VOLUME 2

JOINT TRAVEL REGULATIONS

CHANGE 479

Alexandria, VA 1 September 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 September 2005 unless otherwise indicated.

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This change includes all material written in CAP Items 18-05(E); 21-05(E); 23-05(E); and 26-05(E); and civilian editorials C05037 and C05039. Insert the attached pages and remove the corresponding pages. Remove page C4-xiii. This cover page replaces the Change 478 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 479:

C2000-A2d; C2204; Appendix H, Part II. Adds Emergency Visitation Travel and Family Visitation Travel to the list of travel categories that are "excluded" from being considered for a finding of "not reasonably available" for the purpose of premium-class accommodations justification.

Chapter 2, Part J. Changes the total monthly reimbursement ceiling amount for DoD uniformed personnel and DoD civilian employees from $185 to $200 for parking expenses at a PDS or TDY site, when they are assigned to duty as a recruiter for any of the armed forces; at a military entrance processing facility of the armed forces; or detailed for instructional and administrative duties at any institution where a unit of the Senior ROTC is maintained.

C6608. Reinstates wording on non-concurrent travel of attendants that was erroneously deleted.

C15003-D. Increases the Maximum home value under the DoD Relocation Contract for which home sale services are payable from $500,000 to $750.000.

Appendix A, Part I. Clarifies that trailers, associated with vehicles other than POVs and trailers associated with boats, that are authorized to be shipped as household goods under Appendix A, may be shipped even if the vehicle or boat itself is not shipped.

Appendix O. Clarifies that the GMR and PMR do not apply when Government quarters are available but travelers are directed to use private sector lodgings.

VOLUME 2

JOINT TRAVEL REGULATIONS

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

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

PART A: TRAVEL POLICY

Effective 1 March 2004
C2000 GENERAL

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

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

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

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

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

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

Effective 16 August 2004

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

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

Effective 30 June 2005

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

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

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

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

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

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

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

9. Each dependent is allowed a seat.

B. Service Responsibility. Each DoD component must:

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

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

3. Failure to Follow Regulations

a. Commands/units are expected to take appropriate disciplinary action when employees and/or AOs fail to follow the regulations concerning CTO use (see par. C1070).

b. Disciplinary action should be for ***willful*** violations and may be in the form of counseling (oral/written), or other personnel means. Action must ***not*** be through refusal to reimburse. See par. C2203-A4 below for exceptions when reimbursement is ***not*** allowed.

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

B. Requirements

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

a. A CTO (see Appendix A),

b. In-house travel offices, or

c. General Services Administration (GSA) Travel Management Centers (TMCs) which are functionally equivalent to CTOs.

Effective 01 September 2004
2. All travel arrangements must be made in accordance with:

a. DoDD 4500.9 (Transportation and Traffic Management) at ***http://www.dtic.mil/whs/directives/corres/html/45009.htm;***

b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at ***http://www.dtic.mil/whs/directives/corres/html/450042.htm;*** and

c. Service regulations.

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

D. Transportation Reimbursement

1. CTO Available. When a CTO is available but the traveler arranges transportation through a non-contract travel agent or common carrier direct purchase, reimbursement is limited to the amount the Government would have paid if the arrangements had been made directly through a CTO.

2. CTO ***Not*** Available. When the AO certifies that a CTO was/is not available to arrange transportation, reimbursement is paid for the actual cost of the authorized/approved transportation NTE the least expensive unrestricted commercial coach airfare that meets mission requirements.

C2204 COMMERCIAL AIR TRANSPORTATION

Effective 8 December 2004

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

B. Service Class

1. General. Government policy is that:

Effective on 30 June 2005

*a. Travelers must be provided coach-class (economy) airline accommodations for all official business travel (including PCS, TDY, RAT leave, emergency leave, EVT, FVT, 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.

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

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

Effective 30 June 2005
*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, EVT, FVT, 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 30 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, EVT, FVT, 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.

