

JOINT TRAVEL REGULATIONS (JTR)

VOLUME 2

DEPARTMENT OF DEFENSE (DoD) CIVILIAN PERSONNEL

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VOLUME 2
JOINT TRAVEL REGULATIONS
CHANGE 482

Alexandria, VA

1 December 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 December 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 22-05(E); 28-05(E); 32-05(E); 39-05(E); 40-05(E); 42-05(E) and 43-05(E); and civilian editorials C05044 and C05047 through C05053. Insert the attached pages and remove the corresponding pages. Chapter 16 is deleted; remove pages C16-i and C16-1. This cover page replaces the Change 481 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 482:

Introduction. Updates the ordering instructions for the JTR.

C1008. Clarifies that travel and transportation allowances for certain chaplain-led military family support programs are not covered under the JTR unless the travel and transportation is mission related.

C1058. Replaces the GSA 'Federal Premier Lodging Program' name with the correct program name, FedRooms.

C1410. Authorizes reimbursement for certain expenses as a travel expense for responders to the Hurricane Katrina in Alabama, Louisiana, and Mississippi and Alabama during the period 25 August to 31 October 2005 and Hurricane Rita in Louisiana and Texas during the period 23 September 2005 to 31 October 2005.

C1410-A; C2203; T4025-D. Clarifies that the fee charged for arranging transportation is part of the transportation cost and is reimbursable.

C2204-C; T4060. Makes clear that the Fly America Act does not mandate travel across the CONUS when traveling between two OCONUS locations.

C2180; C2500; C4651. Implements mileage rates prescribed by GSA for reimbursement to travelers who use privately-owned conveyances in lieu of Government-furnished/Government-owned vehicles.

C4011. Adds example situations when service agreements are required.

C4567; Appendix I, Part B. Provides a clarifying example on how to compute per diem for evacuated employees and dependents while at a safe haven ICW a CONUS evacuation.

C4715. Rewrites and moves the wording in pars. C16001-C16002 on Income Tax Reimbursement Allowance (ITRA) for Extended TDY Assignments to Chapter 4, Part P.

C5650. Rewrites, reorganizes, and relocates to Chapter 5, all RITA regulations.

C6152; C6153. Corrects incorrect cross-references to the JFTR.

Appendix I, Part B, Section 550.407(d). Inserts an interpretation by OPM of their evacuation regulations indicating that an employee returned to the PDS may be paid per diem while working at the PDS if the employee's residence is not habitable and the employee's dependents in such case may continue to receive per diem at the safe haven.

Various paragraphs. Revises the regulations to reflect the new CONUS standard per diem rate of \$99 effective 1 October 2005.

VOLUME 2

JOINT TRAVEL REGULATIONS

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

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
472	i	479	C2E-5	459	C4F-1	482	C4P-1
482	iii	481	C2E-7	459	C4G-1	454	C4Q-1
482	v	482	C2E-9	477	C4H-1	420	C4R-1
480	vii	481	C2E-11	468	C4I-1	455	C4S-1
482	ix	481	C2E-13	468	C4I-3	462	C4S-3
480	C-i	481	C2E-15	471	C4J-1	476	C4S-5
480	C-iii	481	C2E-17	477	C4J-3	478	C4S-7
480	C-v	480	C2F-1	474	C4J-5	478	C4S-9
474	C1-i	468	C2G-1	471	C4J-7	478	C4S-11
480	C1-iii	473	C2G-3	465	C4K-1	478	C4S-13
470	C1-v	455	C2H-1	465	C4K-3	478	C4S-15
474	C1A-1	462	C2H-3	470	C4K-5	453	C4T-1
482	C1A-3	482	C2I-1	465	C4K-7	453	C4T-3
477	C1B-1	479	C2J-1	482	C4L-1	469	C5-i
477	C1B-3	475	C3-i	482	C4L-3	473	C5-iii
477	C1B-5	463	C3A-1	477	C4L-5	477	C5-v
482	C1B-7	463	C3A-3	477	C4L-7	477	C5-vii
476	C1B-9	463	C3B-1	477	C4L-9	477	C5-ix
475	C1B-11	475	C3B-3	472	C4L-11	482	C5-xi
477	C1B-13	473	C3C-1	481	C4L-13	464	C5A-1
467	C1C-1	469	C3C-3	481	C4L-15	459	C5A-3
447	C1D-1	469	C3C-5	482	C4L-17	477	C5A-5
481	C1E-1	469	C3C-7	482	C4L-19	477	C5A-7
482	C1F-1	469	C3C-9	474	C4L-21	477	C5A-9
482	C1F-3	474	C3D-1	470	C4L-23	472	C5B-1
482	C1F-5	477	C3D-3	482	C4L-25	482	C5B-3
482	C1F-7	470	C3D-5	482	C4L-27	469	C5B-5
482	C1F-9	468	C3D-7	482	C4L-29	469	C5B-7
482	C1F-11	482	C4-i	482	C4L-31	477	C5B-9
471	C2-i	479	C4-iii	482	C4L-33	475	C5B-11
482	C2-iii	479	C4-v	482	C4L-35	475	C5B-13
480	C2-v	482	C4-vii	482	C4L-37	475	C5B-15
471	C2-vii	482	C4-ix	482	C4L-39	475	C5B-17
479	C2A-1	479	C4-xi	452	C4M-1	476	C5B-19
477	C2A-3	471	C4A-1	458	C4M-3	475	C5B-21
477	C2A-5	471	C4A-3	464	C4M-5	467	C5D-1
477	C2A-7	471	C4A-5	458	C4M-7	474	C5D-3
462	C2B-1	476	C4A-7	458	C4M-9	475	C5D-5
481	C2C-1	471	C4A-9	452	C4M-11	478	C5D-7
481	C2C-3	477	C4A-11	482	C4N1-1	478	C5D-9
481	C2C-5	482	C4A-13	474	C4N1-3	477	C5D-11
470	C2D1-1	482	C4A-15	474	C4N1-5	467	C5D-13
477	C2D1-3	482	C4A-17	477	C4N1-7	471	C5D-15
471	C2D2-1	459	C4B-1	474	C4N2-1	481	C5D-17
471	C2D2-3	466	C4C-1	474	C4N2-3	481	C5D-19
482	C2D3-1	464	C4C-3	474	C4N2-5	481	C5D-21
478	C2E-1	463	C4D-1	474	C4N2-7	481	C5D-23
482	C2E-3	459	C4E-1	462	C4O-1	477	C5E1-1

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481	C5E2-1	467	C6O-3	474	A1-21	471	L-i
481	C5E2-3	467	C6O-5	474	A1-23	478	L-1
481	C5E2-5	467	C6P-1	480	A1-25	471	L-3
481	C5E2-7	462	C6P-3	474	A1-27	474	L-5
481	C5E2-9	467	C6Q-1	476	A2-1	475	L-7
479	C5E3-1	467	C6Q-3	476	A2-3	474	L-9
477	C5F-1	477	C6R-1	475	B-1	474	L-11
477	C5F-3	473	C7-i	479	C1-1	454	M-1
477	C5F-5	473	C7-1	479	C2-1	454	N-1
477	C5F-7	473	C7-3	479	C3-1	470	O-i
477	C5G-1	474	C7-5	475	D-1	481	O-1
474	C5G-3	474	C7-7	470	E-i	481	O-3
474	U5G-5	474	C7-9	474	E1-1	482	O-5
477	C5K-1	456	C8-i	470	E1-3	482	O-7
463	C5K-3	464	C9-i	470	E1-5	482	O-9
473	C5K-5	477	C10-1	470	E1-7	482	O-11
463	C5K-7	465	C11-1	474	E2-1	481	O-13
463	C5K-9	435	C12-i	474	E2-3	481	O-15
477	C5L-1	457	C12-1	471	F-i	481	O-17
477	C5L-3	465	C12-3	478	F1-1	481	O-19
477	C5L-5	477	C13-i	471	F2-1	481	O-21
477	C5L-7	475	C13A-1	411	G-1	481	O-23
477	C5L-9	474	C13A-3	471	H-i	482	O-25
477	C5L-11	482	C13B-1	468	H1-1	482	O-27
464	C5M-1	470	C13B-3	468	H2A-1	481	O-29
464	C5M-3	473	C13B-5	468	H2B-1	481	O-31
465	C5M-5	482	C13B-7	479	H2C-1	469	P-i
467	C5M-7	482	C13B-9	479	H2C-3	470	P1-1
482	C5N-1	477	C13C-1	468	H3A-1	470	P2-1
477	C5O-1	472	C13C-3	474	H3B-1	469	P2-3
477	C5O-3	428	C13D-1	474	H3B-3	469	P2-5
471	C5O-5	401	C13D-3	475	H3B-5	478	Q-1
474	C6-i	474	C14-i	468	H4A-1	478	Q-3
463	C6-iii	474	C14-1	468	H4B-1	463	R-1
479	C6-v	469	C14-3	468	H4C-1	480	S-1
477	C6-vii	469	C14-5	468	H4D-1	480	S-3
414	C6A-1	469	C14-7	468	H4E-1	470	T-i
467	C6B-1	469	C14-9	468	H4F-1	470	T-1
462	C6B-3	469	C14-11	470	IA-1	470	T-3
462	C6B-5	474	C14-13	470	IA-3	467	U-1
462	C6C-1	469	C14-15	470	IA-5	447	i-1
482	C6D-1	476	C14-17	470	IA-7		
462	C6E-1	473	C14-19	470	IA-9		
470	C6E-3	469	C14-21	470	IA-11		
468	C6F-1	472	C14-23	470	IA-13		
462	C6G-1	455	C15-i	470	IA-15		
409	C6H-1	479	C15A-1	470	IA-17		
462	C6I-1	471	C15B-1	470	IA-19		
462	C6I-3	471	C15B-3	470	IA-21		
467	C6J-1	455	C15C-1	476	IA-23		
467	C6J-3	478	A1-1	470	IA-25		
467	C6K-1	482	A1-3	470	IA-27		
465	C6L-1	478	A1-5	470	IA-29		
476	C6M-1	478	A1-7	470	IA-31		
476	C6M-3	478	A1-9	470	IB-1		
476	C6M-5	476	A1-11	470	IB-3		
479	C6M-7	480	A1-13	482	IB-5		
467	C6N-1	474	A1-15	482	IB-7		
466	C6N-3	474	A1-17	454	J-1		
477	C6O-1	474	A1-19	454	K-1		

CHANGES

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

Printed changes are numbered consecutively and ordinarily are issued monthly. They contain the text and rate changes directed in determinations, and editorial memoranda. The determinations, and editorial memoranda included in a printed change are shown on that change's cover sheet.

