive PCS assignments, see par. C5080-E.

b. New PDS Reassignment. Under no circumstances can HHG transportation begin later than 2 years (not counting any time that administrative embargoes or shipping restrictions make the transportation impossible) after the effective date of the new PDS reassignment.

c. Return for Separation. When an employee returns from an OCONUS assignment for separation the following conditions apply:

CHAPTER 5

PART E: POV TRANSPORTATION

SECTION 1: GENERAL

C5200 GENERAL

A. Authorized Personnel. Personnel authorized POV (as defined in Appendix A) transportation include a/an:

1. Traveler transferred in the Government's interest,

2. New appointee, or

3. Student trainee assigned the first PDS.

B. Rental Car. There is no authority in JTR for rental car reimbursement while awaiting POV arrival. Travelers should check to see if the POV shipping contract contains any rental provisions.

Effective 4 May 2005
*C. Miscellaneous POV Shipment Information. For other requirements related to shipping a POV, see the SDDC website at: ***http://www.sddc.army.mil/***, and "Shipping your POV" at: ***http://www.sddc.army.mil/CONTENT/8808/DBCN8808.pdf***.

C5204 SIZE LIMIT

Transportation at Government expense is limited to POVs having a gross shipping size of not more than 20 measurement tons (800 cubic feet). A traveler who ships a larger POV which otherwise qualifies for shipment at Government expense, is financially responsible for all costs resulting from the excess POV size.

CHAPTER 5

*PART F: MOBILE HOME TRANSPORTATION (FTR PART §302-10)

C5250 GENERAL (FTR, §302-10.1)

1. This Part prescribes mobile home allowances and transportation for employees authorized to make PCS moves.

2. See Appendix A for definition of a mobile home.

3. Allowances for transporting a mobile home (including mileage when towed by the employee) are in addition to the reimbursement of per diem, mileage, and transportation expenses for the employee and dependents (FTR, §302-10.6).

4. The mobile home may be moved at Government expense only if it will be used as the residence at the new PDS (FTR, §302-10.6).

C5255 AUTHORIZED TRANSPORTATION

An employee authorized HHG transportation at Government expense may be authorized mobile home transportation allowances in lieu of HHG transportation when:

1. The mobile home is acquired on/before the effective date of the employee's PCS/TCS travel authorization;

2. The employee certifies that the employee/dependents intend to use the mobile home as a primary residence at the location to which it is being moved (FTR, §302-10.2);

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

4. The employee is authorized to make a PCS move between places in par. C5260.

C5260 GEOGRAPHIC LIMITATIONS (FTR, §302-10.4)

A. Authorized Origin/Destination Points. Mobile home transportation allowances may be authorized only for transportation:

1. Within CONUS,

2. Within Alaska, and

3. Between a CONUS and an Alaskan PDS,

4. Through Canada en route between Alaska and CONUS,

5. Through Canada between one CONUS point and another (e.g., between Buffalo, NY, and Detroit, MI),

6. From the old CONUS or Alaska PDS to a border crossing point/appropriate port, or

7. From a border crossing point/appropriate port in CONUS to a new CONUS PDS or in Alaska or from a border crossing point/appropriate port in Alaska to a new Alaska PDS.

***NOTE*: Appropriate port is a port within CONUS or Alaska ordinarily used when a mobile home is transported at personal expense between a port in CONUS or Alaska and a PDS neither in CONUS nor Alaska. Border crossing point is a crossing point between CONUS (or Alaska) and Canada (or Mexico) ordinarily used for mobile home movement.**

B. Alternate Origin/Destination Points. Transportation allowances within prescribed limits may be paid even though the transportation originates, terminates, or passes through locations not covered, provided that the allowance amount is computed on the basis of the transportation part that is:

1. Within CONUS,

2. Within Alaska,

3. Through Canada en route between Alaska and CONUS, or

4. Through Canada between one CONUS point and another.

C. Transportation Limitations (FTR, §302-10.3)

1. Mobile home transportation for an authorized employee is between the old and new PDS or between any other two points subject to the Government's transportation cost liability to transport 18,000 pounds of HHG between the old and new PDS plus 90 days of HHG SIT.

2. ***Any 'unused' mobile home transportation cost may not be used to ship HHG.***

C5265 ALLOWANCES

A. General

1. The measure for mobile home transportation is the transportation cost of the employee's PCS HHG weight allowance (18,000 pounds) plus 90 days of HHG SIT between the authorized points.

2. Example: An employee moves from a PDS in NC to a PDS in CA. The mobile home is moved from NC to MO. The cost of the mobile home transportation from NC to MO is compared to the PCS HHG weight allowance (plus 90 days of HHG SIT) cost from NC to CA.

3. The employee's maximum allowances are determined by using 105% of the Code 1 segmented line-haul and 105% of the Code 1 max-pack base line rates (see the SDDC website at: ***http://www.sddc.army.mil/persprop/dompub.html*** for rates).

B. Transportation. Transportation ("transport") in this Part includes packing, pickup, line-haul or drayage, delivery and unpacking.

C. Employee Married to Employee. When both spouses are employees, they may combine their PCS HHG weight allowances to determine the maximum Government cost liability to move their mobile home when each employee is authorized:

1. A mobile home allowance, and

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

NOTE: Only 90 days of storage of the combined weight may be included in the constructed cost.

D. Employee Married to Uniformed Member. When one spouse is an employee and the other a uniformed member, and each has a separate PCS travel authorization/order, they may combine their PCS HHG weight allowances to determine the Government's cost liability to transport their mobile home. See JFTR, par. U5505-B ***NOTE***.

NOTE: Only 90 days of storage of the combined weight may be included in the constructed cost.

C5270 TRANSPORTATION LIMITATIONS

A. Limitation. Reimbursement must not exceed what the Government would incur for HHG transportation and 90-days of HHG SIT (FTR, §302-10.1).

B. Responsibility. The employee is responsible for making all commercial personally-procured transportation arrangements for mobile home transportation movement by commercial transporter or other means.

C5275 PERSONALLY PROCURED COMMERCIAL TRANSPORTATION

A. General. An employee, or a deceased employee's dependent/heir, authorized mobile home allowances under par. C5255 may transport a mobile home at personal expense and be reimbursed for transportation costs (see pars. C5275-C, C5280, and C5275-C2). ***Reimbursement must not exceed the amount in par. C5265-A.***

B. Transportation Conditions. The employee, or dependent/heir when appropriate, should ensure that:

1. The transporter's bill/invoice includes specific cost itemization of charges;

2. The carrier's preparation responsibility is known, making the remainder that of the shipper (i.e., the employee or dependent/heir); and

3. The body, frame, springs, wheels, brakes, and tires are in appropriate condition to permit transportation.

NOTE: Any damage/repair charges resulting from extra property placed in the mobile home that constitutes an overload condition are the employee's financial responsibility.

C. Allowed Transportation Costs (FTR, §302-10.200). When mobile home transportation is by a personally procured commercial transporter, (see par. C5280-B1 for preparation fees allowed as transportation costs), reimbursement is authorized (***not to exceed the amount in par. C5265-A)*** for the following:

1. Transportation over Land (FTR, §302-10.200(a))

   a. The carrier's charges for actual mobile home transportation (not to exceed the applicable tariff for such movements approved by an appropriate regulatory body) provided any substantial deviation from the DTOD is explained;

   b. Ferry fares; bridge, road, and tunnel tolls;

   c. Taxes; charges or fees fixed by a State or other government authority for permits to transport mobile homes in or through its jurisdiction;

   d. The carrier's service charges for obtaining such permits; and

   e. Pilot (flag) car or escort services, if required by State or local law.

2. Transportation over Water (FTR, §302-10.5)

   a. Over-water mobile home transportation is authorized only for transportation from an origin within CONUS/within Alaska to a destination within CONUS/within Alaska.

   b. When a boat used as a primary residence is transported over water, the transportation allowance costs include (FTR, §302-10.200(b)):

      (1) Fuel and oil used for propulsion of the boat;

      (2) Pilots/navigators in the open water;

      (3) A crew;

      (4) Harbor pilot charges;

      (5) Docking fees incurred in transit;

      (6) Harbor/port fees and similar charges related to entry in and navigation through ports;

      (7) Towing, (in tow or towing by pushing from behind); and

      (8) Similar expenses.

D. Transportation Costs Not Allowed (FTR, §302-10.207). When mobile home transportation is by a personally procured commercial transporter, reimbursement is not authorized for:

1. Any carrier's maintenance/repair charges to the mobile home en route, including structural repairs, brake repairs, tire replacement, and incidental charges (see par. C5275-B);

2. Insurance/excess valuation costs over the carrier's maximum liability, or charges designated in the tariffs as “Special Service”;

3. Special handling costs requested by the employee;

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

5. Storage.

C5280 MOBILE HOME TOWED BY POC

A. Allowances

1. When a mobile home is transported by means other than a commercial transporter, i.e., towed by a POC, an allowance of $0.11 per mile is paid to cover the transportation costs listed in par. C5275-C (FTR, §302-10.201).

2. The Service/Defense Agency concerned pays the transportation preparation/resettling costs at the destination as provided in par. C5280-B (FTR, §302-10.202(b)).

