

VOLUME 2
JOINT TRAVEL REGULATIONS
CHANGE 481

Alexandria, VA

1 November 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 November 2005 unless otherwise indicated.

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

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

ROBERT GODWIN
Deputy Assistant Secretary for
Force Management and Integration

This change includes all material written in CAP Items 20-05; 33-05(E); 34-05(E); 36-05(E); 37-05(E); and civilian editorials C05043; C05045 and C05046. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 480 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 481:

C1305. Clarifies the language on fraudulent claims by clearly stating that payment for falsified expenses and per diem must be denied and any payment made prior to discovery that the expense was falsified must be collected.

C2102-B; C2102-D; T4030-C. Explains when renting vehicles for official travel under SDDC Rental Car Agreement Program, that vehicles not listed in the agreement and shown on the SDDC website under the participating carrier listing are not insured for the traveler or the Government with liability and vehicles loss and damage coverage and should not be rented for official Government travel.

C2204-C2e; T4060-B3g. Updates the Foreign Military Sales Policy reference for use of Foreign Flag Carriers in the Security Assistance Management Manual of the DoD 5105.38-M.

C4555-D3. Clarifies that if a rental contract includes an option to buy clause, the rental cost is reimbursable if the traveler does not exercise the purchase option.

C5191. Allows PDTATAC to authorize/approve extensions to the 180-day limit on household goods storage in transit (SIT) for employees on a PCS to a new PDS with en-route TDY assignments to locations such as Iraq and Afghanistan.

C5212-A5. Removes restrictive language prohibiting POV transportation for an employee when PCSing to the first PDS in CONUS and only prohibits POV transportation to an employee hired OCONUS whose initial PDS is in CONUS. The only limitation is that it was in the Government's interest for the employee to have a POV at the OCONUS PDS.

T4045-A; T4045-E3, E4; T4060-B18. Authorizes a Reserve Component member the same 180-day status when called to active duty for non-training TDY to receive the same allowance given to an active duty member.

T4060-B1b. Conforms language in Appendix O to match the rest of the JTR by referring readers to Appendix P for city-pair information.

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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464	C5M-3	470	C13B-7	468	H2A-1	481	O-29
465	C5M-5	470	C13B-9	468	H2B-1	481	O-31
467	C5M-7	477	C13C-1	479	H2C-1	469	P-i
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477	C5O-3	428	C13D-1	468	H3A-1	470	P2-1
471	C5O-5	401	C13D-3	474	H3B-1	469	P2-3
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467	C6J-1	455	C15C-1	470	IA-19		
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467	C6K-1	459	C16-1	476	IA-23		
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467	C6P-1	474	A1-21	471	L-i		
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467	C6Q-1	480	A1-25	471	L-3		
467	C6Q-3	474	A1-27	474	L-5		
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473	C7-i	476	A2-3	474	L-9		
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PART E: TRAVEL CLAIMS AND RECEIPTS

C1300 TRAVEL CLAIM SUBMISSION

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 fraudulent expense(s) are suspected. 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. 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. Per the DoDFMR, Volume 9, if payment is made before discovery of a suspected falsified expense, the payment recipient 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 C: TRAVEL BY TAXICAB, BUS, STREETCAR, SUBWAY, OR OTHER PUBLIC OR SPECIAL CONVEYANCE

C2100 GENERAL

This Part prescribes the allowable reimbursements for commonly incurred expenses associated with the use of public or special conveyances incident to TDY or PCS travel. This Part does not apply to reimbursements for transportation expenses incurred in and around duty station (see Part H). Each expense reimbursement request must be identified on the voucher by date, quantity, service, cost and other necessary expense particulars.

C2101 USE OF TAXICABS

A. To/from Transportation Terminals. Reimbursement is authorized for taxi fares plus tip between the points shown in the itemization below. Between:

1. Places of residence, lodging, or place of duty at the PDS or TDY station and transportation terminals;
2. Transportation terminals if free transfer is not provided; or
3. Transportation terminal and lodging when needed due to transportation delays en route which are beyond the employee's control.

B. Between Residence and PDS on Day Travel Performed. Reimbursement is authorized for taxi fares plus transportation-related tips from the employee's residence to the PDS on the day the employee departs on TDY requiring at least 1 night's lodging; and from the PDS to the residence on the day of return from such TDY.

C2102 SPECIAL CONVEYANCE USE (FTR, §301-10, Subpart E)

A. General. Hiring and using a special conveyance is authorized/approved by the AO only when it is determined the use of other transportation mode is not advantageous to the Government. Personal preference or minor inconvenience must not be the basis for authorizing/approving special conveyance use instead of a less expensive transportation mode.

Effective 25 August 2005

*B. Selecting a Rental Vehicle

1. Defense Transportation Regulation (DTR), (DoD 4500.9-R) Part I, Passenger Movement, Chapter 106, Policy (website address: <http://www.transcom.mil/j5/pt/dtr.html>)
 - a. *It is mandatory to obtain rental vehicles through the CTO/TMC, when available. **NOTE:** It is not mandatory to use a CTO/TMC when renting an airplane or bus.*
 - b. The lowest cost rental service that meets the mission requirements must be selected when selecting commercially rented vehicles.

c. Use of companies and rental car locations participating in the SDDC agreement is encouraged because their government rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the government. **NOTE:** To view appropriate rental car companies and rates go to the Passenger section in the top right-hand corner of the SDDC website at <http://www.sddc.army.mil>, click on Rental Car Carriers in the left-hand column, then Ceiling Rates. Vehicles listed in the rental car agreement/on the SDDC website are the only vehicles covered under the SDDC rental-car agreement. Any vehicle offered by a company that is under the SDDC rental car agreement but not listed on the SDDC list as a vehicle “in that category” does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the Government, and should not be rented for official Government travel. Usually, there is a company listed that has a vehicle necessary for official Government travel and these companies should be used.

For Example: Rental Car Company A may have a standard SUV to rent listed on the SDDC website. If this SUV type is rented, it is covered under the SDDC rental car agreement and has full liability and vehicle loss and damage insurance coverage for the Government traveler traveling on official Government business. However, Rental Car Company B may not list any SUVs on the SDDC website but may have a SUV to rent at the rental office at which a traveler picks up the vehicle. If the traveler rents a SUV from Rental Car Company B who does not have SUVs listed on the SDDC website as participating vehicle under the SDDC rental car agreement, the SUV is not covered with liability and vehicle loss and damage insurance coverage and should not be rented for official Government travel.

d. Travelers disregarding rental car arrangements made by a CTO/TMC may be required to provide justification for additional rental car cost before reimbursement is allowed.

e. For policies, instructions, and guidance regarding motor pools and rental of automobiles from commercial rental companies, see DTR, Part I, Chapter 106 and DoD component regulations.

2. Military Surface Deployment and Distribution Command (SDDC) Policy (website address: <http://www.sddc.army.mil>)

- a. SDDC vehicle rental agreements apply to all DoD components and activities and non-Defense Agencies.
- b. Current domestic and foreign rental car ceiling rates and additional rental vehicle information may be obtained from:

Commander, HQ SDDC
ATTN: SDDC-IP
Hoffman Building 2, Room 10S67
200 Stovall Street
Alexandria, VA 22332-5000

or via the SDDC website at <http://www.sddc.army.mil>.

3. **Reimbursement.** When an available CTO/TMC is not used, reimbursement is limited to what it would have cost if a CTO/TMC had made the rental vehicle arrangements.

C. Reimbursement for Special Conveyance Use. When a rental automobile or other special conveyance is authorized/approved, the rental and hiring charge and operating expenses incurred on official business (if not included in the rental or hiring charge) are reimbursable. When the operating expenses are included in the rental or hiring charge, there should be a record of those expenses available to submit with the receipt. These expenses include items such as:

1. Hiring charge;
2. Gasoline and oil;
3. Parking;
4. Garage, hangar, or boathouse rental;
5. Operator subsistence;
6. Ferry fares, bridge, road and tunnel tolls;
7. Traveler access fee (when charged); and

Effective 1 January 2004

8. Any per-day administrative fee called for in the SDDC rental car agreements (including GARS).

D. Insurance on a Rented Automobile

Effective 25 August 2005

***NOTE:** See par. C2102--B1c for information on other vehicles that are not covered with liability and vehicle loss and damage insurance for the traveler or the Government when rented for official Government travel.

1. Cost of Extra Insurance. The cost for buying insurance (e.g., Collision Damage Waiver (CDW) Adjustment, Theft Protection, etc.) is reimbursable when:

- a. The insurance is required by the rental agency to provide full coverage insurance when renting an automobile outside the U.S. or outside the non-foreign OCONUS areas, or
- b. A Secretarial Process authorizes/approves reimbursement of non-required insurance for certain classified special operations. See Service regulations. (B-204486, 19 January 1982).

2. Damage to a Rented Motor Vehicle. A traveler may be reimbursed for personal funds paid to rental car companies for damage sustained by a rented motor vehicle that is damaged in the performance of official business if the claim is adjudicated by the Service concerned as being payable. The Government may make direct payments to the car rental companies instead of to the traveler, if appropriate. In either case, the reimbursement is a miscellaneous transportation expense. **Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.**

NOTE: TDY ends on Friday. The employee delays return to the PDS until Sunday and retains the rental car. Due to an accident on Sunday, the rental car was damaged. The employee may not be reimbursed for the cost of repairs since the employee was not on official duty at the time of the accident (GSBCA 16477-TRAV, 13 October 2004).

3. Damage Claims. Requests from an employee, or from a rental company, for reimbursement or payment should be documented and submitted in accordance with the DoD Financial Management Regulation, Volume 9, Chapter 4 (found at website: <http://www.dtic.mil/comptroller/fmr/>). Statements, itemized bills, and an accident report are typical requirements (47 Comp. Gen. 145 (1967)).

4. Personal Accident Insurance. Personal accident insurance is a personal expense and is not reimbursable.

E. Use Limited to Official Purposes. Use of a special conveyance is limited to official purposes including transportation to and from (65 Comp. Gen. 253 (1986)):

1. Duty sites,
2. Lodgings,
3. Dining facilities,
4. Drugstores,
5. Barber shops,
6. Places of worship,
7. Cleaning establishments, and
8. Similar places required for the traveler's subsistence, health or comfort.

F. To/from Carrier Terminals. The traveler:

1. May be authorized/approved special conveyance use for travel to and from local carrier terminals;
2. May be authorized/approved special conveyance use to, from, and between carrier terminals, other than local terminals, by the AO when neither public nor Government transportation between the terminals meets the authorized travel requirements; and
3. Cannot be directed to use a special conveyance for transportation to/from carrier terminals.

G. Between Duty Stations. The official directing the travel may authorize/approve travel by special conveyance to, from or between TDY stations, under circumstances not permitting travel by the usual transportation mode, or when the use of a special conveyance is determined to be advantageous to the Government. Reimbursement is authorized for the total expense incurred in the use of such conveyance.