Effective 30 June 2005
****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, EVT, FVT, R&R, FEML, personnel evacuation, or any other transportation.***

NOTE 3:

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

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

b. Rest stop en route is authorized, or

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

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

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.***

Effective 30 June 2005

*PART J: PARKING EXPENSES FOR CERTAIN EMPLOYEES

C2600 GENERAL

Army, Navy, Air Force, and Marine Corps civilian employees are to be reimbursed for that portion of their monthly parking expenses in excess of $25 but not to exceed $200. This reimbursement covers all expenses for parking a POV at a PDS work site or TDY site where they are assigned to duty:

1. As a recruiter for any of the armed forces;

2. At an armed forces military entrance processing facility; or

3. While detailed for instructional and administrative duties at any institution where an SROTC unit is maintained.

For example: Monthly parking expenses of $135.00 would warrant reimbursement of $110.00 ($135 - $25 = $110) while monthly parking expenses of $320.00 would warrant reimbursement of $200.00 ($325 - $25 = $295 but NTE $200.00. ***Additionally, the statutory authority for this payment only extends to reimbursement of parking expenses. Contracting for parking must be derived from other legal authority, if any.***

CHAPTER 4

EMPLOYEE TRAVEL

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SECTION 3: CONUS POV TRANSPORTATION

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A traveler transferred in the Government's interest or a new appointee or student trainee relocating to the first CONUS PDS may be authorized to have POV(s) transported at Government expense when authorized/approved as being advantageous (particularly financially advantageous) to the Government.

NOTE: See par. C6554 for authority to reimburse a traveler with a disability for the cost of shipping a specially equipped automobile between PDSs in CONUS.

C5244 AUTHORIZATION

A. General. Commanding officers/designated representatives who assign travelers in CONUS are delegated authority to determine a traveler's, new appointee's, or student trainee's eligibility to transport a POV(s) at Government expense when:

1. Both the old PDS (or actual residence of a new appointee or student trainee) and new PDS are within CONUS; and

Effective 30 September 2004
*2. ***It has been determined in accordance with pars. C5244-A2a. C5244-A2b, C5244-A2c, and C5254-A2d below that it is more advantageous and cost effective to the Government to transport the POV(s) to the new PDS at Government expense and to pay for transportation of the traveler and/or immediate family by commercial means than to have the traveler and/or immediate family member(s) drive one or more POC(s) to the new PDS. Costs to be considered are:***

a. Cost of POC travel;

b. Cost of transporting the POV(s);

c. Cost of travel if the POV(s) is/are transported; and

d. Productivity benefit from the traveler's accelerated arrival at the new PDS.

B. Authorized Origin/Destination. POV transportation is authorized to the new PDS from the:

1. Old PDS if the traveler is transferred, or

2. Actual residence for a new appointee or student trainee.

Effective 30 September 2004
C. Towing Equipment Cost. When transportation of a POV at Government expense is authorized/approved, an employee may be reimbursed the cost of towing equipment/car carrier used for transporting the POV to the new PDS (GSBCA 16412-RELO, 16 July 2004). ***NOTE: Mileage reimbursement is not allowed for the towed vehicle - GSBCA 15308-RELO, 7 July 2000.***

C5248 SHIPMENT METHODS

A. Government-arranged POV Transportation. The transportation officer determines the transportation mode. The procedures for shipment must be in accordance with Defense Transportation Regulations (DTR) (DOD 4500.9-R, Part IV, Chapter 408) at: ***http://public.transcom.mil/J4/j4lt/dtr.html***.

B. Traveler-arranged POV Transportation (FTR §302–9.142 §302–9.207). If POV shipment is authorized at Government expense and the traveler personally arranges the POV transportation, reimbursement is limited to the traveler's actual expenses, not to exceed the POV transportation cost from the port/VPC serving the authorized origin point to the port/VPC serving the authorized destination.