3. ***Reimbursement of $0.11 per mile is paid for mobile home transportation in addition to a POC PCS mileage allowance as provided in par. C2505*** (FTR, §302-10.201)**.**

4. Distance computation (FTR, §302-10 Subpart B) is determined by the DTOD (par. C1065-A).

B. Preparation Costs Allowed (FTR, §302-10.204). In addition to the allowances in par. C5280, a reimbursable allowance includes costs generally associated with mobile home preparation at an origin in Alaska/CONUS for transportation/resettling at the Alaska/CONUS destination. See par. C5270 for transportation cost limitations. Preparation costs include:

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

2. Blocking/unblocking (including anchoring/un-anchoring) labor costs at origin/destination;

3. Blocks purchased in lieu of transporting blocks from old PDS and the cost of replacement blocks broken while the mobile home was being transported;

4. HHG packing/unpacking associated with (i.e., inside) the mobile home;

5. Disconnecting/connecting utilities;

6. Skirting removal/installation labor costs;

7. Movement/reassembling costs of separating, preparing, and sealing each half of a doublewide mobile home;

8. Trailer towing lights installation/removal;

9. Extension costs of existing water/sewer lines;

10. Dismantling/assembling costs for a portable room appended to a mobile home;

11. Travel lift fees; and

12. Similar expenses.

C5285 GOVERNMENT-PROCURED TRANSPORTATION

A. General (FTR, §302-10.206). An authorized employee may request and, subject to the employee's written agreement to be responsible for any excess costs involved, the Government may arrange the employee's mobile home transportation by commercial/Government means to/from the points authorized in this Part.

B. Government's Cost Obligation

1. The Government's cost obligation is for the costs of:

   a. Pickup;

   b. Transportation; and

   c. Delivery of the mobile home;

to the destination ready for occupancy, except for the costs in par. C5275-D3. ***The employee does not receive any other allowances for the transportation involved nor may the employee transport any HHG separately at Government expense.***

2. Costs Allowed. Costs allowed include charges for:

a. Actual transportation;

b. Ferry fares;

c. Bridge, road, and tunnel tolls;

d. Taxes; and

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

3. Costs Not Allowed (FTR. §302-10-207). The employee is responsible for any excess preparation, transportation, or non-allowable charges such as costs for:

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

b. Special handling requested by the employee;

c. Insurance/excess valuation over the carrier's maximum liability;

d. Body/chassis mobile home preparation and any repairs/maintenance performed en route including replacement costs for parts/tires; and

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

4. Denied Payment. When the costs in par. C5285-B3 are not collectable from the employee's pay because the employee is/will no longer be in a pay status following mobile home transportation, the employee's repayment request must be denied.

C5290 TRANSPORTATION PARTLY BY COMMERCIAL TRANSPORTER AND PARTLY BY OTHER MEANS (FTR, §302-10.203)

The allowances in pars. C5275 and C5280 apply to the respective transportation portions if a mobile home is transported partly by commercial transporter and partly by other means.

C5295 ADVANCE PAYMENT (FTR, §302-10.300)

1. Mobile home transportation allowances may be paid in advance when transportation (including necessary incidental expenses) of a mobile home is personally procured using a commercial carrier.

2. The advance may not exceed the estimated amount allowable.

3. An advance is not authorized when the Government pays the carrier directly (FTR, §302-10.301).

C5297 EMPLOYEE DEATH (FTR, §303-70.302)

A. CONUS. If the employee dies:

1. In-transit or has reported to the new PDS, the mobile home is moved at Government expense.

2. While stationed at a CONUS PDS and the dependents are at that PDS (i.e., not in-transit or have not left the old PDS yet) the Government will not pay to move the mobile home for the dependent's/heirs (FTR, §303-70.304).

B. OCONUS

1. If an employee dies while stationed OCONUS the Government will move the mobile home, left behind in CONUS, for the dependents/heirs to:

a. The actual residence (see Appendix A), or

b. An alternate destination,

but the allowable expenses cannot exceed the cost of transportation to the decedent's actual residence.

2. Travel and transportation must begin within one year from the date of the employee's death.

3. A one-year extension may be granted if requested by the family prior to the expiration of the one-year limit.

CHAPTER 5

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

C5300 GENERAL

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

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

*C. Mobile Home Relocation. See Chapter 5, Part F for specific costs associated with mobile home relocation transportation expenses.

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

C5305 ELIGIBILITY

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

1. A PCS/TCS is authorized/approved.

2. An appropriate transportation agreement is signed.

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

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

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

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

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

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

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

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

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

C5310 REIMBURSEMENT

A. General

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

2. Two Employees in One Household

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

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

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

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

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

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

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

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

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

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

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

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

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

CHAPTER 5

PART K: RENEWAL AGREEMENT TRAVEL (RAT)

C5500 GENERAL

An employee, and the employee's accompanying dependents, may be eligible to receive travel and transportation allowances for returning home between OCONUS tours of duty. This Part applies to employees serving OCONUS tours of duty. ***See pars. C5506 and C5509 for an employee serving tours of duty in Alaska or Hawai'i.***

C5503 ELIGIBILITY REQUIREMENTS FOR ALL OCONUS AREAS

To be eligible for the allowances in par. C5500, prior to departure from the OCONUS PDS an employee must have:

1. Satisfactorily completed the prescribed tour of duty.

2. Entered into a new written agreement for another tour of duty at an OCONUS PDS; (the new agreement covers costs incident to travel to the employee's actual residence or alternate location ***(See pars. C5536-A, C5536-B, and C5536-C)*** and return and any additional cost paid by the Government as a result of the employee's transfer to another OCONUS PDS at the time of the tour RAT), and

3. (For Hawai'i or Alaska) Be eligible under pars. C5506 and C5509.

C5506 EMPLOYEES STATIONED IN ALASKA OR HAWAI'I ON 8 SEPTEMBER 1982

An employee whose status on 8 September 1982 was any of the situations below, involving a post of duty in Alaska or Hawai'i continues to be eligible to receive allowances for travel and transportation expenses for RAT provided that the employee continues to serve consecutive tours of duty within Alaska or Hawai'i (as appropriate within the same State). On 8 September 1982, the employee must have been:

1. Serving a tour of duty in Alaska or Hawai'i; or

2. En route to a post of duty in Alaska or Hawai'i under a written agreement to serve a tour of duty; or

3. Engaged in tour RAT and have entered into a new written agreement to serve another tour of duty in Alaska or Hawai'i.

C5509 EMPLOYEES ASSIGNED, APPOINTED, OR TRANSFERRED TO A POST OF DUTY IN ALASKA OR HAWAI'I AFTER 8 SEPTEMBER 1982

1. The travel and transportation allowances for RAT in this Part may not be authorized for an employee assigned, appointed, or transferred to a post of duty in Alaska or Hawai'i after 8 September 1982, unless the DoD component involved determines that payment of these expenses is necessary for recruiting/retaining an employee for a tour of duty in Alaska or Hawai'i.

2. This authority may be used only when required to fulfill DoD component staffing needs for mission accomplishment. Use of these provisions is intended to ensure the availability of well-qualified employees or

those employees with special skills and knowledge who are not otherwise available in the local area, and to fill remote area positions.

3. DoD component regulations must prescribe criteria and guidelines to determine the need for RAT.

4. The DoD component determination that RAT is necessary as a recruiting/retention incentive to fill a particular position in Alaska or Hawai'i must be reviewed and re-confirmed in writing periodically, but not less than every five years.

5. Travel and transportation allowances for RAT for recruiting/retention purposes is limited to two round trips beginning within 5 years after the employee first begins any period of consecutive tours of duty in either Alaska or Hawai'i. An employee must be advised in writing of this limitation.

6. These provisions do not affect the provisions governing OCONUS assignments and return for an employee transferred/new appointee assigned to a post of duty in Alaska or Hawai'i.

***NOTE**: The successive tours must be in the same State. A tour in Hawai'i followed by a tour in Alaska, or vice versa, does not qualify.*

C5512 ALLOWABLE TRAVEL AND TRANSPORTATION

An eligible employee and dependents are authorized transportation (including transportation to and from common carrier terminals) from the OCONUS PDS to the employee's actual residence at the time of assignment to the OCONUS PDS. Transportation also is authorized from the actual residence to an OCONUS PDS; except for Alaska and Hawai'i. When Alaska and Hawai'i are involved, the return must be to a PDS in the same State (Alaska or Hawai'i) as the PDS at which the employee served immediately prior to RAT (see par. C5506). ***See par. C2203 regarding the mandatory use of CTOs for transportation arrangements.*** See par. C5530 for per diem entitlement.

C5515 RENEWAL AGREEMENT TRAVEL (RAT) DENIAL/DELAY

A. Renewal Agreement Travel (RAT) Denial. Except for teachers as in par. C5542, RAT may be denied only under the circumstances below. The employee:

1. Is being processed for separation.

2. Is going to be involved in a RIF.

3. Has a removal action pending.

4. Has been reassigned to a U.S. position, or

5. Is to be reassigned to a CONUS position in connection with rotation on a similar program that precludes a required period of service completion under a renewal agreement.

B. Renewal Agreement Travel (RAT) Delay

NOTE: Delay may not be imposed on DODEA teachers.