H. Special Conveyance Use for PDT. Commercially rented vehicles/special conveyances:

1. May be used for PDT when other transportation modes in par. C2001-A are not more advantageous to the Government,
2. Must be authorized in a PCS travel authorization,

3. May not be authorized for traveler preference or inconvenience resulting from common carrier scheduling, and
4. Are not authorized at the PDS to travel to/from work, or for personal convenience.

Requirements for choosing the appropriate conveyance, obtaining receipts, purchase of extra collision insurance, and general guidelines for PDT are the same as for TDY in this Part.

NOTE: Employees are not authorized rental cars at the PDS to travel to/from work, or for personal convenience.

I. Special Conveyance Use in and around Permanent or TDY Station. For reimbursement for special conveyance use within and around the permanent and TDY duty station see Part H.

C2103 BUSE, STREETCAR, OR SUBWAY USE

A. To and from Carrier Terminals. Reimbursement is authorized for bus, streetcar, or subway fares as follows:

1. Between places of residence, lodging, or place of duty at the PDS or TDY station, and terminals, stations, airports, wharves, etc., of the mode of commercial or Government transportation used;
2. Between carrier terminals when needed due to a change of transportation and free transfer is not provided; or
3. From carrier terminals to lodging and return when needed due to transportation delays en route which are beyond the employee's control.

B. Between Residence and PDS on the Day Travel Is Performed. Reimbursement is authorized for bus, streetcar, or subway fares from the employee's residence to the PDS on the day the employee departs on TDY requiring at least one night's lodging and from the PDS to the employee's residence on the day of return from such TDY.

C2104 AIRPORT LIMOUSINE SERVICE USE

Reimbursement is authorized for airport limousine service fares plus transportation-related tips as follows. Between:

1. Places of residence, lodging, or place of duty at the PDS or TDY duty station, and local transportation terminals, (stations, airports, wharves, etc.) of the commercial or Government transportation mode used;
2. Transportation terminals when changing transportation mode and free transfer is not provided;
3. Transportation terminals and lodging when transportation delays occur en route that are beyond the employee's control; or
4. An airport and airport limousine terminal.

C2105 LODGING-PROVIDED COURTESY TRANSPORTATION USE

Available courtesy transportation services furnished by a lodging or similar facility should be used to the maximum extent possible.

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 airfares provided under the Contract City Pair Program is mandatory. A/an:*

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

- b. *Rest stop en route is authorized, or*
 - c. *Overnight rest period occurs at the TDY location before beginning work.*
2. *Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non-overnight time spent at airports during plane changes.*

Effective 1 June 2005

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

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

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

Effective 16 August 2004

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

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

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

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

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

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

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

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

- a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.
- b. No U.S. flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service.
- c. A U.S. flag air carrier involuntarily reroutes a traveler's travel on a foreign air carrier; (if the traveler is given a choice as to substitute service, a U.S. flag air carrier should be selected if it does not unduly delay the travel) (59 Comp. Gen. 223 (1980)).
- d. Foreign air carrier service would be three hours or less, and U.S. flag air carrier use would at least double en route travel time.

Effective 24 August 2005

*e. Air transportation on a foreign flag air carrier is paid in full directly, or later reimbursed, by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. (B-138942, 31 March 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: See Security Assistance Management Manual, Chapter 4, par. C4.5.12 of the DoD 5105.38-M, when travel is on Security Assistance Business.***

- f. If a U.S. flag air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S. flag air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 hours or more.
- g. If a U.S. flag air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, U.S. flag air carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:

- (1) Increase the number of foreign OCONUS aircraft changes made by 2 or more; or
 - (2) Extend travel time by at least 6 hours or more; or
 - (3) Require a connecting time of 4 hours or more at a foreign OCONUS interchange point.
- h. The AO determines that a U.S. flag air carrier cannot provide the needed air transportation, or cannot accomplish the mission.
- i. Foreign air carrier use is necessary for medical reasons, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).
- j. Foreign air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats).
NOTE: Approval based on an unreasonable safety risk must be in writing on a case-by-case basis. Determination and authorization/approval of foreign air carrier use based on a threat against a U.S. flag air carrier must be supported by a travel advisory notice issued by the Federal Aviation Administration and the Department of State. Determination and authorization/approval of foreign air carrier use based on a threat against Government employees or other travelers must be supported by evidence of the threat(s) that forms the basis of the determination and authorization/approval.
- k. Only first class accommodations can be furnished by a U.S. flag air carrier but less than first-class accommodations are available on a foreign air carrier (60 Comp. Gen. 34 (1980)).
- l. The total delay, including delay in initiation of travel from a TDY point, in en route travel and additional time at the TDY station before the traveler can proceed with assigned duties, involves more than 48 hours per diem costs in excess of per diem that would be incurred if non-certificated service was used (56 Comp. Gen. 216 (1977)).
- m. The only U.S. flag air carrier service between foreign OCONUS points requires boarding/leaving the carrier between the hours of midnight and 6 a.m., or travel spanning those hours, and a non-certificated carrier is available which does not require travel at those hours (the traveler may travel by non-certificated carrier to the nearest practicable interchange point on a usually traveled route to connect with a U.S. flag air carrier) (56 Comp. Gen. 629 (1977)).
- n. The traveler's transportation is paid for in full by a non-Federal source in accordance with the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html.
3. Non-availability Documentation. When the AO determines U.S. flag air carriers are unavailable, commercial foreign air transportation on a non-certificated air carrier may be authorized/approved. Documentation explaining why U.S. flag air carrier service is not available must be provided to the traveler. Endorsements on the travel authorization and/or Government travel procurement document, made in accordance with Service regulations, are acceptable. The documentation should include the name of traveler, foreign flag vessel(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing/approving official's title, organization and signature.
4. Air Travel Schedule Selection
- a. General. Schedules maximizing U.S. flag air carrier use must be selected. Schedule selection is made using the following guidelines. When:

(1) U.S. flag air carrier service is available at the point of origin, schedules providing service by a usually traveled route, between origin and destination, and originating with a U.S. flag air carrier must be used;

(2) U.S. flag air carrier service is not available at origin or an interchange point, non-certificated air carrier service should be used only from point of origin to the nearest practicable interchange point on a usually traveled route, between origin and destination, to connect with a U.S. flag air carrier;

(3) Schedule selection leaves the traveler at a location from which there is no choice but to use non-certificated air between the U.S. and another continent, the travel should be rerouted so that available U.S. flag air carriers are used.

b. Selecting a Schedule. The following example applies the guidelines shown in par. C2204-C4a. when selecting a schedule.

EXAMPLE

Assuming there are no constraints on the departure or arrival time, a traveler requiring transportation between Ankara, Turkey, and Stuttgart, Germany, can accomplish required travel by any of the four schedules shown (*schedules are for illustrative purposes only and do not reflect actual airline schedules*):

Schedule I				Schedule II			
Monday/Tuesday/Thursday/Saturday/Sunday				Wednesday/Friday/Saturday			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>		<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0830	Foreign	Leave:	Ankara	0800	U.S.
Arrive:	Frankfurt	1210		Arrive:	Rome	1100	
Leave:	Frankfurt	1325	Foreign	Leave:	Rome	1650	Foreign
Arrive:	Stuttgart	1410		Arrive:	Stuttgart	1940	
Schedule III				Schedule IV			
Wednesday/Friday/Saturday				Daily (except Saturday)			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>		<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0800	U.S.	Leave:	Ankara	1130	Foreign
Arrive:	Istanbul	0855		Arrive:	Istanbul	1220	
Leave:	Istanbul	1430	U.S.	Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620		Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Foreign	Leave:	Frankfurt	1650/2120	Foreign
Arrive:	Stuttgart	1730/2200		Arrive:	Stuttgart	1730/2200	

Under the guidelines in par. C2204-C4a, the example schedule choice is limited to schedules II and III, because service is provided by a usually traveled route and originates with U.S. flag air carrier service. Schedule III provides U.S. flag air service from Ankara via Istanbul to Frankfurt, while U.S. flag air service is available under schedule II between Ankara and Rome. Schedule III should be selected because it uses U.S. flag air service to the farthest practical interchange point on a usually traveled route. If the schedules in this example were limited to those shown in schedules I and IV, schedule IV would be selected since it clearly involves more travel by U.S. flag air carriers than does schedule I (See 55 Comp. Gen. 1230 (1976)).

5. Reimbursement. There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved foreign air carrier service is used. If U.S. flag air carrier service is available for an entire trip and the traveler uses a foreign air carrier for any part of the entire trip, the transportation cost on the foreign air carrier is not payable (41 CFR §301-10.143).

D. Carrying Dangerous Weapons Aboard a Commercial Aircraft. When compatible with the mission, any person in DoD whose official duties require carrying a dangerous weapon while a passenger aboard any aircraft operated by an air carrier must confidentially notify the airline station manager or other appropriate airline official of this fact before boarding the aircraft. Upon request from the airline official, the person must present appropriate credentials for identification purposes. Authorization for an employee to carry the weapon must conform to the regulations of the separate departments.

Effective 1 March 2004

C2205 COMMERCIAL SHIP TRANSPORTATION

A. General. Commercial transoceanic ship transportation may be directed only as prescribed in par. C2205-B. A traveler travels by car ferry IAW par. C2166. *See par. C2000-A2b*. Without authorization/approval, reimbursement for transoceanic ship transportation is based on constructed air transportation costs.

B. Commercial Ship Use Authorization. Commercial ship use may be authorized/approved by the AO when the travel can be:

1. Completed only by ship.
2. Performed more economically/efficiently by ship.

NOTE: See par. C2000-A2c for medical reasons.

C. Ship Accommodations. Travelers who travel by ship at Government expense must use the least costly first-class ship accommodations. More costly first-class ship accommodations at Government expense must be authorized/approved IAW par. C2205-D.

D. Authorization/Approval for more Costly First-class Ship Accommodations Use at Government Expense.

NOTE: See par. C2000-A2b.

1. Authorization/Approval. More costly first-class accommodations use, under the circumstances in par. C2205-E, may be authorized/approved in accordance with par. C2204-B2.
2. Requirements. See par. C2000-A2a.

Effective 16 August 2004

E. More Costly First-class Ship Accommodations Use. (OMB Bulletin 93-11, 19 April 1993) (See Appendix H, Part II, Section C, for a first-class decision support tool.) More costly first-class accommodations at Government expense may be authorized/approved only when:

1. Least costly first-class accommodations are not available.
2. *See par. C2000-A2c for medical reasons.*

3. There are exceptional security requirements. Examples are:
 - a. A traveler whose use of least costly first-class accommodations would entail danger to the traveler's life or Government property.
 - b. Agents of protective details accompanying individuals authorized to use more costly first-class accommodations.
 - c. Couriers and control officers accompanying controlled pouches or packages and a lower premium class is not available.

