

VOLUME 2
JOINT TRAVEL REGULATIONS
CHANGE 480

Alexandria, VA

1 October 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 October 2005 unless otherwise indicated.

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This change includes all material written in CAP Item 20-05(E), 29-05(E); and civilian editorials C05036; C05038; C05040; C05041 and C05042. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 479 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 480:

Introduction; C4550-E1. Corrects Army Civilian Advisory Panel Member's Address.

C1320; C2255; C2256; Appendix A, Part I. Modifies JTR paragraphs and Appendix A to include the use of Form SF 1170, Redemption of Unused Tickets in accordance with Service regulations.

C1410-A3a, -A3e; C1415-A2; T4040-E3a, -E3e. Removes conflicting JTR paragraphs that deny legal expenses.

C5212-A5. Adds an example clarifying POV transportation to the first PDS in CONUS is prohibited even if it's not the employee's first PDS.

Appendix O, T4070. Updates the Army listing of Paired Communities authorized to use Appendix O.

Appendix S. Changes the recertification date for Libreville, Gabon to 30 June 2005 and all other EUCOM FEML locations to 31 July 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.

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INTRODUCTION TO JOINT TRAVEL REGULATIONS, (JTR) DEPARTMENT OF DEFENSE CIVILIAN PERSONNEL

FOREWORD

The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations. The Committee is chartered under the Department of Defense (DoD). Its members are a Deputy Assistant Secretary for each of the DoD military departments and the Director of the National Oceanic and Atmospheric Administration Corps (NOAA), the Commandant of the Coast Guard (USCG), and the Surgeon General of the Public Health Service (USPHS). The Committee Chairman is the Assistant Deputy Under Secretary of Defense (MPP)

PURPOSE AND AUTHORITY

The regulations in this Volume pertain to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of DoD civilian employees.

With the exception of DoD civilian employees appointed under Section 625(d) of the Foreign Assistance Act of 1961, as amended (22 USC §2385(d)), who are authorized per diem, travel, and transportation allowances in accordance with Volume 14, State Department Foreign Affairs Manual (FAM), these regulations are the sole travel and transportation allowances regulations for DoD components.

If there is a headquarters dispersal, the authority for prescribing the allowances in these regulations becomes vested in each DoD Committee member. Each DoD Committee member may issue necessary regulations prescribing allowances applicable to that Service (or those Services in the case of the Department of the Navy) until the headquarters activities again are centralized ***NOTE: The JTR remain as the governing regulations for OSD and Defense Agency employees.*** At that time, regulation-issuing authority again becomes vested in the Committee.

The JTR is issued under the following authorities:

1. Federal Travel Regulation (FTR), published by GSA (41 CFR 300-304); the Department of State Standardized Regulations (DSSR) for Government Civilians in Foreign Areas, issued by State Department; and regulations published by the Office of Personnel Management (OPM)(CFR, title 5);
2. The United States Code, primarily sections found in title 5 (especially chapter 57, concerning allowances for travel, transportation, and subsistence) and title 10;
3. Executive Orders, General Services Administration (GSA) Commuted Rate Schedule, and DoD directives; and
4. Decisions of the U.S. Comptroller General (GAO), the GSA Board of Contract Appeals (GSBCA) and the OSD General Counsel (OSDGC).

CLAIMS AND ADVANCE DECISIONS

Under 31 USC §3702, the Office of Management and Budget (OMB) settles claims involving civilian federal employees' travel, transportation and relocation allowances. OMB delegated this authority to the General Services Administration (GSA), GSA Board of Contract Appeals (GSBCA). The GSBCA also may issue an advance decision with respect to the same subject matter.

A civilian employee who disagrees with a claim settlement by a paying office may submit the claim to GSBCA (no specific form or format is required) at the address listed below. The claim must be forwarded through the proper paying office, which must attach an administrative report explaining why the claim was settled as it was.

An accountable officer desiring an advance decision on an issue involving the interpretation of the JTR must forward the request for an advance decision through the PDTATAC.

Correspondence to GSBCA should be addressed to:
General Services Administration
GSA Board of Contract Appeals
18th & F Sts., NW
Washington, DC 20405

Throughout the JTR, Comptroller General Decisions from the General Accounting Office (GAO) and decisions from the General Services Administration Board of Contract Appeals (GSBCA) are referenced. Decisions appearing in the published annual GAO volumes are cited by volume, page number, and date, e.g., 71 Comp. Gen. 530 (1992). Decisions of the Comptroller General that do not appear in the published volumes are cited by the appropriate file number and date, e.g., B-248928, 30 September 1992. Website decisions of the GSBCA are listed by category and case number (the case number includes the date the decision was issued), e.g., Travel Cases, GSBCA 14401-TRAV issued 06-01-98. In JTR, these decisions are cited by GSBCA case number, category, and date, e.g., (GSBCA 14515-TRAV, 22 July 1998).