C. Transporting a Specially Equipped Automobile between CONUS PDSs (64 Comp. Gen. 30 (1984))

1. The transportation cost for a specially equipped automobile used by an "traveler with a disability" (as defined in par. C6551) between CONUS PDSs may be:

   a. Arranged by the DoD component on behalf of the traveler, or

   b. Authorized/approved for reimbursement.

2. The transportation must be incident to a PCS and Secretarial Process determination must be made that reimbursement:

   a. Is cost beneficial ***NOTE: This is the primary consideration.***,

   b. Constitutes a reasonable accommodation to the traveler, and

   c. Does not impose undue hardship on the DoD component's personnel relocation program.

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D. Travel Allowances

1. Uniformed Service Member as Attendant/Escort. A Uniformed Service member is authorized the travel and transportation allowances in JFTR, Chapter 4, Part B or C.

2. Civilian Employee as Attendant/Escort. A U.S. Government civilian employee is authorized the travel and transportation allowances in regulations issued by the employee's agency/department.

3. Other Person as Attendant. Another person designated to travel as an attendant/escort is:

a. Issued an ITA or included in the same travel order (identified as an attendant/escort) issued for the employee patient.

b. Authorized the same travel and transportation allowances as would be a civilian employee. See par. C6153.

E. Attendant Compensation Agreements

1. The AO may authorize the PDS contracting officer to enter into a contract with a non-family member attendant, including professional health care providers, to provide for reasonable compensation in addition to travel and transportation allowances (including excess baggage shipment expenses) under this Part.

2. The amount of compensation for a nonprofessional attendant may not exceed the prevailing rate in the locality for the type of services rendered.

3. Professional health care provider attendants ordinarily are unnecessary on AMC medical evacuation flights.

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

1. Adult patients, in extraordinary cases, if the attendant's presence is necessary to the patient's treatment regimen, or

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

Effective 27 June 2005
*G. Non-Concurrent Attendant Travel. Non-concurrent attendant travel may be authorized/approved when the need for an attendant arises during treatment or there is need for an attendant only during a portion of the patient's travel.

CHAPTER 15

PART A: USE OF RELOCATION SERVICE COMPANIES

C15000 AUTHORITY

DoD has a contract with a private firm under which DoD components may offer relocation services to employees described in this Chapter. Examples of these services are:

1. Home sale programs;
2. Home finding assistance;
3. Home marketing assistance;
4. Property management (PM) services (see Part B); and
5. Mortgage finding assistance.

C15001 DOD COMPONENTS' RESPONSIBILITIES

Each DoD component must determine: 1) whether, to what extent, and under what conditions relocation services are offered to its employees who transfer within or between components or between DoD components and other agencies; and 2) which employees are offered relocation services.

C15002 GENERAL ELIGIBILITY CONDITIONS AND LIMITATIONS

A. Employees Covered. Relocation services may be offered if an employee:

1. Transfers from one official station to another in the Government's interest (not primarily for the employee's convenience or benefit, or at the employee's request), and

2. Signs a transportation agreement (see ***NOTE 1***) as required in par. C4001 (see ***NOTE 2***).

NOTE 1: If the employee violates the agreement terms, the Government reserves the right to recover from the employee all payments made on the employee's behalf to the relocation company (see Chapter 4, Part H).

NOTE 2: A transportation agreement is not required for PM services under par. C15053 for a TCS.

B. Persons Not Covered. Relocation services must not be offered to:

1. Any new appointee;

2. Employees assigned under the Government Employees Training Act (5 USC §4109); or

3. Employees assigned/transferred to/from a duty station in a foreign area except (a) employees eligible for residence transaction expenses reimbursement as provided in par. C14000-C, and (b) employees eligible for property management services under Part B.

NOTE: See subpar. C1057-B1, item f, to authorize payment under a relocation contract for reappraisal and re-inspection of hurricane-damaged homes for employees relocating from or to Presidentially-declared disaster areas.