1. General

CHAPTER 5

PART L: SERVICE AGREEMENTS

C5550 SERVICE AGREEMENT

A. General (FTR, §302-2.12). A service agreement is a written agreement between the employee and the employee's agency, signed by the employee and agency representative, stating that the employee agrees to remain in Government service for a period of time as specified in par. C5555, after the employee has relocated.

B. Failure to Sign a Service Agreement (FTR, §302-2.17). If an employee fails to sign a service agreement, the Government is not financially responsible for the employee's relocation expenses. Those expenses become the employee's financial responsibility.

C. More than One Service Agreement (FTR, §302-2.19). Service agreements cannot be grouped together and must be adhered to separately. Each agreement is in effect for the period specified in the agreement.

D. Subsequent Service Agreements (FTR, §302-2.18). Service agreements that are already in effect cannot be voided by subsequent service agreements.

C5555 MINIMUM PERIODS OF SERVICE (FTR, §302-2.13)

Following are the minimum periods of service when an employee is transferred to any PDS (CONUS or OCONUS) or when performing RAT.

1. CONUS Transfer. A period of service not less than 12 months following the effective date of transfer.

2. OCONUS Transfer. An agreed-upon period of service not more than 36 months nor less than 12 months following the effective date of transfer.

3. DoDDS School System Teachers. A period not less than one school year as determined under 20 USC, Chapter 25.

4. RAT. A period not less than 12 months from the return date to the same/different OCONUS PDS.

C5560 AGREEMENT VIOLATION PENALTIES (FTR, §302-2.14)

An employee (including an appointee to a first PDS) who violates a service agreement (other than for reasons beyond the employee's control and which are acceptable to the agency) must reimburse the Government all costs paid for relocation expenses paid based on that service agreement including withholding tax allowance (WTA) and relocation income tax (RIT) allowance.

C5565 ACTUAL RESIDENCE (FTR, §302-2.15)

An employee, who accepts a transfer to an OCONUS PDS, must provide the agency with the information needed to determine the employee's actual residence to document in the service agreement.

C5570 RESPONSIBILITIES

A. Employee. The employee is responsible for reporting to the designated PDS. An employee who does not arrive at the new PDS or, who, upon arrival there, refuses to perform the mission or resigns, is financially liable to reimburse the Government for the PDT travel and transportation allowances paid by the Government. ***NOTE: An employee also may become indebted to the Government for the payment of travel and transportation expenses under certain other circumstances described in this Part.***

B. Civilian Personnel Officer. The appropriate civilian personnel officer must:

1. Notify the finance, fiscal, or disbursing officer when an employee violates a service agreement;

2. Ensure that an indebtedness determination is made prior to processing the employee's separation; and

3. Include in the employee's official personnel folder a copy of the Statement of Liability or Credit described in this Part that is provided by the finance, fiscal or disbursing officer.

C. Finance, Fiscal, or Disbursing Officer

1. Travel and Transportation Allowances Determination. The appropriate finance, fiscal, or disbursing officer must determine an employee's travel and transportation allowances under this Part. Determination must be made prior to processing the employee's separation. If a violation occurs, travel and transportation allowances previously furnished and/or to be furnished must be computed by the activity at which the violation occurred.

2. Liability/Credit Statement. In each service agreement violation instance, the finance, fiscal, or disbursing officer must:

a. Provide the employee with a statement of the employee's liability/credit that indicates in detail the liabilities, credits (and an explanation of how the credits may be used or applied), and other obligations, as provided in this Part.

b. Send a copy of the above statement to the civilian personnel officer for inclusion in the employee's personnel folder.

c. Inform the employee of the right to file a claim if the employee disagrees with the liability/credit statement.

A sample statement and examples of calculations in cases of renewal agreement violations during the first and second years of an additional tour appear later in this Part.

3. Collection. If the finance, fiscal, or disbursing officer determines that an employee is indebted to the Government, the officer must immediately initiate collection in accordance with appropriate finance directives.

C5575 AGREEMENT VIOLATIONS FOR TRANSFERS TO, FROM, AND WITHIN CONUS

A. General. A service agreement provision for a transfer to, from, or within CONUS requiring 12 months service following the effective date of transfer is not voided by:

1. A subsequent transfer within that period, whether at the employee's request or in the Government's interest; or

2. Another service agreement being signed incident to a subsequent transfer.

B. Exceptions. The service agreement time limit is waived if failure to comply with the requirement is for reasons beyond the employee's control that are acceptable to the employing department or agency. In this case, no employee liability results. The time limit for each service agreement violated must be waived separately.

C. Examples. The employee's financial responsibility to the Government for travel and transportation PCS allowances and cost is determined separately under each service agreement, as illustrated in the following examples.

1. Example 1. An employee at PDS A is required to serve for 12 months under a service agreement.

   a. After serving 6 months, the employee is authorized a PCS to PDS B, and signs a new service agreement that requires 12 months of service.

   b. After serving 4 months at PDS B, the employee resigns.

   c. Under these conditions, the employee is indebted to the Government for the travel and transportation allowances and cost paid by the Government in connection with the transfer to PDS A, and from PDS A to PDS B. This is because the combined total service period at PDSs A and B is less than 12 months.

2. Example 2. An employee at PDS A is required to serve for 12 months under a service agreement.

   a. After serving 6 months, the employee is authorized a PCS to PDS B, and signs a new service agreement that requires 12 months of service.

   b. The employee serves 7 months at PDS B and then resigns.

   c. The total service at PDSs A and B is 13 months.

   d. The 12-month service requirement under the service agreement relating to PDS A is satisfied and there is no liability for travel to PDS A.

   e. The employee is, however, financially responsible for the travel and transportation cost and related allowances paid for travel from PDS A to PDS B.

C5580 AGREEMENT VIOLATIONS FOR OCONUS EMPLOYEES

A. Violation during the First Year of Service under an Initial Service Agreement.

1. An OCONUS employee, who leaves Government service for reasons unacceptable to the last assigned agency before completing 12 months of service under the initial service agreement, is financially responsible to the Government for travel and transportation allowances and costs associated with the move to that PDS (see par. C5560) of:

   a. The employee;

   b. The employee's dependents;

   c. HHG including SIT and NTS of HHG;

   d. A POV; and

   e. A mobile home.

2. Return travel becomes the employee's financial responsibility.

3. An employee who departs from an OCONUS PDS in an authorized leave (with or without pay) status before the end of the first year of an initial service agreement, and resigns while away for reasons unacceptable to the agency, is allowed credit for the authorized leave time toward completion of the minimum service requirement (B-184948, 18 November 1975).

4. Pars. C5580-A and C5580-B apply to all OCONUS employees.

5. Additional penalty conditions in par. C5580-D apply to DoDDS teachers.

B. Violation after One Year of Service under an Initial Service Agreement. An employee who completes one year of an OCONUS assignment and for, reasons unacceptable to the employing DoD component, fails to satisfy an initial service agreement service requirement in excess of one year:

1. Is not financially responsible for the travel and transportation cost and related allowances associated with the move to the OCONUS PDS, except for charges for NTS of HHG incurred after the end of the first year.

2. Is financially responsible for all HHG transportation costs after the violation date and must be advised immediately.

3. Is not authorized to return POV transportation.

4. May not be provided Government funded commercial transportation.

5. Who has insufficient funds, may be authorized repatriation transportation in par. C6300.

C. Employees Serving under Renewal Agreements

1. Failure to Complete One Year of Service. When an employee fails to complete one year of service under a renewal agreement, the employee is financially responsible for the costs of:

a. Transportation and per diem for the employee and transportation for the employee's dependents from the former PDS to the actual residence and from the actual residence to the last PDS at which the employee failed to complete one year of service;

b. Transportation for any of the employee's dependents who traveled between the former PDS and the last PDS without going to the employee's actual residence;

c. HHG transportation (including SIT) from the former PDS to the last PDS;

d. POV transportation or NTS of the HHG, unless an earned allowance exists for the NTS of the HHG or return transportation of the POV; and

e. The MEA paid for a transfer from a former to the last PDS.

2. Unused Allowances Accrued under a Prior Agreement

a. The employee is authorized:

(1) Certain unused allowances accrued under a prior service agreement under which the employee completed the agreed-upon service period.

(2) Unused allowances for personal transportation and the transportation for dependents and HHG (including SIT) from the PDS at which the service requirement was satisfied to the actual residence.

(3) Credit against the employee's financial responsibility for the costs that would have been incurred, since the employee did not use this allowance, provided the employee is actually separated from Government service.

b. If the amount of credit is less than the employee's financial responsibility, the difference remains the employee's financial responsibility.

c. If the credit is larger than the liability, the difference is applied to the employee's costs of moving from the PDS where the employee failed to complete a year of service to the actual residence.

d. If the amount available to be applied to these costs equals or exceeds the costs, the Government may procure and pay for such transportation in full.

e. If the amount available is less than the cost, the Government may procure and pay for the transportation, but must collect from the employee the difference between the total costs and the amount to be applied against the costs.

f. The employee may elect to pay the total costs and submit a claim for reimbursement for the applicable amount.

g. Additional penalty conditions are prescribed for DoDEA teachers in par. C5580-D.