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

FEEDBACK REPORTING

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

Effective 11 July 2005

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

Effective 29 September 2005

***HOW TO GET THE JTR**

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

1. Army, Navy, and Air Force. These Services no longer purchase printed paper JTR copies. You can download and print copies at your desktop by accessing the following site:
<https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>.
2. Marine Corps. From the Marine Corps Logistics Base, Albany, GA, via the MCPDS on-line system per MCO P5600.31. For changes in distribution, Marine Corps activities should submit their requirements through the on-line system per MCO P5600.31.
3. DoD Agencies/Components Not Specifically Listed. Through the appropriate agency/component publishing distribution office.
4. Non-Uniformed Service Organizations. For a fee, the JTR and its changes may be obtained from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.
5. Internet. Available for downloading from the Internet. Go to PDTATAC Home Page
<https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>.

3. Pre-departure Subsistence Expense (FTA) and Subsistence Expense Portion (HSTA). ***NOTE: The subsistence portions of the FTA and HSTA are only for expenses incurred in the CONUS or non-foreign OCONUS areas – not in the foreign area.***

a. FTA. This portion is allowable for DoD employees PCSing from a PDS in CONUS/a non-foreign OCONUS area to a PDS in a foreign area and for new appointees traveling from an actual residence in CONUS/a non-foreign OCONUS area to their first PDS in a foreign area.

b. HSTA. ***This portion is not allowed for DoD civilian employees., and***

4. Lease Penalty Expense

a. FTA. This portion is allowable for all DoD employees (including new appointees) PCSing to a foreign area PDS or between foreign country PDSs.

b. HSTA. This portion is allowed ***only for reassigned employees (not new appointees)*** PCSing from a foreign country PDS to a CONUS/non-foreign OCONUS area PDS.

NOTE: For other allowances relevant to first duty station travel, see Chapter 5, Part B.

C1005 GAIN-SHARING PROGRAM

A Gain-Sharing Program is a bonus-oriented incentive program designed to share Government travel and transportation cost savings with travelers. Title 5 USC, Chapter 45, Subchapter 1 provides authority for this program. Since the Gain-Sharing Program exists as a 'Bonus' program and not a travel program, the discretionary participation in a Gain-Sharing Program is not covered by, nor addressed in, the JTR.

C1006 ADMINISTRATIVE PROCEDURES

Except as noted in Appendix O, the separate DoD components may issue administrative procedures for the judicious administration of the allowances in this Volume. ***Those procedures must not contravene or duplicate this Volume's provisions and must be reviewed IAW par. C1002.***

***C1008 CHAPLAIN-LED PROGRAMS**

Title 10 USC §1789 authorizes the Secretary of a military department to provide Chaplain-led programs that provide assistance to active duty and active-duty reserve components and their immediate families, in building and maintaining a strong family structure. Employees and/or family members authorized to attend these functions in an ***official*** capacity as outlined in Appendix H, Part I are to be sent using an official TDY travel authorization or an ITA, as appropriate. ***For all others, the JTR is not the authority for payments connected with attendance at these programs and the payments are not travel and transportation allowances. ITAs are not used to document attendance at, or payments related to, attendance by individuals participating in an unofficial capacity at these Chaplain-led programs.*** The travel-directing/sponsoring organization or agency should be consulted to determine the appropriate funds (for attendees not attending in an official capacity) for these events.

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.*

B. Quarters Not Available. Employees are not required to check Government quarters availability in the following circumstances. Government quarters are not available:

1. When TDY/delay is at other than a U.S. installation;
2. When an AO determines Government quarters use would adversely affect mission performance ***NOTE: Employees in Senior Level (SL) positions, Scientific and Professional (ST) positions and SES employees (including individuals described under 5 USC §5703) determine their own quarters availability.***
3. During en route travel periods; or
4. For TDY/delay of less than 24 hours at one location.

C. Authorization/Approval. Unless a reduced per diem rate is authorized on the travel authorization as indicated in par. C1055-A, the AO must authorize/approve reimbursement for the cost of commercial lodgings used not to exceed the locality per diem lodging rate (unless an AEA is authorized/approved).

C1057 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION (FTR §302-2.110)

All travel, including that for dependents, and transportation, including that for HHG allowed under these regulations, should be accomplished as soon as possible. Allowable travel and transportation must begin within 2 years from the effective date of an employee's transfer or appointment, except that the 2-year period:

1. Is exclusive of the time spent on furlough for an employee who begins active military service before the expiration of such period and who is furloughed for the duration of the assignment to the PDS for which transportation and travel expenses are allowed;
2. Does not include any time during which travel and transportation is not feasible due to shipping restrictions for an employee who is transferred or appointed to or from an OCONUS PDS; and
3. *(effective 19 February 2002)* Is extended for up to an additional 2 years when the original 2-year time limitation for residence transactions completion is extended under par. C14000-B. Even when an extension is approved, PCS allowances must be calculated by using the prescribed allowances in effect on the employee's effective date of transfer.

C1058 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL (FTR §301-70.1)

1. A traveler must exercise the same care and regard for incurring expenses to be paid by the Government as would a prudent person traveling at personal expense.

Effective 15 September 2005

- *2. A traveler must maintain records to validate individual expenses of \$75 or more and for all lodging costs. All receipts should be maintained as required by financial regulations.

3. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the traveler's financial responsibility.

Effective 15 September 2005

*4. Travelers are advised that the Army Lodging Success Program, Navy Elite Lodging Program, and GSA's FedRooms Lodging Program provide quality lodging at or below per diem and properties often are close to worksites at TDY locations. Use of lodging facilities in these programs often results in cost savings to the Government. Not all programs are available to all travelers.

C1059 SCHEDULING TRAVEL

Travel should be by the scheduled transportation that most nearly coincides with the departure and arrival times needed to carry out the mission. Consideration should be given to:

1. Duty hours;
2. Duty requirements;
3. Lodging availability at points of origin, destination or intermediate stops;
4. The need for onward transportation;
5. The traveler's comfort and well being;
6. The traveler being scheduled for departures and arrivals between 0600 and 2400 unless travel between 2400 and 0600 is required by the mission;
7. Arranging transportation so that the traveler is scheduled to arrive the day before the TDY actually begins;
8. Scheduling the travel for a departure to enable an en route rest stop or an overnight rest period at the destination under the circumstances in par C1060-B or C1060-C;
9. Requiring travelers to identify travel requirements in sufficient time (if known) to arrange coach-class accommodations; and
10. Carefully reviewing requests for first- and business-class accommodations to determine if mission needs may allow for a change in travel dates to support a lower-class accommodation.

C1060 TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP

NOTE 1: When scheduling flights of 14 or more hours (see par. C2204-B4i), the first choice is always to fly the traveler in economy class and have the traveler arrive the day before the TDY is to begin to allow for appropriate rest. Second choice always is to fly the traveler 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 traveler to travel in Government-funded business accommodations with arrival on the day the TDY starts.

PART F: MISCELLANEOUS REIMBURSABLE EXPENSES**C1400 GENERAL**

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

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

C1405 COMMUNICATION SERVICES (FTR §301-12.1)

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

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

Effective for travel from 25 August to 31 October 2005

NOTE 1: Reimbursement is authorized for the miscellaneous expenses listed below in this note for responders to Hurricane Katrina in the states of Alabama, Louisiana, and Mississippi during the period beginning on 25 August 2005 to 31 October 2005 and Hurricane Rita in the states of Louisiana and Texas during the period beginning 23 September 2005 to 31 October 2005. The items listed should be claimed on the travel voucher:

- a. *air mattress, folding cots and portable beds;*
- b. *sleeping bags, blankets, sheets and pillows;*
- c. *towels, wash cloths, sanitizing wipes/cloths and paper towels;*
- d. *flashlights and batteries (for flashlights and alarm clocks only);*
- e. *gasoline cans (when required to carry fuel for rental vehicles).*

Travelers should include claims for these items along with their regular travel vouchers. Approval for purchases listed above applies to purchases made by an individual for the individual's use only. Reimbursement is not authorized for items purchased in bulk and provided to others.

The above items are not considered to be accountable property by the Federal Government, but are the property of the command funding the order. Personal items such as bug repellent, bug spray, sun block or suntan lotion, sun glasses, soap, toothpaste and alarm clocks are not reimbursable on a travel voucher. They are included in the "I" of M&IE. Items such as tents, computer equipment, batteries (other than for flashlights) are not reimbursable under travel and must be purchased through appropriate acquisition procedures. Bottled water is not reimbursable as a miscellaneous expense as it is included in the "I" of M&IE.