C15003 PROCEDURAL REQUIREMENTS AND CONTROLS

A. Employee Option. Employees offered relocation services must be given the option to accept or reject the offer.

B. Dual Benefits Prohibited. Once an employee accepts relocation services, reimbursement to the employee must not be allowed for expenses, authorized in other Parts of this regulation, that are analogous or similar to expenses or the cost for services the DoD component pays under the relocation service contract.

C. Payments on Behalf of Ineligible Individuals. An eligible employee must meet the title requirements in par. C14000-E. Components must not make payment to relocation companies that benefit ineligible individuals. For example, there is joint residence ownership by an eligible employee and a non-Government employee; the benefits derived from relocation services accrue proportionally to the eligible and ineligible parties. Only that share applicable to the eligible employee may be paid. This situation is addressed for direct reimbursement of real estate expense under par. C14000-F; the same logic and provisions apply regarding relocation services.

Effective on 30 June 2005
*D. Maximum Home Value. The maximum home value under the DoD relocation contract for which home sale services are payable is $750,000, unless waived by the paying activity. If a home is sold under a home sale program at a price exceeding $750,000, the employee is responsible for any additional costs unless the maximum is waived in accordance with component regulations.

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

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

1. Owned by an agency;

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

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

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

GOVERNMENT MEAL RATE.

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

Effective 1 January 2005

1. Discount Government Meal Rate: $7.55 per day

2. Standard Government Meal Rate: $8.90 per day

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

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

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

GOVERNMENT QUARTERS.

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

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

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

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

5. Temporary lodging facilities as defined in this Appendix;

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

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

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

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

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

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

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

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

A. HHG include:

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

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

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

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

*5. Vehicles other than POVs (such as motorcycles, mopeds, hang gliders, golf carts, jet skis and snowmobiles ((and/or their associated trailers)) of reasonable size, that can fit into a moving van);

*6. Boats (and/or their associated trailers) of reasonable size that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat); and

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

*APPENDIX C

STATUTORY AND OTHER AUTHORITIES

PART I: EXECUTIVE ORDER

For ***Executive Order 11609***, 22 July 1971:

1. See ***http://www.nara.gov/fedreg/codific/cod_eo14.html***, and
2. Click on '***11609***'.

*APPENDIX C

STATUTORY AND OTHER AUTHORITIES

PART II: DEPARMENT OF DEFENSE INSTRUCTION

For ***Department of Defense Instruction (DoDI) 1000.1***, Identity Cards Required by the Geneva Conventions:

1. See ***http://www.dtic.mil/whs/directives/corres/ins1.html***,
2. Select '***1000.1***', and
3. Select a format for viewing and/or printing the Instruction.

For an edited extract of DoDI 1000.1 - Table of Military and Civilian Equivalent Grades for Prisoner of War Identification, see the table in Part III of this Appendix.

*APPENDIX C

STATUTORY AND OTHER AUTHORITIES

PART III: TABLE OF MILITARY AND CIVILIAN EQUIVALENT GRADES FOR PRISONER OF WAR IDENTIFICATION

DoDI 1000.1, January 30, 1974

Required by Articles 43 and 60 of the Geneva Convention relative to the Treatment of Prisoners of War of August 12, 1949