3. Employee Completes One or More Years but Does Not Complete the Specified Service

a. If an employee serves one or more years under a renewal agreement but does not serve the entire period specified in the renewal agreement, the employee is not liable for travel and transportation allowances for:

(1) Travel from the PDS at which the employee completed the previous tour to the actual residence;

(2) Travel from the actual residence to the PDS at which the employee failed to complete the agreed-upon tour; and

(3) Direct travel of dependents, and HHG shipment (including SIT) between the PDS where the employee failed to complete the service agreement and the previous PDS where the employee satisfied the previous service agreement.

b. If the PDS is different, the employee is:

(1) Financially responsible for the costs of transportation for self, dependents and HHG from the PDS at which the employee did not complete the agreed-upon tour under the renewal agreement to the actual residence.

(2) Credited against this liability, is an amount equal to the costs of transporting, from the former PDS at which the service requirement was completed to the actual residence, the employee's HHG and any of the employee's dependents who did not accompany the employee to the actual residence for leave, provided the employee actually was separated from Government service. These credits and any remaining liability are computed as in par. C5580-C1.

D. DoDDS Teachers. In addition to the other penalties for violation of agreements (see par. C5560), a DoDDS teacher who fails to report for service at the beginning of the next school year is financially responsible to the employing Military Department for:

1. An amount equal to any LQA received during the recess period between school years; and

2. The reasonable value of any quarters and/or storage provided during the recess period.

C5585 COMPUTATIONS

A. General. Computations of an employee's liabilities and credits, including those remaining from an employee's previous tour(s) of duty, must be based on actual costs and/or constructed costs (i.e., the rates applicable at the time the employee fails to fulfill the terms of the new service agreement).

B. Military Sealift Command (MSC) and Air Mobility Command (AMC) Costs. The space-required rate must be used in computing MSC transportation cost and the common user tariff rate must be used in computing the AMC transportation cost. If these rates are not available at the OCONUS activity, they may be obtained from the nearest MSC or AMC traffic officer, as appropriate. Requests for MSC and AMC tariff rates should contain the travel dates and transportation, terminal points, names of persons concerned, and baggage weight.

C. Commercial Carrier Transportation Costs. Computation of commercial carrier transportation cost within CONUS must be made on the basis of the Government cost, without tax, for the accommodations furnished under Chapter 2, Part E. The employee must be allowed appropriate credit for Government-procured transportation documents or wholly/partially unused tickets that are returned.

D. Travel Time Compensation. Travel time compensation is not a travel cost and is not considered in computing liability.

E. Per Diem. Per diem for travel performed is an item of travel cost and must be considered in computing liability.

F. Extent of Employee Financial Responsibility to the Government. An employee's financial responsibility to the Government must be based on travel to and/or from the first PDS following a period of RAT. Travel and transportation allowances for subsequent reassignments within the OCONUS command, directed by the employing activity, are not the employee's financial responsibility.

G. Return Travel Costs

1. Government's Obligation. When sufficient travel and transportation allowances exist to cover travel costs for the full distance from the official OCONUS PDS to the actual residence, they are authorized and the Government's obligation is fulfilled.

2. Employee's Obligation. When it is determined that insufficient travel and transportation allowances exist to cover travel costs for the full distance from the official OCONUS PDS to the actual residence; the employee is financially responsible for the costs to the actual residence that exceed the employee's allowances. The employee:

a. Is authorized Government transportation, if available, from the OCONUS area to the POD or beyond by these regulations. In such cases, collections should be made, before the travel begins if required by finance regulations.

b. May be authorized repatriation transportation (see par. C6300) if the employee is without sufficient funds to pay for return HHG shipment expenses (including SIT at origin), and the conditions in par. C6300 are met.

c. May provide the transportation and be reimbursed for the Government's share upon submission of an appropriate voucher.

d. Must furnish receipts for claimed expenses (see par. C1310).

e. Is responsible for reimbursement of the Government's share based on the transportation mode that would have been used for the return over a usually traveled route to the actual residence. See par. C2203.

H. Sample Statement of Liability or Credit Violation of Renewal Agreement

SAMPLE STATEMENT OF
LIABILITY OR CREDIT VIOLATION OF RENEWAL
AGREEMENT

NOTE: The per diem/mileage rates and transportation costs used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html.

EMPLOYMENT HISTORY	
Name, Designation, Grade	Richard A. Rowe, Administrative Assistant GS-9
Official Duty Station	Munich, Germany
Place of Actual Residence	Buffalo, NY
Dependency Status	Single, no dependents
Service Record	Appointed 1 July 1990. Completed initial tour 30 June 1993. Signed renewal agreement 1 July 1993. Provided return transportation to Buffalo, NY, and after a period of leave, transportation to Munich, Germany where a new tour began on 20 August 1993. Resigned 15 January 1994 for reasons not acceptable to the Department of the Army.

TRAVEL AND TRANSPORTATION ALLOWANCES LIABILITY OR CREDIT	
LIABILITIES	
Round trip rail transportation from Munich, GE, to Frankfurt, GE	$ 28.00
Round trip AMC transportation from Frankfurt, GE, to McGuire AFB, NJ	162.00
Round trip transportation service from McGuire AFB, NJ, to Philadelphia, PA (airport)	7.00
Round trip commercial air transportation from Philadelphia, PA, to Buffalo, NY	52.00
Per diem to and from Munich, GE (tabulate number of days to appropriate rates)	+ 16.00
TOTAL	**$265.00**
CREDITS	
Rail transportation from Munich, GE, to Frankfurt, GE	$ 14.00
AMC transportation from Frankfurt, GE, to McGuire AFB, NJ	81.00
Transportation service from McGuire AFB, NJ, to Philadelphia, PA	3.50
Commercial air transportation from Philadelphia, PA, to Buffalo, NY	26.00
Per diem from Munich, GE, to Buffalo, NY	+ 8.00
TOTAL	**$132.50**

Liability $265.00 - Credit $132.50 = $132.50 due to the Government. There is no further Government liability.

Statement approved:

_____
A. B. Person, Civilian Personnel Officer
17 January 2005

Explanation: The employee satisfactorily completed the service required by the initial service agreement and is not liable for the travel and transportation allowances for travel from Buffalo to Munich. The employee violated the renewal agreement prior to completion of one year of service and owes the Government for round-trip travel and transportation allowances for travel from Munich to Buffalo. However, since the employee completed the first tour and is authorized one return to Buffalo at Government expense, the employee is given the credit of $132.50. Return travel from Munich to Buffalo is at personal expense.

I. Sample Cases. Liability/credit statements as a result of renewal agreement violation are prepared in the same manner as above for the following cases:

1. Case No. 1. An employee is transferred from the Army Materiel Command Headquarters, Ft Belvoir, VA, to London, England, for a 3-year tour. The employee has a spouse, son, daughter, and dependent parent. The spouse, son, and dependent parent travel to London with the employee. The daughter remains at a school in the U.S. HHG (7,800 pounds) are transported to London at Government expense. Total travel and transportation allowances are $1,500.

Upon completion of the tour in London, the employee signed a renewal agreement for a 2-year tour in Berlin, Germany. The employee, spouse, and son returned to Washington for leave. The HHG (8,750 pounds) were stored in London for 90 days prior to shipment to Berlin. The dependent parent visited Paris and returned to London while the employee was in Washington on leave. The employee's daughter, who had remained in the U.S., traveled at Government expense to Berlin with the employee, spouse, and son. The employee's dependent parent and HHG (8,750 pounds) were transported at Government expense from London to Berlin.

Prior to completion of the first year of the renewal agreement, the employee was removed from the position and separated from Government service because of misconduct. Since the removal resulted in violation of the renewal agreement, the employee is liable for the costs of transporting self, family, and HHG from Berlin to Washington.

a. Computations

(1) Since the employee satisfactorily completed the service required by the initial service agreement, the employee is not liable for the travel and transportation allowances for travel of self, spouse, son, and parent from Washington to London.

(2) Liabilities

Transportation for self, spouse, and son from London to Washington, DC	$ 627.00
Transportation for self, spouse, daughter, and son from Washington, DC to Berlin	944.00
Transportation of dependent parent from London to Berlin	131.00
Per diem for the employee from London to Washington, DC, and from Washington, DC, to Berlin	7.50
Per diem for spouse, son, daughter, and dependent parent from London to Berlin	6.00
Packing, drayage, and storage of HHG in London	140.00
Crating, drayage, transportation, and unpacking of HHG from London to Berlin	275.00
Miscellaneous Expense Allowance	+ 1000.00
TOTAL	**$3.130.50**

(3) Credits

Transportation of self, spouse, son, and dependent parent from London to Washington	$ 836.00
Packing, crating, drayage of HHG in London*	90.00
Transportation, SIT and unpacking of HHG (8,750 pounds) from London to Washington	1,240.00
Per diem for employee, spouse, son, and dependent parent from London to Washington	+ 12.00
TOTAL	**$2,178.00**

(4) Liability $3,130.50 - Credit $2,178.00 = $952.50 due to the Government. There are no further allowances. No credit is allowed for HHG storage in London between tours of duty since the renewal agreement was violated before completion of one year.

2. Case No. 2. An employee is recruited under a service agreement for a position in Okinawa for a 24-month tour. The employee is married and has one son. The employee is provided travel and transportation allowances for travel to Okinawa for self, spouse, and son, but HHG remain at Atlanta, GA, the actual residence. The employee completed the required tour in Okinawa and was furnished return transportation to Atlanta, GA, after signing a new renewal agreement for a 24-month tour in Ankara, Turkey.