For GSBCA information/decisions visit their website at: <http://www.gsbca.gsa.gov/>.

PARAGRAPH NUMBERING SYSTEM

The paragraph numbering system of the JTR is coordinated with that of the Joint Federal Travel Regulations (JFTR). The volume letter "C," precedes the 4- or 5-digit paragraph number (the first or first two digits indicate the chapter number) and subparagraph designators, as shown in the following breakdown. ***NOTE: Not all paragraph numbers are in consecutive numerical sequence (e.g., C1000, C1001, C1002); numbers may be skipped (e.g., C5001, C5005, C5010) so that new paragraphs can be added without changing the numbers of existing paragraphs.***

Paragraph C1052-B2b(3)
JTR
Chapter 1
Paragraph 052
Subparagraphs

References and citations to the JTR should be in the following format:

JTR, par. C1052
JTR, par. C1052-B2
JTR, par. C1052-B2b(3)
JTR, pars. C1052-C1058

Paragraphs and subparagraphs may contain itemizations. Reference to a specific item should be in the following format:

JTR, par. C1052-B2b(3)b
JTR, par. C1055-A2

The most specific unit of reference should be used.

CHANGES

Changes to the allowances in the JTR are initiated by DoD Civilian Travel Determinations (CTDs), Department of State Travel Per Diem Supplements, Per Diem (PD) Bulletins, and General Services Administration (GSA) Bulletins, memoranda, or amendments. CTDs are effective on the indicated date. They may be effective on the date published in the JTR, on the date of signature by the PDTATAC Chairman, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by the statute or a change to the FTR, some other date. When an effective date is earlier than the date assigned to the printed change page, the changes are disseminated by message.

Printed changes are numbered consecutively and ordinarily are issued monthly. They contain the text and rate changes directed in determinations, bulletins, supplements, and administrative memoranda. The determinations, bulletins, supplements or administrative memoranda included in a printed change are shown on the cover sheet of that printed change.

New or revised provisions appearing on a change page are indicated by a * symbol placed next to the new or revised portion.

FEEDBACK REPORTING

Recommendations for changes in the JTR should contain an explanation of and rationale for the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates in accordance with par. C4551.

Effective 11 July 2005

- *1. Army - Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CP-PPD, Hoffman Building 1, Room 100, 2461 Eisenhower Avenue, Alexandria, VA 22331-3001.
2. Navy - Navy Civilian Advisory Panel Member, Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451.
3. Marine Corps - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPC-10), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force - Air Force Civilian Advisory Panel Member, HQ USAF/DPPC, 1040 Air Force Pentagon, (Room 4C236) Washington, DC 20330-1040.
5. OSD/WHS/Defense Agencies - DoD Civilian Personnel Management Service, Field Advisory Service, Attn: Mr. Gary Pugh, 1400 Key Boulevard, Arlington, VA 22209-5144.

HOW TO GET THE JTR

Requests for copies of the JTR and its changes should be routed as follows:

1. Army. The Army no longer purchases printed paper JTR copies. You can download and print copies at your desktop by accessing the following site: <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>.
2. Navy. Navy distribution of changes to the JTR (NAVSO P-6034) is limited to addresses listed in the Standard Navy Distribution List, Part 1 (OPNAV P09B2-107) and Part 2 (OPNAV P09B2-107) with internal distribution to various codes and offices handled locally. Stock numbers are contained in the Navy Stock List of Publications, Forms, and Directives (NAVSUP P2002) located on NAVSUP Pub 600 (CD Rom only). A separate MILSTRIP requisition must be submitted for *each* change/basic.
 - (a) *For up to 3 copies*, requisition through the normal supply channels in accordance with NAVSUP P2002 and NAVSUP P-437. You may order the changes on website www.nll.navsup.navy.mil, then go into P2003 search/order, fill out the MILSTRIP requisition on line.
 - (b) *For more than 3 copies*, send the request by mail or fax a letter of justification (include MILSTRIP format, SNDL number, point of contact and phone number (DSN and commercial)) to SECNAV/AAUSN Publications Management Branch, 1000 Navy Pentagon, Room 5E784, Washington, DC 20350-1000. FAX COML 703-692-6052, or DSN 312-222-6052.
 - (c) *For changes in distribution*, mail or fax (including SNDL number, point of contact and phone number (DSN and commercial)) to the address in (b) above.
3. Marine Corps. From the Marine Corps Logistics Base, Albany, GA, via the MCPDS on-line system per MCO P5600.31. For changes in distribution, Marine Corps activities should submit their requirements through the on-line system per MCO P5600.31.
4. Air Force. From the Air Force Publications Distribution Center (AFPDC), Baltimore, MD 21220 and from Publishing Distribution Offices (PDOs). PDOs submit requisitions and requirements to the AFPDC in accordance with AFI 37-161; Customer Account Representatives (CAR) submit requisitions and requirements to supporting PDOs in accordance with AFI 37-161.
5. DoD Agencies/Components Not Specifically Listed. Through the appropriate agency/component publishing distribution office.
6. Non-Uniformed Service Organizations. For a fee, the JTR and its changes may be obtained from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.
7. Internet. Available for downloading from the Internet. Go to PDTATAC Home Page <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>.

