

VOLUME 2
JOINT TRAVEL REGULATIONS
CHANGE 478

Alexandria, VA

1 August 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 August 2005 unless otherwise indicated.

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

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

ROBERT GODWIN
Deputy Assistant Secretary for
Force Management and Integration

This change includes all material written in CAP Items 13-05(E); 19-05(E); and 24-05(E); and civilian editorials C05027 through C05032; C05034 and C05035. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 477 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 478:

C1410-A4; T4040-E4. Corrects incorrect cross-references. C2200-A; C2204-B1f; C2204-B4a; C2204-B4i; Appendix A. Implements FTR Amendment 2005-304 that revises the definition of first-class. Redefines a two cabin aircraft as coach and business-class when that is what the airfare is coded, rather than coach and first-class.

C2204-B4i; C2204-C; T4025-C; T4060-B3. Clarifies that State Department and USAID authority for use of foreign air commercial carriers between foreign locations, even when U.S. Flag carriers are available, does not apply to uniformed members, DoD civilian employees or their dependents.

C5160-A; C5160-D4; C5160-H1. Clarifies that the Personal Property Shipping Office is responsible for computing charges to determine which is the cheaper method of moving household goods (actual expense or commuted rate).

T4000. States that activities authorized to use Appendix O are listed at the end of this Appendix.

Chapter 4, Part S. Adds guidance for conference planning.

Appendix A. Aligns lists under 'DoD Components' for clarity.

Appendix L, par. B1b; Appendix O, Table of appendix. Changes the name of the Ballistic Missile Defense Organization (BMDO) to Missile Defense Agency (MDA).

Appendix Q. Changes tour length for Sigonella, Italy from 24 months to 36 months effective 9 May 2005 and inserts some clarifying punctuation.

Appendix S. Changes the recertification date and command for Mexico FEML and changes the recertification date for all other SOUTHCOM locations to 30 April 2007.

VOLUME 2

JOINT TRAVEL REGULATIONS

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

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
472	i	478	C2E-7	459	C4G-1	420	C4R-1
478	iii	478	C2E-9	477	C4H-1	455	C4S-1
478	v	467	C2E-11	468	C4I-1	462	C4S-3
470	vii	474	C2E-13	468	C4I-3	476	C4S-5
471	ix	477	C2E-15	471	C4J-1	478	C4S-7
470	C-i	477	C2E-17	477	C4J-3	478	C4S-9
470	C-iii	461	C2F-1	474	C4J-5	478	C4S-11
470	C-v	468	C2G-1	471	C4J-7	478	C4S-13
474	C1-i	473	C2G-3	465	C4K-1	478	C4S-15
470	C1-iii	455	C2H-1	465	C4K-3	453	C4T-1
470	C1-v	462	C2H-3	470	C4K-5	453	C4T-3
474	C1A-1	474	C2I-1	465	C4K-7	469	C5-i
474	C1A-3	443	C2J-1	477	C4L-1	473	C5-iii
477	C1B-1	475	C3-i	477	C4L-3	477	C5-v
477	C1B-3	463	C3A-1	477	C4L-5	477	C5-vii
477	C1B-5	463	C3A-3	477	C4L-7	477	C5-ix
475	C1B-7	463	C3B-1	477	C4L-9	477	C5-xi
476	C1B-9	475	C3B-3	472	C4L-11	464	C5A-1
475	C1B-11	473	C3C-1	470	C4L-13	459	C5A-3
477	C1B-13	469	C3C-3	473	C4L-15	477	C5A-5
467	C1C-1	469	C3C-5	471	C4L-17	477	C5A-7
447	C1D-1	469	C3C-7	474	C4L-19	477	C5A-9
474	C1E-1	469	C3C-9	474	C4L-21	472	C5B-1
478	C1F-1	474	C3D-1	470	C4L-23	470	C5B-3
476	C1F-3	477	C3D-3	470	C4L-25	469	C5B-5
473	C1F-5	470	C3D-5	470	C4L-27	469	C5B-7
470	C1F-7	468	C3D-7	470	C4L-29	477	C5B-9
470	C1F-9	471	C4-i	470	C4L-31	477	C5B-11
471	C2-i	477	C4-iii	470	C4L-33	475	C5B-13
471	C2-iii	471	C4-v	470	C4L-35	475	C5B-15
477	C2-v	477	C4-vii	470	C4L-37	475	C5B-17
471	C2-vii	473	C4-ix	452	C4M-1	476	C5B-19
477	C2A-1	471	C4-xi	458	C4M-3	475	C5B-21
477	C2A-3	478	C4-xiii	464	C4M-5	467	C5D-1
477	C2A-5	471	C4A-1	458	C4M-7	474	C5D-3
477	C2A-7	471	C4A-3	458	C4M-9	475	C5D-5
462	C2B-1	471	C4A-5	452	C4M-11	478	C5D-7
468	C2C-1	476	C4A-7	474	C4N1-1	478	C5D-9
472	C2C-3	471	C4A-9	474	C4N1-3	467	C5D-11
467	C2C-5	477	C4A-11	474	C4N1-5	467	C5D-13
470	C2D1-1	471	C4A-13	477	C4N1-7	471	C5D-15
477	C2D1-3	471	C4A-15	474	C4N2-1	473	C5D-17
471	C2D2-1	459	C4B-1	474	C4N2-3	473	C5D-19
471	C2D2-3	466	C4C-1	474	C4N2-5	471	C5D-21
469	C2D3-1	464	C4C-3	474	C4N2-7	471	C5D-23
478	C2E-1	463	C4D-1	462	C4O-1	477	C5E1-1
478	C2E-3	459	C4E-1	459	C4P-1	465	C5E2-1
478	C2E-5	459	C4F-1	454	C4Q-1	465	C5E2-3

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
465	C5E2-5	462	C6P-3	474	A1-23	471	L-3
465	C5E2-7	467	C6Q-1	474	A1-25	474	L-5
465	C5E2-9	467	C6Q-3	474	A1-27	475	L-7
470	C5E3-1	477	C6R-1	476	A2-1	474	L-9
477	C5F-1	473	C7-i	476	A2-3	474	L-11
477	C5F-3	473	C7-1	475	B-1	454	M-1
477	C5F-5	473	C7-3	433	C-1	454	N-1
477	C5F-7	474	C7-5	433	C-3	470	O-i
477	C5G-1	474	C7-7	475	D-1	478	O-1
474	C5G-3	474	C7-9	470	E-i	478	O-3
474	U5G-5	456	C8-i	474	E1-1	478	O-5
477	C5K-1	464	C9-i	470	E1-3	477	O-7
463	C5K-3	477	C10-1	470	E1-5	477	O-9
473	C5K-5	465	C11-1	470	E1-7	477	O-11
463	C5K-7	435	C12-i	474	E2-1	478	O-13
463	C5K-9	457	C12-1	474	E2-3	476	O-15
477	C5L-1	465	C12-3	471	F-i	477	O-17
477	C5L-3	477	C13-i	478	F1-1	477	O-19
477	C5L-5	475	C13A-1	471	F2-1	477	O-21
477	C5L-7	474	C13A-3	411	G-1	477	O-23
477	C5L-9	473	C13B-1	471	H-i	478	O-25
477	C5L-11	470	C13B-3	468	H1-1	471	O-27
464	C5M-1	473	C13B-5	468	H2A-1	472	O-29
464	C5M-3	470	C13B-7	468	H2B-1	478	O-31
465	C5M-5	470	C13B-9	474	H2C-1	469	P-i
467	C5M-7	477	C13C-1	475	H2C-3	470	P1-1
477	C5O-1	472	C13C-3	468	H3A-1	470	P2-1
477	C5O-3	428	C13D-1	474	H3B-1	469	P2-3
471	C5O-5	401	C13D-3	474	H3B-3	469	P2-5
474	C6-i	474	C14-i	475	H3B-5	478	Q-1
463	C6-iii	474	C14-1	468	H4A-1	478	Q-3
476	C6-v	469	C14-3	468	H4B-1	463	R-1
477	C6-vii	469	C14-5	468	H4C-1	478	S-1
414	C6A-1	469	C14-7	468	H4D-1	478	S-3
467	C6B-1	469	C14-9	468	H4E-1	470	T-i
462	C6B-3	469	C14-11	468	H4F-1	470	T-1
462	C6B-5	474	C14-13	470	IA-1	470	T-3
462	C6C-1	469	C14-15	470	IA-3	467	U-1
474	C6D-1	476	C14-17	470	IA-5	447	i-1
462	C6E-1	473	C14-19	470	IA-7		
470	C6E-3	469	C14-21	470	IA-9		
468	C6F-1	472	C14-23	470	IA-11		
462	C6G-1	455	C15-i	470	IA-13		
409	C6H-1	465	C15A-1	470	IA-15		
462	C6I-1	471	C15B-1	470	IA-17		
462	C6I-3	471	C15B-3	470	IA-19		
467	C6J-1	455	C15C-1	470	IA-21		
467	C6J-3	459	C16-i	476	IA-23		
467	C6K-1	459	C16-1	470	IA-25		
465	C6L-1	478	A1-1	470	IA-27		
476	C6M-1	478	A1-3	470	IA-29		
476	C6M-3	478	A1-5	470	IA-31		
476	C6M-5	478	A1-7	470	IB-1		
476	C6M-7	478	A1-9	470	IB-3		
467	C6N-1	476	A1-11	470	IB-5		
466	C6N-3	476	A1-13	470	IB-7		
477	C6O-1	474	A1-15	454	J-1		
467	C6O-3	474	A1-17	454	K-1		
467	C6O-5	474	A1-19	471	L-i		
467	C6P-1	474	A1-21	478	L-1		