After a period of leave in Atlanta, the employee, spouse, and 6,000 pounds of HHG are transported to Ankara at Government expense. The son remains in Atlanta to attend school and at the end of nine months travels at Government expense under the renewal agreement from Atlanta to Ankara.

The employee completed the tour at Ankara and signed a renewal agreement for a 2-year tour at Bremerhaven, GE. The employee was furnished return transportation to Washington, DC, but was not accompanied by spouse and son. After a period of leave in Washington, the employee was provided transportation to the new station in Bremerhaven. During his absence, the HHG were packed, crated, and shipped from Ankara to Bremerhaven, and placed in storage for 30 days prior to the family's arrival. The spouse and son were furnished Government transportation from Ankara to Bremerhaven.

The employee serves 18 months under the renewal agreement, resigns to return to the U.S. to enter private business, and was separated from Government service. Since the resignation is prior to the expiration of the 2-year tour, the service agreement is violated and the employee is liable for transportation costs from Bremerhaven to Atlanta.

a. Computations

(1) The tour in Okinawa was completed and employee is not liable for any of the travel and transportation allowances paid.

(2) The tour in Ankara was completed and no liability exists for travel and transportation allowances paid.

(3) Since the employee served 18 months at Bremerhaven, the employee is not indebted for any of the travel and transportation allowances previously paid under the agreement.

(4) Credits

Transportation for spouse and son (Ankara to Atlanta)	$ 500.00
Transportation HHG (8,700 pounds gross packed and crated at time of violation) from Ankara to Atlanta	840.00
Packing, crating, drayage, and unpacking of HHG in Ankara and Atlanta	+ 180.00
TOTAL	**$1,520.00**

(5) The cost of transportation for the employee, spouse, and son, and HHG from Bremerhaven to Atlanta, is $1,340.00. Since the employee was authorized a credit of $1,520.00, which exceeded the cost of transportation from Bremerhaven to Atlanta, the Government paid for all transportation to Atlanta.

NOTE: The cost figures used in the sample statement and case histories are for illustrative purpose only and are not to be construed as being correct, actual, or constructed costs.

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

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

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

C5705 ELIGIBILITY (FTR §302-3.402)

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

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

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

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

*4. The AO determines TCS is more advantageous than TDY (see par. C5710).

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

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

1. New appointee;

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

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

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

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

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

C5710 CONDITIONS

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

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

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

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

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

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

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

E. Assignment Length

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

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

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

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

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

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

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

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

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

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

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

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

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

*6. Mobile home transportation instead of HHG transportation (see Chapter 5, Part F);

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

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

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

B. Discretionary Allowances. The employee may be authorized:

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

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

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

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

   b. The transportation officer determines the NTS location.

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

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

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

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

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

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

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

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

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

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

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

4. Real estate expenses (see Chapter 14);

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

6. Property management expenses (see Chapter 15);

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

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

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

PART N: FAMILY VISITATION TRAVEL (FVT)

Paragraph	Contents
C6650	**GENERAL** A. Purpose for Family Visitation Travel B. Legal Authority C. Allowable Transportation Expenses D. Eligibility E. Travel by Commercial Transportation F. Travel Authorization G. Refund H. Year I. Charge to Leave J. Scheduling K. Travel to the CONUS or to a Non-foreign OCONUS Area L. Travel to Visit Dependents Located in a Foreign Country

PART O: EMERGENCY VISITATION TRAVEL (EVT)

Paragraph	Contents
C6675	**GENERAL** A. Purpose for Emergency Visitation Travel B. Legal Authority C. Allowable Transportation Expenses D. Travel by Commercial Transportation E. Travel Authorization F. Refund G. Definitions
C6676	**EVT CIRCUMSTANCES** A. General B. Charge to Leave C. Limitations
C6677	**SERIOUS ILLNESS OR INJURY** A. Limitation B. Requests for Travel Authorization C. AO's Responsibility D. Repayment Agreement E. Travel without Prior Authorization
C6678	**EVT IN THE EVENT OF DEATH OF IMMEDIATE FAMILY MEMBER** A. General B. Authorized Travel C. Statement Preparation and Submission D. Reimbursement for Travel at Personal Expense
C6679	**EVT BASED ON SPECIAL FAMILY CIRCUMSTANCES**

PART P: FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML)

Paragraph	Contents
C6700	**FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION** A. Policy B. Eligibility C. Limitation D. FEML Locations/Destinations E. Transportation F. Charge to Leave G. Dual Allowances H. Repayment of FEML Transportation Costs I. Travel Authorization J. Per Diem K. Legal Authority for this Part

PART Q: REST AND RECUPERATION (R&R) LEAVE TRAVEL

Paragraph	Contents
C6750	**R&R LEAVE TRAVEL** A. Policy B. Eligibility C. R&R Locations/Destinations D. Transportation E. Charge to Leave F. Travel Authorization G. Per Diem H. Legal Authority for this Part

PART R: CIVILIAN FAMILY MEMBER OF A SERIOUSLY ILL OR INJURED MEMBER

Paragraph	Contents
C6800	**GENERAL**

CHAPTER 6

TRAVEL UNDER SPECIAL CIRCUMSTANCES

PART O: EMERGENCY VISITATION TRAVEL (EVT)

***NOTE*: See Chapter 6:**
1. Part B for allowable expenses in a case of the death of an employee or dependent.
2. Part J for emergency travel and transportation of employees due to illness or injury or a personal emergency situation while on TDY.
3. Part M for health care travel and transportation allowances for employees assigned at PDS outside CONUS and outside non-foreign OCONUS areas.
4. Part N for Family Visitation Travel (FVT) when immediate family evacuated from employee's foreign PDS.

Effective for Travel on or after 19 May 2004
C6675 GENERAL

Effective 17 September 2004
A. Purpose for Emergency Visitation Travel. The purpose of Emergency Visitation Travel (EVT) is to allow an eligible employee (see par. C6675-G1) and/or eligible family member(s) (see par. C6675-G2) to travel at Government expense to the CONUS, non-foreign OCONUS area, or other location in certain situations of family emergency. EVT is authorized. It is not a discretionary allowance. EVT expenses are the responsibility of the eligible employee's command. EVT is not permitted for travel within the foreign area/country of assignment. Employees away from the PDS on leave or TDY in CONUS or non-foreign OCONUS are not eligible for EVT. EVT is authorized in circumstances involving:

1. A serious illness or injury of an immediate family member, see pars. C6675-G3 and C6677;

2. Death of an immediate family member, see pars. C6675-G3 and C6678; and

3. Special family circumstances, see par. C6679.

B. Legal Authority. 10 USC §1599b; 22 USC§4081

Effective 17 September 2004
C. Allowable Transportation Expenses. Allowable transportation expenses can be paid directly to the provider or reimbursed to the eligible individual, for:

1. The transportation cost from the airport serving the employee's PDS (or applicable originating point) to the airport serving the destination authorized for EVT and return; and

2. Airport taxes and transportation between airports (*see* ***NOTE 1***).

See par. C6676-C for limitation on transportation costs.

***NOTE 1*: Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation from PDS or home (or destination) to airport is not authorized.**

***NOTE 2*: Per diem, and excess baggage or unaccompanied baggage charges are not payable or reimbursable.**

D. Travel by Commercial Transportation. The following rules apply.

1. Commercial transportation must be by the most expeditious mode (ordinarily air service) on direct routing.

2. Indirect routing is permissible only when official duties must be performed en route or when it is to the Government's advantage to purchase a ticket in foreign currency at an intermediate point.

3. Accommodations must be in coach (unless premium-class accommodations are authorized/approved under par. C2204-B) or, when air service is not available, minimum first-class ship, rail, or bus service.

4. Special fares such as excursion fares and round-trip fares must be used to the maximum extent prudently possible.

5. US-flag carriers must be used except as indicated in par. C2204-C.

6. Reimbursement may not exceed allowable transportation expenses actually incurred.

7. Excess and near excess foreign currencies must be used to the maximum extent feasible.

E. Travel Authorization. The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize EVT transportation. Rules concerning transportation accommodations for TDY travel also apply to EVT. See par. C2204 regarding use of commercial aircraft and par. C2203 about arranging official travel.

F. Refund. An employee must repay Government-paid or reimbursed EVT expenses when EVT is used as a substitute for travel for which EVT use is not authorized; for example, return to the CONUS or to a non-foreign OCONUS area and resignation.

G. Definitions

1. Eligible Employee - An employee who is a US citizen assigned at a foreign OCONUS area/country PDS, who has a transportation agreement that provides for return travel to the employee's actual residence.

2. Eligible family member - The eligible employee's spouse, or children of the eligible employee and/or the spouse who are part of the employee's household.