Geneva Convention Category	Military Grade Group	Army	Navy Coast Guard National Oceanographic And Atmospheric Administration	Air Force	Marine Corps
1	2	3A	3B	3C	3D
V General Officers. Prisoners of War of Equivalent Rank	O-10 O-9 O-8 O-7	General Lieutenant General Major General Brigadier General	Admiral Vice Admiral Rear Admiral (upper half) Rear Admiral (lower half) Commodore	General Lieutenant General Major General Brigadier General	General Lieutenant General Major General Brigadier General
IV Majors, Lt. Colonels, Colonels, Prisoners of War of Equivalent Rank	O-6 O-5 O-4	Colonel Lt. Colonel Major	Captain Commander Lt. Commander	Colonel Lt. Colonel Major	Colonel Lt. Colonel Major
III Warrant Officers Commissioned Officers Below Major, and Prisoners of War of Equivalent Rank	O-3 O-2 O-1 W-5 W-4 W-3 W-2 W-1	Captain 1st Lieutenant 2nd Lieutenant Chief Warrant Chief Warrant Chief Warrant Chief Warrant Warrant Officer	Lieutenant Lieutenant (J.G.) Ensign Chief Warrant Chief Warrant Chief Warrant Chief Warrant Warrant Officer	Captain 1st Lieutenant 2nd Lieutenant Chief Warrant Chief Warrant Chief Warrant Chief Warrant Warrant Officer	Captain 1st Lieutenant 2nd Lieutenant Chief Warrant Chief Warrant Chief Warrant Chief Warrant Warrant Officer
II Sergeants and Other Non-commissioned Officers. Prisoners of War of Equivalent Rank	E-9 E-8 E-7 E-6 E-5	Command Sgt. Maj. Sergeant Major First Sergeant M/Sgt Sergeant 1/c Specialist 7 Staff Sergeant Specialist 6 Sergeant Specialist 5	Master Chief Petty Officer Senior Chief Petty Officer Chief Petty Officer Petty Officer 1/C Petty Officer 2/C	Chief Master Sgt. Senior Master Sgt. Master Sergeant Tech Sergeant Staff Sergeant	Sergeant Major Master Gunnery Sgt. First Sergeant Master Sergeant Gunnery Sergeant Staff Sergeant Sergeant
I Prisoners Ranking Below Sergeant	E-4 E-3 E-2 E-1	Corporal Specialist 4 Private 1/c Private Private	Petty Officer 3/C Seaman Seaman Apprentice Seaman Recruit	Sergeant Airman 1/c Airman Airman Recruit	Corporal Lance Corporal Private First Class Private

Table of Military and Civilian Equivalent Grades for Prisoner of War Identification (Continued)

Required by Articles 43 and 60 of the Geneva Convention relative to the Treatment of Prisoners of War of 12 August 1949

Geneva Convention Category	Military Grade Group	Army Others on Reverse	Public Health Service	Civilian Grade Groups: General Schedule	Civilian Grade Groups: Federal Wage System	Civilian Grade Groups: Teacher	American Red Cross	USO		Civilian ID Cards
1	2	3	4	5	6	7	8	9		10
V General Officers, Prisoners of War of Equivalent Rank	O-10, O-9	General, Lt. General	. . .	. . .	. . .	. . .	. . .	. . .		V General Officer
	O-8	Major General	Surgeon General, Deputy Surgeon General	SES, SL, ST	. . .	. . .	. . .			
	O-7	Brigadier General	Assistant Surgeon General		. . .	. . .	31	Executive Director		
IV Majors, Lt. Colonels, Colonels, Prisoners of War of Equivalent Rank	O-6	Colonel	Medical Director	GS-15	Ships Pilots WS-14 thru WS-19, WL-15, and Production Support Equivalents	. . .	28-29	USO Staff Executives: Appropriate Equivalent Rate	USO Staff Entertainers: Appropriate Equivalent Rate	IV Field Grade Officer
	O-5	Lt. Colonel	Senior Surgeon	GS-14 GS-13		. . .	25-27			
	O-4	Major	Surgeon	GS-12		Class IV, V	24			
III Warrant Officers, Commissioned Officers Below Major, and Prisoners of War of Equivalent Rank	O-3	Captain	Senior Asst. Surgeon	GS-11 GS-10	WS-8 thru WS-13, WL-6 thru WL-14, WG-12 thru WG-15, WP-17, 18 and Production Support Equivalents	Class I. steps 5-15 II, III	21-23			III Company Grade Officer
	O-2	First Lieutenant	Assistant Surgeon	GS-9 GS-8		Class 1, steps 3, 4	20-19	. . .		
	W-5 W-4 W-3	Chief Warrant Officers, W5, W4, W3	. . .							
	O-1	Second Lieutenant	Jr. Asst. Surgeon	GS-7		Class I, steps 1, 2	18			
	W-2 W-1	Chief Warrant officer W2, Warrant Officer	. . .							
II Sergeants and Other Non-commissioned Officers. Prisoners of War of Equivalent Rank	E-9, E-8	Sergeant Major Master Sergeant	. . .	GS-6	WS-1 thru WS-7, WL-1 thru WL–5, WG-9 thru WG-11, WP-11 thru WP-16	. . .	17 - 15	. . .		II Non-Com
	E-7	Sergeant First Class	. . .							
	E-6	Staff Sergeant	. . .	GS-5		. . .				
	E-5	Sergeant	. . .							
I Prisoners Ranking Below Sergeant	E-4	Corporal	. . .	GS-4	WG-1 thru WG-8, WP-4 thru WP-10	. . .	. . .	. . .		I Enlisted
	E-1, E-3	Other Enlisted Ranks	. . .	GS-3 thru GS-1		. . .	. . .			