PART F: MISCELLANEOUS REIMBURSABLE EXPENSES

C1400 GENERAL

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

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

C1405 COMMUNICATION SERVICES (FTR §301-12.1)

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

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

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

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

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

Effective 8 September 2004

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

NOTE:

- (1) A travel authorization may be issued to authorize/approve (see Chapter 3, Part B) travel and transportation at Government expense to a visa issuing office located outside the local area of the employee's PDS if the traveler's presence at that office is/was mandatory.
- (2) A travel authorization may be issued to authorize/approve (see Chapter 3, Part B) travel and transportation at Government expense to undergo a physical examination required to obtain a visa if travel is/was required to a location outside the local area of the employee's PDS.;
- a. Expenses for legal services for obtaining or processing applications for passports, visas (including green cards) for TDY, PCS or changes in status are reimbursable if local laws or custom require the use of lawyers in processing such applications.;
 - b. A traveler ordinarily travels on a no-fee passport. However, fees for such passports are reimbursable when travel on an official travel authorization is to and/or from a high threat area or high risk airport (see <http://travel.state.gov/travel/warnings.html>) by commercial air and the traveler is authorized to obtain and use a regular fee passport. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless Government transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements.;
 - c. Dependents' fee is reimbursable *except* in connection with personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.;
 - d. Medical fees, even though incurred as a consequence of the entry requirements of a country to which the member is sent (either TDY or PCS), are not reimbursable, except as in par. C1410-A5 for inoculations.;
 - e. Legal service expenses in obtaining passports or visas (including green card), for TDY or PCS, are not reimbursable even though local laws or custom may require the use of lawyers.;
- *4. The cost of birth certificates or other acceptable evidence of birth for OCONUS travel (pars. C1410-A3d and C1410-A3e apply to this expense).;
5. Charges for inoculations that are not available through a Federal dispensary for OCONUS travel (this *does not include travel expenses* incurred for obtaining the required inoculations) when authorized/approved.;
6. Taxes on lodging (except when MALT PLUS per diem for POC travel is paid) in the CONUS and non-foreign OCONUS areas (see Appendix A).
- a. Tax reimbursement is limited to the taxes on reimbursable lodging costs (for example, if a member is authorized a maximum lodging rate of \$55 per night, and the member elects to stay at a hotel that costs \$110 per night, the member may only be reimbursed the taxes on \$55, which is the maximum authorized lodging amount); and

PART E: TRAVEL BY COMMON CARRIER

C2200 TRAVEL/TRANSPORTATION POLICY

Effective 1 June 2005

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

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

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

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

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

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

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

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

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

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

C2201 UNUSED ACCOMMODATIONS, DOWNGRADED, OR OVERSOLD TRANSPORTATION SERVICES

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

B. Oversold Reserved Accommodations. When penalty payments are made by air carriers under certain provisions of their tariffs for failing to furnish accommodations for confirmed reserve space, the payments belong to the Government and not to the traveler. Travelers, on receipt of such a payment, are required to turn the payment into the transportation office for proper disposition. In contrast, employees who voluntarily give up their seats on overbooked planes may retain the payments (as distinguished from the penalty payment for failure of the carrier to furnish the Government traveler a confirmed space). If the employee voluntarily gives up a seat and thereby incurs additional travel expenses, the additional expenses are the employee's responsibility. If it impinges on the performance of official duties, an employee must not voluntarily give up a reserved seat. To the extent the employee's travel is delayed as a result of the employee voluntarily giving up a reserved space, the employee 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 renewal agreement travel requests the transportation officer to place an endorsement on a copy of the employee's travel authorization. The endorsement includes serial numbers of transportation requests issued for the travel, date of issue, points between which transportation is furnished at Government expense and the name and grade or rating of the employee. The copy so endorsed is placed in the employee's official personnel folder.

Effective 1 March 2004

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

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

3. Failure to Follow Regulations

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

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

B. Requirements

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

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

Effective 01 September 2004

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

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

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

D. Transportation Reimbursement

1. CTO Available. When a CTO is available but the traveler arranges transportation through a non-contract travel agent or common carrier direct purchase, reimbursement is limited to the amount the Government would have paid if the arrangements had been made directly through a CTO.
2. CTO Not Available. When the AO certifies that a CTO was/is not available to arrange transportation, reimbursement is paid for the actual cost of the authorized/approved transportation NTE the least expensive unrestricted commercial coach airfare that meets mission requirements.

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

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

B. Service Class1. General. Government policy is that:

- a. Travelers must be provided coach-class (economy) airline accommodations for all official business travel (including PCS, TDY, RAT leave, emergency leave, R&R, FEML, flights over 14 hours, personnel evacuation) unless proper documentation/justification is provided (ordinarily before travel, see par. C2000-A2a) and substantiated to justify premium-class transportation.
- b. Commands and travelers should determine travel requirements in sufficient time to reserve and use coach-class accommodations.
- c. First-class airline accommodations may be used at Government expense only as permitted in par. C2204-B3.
- d. Business-class accommodations may be used at Government expense only as permitted in par. C2204-B4.
- e. See par. C2000-A2a regarding authorizing premium-class transportation before or after travel.

Effective 1 June 2005

*f. If an airline flight has only two classes of service (i.e., two 'cabins') with two distinctly different seating types (i.e., girth and pitch) available and the front cabin is termed business-class by the airline and the tickets are fare-coded as business-class, then the front cabin is business-class. If an airline flight has only two cabins but equips both cabins with one type of seating (i.e., seating girth and pitch are the same), codes the airfares in the front of the airplane as full-fare economy-class, and only restricted economy fares are in the 'economy' cabin, the entire aircraft is economy seating. In this second situation, qualifying for premium-class travel is not required to purchase a non-restricted economy-fare seat in the front of the aircraft as the entire aircraft is 'economy'.

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

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

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

Effective 12 August 2004

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

Effective 18 January 2005

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

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

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

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

Effective 18 January 2005

c. Premium Class Approval Authorities.

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

Effective 16 August 2004

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

- a. Lower Class Airline Accommodations are not Reasonably Available. “Reasonably available” means that accommodations, other than first-class, are available on an airline scheduled to leave within 24 hours before the traveler’s proposed departure time, or is scheduled to arrive up to 24 hours before the traveler’s proposed arrival time. “Reasonably available” does not include a scheduled arrival time later than the traveler’s required reporting time at a duty site, or a scheduled departure time earlier than the time the traveler is scheduled to complete duty. When this paragraph is used to justify premium-class accommodations, the AO must cause the travel authorization to be clearly annotated as to when the TDY travel was identified, when travel reservations were made, and the cost difference between coach-class and first-class accommodations. “Not reasonably available” does not apply during official travel involving PCS, RAT leave, emergency leave, R&R, FEML, or personnel evacuation and flights over 14 hours in duration, since arrival time/reporting time in these cases is not mission critical.
- b. See par. C2000-A2c for medical reasons. First-class may be considered for use when and if business-class transportation is not available.
- c. Exceptional Security Circumstances Require Such Travel. Examples are:
 - (1) A traveler whose use of other than first-class accommodations would entail danger to the traveler’s life or Government property.
 - (2) Agents of protective details accompanying individuals authorized to use first-class accommodations.
 - (3) Couriers and control officers accompanying controlled pouches or packages and business-class accommodations are not available.

Effective 18 January 2005

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

Effective 23 July 2004

- e. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations.
- f. When a non-Federal source makes full payment for the transportation services in advance of travel (see the Joint Ethics Regulation (JER), DoD 5500.7-R, at <http://www.dtic.mil/whs/directives/corres/html/55007r.htm>, or http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html.) One of the preceding criteria also must be met (par. C2204-B3a, C2204-B3b, C2204-B3c, C2204-B3d, or C2204-B3e). The travel authorization must state that transportation services have been paid in advance by a non-federal source.

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

Effective 16 August 2004

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

Effective 1 June 2005

*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. Coach (economy) accommodations are to be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work. Each TDY travel authorization on which return transportation in premium-class accommodations is not required must require economy-class accommodations use for the return flight. See par. C2000-A2d.

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

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

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

Effective 18 January 2005

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

Effective 23 July 2004

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

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

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

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

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

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

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

NOTE 3:

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

a. ‘Stopover’ en route (regardless of who pays the expenses during the ‘stopover’) is an overnight stay,

b. Rest stop en route is authorized, or

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

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

Effective 1 June 2005

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

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

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

Effective 16 August 2004

5. Documentation Requirements. (*See Appendix H for document requirements/procedures.*)

a. Travel Authorizations. *See par. C2000-A2a.*

b. Travel Certification. A traveler must certify on the travel authorization, or by attachment to the travel authorization the reason(s) for the use of premium-class airline accommodations. (*Circumstances justifying use of premium-class transportation accommodations are limited to those listed in pars. C2204-B3 and C2204-B4.*) Specific authorization/approval, including which of the specific conditions were met, and the cost difference between first-class and coach-class, must be attached to, or stated on, the travel authorization and kept as part of the record. When regularly scheduled flights between the authorized origin and destination (including connection) points provide only premium-class accommodations, the traveler must certify these circumstances on the attachment to the travel authorization. In the absence of specific authorization/approval from an authority designated in par. C2204-B2, the traveler is financially responsible for all additional costs resulting from premium-class airline accommodations use. Additional costs are the difference between the cost of the premium-class of transportation used and the transportation class for which the traveler was eligible.