Dual Lodging: Responders in Louisiana and Mississippi for the Hurricane Katrina response are authorized dual lodging when required. This authorization expires 31 October 2005.

Drop Off Fees for Rental Vehicles: The drop off fee is reimbursable for rental vehicles used for official business during the Hurricane Katrina response. This applies for travel to/from and within the states of Louisiana, Mississippi and Alabama.

The above modification to DoD travel policy expires on 31 October 2005. Normal policy and procedures for approvals and reimbursement resume on 1 November 2005 and apply to all claims for expenses incurred from that date forward.

NOTE 2: Mission-related or personal expenses are not reimbursable except as indicated in the circumstances in **NOTE 1** above. These include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees, and similar items.

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

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

Effective 8 September 2004

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

NOTE:

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

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

Effective 5 July 05

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

- b. A traveler ordinarily travels on a no-fee passport. However, fees for such passports are reimbursable when travel on an official travel authorization is to and/or from a high threat area or high risk airport (see <http://travel.state.gov/travel/warnings.html>) by commercial air and the traveler is authorized to obtain and use a regular fee passport. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless Government transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements.;
- c. Dependents' fee is reimbursable *except* in connection with personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.;
- d. Medical fees, even though incurred as a consequence of the entry requirements of a country to which the member is sent (either TDY or PCS), are not reimbursable, except as in par. C1410-A5 for inoculations.;
4. The cost of birth certificates or other acceptable evidence of birth for OCONUS travel (pars. C1410-A3d and C1410-A3e apply to this expense).;
5. Charges for inoculations that are not available through a Federal dispensary for OCONUS travel (this *does not include travel expenses* incurred for obtaining the required inoculations) when authorized/approved.;
6. Taxes on lodging (except when MALT PLUS per diem for POC travel is paid) in the CONUS and non-foreign OCONUS areas (see Appendix A)
- a. Tax reimbursement is limited to the taxes on reimbursable lodging costs (for example, if a member is authorized a maximum lodging rate of \$55 per night, and the member elects to stay at a hotel that costs \$110 per night, the member may only be reimbursed the taxes on \$55, which is the maximum authorized lodging amount); and
- b. *Taxes for lodging in foreign OCONUS areas are part of per diem/AEA and are not separately reimbursable;*

Effective 1 April 2005

7. Fees for:

a. Currency conversion. Employees:

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

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

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

- (4) Are authorized the 1% “international transaction fee” for official qualifying transactions charged by the Government-sponsored contractor-issued travel charge card vendor. This charge is listed as a separate line item on the credit card billing statement.
- b. Cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries, (*cashing salary checks/drafts is not included*);
- c. Airport transit, service charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against members on arrival/departure from carrier terminals when not included in the ticket cost (52 Comp. Gen. 73 (1972)); and
- d. Energy surcharge and/or resort fees (when the fee is not optional);

Effective 25 August 2005

*8. CTO service and processing fees (transaction fees) for arranging transportation, rental car and hotel/motel accommodations.;

Effective 25 August 2005

*9. Service and processing fees (transaction fees) paid by an employee for arranging transportation, rental car, and hotel/motel accommodations when a CTO/TMC is not available to the employee.;

10. Transportation-related tips for taxis, limousines, and courtesy transportation;
11. Public or special conveyance costs to and from the transportation terminal (see Chapter 3, Part E);
12. Any additional costs of paper tickets *when authorized/approved* by the AO as necessary to meet Government requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). ***NOTE: Paying for paper tickets sought by a member for personal convenience is the member's financial responsibility.***;
13. Costs for personal laundry, dry-cleaning and pressing of clothing incurred while on TDY or during PCS travel (*not after returning to/arriving at PDS*); only when CONUS TDY/PCS lodging is at least 4 consecutive nights; and
14. Similar travel and transportation related expenses.

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

1. POC transportation costs to and from the transportation terminal (see par. C4657-B);
2. Parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to and from the terminal (see par. C4657-B);
3. Trip insurance in a foreign country to cover potential damage, personal injury, or death to third parties liability when travel is authorized by Government conveyance/POC and a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));
4. AO authorized/approved expenses for:
 - a. Services, including associated equipment, needed for reports/correspondence preparation;
 - b. Clerical assistance;

- c. Services of guides, interpreters, packers, or vehicle drivers;
 - d. Storage of property used on official business;
 - e. Room rental (used for official business) at a hotel/other place;
 - f. Official phone calls (see par. C1405); (FTR §301-12.1);
 - g. Connections used for computers to perform official Government business (see par. C1405);
 - h. Excess baggage transportation costs (see par. C2302);
 - i. Conference registration fees when fees are a condition for attendance; ***NOTE: When the registration fee includes meal costs, the per diem is computed under par. C4955-E3.***;
 - j. Dual lodging costs (see par. C4555-F);
 - k. Nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled (*see par. C1445*); ***NOTE: Reimbursement must not exceed the remaining amount of the per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.***;
 - l. Expedited charge card delivery;
 - m. Late payment delinquent fees involving the Government-sponsored Contractor-issued travel charge card only for those personnel who are placed in the mission critical travel category or, who, through no fault of their own, are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel. See the revised guidance to DoDFMR, Volume 9, chapter 3, found in USD(C) memorandum dated May 7, 2002 for definition of mission critical personnel and processing requirements; and
 - n. ***Lodging fees/daytime lodging charges (e.g., room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience)***;
- 5. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
 - 6. A Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
 - 7. ***Transportation-related tips for handling Government property at terminals and hotel;***
 - 8. Any per-day administrative fee called for in the SDCC rental car agreements (including GARS); and
 - 9. Similar travel and transportation related expenses.

Effective 30 December 2004

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

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

Effective 8 September 2004**C1415 CONTEMPLATED OFFICIAL TRAVEL, PASSPORTS, AND VISA (INCLUDING GREEN CARDS) FEES (FTR §301-12.1, §302-4.701, and GSBCA 15923-RELO, 16 December 2002)**A. General for All Travel

1. An employee is reimbursed the associated expenses (for the employee and dependents, if officially required to obtain a change of status and/or to renew passports and/or visas (including green cards, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a Government medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)) (dependents' fee is reimbursable **except** in connection with personal travel.). Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.

NOTE:

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

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

Effective 5 July 05

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

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

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

1. Hired locally or transported to a foreign OCONUS area at Government expense,
2. Serving under a service or renewal agreement, **and**

3. Required to obtain/renew passports and/or visas (employee's and/or dependents') as a result of continued employment in a foreign OCONUS area, *or*
4. Described in par. C1415-C.

C. Passport and/or Visa (Including Green Cards, Photographs for OCONUS Travel and Physical Examinations Required to Obtain a Visa) for Emergency Technical Support Personnel. Activities may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports and/or visas (including green cards) in preparation for such travel, may be reimbursed the fees paid for passports, visas (including green cards, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a Government medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)).

NOTE:

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

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

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

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

C1420 GOVERNMENT CONVEYANCE

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

1. Gasoline and oil;
2. Parking fees;
3. Repairs;
4. Ferry fares;
5. Bridge, road or tunnel tolls;
6. Trip insurance for travel in foreign countries (par. C1410-B2);

7. Guards; and
8. Storage fees.

B. Aero Club Aircraft Use

1. General. The use of Aero Club owned or Government loaned aircraft does not take precedence over normal Government conveyance use. When the use of these aircraft is authorized/approved, reimbursement is limited to the lesser of the actual necessary expenses or the Government's cost for commercial transportation. When two or more travelers are authorized to travel together to accomplish official travel in an Aero Club aircraft, reimbursement to the operator (pilot) is the lesser of actual necessary expenses or the Government's total commercial transportation costs for the pilot and accompanying passengers. ***The accompanying passengers receive no payments for the transportation in the Aero Club aircraft.*** Necessary expenses include:

- a. The hourly fee imposed by the Aero Club,
- b. Fuel charges if not reimbursable by the Aero Club, and
- c. Landing and tie down fees (to include the hangar fee for the aircraft in severe weather conditions) charged at en route and destination airports.

Aero Club aircraft travel authorization is in accordance with Service regulations.

2. Allowable Travel Time for Computation of Per Diem or Actual Expenses. Per diem is payable to all individuals using this transportation mode for official duty travel for the actual time, including necessary delays, up to, but not more than, the amount which would have been payable if commercial transportation had been used.

C1425 COMMERCIAL PASSENGER TRANSPORTATION (FTR, §301-72.3)

A. When the Commercial Transportation Cost Is \$100 or Less (FTR §301-51.100)

NOTE: It is DoD policy that, when available, CTO services be used to arrange official travel.

1. General. When the commercial passenger transportation cost is in excess of \$10 but does not exceed \$100, exclusive of Federal tax, the traveler may either pay cash, be issued a transportation request in accordance with the provisions contained in pars. C1425-A2 and C1425-A3, or use a Government-sponsored Contractor-issued travel charge card. Cash payment is ordinarily made for transportation when the amount involved is \$10 or less, unless special circumstances justify the use of a transportation request.
2. Purchasing Transportation. The traveler is required to follow par. C2204-A governing the use of less than first-class accommodations when purchasing commercial transportation.
3. Reimbursement (FTR, §301-72.204). Reimbursement is authorized for the cash (or Government-sponsored Contractor-issued travel charge card) purchase of transportation of \$100 or less, plus Federal tax, when approved as claimed on a travel voucher. The traveler may have to show the date, carrier, name, accommodations used, origin and destination of travel performed, and, if required by finance regulations, the transportation cost and Federal tax paid. For appropriate documentation to support the reimbursement, see par.