JOINT TRAVEL REGULATIONS (JTR)

VOLUME 2

DEPARTMENT OF DEFENSE (DoD) CIVILIAN PERSONNEL

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PART E: TRAVEL CLAIMS AND RECEIPTS

C1300 SUBMISSION OF TRAVEL VOUCHERS

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

C1305 FALSIFIED TRAVEL CLAIMS

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

C1310 RECEIPT REQUIREMENTS

A. General. Receipts are required for:

1. Lodging expenses regardless of amount, and
2. Expenditures of \$75 or more.

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

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

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

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

they must be disallowed.

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

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

Effective 28 July 2005

***C1320 LOST/STOLEN/UNUSED TICKET/GTR REIMBURSEMENT**

NOTE: SF-1170, Redemption of Unused Tickets, found at: <http://www.gsa.gov>, is usable, if authorized in Service regulations, for use in connection with turning in unused tickets.

A. Lost/Stolen/Unused Tickets. ***Travelers must safeguard tickets, if issued, carefully at all times.*** However, the traveler must immediately notify the issuing CTO if the ticket is lost or stolen. The traveler is financially responsible to purchase a replacement ticket. If the Government pays for the lost/stolen ticket, the traveler must not be reimbursed for the purchase of a replacement ticket until the Government has received a refund for the lost/stolen ticket. ***If the traveler paid for both tickets, reimbursement is authorized initially only for the first ticket purchased.*** If that first ticket is recovered, turned in for refund, and the Government repaid, reimbursement may then be made for the second ticket, NTE the cost of the first ticket. The traveler must return unused tickets to the CTO.

B. Lost/Stolen/Unused GTR. ***Travelers and other personnel accountable for GTRs must safeguard them carefully at all times.*** However, the traveler or other accountable person must immediately notify the proper official (as prescribed by the DoD Component's procedures) if a GTR is lost or a GTR in the care of any of them is stolen. If the lost or stolen GTR shows the carrier service desired and point of origin, the named carrier and other local initial carriers also must be promptly notified in accordance with the DoD Component's procedures. A GTR, recovered after it has been reported lost, must not be used but rather be sent to the activity specified in the DoD Component's procedures. A traveler or other accountable person may be held financially liable for any Government expenditure caused through negligence on that person's (the employee for the dependents under most circumstances) part in safeguarding GTRs.

NOTE 1: Travelers without sufficient funds to purchase duplicate transportation may be furnished the necessary transportation on a cost charge basis according to individual DoD Component procedures (see DoD 4900.9-R (DTR, Part I)). The necessary transportation is furnished as a personal loan for the traveler's benefit. The traveler remains financially responsible to the Government for the cost of the lost or stolen ticket, regardless of fault or negligence.

NOTE 2: A GTR may be issued and used only for official travel. A GTR must not be issued or used for personal travel regardless of the reason, even on a reimbursable basis.

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.;

Effective 5 July 05

*a. Expenses for legal services that include lawyer fees (except for retainer fees) for obtaining and/or processing applications for passports, visas (including green cards) for TDY, PCS or changes in status are reimbursable if local laws and/or customs 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.;

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

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

Effective 1 April 2005

7. Fees for:

a. Currency conversion. Employees:

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

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

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

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

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

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

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

8. CTO service and processing fees;

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

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

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

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

13. Similar travel and transportation related expenses.

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

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

m. Late payment delinquent fees involving the Government-sponsored Contractor-issued travel charge card only for those personnel who are placed in the category of mission critical travel or, who, through no fault of their own, are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel. See the revised guidance to DoDFMR, Volume 9, chapter 3, found in USD(C) memorandum dated May 7, 2002 for definition of mission critical personnel and processing requirements; and

n. *Lodging fees/daytime lodging charges (e.g., room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the convenience of the traveler);*

5. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
6. A Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
7. *Transportation-related tips for handling Government property at terminals and hotel;*
8. Any per-day administrative fee called for in the SDCC rental car agreements (including GARS); and
9. Similar travel and transportation related expenses.

Effective 30 December 2004

C. PCS Travelers. Travelers are authorized reimbursement for the expenses listed in par. C1410-A for PCS travel. In addition to the expenses listed in par. C1410-A, the employee is authorized reimbursement for fees in connection with dependents' transportation that cover a change in status, health, identity, and of affidavits, except for fees/charges for legal services even though local law or custom require lawyers' services in processing applications for passports, visas (including green cards), or changes in status.