C. U.S. Flag Air Carrier (Certificated Air Carrier) Use

***NOTE: Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by foreign air carriers between two places in foreign areas even if U.S. flag air carriers are available. This authority does not apply to uniformed Service members (The Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), DoD civilian employees, or their dependents. Uniformed Service members, DoD civilian employees and dependents are required to use available U.S. flag carriers for all commercial foreign air transportation as indicated in this paragraph.**

1. Requirements. Available U.S. flag air carriers must be used for all commercial foreign air transportation of persons/property when the U.S. Government funds the air travel (49 USC §40118 and B-138942, 31 March 1981). Except as provided in par. C2204-C3, U.S. flag air carrier service is available if:

- a. the carrier performs the commercial foreign air transportation required, and
- b. the service accomplishes the mission, even though:
 - (1) A comparable/different kind of service by a non-certificated air carrier costs less,
 - (2) Non-certificated air carrier service is preferred by the service/traveler,
 - (3) Non-certificated air carrier service is more convenient for the service/traveler, or
 - (4) The only U.S. flag air carrier service available between points in the U.S. and points outside the U.S. requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non-work period not to exceed 24 hours, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen 629 (1977)).

2. Exceptions. When one of the following exceptions exists, U.S. flag air carrier service is not available.

- a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.
- b. No U.S. flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service.
- c. A U.S. flag air carrier involuntarily reroutes a traveler's travel on a foreign air carrier; (if the traveler is given a choice as to substitute service, a U.S. flag air carrier should be selected if it does not unduly delay the travel) (59 Comp. Gen. 223 (1980)).
- d. Foreign air carrier service would be three hours or less, and U.S. flag air carrier use would at least double en route travel time.
- e. Foreign air transportation is paid fully directly, or later reimbursed by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. (B-138942, 31 March 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: See Security Assistance Management Manual, Chapter 2, par. 20202-C3e of the DoD 5105.38-M, when travel is on Security Assistance Business.***
- f. If a U.S. flag air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S. flag air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 hours or more.
- g. If a U.S. flag air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, U.S. flag air carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:
 - (1) Increase the number of foreign OCONUS aircraft changes made by 2 or more; or
 - (2) Extend travel time by at least 6 hours or more; or
 - (3) Require a connecting time of 4 hours or more at a foreign OCONUS interchange point.
- h. The AO determines that a U.S. flag air carrier cannot provide the needed air transportation, or cannot accomplish the mission.
- i. Foreign air carrier use is necessary for medical reasons, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).
- j. Foreign air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats).
NOTE: Approval based on an unreasonable safety risk must be in writing on a case-by-case basis. Determination and authorization/approval of foreign air carrier use based on a threat against a U.S. flag air carrier must be supported by a travel advisory notice issued by the Federal Aviation Administration and the Department of State. Determination and authorization/approval of foreign air carrier use based on a threat against Government employees or other travelers must be supported by evidence of the threat(s) that forms the basis of the determination and authorization/approval.

- K. Selection of Attendees
- L. Conference Administrative Costs
- M. Conference Lodging Allowance
- N. Conference Lodging Allowance Approval Authority (FTR, §301-74.24)
- O. Conference M&IE Rate

C4955

CONFERENCE ATTENDANCE

- A. General
- B. Authority
- C. Government Sponsored Conferences
- D. Non-government Sponsored Conferences
- E. Registration Fees and Miscellaneous Expenses
- F. Membership Fees and Dues
- G. Entertainment Expenses

C4956

GUIDANCE FOR CONFERENCE PLANNING (FTR, Chap 301, App. E)

- A. Terms
- B. Getting Started
- C. Planning Committee
- D. Milestone Schedule
- E. Specification Sheet
- F. Budgeting
- G. Conference Site Selection
- H. Geographic Location
- I. Facility Types
- J. Date Selection
- K. Considerations when Choosing a Site
- L. Food and Drink
- M. Account Reconciliation
- N. Notification
- O. Facility Process
- P. Registration Process
- Q. Conference Information Package
- R. Miscellaneous
- S. Resources
- T. Conclusion

PART T: SPECIFIC ASSIGNMENT CONDITIONS

Paragraph

Contents

C4975

TRAVEL OF CONSULTANTS AND EXPERTS

- A. Authority
- B. Conditions

C4976

WITNESS TRAVEL

- A. General
- B. Definitions
- C. Allowable Travel Expenses
- D. Funding

C4977

JUROR TRAVEL

C4978

**TRAVEL OF AN EMPLOYEE SERVING AS A LABOR ORGANIZATION
REPRESENTATIVE**

- A. General
- B. Certifications

C4979

TRAVEL TO RECEIVE NON-FEDERALLY SPONSORED HONOR AWARDS

- A. General
- B. Allowable Expense
- C. Prohibition

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

***C4956 GUIDANCE FOR CONFERENCE PLANNING (FTR, Chap 301, App. E)**

A. Terms

1. Conference: A meeting, retreat, seminar, symposium or event that involves attendee travel. The term “conference” also applies to training activities that are conferences under 5 CFR §410.404.
2. Conference lodging allowance: The rate that is up to 25 percent above the established lodging per diem rate.
3. Milestone schedule: Deadlines, which need to be reached in a progressive and orderly manner.
4. Planner: The person designated to oversee the conference.
5. Planning committee: Operational group significantly contributing to a conference’s overall success and able to fully reflect the needs of both the agency and the attendees.

B. Getting Started. Depending on the conference size, type, and intended effect, start planning a minimum of one year in advance. Designate a planner and a planning committee.

C. Planning Committee. Planning committee functions typically include:

1. Establishing a set of objectives, and
2. Developing a theme, and
3. Making recommendations for location, agenda, dates, and logistics, e.g., schedule, exhibits, speaker, and
4. Making suggestions as to who should attend, and
5. Serving as communications link between planners and participants, and
6. Evaluation and follow-up, and
7. Similar functions.

D. Milestone Schedule

1. Develop a milestone schedule, which is essential to conference planning, by working backward from the beginning date of the conference to include each major step. Examples include:

- a. Planning committee meetings.
- b. Preparation of mailing lists.
- c. Letters of invitation.
- d. Designation of speakers.
- e. Confirmation letters to speakers.
- f. Confirmation with site selection official.
- g. Preparation of agenda.
- h. Preparation of specification sheet.
- i. Location and date selection.
- j. Exhibits.
- k. Budget.
- l. Printing requirements.
- m. Signage.
- n. Conference information packages.
- o. Scheduling photographer (if planned).
- p. Use of agency seal and conference logo.
- q. Handicapped requirements.
- r. Planning of meals and refreshments, if appropriate.

2. Establish completion dates for each major step.

3. Update and revise the schedule as needed.

E. Specification Sheet. A detailed specification sheet is necessary to:

1. Identify essential elements of a conference which typically include:

- a. Sleeping rooms and on-site food services. It is generally best to estimate on the low side for the number of sleeping rooms and meals to be prepared. Facilities, unless there is only limited available space, are usually prepared to increase the number of sleeping rooms and meals; however, they discourage—and in some cases penalize—if the sleeping room and meal guarantees are not met, and
- b. Meeting rooms, and
- c. Exhibit facilities, and
- d. Audio-visual equipment and support services, and
- e. Miscellaneous support services, and
- f. Sleeping rooms with amenities, e.g., Internet access, data ports, conference call, and voice mail, and
- g. Similar specifications.

2. Determine costs:

- a. Procurement. Bring contracting officer into the process early. All agreements and decisions should be written and agreed to by the agency-contracting officer before being sent to the facility.
- b. Government per diem rates. The Government per diem rate applies to Federal attendees. Application of it to non-Federal attendees is at the discretion of the property and conference negotiator.
- c. Registration fee. Generally, the registration fee covers all direct expenditures of agency funds for planning and organization of a conference, e.g., meeting room accommodations, meals, light refreshments (if appropriate), speaker fees, publications, and materials. Anything directly relating to the conference, except liquor, can be included in the fee. To estimate the registration fee, divide the proposed budget by the estimated number of attendees.

F. Budgeting. Decide who pays for the conference expenses (other than sleeping room accommodations and individual meals), i.e., by the attendee from a training or registration fee, or directly by the agency.

G. Conference Site Selection. Minimize total costs, all factors considered.

H. Geographic Location. In determining where to locate the conference, consider:

1. Targeted audience.
2. Total costs, including per diem, transportation, and other.
3. Accessibility by car or air.
4. Whether recreational activities are necessary.
5. The expense of desired facility (significant savings can be achieved in off-season periods).

I. Facility Types

1. Federal Government. Use Government-owned or Government-provided conference facilities to the maximum extent possible.

2. Convention centers. Excellent for very large meetings, trade shows and exhibits; usually located near a large number of hotels.
3. Conference centers. Dedicated meeting facilities; good for smaller meetings when numerous breakout sessions are planned.
4. Colleges and universities. Many have good meeting facilities and can offer sleeping accommodations when school is not in session.
5. Hotels. Commercial facilities that may be used to meet all conference needs or just the room night needs.

J. Date Selection. For availability and economical reasons, the best months are April, May, September, October, and November. Book the facility as early as possible to increase the chances of getting the desired date. However, pay particular attention to commitments for September or October due to fiscal year budget considerations.