3. Immediate Family member - For the purpose of this Part means the following relatives of the employee:

a. Spouse, and parents thereof;

b. Children, including adopted children and spouses thereof;

c. Parents;

d. Brothers and sisters, and spouses thereof; and

PART R: CIVILIAN FAMILY MEMBER OF A SERIOUSLY ILL OR INJURED MEMBER

*C6800 GENERAL

A civilian employee, who is authorized travel under a competent travel authorization as a family member of an active duty member who is seriously ill, seriously injured or in a situation of imminent death, is in a TDY status. TDY travel authorizations for family member travel per JFTR, par. U5246 must be issued and cite par. C6800 as authority. The service member's organization is responsible for funding the employee's TDY travel. The transportation mode/routing must be in accordance with Chapter 2. Other civilians must be issued ITAs and are authorized allowances under JFTR, par. U5246.

CHAPTER 10

MOBILE HOME TRANSPORTATION (FTR PART §302-10)

(SEE CHAPTER 5, PART F)

CHAPTER 13
SUBSISTENCE EXPENSES WHILE OCCUPYING TEMPORARY QUARTERS

PART A: GENERAL

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

PART B: TQSE(AE)

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

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

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

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

PART C: TQSE(F)

Paragraph **Contents**

C13300 **PURPOSE**

C13302 **LIMITATIONS**

C13305 **TQSE(F) OPTION**

C13310 **LIMITATIONS**

C13315 **RECEIPTS AND SUPPORTING DOCUMENTATION**

C13320 **COMPUTATION**
A. HHT
B. Basis for Payment
C. TQSE(F) Per Diem Rates/Percentages
D. TQSE(F) Computation Example
E. TQSE(F) Computation Chart

PART D: SUBMITTING CLAIMS FOR TQSE

PART C: TQSE(F)

C13300 PURPOSE

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

C13302 LIMITATIONS

1. The AO, ***not the employee***, determines if TQSE(F) is necessary.

2. If the AO chooses, TQSE(F) may be offered to the employee.

3. The employee may decline the TQSE(F) offer and choose to be reimbursed by TQSE(AE) if the AO authorizes/approves TQSE.

4. TQSE(F) is a lump-sum payment based on the locality per diem rate at the new PDS.

5. TQSE(F) may be authorized for the number of days determined necessary, up to 30 days. ***NOTE: The AO is not required to authorize the full 30 days.***

6. The employee may not be paid any additional TQSE if the TQSE(F) is not adequate to cover TQSE expenses.

7. If the TQSE(F) amount is more than adequate to cover the employee's TQSE expenses any balance belongs to the employee (GSBCA 16208-RELO, 24 October 2003/GSBCA 16408-RELO, 14 July 2004/GSBCA 16420-RELO, 15 July 2004).

8. TQSE does not include local transportation expenses incurred during the occupancy of temporary quarters.

C13305 TQSE(F) OPTION

Effective 14 December 2004
NOTE: TQSE must be authorized before temporary quarters are occupied and may not be approved after the fact (FTR §302-6.7).

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

1. Administration Ease. TQSE(AE) requires review of claims, receipts, and supporting statements, for the validity, accuracy, and reasonableness of each expense amount. No review is required for TQSE(F) because receipts and supporting statements are not required.

2. Cost Considerations

   a. TQSE(AE) may continue for up to 120 consecutive days. ***TQSE(F) is limited to no more than 30 days, with no extensions under any circumstances***.

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

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

***C13310 LIMITATIONS**

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

B. Time Limitation. The agency ***can not*** impose limitations on when TQSE(F) begins (GSBCA 16267-RELO, 10 December 2003).

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

C13315 RECEIPTS AND SUPPORTING DOCUMENTATION

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

C13320 COMPUTATION

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

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

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

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

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

APPENDIX F

CONSUMABLE GOODS ALLOWANCES

PART I: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES

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

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

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

LOCATIONS		
Afghanistan, Kabul	Eritrea, Asmara	Niger, Niamey
Albania, Tirana	Estonia	Nigeria, Lagos
Algeria, Algiers	Ethiopia, Addis Ababa	Norway, Bodo
Angola, Luanda	Gabon, Libreville	Oman, Muscat
Armenia, Yerevan	Georgia, Tbilisi	Pakistan, Islamabad Quetta
Azerbaijan, Baku	Ghana, Accra	Philippines, Manila
Bangladesh, Dhaka	Guinea, Conakry	Poland, Warsaw
Belarus, Minsk	Guyana, Georgetown	Romania, Bucharest
Bolivia, La Paz	Haiti	Russia, Moscow St. Petersburg
Bosnia & Herzegovina, Federation of	*India, Calcutta Chennai Mumbai New Delhi	Rwanda, Kigali
Botswana	Indonesia	Senegal
Bulgaria, Sofia	*Kazakhstan, Almaty (Alma-Ata) Astana (Aqmola)	Serbia & Montenegro, Republics of Belgrade
Burkina, Ouagadougou	Kenya	Sierra Leone, Freetown
Burma, Rangoon	Kyrgyzstan, Bishkek	Somalia, Mogadishu
Burundi, Bujumbura	Laos	Sri Lanka, Colombo
Cambodia, Phnom Penh	Latvia, Riga	Sudan, Khartoum
Cameroon, Yaounde	Liberia, Monrovia	Suriname, Paramaribo
Central African Republic, Bangui	Lithuania, Vilnius	Syria, Damascus

Chad, N'Djamena	Macedonia, The Former Yugoslav Republic of, Skopje	*Tanzania, Dar es Salaam (eff 19 April 2005)
China, Beijing Shanghai	Madagascar, Antananarivo	Togo, Lome
Congo, Democratic Republic of the Kinshasa	Malawi, Lilongwe	Turkmenistan, Ashkhabat
Congo, Republic of the Brazzaville	Mali, Bamako	Uganda, Kampala
Cote d'Ivoire, Abidjan	Mauritania, Nouakchott	Ukraine, Kiev
Cuba, Havana	Mongolia, Ulaanbaatar	Uzbekistan, Tashkent
Cyprus, Nicosia	Moldova	Vietnam
Djibouti	Mozambique, Maputo	Yemen, Sanaa
East Timor	Nepal, Kathmandu	Zambia, Lusaka
Ecuador, Quito	Nicaragua, Managua	Zimbabwe

c. Service regulations.

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

D. Transportation Reimbursement

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

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

***T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)**

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

Effective 27 April 2005
B. Commercial Transportation. The Services must require that CTOs arrange commercial transportation in accordance with law, Government policies, agreements and contracted rates using American flag carriers and coach-class accommodations whenever possible. The AO may, under certain conditions, authorize the CTO to arrange other than contract city-pair flights, or to arrange foreign flag carriers, or business- (but not first-) -class accommodations ***(see JTR, par. C1060, NOTE 1 and JFTR, par. U4326, NOTE 1)*** when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in JTR, pars. C2204-B2 and C2208-C (trains only) and JFTR, pars. U3125-B2 and U3135-C (trains only) may authorize business- or first-class accommodations use.

Effective 28 Apr 05
C. Rental Vehicles (Includes Aircraft). When rental vehicle use is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to and from the rental facility (see JFTR, par. U1410 and JTR par. C1410). The following expenses are also reimbursable: parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); any per-day administrative fee called for in the SDDC rental car agreements; garage, hangar or boathouse rental; subsistence of operator; and optional extra collision hull insurance for rental aircraft. When possible, the CTO, per TRANSCOM policy, reserves a rental vehicle from a company that subscribes to the SDDC rental car agreement. ***Travelers are not reimbursed for rental car insurance coverage purchased in the United States or its territories and possessions regardless of the vendor from whom the rental car is rented.*** Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries. When a compact rental car (the "standard" for TDY travel), does not meet requirements, the AO may authorize the size vehicle appropriate to the mission. Claims for damage to rental vehicles, while the vehicles are being used for official business, are reimbursable to the traveler or the rental car company, as appropriate, as miscellaneous transportation expenses if adjudicated as payable under the procedures set forth in the DoD Financial Management Regulation (Volume 9, Chapter 4) (found at website ***http://www.dtic.mil/comptroller/fmr/***) (or appropriate Service directives for the non-DoD Services). ***Reimbursement for personal funds for damage sustained by a rented automobile while being used on other than official business is not authorized.***

Effective 28 April 2005

D. Government Transportation

1. The TO arranges international Government airlift under AMC contract/control, when it is available and satisfies mission requirements.

2. The TO provides Government ground transportation. (Within the Navy, Government vehicles are obtained directly from the providers, ordinarily Public Works.) Only use Government transportation for official business to go to and from: the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose and the traveler has an accident, the traveler may have to cover the expenses and liabilities. Use Government servicing for the vehicle whenever possible. When Government servicing is not available, the AO may authorize reimbursement of actual vehicle operating expenses. These expenses include: gas and oil; parking fees; repairs; ferry fares; bridge, road or tunnel tolls; trip insurance for travel in foreign countries; guards; and storage fees.

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

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

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

Effective 18 November 2004

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

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

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

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

T4040 LIVING EXPENSES (PER DIEM)

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

A. Lodging Overnight Required -Business Travel Standards

1. Sleeping

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

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

c. Civilian Employees

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

(2) The head of a DoD component (see Appendix A) concerned may authorize zero per diem or per diem rates in lesser amounts than those prescribed in ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*** the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the DoD component concerned or to a commander/head of DON activity, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel order before travel begins (or part of an order amendment covering a prospective period after the order modification), travel orders, modified after the fact, prescribing per diem rates different from those prescribed in ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*** are without effect. The locality rates in ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*** are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS. See ***NOTE 1*** (applicable to civilian employees) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry cleaning/pressing of clothing.