Effective 16 August 2004

PART II

SECTION C

FIRST-CLASS DECISION SUPPORT TOOL

Effective March 1, 2004, authorization/approval authority for premium-class accommodations was changed to the senior official level with specific delegations required for authority below that level. Consult service/agency regulations or directives for the current first-class AO.

First-class accommodations requests.

Is the request for first-class accommodations because lower-class accommodations are not reasonably available (F1)?

No - First-class accommodations must not be authorized/approved.

Yes - Are accommodations, other than first-class, available on an airline scheduled to leave within 24 hours before the traveler's proposed departure time, or scheduled to arrive up to 24 hours before the traveler's proposed arrival time?

Yes - Would traveler arrive later than the ***required*** reporting time at the duty site?

Effective 30 June 2005
***Yes** - Is the travel for PCS, RAT/COT/IPCOT leave, EVT, FVT, emergency leave, R&R, FEML, or evacuation?

Yes - First-class accommodations for these travel-types must not be authorized/approved since arrival time/reporting time in these cases is not mission-critical.

No - First-class accommodations ***may*** be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can arrive earlier, etc.

No - Would the traveler be ***required*** *to* depart earlier than the traveler is scheduled to complete duty?

Effective 30 June 2005
***Yes** - Is the travel for PCS, RAT/COT/IPCOT leave, EVT, FVT, emergency leave, R&R, FEML, or evacuation?

Yes - First-class accommodations for these travel-types must not be authorized/approved since arrival time/reporting time in these cases is not mission-critical.

No - First-class ***may*** be authorized/approved for the return portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can delay departure, etc.

Is the request for first-class accommodations because of medical reasons (F2)?

No - First-class accommodations must not be authorized/approved.

Yes - Has competent medical authority certified sufficient justification/documentation that the disability or other special medical needs exists and the medical condition necessitates first-class accommodations?

No - First-class accommodations must not be authorized/approved.

Yes - Can lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats or a business-class seat or shorter flights) meet the traveler's requirements?

Yes - First-class accommodations must not be authorized/approved.

No - First-class accommodations ***may*** be authorized/approved.

Is the request for first-class accommodations due to exceptional security circumstances (F3)?

No - First-class accommodations must not be authorized/approved.

Yes - Would use of other than first-class accommodations entail danger to the traveler's life or Government property?

Yes - First-class accommodations ***may*** be authorized/approved.

No - Are travelers agents of protective details accompanying individuals authorized to use first-class accommodations?

Yes - Are travelers required while traveling to remain in the immediate area of the individuals they are protecting?

No - First-class accommodations must not be authorized/approved.

Yes - First-class accommodations ***may*** be authorized/approved.

No - Are travelers, couriers or control officers accompanying controlled pouches or packages?

No - First-class accommodations must not be authorized/approved.

Yes - Can adequate security of the pouch or package be maintained in coach-or business-class?

Yes - First-class accommodations must not be authorized/approved.

No - First-class accommodations ***may*** be authorized/approved.

Is the request for first-class accommodations mission required (F4)?