K. Considerations when Choosing a Site

1. Is the facility:
 - a. Cost effective, e.g., are Government rates honored?
 - b. Safe, e.g., FEMA-approved?
 - c. Secure (i.e., on-site security personnel)?
 - d. Easily reached from an airport or by car?
 - e. Clean?
 - f. Well run, e.g., does the staff seem to be competent and responsive?
 - g. Laid out in a functional way?
 - h. Large enough to supply the number of sleeping rooms required?
 - i. Set up to provide necessary conference registration equipment?
 - j. Handicapped accessible?
2. Parking:
 - a. Is it adequate?
 - b. How close to the facility is it?
 - c. Is it secure and safe?
 - d. Is the cost separate?

3. Sleeping rooms:
 - a. Will the facility make the reservations, or else who is responsible for making the reservations for participants?
 - b. What are the facility's registration rules?
 - c. What are departure rules?
4. Meeting room functionality:
 - a. Is appropriate space available?
 - b. What costs are involved?
 - c. Is needed equipment available (i.e., for conference registration, faxes, phones, computers, copiers)? Do not rent equipment unless it is absolutely unrealistic to bring it.
 - d. Are rooms designated for agency use for the duration of the conference?
 - e. Are there columns that can block views?
 - f. Are ceilings high enough for audio-video equipment?
 - g. Are rooms suitable for both classroom and/or theatre setups?
 - h. Are there windows? Shades?
 - i. Are there manually controlled thermostats?
 - j. Are rooms handicapped accessible?
 - k. Where are electrical outlets?
 - l. Can the rooms be darkened?
 - m. Would it be more economical to bring audio-visual equipment?
 - n. Does the facility want meeting schedules and room layouts in writing in advance of the conference?
 - o. If necessary, can the rooms be entered the evening before for an early setup?
 - p. Will the facility arrange for room setup if given a layout?
 - q. What set-up costs are included?
 - r. What are departure rules?
5. Exhibits:
 - a. If exhibits are planned, is suitable exhibit space available?

- b. Are easels available at no cost?
- c. What are the put-up and takedown times?
- d. What costs are involved?
- e. What about pre-delivery and after-conference arrangements?
- f. If exhibits are shipped, know where and to whom they are to be sent.
- g. If bringing large exhibits, determine location of loading dock, appropriate entrances and elevators.
- h. Are there additional handling fees?
- i. Check hotel policy on posting, size and appearance of signs.

L. Food and Drink

1. Meals

- a. Generally, appropriated funds cannot be used to pay for meals for employees at their official duty stations.
- b. Employees on TDY travel may be served meals but cannot be reimbursed for those provided at government expense.
- c. Clarify in advance the appropriate per diem reduction(s) of meal(s) allowance(s) for TDY travel.
- d. Pay, or reimburse, as desired an employee for meals as necessary expenses incident to an authorized training program (under the Government Employees Training Act (GETA) at 5 USC §4104(4)), if a determination has been made that essential training must be conducted during the meal.
- e. Work closely with the hotel to plan quality menus that fit within authorized per diem rates.
- f. Clarify and agree in advance to the number of meal guarantees.
- g. Ensure that gratuities and service charges are added to the cost of each meal, and determine the method of billing to be used (e.g., signed guarantee, collected meal tickets, or actual quantities consumed).
- h. Confirm menus.

2. Breaks and Refreshments. Breaks should last no longer than 30 minutes and take place between meeting sessions. The following should also be considered when planning for refreshments:

- a. Keep in mind that everyone does not drink coffee or tea.
- b. Clarify and agree in advance that coffee and pastries, if appropriate, are purchased by the gallon and dozen.
- c. Try to avoid a per person charge.

- d. Negotiate the cost into the contract.
- e. Be conservative in estimates. There are seldom 100 percent of the conference participants attending any one function.
- f. If coffee, soft drinks, and water are not included in the fee, are they available “at cost” to the attendee?

M. Account Reconciliation. It is important to request that the hotel bill be prepared in a logical and chronological sequence, and that backup data accompany the bill. Generally, the hotel completes its accounting of the conference within two weeks of the conclusion.

N. Notification

1. Announcement and/or Invitations. Announcement of the planned conference should be made as early as possible, even one year in advance; invitation letters, 8 weeks in advance. They should include:

- a. Point of contact name and telephone number.
- b. Registration form, card, or Internet address (include space for identifying handicapped requirements).
- c. Registration instructions.
- d. Registration deadline date.
- e. Detailed area map and driving instructions.
- f. Information on traffic patterns to avoid rush hour delays.
- g. Promotional brochures from the facility.
- h. Layout of facility including telephone numbers.
- i. Breakdown of costs showing any difference from travel versus training object classes, particularly meal costs, so that proper reimbursement can be made.
- j. Agenda with a list of speakers and topics.
- k. Activity schedule for spouses and guests (all charges or costs attributed to spouses or guests must be borne by the individual attendee (not reimbursable by the Government)).
- l. Provide a sample travel voucher.
- m. Notice that the conference lodging allowance applies if applicable.
- n. Similar information.

2. Confirmations. A designated person or group should:

- a. Decide on the speaker(s) and the message to be conveyed and obtain early commitment(s) in writing.
- b. Confirm conference dates/times/topics/arrival and departure times with speaker(s) and any other special guests at least 30 days in advance.

- c. Conduct a final planning committee meeting to confirm all plans.
- d. Confirm photographer's schedule.
- e. Confirm hotel plans at least one day in advance.

O. Facility Process

1. Check-In and-Out.
 - a. Streamline the process:
 - b. Does the facility need additional personnel?
 - c. Is electronic one-stop processing available?
 - d. Is luggage storage and shuttle service available?
 - e. Arrange parking for any special guests.
2. Provide signage.

P. Registration Process. Registration is generally the attendees' introduction to the conference. Give it special attention by:

1. Using directional signs.
2. Placing especially attractive or important exhibits nearby.
3. Planning for late arrivals.
4. Using state-of-the-art processing.
5. Checking out the registration capabilities of using GSA's electronic Smart Pay System.
6. Providing for handicapped attendees.

Q. Conference Information Package. Each registrant should be given a conference information package. Used regularly during the conference, the conference information package should be accurate, beneficial, and reflect detailed information on a daily/hourly basis. If time allows, try to finalize the package and send it to the printer at least 4 weeks in advance of the starting date. The program is ordinarily widely used, so print twice as many copies of the program there are expected attendees. The information package, for example, may contain:

1. A list of everything in the package.
2. A "welcome" letter.
3. A schedule.

4. Workshop agendas.
5. Discussion of exhibits.
6. Panelists' information.
7. Photos and biographies of speakers/special guests.
8. Facility layout and list of services available.
9. Identify designated smoking areas.
10. Special events.
11. Message center information.
12. Area map.
13. Other pertinent material.

NOTE: Use of the agency seal and conference logo may be considered for the conference package. However, the decision to use such items is strictly the judgment of agency officials.

R. Miscellaneous

1. Suggested Room Coordination. Plan ahead to setup:
 - a. Staff room to handle core of activities;
 - b. Meal functions;
 - c. Exhibit rooms, and
 - d. Meeting rooms—
 - (1) Theatre or auditorium for lectures;
 - (2) Facing speaker when note taking is important;
 - (3) Square or U-shaped style for discussion/interaction; and
 - (4) Banquet or roundtable for discussion.
2. Keeping in Touch. Plan for:
 - a. A message center to be set up in a central location for special announcements and telephone messages.
 - b. How to reach whomever at all times—use beepers and walkie-talkies.
 - c. Clear identification of conference staff.
 - d. Accommodation of physically impaired attendees with sign language or other special needs.

3. Mementos. Appropriations are not available to purchase memento items for distribution to conference attendees as a remembrance of an event. Two notable exceptions to the memento or gift prohibition are under training and awards. Work closely with appropriate agency officials to make final determinations.

S. Resources. The following resources may be of assistance in planning a conference:

1. An agency contracting officer;
2. Travel Management Centers;
3. Interagency Travel Management Committee members (a forum of agency travel policy managers—for member identification, contact the agency’s administrative or financial office);
4. State Chambers of Commerce or Visitors Bureaus;
5. Local chapters of the Society of Government Meeting Professionals; and
6. Private industry conference planners.

T. Conclusion. Process:

1. Questionnaires, which may provide invaluable feedback about the success of the conference.
2. Training certificates.
3. Thank-you notes to participants, facility personnel, speakers, printers, photographers, and other special contributors.
4. Summary to acknowledge the accomplishments, and to convey the information discussed to a wider audience, may be an excellent promotional tool.

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

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

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

C5158 RE-TRANSPORTATION OF THE SAME HHG

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

1. For reasons beyond the employee's control, and
2. Authorized/approved by the Headquarters of the DoD Agency concerned.

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

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

Effective 26 May 2005

*A. HHG. The official designated by the Service/Defense Agency must authorize/approve the HHG transportation method. A cost comparison must be completed in connection with each PCS travel authorization prior to authorizing a transportation method on that PCS travel authorization. ***The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate methods of HHG transportation.***

B. Unaccompanied Baggage

1. General

- a. Unaccompanied baggage weight is part of the total authorized HHG weight allowance.
- b. Unaccompanied baggage is defined in Appendix A.
- c. Express and freight shipments made by the Government must be made under Government transportation policy and procedures.

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

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

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

a. General

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

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

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

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

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

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

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

C. Actual Expense (FTR §302-7.200)

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

a. The transportation authorization,

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

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

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

D. Commuted Rate (FTR §302-7.13)

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

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

3. Reimbursement Services. The employee is authorized reimbursement under the GSA Commuted Rate Schedule (FTR §302-7.101) (Internet address: <http://policyworks.gov/transportation>) for carrier services provided, including:

- a. Transportation,
- b. Packing,
- c. Unpacking,
- d. Crating,
- e. Drayage, and
- f. SIT.