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

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

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

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

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

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

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

(a) Mortgage interest;

(b) Property tax; and

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

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

Effective 20 September 2004
g. If the traveler incurs an exchange fee to trade an owned timeshare period for a comparable period at lodgings at the TDY point, the exchange fee (but not the annual maintenance fee) is reimbursed as a lodging cost (B-254626, 17 February 1994).

2. Eating

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

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

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

Effective 1 October 2003
3. Incidental Expenses (IE). Travelers are paid an allowance for miscellaneous expenses, such as tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE in CONUS is $3.00. The OCONUS daily IE is the rate for the applicable locality per diem, or $3.50 when the AO determines $3.50 to be adequate for anticipated incidental expenses.

***NOTE 1*: Applicable to civilian employees:**

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

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

***NOTE 2*: Applicable to uniformed members:**

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

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

B. Lodging Overnight Required - Schoolhouse Training Standards

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

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

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

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

1. Personnel traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily

reimbursed, should be provided to the travelers. No per diem is payable when no/limited reimbursement is directed in the orders for personnel traveling together. The restriction on paying per diem only includes travel days between duty locations and does not involve allowances for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 of the day the member arrives at the TDY location. The prohibition begins again at 0001 of the departure day from the TDY location until arrival at the PDS. Most members pay the food cost without operating expense, and civilians pay the food cost and operating expense. Civilians are authorized reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement must never be done simply to save travel funds.***

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

Effective 31 January 2003 for members and 31 July 2003 for employees
3. Joint deployments involve the temporary assignment of travelers of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The Combatant or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the main body of the deployed force, but business travel might be appropriate for an interim staging base. In choosing the option to use, the Combatant or JTF Commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the Combatant Commander should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The Combatant or JTF Commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to individual travelers. Table 1 shows the effect of each option on per diem. ***Exception: A traveler receiving the GMR rate while TDY to a JTF Commander's area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. T4040-A2b (e.g., If a TDY traveler travels from one location in the AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless Government meals are not available).*** The Combatant or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in orders.

4. <u>TDY Aboard Ships</u>

a. No per diem is payable when TDY aboard a U.S. ship since quarters and mess are provided. Civilians are reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship.

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial ship and incurs an expense for other than Government meals. The AO may establish a per diem allowance equal to the daily expenses.

JOINT TASK FORCE OPERATIONS TDY OPTIONS

SUBSIST ASHORE

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

SUBSIST ABOARD GOVERNMENT SHIP 3/

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

1/ Full Meal Rate = Food costs plus operating expenses.
2/ Discount Meal Rate = Food costs only.
3/ Members/employees deployed who are ordered to subsist ashore – see "Subsist Ashore" (above table) for order type and payment guidelines.

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

Table 1. Deployment - Joint Operations TDY Options

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);

Effective 1 April 2005
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

Effective 28 April 05
*1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses see par. T4030.

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.

C. Travel for Annual Training (AT). For AT travel, members are authorized payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. Per Diem Not Payable. No per diem is payable to:

1. Reservists at an AT site when both Government quarters and meals are available, but the member is authorized reimbursement for the Government quarters charge. If Government quarters and/or meals are not available, per diem is payable under par. T4040-A;

2. Reservists on active duty without pay;

3. Newly enlisted members undergoing training when both Government quarters and meals are available;

4. Public health service Officers called to active duty for Commissioned Officer Student Extern Program (COSTEP);

5. Reservists who commute daily or AO determines members can commute except for authority under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;

6. Reservists on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient Government housing, reimbursement for actual lodging cost is authorized;

7. Standby Reserves voluntarily performing without pay.

E. Per Diem. When a Reserve Component member is ordered to:

1. Schoolhouse training, par. T4030 applies for transportation and par. T4040-B for per diem;

2. Deploy, to be one of personnel traveling together under orders directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4040-C applies for per diem for periods under 20 weeks. Par. T4030 applies for transportation;

3. Active duty for any other purpose for less than 20 weeks, per diem is determined under business travel rules in par. T4040-A, and transportation under par. T4030;

4. Active duty for other than training for 140 or more days (20 or more weeks) because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, per diem is determined under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C), and transportation under par. T4030.

F. Funeral Honors Duty. Members of the Reserve Components who perform funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member's residence are authorized travel and transportation allowances as for business travel under pars. T4030 and T4040-A & T4040-D.

SUMMARY OF ALLOWANCES FOR RESERVE COMPONENTS PERSONNEL

ACTIVE DUTY WITH PAY 1/

SITUATION 2/	TRANSPORTATION 3/4/	PER DIEM
Annual training duty 5/	Par. T4030 applies.	Not authorized if Gov't qtrs 6/ & mess available 7/; else par. T4040 applies.
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP).	Par. T4030 applies.	Not authorized.
Pipeline Student--newly enlisted member undergoing training.	Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030.	Not authorized if Gov't qtrs & mess available.
Member commutes or AO determines member can commute.	Par. T4030-E applies for one-round trip only provided the place of active duty is outside home's town/city limits.	Not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home's town/city limits.
Active duty for less than 20 weeks at one location.	Par. T4030 applies.	Par. T4040 applies.
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for 140 or more days (20 or more weeks).	Par. T4030 applies if the Secretarial Process authorizes per diem; otherwise Chap 5 applies.	Par. T4040 applies if the Secretarial Process authorizes per diem; otherwise Chap 5 applies.

ACTIVE DUTY WITHOUT PAY

	TRANSPORTATION	PER DIEM
Others performing duty without pay.	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for Standby Reserve.	Not authorized except occasional meals and/or quarters may be authorized (see par. T4040-C) for travel days only 8/.

1/ Applies to members of the reserve components called/ordered to active duty with pay under orders that provide for return to home or place from which called/ordered to active duty. Includes retired members called to active duty with or without pay (except for periodic physicals for members on the TDRL, see JFTR, par. U7250).
2/ Except as noted in JFTR, par. U2146.
3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.
4/ Reservists may not be paid for commuting from home to duty--only one round-trip may be paid.
5/ Since a training location is the PDS, no per diem is payable when Government quarters & mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.
6/ Temporary lodging facilities are not Government quarters for purposes of this table.
7/ Reservists on active duty for training not otherwise authorized per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.
8/ Reservists on active duty for training not otherwise authorized per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/

SITUATION	TRANSPORTATION	PER DIEM
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home.	1. May be authorized reimbursement under par. T4040-F. 2. 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.	Not authorized.
Travel from home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/ assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/ assigned unit to alternate site within the local commuting area.	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.	Not authorized.
Standby Reserves voluntarily performing without pay.	Not authorized.	Not authorized.

Table is for informational purposes only. Allowances are prescribed in par. T4045.

1/ For travel allowance purposes, the assigned unit is the designated post of duty.

2/ TDY station is alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home for the purposes of this paragraph.

3/ Reservists on inactive duty for training who are not otherwise authorized per diem and who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

Table 2. TDY Allowances for Reserve Component Personnel

T4050 TAKING A TYPICAL BUSINESS TRIP

A. Before the Trip

1. Getting a Cost Estimate. Travelers should get a CTO should-cost estimate for the trip. It is the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including taxes), and rental car (if authorized) fees. The estimate also must reflect the per diem rate broken out by M&IE and lodging. A traveler may ask the CTO to estimate the amount for using a private vehicle or other commercial transportation.

2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's should-cost estimate (as the AO approves for mission reasons) is the reimbursement baseline.

3. Getting Authorization for Travel. The AO authorizes the TDY, the arrangements, and obligates funds to pay for the trip. The CTO updates the Trip Record with the fund cite provided by the AO. The resulting document is the travel authorization.

4. Getting the Travel Packet. The CTO gives the traveler the Trip Record with the confirmed reservations and commercial transportation tickets. The TO provides the documents needed for Government transportation if the CTO does not provide this service. ***Travelers must guard tickets carefully***. However, if a transportation ticket issued to a traveler is lost or stolen, the traveler must make an immediate report to the CTO. The traveler is financially responsible to purchase a replacement ticket. If the Government pays for the lost/stolen transportation ticket, the traveler must not be reimbursed for the purchase of a replacement ticket until the Government has received a refund for the lost/stolen ticket. If the traveler paid for both tickets, reimbursement is authorized initially only for the first ticket purchased. If that first ticket is recovered, turned in for refund, and the Government repaid, the traveler may then be reimbursed for the second ticket NTE the cost of the first ticket. The traveler must return unused transportation tickets to the CTO.

5. Paying for Arranged Services and Getting Cash to Pay for Expenses while Traveling. The CTO must charge airline tickets, lodging, and rental car reservations on the traveler's individual or unit travel card; airline tickets in some cases may be charged to a centrally billed account. While on the trip, travelers should charge other

expenses incident to official travel on their individual or unit Government travel card whenever possible. For official travel-related expenses that cannot be charged, travelers can avoid using their own money by using their individual Government travel card to obtain cash advances or travelers checks. Advances are not an option on unit travel cards.

B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO's 24-hour 1-800 number, if possible, to have the needed changes made. The CTO must update the traveler's Trip Record. The AO may approve the changes after the trip is complete. However, it is best if the traveler gets the AO's authorization up-front, and has the Trip Record updated. In any case, the traveler is reimbursed only for changes the AO approves on the Trip Record.