Effective 1 April 2005

F. Use of Ships of U.S. Registry

1. General. Ships of U.S. Registry must be used except as provided in pars. C2205-F2 and C2205-F3 (46 USC §1241(a)). This applies to all official travel and accompanied baggage transportation without regard to the source of funds used to pay (57 Comp. Gen. 546 (1978)). When ship transportation is authorized/approved and a ship of U.S. registry cannot provide the transportation service required, transportation may be obtained aboard a foreign flag ship (B-190575, 1 May 1978).
2. Ship of U.S. Registry Use Impracticable. When using a ship of U.S. registry would seriously interfere with/prevent the performance of official business, the AO may authorize/approve foreign flag ship use. Documentation required by par. C2204-B3 explaining why a ship of U.S. registry is impracticable must be provided to the traveler to justify transportation reimbursement. Travel authorization endorsements are acceptable.
3. Ship of U.S. Registry Unavailable. When a ship of U.S. registry is not available, the transportation/other appropriate officer may authorize/approve foreign flag ship use. Documentation required by par. C2204-B3 is used explaining why a ship of U.S. registry is unavailable, and must be provided to the traveler to justify transportation reimbursement. Travel authorization endorsements are acceptable.
4. Determination Required. The authorizations/approvals referred to in pars. C2205-F2 and C2205-F3 must not be based on inconvenience in securing transportation on ships of U.S. registry, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons.

C2206 REIMBURSEMENT FOR USE OF OTHER THAN AUTHORIZED TRANSPORTATION MODE OR ROUTE

A. General. This paragraph applies when reimbursement is limited by costs of travel by the authorized transportation mode over a usually traveled route (18 Comp. Gen. 447 (1938); 21 id. 116 (1941)). If there is doubt as to the applicable transportation mode for constructive cost purposes, an appropriate transportation officer must determine the applicable mode. Except for travel by POC for personal convenience, when a traveler travels by a route or transportation mode other than that authorized in a travel authorization, reimbursement is subject to the conditions and restrictions stated in this paragraph.

B. Government and Government-procured Air Transportation Available. When Government/Government-procured air transportation use is required under pars. C2001-D3 through C2001-D6, but a traveler elects to travel by a different transportation mode at personal expense, reimbursement for the transportation cost must not exceed the amount that would have been paid for the available Government/Government-procured air transportation. Constructed costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. If a city-pair airfare is not available between origin and destination, the constructed cost is limited by the least expensive unrestricted coach-class airfare (with the exception noted in par. C2204-B1f). City-pair airfare transportation is presumed available if there is city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

NOTE: *Government and Government-procured air transportation are not available when:*

- 1. An AO determines that Government and/or Government-procured air transportation use for travel involves a total delay (including delay in initiation of travel from a PDS or TDY point, en route travel, and additional time at a TDY station before a traveler can proceed with assigned duties) of more than 48 hours;*
- 2. Government and/or Government-procured air transportation use would involve circuitous travel or undue inconvenience; or*
- 3. Travel via aircraft is inadvisable medically.*

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

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

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

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

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

Effective 27 April 2005

C2208 TRAIN ACCOMMODATIONS

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

B. Train Class Accommodations

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3. There are exceptional security requirements. Examples are:

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

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

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

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

C. Absence of Commercial OCONUS Establishments that Prepare and Serve Meals. When:

1. Government quarters are available or Government contractor's lodging facilities are used at an OCONUS location; and
2. The AO determines that no commercial establishments prepare and serve food either at or within a reasonable distance from the TDY station

per diem for full days should be based on the normal costs for food in whatever facilities are available and normally used by travelers at that place. The AO must determine and state in the travel authorization, the applicable per diem rate. In determining the rate payable, the traveler is allowed a rate equal to the normal cost of food and lodgings in the available facilities plus \$3.50 for incidental expenses or the incidental rate in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, when the AO determines \$3.50 to be inadequate for anticipated expenses. The sum of these items is rounded to the next higher dollar.

D. TDY Performed in Support of Military Units on Field Duty. No per diem is payable to civilian employees under civilian travel authorizations who, as part of their assigned duties, accompany military units on field duty, or provide noncombatant support to military units. See Appendix A for the definition of field duty. The per diem payment prohibition applies when both Government mess, including field rations (even though the employee is assessed a charge for that meal(s)) and Government-provided billeting are available (non-transient barracks or tents). An employee on field duty is required to pay the discounted meal rate for any meal(s) consumed in a Government mess (including field rations). Reimbursement is authorized for any charges incurred for meals or for any cost of quarters necessarily procured during the TDY assignment.

E. Meals Provided by a Common Carrier or Complimentary Meals Provided by a Lodging Establishment. Meals provided by a common carrier do not affect per diem. Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals.

C4555 RULES CONCERNING LODGING AND LODGING COST

A. Lodging Location Rules

NOTE: In CONUS, per diem locations are defined ordinarily by counties, not just cities.

1. Lodging at a TDY Location. Ordinarily employees should lodge at the TDY location. If an employee obtains lodging outside the area covered by the TDY location per diem rate because of personal preference or convenience, the allowable per diem is limited to the maximum per diem rate prescribed for the TDY location.
2. Lodging Not Available at a TDY Location. If lodgings are not available at a TDY location and must be obtained in an adjacent locality where the prescribed maximum per diem rate is higher, a DoD component may, on an individual case basis, authorize/approve the higher maximum per diem rate. If the higher maximum rate is not justified and authorized in advance, an employee must furnish a written statement with the travel voucher satisfactorily explaining the circumstances.

B. Allowable Lodging Expenses. A traveler is reimbursed only for actual lodging costs up to the maximum amount prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the locality. Expenses are allowed, as indicated, for lodging in the situations described in pars. C4555-B1; C4551-B2; C4551-B3 and C4555-B4.

1. Conventional Lodging. When an employee uses conventional commercial lodging facilities (hotels, motels, boarding houses, etc.), the allowable lodging expense is based on the single room rate for the lodging used (for double occupancy, see par. C4555-II). (See par. C4555-G for computing the daily lodging expense when lodging is rented on a weekly or monthly basis.)

2. Government Quarters. A fee or service charge paid for Government quarters use is an allowable lodging expense.

3. Lodging with Friends or Relatives. *When an employee lodges with friends or relatives (including immediate family members) with or without charge, the allowable lodging cost, for computing per diem, is zero.*

4. Lodging in Non-conventional Facilities. The cost of non-conventional commercial lodging facilities may be allowed. These facilities include college dormitories or similar facilities and rooms generally not offered commercially that are made available to the public by area residents in their homes. In these cases, a traveler must provide a written explanation of the circumstances that is acceptable to the DoD component.

C. Lodging Obtained after Midnight. Although per diem ordinarily is based on an employee's TDY location at midnight, there are instances in which an employee is en route and does not arrive at a lodging location (either TDY location or en route stopover point) until after midnight. In these cases, the lodging expense must be claimed for the preceding calendar day and the applicable maximum per diem for the preceding day is determined as if the employee had been at the lodging location at 2400 midnight of that day.

Effective 20 September 2004

D. Allowable Expenses when an Apartment, House, or Recreational Vehicle Is Rented or Used for Quarters. When an employee on TDY rents a furnished/unfurnished apartment, house or recreational vehicle (includes mobile homes, campers, camping trailers, or self-propelled mobile recreational vehicles) for use as quarters, per diem is computed in accordance with the provisions of pars. C4553 and C4559 when recreational vehicles are used for lodging. Allowable expenses that are part of the lodging cost are (50 Comp. Gen. 647 (1971) and 52 id. 730 (1973)):

1. Rent of the apartment, house, mobile home, travel-trailer, camping vehicle, or recreational vehicle (see par. C4559-B);

2. Rental charge for a parking space for the mobile home, travel trailer, camping vehicle, or recreational vehicle;

Effective 23 August 2005

*3. Rent of appropriate and necessary furniture, such as a stove, refrigerator, chairs, tables, beds, sofas, television, and a vacuum cleaner;

NOTE: Some rental agreements (i.e., furniture rental agreements) include options-to-buy clauses that result in the renter owning the rented item (i.e., furniture) at the end of the contract term. A traveler may be reimbursed for the cost of such a rental agreement (i.e., cost of furniture rental as part of the lodging cost) while on TDY if the traveler has no other choice but to enter into such an agreement. However, if the traveler exercises the purchase option, the amount that is being credited toward the purchase must be returned to the Government by the traveler if paid to the traveler as part of the travel claim settlement (B-259520, 7 December 1995).

4. Connection, use, and disconnection costs of utilities including electricity, natural gas, water, fuel oil, and sewer charges;
5. Dumping fees;
6. Shower fees;
7. Maid fees and cleaning charges;
8. Monthly telephone use fees (***does not include installation charges and unofficial long distance calls. See par. C1405 for official communications.***);
9. The costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters, if ordinarily included in the price of a hotel/motel room in the area concerned; and
10. Exchange fee (but not the annual maintenance fee) paid by an employee to acquire use of timeshare lodgings at the TDY point (B-254626, 17 February 1994).

In determining the daily amount of expense items which do not accrue on a daily basis such as cost for connection/disconnection of utilities, dumping fees, shower fees, cleaning charges, monthly telephone use fee, etc., these expenses may be averaged over the number of days the employee is authorized per diem during the entire TDY trip.

Effective 13 December 2004

E. Allowable Expenses when a Residence Is Purchased and Used for TDY Lodgings. An employee may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

1. Mortgage interest,
2. Property tax, and
3. Utility costs actually incurred (does not include any installation and hook-up charges), e.g., electricity, natural gas, water, fuel oil, and sewer charges prorated based on the number of days in the month rather than by the actual number of days the employee 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 Chapter 4, Part M) is authorized/approved. Par. C4555-G does not apply when the residence is purchased.***

F. Dual Lodging Reimbursement on a Single Day. When it is necessary for a traveler to retain lodgings at one TDY location (ex. Location A) for other than personal convenience and procure lodgings at a second TDY location (ex., Location B) on the same calendar day, the lodgings cost incurred at the second TDY location (Location B) is used for computing the traveler's per diem for TDY at that location (Location B) for that day. The lodging cost incurred

at the first location (Location A) is reimbursable as a miscellaneous expense allowance (par. C1410-B4k) if approved by the AO (60 Comp. Gen. 630 (1981)). ***NOTE: Reimbursement for the actual lodging cost at the first TDY location (Location A) cannot exceed the amount of per diem or AEA plus appropriate lodging taxes that would have been paid had the traveler remained there (Location A) overnight.*** A travel authorization that authorizes long-term reimbursement for dual lodging is not in conformance with the intent of this subparagraph. (Ex., A travel authorization is prepared to authorize TDY at Location C for 150 days. The AO knows the traveler is to spend limited time at Location C and is to, in fact, be going to one or more other locations for lengthy periods during the TDY period. Using this authority to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C violates the intent of this authority and is not authorized.)