C1400. A traveler who has procured passenger transportation services with cash (whether using personal funds, a travel advance, or a Government-sponsored Contractor-issued travel charge card) must, in accordance with finance regulations, assign to the Government any right to recover any excess payment involving a carrier's use of improper rates.

B. When a Transportation Requests (GTR) Is Not Available (FTR §301-51.100). See par. C2253.

C. When a GTR is Available but Not Used and the Transportation Cost Exceeds \$100. (FTR, §301-72.201, and §301-72.203) When a GTR is available but due to conditions beyond the traveler's control it was not utilized, reimbursement is authorized for the actual cost of authorized transportation and accommodations. In all other cases, when a GTR is available but not used and commercial transportation cost purchased by the traveler exceeds \$100, reimbursement is authorized not to exceed the Government's cost for authorized transportation and accommodations had Government-procured transportation and accommodations been arranged or a GTR had been used.

D. Streetcar and Bus Transportation. (FTR §301-10.190) Reimbursement for bus or streetcar transportation expenses:

1. Is allowed under the conditions in Chapter 2, Part C, and
2. Includes transportation expenses incurred to procure meals at the nearest available place when suitable meals cannot be obtained at the TDY station.

NOTE: It is possible that finance regulations may require a statement of the necessity for daily travel involving bus or streetcar to accompany the travel voucher.

C1430 BAGGAGE EXPENSES (FTR §301-12.2)

Reimbursement is authorized for necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include:

A. Excess baggage; ***NOTE: Excess baggage includes an excessive number of pieces and/or excessive weight.***

B. Baggage transfer; ***Not to exceed the customary local rates, and necessity for the transfer must be explained.***

C. Baggage Storage;

D. Checking Baggage. ***Not to exceed the customary local rates.***

E. Terminal Porter Charges. ***Terminal porter charges are covered by the incidental expenses portion of per diem and are not items for separate reimbursement except for the following:***

1. When authorized under par. C6552-4, for a traveler with a disability,
2. Charges or tips at transportation terminals for handling Government property carried by the traveler,
3. When handling dependent's personal baggage when dependents are not authorized per diem while traveling at Government expense when unaccompanied by the sponsor, and

4. When handling that portion of dependents' personal baggage that the sponsor cannot handle when dependents are traveling with the sponsor.

F. Charges for Handling Baggage/Government Property. *Charges for Handling Baggage/Government Property at Hotels/Motels are travel expenses payable out of per diem allowances and are not items for separate reimbursement except when:*

1. Authorized under par. C6552-4, for a traveler with a disability, or
2. An employee shows that a separate or additional charge was incurred for handling Government property at a hotel/motel.

C1435 PRIVATELY OWNED CONVEYANCE TAXES AND LICENSE FEE (B-214930, 1 October 1984))

A. General. Many states require payment of an ownership tax and license fee on a POC brought into and used in the state over 30 days. In some states, a TDY traveler can apply for an exemption certificate upon first coming into the state.

B. Charges Paid by a Traveler. Providing a TDY traveler has applied for and been denied an exemption certificate by the state in which assigned, charges paid by a traveler for POC taxes and license fees imposed by state law are reimbursed if all of the following conditions are met:

1. POC use is authorized as advantageous to the Government in connection with a TDY assignment as provided in par. C2153.
2. The traveler's PDS is not in the state in which the TDY assignment is performed.
3. The TDY period is in excess of the allowable time period that the employee would be exempt from state imposed ownership taxes and license fees on a POC.
4. Documentation evidencing payment by the employee of the state-imposed charges in the state in which the TDY was performed may be required. See par. C1310.

C1440 REIMBURSEMENT OF PREPARATORY TRAVEL EXPENSES WHEN THE TRAVEL AUTHORIZATION IS AMENDED, MODIFIED, CANCELED OR REVOKED (FTR §301-11.16)

Miscellaneous preparatory travel expenses, such as fees for traveler's checks, passports, visas (including green cards) (see par. C1415), and communications services, incurred prior to travel authorization change are reimbursable provided the action taken is beyond the employee's control, in the Government's interest, and a refund is unobtainable.

C1445 NONREFUNDABLE ROOM DEPOSIT OR PREPAID RENT

A. When TDY is Curtailed, Canceled or Interrupted for Official Purposes. When a traveler has made advance lodging arrangements (including deposits for rental units) and the TDY is curtailed, canceled, or interrupted, lodging costs reimbursement may be approved by the AO. (See 59 Comp. Gen. 609 (1980), 59 id. 612 (1980), 60 id. 630 (1981) and cases cited therein). Reimbursement must not exceed the amount of the remaining per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.

B. Considerations. The AO should consider if the:

1. Traveler acted reasonably and prudently in incurring lodging expenses;
2. Traveler had a reasonable expectation of the TDY being completed as authorized;
3. Assignment was changed for official purposes or for other reasons beyond the traveler's control that are acceptable; and
4. Traveler took steps to obtain a refund once the TDY was officially canceled, or curtailed.

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SECTION 3: POC USE INSTEAD OF GOVERNMENT-FURNISHED AUTOMOBILE***C2180 POC USE INSTEAD OF GOVERNMENT-FURNISHED AUTOMOBILE**

A. General. TDY mileage reimbursement for POC use instead of a Government-furnished automobile is based on the cost incurred if Government-furnished automobile (see definition - Appendix A) were used. In addition to mileage reimbursement (see par. C2500 for current rates) for the official distance, the traveler is authorized reimbursement for expenses authorized under par. C4654 and per diem or AEA, whichever applies, as prescribed in Chapter 4, Part L or Chapter 4, Part M for the allowable travel time as computed under par. C5060.

B. Mileage Reimbursement Rates. The POC TDY mileage reimbursement rate (except an airplane) is determined using the DTOD distance (see par. C1065), the appropriate TDY mileage rate in par. U2500, and the factors in par. C4651-D.

C. Per Diem. Per diem reimbursement is authorized for the actual en route travel time under par. U2180 not to exceed the necessary travel time for the most direct usually traveled route. Unless satisfactorily explained, travel time in excess of that necessary for the most direct usually traveled route is disallowed for per diem computation.

D. Traveler Statement. When claiming reimbursement for POC TDY mileage instead of the reimbursement prescribed in par. C4651-D2 for a Government-furnished automobile, the traveler must provide a written statement (consult finance regulations to see if the statement must be submitted with the voucher) that Government-furnished vehicle use was not authorized for the TDY assignment, and that POC TDY mileage reimbursement was not limited under par. C4651-D2 or C4651-D3. See Chapter 3 for travel authorization policy.

3. Failure to Follow Regulations

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

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

B. Requirements

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

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

Effective 01 September 2004

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

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

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

Effective 25 August 2005

*D. Transportation Reimbursement

1. CTO/TMC Available. When a CTO/TMC is available but not used by the traveler, reimbursement for the transportation cost is limited to the amount the Government would have paid if the arrangements had been made directly through a CTO/TMC.
2. CTO/TMC Not Available. When the AO certifies that a CTO/TMC was/is not available to arrange the required official transportation, reimbursement is for the actual cost of the authorized/approved transportation NTE the least expensive unrestricted commercial coach-class airfare that meets mission requirements. ***NOTE: CTO/TMC service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO/TMC service available should the same situation arise again.***

NOTE: The cost paid by the Government for Government/Government-procured transportation, in house or CTO/TMC transportation, frequently includes a transaction fee for arranging the transportation. A CTO transaction fee incurred by an employee is reimbursable under par. C1410-A8. When an available CTO/TMC is not used and no transaction fee is included in the Government/Government-procured transportation, the transaction fee for personally procured transportation from other than a CTO/TMC may be reimbursed as long as the total reimbursable amount for the transaction fee and transportation cost does not exceed the cost of the Government/Government procured transportation.

C2204 COMMERCIAL AIR TRANSPORTATION

Effective 8 December 2004

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

B. Service Class

1. General. Government policy is that:

Effective on 30 June 2005

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

Effective 1 June 2005

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

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

- 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

Effective 6 September 2005

**NOTE: The 'Fly America Act' does not mandate travel across the CONUS when traveling between two OCONUS locations (e.g., Travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS. When it is determined that a U.S. flag air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a foreign flag air carrier may be authorized or approved (adopted from GSBICA 16632-RELO, 15 July 2005)).*

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:

PART I: MILEAGE RATES

***C2500 TDY & LOCAL TRAVEL**

Effective 1 September 2005 the TDY mileage rates for local and TDY travel are:

POC	Rate Per Mile
A. Airplane	\$1.07
B. Automobile (if no Gov't-owned vehicle is available)	\$0.485
C. Motorcycle	\$0.305
D. POC use instead of a Gov't-furnished vehicle (if a Gov't-owned vehicle is available) when use of a Gov't-furnished vehicle is advantageous to the Gov't	\$0.285
E. Partial reimbursement for POC use when the employee is committed to use a Gov't-owned vehicle and a Gov't vehicle has been procured and is available for the employee's use but the employee elects to use a POC	\$0.105

NOTE: Use of a privately owned aircraft other than an airplane (e.g., a helicopter) is not reimbursed on a TDY mileage basis. See par. C2162-B.

C2505 PCS, HHT, FIRST DUTY STATION, AND SEPARATION TRAVEL

A. General. The mileage amount for the authorized use of a POC during official PCS travel depends on the:

1. Official distance for which mileage may be paid under the circumstances (as determined in accordance with the applicable provisions of this regulation); *and*
2. Number of authorized travelers transported.