2. Receipts. Travelers must keep all receipts for lodging and receipts for any individual official travel expense of $75 or more.

C. After the Traveler Returns

1. Filling out the Expense Report. A traveler should fill out and turn in the expense report portion of the Trip Record within 5 working days after returning from the trip. The receipts are to be attached to the expense report. Electronic Fund Transfer (EFT) is the preferred method of reimbursement. Within EFT, the traveler has two options. The traveler may request (a) direct electronic transfer to the Government contracted travel card company of the authorized expenses charged to the card with the remainder going to the traveler's personal bank account, or (b) an electronic transfer of the full amount to the traveler's personal bank account. Under option (a), the traveler must not have to write a check to the travel card company for official expenses charged.

2. Getting It Approved. The AO must approve the expenses on the Trip Record for the traveler to get paid. This includes reviewing the required receipts.

3. Turning in the Expense Report. A finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid is the amount the AO approves.

4. Random Audits. Random audits of travel expense reports are conducted.

T4060 AUTHORIZING OFFICIAL'S RESPONSIBILITIES

A. General. Authorizing Officials have broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred in connection with that mission. For civilian travelers, the AO must determine the purpose of the travel (see JTR/JFTR, Appendix H) for notation on the Trip Record. The CTO is central in helping to execute those responsibilities.

1. The CTO generates a Trip Record. On it, the CTO prepares a should-cost estimate that reflects standard arrangements made in compliance with travel policies using Government negotiated airline, lodging, and rental car rates. If the standard arrangements do not meet the needs of the mission, the CTO provides other travel options to satisfy mission requirements, and conform to law, regulation, policy, and contractual obligations. Use the should-cost estimate to determine if the travel budget can support the travel. Authorize CTO identified should-cost standard arrangements, unless additional or unusual cost options are required to complete the mission and they make good overall business sense.

2. The CTO and TO must have available information on policies relating to transportation and travel arrangements. Get other needed travel-related information from command channels or Service headquarters. Use management information from the CTO and the travel card company to assist in future travel decisions.

3. Make sure travelers have access to the unit's travel card if they do not have individually issued cards. Refer inquiries about card usage to the local card program coordinator.

4. Adhere to policies and procedures discussed in this regulation, use good judgment in obligating unit funds, and ensure travelers receive adequate reimbursement under policies established in this regulation.

B. What's Allowable and Not Allowable

1. Transportation

a. What AOs may direct. AOs may direct the traveler to use a particular mode of travel, except for private or rental vehicle. Only direct a specific mode when it is essential to mission success.

b. Options on contract flights use. ***NOTE: Contract-city airfares must not be used for personal travel. (See JFTR, par. U3145-C, item 12, and JTR, par. C2002-C, item 12.)*** The CTO must use contract flights and fares in scheduling travel. In unusual circumstances, AOs may authorize the CTO to make other arrangements if:

(1) Seating space on the scheduled contract flight is not available in time to accomplish the mission, or use of the contract flight would increase the overall cost of the trip;

(2) The contract carrier's flight schedule does not operate during normal working hours;

(3) A fare, that is available to the general public, is less than the contract fare and would result in lower total cost to the Government;

(4) Rail service is available, cost effective, and consistent with mission requirements;

(5) Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler; or

(6) The AO determines that a restricted fare (e.g., excursion fare, special fare) is cheaper and is worth the restriction/eligibility risks if travel plans change.

The AO ensures that the rationale for not using contract flights is recorded on the Trip Record.

NOTE: See JTR, par. C2002 or JFTR, par. U3145 for policy and FAQs regarding use of the Contract City-pair Program.

Effective 27 April 2005
*2. Authorizing Business-class Transportation Accommodations. Only the officials listed in JTR, pars. C2204-B2b and C2208-C (trains only), and JFTR, pars. U3125-B2b and U3135-C (trains only) may authorize/approve business-class accommodations use (two-star level or civilian equivalent). Examples of reasons for use of business-class accommodations are found in JTR, par. C2004-B4 and JFTR, par. U3125-B4 (the reason must be recorded on the Trip Record).

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	***1 Jan 2003***
Argentina	Southern	Miami	30 Apr 2005
Armenia, Yerevan	European	Frankfurt	30 Apr 2005
*Australia, Alice Springs	Pacific	Honolulu	31 Aug 2006
*Australia, Exmouth	Pacific	Perth	31 Aug 2006
*Australia, Learmonth	Pacific	Perth	31 Aug 2006
Azerbaijan, Baku	European	Frankfurt	31 Jul 2005
Bahrain	Central	Frankfurt	31 Oct 2005
*Bangladesh, Dhaka	Pacific	Honolulu	31 Aug 2006
Barbados	Southern	Miami	30 Apr 2005
Belarus, Minsk	European	Frankfurt	30 Apr 2005
Belize	Southern	Miami	30 Apr 2005
Bolivia	Southern	Miami	30 Apr 2005
Botswana, Gaborone	European	Frankfurt	***31 Mar 2005***
Brazil	Southern	Miami	30 Apr 2005
Bulgaria, Sofia	European	Frankfurt	***31 Mar 2005***
*Burma, Rangoon	Pacific	Honolulu	31 Aug 2006
*Cambodia, Phnom Penh	Pacific	Honolulu	31 Aug 2006
Cameroon, Yaounde	European	Frankfurt	30 Apr 2005
Chad, N'djamena	European	Frankfurt	30 Apr 2005
Chile	Southern	Miami	30 Apr 2005
*China, Beijing	Pacific	Honolulu	31 Aug 2006
Columbia	Southern	Miami	30 Apr 2005
Costa Rica, San Jose	Southern	Miami	30 Apr 2006
Croatia, Zagreb	European	Frankfurt	***31 Mar 2005***
Cuba, Guantanamo Bay	Southern	Jacksonville	31 Dec 2006
Cuba, Havana ***(for Coast Guard uniformed members only)***	USCG	Miami	18 Dec 2005
Cyprus, Nicosia	European	Frankfurt	***31 Mar 2005***
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 Aug 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 Aug 2006
*India, New Delhi	Pacific	Honolulu	31 Aug 2006
*Indonesia, Jakarta	Pacific	Honolulu	31 Aug 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/ (***eff 28 May 2004***)	Pacific	Chicago or Los Angeles	31 Aug 2006
Kuwait	Central	Frankfurt	31 Oct 2005
Kyrgyzstan, Bishkek	Central	Frankfurt	31 Oct 2005
Laos, Vientiane ***(eff 29 October 2004)***	Joint POW/MIA	Honolulu	31 Oct 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 (***eff 28 May 2004***)	Pacific	Frankfurt	31 Aug 2006
*Malaysia, Kuala Lumpur	Pacific	Sydney	31 Aug 2006
Mali, Bamako	European	Frankfurt	30 Apr 2005
Marshall Islands, Majuro	Pacific	Honolulu	31 Aug 2006
*Mauritania ***eff 28 April 2005***	European	Frankfurt	31 March 2007
Mexico	Southern	San Antonio	30 Apr 2005
Moldova, Chisnau	European	Frankfurt	30 Apr 2005
*Mongolia, Ulaanbaatar	Pacific	San Francisco	31 Aug 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 Aug 2006
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
akistan	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 Aug 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 2004***
Senegal, Dakar	European	Frankfurt	30 Apr 2005
Serbia and Montenegro, Belgrade	European	Frankfurt	30 Jun 2005
*Singapore	Pacific	Honolulu (***eff 14 Apr 2004***)	31 Aug 2006
South Africa, Pretoria	European	Frankfurt	***31 Mar 2005***
*Sri Lanka, Columbo	Pacific	Frankfurt	31 Aug 2006

Suriname	Southern	Miami	30 Apr 2005
Syria, Damascus	Central	Frankfurt	31 October 2005
Tanzania, Dar Es Salaam	European	Frankfurt	30 Apr 2005
*Thailand, Bangkok	Pacific	Honolulu	31 Aug 2006
*Thailand, Chiang Mai	Pacific	Honolulu	31 Aug 2006
Trinidad and Tobago	Southern	Miami	30 Apr 2005
Tunisia, Tunis	European	Frankfurt	***31 Mar 2005***
Turkey, Ankara	European	Frankfurt	30 Apr 2005
Turkey, Izmir	European	Frankfurt	***1 Jan 2003***
Turkmenistan, Ashgabat	Central	Frankfurt	31 Oct 2005
Uganda, Kampala	European	Frankfurt	30 Apr 2005
Ukraine, Kiev	European	Frankfurt	***31 Mar 2005***
United Arab Emirates	Central	Frankfurt	31 Oct 2005
Uruguay	Southern	Miami	30 Apr 2005
Uzbekistan, Tashkent	Central	Frankfurt	31 Oct 2005
Venezuela	Southern	Miami	30 Apr 2005
*Vietnam, Hanoi	Pacific	Honolulu	31 Aug 2006
Yemen	Central	Frankfurt	31 Oct 2005
Zambia, Lusaka	European	Frankfurt	***31 Oct 2004***
Zimbabwe, Harare	European	Frankfurt	***31 Mar 2005***

1/ Exception to the 24-month tour requirement approved by ASD(FMP) 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.