NOTE: Excess accompanied baggage transportation costs may not be authorized in advance of PCS/TCS travel. They may only be approved by the AO after PCS/TCS travel (see also par. C2304-C). A Miscellaneous Charge Order (MCO), a coupon used as a general-purpose voucher for services (such as excess baggage), must not be used for accompanied baggage ICW PCS/TCS travel.

Effective 8 September 2004

C1415 CONTEMPLATED OFFICIAL TRAVEL, PASSPORTS, AND VISA (INCLUDING GREEN CARDS) FEES (FTR §301-12.1, §302-4.701, and GSBICA 15923-RELO, 16 December 2002)

A. General for All Travel

1. An employee is reimbursed the associated expenses (for the employee and dependents, if officially required to obtain a change of status and/or to renew passports and/or visas (including green cards, photographs for OCONUS travel 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)) (dependents' fee is reimbursable *except* in connection with personal travel.). Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.

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.

Effective 5 July 05

*2. These expenses include fees/charges for legal services including lawyer fees (except for retainer fees) for obtaining and/or processing applications for passports, visas (including green cards) for TDY, PCS or changes in status if local laws and/or customs require the use of lawyers in processing such applications.

3. Medical expenses associated with obtaining passports and/or visas (including green card), are not reimbursable, except as in par. C1410-A5 for inoculations.

B. **Reimbursement.** Reimbursement authority is for an employee who is a U.S. citizen:

1. Hired locally or transported to a foreign OCONUS area at Government expense,
2. Serving under a transportation or renewal agreement, ***and***
3. Required to obtain/renew passports and/or visas (employee's and/or dependents') as a result of continued employment in a foreign OCONUS area, ***or***
4. Described in par. C1415-C.

C. **Passport and/or Visa (Including Green Cards, Photographs for OCONUS Travel and Physical Examinations Required to Obtain a Visa) for Emergency Technical Support Personnel.** Activities may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports and/or visas (including green cards) in preparation for such travel, may be reimbursed the fees paid for passports, visas (including green cards, photographs for OCONUS travel 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)).

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.

D. **Reimbursement when No Travel Is Involved.** Actual travel to obtain the required documents is not required for reimbursement (e.g., the expenses may be related to mail).

E. **Voucher Submission.** DoDFMR, Volume 9, Travel Policy and Procedures, at website <http://www.dtic.mil/comptroller/fmr/>, prescribes the requirements for voucher submission, with supporting authority. Funds must be obligated in accordance with finance policy (ordinarily at the time the expense is incurred).

C1420 GOVERNMENT CONVEYANCE

A. **General.** ***NOTE: See Chapter 2, Part B for Travel by Government Conveyance.*** Except as indicated in par. C1420-B1, the following are examples of allowable (when necessary) expenses for Government conveyance operation that are reimbursable when Government facilities are not available:

PART G: BAGGAGE ALLOWANCE

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C2300	FREE CHECKABLE BAGGAGE A. General B. Rail/Bus Travel C. Commercial Aircraft D. AMC Procured Airlift (Including Categories A, B, and M) E. MSC or Commercial Ships
C2302	EXCESS BAGGAGE
C2303	PUBLIC PROPERTY
C2304	RELATIONSHIP TO HHG WEIGHT ALLOWANCE A. Free Checkable Baggage B. Expedited Shipments C. Excess Baggage D. Unaccompanied Baggage
C2305	RENEWAL AGREEMENT TRAVEL
C2306	UNACCOMPANIED BAGGAGE SHIPMENT/BAGGAGE STORAGE FOR STUDENT DEPENDENTS PERFORMING EDUCATIONAL TRAVEL
C2307	STOPPAGE OF BAGGAGE IN TRANSIT
C2308	TRANSFER, STORAGE, CHECKING, AND HANDLING OF BAGGAGE
C2309	UNACCOMPANIED BAGGAGE IN CONNECTION WITH EXTENDED TDY ASSIGNMENTS
C2310	UNACCOMPANIED BAGGAGE OF DODEA TEACHERS AUTHORIZED EXTENDED LEAVES OF ABSENCE

PART F: TRANSPORTATION REQUESTS*C2250 GENERAL**

Passenger transportation services by common carrier may be procured through the use of U.S. Government Transportation Request (GTR) (Standard Form 1169). GTRs are issued IAW appropriate transportation regulations. GTRs are orders executed by an officially designated transportation officer or by travelers designated as acting transportation officer on common carriers for transportation expenses chargeable to the Government.

C2251 WHEN GTR'S MAY NOT BE USED

GTRs may not be used in the following instances.