B. PCS Rates. PCS mileage rates per authorized POC (see par. C2159-C) are:

Number of Authorized Travelers	Rate Per Mile
One Authorized Traveler	\$0.15
Two Authorized Travelers	\$0.17
Three Authorized Travelers	\$0.19
Four or More Authorized Travelers	\$0.20

Effective 1 October 2005

NOTE: See par. C5050-A2 if more than one employee travels as an authorized traveler in a POC.

C2510 CONVERTING KILOMETERS TO MILES

One kilometer equals .62 mile. To convert kilometers to miles, multiply the number of kilometers times .62 to give the equivalent number of miles. The equation for this would be *Kilometers X .62 miles/km = Miles*.

EXAMPLE: To convert 84 kilometers to miles, multiply 84 times .62 which equals 52 miles. The equation for this would be 84 km X .62 miles/km = 52 miles.

CHAPTER 4
EMPLOYEE TRAVEL

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***C4011 SERVICE AGREEMENT REQUIREMENTS** (FTR §302-2.100(e); 2.100(f))

Agreement requirements are premised on the employee's status as outlined in the following table:

Situation	Agreement
1. Person locally employed initially by a DoD component at an OCONUS PDS who does not meet service agreement eligibility conditions (par. C4002-B).	1. No service agreement requirement
2. Persons locally employed initially by a DoD component at an OCONUS PDS who meets service agreement eligibility conditions (par. C4002-B).	2. Service agreement required for tour of duty applicable to the OCONUS PDS at which employed. The agreement concerns separation travel, in specific instances transportation for dependents and/or HHG from the actual residence and renewal agreement eligibility.
3. Person locally employed initially by a DoD component at an OCONUS PDS who meets service agreement eligibility conditions (par. C4002-B) and OCONUS prior service credit requirements (par. C4005-C3).	3. Service agreement required to serve for 12 months from date of employment, or a period of time which, when added to immediate prior period of civilian or military service, totals the prescribed tour of duty for the area, whichever is greater. The agreement concerns separation travel, in specific instances transportation for dependents and/or HHG from the actual residence and renewal agreement eligibility.
4. Employee of a DoD component at an OCONUS PDS who has not completed an initial tour and is transferred to a new PDS of a different DoD component within the same or a different OCONUS geographical locality (par. C4005-C3).	4. Service agreement required to serve for 12 months from the date of reporting for duty at a new PDS or the difference between the period of service at the old PDS and the prescribed initial tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel and renewal agreement eligibility.
5. Employee initially hired locally by a DoD component at an OCONUS PDS not serving under a service agreement who is transferred to a new PDS within the same OCONUS geographical locality (either within the same or to a different DoD component).	5. Service agreement required to serve for 12 months from the date of reporting for duty at the new PDS. The agreement concerns eligibility for PCS allowances to the new PDS. <i>There is no other eligibility.</i>
6. Employee initially hired locally by a DoD component at an OCONUS PDS not serving under a service agreement who is transferred to a new PDS in a different OCONUS geographical locality (either within the same or to a different DoD component) (par. C4005-C3).	6. Service agreement required to serve for 12 months from the date of reporting for duty at the new PDS or the difference between the period of service at the old PDS and the prescribed tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.

7. Employee of a DoD component at an OCONUS PDS who is serving under a service agreement and is reassigned or transferred to a new PDS at the same geographical locality (either within the same or to a different DoD component) (see par. C4005-C4).

7. The current service agreement (x) continues in effect for all eligibility purposes. However, if less than 12 months of service remain to be completed under the current agreement (x) and PCS costs are incurred, a new agreement (y) for 12 months' service is required for authorization for PCS allowances to the new PDS. A release from the period of service requirement for the Government's convenience without penalty provisions (par. C4009) applies to any incomplete service under the 12 months agreement (y) when allowing authorization upon completion of tour of duty under the agreement (x) in effect at the time of reassignment or transfer. Unless released from the period of service requirement failure to meet the service conditions in the continued current agreement (x) may result in indebtedness for PCS expense to the new PDS.

Example 1: If the person completes their initial service agreement (x) but fails to complete the 12 months service agreement (y) then they may be indebted for the PCS expense to the new PDS based on failure to complete the 12 month agreement not on failure to complete the initial agreement (x). Person was under 36 month initial agreement (x) & completes 30 months service prior to another PCS move. New 12 months service agreement (y) is signed to cover PCS costs of this second PCS move. Person completes 40 months OCONUS federal service & resigns at second PDS. The person may be indebted for the second PCS move as they served only 10 months of the 12 months service agreement (y) but did complete the initial service agreement (x).

Example 2: If the person fails to complete both the initial service agreement (x) and the 12 months service agreement (y) then they may be indebted for the second PCS move & return to CONUS if appropriate. Person was under 24 month initial service agreement & completes 13 months service prior to PCS move. New 12 months service agreement (y) is signed to cover PCS cost of this second PCS move. Person completes 20 months OCONUS federal service & resigns at second PDS. The person may be indebted for the second PCS move as well as return to CONUS if appropriate for failure to complete both service agreements.

<p>8. Employee of a DoD component at an OCONUS PDS who completes a prescribed tour of duty, does not perform renewal agreement travel (par. C5075), and is transferred to a new PDS in the same OCONUS geographical locality within the same DoD component.</p>	<p>8. Service agreement required to serve for 12 months from the date of reporting for duty at the new PDS. The agreement concerns PCS allowances only. Authorization under the completed tour of duty agreement remains unchanged.</p>
<p>9. A DoD component civilian employee at an OCONUS PDS who completes a prescribed tour of duty, <i>does not perform renewal agreement travel</i> (par. C5075), and is transferred to a new PDS in a different OCONUS geographical locality within the same DoD component.</p>	<p>9. Service agreement required to serve the period of service in (a) or (b), whichever is greater:</p> <p>(a) 12 months from the date of reporting for duty at the new PDS or</p> <p>(b) the prescribed initial/renewal tour of duty, as applicable, at the new PDS less the period of service at the old PDS. (If the current tour at the old PDS is the initial tour, the applicable tour is the initial tour at the new PDS. Similarly, if the current tour at the old PDS is the renewal tour, the applicable tour at the new PDS is the renewal tour.)</p> <p>Example 1: An employee completed 18 months of the initial tour at the old PDS. The initial tour at the new PDS is 36 months. An agreement to serve 18 months is required from the date of reporting for duty at the new PDS since the initial tour at the new PDS (36 months) less the period of service at the old PDS (18 months) is 18 months.</p> <p>Example 2: An employee completed 18 months of a renewal tour at the old PDS. The renewal tour at the new PDS is 24 months. An agreement to serve 12 months is required at the new PDS since the renewal tour at the new PDS (24 months) less the period of service at the old PDS (18 months) is only 6 months.</p> <p>If the period of service at the old PDS exceeds the applicable initial/renewal tour at the new PDS, an agreement is required to serve 12 months from the date of reporting for duty at the new PDS.</p> <p>The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.</p>

<p>10. A DoD component civilian employee at an OCONUS PDS who completes the prescribed tour of duty, performs renewal agreement travel (Chapter 5, Part K), and returns to the same or a different OCONUS PDS (within the same or to a different DoD component).</p>	<p>10. Renewal agreement required. The tour of duty under the new agreement must be the tour of duty applicable for the area in which the PDS, upon return, is located. (par. C4005-C1).</p>
<p>11. A DoD component civilian employee at an OCONUS PDS serving under a service agreement completes the prescribed tour of duty and is returning to the actual residence in CONUS for separation from Government service.</p> <p><i>NOTE: Separation travel applies when an employee is separating from an OCONUS activity (for instance for the purpose of retiring from Government service) and returning to the employee's actual residence or an alternate location. Separation travel also applies when an employee is separating from an OCONUS activity to continue in Government service at the location of the employee's actual residence or at a different location (see situation #12).</i></p>	<p>11. No service agreement requirement. The employee is authorized separation travel to the actual residence. Separation travel includes (1) transportation for the employee and dependents to the actual residence, (2) per diem for the employee only (3) shipment for the employee's HHG from the OCONUS PDS to the actual residence and SIT (4) drayage for HHG from NTS to the actual residence, (5) return shipment of the employee's POV from the OCONUS PDS to the port/VPC serving the employee's actual residence (6) allowances for POV delivery to the POV port facility/VPC from the old PDS/POV pick up from the POV port facility/VPC to the actual residence if the employee makes a separate trip for that purpose (See par. C5085).</p>
<p>12. A DoD component civilian employee at an OCONUS PDS serving under a service agreement completes the prescribed tour of duty and is returning to CONUS where the employee is employed without a break in service with the same or another DoD component.</p>	<p>12a. No service agreement requirement if the gaining activity <i>does not authorize PCS allowances</i>. In such case the employee is authorized allowances limited to separation travel allowances to the actual residence (see item 11 above for what is included in separation allowances.).</p> <p>12b. Service agreement required to serve for 12 months in Government service from the date of reporting for duty at the new PDS <i>if the gaining activity authorizes PCS allowances</i>. In such case the employee is authorized separation travel allowances and PCS allowances. The separation allowances are described in item 11. The PCS allowances include (1) transportation (in addition to transportation provided under separation travel) required to move the employee, dependents, HHG and POV to the new PDS, (2) Per diem for the employee and dependents (3) MEA, (4) Real Estate allowances if the employee is eligible, (5) a House hunting Trip if authorized by the gaining activity (if the employee is eligible – see par. C5602) and (6) TQSE if authorized by the gaining activity (see par. C5070).</p>

C4012 PREPARATION AND DISPOSITION OF SERVICE AGREEMENTS

A. General. To establish an employee's eligibility for certain travel and transportation allowances incident to permanent duty travel, applicable statutory authority requires that a service agreement be completed. This paragraph covers the various service agreements that are negotiated with DoD civilian employees.