Example 1
A traveler who leased an apartment while on a long-term TDY assignment in Location A was required to perform additional TDY in Location B for 5 days. The AO agreed that it would be more economical for the traveler to retain the apartment in Location A while on TDY in Location B and authorized/approved reimbursement for the \$45 daily apartment cost as a miscellaneous expense allowance (par. C1410-B4k). The lodging cost incurred in Location B (\$95 per day) was used for computing the traveler's per diem while TDY in that city.
<u>Applicable per diem rates as used in this example:</u>
Location A \$46 (M&IE) and \$130 (Maximum lodging)
Location B \$46 (M&IE) and \$119 (Maximum lodging)
Location A apartment reimbursement for 5 days: \$225 (\$45 x 5).
<u>TDY assignment per diem in Location B:</u>
First day (departure day from Location A and arrival day in Location B): \$46 (M&IE) plus \$95 (lodging cost) = \$141 plus lodging tax (see <i>NOTE</i>)
Second thru fifth day: \$46 (M&IE) plus \$95 (lodging cost) = \$141 x 4 = \$564 plus lodging tax (see <i>NOTE</i>)
Return day to Location A: \$46 (M&IE) plus \$45 (lodging cost) = \$91

Example 2
A traveler occupied Government quarters while on a training assignment at a military installation in Location C. The traveler was required to perform additional TDY for 3 days in Location D. If the traveler vacated the Government quarters (daily cost \$25) while on the 3-day TDY assignment the quarters might not be available upon return. The AO agreed that it would be more economical for the traveler to retain the Government quarters while on TDY in Location D and approved reimbursement for those quarters as a miscellaneous expense allowance (par. C1410-B4k). The lodging costs (\$110) incurred in Location D was used for determining the traveler's per diem while on TDY in that city.
<u>Applicable per diem rates as used in this example:</u>
Location C \$38 (M&IE) and \$109 (Maximum lodging)
Location D \$46 (M&IE) and \$130 (Maximum lodging)
Government quarters reimbursement for 3 days: \$75 (\$25 x 3).
<u>TDY assignment per diem in Location D:</u>
First day (departure day from Location C and arrival day in Location D): \$46 (M&IE) plus \$110 (lodging cost) = \$156 plus lodging tax (see <i>NOTE</i>)

transporting an employee's HHG from NTS to the alternate destination may not exceed the constructed cost of transporting the HHG in NTS to the actual residence indicated in the employee's transportation agreement. When an employee retires at the OCONUS PDS, reimbursement for moving HHG in NTS is also limited to the constructed cost of transporting the HHG to the actual residence in the employee's transportation agreement (GSBCA 16265-RELO, 19 December 2003).

(3) The employee is financially responsible for any excess cost (63 Comp. Gen. 281 (1984)).

(4) PBP&E transported as an administrative expense to an OCONUS location may be returned as an administrative expense to an employee's actual residence for an employee separating from Government service (FTR §§302-7.17 & 302-7.303). See also par. C5154-C. The PBP&E may also be returned to an alternate destination as an administrative expense anywhere in the world but reimbursement for the transportation may not exceed the constructed cost of transporting the PBP&E in one lot from the OCONUS PDS to the actual residence indicated in the employee's transportation agreement.

d. Evacuation. When the conditions in Chapter 12 exist, HHG may be moved at Government expense to the same location designated for dependent evacuation (5 USC §5725). If it is necessary and practical, HHG may be transported later at Government expense from a safe haven location to the evacuated employee's assigned PDS.

Effective 4 January 2005

C5190 TEMPORARY STORAGE/STORAGE IN TRANSIT (SIT)

NOTE: *The maximum total time limit for temporary storage/SIT is 180 days (FTR §302-7.8).*

A. General (FTR §302-7.107). Temporary storage/SIT is short-term storage that is part of HHG transportation. Temporary storage/SIT may be at any combination of the origin, destination, and en route locations. SIT is not authorized for HHG moves between local quarters when no PCS exists.

B. Time Limitation

1. General. SIT (in connection with authorized HHG transportation) should not exceed 90 days unless the employee requests (in writing) an additional period, NTE 90 days, that is authorized/approved by a Service/Defense Agency designated official. If no additional storage is authorized/approved, the employee is financially responsible for the additional storage expense (FTR §302-7.8).

2. Justification (FTR §302-7.9). Acceptable justification for an additional SIT period (see par. C5190-B1 and **NOTE** after par. C5190 heading) includes:

- a. An intervening TDY or long-term training assignment,
- b. Non-availability of suitable housing,
- c. Completion of residence under construction,
- d. Serious employee illness,
- e. Dependent illness or death,

- f. Strikes,
- g. Acts of God,
- h. Other circumstances beyond the employee's control, or
- i. Similar reasons.

NOTE: The cost of removing HHG from SIT for delivery to temporary quarters for the purpose of furnishing temporary quarters is a TQSE expense. See par. C13215.

C. Reimbursement (FTR §302-7.107-110). SIT reimbursement cannot exceed the employee's actual storage costs. Receipts, or certified copies of warehouseman's bills, are required for individual expenses of \$75 or more. See par. C1310.

Effective 25 August 2005

***C5191 EXTENSION OF THE 180 DAY LIMIT ON TEMPORARY STORAGE/SIT
(GSA Waiver Memo 28 June 2005)**

The authorized 180-day maximum temporary storage/SIT limit in par. C5190 is generally adequate. However, 180 days may be insufficient for employees on a PCS to a new PDS with en route TDY assignments to locations such as Iraq and Afghanistan. In such cases the PDTATAC may authorize/approve extensions of the 180-day period for temporary storage/SIT for the duration of the TDY assignment plus 90 days on a case-by-case basis.

Requests for temporary storage/SIT extensions must be submitted by the employee's agency/command to:

Per Diem, Travel and Transportation Allowance Committee
Attn: T&T Branch
Hoffman Building 1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

FAX: (703) 325-2945, DSN: (312) 221-2945

or from the agency/command by email to *sit-extensions@perdiem.osd.mil*

C5195 NON-TEMPORARY STORAGE (NTS)

A. NTS of HHG for Duty at an Isolated CONUS PDS (FTR §§302-8.100-108)

1. Eligibility. Employees who perform PCS travel or new appointee travel (par. C5080-B) to a designated isolated CONUS PDS are eligible for NTS of HHG.
2. Agreement and Liability Conditions
 - a. Expenses for NTS of HHG at Government expense may be allowed for employees transferring to/within CONUS when the employee agrees, in writing, to remain in Government service for 12 months (beginning the date the employee reports for duty at the new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned.

- b. A signed agreement for 12 months is required in connection with each individual CONUS PCS.
- c. If the employee violates the written agreement, including failure to report for duty at the new PDS, any Government funds spent for NTS become the employee's financial responsibility. Recovery of the funds as a debt due to the Government is IAW finance regulations.

3. Authorization

- a. NTS is allowed when the official designated by the Service/Defense Agency determines, on a case-by-case basis, that the location is a designated isolated PDS.
- b. An employee assigned to a designated isolated CONUS PDS is not allowed NTS of HHG when:
 - (1) Available housing at the PDS can accommodate the HHG,
 - (2) Adequate housing is available within daily commuting distance, or
 - (3) It is for the employee's convenience.

4. Exceptions. NTS in connection with a PCS travel authorization to a designated isolated CONUS PDS may be subsequently approved for:

- a. Conversion of HHG in SIT to NTS,
- b. Conversion of storage at personal expense to NTS at Government expense, and
- c. An eligible employee or new appointee to have a portion of the HHG transported to the isolated PDS and the remainder stored at Government expense.

Effective 28 October 2004

5. Time Limitation. (FTR §302-8.108)

- a. NTS at Government expense may be authorized for the duration of the employee's assignment NTE 3 years at a designated isolated CONUS PDS. However, a periodic review must be made to determine if current housing conditions at the isolated official station warrant storage continuation.
- b. Eligibility for NTS at Government expense terminates on the last day of work at the isolated official station if before the end of the 3-year period or at the end of the 3-year period.
- c. When the NTS eligibility period terminates on the last day of work at the designated isolated CONUS PDS, NTS at Government expense may continue until the beginning of the 2nd month after the month the employee's eligibility ends (see examples). To avoid inequity, the employee's Command at the designated isolated CONUS PDS may extend the period up to the 90th day after the employee's last day of work at the designated isolated CONUS PDS.
- d. When the NTS eligibility period terminates at the end of 3 years, the employee's Command at the designated isolated CONUS PDS may extend the 3-year period by up to 90 days to avoid inequity.

EXAMPLE 1	
Storage terminates:	31 August 2003 (last day of work at the PDS)
Storage at Government expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2003 (par. C5195-A5c)
Command approves storage extension to the 90 th day after the last day of work at the PDS:	29 November 2003 (last day of work at the PDS 31 August 2003 plus 90 days (par. C5195-A5c))

EXAMPLE 2	
Storage terminates:	4 August 2003 (last day of work at the PDS)
Storage at Government expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2003 (par. C5195-A5b) Employee’s eligibility ended: 4 August 1 st month after the month (August) the employee’s eligibility ended was: September 2 nd month after the month the employee’s eligibility ended was: October
Command approves storage extension to the 90 th day after the last day of work at the PDS:	2 November 2003 (last day of work at the PDS 4 August plus 90 days (par. C5195-A5c))

6. Storage Place. The transportation officer determines the NTS location.

7. Allowable Costs. Allowable costs for NTS of HHG include:

- a. Packing,
- b. Crating,
- c. Unpacking,
- d. Uncrating,
- e. Transportation to and from storage place,
- f. Charges while in storage, and
- g. Other necessary charges directly relating to the storage.

8. Documentation

- a. NTS authorization must be in the PCS travel authorization.

b. The transportation officer prepares a Service Order for Personal Property (DD Form 1164) under the Defense Transportation Regulation (DoD 4500.9-R, Volume IV, Chapter 406, par. C) showing the HHG weight and date placed in NTS.

c. One copy of the DD Form 1164 is forwarded to the personnel office at the employee's OCONUS PDS where it is placed in the employee's personnel folder for subsequent reference and action purposes.

9. Isolated PDS Designation. Justified requests for NTS incident to a PCS travel authorization to a PDS at an isolated location should be submitted to the official designated by the Service/Defense Agency for a decision.

B. HHG NTS in Connection with Moves to and between OCONUS Areas (FTR §302-8.200-203)

1. General

a. If a traveler's HHG are placed in NTS because there is no authority to transport them, or the HHG cannot be used at an OCONUS PDS, the traveler may request authority from the employer for HHG withdrawal from NTS and transportation at Government expense when the situation requiring the NTS no longer exists and the HHG are needed for the current tour of duty or when a renewal agreement is signed.

b. The conversion of HHG from SIT to NTS, at Government expense, and from storage at personal expense to NTS at Government expense, may be authorized/approved when the employee is authorized the conversion IAW this Volume.