1. Personal transportation services or privileges that increase or exceed the cost of those authorized when the travel is by a circuitous route for personal convenience. The traveler may not use GTR to procure transportation accommodations for the circuitous travel. However, a common carrier ticket procured by GTR for travel at Government expense may be reissued for a common carrier ticket to travel by a circuitous route for personal reasons. In these instances, any additional charges, including the applicable share of the Federal transportation tax, incurred as a result of the reissued ticket for personal convenience is the personal financial responsibility of the traveler. Additionally, when accommodations superior to those authorized are requested or used by the traveler for personal reasons, the additional cost, including the applicable share of the Federal transportation tax, is the personal financial responsibility of the traveler.
2. Individually procured taxicab, airport limousine, intra-city transit, rental automobiles, or other for-hire automobile services.
3. Payment of toll road or toll bridge charges.
4. Passenger transportation services costing \$10 or less, excluding Federal transportation tax, unless justified by special circumstances.

C2253 WHEN GTR'S NOT AVAILABLE

In an emergency, when GTRs are not available, the traveler may pay for the transportation and file a claim for reimbursement, or may telegraph or telephone an administrative official who directs travel to request a GTR be issued to cover the trip. The GTR is deposited by the administrative official with the agent of the carrier at the point of issue. Such agent is asked to telegraph the agent from whom the ticket is to be obtained that a GTR to cover the travel has been received. The latter agent must then furnish the ticket to the traveler.

C2254 ACTING TRANSPORTATION OFFICER

When official determination is made it is desirable for the traveler to issue GTRs for TDY travel, the travel authorization must designate the traveler as acting transportation officer. The number of employees so designated is held to a minimum, consistent with absolute necessity. For the additional requirements incident to such designation, see the regulations of the separate departments.

PART L: PER DIEM ALLOWANCES

C4550 PER DIEM RATES

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

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

1. Actual arrangements or established cost experience at TDY locations showing that lodging and/or meals can be obtained without cost or at reduced cost to an employee;
2. Special accommodation rates availability for a particular meeting, conference, training or other TDY assignment;
3. An employee's familiarity with establishments providing lodging and meals at a lower cost in certain localities, particularly where repetitive travel or extended stays are involved;
4. Government-furnished lodging availability, such as Government quarters, or other lodging procured for the employee by means of a purchase order (see par. C4552-H).

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

D. Offices Designated to Authorize Increased Per Diem

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

a. Fixed per diem rate in excess of the 55 percent limitation prescribed in par. C4561-A1, for long-term TDY, and in par. C4530-D1 for training assignments of more than 30 consecutive calendar days, up to the applicable maximum rate prescribed in

<https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html> for the TDY or training locality; or

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

2. Designated Offices

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

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

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

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

Effective 18 January 2005

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

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

Effective 11 July 2005

*1. Army: Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CP-PPD, Hoffman Building 1, Room 100, 2461 Eisenhower Avenue, Alexandria, VA 22331-3001;

SECTION 2: OCONUS POV TRANSPORTATION

(See Section 3 for intra-CONUS POV transportation.)

C5208 ELIGIBILITY**A. General.** Commanding officers/designated representatives:

1. Who assign travelers OCONUS are delegated authority to determine the travelers' eligibility for POV transportation at Government expense.
2. Must comply with the criteria in this Part and ensure consistent treatment of all DoD travelers.
3. In CONUS who assign travelers OCONUS must comply with the eligibility criteria established for the specific OCONUS area and obtain clearance from the appropriate OCONUS command.

B. Criteria

1. One POV may be transported at Government expense when it is in the Government's interest for the traveler to have POV use at the PDS.
2. When the traveler agrees to serve a succeeding tour of duty at the same/another OCONUS PDS a determination must be made that it is still in the Government's interest for the traveler to have POV use at the PDS.
3. A record of any determination must be in writing and filed in accordance with personnel directives.

C. Conditions. A determination/re-determination that it is "in the Government's interest" for the traveler to have a POV at the OCONUS PDS may be made only if all of the following conditions are present:

1. The POV is not primarily for the traveler's and immediate family's convenience.
2. Local conditions make it desirable for the traveler to have a POV.
3. POV use by the traveler contributes to the effectiveness in the traveler's job.
4. The POV type is suitable in the local conditions.
5. The transportation cost to/from the PDS is not excessive considering the time the traveler has agreed to serve at that PDS.

D. Travelers Assigned to Johnston Island

1. A traveler, assigned to Johnston Island, may transport one POV at Government expense from the old PDS to Hawai'i if Hawai'i is the location at which dependents are to reside during the specified tour of duty.

2. When reassigned from Johnston Island to a new PDS, one POV may be transported from Hawai'i to:
 - a. The port serving the new PDS, or
 - b. An alternate port.
3. The traveler is financially responsible for all excess costs of having the POV transported from Hawai'i to the port from which the POV was originally shipped to Hawai'i.