B. Preparation and Disposition. The signed original service agreement or a faxed copy of the signed service agreement is placed in the employee's personnel folder, or as otherwise directed in appropriate personnel directives, and the employee is furnished a copy of the signed original. In determining the actual residence, the provisions of par. C4004 apply. Service agreement forms, DD Form 1617 (Transfer of Civilian Employees Outside CONUS (OCONUS)) and DD Form 1618 (Transfer of Civilian Employees To and Within Continental United States (CONUS)), are available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://www.dior.whs.mil/>.

C. Service Agreement for OCONUS Employees other than School Teachers. Department of Defense (DoD) Service Agreement - Transfer of Civilian Employees Outside CONUS (OCONUS), (DD Form 1617), is prescribed for use in connection with:

1. Employees transferred or assigned to an OCONUS PDS,
2. New appointees appointed to OCONUS positions (see par. C5080-B3 concerning appointments and assignments to the first PDS),
3. Renewal agreement for round trip travel to take leave between consecutive tours of OCONUS employment, and
4. Return transportation of eligible OCONUS local hires.

D. Department of Defense (DoD) Service Agreement - Transfer of Professional School Personnel outside CONUS (OCONUS). Department of Defense (DoD) Service Agreement - Transfer of Professional School Personnel Outside CONUS (OCONUS), DD Form 1616, is used in connection with travel of educators in the DoD Education Activity. DD Form 1616 is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://www.dior.whs.mil/>.

E. Department of Defense (DoD) Service Agreement - Transfer of Civilian Employees to and within Continental United States (CONUS). The Department of Defense (DoD) Service Agreement - Transfer of Civilian Employees To and Within Continental United States (CONUS), (DD Form 1618), is prescribed for use in connection with civilian employee travel when transferred to/within CONUS, including appointees/student trainees eligible for travel to the first CONUS PDS.

PART L: PER DIEM ALLOWANCES

C4550 PER DIEM RATES

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

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

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

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

D. Offices Designated to Authorize Increased Per Diem

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

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

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

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

2. Designated Offices

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

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

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

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

Effective 18 January 2005

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

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

Effective 11 July 2005

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

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

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

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

*F. Standard CONUS Per Diem Rate

1. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates in

<https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>.

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

3. Effective 1 October 2005 the Standard CONUS per diem rate is:

LODGING	M&IE	TOTAL
\$60	\$39	\$99

C4551 REQUESTING REVIEW OF PER DIEM RATES

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

Per Diem, Travel and Transportation Allowance Committee
 ATTN: Per Diem Rates
 Hoffman Building 1, Room 836
 2461 Eisenhower Avenue
 Alexandria, VA 22331-1300

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

C4552 GENERAL RULES REGARDING PER DIEM

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

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

C. Per Diem at the PDS

1. Per Diem Not Allowed

- a. Per diem cannot be authorized or paid within the PDS limits (see definition, Appendix A), or at, or within the vicinity of, the place of abode (residence) from which the employee commutes daily to the official station except as provided in par. C4552-D.
- b. Except as indicated in par. C4552-C2, per diem is not authorized or payable at the old or new PDS for TDY en route that is part of PCS travel.
- c. Non-payment of per diem applies even if the traveler vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY period.

2. Per Diem Allowed

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

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

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

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

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

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

Second and third day: \$46 (M&IE) plus \$110 (lodging cost) = \$156 x 2 = \$312 plus lodging tax (see NOTE)
Return day to Location C: \$38 (M&IE) plus \$25 (lodging cost) = \$63
NOTE: Lodging taxes are not reimbursable in addition to per diem when TDY is in a foreign area.

Effective 1 October 2005

*G. Lodging Obtained on a Weekly, Monthly, or Longer Term Basis. When a traveler obtains lodging on a weekly, monthly, or longer term basis, the daily lodging cost is computed by dividing the total periodic (e.g., weekly, monthly) lodging cost by the number of days the traveler is authorized the lodging portion of per diem (62 Comp. Gen. 63 (1982)). This computation presumes that the traveler acts prudently in renting by the week or month, and that the Government cost does not exceed the cost of renting conventional lodgings at a daily rate. **NOTE: This does not apply when a residence is purchased (see par. C4555-E).**

Example
1. A traveler is TDY at a location at which the per diem is \$99 (\$60 for lodging and \$39 for M&IE).
2. The traveler obtains lodgings on a long-term basis and is paying \$900 a month for an apartment and utilities.
3. In a typical month, the daily lodging cost would be \$30 (\$900/30 days).
4. In June the traveler took leave for 10 days and is authorized per diem for only 20 days.
5. The daily lodging rate for the traveler during June is computed to be \$45/day (\$900/20). Since the \$45 daily lodging cost does not exceed the authorized \$60 locality lodging ceiling, the traveler is reimbursed \$45/day for 20 days of lodging in June.

H. Reimbursement of Nonrefundable Room Deposit and Prepaid Rent. See par. C1410-B4k for reimbursement of lodging costs when TDY is curtailed, canceled or interrupted for official purposes.

I. Double Occupancy. In the case of double occupancy, the employee is allowed one-half of the double occupancy charge if a room is shared with another employee or uniformed service member on official travel. Otherwise, the employee is allowed the single room rate. **The employee must provide the single room rate.**

J. Lodging Taxes. Unless exempted by the State or local jurisdiction, an employee is required to pay applicable lodging taxes while traveling on Government business. Exemptions from taxes for Federal travelers and the forms required to claim them vary from location to location. The GSA Travel Homepage (<http://policyworks.gov/travel>) lists jurisdictions where tax-exempt certificates should be honored.

C4556 LODGING AND MEALS PROVIDED WITHOUT COST

On days that all meals and lodgings are provided without cost to an employee incident to a TDY or training assignment, the per diem allowance is:

1. \$3 incident to an assignment in CONUS; and
2. \$3.50 incident to an OCONUS assignment when the lodgings are on a post, camp, station, base, or depot owned or operated by the U.S., unless the AO determines that the \$3.50 is not adequate and authorizes/approves the incidental expense rate in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> (in this case, payment of the incidental expense rate must be stated in the travel authorization); or

3. The incidental amount prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the locality concerned instead of \$3.50 when, incident to an OCONUS assignment, the lodgings are not on a post, camp, station, base, or depot owned or operated by the U.S. The AO can determine \$3.50 to be adequate for anticipated expenses when the employee is not lodged on a U.S. installation. The OCONUS incidental expense of \$3.50 may be authorized and must be stated in the travel authorization.

However, the applicable amount, plus the cost of meals and lodgings furnished without cost to the employee may not exceed the applicable maximum per diem rate prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>. (See par. C4554-D for per diem when TDY is performed in support of field training exercises with military units.)

C4557 GOVERNMENT QUARTERS AVAILABLE AT AN OCONUS LOCATION

When Government quarters are available to the traveler on a post, camp, station, base, or depot owned or operated by the U.S., the incidental portion of per diem for OCONUS areas is \$3.50 instead of the amount prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> or the locality concerned. The AO can determine that the \$3.50 is not adequate and authorize/approve the incidental expense rate in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>. In this case, payment of the <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> incidental expense rate must be stated in the travel authorization. When the traveler pays a Government quarters use charge, the per diem payable is increased in an amount equivalent to the charge for quarters. The resultant amount is not to be rounded off to the next higher dollar. In no case can the total per diem payable exceed the applicable OCONUS per diem locality rate for the area.

C4558 PER DIEM FOR TRAVEL BY SHIP

A. General. For ship travel, the per diem allowance for the arrival day on board (embarkation day) and departure day from the ship (debarkation day) is computed under the 'Lodging-plus' method in par. C4553.

B. Government Ship

Effective 1 October 2003

1. General. A traveler is paid an incidental expense allowance of \$3/day while aboard a Government ship when furnished quarters without charge and meals with or without charge. The traveler is paid \$5/day (\$3 incidental expense plus \$2 for quarters) when required to pay for quarters onboard the ship. ***Neither rate is subject to further reduction.*** When a traveler is required to pay for meals, the \$3 or \$5 rate is increased by the current (standard) Government meal rate (See Appendix A). In the event a traveler maintains commercial quarters ashore for use following the completion of short trip(s) at sea, the per diem rate prescribed in this subparagraph is increased by the actual daily cost of those quarters, not to exceed the locality per diem lodging ceiling for the TDY location ashore. ***Reimbursement for the total cost of quarters on the ship and ashore may not exceed the maximum lodging amount prescribed in the per diem rates at*** <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> ***for the TDY locality concerned.*** When a traveler procures meals ashore at personal expense, reimbursement is authorized as prescribed in pars. C4554-A1a and C4554-A1b, as applicable. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the per diem rates at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the TDY locality concerned.