NOTE 1: The Commuted Rate Schedule used must be in effect on the date the common carrier picks up the HHG or, if other than common carrier is used, the date HHG begin movement.

NOTE 2: If a third party (e.g., a new employer) pays for the HHG transportation, no reimbursement is authorized.

4. Where to Get the Commuted Rate Schedule and Rate Tables. Go to the GSA Internet website (http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=13272&contentType=GSA_BASIC) and click on Commuted Rate (under Policies). For a copy of the schedule, click on commuted rate schedule at the bottom of page. To get the actual rate tables you must subscribe to the Professional Movers Commercial Relocation Tariff, STB HGB 400-(Series), which is available from:

American Moving and Storage Association
1611 Duke Street
Alexandria, VA 23314-3482
Tel. 703-683-7410

Effective May 2005

****NOTE: The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate methods of HHG transportation.***

E. Split Transportation (FTR §302-7.3). If actual expense HHG transportation is authorized, an employee may ship HHG by Government-procured and/or personally moved/procured transportation as long as the combined HHG shipments do not exceed the:

1. Authorized HHG weight allowance, and
2. Cost of Government-procured HHG transportation in one lot between authorized places.

F. Employee Responsibility (FTR §302-7.15). Employees who choose to personally arrange for HHG transportation (i.e., move the HHG themselves, or contract directly for the HHG to be moved) are entirely responsible for all issues related to the Status of Forces Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

G. Limitations

1. All HHG transportation for which the Government pays must:
 - a. Be only for HHG within the employee's authorized HHG weight allowance;
 - b. Not exceed the Government-arranged move transportation cost of transporting the HHG combined weight in one lot between authorized places, when Government-arranged move is available; and
 - c. Be made on U.S. flag carriers, when reasonably available.
2. HHG may not be moved at Government expense when:
 - a. There is no official employee movement (except when the advance return of dependents from an OCONUS PDS is authorized),
 - b. The employee violates the agreement under which the HHG originally were transported,
 - c. The employee has no transportation at Government expense authorized by this Volume, or
 - d. Authorized transportation does not begin within the prescribed time limits.
3. Payment, on a commuted rate basis, is not authorized when the employee fails to furnish the actual or constructed (cubic foot measurement) HHG transportation weight. When the actual or constructed weight is not provided, reimbursement is limited to the amount actually paid by the employee, or the commuted rate amount, whichever is less. The employee must furnish an acceptable estimated weight statement (28 Comp. Gen. 95 (1948)).

H. Cost Comparison

Effective 26 May 2005

- *1. A cost comparison must be made between the actual expense and commuted rate methods of HHG transportation for each CONUS to-CONUS PCS travel authorization. ***The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate methods of HHG transportation.***
2. If the estimated costs are more than \$100 different, the more economical method must be authorized on the PCS travel authorization.
3. An employee's request for a particular method is the determining factor if the costs are within \$100 of each other.
4. A proper cost comparison must consider line haul transportation charges, administrative costs, and expected accessorial and packing charges.
5. If the cost comparison is not made, and/or if the PCS travel authorization does not explicitly say that the actual expense method is authorized, the commuted rate method applies (GSBCA 15489-RELO, 20 December 2001).
6. The chart below details considerations when determining a shipping method to authorize on a PCS travel authorization.

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

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

Effective 1 June 2005

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

1. Air Coach or Air Tourist. A type available on commercial aircraft at rates lower than first class or premium class.
2. Coach or Chair Car (Rail). A type not affording sleeping facilities, at a lesser rate than first class (parlor car seat).
3. Security (Enclosed). Any private room that can be locked for security purposes.

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

Effective 1 June 2005

***ACCOMMODATIONS, COMMON CARRIER.**

1. First-/Premium-Class. Generally, the highest accommodations class offered by commercial airlines in terms of both cost and amenities and termed "first class" by the airlines and in reservations systems. Includes suites, offered by commercial ships, and the highest class of service, including bedrooms, roomettes, club service, parlor car, or other premium accommodations offered by passenger rail carriers.
2. Business-Class. A premium accommodations class offered by commercial airlines that is higher than coach/economy and lower than first-class in both cost and amenities (e.g., business-class). This class of accommodation is generally referred to as "business, business elite, business first, world business, connoisseur, or envoy" depending on the airline. For business-class definition for trains see par. U3135-B3.
3. Coach-/Economy-class. The basic accommodations class offered by commercial airlines and passenger rail carriers, that includes a service level available to all passengers regardless of the fare paid. The term applies when an airline offers only one accommodations class and that class is sold as economy-class (i.e., some airlines only offer true business-class or true first-class and are not to be mistaken for this one accommodations class). The term also includes tourist-class and economy-class on commercial airlines and reserved coach and/or slumber coach accommodations on overnight rail travel.

4. Slumber Coach. The least expensive sleeping accommodations available on a train.
5. Extra-Fare Train. A train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops).

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

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

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

Effective 30 December 2004

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

AGENCY.

A. Includes:

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

B. Does NOT include:

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

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

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

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

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

ATTENDANT. An attendant:

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

AUTHENTICATING OFFICIAL. See *AO*.

Effective 17 September 2004

AUTHORIZED.

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

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

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

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

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

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

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

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

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

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

Effective 1 March 2004

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

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

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

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

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

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

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

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

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

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

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

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

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

CONTINGENCY OPERATION. A military operation that:

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

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

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

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

***DEPARTMENT OF DEFENSE (DoD) COMPONENTS.** (Also ref: <http://www.defenselink.mil/pubs/almanac/> and/or <http://www.gov.com/agency/dod/agency.html>)

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

DOD FIELD ACTIVITIES:

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

DEFENSE AGENCIES:

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

JOINT SERVICE SCHOOLS:

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

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

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

NOTE 1: An employee and spouse at an OCONUS PDS assumed temporary custody of two grandchildren. The parent of the grandchildren was a uniformed member on active duty with a DoD Service in Iraq. The uniformed member (the parent) executed a special military power of attorney granting guardianship of the children to the children's grandparent. GSBCA held that the power of attorney did not create a "legal guardianship" as that term is used in par. B above to define dependent/immediate family members for the purpose of determining eligibility for relocation allowances. Since the term "legal guardianship" is not defined in the JTR, GSBCA turned to Arizona state law (the state in which the power of attorney was executed and in which the uniformed member resided) for guidance. Under Arizona law legal guardianship can be established only by judicial determination and the powers of attorney provided by the uniformed member were not sufficient to create guardianship. Since legal guardianship did not exist, the grandchildren could not be members of the employee's immediate family and the employee was not authorized travel and transportation costs and overseas allowances (TQSA) on their behalf (GSBCA 16337-RELO, 19 April, 2004).

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

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

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

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

Effective 30 November 2004

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

GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state where the parties entered into such a marriage"; and,

"Issues of marital status are determined by state law, James H. Perdue, GSBCA 14122-RELO, 16 March 1998. Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,

As we recognized in James H. Perdue, GSBCA 14122-RELO, 16 March 1998 the burden of proof is on the claimant to establish the common law marriage. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state where the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: B-260688, 23 October 1995; B-247541, 19 June 1992; B-212900, 15 November 1983; B-191316, 27 September 1978; B-191316, 6 April 1978; B-186179, 30 June 1976.

The validity of a common law marriage is determined by the law of the place where it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. B-186179, 30 June 1978; B-191316, 27 September 1978.

The burden of proof is on the claimant to establish the common law marriage. See GSBICA 15207-RELO, 19 May 2000; GSBICA 14122-RELO, 16 March 1998.

Once the employee has submitted evidence in support of the common-law marriage, it should be submitted to the appropriate agency legal counsel for assistance in determining whether the putative spouse qualifies as a spouse under the specific state and/or Federal law (1 USC §7). PDTATAC does not adjudicate these cases.

Pertinent GSBICA decisions

GSBICA 15947-RELO, 31 March 2003 available at: <http://www.gsbca.gsa.gov/relo/r1594703.txt>

GSBICA 15382-RELO, 20 December 2000 available at:

<http://www.gsbca.gsa.gov/relo/r1538220.txt>

GSBICA 15207-RELO, 19 May 2000 available at: <http://www.gsbca.gsa.gov/relo/r1520719.txt>

GSBICA 14673-RELO, 9 December 1998 available at:

<http://www.gsbca.gsa.gov/relo/r1467309.txt>

GSBICA 14122-RELO, 16 March 1998 available at: <http://www.gsbca.gsa.gov/relo/r141220.txt>

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

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

DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES.

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

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

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

1. Shortest. Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.
2. Practical. Route a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routings consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distances.

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

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

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

EMERGENCY TRAVEL. See *TRAVEL, EMERGENCY*.

EMPLOYEE. A civilian individual:

1. Employed by an agency (as defined in this Appendix), regardless of status or grade;
2. Employed intermittently as an expert or consultant and paid on a daily WAE basis; or
3. Serving without pay or at \$1 a year (5 USC §5701(2)) (also referred to as "invitational traveler" for TDY travel purposes only).

EMPLOYEE, DISABLED.

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

B. Disability, with respect to an employee:

1. Having a physical or mental impairment that substantially limits one or more major life activities;
2. Having a record of such an impairment;
3. Being regarded as having such an impairment; but
4. Does not include an individual who is currently engaging in the illegal use of drugs, when the covered entity acts on the basis of such use.