2. Eligibility. At least one of the following conditions must be met for an employee to be eligible for NTS, the:

a. Employee is not authorized to transport HHG to the PDS,

b. Employee is unable to use HHG at the PDS,

c. Storage is authorized in the Government's best interest, or

d. Estimated storage cost would be less than the HHG round-trip transportation cost (including SIT) to the new PDS.

Effective 28 October 2004

3. Time Limitation (FTR §302-8.203)

a. NTS, at Government expense, may be authorized for a period NTE the tour of duty.

b. NTS may be authorized for subsequent tours of duty at the same or other OCONUS PDS if the eligibility conditions are still met.

c. When an employee is no longer eligible for NTS (eligibility ends on the last day of work at the PDS), the storage at Government expense may continue until the beginning of the 2nd month after the month that eligibility ends *unless* the losing OCONUS command extends the period.

d. The losing OCONUS command may extend the period of NTS at Government expense for up to a total of 90 days (i.e., up to 30 days prior to the time the tour begins and up to 60 days after the last day of work at the PDS).

e. The employee’s losing OCONUS command is responsible for ensuring the new PDS transportation officer is notified when the employee’s eligibility for storage ends.

EXAMPLE	
Storage terminates:	31 August 2003 (last day of work at the PDS)
Storage at Government expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2003 (par. C5195-B3c) Employee’s eligibility ended: 31 August 2003 1 st month after the month (August) the employee’s eligibility ended was September; 2 nd month after the month the employee’s eligibility ended was: October
Command approves storage extension to the 60 th day after the last day of work at the PDS:	30 October 2003 (last day of work at the PDS 31 August 2003 plus 60 days (par. C5195-B3d))

4. Personnel Office and Transportation Officer Responsibility for NTS Records. When HHG are placed in NTS, at Government expense, the following actions must be taken:

- a. The transportation officer storing the HHG must forward to both the employee (at the OCONUS address) and the employee’s OCONUS personnel office one copy of the following:
 - (1) Completed HHG Services Order (DD Form 1164) and any amendments, ***NOTE: For Army civilian employees: The transportation officer also must forward a copy of DD Form 1164 and any amendments, and a copy of the employee’s PCS travel authorization, to Commander, USAFAC, Attn: FINCO-AA, Indianapolis, IN 46249-1306., and***
 - (2) The original warehouse inventory receipt.
- b. The gaining OCONUS personnel office must:
 - (1) Establish an employee NTS HHG file that:
 - (a) Is separate from official personnel records;
 - (b) Serves as a suspense file for FY funding and any subsequent HHG transportation; and
 - (c) Is forwarded with the employee’s official personnel records if the employee is reassigned to another OCONUS PDS;
 - (2) Furnish the FY fund citation to the Transportation Officer;
 - (3) Inform the transportation officer if the employee’s NTS authorization stops for any reason (i.e., local separation-retirement, agreement violation, approved delay in travel or return for separation or reemployment); and

(4) Destroy the NTS file within a reasonable time after the employee's CONUS PCS.

5. Forms and Procedures. The forms and procedures used for uniformed personnel may be used for civilian NTS as long as those forms and procedures are consistent with this Chapter's provisions.

6. Removing HHG from NTS

a. Partial or Full Removal. An employee, whose HHG are in NTS at Government expense, is authorized to withdraw all or any portion of the authorized HHG weight allowance from storage as long as the HHG are for employee/dependent use in establishing or enlarging the residence.

b. Government-paid Expenses. The Government is responsible for all costs for withdrawal, drayage, unpacking, and uncrating, as long as the:

(1) Place to which HHG are delivered is in the commuting area of employee's actual residence, and

(2) Return transportation is authorized by this Volume for the employee.

c. Employee-paid Expenses

(1) HHG transportation is the employee's financial responsibility when HHG are removed from NTS before the employee has eligibility for return transportation, or for reasons other than those in par. C7003-D1.

(2) When the employee earns return transportation at Government expense, the HHG withdrawal expense is reimbursed NTE the drayage cost and related charges that would have been incurred at the time the employee became eligible for return transportation at Government expense.

EXAMPLE: After serving 12 months of a 3 year tour, an employee paid \$2,000 to remove HHG from NTS for delivery to the dependents' home. Two years later, after completing the 3-year tour, the employee is reimbursed the \$2,000 NTE \$2,200 (the cost to remove HHG two years later). If the cost two years later was \$1,800, the employee would have been reimbursed only \$1,800 of the \$2,000 actually spent.

d. Documentation. Paid expense receipts of \$75 or more are required.

e. Limitations. No further transportation or storage of the withdrawn HHG is authorized at Government expense prior to receiving a new PCS travel authorization.

C. NTS of HHG for DoDDS Employees (FTR §302-8.300-301)

1. Storage between School Years

a. NTS of HHG is not allowed for DoDDS employees who are separated from the rolls during the summer recess.

b. NTS between school years may be authorized for DoDDS employees on a school-year basis if the:

- (1) DoDDS employee is employed at the close of a school year and agrees, in writing, to teach the next school year;
- (2) Storage period is for a minimum of 1 month but does not exceed the recess period between the 2 school years;
- (3) DoDDS employee meets the eligibility conditions for NTS; and
- (4) Storage is in lieu of:
 - (a) Government quarters occupancy,

Effective 24 September 2004

(b) A quarters allowance (20 USC §905(c)) ***NOTE: If a quarters allowance is paid for the actual period the HHG are in storage, the employee is financially responsible for the HHG storage costs., or***

(c) Any other HHG storage to which that DoDDS employee is authorized by this Volume through employment in another position during any recess period between school years.

c. If the DoDDS employee does not report for duty at the beginning of the next school year, the employee is financially responsible for:

- (1) Commercial storage costs (including related services), or
- (2) The value of the storage furnished (including related services) if the HHG were stored in a Government facility,

unless the employing activity determines that the DoDDS employee's failure to report for duty was beyond the employee's control.

2. NTS of HHG during DoDDS Employee Extended Leave. NTS of HHG during extended leave:

- a. May be authorized/approved by the AO if it is in the Government's best interest;
- b. May be authorized/approved NTE 12 months for a DoDDS employee ICW an authorized extended leave of absence in a leave status, with or without pay, under par. C5542-B4;
- c. May be authorized/approved for an administrator, as long as the period in the current agreement is completed rather than the 2 school years specified in par. C5542-B4a;
- d. Cannot exceed the applicable weight allowance for which there is authorization in this Volume;
- e. May be rescinded and made the DoDDS employee's financial responsibility if the DoDDS employee does not:
 - (1) Report for duty at the OCONUS PDS when leave without pay ends, or
 - (2) Present satisfactory evidence of course of study completion,

unless the AO determines that the situation was beyond the employee's control.

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 written record of any determination must be 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 port/VPC serving the old PDS to the port/VPC serving 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 the port/VPC serving Hawai'i to:
 - a. The port/VPC serving the new PDS, or
 - b. An alternate port/VPC.
3. The traveler is financially responsible for all excess costs of having the POV transported from the port/VPC serving Hawai'i to the port/VPC 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 transportation 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 transportation at Government expense incident to the traveler's PCS following vehicle purchase; or

*5. a traveler is hired at an OCONUS location for duty at the traveler's first PDS which is in CONUS. ***NOTE: Title 5 USC §5727 authorizes POV transportation to an OCONUS PDS, from an OCONUS PDS and between OCONUS PDSs only when the POV is to be used at an OCONUS PDS or it was in the Government's interest for the employee to have had a POV at the OCONUS PDS. See (68 Comp. Gen. 258 (1989)).***

Example 1: A traveler residing in Hawai'i, hired locally for initial duty at a CONUS PDS is not authorized transportation of a POV to CONUS.

Example 2: A traveler residing in Hawai'i, who was hired locally and is later transferred from the Hawai'i PDS to a CONUS PDS is authorized POV transportation to CONUS if it was in the Government's interest for the employee to have a POV at the Hawai'i PDS.

Example 3: An employee initially hired while living in Hawai'i and later transferred to a CONUS PDS is not authorized POV transportation to the CONUS if the agency did not certify that it was in the Government's best interest for the employee to have a POV at the Hawai'i PDS.

Example 4: An employee initially hired from Puerto Rico to work in Hawai'i and then hired to a CONUS PDS is authorized POV transportation from Hawai'i to CONUS if previously authorized POV transportation from Puerto Rico to Hawai'i or if it was in the Government's interest for the employee to have the POV in Hawai'i.

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 a service agreement in par. C4001;
2. Is transferred/assigned between OCONUS PDSs, meets the eligibility criteria in par. C5208, and signs a service 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;
4. Does not complete a tour(s) of duty at an OCONUS PDS at which it was in the Government's interest for the traveler to have a POV or does not complete a tour(s) of duty on Johnston Island incident to which a POV was transported to Hawai'i under par. C5208-D, and the traveler is returning through transfer for the Government's convenience and not at personal request;
5. At an OCONUS PDS where it was initially in the Government's interest for the traveler to have a POV or, for a traveler assigned on Johnston Island whose POV was transported to Hawai'i under par. C5208-D, but the traveler is transferred to another OCONUS PDS and it is not in the Government's interest for the traveler to have a POV at the new PDS, and the traveler requests transportation of a POV to CONUS;
6. Is stationed at an OCONUS PDS where initially it was not in the Government's interest for the traveler to have a POV and due to changed circumstances at the station, it is later determined that it is in the Government's interest for the traveler to have a POV there and the traveler has signed a service agreement as provided in par. C4001; or
7. Is stationed at an OCONUS PDS where initially it was in the Government's interest for the traveler to have a POV and due to changed circumstances the determination is rescinded. In such cases, the traveler may elect either to keep the POV at the PDS or have it shipped back at Government expense to the port serving the actual residence.

C5216 TRAVEL AND TRANSPORTATION TO/FROM PORTS

A. General

1. POV transportation at Government expense is:
 - a. Limited to over-water movement from an appropriate CONUS loading port/VPC to an appropriate unloading port/VPC serving the OCONUS PDS and return,
 - b. Between appropriate ports/VPCs serving OCONUS PDSs, or

c. From the appropriate loading port/VPC serving the traveler's last PDS to the unloading port/VPC serving Hawai'i in the case of a traveler assigned to Johnston Island who is authorized POV shipment under par. C5208-DC11002-C.

2. *Shipment may not be authorized at Government expense between CONUS port/VPCs for the traveler's convenience.*

3. Transportation at Government expense includes port-handling charges for readying the POV for:

- a. Shipment at the loading port/VPC, and
- b. Use at the unloading port/VPC.

4. Instructions concerning the ports/VPCs from which the POV may be shipped are in Service transportation regulations.

B. Alternate Ports

1. Transportation at Government expense is authorized between the port/VPC serving the origin point and the port/VPC serving the traveler's new PDS. For travelers assigned to Johnston Island, transportation at Government expense is to the point authorized in par. C5208-D.