2. Naval Ship Research and Development Center Underwater Explosion Barge. The per diem rates provided in par. C4558-B1 (General) are prescribed for TDY performed aboard a Naval Civil Engineering Laboratory warping tug or the Underwater Explosion Barge (UEB). *The per diem rates are not subject to any further reductions.*

3. Two or More Meals Furnished with Charge Aboard Corps of Engineers Floating Plant. For days on which an employee is charged for two or more furnished meals in a mess facility aboard a Corps of Engineers floating plant incident to TDY, the per diem rate for that day is the actual cost of lodging up to the Standard CONUS lodging rate (see the per diem rates at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> or par. C4550-F3 for the current Standard CONUS per diem rate) plus \$20 for meals and incidental expenses. The resultant amount is not rounded off. This per diem rate is not subject to the rates in par. C4554-A1 (based on Government mess use). For days when less than two meals are furnished in a mess facility aboard a floating plant, the M&IE rate payable is the Standard CONUS per diem rate (see per diem rates at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> or par. C4550-F3 for the current Standard CONUS per diem rate). When meals are furnished without charge, the provisions of par. C4554-B (deductible meals) apply.

C. Commercial Ship

1. General. Except as noted in par. C4558-D below, for travel aboard a commercial ship, a per diem rate equal to the anticipated expenses should be set. The AO should state in the travel authorization the circumstances warranting the rate.

2. Alaska Marine Highway System. For travel by ferry on the Alaska Marine Highway System, the per diem rate is the Standard CONUS M&IE rate. See par. C4550-F3 or the per diem rates at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the Standard CONUS per diem rate.

3. Inland or Coastal Waters. Per diem rates for TDY travel aboard a commercial ship on CONUS inland or coastal waters are:

- a. \$3 when the cost of passage includes meals, or

Effective 1 October 2005

- *b. \$39 when the cost of passage does not include meals.

D. Car Ferries. When an employee on TDY travels partly by POC and partly by car ferry (circuitously or otherwise), the employee is authorized the following:

1. Mileage (see par. C2505)

- a. TDY mileage is authorized for the official distance from the PDS to the car ferry POE and from the car ferry POD to the TDY location;
- b. If more than one car ferry is used, TDY mileage is payable for overland travel between ferries;

2. Transportation. The employee is authorized:

- a. Government-procured ferry transportation, or
- b. Reimbursement for personal transportation costs on the car ferry (limited to the Government-procured ferry transportation cost);

3. Per Diem

a. Lodging. Reimbursement for lodging (unless included in the transportation cost) is authorized with no cost ceiling limitation.

b. Meals and Incidental Expenses (M&IE). M&IE is based and computed for the employee using the standard CONUS M&IE rate for the arrival day (embarkation) on the ferry through the departure day (debarcation) from the ferry; and

4. Ferry Fees. Reimbursement is authorized for ferry fees.

NOTE: See par. C2204-B3 for required documentation if a U.S. registered ferry is not available.

C4559 USE OF A RECREATIONAL VEHICLE FOR LODGING

The term "recreational vehicle" includes mobile homes, campers, camping trailers, or self-propelled mobile recreational vehicles.

A. Privately Owned

1. Lodging Costs. See par. C4555-D for allowable lodging expenses. Depreciation is not an allowable lodging expense.

2. Meals and Incidental Expenses. The AO must: (a) determine an appropriate amount for M&IE based on whether or not the recreational vehicle used by an employee has meal preparation facilities, and (b) request a reduced per diem in accordance with par. C4550-C if the expected actual costs can be determined in advance of the travel.

B. Rented Recreational Vehicle. When the use of a rented recreational vehicle is authorized/approved as advantageous to the Government, the rental fee and the allowable expenses in par. C4555-D are lodging costs. Advantageous use might occur when an employee is on an extended TDY assignment in a remote area or where conventional lodging facilities are limited or not available. If the use of a rented recreational vehicle is not authorized/approved as advantageous, only expenses listed in pars. C4555-D2, C4555-D3, C4555-D4, C4555-D5, C4555-D6, C4555-D7, C4555-D8, and C4555-D9, are lodging costs.

Effective 18 January 2005

C4560 PER DIEM FOR LONG-TERM TDY ASSIGNMENTS

Per diem allowances for long-term TDY assignments of more than 180 consecutive calendar days at one location are as indicated in par. C4561-A. The per diem rates in par. C4561-A apply for the entire period, except that per diem allowances for the arrival day at and departure day from the TDY location are determined under the 'Lodgings-Plus' method in par. C4553. Per diem rates determined in accordance with instructions in pars. C4561-A and C4561-D1d are payable in fixed amounts. See par. C4430 for time limitation and authorization for long-term TDY assignments.

C4561 PER DIEM FOR LONG-TERM TDY ASSIGNMENTS

NOTE: See Chapter 4, Part K, for per diem for training assignments.

F. Delay in Returning to PDS. When for personal reasons, including taking leave, employees do not return immediately to their PDSs after TDY, they are authorized per diem for the time between when they reasonably could have left the TDY point and arrived at the PDS. Normally, when the return trip is short or travel is authorized on carriers with sleeping accommodations, the constructed departure day is the same day that the TDY is completed. When return travel is by an authorized mode on which sleeping accommodations are not available, the constructed departure date may be the morning of the day following TDY completion. *An employee is not expected to select a schedule that requires boarding or leaving a carrier between 2400 and 0600.* Travel time should be based upon regular published carrier schedules and properly is authorized upon administrative approval of the voucher.

G. Permanent Duty Travel. Employees are not authorized per diem while on leave during permanent duty travel.

C4564 EMPLOYEE'S LEAVE CANCELED OR INTERRUPTED

A. Absent from PDS for Personal Reasons. Except as provided in par. C4564-D, an employee who is absent from the PDS for personal reasons and who is required to return to the PDS for official reasons prior to the originally contemplated time of return is not authorized reimbursement for expenses incurred for such travel.

B. TDY Required at Leave Location. An employee, required to perform TDY at a place away from the PDS to which the employee has traveled for personal reasons, is authorized per diem for the TDY period and to per diem and transportation expenses for the return trip which exceed those which the employee otherwise would have incurred if the employee had not been required to perform the TDY (31 Comp. Gen. 509 (1952)).

C. TDY at Various Places, Including Return to PDS. An employee, while in authorized leave status away from the PDS, who is required to interrupt the leave to perform official TDY at various places, including return to the PDS, and then resume leave status upon completion of the TDY assignment, is allowed per diem and transportation expenses from the place where leave was interrupted to the places of TDY (except no per diem while at PDS) and return to the place where leave was interrupted (25 Comp. Gen. 347 (1945); 28 id. 237 (1948); 39 id. 611 (1960)).

D. TDY at Various Places Not Involving Return to PDS. In a situation not involving temporary return to a PDS, but otherwise similar to par. C4564-B, an employee upon completion of TDY is allowed per diem and transportation expenses to return to resume leave at a point more distant from the place of TDY than the point where leave was interrupted, provided the round-trip distance and expense are not greater than the distances and constructed travel expense between the employee's PDS and the place of TDY (27 Comp. Gen. 648 (1948)).

E. Authorized Leave of 5 or More Days Canceled within 24 Hours, and Leave Temporarily Interrupted due to Recall to PDS. When an employee leaves the PDS on authorized leave of absence for 5 or more days and, because of an urgent unforeseen circumstance, it is necessary to cancel the leave and recall the employee to duty at the PDS within 24 hours after departure, the return per diem and transportation expenses may be authorized. Also, if an employee's authorized leave of absence away from the PDS is temporarily interrupted because the employee is recalled to duty at the PDS, or is authorized to perform TDY at another place, and the employee wishes to resume leave immediately after completion of the duty at the place at which the leave of absence was interrupted or at another place, per diem and transportation expenses not to exceed the per diem and transportation expenses for travel from the place where the leave of absence was interrupted to the place where the duty was performed and

return may be authorized. The one way, or round trip, must not be allowed unless, by an appropriate statement in the travel authorization, it is indicated clearly that, because of the personal expense incurred by the employee in traveling to the leave location, an administrative determination was made that it is unreasonable to require the employee to assume the additional travel expense to comply with the recall or TDY travel authorization (39 Comp. Gen. 611 (1959)).

F. Leave Interrupted for TDY, Employee Not Allowed to Resume Leave Status. An employee on authorized leave away from the PDS, who is required to perform TDY at places other than the PDS and upon completion of the TDY assignment is not allowed to resume the leave status but is required to return to the PDS, is allowed per diem and transportation expenses for the TDY performed. However, for return to the PDS from the place where the TDY assignment is completed, per diem and transportation expenses are allowed only to the extent it exceeds the constructed per diem and transportation expenses for return direct from the place of leave to the PDS (11 Comp. Gen. 336 (1932); 16 id. 481 (1936); 30 id. 443 (1951)).

G. TDY Directed at Termination of Leave Status. An employee on authorized leave away from the PDS who is directed, at the termination of leave, to proceed to a TDY location and upon completion of the TDY assignment to return to the PDS, is authorized per diem and transportation expenses only to the extent travel relating to the TDY assignment exceeds the constructed cost of direct route travel from the place of leave to the PDS (19 Comp. Gen. 977 (1940)). If, in relation to the place where the employee is on leave, the TDY location is located in a routing direction through and beyond the employee's PDS, the allowable per diem and transportation expenses are limited to that for round-trip travel between the PDS and the TDY location (24 Comp. Gen. 443 (1944)).

H. Cancellation of TDY Travel Authorizations after Commencement of Travel and While on Authorized Leave. When an employee is on leave en route to a TDY station and the TDY travel authorization is canceled, the employee is authorized travel and transportation allowances for travel performed, provided the travel authorization is canceled on or after the date travel was required to begin. In such case, the allowances payable must not exceed the constructed allowances payable for travel from the PDS to the TDY station and return over a usually traveled direct route, provided that official travel to the TDY station is authorized prior to departure on annual leave.

Effective 1 October 2005

***C4565 PER DIEM COMPUTATION EXAMPLES**

Following are examples of computing per diem for specific circumstances.