C5212 AUTHORIZATION

A. Transportation Not Authorized. POV transportation is not authorized when:

1. The POV may be driven to the PDS over hard-surfaced all-weather highways, including ferries, and the traveler/dependent(s) could drive the vehicle. See par. C2166 concerning ocean-going car ferry use.
2. The local government:
 - a. Prohibits importation of the POV; or
 - b. Applies restrictions on such importations;
3. The pertinent military department's regulations prohibit/advise against the shipment of such POVs for military personnel. This does not apply for a traveler, assigned on Johnston Island, who is authorized POV transportation to Hawai'i under par. C5208-D;
4. A POV is purchased in a non-foreign OCONUS area by a traveler not permanently assigned there at the time of the purchase, unless the POV is a replacement at the non-foreign OCONUS PDS. This item prohibits only the shipment at Government expense incident to the traveler's PCS following vehicle purchase; or

Effective 20 July 2005

*5. a traveler is hired at an OCONUS location for duty at the traveler's first PDS in CONUS. ***NOTE: Title 5 USC §5727 authorizes POV transportation to an OCONUS PDS, from that same OCONUS PDS and between OCONUS PDSs only when the POV is to be used at an OCONUS PDS. See (68 Comp. Gen. 258 (1989)).*** Example 1: A traveler residing in Hawai'i, who was hired locally and is later transferred from the Hawai'i PDS to a CONUS PDS is not authorized POV transportation to CONUS. Similarly, a traveler residing in Hawai'i, hired locally for duty at a PDS in CONUS is not authorized transportation for a POV to CONUS. Example 2: An employee initially hired from Puerto Rico to work in Hawai'i and then hired to the traveler's first PDS in the CONUS is not authorized POV transportation from Hawai'i to CONUS even though previously authorized POV transportation from Puerto Rico to Hawai'i because this is the first CONUS PDS.

B. Transportation Authorized. POV Transportation may be authorized when a traveler:

1. Is transferred/assigned from a CONUS to an OCONUS PDS, meets the eligibility criteria in par. C5208, and signs an agreement in par. C4001;
2. Is transferred/assigned between OCONUS PDSs, meets the eligibility criteria in par. C5208, and signs an agreement in par. C4001;
3. Completes a tour(s) of duty at an OCONUS PDS where it was in the Government's interest for the traveler to have a POV, or the traveler was assigned to Johnston Island and a POV was transported to Hawai'i under par. C5208-D, and the traveler is returning through transfer, or upon separation from service after completion of a tour of duty, to CONUS;

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.*)

Effective 28 July 2005

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

NOTE: A GTR may be issued and used only for official travel. A GTR must not be issued or used for personal travel regardless of the reason, even on a reimbursable basis.

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 20027. 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).

- E. Guam
- F. Howland Island
- G. Jarvis Island
- H. Johnston Atoll
- I. Kingman Reef
- J. Midway Islands
- K. Navassa Island
- L. Palmyra Atoll
- M. Virgin Islands
- N. Wake Island

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

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

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

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

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

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

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

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

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

Effective 28 July 2005

***TRANSPORTATION REQUEST.** A written request of the United States Government (including a GTR – see definition) to procure transportation, accommodations, or other services chargeable to the Government from a commercial provider in connection with official travel.

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

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

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

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

Effective 1 March 2004

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

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

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

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

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

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

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

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;

Effective 5 July 2005

*a. Expenses for legal services that include lawyer fees (except retainer fees) for obtaining and/or processing applications for passports, visas (including green cards) are reimbursable if local laws and/or customs 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.

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.

- 1/ Applies to Reserve Component members called/ordered to active duty with pay under orders that provide for return to home or place from which called/ordered to active duty. Includes retired members called to active duty with or without pay (except for periodic physicals for members on the TDRL, see JFTR, par. U7250).
- 2/ Except as noted in JFTR, par. U2146.
- 3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.
- 4/ Reservists may not be paid for commuting from home to duty--only one round-trip may be paid.
- 5/ Since a training location is the PDS, no per diem is payable when Government quarters & mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.
- 6/ Temporary lodging facilities are not Government quarters for purposes of this table.
- 7/ Reservists on active duty for training not otherwise authorized per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.
- 8/ Reservists on active duty for training not otherwise authorized per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/

SITUATION	TRANSPORTATION	PER DIEM
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home.	1. May be authorized reimbursement under par. T4040-F. 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	Not authorized.
Travel from home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/ assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/ assigned unit to alternate site within the local commuting area.	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.	Not authorized.
Standby Reserves voluntarily performing without pay.	Not authorized.	Not authorized.

Table is for informational purposes only. Allowances are prescribed in par. T4045.