C. Physical or mental impairment

1. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems:
 - a. Neurological,
 - b. Musculoskeletal,
 - c. Special sense organ,
 - d. Respiratory (including speech organs),
 - e. Cardiovascular,
 - f. Reproductive,
 - g. Digestive,
 - h. Genitourinary,

- i. Hemic and lymphatic,
 - j. Skin,
 - k. Endocrine; or
2. Any mental or psychological disorder (e.g., mental retardation, organic brain syndrome, emotional or mental illness and specific learning disabilities).
3. "Physical or mental impairment" includes such diseases and conditions as:
- a. Cerebral palsy,
 - b. Epilepsy,
 - c. Muscular dystrophy,
 - d. Multiple sclerosis,
 - e. Cancer,
 - f. Heart disease,
 - g. Diabetes,
 - h. Mental retardation,
 - i. Emotional illness,
 - j. Orthopedic, visual, speech and hearing impairments, and
 - k. Similar impairments.

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

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

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

1. A physical or mental impairment that does not substantially limit major life activities but the impairment is treated by the agency as constituting such a limitation;
2. A physical or mental impairment that substantially limits major life activities as a result of the attitudes or others toward such an impairment; or
3. None of the impairments defined under "physical or mental impairment", but is treated by the employing agency as having a substantially limiting impairment.

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.). **NOTE: Two shipments of consumable goods (totaling 1,250 pounds) per year are allowed if the consumable allowance is authorized.*

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.). **NOTE: Two shipments of consumable goods (totaling 1,250 pounds) per year are allowed if the consumable allowance is authorized. 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

APPENDIX L

ACTUAL EXPENSE ALLOWANCE (AEA)
SUBMISSION CHANNELS

A. General. Except under the circumstances in par. C, submit AEA requests to the appropriate office listed below, the Secretary concerned for specific classified OCONUS missions (*this authority must not be re-delegated*), or as designated by the Service concerned. The AO, or the official who requires the TDY assignment determines if an AEA is warranted. *Requests should arrive at least 10 days before travel begins.* Authority to authorize/approve AEAs is delegated below.

NOTE: Do not send AEA requests up to 300% directly to the PDTATAC.

B. AEA Requests up to but Not Exceeding 150%. Authority to authorize/approve AEA requests, not exceeding 150% (see JFTR, par. U4235 or JTR, pars. C4614-A and C4614-B) is delegated as indicated below.

1. Office of the Secretary of Defense: For Washington Headquarters Services, and DoD Field Activities and Defense Agencies not specifically listed: AO:

a. American Forces Information Service
Attn: RM Administration
601 North Fairfax Street
Alexandria, VA 22314-2007

Effective 1 June 2005

*b. Missile Defense Agency
Attn: Director Management Operations
7100 Defense Pentagon
Washington, DC 20301-7100

c. Defense Advanced Research Projects Agency
Office of Administration and Small Business
3701 North Fairfax Drive
Arlington, VA 22203-1714

d. Defense Commissary Agency
Attn: SAA
38th Street and E Avenue
Fort Lee, VA 23801-6300

e. Defense Contract Management Agency
Attn: DCMA-FB
8725 John J. Kingman Road
Fort Belvoir, VA 22060-6221

f. Defense Finance and Accounting Service (DFAS): Principal Deputy/Deputy Directors, Assistant Deputy Directors, and General Counsel at Headquarters; Directors/ Principal Deputy Directors at DFAS Centers and Operating Locations, and Directors/ Assistant Directors at Financial Systems organization/Activities for assigned personnel and other DFAS personnel under their command and control. *This authority must not be re-delegated.*

Effective 25 October 2004

g. Defense Information Systems Agency
Attn: MPS 4
PO Box 4502
Arlington, VA 22204-4502

h. Defense Intelligence Agency
Deputy Comptroller for Financial policy and Accounting (OC-4)
Washington, DC 20340-3035

i. Defense Legal Services Agency
Attn: Attorney Manager
1600 Defense Pentagon
Washington, DC 20301-1600

j. Defense Logistics Agency
Office of the Comptroller
8725 John J. Kingman Rd., Suite 533
Ft. Belvoir, VA 22060-6221

k. Defense Prisoner of War/Missing Personnel Office
Attn: Resource Management Directorate
1745 Jefferson Davis Highway, Suite 800
Arlington, VA 22205-2816

l. Defense Security Cooperation Agency
Attn: Deputy Director, Resource Management
1111 Jefferson Davis Highway, Suite 303
Arlington, VA 22205-2400

m. Defense Security Service
Attn: Comptroller
1340 Braddock Place
Alexandria, VA 22314-1651

n. Defense Threat Reduction Agency
Attn: Finance Management Office
45045 Aviation Drive
Dulles, VA 20166-7515

o. Department of Defense Contract Audit Agency
Headquarters, Assistant Director, Resources
8725 John J. Kingman Road, Suite 2135
Fort Belvoir, VA 22060-6219
Regional Directors of DCAA Regions at Eastern, Northeastern, Central, Mid-Atlantic, and Western for assigned personnel and other DCAA personnel under their command and control.

APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Effective 3 June 2005

***T4000 INTRODUCTION**

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

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

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

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

T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS

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

T4010 REIMBURSEMENT RATE

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

T4020 TDY TRAVEL POLICY

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

B. Traveler Rights and Responsibilities

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

- (1) See JTR, par. C2000-A2c/JFTR, par. U2000-A2c for medical reasons, or
 - (2) TDY mission timing requires premium-class. When premium-class TDY transportation is authorized because the mission timing is "so urgent it cannot be postponed," premium-class travel should only be authorized to the TDY site. Coach-class accommodations use should be annotated on the trip record and used for the return flight if the return flight is not critical and traveler can rest before reporting back to work. *See JFTR pars. U3125-B2a and U3125-B2b and JTR, pars. C2204-B2a and C2204-B2b.*
- c. Must *not* use foreign flag transportation even if U.S. flag carrier fares are higher,
 - d. Who use premium-class or a foreign flag transportation presumably at Government expense must provide adequate acceptable justification that meets the requirements of the JFTR/JTR to the AO for reimbursement, and
 - e. Should contact the AO and CTO as soon as possible after personally making arrangements to get the Trip Record updated, and arrangements confirmed, and/or to get alternate arrangements.
5. Travelers are advised, in advance, of their allowances, the arrangements made for them, probable expenses, and a good estimate of what they should be reimbursed.
 6. Travelers should have use of a Government-sponsored, contractor-issued travel charge card. The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures."
 7. Travelers should turn in the expense report portion of the Trip Record and be paid every 30 days when the TDY is over 45 days. This ensures travelers are paid for expenses in about the same time as charge card bills are received.
 8. Travelers must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. For Coast Guard personnel, see COMDTINST M5370.8 (series). For NOAA Corps personnel, see Department of Commerce Administrative Order 202-735. For Public Health Service personnel, see Commissioned Corps Personnel Manual CC26.1, Inst 1. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate their seats if the Government would incur additional costs or if it would affect the mission.
 9. Retaining Promotional Items
 - a. A traveler on official business traveling at Government expense on the funds of an agency (See definition in Appendix A) may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001.

- b. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional Government cost.
- c. Promotional items received for travel using funds other than those of an agency are not covered by this rule. Travelers should seek guidance from those funding authorities.

10. Travelers must be treated as honest, responsible customers, but they must follow the rules in this regulation. The DoD Financial Management Regulation (DoDFMR), Volume 9, JFTR, par. U2505, and JTR, par. C1305, apply when a fraudulent claim submission is suspected.

T4025 ARRANGING OFFICIAL TRAVEL

A. CTO Use

1. Mandatory Policy. It is DoD *mandatory policy* that travelers use available CTOs to arrange official travel, including transportation and rental cars.
2. Service Regulations. See DoD component/Service regulations for CTO use information.
3. Failure to Follow Regulations
 - a. Commands/units are expected to take appropriate disciplinary action when travelers and/or AOs fail to follow the regulations concerning CTO use (see par. T4005).
 - b. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed personnel), or other personnel means (civilian employees). Action must *not* be through refusal to reimburse. See par. T4025-A4 below for exceptions when reimbursement is *not* allowed.
4. Reimbursement Not Allowed. Reimbursement Is *not allowed* when the traveler does not follow the regulations for foreign flag carriers (see par. T4025-C).

B. Requirements

1. When making travel arrangements, travelers should use the following:
 - a. Services available under a TMS (see Appendix A), or
 - b. In-house travel offices.

Effective 1 September 2004

2. All travel arrangements must be made in accordance with:
 - a. DoDD 4500.9 (Transportation and Traffic Management) at <http://www.dtic.mil/whs/directives/corres/html/45009.htm>;
 - b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at <http://www.dtic.mil/whs/directives/corres/html/450042.htm>; and

c. Service regulations.

*C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft of foreign registry must *not* be authorized/approved unless the conditions in par. T4060-B3 are met (see also JFTR, par. U3125-C and JTR, par. C2204-C).

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.

D. Lodging Overnight Not Required

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

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

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

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

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

2. ATM Fees

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

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

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

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

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

Effective 8 September 2004

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

NOTE:

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

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

- a. Expenses for legal services for obtaining or processing applications for passports, visas (including green cards) are reimbursable if local laws or custom require the use of lawyers in processing such applications.
- b. A traveler ordinarily travels on a no-fee passport. However, fees for such passports are reimbursable when travel on an official order/authorization is to and/or from a high threat area or high risk airport (see http://travel.state.gov/warnings_list.html) by commercial air and the traveler is authorized to obtain and use a regular fee passport. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless Government transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements.
- c. Dependents' fee is reimbursable *except* in connection with personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.
- d. Medical fees, even though incurred as a consequence of the entry requirements of a country to which the traveler is sent are not reimbursable, except as in JFTR, par. U1410-A5 and JTR, par. C1410-A5 for inoculations.
- e. Legal service expenses in obtaining passports or visas (including green card), for TDY or PCS, are not reimbursable even though local laws or custom may require the use of lawyers.