2. A POV may be transported to an alternate designated port. The Government's transportation cost liability must not exceed the transportation cost between the ports/VPCs serving the old PDS/new PDS. For travelers assigned to Johnston Island, the Government's transportation cost liability must not exceed the cost to transport the POV from the port/VPC to which transportation was authorized in par. C5208-D.

3. When a traveler is authorized to return a POV at Government expense from the OCONUS location to which it was transported, the POV may be transported from the port/VPC serving that PDS. For travelers assigned to Johnston Island, a traveler is authorized to return a POV from the port/VPC in Hawai'i to which it was transported under par. C5208-D.

4. The traveler may drive/transport the POV to a different port/VPC serving the destination specified by the traveler. The Government's transportation cost liability must not exceed the transportation costs from the port/VPC serving the traveler's old PDS to the port/VPC serving the authorized destination (new PDS or actual residence).

5. An authorized origin point must be in the U.S. or in a non-foreign OCONUS area (see Appendix A) when the traveler purchases a replacement vehicle from a manufacturer and the POV is shipped to a traveler.

C. Transportation to/from Ports

1. Transportation Arrangements. The Government must not arrange transportation for a traveler's POV from the:

- a. Old PDS, or the actual residence at the time of employment, to the port/VPC serving the old PDS or actual residence, or

b. Port/VPC to the new OCONUS PDS, or (upon return by PCS or for separation) to the actual residence at time of appointment or assignment to an OCONUS PDS.

2. Traveler Pays for POV Transportation to/from Port/VPC. Reimbursement is:

a. Authorized if a traveler pays another individual to drive the POV, or arranges to have the POV transported commercially, to/from the port/VPC, and

b. Limited to the actual cost of having the POV driven/transported not to exceed an amount determined by multiplying the appropriate TDY mileage rate (par. C2500) by the round trip official distance between the:

(1) Traveler's old PDS or actual residence at the time of appointment, and the port/VPC (B-197255, 10 February 1981),

(2) Port/VPC and the traveler's new OCONUS PDS, or

(3) Port/VPC and the traveler's actual residence at the time of appointment or assignment to an OCONUS PDS, whichever is applicable, when returning by PCS or for separation (B-197255, 10 February 1981).

3. POV Delivery/Pickup to/from the Port/VPC

a. Per Diem Not Allowed. Per diem is not allowable when a traveler/designated representative makes a separate trip to a port/VPC to deliver/pickup the POV.

b. Mileage Reimbursement. Reimbursement is authorized at the applicable TDY mileage rate in par. C2500 for one-way travel for the official distance traveled:

(1) To the port/VPC to deliver the POV, or

(2) From the port/VPC after reclaiming the POV.

c. Transportation Reimbursement. Reimbursement is authorized for the actual cost incurred for one-way return transportation:

(1) From the port/VPC after delivering the POV, or

(2) To the port/VPC to pick up the POV.

d. Limitations. The total of the one-way TDY mileage and one-way transportation costs paid by the Government may not exceed the POV transportation cost from the:

(1) Traveler's old PDS/actual residence at the time of appointment, to the port/VPC,

(2) Port/VPC to the traveler's new OCONUS PDS, or

(3) Port/VPC to the traveler's actual residence at the time of appointment/assignment to an OCONUS PDS when returning by PCS or for separation.

4. POV Delivery/Pickup Incident to PDT by POV (Other than During RAT)

NOTE: PDT includes first PDS travel, RAT, PCS travel, and separation travel as defined in Appendix A.

a. Mileage Reimbursement. Reimbursement for POV delivery/pickup incident to PDT by POV is allowable at the applicable PCS mileage rate in par. C2505 from the:

- (1) Traveler's old PDS, or actual residence at the time of appointment, to the port/VPC or passenger POE (if the traveler travels there to drop off dependents);
- (2) Passenger POE (where the traveler drops off dependents) to the port/VPC;
- (3) Port/VPC where the POV is reclaimed to the passenger POD (if the traveler returns there to pick up dependents);
- (4) Port/VPC or passenger POD (if the traveler returns there to pick up dependents) to the new PDS or (upon return for separation) the actual residence at time of appointment or assignment to an OCONUS PDS.

b. Transportation Reimbursement. Transportation reimbursement for POV delivery/pickup incident to PDT by POV also is allowable for the traveler:

- (1) Or the traveler and dependents, from the port/VPC to which the traveler delivers the POV, to the passenger POE; or
- (2) From the port/VPC to the passenger POE;
- (3) And dependents from the passenger POD to the port/VPC; or
- (4) From the passenger POD to the port/VPC at which the POV is reclaimed.

C5220 CIRCUMSTANCES

A. Transfer or Assignment between OCONUS PDSs

1. If the traveler does not have a POV at the current OCONUS PDS, one may be transported to the appropriate port/VPC serving the new PDS at Government expense provided the maximum amount the Government pays is the the POV transportation cost from an appropriate port/VPC within CONUS, or a port/VPC in Hawai'i for travelers assigned on Johnston Island whose dependents reside in Hawai'i.
2. If, due to changed circumstances at a PDS, it is no longer in the Government's interest for the traveler to have a POV at the PDS, the traveler may transport it at Government expense to another OCONUS PDS to which the traveler is transferred if it is in the Government's interest for the traveler to have the POV there.
3. Upon completion of a tour of duty at the new PDS the traveler may ship the POV at Government expense to the appropriate port/VPC serving the actual residence or serving a CONUS PDS. In this case, the Government may not pay more than the transportation cost from the place to which it was last transported at Government expense.

B. Agreement Not Completed and Traveler Transfers or Is Reassigned from OCONUS to CONUS. If the traveler, for reasons unacceptable to the DoD component concerned, fails to complete the tour of duty at the PDS from which the traveler is being transferred, and the traveler is not being transferred for the Government's convenience, the Government may not pay for POV transportation unless the traveler completed a tour of duty at a previous OCONUS PDS where it was in the Government's interest for the traveler to have a POV. In the latter case, the Government may not pay more than the POV transportation cost from the port/VPC serving the PDS at which the traveler completed the tour of duty.

C. Agreement Not Completed and Traveler Returns to CONUS for Separation

1. If the traveler, for reasons unacceptable to the DoD component concerned, failed to complete the tour of duty at the PDS from which the traveler is separating, the Government may not pay the cost of POV transportation unless the traveler completed a tour of duty at a previous OCONUS PDS where it was in the Government's interest for the traveler to have a POV. In the latter case, the Government may not pay more than the POV transportation cost from the port/VPC serving the PDS at which the traveler completed the tour of duty.

2. If the POV is transported to a location other than the port/VPC serving the actual residence, the Government may not pay more than the POV transportation cost to the appropriate port/VPC serving the actual residence.

D. Traveler Being Separated Following Completion of the Agreed Minimum Period of Service or for Reasons Acceptable to the Government

1. A traveler, separating either because the agreed minimum period of service has been completed or for reasons acceptable to the Government, may be authorized POV transportation from the port/VPC serving the OCONUS PDS to which it was transported at Government expense to the port/VPC serving the traveler's actual residence established at the time of appointment or transfer to the PDS.

2. POV transportation may be authorized to an alternate destination anywhere in the world but the Government's POV transportation cost may not exceed the cost from the port/VPC serving the traveler's OCONUS PDS to the port/VPC serving the traveler's actual residence.

3. Any excess costs are the financial responsibility of the traveler (65 Comp. Gen. 468 (1986)).

C5224 SHIPMENT METHODS

A. Government-arranged POV Transportation

1. The transportation officer determines the transportation mode.

2. Shipment procedures must be in accordance with Defense Transportation Regulations (DTR) (DoD 4500.9-R, Part IV, Chapter 408) at: <http://www.transcom.mil/j5/pt/part4/dtr-part-4-408.pdf>.

B. Traveler-arranged POV Transportation (FTR §302–9.142 §302–9.207)

1. If POV transportation 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 port/VPC serving the authorized origin point to port/VPC serving the authorized destination.

2. Travelers who personally arrange for POV transportation (i.e., contract directly for the POV to be moved) are entirely responsible for all issues related to:
 - a. The Status of Forces Agreement (SOFA),
 - b. Use of U.S. carriers,
 - c. Import/export processes, and
 - d. Tariffs, customs, etc.
3. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

C5228 DELAYS WHILE AWAITING REOPENING OF PORT FACILITY OR POV DELIVERY

When PCS travel by POV is authorized as advantageous to the Government, and the traveler must pick up the POV at a port/VPC to continue PCS travel, payment of per diem is allowable for the:

1. Non-workdays involved if for reasons beyond the traveler's control the traveler is unable to reclaim the POV on the POV's arrival day at the port/VPC and the day(s) following the arrival day are non-workdays on which the vehicle port facility is closed (B-170850, 31 December 1970);
2. Number of days involved when, for reasons beyond the traveler's control, the traveler's POV has not been delivered to the port/VPC on the day the traveler arrives there to reclaim it, and the traveler awaits POV delivery so that it can be used to continue PCS travel, provided, the designated port authority after considering the particular circumstances involved, certifies that the traveler acted reasonably and prudently in delaying onward travel to await the POV's arrival (B-179493, 15 January 1974).

Effective for POV shipments on or after 1 November 2003

C5232 REPLACEMENT POV TRANSPORTATION

A. General. When a POV, transported at Government expense to an OCONUS area or to Hawai'i for a traveler assigned to Johnston Island, is no longer adequate for the traveler's transportation needs, the Secretarial Process may authorize transportation of a replacement POV. Such replacement may be authorized when the conditions in pars. C5232-B or C5232-C are met.

B. Emergency Replacement. Emergency POV replacement may be authorized when the reasons for the need of a replacement POV are:

1. Beyond the traveler's control (e.g., the POV is stolen, seriously damaged, destroyed, or has deteriorated due to severe climatic conditions), and
2. Acceptable to the DoD Component concerned.

C. Non-emergency Replacement. Non-emergency POV replacement may be authorized when:

1. The traveler is stationed continuously at one or more OCONUS PDSs during a 4-year period and the POV being replaced has worn out due to age and normal deterioration (B-212338, 27 December 1983); and
2. It is in the Government's interest that the traveler continues to have a POV at the OCONUS PDS.

D. Limitations

1. One emergency replacement POV may be transported at Government expense within any 4-year continuous service period.
2. One non-emergency replacement POV may be transported at Government expense after every 4 years of continuous service beginning on the date the first POV used is being replaced.

C5236 EMERGENCY STORAGE IN THE EVENT OF EVACUATION

A. Eligibility. If it is necessary to evacuate the traveler and/or dependents from an OCONUS PDS, emergency storage expenses for the traveler's POV may be authorized if the POV was:

1. Transported/authorized to have been transported, at Government expense to the PDS under this Part, or
2. Driven by the traveler/immediate family member to the PDS at which POV use was "in the Government's interest."

B. Location. POV storage may be at a place determined to be reasonable by the DoD Component concerned whether the POV is already located at, or being transported to, the post of duty (FTR, §302-9.401).