No - First-class accommodations must not be authorized/approved.

Effective 18 January 2005
Yes - Is travel in connection with Federal Advisory Committees (5 USC app. (***http://www.usdoj.gov/04foia/facastat.pdf***))?

No - First-class accommodations must not be authorized/approved.

Yes - Is the traveler a high-level invited guest?

No - First-class accommodations must not be authorized/approved.

Effective 18 January 2005
Yes - First-class accommodations ***may*** be authorized/approved. ***For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.***

Is the request for first-class accommodations that the regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations (F5)?

No - First-class accommodations must not be authorized/approved.

Yes - Has the transportation officer/agent documented that there are no other scheduled coach or business-class flights/seats?

No - First-class accommodations must not be authorized/approved.

Yes - First-class accommodations ***may*** be authorized/approved.

Is the request for first-class accommodations because a non-Federal source is paying (F6)?

No - First-class accommodations must not be authorized/approved.

Yes - Does the non-Federal source want the traveler to use first-class accommodations and has the traveler met at least one of the other first-class accommodations criteria (F1 through F5)?

No - First-class accommodations must not be authorized/approved.

Yes - Have the transportation services been paid in advance by a non-federal source?

No - First-class accommodations must not be authorized/approved.

Yes - First-class accommodations ***may*** be authorized/approved.

Is the request for first-class accommodations for a member/employee traveling in support of congressional travel? (FC)

No First-class accommodations must not be authorized/approved.

Yes - An approval authority must sign a separate and distinct authorization form for issuance of a premium-class ticket even when the authorization comes from the Chairman of the Congressional Committee or Leadership/Speaker of the House.

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

(a) Mortgage interest;

(b) Property tax; and

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

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

Effective 20 September 2004
g. If the traveler incurs an exchange fee to trade an owned timeshare period for a comparable period at lodgings at the TDY point, the exchange fee (but not the annual maintenance fee) is reimbursed as a lodging cost (B-254626, 17 February 1994).

2. Eating

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

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

Effective 29 June 2005
****NOTE: In circumstances in which adequate Government quarters are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the quarters are not available and authorized the locality meal rate instead of the GMR/PMR and $3 (in CONUS) or the locality incidental expense rate OCONUS (unless the $3.50 incidental expense rate is authorized for incidental expenses under par. T4040-A3). (i.e., Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality meal rate to GMR/PMR.)***

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

Effective 1 October 2003

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

NOTE 1: Applicable to civilian employees:

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

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

NOTE 2: Applicable to uniformed members:

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

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

B. Lodging Overnight Required - Schoolhouse Training Standards

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

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

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

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

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

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

Effective 31 January 2003 for members and 31 July 2003 for employees
3. Joint deployments involve the temporary assignment of travelers of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The Combatant or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the main body of the deployed force, but business travel might be appropriate for an interim staging base. In choosing the option to use, the Combatant or JTF Commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the Combatant Commander should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The Combatant or JTF Commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to individual travelers. Table 1 shows the effect of each option on per diem. ***Exception: A traveler receiving the GMR rate while TDY to a JTF Commander's area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. T4040-A2b (e.g., If a TDY traveler travels from one location in the AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless Government meals are not available).*** The Combatant or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in orders.

4. <u>TDY Aboard Ships</u>

a. No per diem is payable when TDY aboard a U.S. ship since quarters and mess are provided. Civilians are reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship.

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial ship and incurs an expense for other than Government meals. The AO may establish a per diem allowance equal to the daily expenses.

JOINT TASK FORCE OPERATIONS TDY OPTIONS

SUBSIST ASHORE

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

SUBSIST ABOARD GOVERNMENT SHIP 3/

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

1/ Full Meal Rate = Food costs plus operating expenses.
2/ Discount Meal Rate = Food costs only.
3/ Members/employees deployed who are ordered to subsist ashore – see "Subsist Ashore" (above table) for order type and payment guidelines.

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

Table 1. Deployment - Joint Operations TDY Options