Effective 19 May 2005

*4. The cost of birth certificates or other acceptable evidence of birth for OCONUS travel (pars. T4040-E3d and T4040-E3e in this appendix apply to this expense).

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

- a. Tax reimbursement is limited to the taxes on reimbursable lodging costs (for example, if a traveler is authorized a maximum lodging rate of \$60 per night, and the traveler elects to stay at a hotel that costs \$110 per night, the traveler may only be reimbursed the taxes on \$60, which is the maximum authorized lodging amount); and
- b. ***Taxes for lodging in foreign OCONUS locations are part of per diem/AEA and are not separately reimbursable.***

NOTES:

1. *If business-class seating is provided at Government expense, the traveler is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at Government expense.*
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.*
3. *The 14-hour rule only (in par. T4060-B1c(6) above) applies en route to the TDY site. On a return flight to the PDS, a business-class transportation authorization should not be provided.*
4. *When use of business-class accommodations is authorized/approved, use of business-class fares provided under the Contract City-Pair Program is mandatory.*
5. *When scheduling flights of 14 or more hours, the first choice is always to fly the member in economy class and have the member arrive the day before the TDY is to begin to allow for appropriate rest. Second choice always is to fly the member in economy class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and clearly the most expensive option which should be avoided whenever possible, is to permit the member to travel in Government-funded business accommodations with arrival on the day the TDY starts.*

**NOTE: Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by foreign air carriers between two places in foreign areas even if U.S. flag air carriers are available. This authority does not apply to uniformed Service members (The Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), DoD civilian employees, or their dependents. Uniformed Service members, DoD civilian employees, and dependents are required to use available U.S. flag carriers for all commercial foreign air transportation as indicated in this paragraph.*

3. Using American Flag Carriers. Available U.S. flag air carriers must be used for all commercial foreign air transportation of persons/property when the U.S. Government funds the air travel (49 USC §40118 and B-138942, 31 March 1981). See JFTR, par. U3125-C and JTR, par. C2204-B. ***U.S. flag carriers are not considered “available” if:***
 - a. Use of a U.S. carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
 - b. Use of a U.S. flag carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
 - c. Use of a foreign flag carrier would eliminate two or more aircraft changes en route on a trip between points outside the U.S.;
 - d. The elapsed travel time by a foreign carrier is three hours or less and travel by a U.S. carrier would be at least twice the time;
 - e. The travel can only be financed with excess foreign currency and available U.S. flag carriers do not accept the currency;
 - f. Only first class accommodations are available on a U.S. flag carrier where less than first class accommodations are available on a foreign flag carrier; or

g. Transportation on a foreign carrier ultimately is paid fully by a foreign government (including under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), international agency or other organization; see DoD 5105.38-M, par. 20202-C3e when travel is on Security Assistance Business.

4. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. **However, contract fare travel must not be used for personal travel.** (See *JFTR, par. U3145-C, item 12, and JTR, par. C2002-C, item 12.*) The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Government. For civilian travelers, JTR, par. C4563-C applies. A member is not authorized per diem on any day leave is charged. Do not permit a TDY trip that is an excuse for personal travel.

5. Lodging Selection

a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effectiveness.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement must be based on the locality rate, or AEA if appropriate, for the en route TDY site.

6. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.

7. Authorized Trips Home during Extended Business TDY. **The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.** The AO must determine that savings outweigh the periodic return travel costs. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs are to be considered. **An analysis must be conducted at least every other year.** The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For civilian employees, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

8. Phone Calls to Home or Family During TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The OA should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY when appropriate (GSBCA 1455-TRAV, 18 August 1998).

9. Travel Expense Report. The Trip Record contains the expense report. AOs must review the amounts claimed on their traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, that the charges are reasonable, that the phone calls authorized for reimbursement are in the Government's best interest, and that the payment of the authorized expenses is approved. Expense reports are subject to random selection for examination based on financial management directives.

DoD Component	Organization/Location	Effective Date
	Hill AFB, UT	March 24, 1997
	Mountain Home AFB, UT	March 24, 1997
	Niagara Falls Air Reserve Station, NY	March 24, 1997
Washington Headquarters Services	Designated organizations	April 1, 1997
Defense Commissary Agency (DeCa)	HQ and Operations Center, Provisional, Ft. Lee, VA	June 5, 1996
Defense Finance and Accounting Service (DFAS)	Kansas City Center, Kansas City, MO <i>Discontinued</i>	May 1, 1996 March 31, 1997
Defense Logistics Agency (DLA)	Administrative Support Center, Ft. Belvoir, VA	June 5, 1996
National Geospatial-Intelligence Agency (NGA) (formerly NIMA)	Multiple locations - all NGA components	May 1, 1996
National Security Agency (NSA) [2]	Fort Meade, Maryland	March 1 1996
Defense Threat Reduction Agency (formerly Defense Special Weapons Agency)	Dulles, VA	June 1, 1996
Organization of the Joint Chiefs of Staff	Washington, DC	May 1, 1996
Defense Information Systems Agency	Washington, DC	June 16, 1997
*Missile Defense Agency (formerly Ballistic Missile Defense Organization)	Washington, DC	July 15, 1997

[1] Authorization to begin testing using simplified allowances was pending but never issued.

[2] This includes TDY travel by, on behalf of, and/or processed by the NSA.

NOTE: Use of Appendix O is authorized for those locations where DTS has been fielded, or DTS-Limited software with computation module is used, and at USAFE locations where the Federal Automated System for Travel (FAST) software is used to transition to DTS-Limited.

APPENDIX Q

TOURS OF DUTY FOR DOD CIVILIAN EMPLOYEES

(See Chapter 5, Part A For Applicable Regulations)

NOTE 1: The 24-, 18- and 12-month tours prescribed in pars. A, B and C apply to the entire listed country or state for employees accompanied or not accompanied by dependents unless a statement appears beside the country or state name limiting applicability to (a) specific area(s) within that country or state, (b) employees authorized and accompanied by dependents, or employees not authorized dependent(s), and/or (c) employees serving on a renewal agreement tour.

NOTE 2: For a location at which one tour length is prescribed for employees authorized and accompanied by dependents and a shorter tour is prescribed for employees not authorized dependents, the shorter tour length applies if the employee is authorized but is not accompanied by dependents.

NOTE 3: The tour lengths listed below are for both the initial tour and the renewal tour.

Effective 9 May 2005

*A. 24-Month Tour of Duty Areas. 24-month tour-of-duty areas are:

Afghanistan
Australia (Northwest Cape)
Azores
Bahamas: Andros Island
Bahrain Island, for employees authorized, and accompanied by, dependents
Bosnia-Herzegovina
Burma
Canada: Newfoundland (Argentina) only, for employees authorized, and accompanied by, dependents
Croatia
Cuba (Guantanamo Bay), for employees authorized, and accompanied by, dependents
Dominican Republic
Egypt, for employees authorized, and accompanied by, dependents
Finland (all locations outside Helsinki)
Greece
Guam
Haiti, for employees authorized, and accompanied by, dependents
Hong Kong
Iceland, for all employees on initial agreements authorized, and accompanied by, dependents
Iran (Tehran and Isfahan only)
Israel, for employees authorized, and accompanied by, dependents
*Italy: La Maddalena and Sicily (Comiso, and Ragusa), for employees on initial tour authorized, and accompanied by, dependents
Japan (Kure and Wakkanai and Ryukyu Islands), for employees authorized, and accompanied by, dependents
Johnston Island, for all employees on initial agreements authorized, and accompanied by, dependents
Jordan
Korea, for employees authorized, and accompanied by, dependents
Kuwait for employees authorized, and accompanied by, dependents (Eff: September 3, 1996)
Kwajalein Atoll
Laos
Liberia
Mexico: Coatzacoalcos, Vera Cruz, for employees authorized, and accompanied by, dependents
Morocco

Nigeria, for employees authorized, and accompanied by, dependents
Northern Mariana Islands: Saipan, only
Oman, for employees authorized, and accompanied by, dependents
Panama
Philippines
Puerto Rico
Qatar, for employees authorized, and accompanied by, dependents
Russia, Moscow
Saudi Arabia, for employees authorized, and accompanied by, dependents
Serbia-Montenegro
Taiwan
Thailand, for employees authorized, and accompanied by, dependents
Turkey, except as indicated in par. C
Venezuela
Yemen Arab Republic: Sanaa only, for employees on initial agreements authorized, and accompanied by, dependents
Zaire

B. 18-Month Tour of Duty Areas. 18-month tour-of-duty areas are:

Bahrain, for employees not authorized dependents
Canada: Newfoundland (Argentia) only, for employees not authorized dependents
El Salvador, for employees not authorized dependents
Greenland
Honduras, for employees not authorized dependents
Israel, for employees not authorized dependents
Italy: La Maddalena and Sicily (Sigonella, Comiso, and Ragusa) for employees on initial tour not authorized dependents; and for all employees serving a renewal agreement tour
Libya
Mexico: Coatzacoalcos, Vera Cruz, for employees not authorized dependents and for all employees serving a renewal tour
Pakistan (Except as indicated in par. C)
Somali Republic