- 1/ For travel allowance purposes, the assigned unit is the designated post of duty.
- 2/ TDY station is alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home for the purposes of this paragraph.
- 3/ Reservists on inactive duty for training who are not otherwise authorized per diem and who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

Table 2. TDY Allowances for Reserve Component Personnel

T4050 TAKING A TYPICAL BUSINESS TRIP

A. Before the Trip

1. Getting a Cost Estimate. Travelers should get a CTO should-cost estimate for the trip. It is the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including taxes), and rental car (if authorized) fees. The estimate also must reflect the per diem rate broken out by M&IE and lodging. A traveler may ask the CTO to estimate the amount for using a private vehicle or other commercial transportation.
2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's should-cost estimate (as the AO approves for mission reasons) is the reimbursement baseline.
3. Getting Authorization for Travel. The AO authorizes the TDY, the arrangements, and obligates funds to pay for the trip. The CTO updates the Trip Record with the fund cite provided by the AO. The resulting document is the travel authorization.

Effective 28 July 2005

*4. Getting the Travel Packet. The CTO gives the traveler the Trip Record with the confirmed reservations and commercial tickets. The TO provides the documents needed for Government transportation if the CTO does not provide this service. ***Travelers must safeguard tickets, if issued, carefully at all times.*** However, the traveler must immediately report to the issuing CTO if the ticket is lost or stolen. The traveler is financially responsible to purchase a replacement ticket. If the Government pays for the lost/stolen ticket, the traveler must not be reimbursed for the purchase of a replacement ticket until the Government has received a refund for the lost/stolen ticket. ***If the traveler paid for both tickets, reimbursement is authorized initially only for the first ticket purchased.*** If that first ticket is recovered, turned in for refund, and the Government repaid, reimbursement may then be made for the second ticket, NTE the cost of the first ticket. The traveler must return unused tickets to the CTO. ***NOTE: SF-1170, Redemption of Unused Tickets, found at: <http://www.gsa.gov>, is usable, if authorized in Service regulations, for use in connection with turning in unused tickets.***

5. Paying for Arranged Services and Getting Cash to Pay for Expenses while Traveling. The CTO must charge airline tickets, lodging, and rental car reservations on the traveler's individual or unit travel card; airline tickets in some cases may be charged to a centrally billed account. While on the trip, travelers should charge other

Group movement. A movement of 2 or more official travelers traveling as a group, under the same order (either PCS or TDY/TAD), for which Government-owned/procured transportation will be furnished from the same origin to the same destination. Movement could include locations en route as specified on the order. ***NOTE: Personnel traveling together under an order may have no/limited reimbursement directed between any points en route, provided that the order specifically indicates the points between which the status applies.***

Must, Shall, Should, May, Can, Will. The following definitions from DoD 5025.1-M apply:

<u>Helping Verb</u>	<u>Degree of Restriction</u>
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action.
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time

Temporary Duty (TDY) Travel. Official travel of a temporary duration away from the traveler's PDS. It includes duty traditionally called "temporary additional duty" (TAD). There are three types of TDY travel with different allowances:

Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

Schoolhouse Training Travel. Travel in connection with TDY attendance at formal course(s) of instruction by civilian employees or uniformed members (other than uniformed members who have not yet reached their first PDS).

Deployment, Personnel Traveling Together Under An Order Directing No/Limited Reimbursement, and Unit Travel. Includes units traveling in support of combat missions, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Government provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.

Trip Record. This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that includes the travel authorization and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

Activities Authorized To Use Appendix O

DoD Component	Organization/Location	Effective Date
U.S. Army	Training & Doctrine Command, Ft. Leavenworth, KS	May 13, 1996
	U.S. Army Forces Command, Ft. McPherson, GA	August 13, 1996
	*U.S. Army Europe, U.S. Army Military Community comprised of Boblinger, Echterdingen, Mohringen, Stuttgart, and Vaihingen, GE	June 25, 1996
	U.S. Army Missile Command, Huntsville, AL (also includes Corps of Engineers Waterways Experiment Station, Vicksburg, MS	May 1, 1996
	Selected other tenants of Redstone Arsenal, AL, and selected personnel of the Simulation, Training and Instrumentation Command (STRICOM) Huntsville, AL, and Orlando, FL, and the Space and Strategic Defense Command (SSDC), Huntsville, AL)	June 17, 1996
	Corps of Engineers, Ohio River Div., Cincinnati, OH	Never Initiated [1]
	HQ Army Audit Agency, Alexandria, VA	October 1, 1996
U.S. Navy	USS Eisenhower <i>Discontinued</i>	June 20, 1996 March 31, 1997
	PSA, Norfolk, VA	June 20, 1996
	HQ, CINCLANTFLT (N00IG; N02; N6 and N1) Norfolk, VA	June 20, 1996
	Naval Command, Control & Ocean Surveillance System Center, (RDT&E), San Diego, CA	June 20, 1996
	NPGS, Monterey, CA	June 20, 1996
	Naval Undersea Warfare Center Div, Newport, RI	June 20, 1996
	HQ, CINCPACFLT, Pearl Harbor, HI <i>Discontinued</i>	June 20, 1996 March 31, 1997
U.S. Marine Corps	Marine Corps Air Station, Beaufort, SC	Never Initiated [1]
	Marine Corps Air Station, New River, NC	Never Initiated [1]
	Marine Corps Air Station, Cherry Point, NC	Never Initiated [1]
	Marine Forces Reserve, New Orleans, LA	Never Initiated [1]
	Second Marine Expeditionary Force, Camp Lejeune, NC	Never Initiated [1]
	Marine Corps Recruit Depot, Parris Island, SC	Never Initiated [1]
	Headquarters, U.S. Marine Corps, Washington, DC	Never Initiated [1]
U.S. Air Force	Sixth Marine Corps District, Atlanta, GA	Never Initiated [1]
	11th Wing, Bolling AFB, Washington, DC	May 2, 1996
	Dover AFB, DE	April 23, 1996
	Peterson AFB, CO	March 1, 1997
	Randolph AFB, TX	April 15, 1997
	Air Combat Command HQ and 1st Wing, Langley AFB, VA	June 5, 1996