C. Expenses

1. Allowable expenses for the emergency storage of the traveler's POV include:
 - a. Necessary expenses for actual storage,
 - b. Readying the POV for storage and for return to the traveler after the emergency has ended,
 - c. Local transportation expenses to and from storage, and
 - d. Other necessary expenses relating to storage and transportation.
2. The cost of insurance carried on the POV, while in storage, is the employee's financial responsibility.

APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Effective 3 June 2005

T4000 INTRODUCTION

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

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

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

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

T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS

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

T4010 REIMBURSEMENT RATE

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

T4020 TDY TRAVEL POLICY

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

B. Traveler Rights and Responsibilities

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

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

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

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

T4025 ARRANGING OFFICIAL TRAVEL

A. CTO Use

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

B. Requirements

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

Effective 1 September 2004

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

c. Service regulations.

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

D. Transportation Reimbursement

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

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

T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)

A. Type of Travel. The AO may direct travel by any mode (e.g., Government or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a certain mode is directed and another mode is used, the traveler may only receive transportation reimbursement up to the directed transportation mode cost.***

Effective 27 April 2005

B. Commercial Transportation. The Services must require that CTOs arrange commercial transportation in accordance with law, Government policies, agreements and contracted rates using American flag carriers and coach-class accommodations whenever possible. The AO may, under certain conditions, authorize the CTO to arrange other than contract city-pair flights, or to arrange foreign flag carriers, or business- (but not first-) -class accommodations (*see JTR, par. C1060, NOTE 1 and JFTR, par. U4326, NOTE 1*) when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in JTR, pars. C2204-B2 and C2208-C (trains only) and JFTR, pars. U3125-B2 and U3135-C (trains only) may authorize business- or first-class accommodations use.

Effective 25 August 2005

*C. Rental Vehicles (Includes Aircraft). When the AO authorizes rental vehicle use for official business, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to and from the rental facility (see JFTR, par. U1410 and JTR, par. C1410). The following expenses are also reimbursable: parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); any per-day administrative fee called for in the SDDC rental car agreements; garage (POC parking is a separate reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft. When possible, the CTO/TMC, per TRANSCOM policy, reserves a rental vehicle from a company that subscribes to the SDDC rental car agreement. ***Travelers are not reimbursed for rental car insurance coverage purchased in the United States or non-foreign OCONUS locations regardless of from whom the rental car is rented.*** Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries. When a compact rental car (the "standard" for TDY travel), does not meet requirements, the AO may authorize the size vehicle appropriate to the mission. Claims for damage to rental vehicles, while the vehicles are being used for official business, are reimbursable to the traveler or the rental car company, as appropriate, as miscellaneous transportation expenses if adjudicated as payable under the procedures set forth in the DoD Financial Management Regulation (Volume 9, Chapter 4) (found at website

<http://www.dtic.mil/comptroller/fmr/>) (or appropriate Service directives for the non-DoD Services).

*Reimbursement for personal funds for damage sustained by a rented automobile while being used on other than official business is not authorized. **NOTE:** Some vehicles are not covered with liability and vehicle loss and damage insurance for the traveler or the Government when rented for official Government travel. To view appropriate rental car companies and rates go to the Passenger section in the top right-hand corner of the SDDC website at <http://www.sddc.army.mil>, click on Car Rental Carriers in left-hand column, then Ceiling Rates. Vehicles listed in the rental car agreement/on the SDDC website are the only vehicles covered under the SDDC rental-car agreement. Any vehicle offered by a company that is under the SDDC rental car agreement but not listed on the SDDC list as a vehicle "in that category" does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the Government, and should not be rented for official Government travel. Usually, there is a company listed that has a vehicle necessary for official Government travel and these companies should be used.*

Effective 28 April 2005

D. Government Transportation

1. The TO arranges international Government airlift under AMC contract/control, when it is available and satisfies mission requirements.
2. The TO provides Government ground transportation. (Within the Navy, Government vehicles are obtained directly from the providers, ordinarily Public Works.) Only use Government transportation for official business to go to and from: the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose and the traveler has an accident, the traveler may have to cover the expenses and liabilities. Use Government servicing for the vehicle whenever possible. When Government servicing is not available, the AO may authorize reimbursement of actual vehicle operating expenses. These expenses include: gas and oil; parking fees; repairs; ferry fares; bridge, road or tunnel tolls; trip insurance for travel in foreign countries; guards; and storage fees.

E. Private Vehicle. When a private vehicle use is approved by the AO as the best way for travel to be performed, reimbursement is authorized at the standard rate per mile for the type of vehicle and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls for travel over a direct route is authorized. If the AO does not approve using a private vehicle and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses but the amount is limited to the should-cost estimate of AO-approved transportation. In either case, reimbursement is only authorized for the driver. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the type of vehicle being used, the AO may authorize reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

F. Rest Stops. Normally, travelers are not required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers and plane changes exceeds 14 hours and the traveler is not authorized first/business-class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty. *Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.* Rest stops must not exceed 24 hours. **NOTE:** *A traveler is disqualified from using business-class accommodations at Government expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized, or (c) an overnight rest period occurs at the TDY location before beginning work.*

G. Insurance Coverage in Foreign Areas. The AO may authorize reimbursement for additional insurance coverage in foreign areas for a rental, Government, or private vehicle used for official travel.

Effective 18 November 2004

H. Allowable Travel Days. The number of allowed travel days is determined by the transportation mode. For commercial air travel, one day is allowed in CONUS and within OCONUS areas. For travel between CONUS and OCONUS via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. The actual time is used for travel by Government/Government-procured air transportation based on scheduled departure and arrival dates. When the AO authorizes travel by private, rental or Government vehicle (other than government/government-procured air), one travel day is allowed for each 400 miles or increment thereof. If travel by privately owned vehicle is used but not authorized by the AO as advantageous, travel time is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Extended Business or Training TDY. The AO may permit round-trip transportation and per diem en route for a traveler, who routinely travels on business or training TDY for periods of more than three weeks, to return periodically to the PDS or home for non-workdays.

J. Voluntary Return Home during Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or non-workdays, it may still be performed for personal convenience. If so, reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the Government would have paid had the traveler remained at the TDY location.

K. Constructed Cost. Constructed transportation costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. If a city-pair airfare is not available between origin and destination, the constructed transportation cost is limited by the least expensive unrestricted coach-class airfare (except as limited by JFTR, par. U3125-B1f/JTR, par. C2204-B1f). City-pair airfare transportation is presumed available if there is a city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

T4040 LIVING EXPENSES (PER DIEM)

The "Lodging Plus" method is used to reimburse TDY living expenses. Travelers are paid the actual cost of lodging up to a limit, plus a set amount for M&IE. Rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. Travelers also can be reimbursed for other necessary travel-related expenses if the AO approves them as appropriate to the mission.

A. Lodging Overnight Required -Business Travel Standards**1. Sleeping**

a. The CTO makes lodging reservations and reflects the estimate of their cost (including taxes) on the Trip Record.

b. Uniformed Members - The AO may direct adequate available Government quarters use for uniformed members on a U.S. Installation only if the uniformed member is TDY to that U.S. installation. The commander responsible for the quarters determines their adequacy based on DoD and Service directives. Only adequate quarters are to be offered through the reservation system. If Government quarters use is directed for a member and other lodging is used, the member's reimbursement is limited to the Government quarters cost unless the Trip Record notes non-availability (by confirmation number, if provided by the Service in its registration process.)

c. Civilian Employees

- (1) *Employees may not be ordered/required to use Government quarters, nor may the lodging reimbursement simply be limited to the Government quarters cost.* In compliance with the requirement to exercise prudence when incurring expenses, employees should check for Government quarters availability (e.g., through their CTOs), and are encouraged to use those quarters when TDY to a U.S. Installation. *However, if Government quarters are available on that installation for an employee TDY to a U.S. Installation, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the Government quarters cost. Reduced per diem rates can only be established before travel begins.*
- (2) The head of a DoD component (see Appendix A) concerned may authorize zero per diem or per diem rates in lesser amounts than those prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the DoD component concerned or to a commander/head of DON activity, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel order before travel begins (or part of an order amendment covering a prospective period after the order modification), travel orders, modified after the fact, prescribing per diem rates different from those prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> are without effect. The locality rates in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS. See **NOTE 1** (applicable to civilian employees) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry cleaning/pressing of clothing.
- d. Commercial lodging reimbursement is based on the single occupant rate, up to the maximum of the TDY site or stopover location. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of \$110 (\$76 for lodging and \$34 M&IE). The AO could authorize up to \$296 for lodging (300% x \$110 = \$330 - \$34 = \$296). These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized *only in advance* by PDTATAC or Secretary concerned for *only uniformed members* (see JFTR, par. U4250). The traveler is responsible for anything charged beyond the basic room fee and taxes. Travelers are to keep all lodging receipts. *An AEA may not be authorized for meals and incidental expenses.*
- NOTE 1:** *The maximum amount allowed for lodging in the United States and non-foreign OCONUS areas (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are separately reimbursable travel expenses except when MALT PLUS per diem for POC travel is paid to a uniformed member.*
- NOTE 2:** *The maximum amount allowed for lodging in foreign countries (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) includes an amount for lodging taxes. Taxes on lodging in foreign countries are not separately reimbursable.*
- e. *Reimbursement of lodging cost when staying with friends or relatives is not authorized.*

f. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees considered part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses that do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is authorized per diem.

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

(a) Mortgage interest;

(b) Property tax; and

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

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

Effective 20 September 2004

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

2. Eating

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

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

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. TDY Aboard Ships

- 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

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.

Effective 1 April 2005

6. Fees for:

a. Currency conversion. Travelers:

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

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

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

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

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

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

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

7. CTO service and processing fees;

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

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

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

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

12. Authorized expenses for:

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

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

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

Effective 1 April 2005

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

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

Effective 28 April 05

1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses see par. T4030.
2. Use of a Government vehicle/special conveyance is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
 - a. Duty sites,
 - b. Lodgings,
 - c. Dining facilities,
 - d. Drugstores,

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

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

Effective 11 August 2005

*A. General. Par. T4045 applies to Reserve Component members on active/inactive duty under orders that provide for return home. See par. U7150 for travel of cadets and midshipmen, applicants and Senior Reserve Officers' Training Corps (SROTC) members, Reserve Component member travel for medical and dental care, Ready Reserve members on muster duty, retirees called to active duty, active-duty-for-training tours of 140 or more days at one location (except as noted in par. U2146), and active-duty-for-other-than-training for more than 180 days at one location (except as noted in par. T4045-E4).

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

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

C. Travel for Annual Training (AT). For AT travel, members are authorized payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. Per Diem Not Payable. No per diem is payable to:

1. Reservists at an AT site when both Government quarters and meals are available, but the member is authorized reimbursement for the Government quarters charge. If Government quarters and/or meals are not available, per diem is payable under par. T4040-A;
2. Reservists on active duty without pay;
3. Newly enlisted members undergoing training when both Government quarters and meals are available;
4. Public health service Officers called to active duty for Commissioned Officer Student Extern Program (COSTEP);
5. Reservists who commute daily or AO determines members can commute except for authority under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;
6. Reservists on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient Government housing, reimbursement for actual lodging cost is authorized;
7. Standby Reserve Component members voluntarily performing without pay.