C. 12-Month Tour of Duty Areas. 12-month tour-of-duty areas are:

Alaska: Adak; Aleutian Islands, isolated mainland bases, Kodiak Island
Ascension Island
Canada: Newfoundland: Gander, Labrador, St. Anthony, only, and Northwest Territories
Christmas Island
Cuba (Guantanamo Bay), for employees not authorized dependents
Diego Garcia Island, Chago Archipelago, Indian Ocean
Egypt, for employees not authorized dependents
Eniwetok Atoll
Ethiopia
Haiti, for employees not authorized dependents
Iceland, for all employees not authorized dependents and all employees serving on a renewal agreement
Indonesia, for all employees not authorized dependents
Iran (all places except Tehran and Isfahan)
Iwo Jima
Japan (Kure and Wakkanai), for employees not authorized dependents

Johnston Island, for all employees not authorized dependents and all employees serving on a renewal agreement
Korea, for employees not authorized dependents
Kuwait, for employees not authorized dependents (Eff: September 3, 1996)
Mahe Island
Midway Islands
Nigeria, for employees not authorized dependents
Oman, for employees not authorized dependents
Pakistan: Unaccompanied tour of duty in Islamabad, Karachi, Lahore, and Peshawar effective 18 September 2002.
Qatar, for employees not authorized dependents
Saudi Arabia, for employees not authorized dependents
Thailand, for employees not authorized dependents
Turkey: Sinop (all employees), Cakmakli, Corlu, Diyarbakir, Murs, and Ortakoy for employees not authorized dependents, Izmir (unaccompanied and dependent restricted (effective 3 April 2002))
West Indies: Eleuthera Island, Grand Bahama Island, Grand Turk Island, Mayaguana Island, San Salvador Island, St. Lucia Island only
Yemen Arab Republic: Sanaa for employees not authorized dependents, all other areas, and all employees on a renewal agreement

D. Special Circumstance Tour of Duty Areas

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

2. DoD Education Activity Personnel

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

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

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

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

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

Effective 16 March 2005

E. Establishing Other than Standard Tours of Duty

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

APPENDIX S
Effective 18 May 2005

AUTHORIZED FEML LOCATIONS/DESTINATIONS

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

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Albania, Tirana	European	Frankfurt	<i>1 Jan 2003</i>
*Argentina	Southern	Miami	30 Apr 2007
Armenia, Yerevan	European	Frankfurt	<i>30 Apr 2005</i>
Australia, Alice Springs	Pacific	Honolulu	31 Mar 2006
Australia, Exmouth	Pacific	Perth	31 Mar 2006
Australia, Learmonth	Pacific	Perth	31 Mar 2006
Azerbaijan, Baku	European	Frankfurt	31 Jul 2005
Bahrain	Central	Frankfurt	31 Oct 2005
Bangladesh, Dhaka	Pacific	Honolulu	31 Mar 2006
*Barbados	Southern	Miami	30 Apr 2007
Belarus, Minsk	European	Frankfurt	<i>30 Apr 2005</i>
*Belize	Southern	Miami	30 Apr 2007
*Bolivia	Southern	Miami	30 Apr 2007
Botswana, Gaborone	European	Frankfurt	<i>31 Mar 2005</i>
*Brazil	Southern	Miami	30 Apr 2007
Bulgaria, Sofia	European	Frankfurt	<i>31 Mar 2005</i>
Burma, Rangoon	Pacific	Honolulu	31 Mar 2006
Cambodia, Phnom Penh	Pacific	Honolulu	31 Mar 2006
Cameroon, Yaounde	European	Frankfurt	<i>30 Apr 2005</i>
Chad, N'djamena	European	Frankfurt	<i>30 Apr 2005</i>
*Chile	Southern	Miami	30 Apr 2007
China, Beijing	Pacific	Honolulu	31 Mar 2006
*Columbia	Southern	Miami	30 Apr 2007
Costa Rica, San Jose	Southern	Miami	30 Apr 2006
Croatia, Zagreb	European	Frankfurt	<i>31 Mar 2005</i>
Cuba, Guantanamo Bay	Southern	Jacksonville	31 Dec 2006
<i>Cuba, Havana (for Coast Guard uniformed members only)</i>	USCG	Miami	18 Dec 2005
Cyprus, Nicosia	European	Frankfurt	<i>31 Mar 2005</i>
Democratic Republic of Congo, Kinshasa	European	Frankfurt	<i>30 Apr 2005</i>

Djibouti	Central	Frankfurt	31 Oct 2005
*Dominican Republic	Southern	Miami	30 Apr 2007
*Ecuador	Southern	Miami	30 Apr 2007
Egypt	Central	Frankfurt	31 Oct 2005
*El Salvador	Southern	Miami	30 Apr 2007
Eritrea, Asmara	Central	Frankfurt	31 Oct 2005
Estonia, Tallinn	European	Frankfurt	31 Mar 2005
Ethiopia, Addis Ababa	Central	Frankfurt	31 Oct 2005
Fiji	Pacific	Honolulu	31 Mar 2006
Gabon, Libreville	European	Paris	31 Oct 2004
Georgia, Tbilisi	European	Frankfurt	31 Mar 2005
Ghana, Accra	European	Frankfurt	30 Apr 2005
Greece, Athens	European	Frankfurt	31 Mar 2005
Greece, Larissa	European	Frankfurt	31 Mar 2005
Greenland, Thule 1/	European	Baltimore	31 May 2006
*Guatemala	Southern	Miami	30 Apr 2007
Guinea, Conakry	European	Paris/Frankfurt	31 Jan 2005
*Guyana	Southern	Miami	30 Apr 2007
*Haiti	Southern	Miami	30 Apr 2007
*Honduras	Southern	Miami	30 Apr 2007
Hong Kong	Pacific	Los Angeles	31 Mar 2006
India, New Delhi	Pacific	Honolulu	31 Mar 2006
Indonesia, Jakarta	Pacific	Honolulu	31 Mar 2006
Israel, Tel Aviv	European	Frankfurt	31 Mar 2005
Ivory Coast, Abidjan	European	Frankfurt	31 Mar 2005
*Jamaica	Southern	Miami	30 Apr 2007
Jordan	Central	Frankfurt	31 Oct 2005
Kazakhstan, Almaty	Central	Frankfurt	31 Oct 2005
Kenya	Central	Frankfurt	31 Oct 2005
Korea 2/ (<i>eff 28 May 2004</i>)	Pacific	Chicago or Los Angeles	28 May 2005
Kuwait	Central	Frankfurt	31 Oct 2005
Kyrgyzstan, Bishkek	Central	Frankfurt	31 Oct 2005
Laos, Vientiane (<i>eff 29 October 2004</i>)	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 (<i>eff 28 May 2004</i>)	Pacific	Frankfurt	31 May 2006
Malaysia, Kuala Lumpur	Pacific	Sydney	31 Mar 2006
Mali, Bamako	European	Frankfurt	30 Apr 2005
Marshall Islands, Majuro	Pacific	Honolulu	31 Aug 2003
*Mexico	Northern	San Antonio	30 Aug 2005
Moldova, Chisnau	European	Frankfurt	30 Apr 2005
Mongolia, Ulaanbaatar	Pacific	San Francisco	31 Mar 2006
Morocco, Rabat	European	Frankfurt	31 Mar 2005
Mozambique, Maputo	European	Frankfurt	31 Mar 2005
Namibia, Windhoek	European	Frankfurt	30 Apr 2005
Nepal, Kathmandu	Pacific	Honolulu	31 Dec 2004
*Nicaragua	Southern	Miami	30 Apr 2007
Niger, Niamey	European	Frankfurt	31 Mar 2005
Nigeria, Lagos	European	Frankfurt	31 Mar 2005
Oman	Central	Frankfurt	31 Oct 2005
Pakistan	Central	Frankfurt	31 Oct 2005
*Panama	Southern	Miami	30 Apr 2007
*Paraguay	Southern	Miami	30 Apr 2007
*Peru	Southern	Miami	30 Apr 2007
Philippines, Metro Manila	Pacific	Honolulu	31 Mar 2006
Poland, Warsaw	European	Frankfurt	31 Mar 2005
Qatar	Central	Frankfurt	31 Oct 2005
Romania, Bucharest	European	Frankfurt	31 Mar 2005
Russia, Moscow	European	Frankfurt	31 Mar 2005
Rwanda, Kigali	European	Frankfurt	30 Apr 2005
Saudi Arabia	Central	Frankfurt	31 Oct 2004
Senegal, Dakar	European	Frankfurt	30 Apr 2005
Serbia and Montenegro, Belgrade	European	Frankfurt	30 Jun 2005
Singapore	Pacific	Honolulu (<i>eff 14 Apr 2004</i>)	31 Mar 2006
South Africa, Pretoria	European	Frankfurt	31 Mar 2005
Sri Lanka, Columbo	Pacific	Frankfurt	31 Mar 2006
*Suriname	Southern	Miami	30 Apr 2007
Syria, Damascus	Central	Frankfurt	31 Oct 2005

Tanzania, Dar Es Salaam	European	Frankfurt	30 Apr 2005
Thailand, Bangkok	Pacific	Honolulu	31 Mar 2006
Thailand, Chiang Mai	Pacific	Honolulu	31 Mar 2006
*Trinidad and Tobago	Southern	Miami	30 Apr 2007
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 2007
Uzbekistan, Tashkent	Central	Frankfurt	31 Oct 2005
*Venezuela	Southern	Miami	30 Apr 2007
Vietnam, Hanoi	Pacific	Honolulu	31 Mar 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.