APPENDIX S

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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	31 Jul 2007
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	<i>31 Jul 2005</i>
Bahrain	Central	Frankfurt	31 Oct 2005
Bangladesh, Dhaka	Pacific	Honolulu	31 Mar 2006
Barbados	Southern	Miami	30 Apr 2007
*Belarus, Minsk	European	Frankfurt	31 Jul 2007
Belize	Southern	Miami	30 Apr 2007
Bolivia	Southern	Miami	30 Apr 2007
*Botswana, Gaborone	European	Frankfurt	31 Jul 2007
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	31 Jul 2007
*Chad, N'djamena	European	Frankfurt	31 Jul 2007
Chile	Southern	Miami	30 Apr 2007
China, Beijing	Pacific	Honolulu	31 Mar 2006
Columbia	Southern	Miami	30 Apr 2007
*Cote D'Ivoire, (formerly Ivory Coast), Abidjan	European	Frankfurt	31 Jul 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
Cuba, Havana (for Coast Guard uniformed members only)	USCG	Miami	18 Dec 2005
*Cyprus, Nicosia	European	Frankfurt	31 Jul 2007
*Democratic Republic of Congo, Kinshasa	European	Frankfurt	31 Jul 2007
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 Jul 2007
Ethiopia, Addis Ababa	Central	Frankfurt	31 Oct 2005
Fiji	Pacific	Honolulu	31 Mar 2006
*Gabon, Libreville	European	Paris	30 Jun 2007
Georgia, Tbilisi	European	Frankfurt	31 Mar 2005
*Ghana, Accra	European	Frankfurt	31 Jul 2007
Greece, Athens	European	Frankfurt	31 Mar 2005
*Greece, Larissa	European	Frankfurt	31 Jul 2007
Greenland, Thule 1/	European	Baltimore	31 May 2006
Guatemala	Southern	Miami	30 Apr 2007
*Guinea, Conakry	European	Paris/Frankfurt	31 Jul 2007
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 Jul 2007
*Ivory Coast, (See Cote D'Ivoire)			
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	31 Jul 2007
*Lithuania, Vilnius	European	Frankfurt	31 Jul 2007
*Macedonia, The Former Yugoslavia Republic of Macedonia, Skopje	European	Frankfurt	31 Jul 2007
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	31 Jul 2007
Marshall Islands, Majuro	Pacific	Honolulu	31 Aug 2003
Mexico	Northern	San Antonio	30 Aug 2005
*Moldova, Chisnau	European	Frankfurt	31 Jul 2007
Mongolia, Ulaanbaatar	Pacific	San Francisco	31 Mar 2006
*Morocco, Rabat	European	Frankfurt	31 Jul 2007
*Mozambique, Maputo	European	Frankfurt	31 Jul 2007
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 Jul 2007
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 Jul 2007

*Russia, Moscow	European	Frankfurt	31 Jul 2007
*Rwanda, Kigali	European	Frankfurt	31 Jul 2007
Saudi Arabia	Central	Frankfurt	31 Oct 2004
*Senegal, Dakar	European	Frankfurt	31 Jul 2007
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 Jul 2007
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 Jul 2007
*Turkey, Ankara	European	Frankfurt	31 Jul 2007
Turkey, Izmir	European	Frankfurt	1 Jan 2003
Turkmenistan, Ashgabat	Central	Frankfurt	31 Oct 2005
*Uganda, Kampala	European	Frankfurt	31 Jul 2007
*Ukraine, Kiev	European	Frankfurt	31 Jul 2007
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 Jul 2007
*Zimbabwe, Harare	European	Frankfurt	31 Jul 2007

1/ Exception to the 24-month tour requirement approved by ASD(FMP) on 18 Mar 2002 memo.

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*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.