E. Per Diem. When a Reserve Component member is ordered to:

1. Schoolhouse training, par. T4030 applies for transportation and par. T4040-B for per diem;
2. Deploy, to be one of personnel traveling together under orders directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4040-C applies for per diem for periods under 20 weeks. Par. T4030 applies for transportation;

Effective 11 August 2005

*3. Active-duty-for-training (other than schoolhouse) for fewer than 140 days or active-duty-for-other-than-training for 180 or fewer days, per diem is determined under business travel rules in par. T4040-A, and transportation under par. T4030;

Effective 11 August 2005

*4. Active-duty-for-other-than-training for more than 180 days because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, per diem is determined under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C), and transportation under par. T4030.

F. Funeral Honors Duty. Reserve Components members who perform funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member’s residence are authorized travel and transportation allowances as for business travel under pars. T4030 and T4040-A & T4040-D.

SUMMARY OF ALLOWANCES FOR RESERVE COMPONENTS PERSONNEL

ACTIVE DUTY WITH PAY 1/

SITUATION 2/	TRANSPORTATION 3/4/	PER DIEM
Annual training duty 5/	Par. T4030 applies.	Not authorized if Gov’t qtrs 6/ & mess available 7/; else par. T4040 applies.
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP).	Par. T4030 applies.	Not authorized.
Pipeline Student--newly enlisted member undergoing training.	Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030.	Not authorized if Gov’t qtrs & mess available.
Member commutes or AO determines member can commute.	Par. T4030-E applies for one-round trip only provided the place of active duty is outside home’s town/city limits.	Not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home’s town/city limits.
<i>*Effective 11 August 2005</i> Active duty for training for fewer than 140 days or active duty for other than training for 180 or fewer days at one location.	Par. T4030 applies.	Par. T4040 applies.
<i>*Effective 11 August 2005</i> Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for more than 180 days.	Par. T4030 applies if the Secretarial Process authorizes per diem; otherwise Chap 5 applies.	Par. T4040 applies if the Secretarial Process authorizes per diem; otherwise Chap 5 applies.

ACTIVE DUTY WITHOUT PAY

	TRANSPORTATION	PER DIEM
Others performing duty without pay.	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for Reserve Component Standby Reserve members.	Not authorized except occasional meals and/or quarters may be authorized (see par. T4040-C) for travel days only 8/.

- 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.
Reserve Component Standby Reserve members 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 Members

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

expenses incident to official travel on their individual or unit Government travel card whenever possible. For official travel-related expenses that cannot be charged, travelers can avoid using their own money by using their individual Government travel card to obtain cash advances or travelers checks. Advances are not an option on unit travel cards.

B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO's 24-hour 1-800 number, if possible, to have the needed changes made. The CTO must update the traveler's Trip Record. The AO may approve the changes after the trip is complete. However, it is best if the traveler gets the AO's authorization up-front, and has the Trip Record updated. In any case, the traveler is reimbursed only for changes the AO approves on the Trip Record.

2. Receipts. Travelers must keep all receipts for lodging and receipts for any individual official travel expense of \$75 or more.

C. After the Traveler Returns

1. Filling out the Expense Report. A traveler should fill out and turn in the expense report portion of the Trip Record within 5 working days after returning from the trip. The receipts are to be attached to the expense report. Electronic Fund Transfer (EFT) is the preferred method of reimbursement. Within EFT, the traveler has two options. The traveler may request (a) direct electronic transfer to the Government contracted travel card company of the authorized expenses charged to the card with the remainder going to the traveler's personal bank account, or (b) an electronic transfer of the full amount to the traveler's personal bank account. Under option (a), the traveler must not have to write a check to the travel card company for official expenses charged.

2. Getting It Approved. The AO must approve the expenses on the Trip Record for the traveler to get paid. This includes reviewing the required receipts.

3. Turning in the Expense Report. A finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid is the amount the AO approves.

4. Random Audits. Random audits of travel expense reports are conducted.

T4060 AUTHORIZING OFFICIAL'S RESPONSIBILITIES

A. General. Authorizing Officials have broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred in connection with that mission. For civilian travelers, the AO must determine the purpose of the travel (see JTR/JFTR, Appendix H) for notation on the Trip Record. The CTO is central in helping to execute those responsibilities.

1. The CTO generates a Trip Record. On it, the CTO prepares a should-cost estimate that reflects standard arrangements made in compliance with travel policies using Government negotiated airline, lodging, and rental car rates. If the standard arrangements do not meet the needs of the mission, the CTO provides other travel options to satisfy mission requirements, and conform to law, regulation, policy, and contractual obligations. Use the should-cost estimate to determine if the travel budget can support the travel. Authorize CTO identified should-cost standard arrangements, unless additional or unusual cost options are required to complete the mission and they make good overall business sense.

2. The CTO and TO must have available information on policies relating to transportation and travel arrangements. Get other needed travel-related information from command channels or Service headquarters. Use management information from the CTO and the travel card company to assist in future travel decisions.
3. Make sure travelers have access to the unit's travel card if they do not have individually issued cards. Refer inquiries about card usage to the local card program coordinator.
4. Adhere to policies and procedures discussed in this regulation, use good judgment in obligating unit funds, and ensure travelers receive adequate reimbursement under policies established in this regulation.

B. What's Allowable and Not Allowable

1. Transportation

- a. What AOs may direct. AOs may direct the traveler to use a particular mode of travel, except for private or rental vehicle. Only direct a specific mode when it is essential to mission success.

Effective 24 August 2005

- *b. Options on city-pair flight use. See Appendix P. ***NOTE: Regulations applicable to the Contract city-pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at: <http://www.transcom.mil/j5/pt/dtr.html>***

Effective 27 April 2005

2. Authorizing Business-class Transportation Accommodations. Only the officials listed in JTR, pars. C2204-B2b and C2208-C (trains only), and JFTR, pars. U3125-B2b and U3135-C (trains only) may authorize/approve business-class accommodations use (two-star level or civilian equivalent). Examples of reasons for use of business-class accommodations are found in JTR, par. C2004-B4 and JFTR, par. U3125-B4 (the reason must be recorded on the Trip Record).

NOTES:

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

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

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

Effective 24 August 2005

*g. Air transportation on a foreign flag air carrier is paid in full directly, or later reimbursed, by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), an international agency or other organization. (B-138942, 31 March 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: See Security Assistance Management Manual, Chapter 4, par. C4.5.12 of the DoD 5105.38-M, when travel is on Security Assistance Business.***

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

5. Lodging Selection

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

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

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

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

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

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

10. TDY from Leave. AOs may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

Effective 9 August 2004

11. Shipment or Storage of HHG. AOs may authorize shipment of unaccompanied baggage for employees (JTR, par. C2309), or a small amount of HHG for members (JFTR, par. U4705) to the TDY point. Also, they may authorize storage of HHG for members when appropriate. For example, storage may be authorized during deployments. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H.

12. Lower or No Per Diem Rates. There may be situations in which the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Government mess may have a club at which the cost of meals is only a fraction of the full M&IE. In these cases, AOs may recommend payment of lower or no per diem to their Service point of contact listed in the Introduction of the JFTR and JTR under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** See par. T4040-A1c(2) for more on reduced per diem for civilian employees.

13. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies (see par. T4030-H). However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, AOs should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

14. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. Under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and,
- b. To uniformed members escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

15. TDY aboard Ships. Normally, people TDY aboard ships are fed without charge making them ineligible for per diem. However, people TDY aboard non-U.S. government ships may be charged for meals. In this situation, AOs can determine a per diem rate to cover the food cost. This should not be confused with officers paying for meals the same as ship's company officers.

16. Additional Allowable Travel Expenses for an Employee with a Disability. AOs may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Chapter 6, Part L, for specifics.

17. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, AOs may authorize reimbursement of those expenses.

Effective 11 August 2005***18. TDY and Reserve Component Active Duty Time Limits for Per Diem Purposes**

a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Combatant Command, approves an extension. See JFTR/JTR, Introductions for the Service points of contact. **Civilian employees, see Internal Revenue Service (IRS) rules for income tax implications for TDY beyond one year.** A school of at least 140 days duration is a PCS for uniformed members (except as noted in JFTR, pars. U1036 or U2146).

b. For Reserve Component personnel, if active duty for training is fewer than 140 days, or fewer than 180 days for other than training duty at any one location, travel and transportation allowances are payable as for TDY. When a Reserve Component member is called to active-duty-for-training for 140 or more days, or more than 180 days for active-duty-for-other-than-training at one location, travel and transportation allowances are payable under JFTR, Chapter 5, as for PCS for a Reserve Component member unless the call to active-duty-for-other-than-training is because of unusual or emergency circumstances or exigencies of the Service concerned and the Secretarial Process authorized per diem.

19. Movement of Employees' Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are in accordance with JTR, Chapters 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C5050.

Effective 23 October 2004

20. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a TCS. The employee (but not a member) is authorized limited PCS allowances rather than TDY allowances (see JTR, Chapter 5, Part O).

21. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

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

(<https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>), the per diem rate is the rate applicable to the location of the front gate for the reservation, station or other established area.

Effective 16 November 2004**T4070 TDY GLOSSARY**

Authorize. The giving of permission before an act or the ratification or confirmation of an act already done. Used interchangeably in this Appendix with "approve."

Government travel card. This is the Government-sponsored, contractor issued travel charge card.

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

<u>DoD Component</u>	<u>Organization/Location</u>	<u>Effective Date</u>
	Hill AFB, UT	03-24-97
	Mountain Home AFB, UT	03-24-97
	Niagara Falls Air Reserve Station, NY	03-24-97
Washington Headquarters Services	Designated organizations	04-01-97
Defense Commissary Agency (DeCa)	HQ and Operations Center, Provisional, Ft. Lee, VA	06-05-96
Defense Finance and Accounting Service (DFAS)	Kansas City Center, Kansas City, MO (<i>Discontinued</i>)	05-01-96 03-31-97
Defense Logistics Agency (DLA)	Administrative Support Center, Ft. Belvoir, VA	06-05-96
National Geospatial-Intelligence Agency (NGA) (formerly NIMA)	Multiple locations - all NGA components	05-01-96
National Security Agency (NSA) [2]	Fort Meade, Maryland	03-01-96
Defense Threat Reduction Agency (formerly Defense Special Weapons Agency)	Dulles, VA	06-01-96
Organization of the Joint Chiefs of Staff	Washington, DC	05-01-96
Defense Information Systems Agency	Washington, DC	06-16-97
Missile Defense Agency (formerly Ballistic Missile Defense Organization)	Washington, DC	07-15-97

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

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

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