NOTE 1: *The maximum amount allowed for lodging in CONUS and non-foreign OCONUS locations does not include an amount for lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS locations are a separately reimbursable travel expense. The maximum amount allowed for lodging in foreign OCONUS locations includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS locations are not separately reimbursable. See <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for all per diem rates.*

NOTE 2: *The per diem/ mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>.*

*EXAMPLE 1 (TDY Travel)		
NOTE: See par. C4550-3 For https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html for the current Standard CONUS per diem rate.		
An employee was in a travel status on TDY for 9 1/2 days. The employee departed from the place of abode and arrived at the TDY station on the same day. Lodgings were obtained for 9 nights, two of which were spent in Government quarters with charge, and one night at a friend's house at no cost. The employee departed the TDY station and arrived at the place of abode on the 10th day. While at the TDY station, the employee paid \$40 each night for 6 nights of lodging in a hotel, \$4 each night for 2 nights spent in Government quarters, but no cost for the night of lodging obtained in a friend's home. Per diem is computed as follows:		
1 st Day (departure day)	75% times \$39 (M&IE rate) plus \$40 (lodging) =	\$ 69.25
2nd through 6th Days	\$39 (M&IE rate) plus \$40 (lodging) x 5 days =	395.00
7th & 8 th Days	\$39 (M&IE rate) plus \$4 (lodging) x 2 days =	86.00
9th Day	\$39 (M&IE rate) plus \$0 (lodging) =	39.00
10 th Day (return day)	75% of \$3931 (preceding calendar day M&IE rate) =	+ 29.25
Amount due employee		\$618.50
Per diem for each day is derived by adding the applicable M&IE rate to the daily lodging cost – reimbursement may not exceed the maximum amount prescribed in https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html for the locality concerned. The per diem prescribed for the TDY location in this example is the Standard CONUS per diem rate of \$99, which consists of a \$39 M&IE rate and a maximum lodging amount of \$60. For the first day (departure day), the applicable per diem rate is 75% of the M&IE rate (\$39) (\$29.25) plus the lodging cost (\$40) for that day, the resultant amount being \$69.25. For days 2 through 6, the applicable per diem is the M&IE rate (\$39) plus the lodging cost (\$40) times the number of days 5, the resultant amount being \$395. For days 7 and 8, the applicable per diem is the M&IE rate (\$39) plus the lodging cost (\$4) times the number of days 2, the resultant amount being \$86. For the 9th day, the applicable per diem is the M&IE rate (\$39) plus the lodging cost (\$0), the resultant amount being \$39. For the 10th day (return day), the applicable per diem rate is 75% of the preceding calendar day's M&IE rate (\$39), the resultant amount being \$29.25. The per diem authorization began with the departure day, and continued through the return day to the PDS, place of abode, or other authorized point. The different lodging amounts could have applied to any of the days without change to the total.		

EXAMPLE 2 (TDY Travel)		
DEP	Residence	1st Day
ARR	Goteborg, Sweden	2nd Day
TDY	Goteborg, Sweden	3rd - 7th day
DEP	Goteborg, Sweden	8th Day
ARR	Residence	8th Day
Government quarters were occupied (not on a Government installation) for 6 nights at Goteborg, Sweden at \$4 per night. The per diem rate prescribed in https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html for Goteborg, Sweden at the time the employee traveled was \$256 maximum, lodging amount \$143, local meals rate \$90, PMR \$49, and incidentals rate \$23). The employee's authorized per diem is computed as follows:		

1 st Day	Travel day with no lodging expense	75% times \$113 (M&IE for Goteborg \$90 + \$23) =	\$ 84.75
2 nd Day	Arrival day	\$113 (M&IE for Goteborg \$90 + \$23) (two deductible meals were furnished without charge but adjustment for meals is not made on a travel day) + \$4 (charge for Government quarters)=	117.00
3 rd -7 th Day	TDY at Goteborg \$23 (incidental rate for Goteborg)	- 3 deductible meals furnished each day without charge (see par. C4554-B) + \$4 (charge for Government quarters) = \$27 x 5 days =	135.00
8 th Day	Travel day with no lodging expense	\$113 (M&IE for Goteborg \$90 + \$23) (breakfast was furnished without charge but adjustment for meals is not made on a travel day) x 75% =	<u>\$ 84.75</u>
Amount due			\$421.50

EXAMPLE 3
(TDY Travel Involving IDL)

8/15 Sunday	Depart residence en route to Hong Kong, cross IDL	
8/16 Monday	Arrive Hong Kong	
8/17-8/20 (Tues-Fri)	TDY Hong Kong	
8/21 Saturday	Depart Hong Kong, arrive residence	
Lodging cost incurred in Hong Kong \$70 per night. Maximum rates at time of travel: Hong Kong \$34 (max lodging amount \$221, local meals rate \$98, PMR \$53 and local incidentals rate \$25).		
REIMBURSEMENT		
8/15 Sunday (day travel begins)	75% times \$123 (Hong Kong M&IE \$98 + \$25) = \$92.25 + \$70 (lodging cost) =	\$ 162.25
8/16 Monday	IDL (15 th and 16 th are treated as one day for per diem) =	0.00
8/17 - 8/20 (Tuesday - Friday)	\$123 (Hong Kong M&IE) + \$70 (lodging cost) = \$193 x 4 days =	772.00
8/21 Saturday (return day travel, no lodging cost)	\$123 (Hong Kong M&IE) x 1 day =	123.00
8/21 Saturday (day travel ends)	75% times \$123 (Hong Kong M&IE \$98 & \$25 =	<u>\$ 92.25</u>
Total Reimbursement		\$1149.50
When crossing the IDL in a westward direction (Los Angeles to Hong Kong), the dates 8/15 - 8/16 (Sunday and Monday) are treated as one day for per diem computation purposes. Upon return (west to east) when employee crosses the IDL, the remaining hours on Saturday become Friday east of the IDL and the traveler arrived home on the second Saturday. For per diem purposes each Saturday is treated as a separate day.		

EXAMPLE 4		
(TDY Travel - More Than 12 Hours But Not Exceeding 24 Hours)		
DEP	Residence	1 May
ARR	1st TDY location	1 May
DEP	1st TDY location	1 May
ARR	2 nd TDY location	1 May
DEP	2 nd TDY location	1 May
ARR	Residence	2 May
Actual travel time is 18 hours.		
M&IE rate applicable to 1st TDY location		\$36.00
M&IE rate applicable to 2nd TDY location		\$28.00
REIMBURSEMENT		
75% x \$36.00 (Highest M&IE for TDY locations)=		\$27.00
Total reimbursement =		\$27.00

<i>Effective 1 October 2005</i>		
*EXAMPLE 5		
(PCS Travel)		
NOTE: See par. C4550-F3 or https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html or par. C4550-F3 for the current Standard CONUS per diem rate.		
An employee performed PCS travel from San Francisco, CA, to Washington, DC, in 10 days. The employee elected to travel by automobile, accompanied by spouse and 2-year old child. They departed their residence at 1130 on the first day (departure day) and arrived at the new PDS at 1930 on the 10th day (arrival day). The official distance traveled was 2,826 miles. Based on an average distance of 350 miles per calendar day, the employee may be paid per diem for up to 8 days (See par. C5060). Lodgings were occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$58, \$57, \$59, \$58, \$57, \$56, \$59, and 2 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the 'Lodgings-Plus' Method		
Maximum allowable per diem for 8 days @ \$99 (Standard CONUS per diem rate)=		\$ 792.00
1 st day (departure day)	75% of \$39 (Standard CONUS M&IE rate) plus \$60 (lodging) =	\$ 89.25
2 nd day	\$39 (M&IE rate) plus \$0 (lodging) =	\$ 39.00
3 rd through 8 th days	\$39 (M&IE rate) plus \$60 (lodging) x 6 days =	\$ 594.00
9 th day	\$39 (M&IE rate) plus \$0 (lodging) =	\$ 39.00
10 th day (arrival day)	75% of \$39 Standard CONUS M&IE rate) =	\$ 29.25
Employee's per diem authorization =		\$ 790.50
Per diem for accompanying spouse at ¾ of the amt due the employee (\$790.50) =		\$ 592.87
Per diem for accompanying child (under age 12) at ½ the amount due the employee (\$790.50) =		\$ 395.25
Total amount payable to employee =		\$1,778.62

Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 ($2,826 \div 350 = 8$ days with a remaining distance of 26 miles ($2,826 - 2,800$)). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. C5060.

The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$99 prescribed in par. C4550-E3 or <https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html> or par. C450-F3 (\$39 M&IE rate plus lodging not to exceed \$60). In this case, the lodging cost for each of the 7 nights exceeded the \$60 maximum allowable lodging amount and nightly lodging reimbursement was therefore limited to \$60. For the 1st day (departure day), the applicable per diem rate is 75% of the M&IE rate (\$39) plus lodging cost not to exceed \$60 for a total of \$89.25. For the 2nd day, the applicable per diem rate is the M&IE (\$39) rate plus the lodging cost (\$0) for a total of \$39. For days 3 through 8, the applicable per diem rate is the M&IE (\$39) rate plus lodging cost not to exceed \$60, times the number of days (6) at that rate for a total of \$594.00. For the 9th day the applicable per diem rate is the M&IE (\$39) rate plus lodging cost (\$0) for a total of \$39. For the 10th day (arrival day at the new PDS) the applicable per diem rate is 75% of the Standard CONUS M&IE (\$39) rate for a total of \$29.25. Per diem for actual travel by the employee is \$790.50. Since per diem for actual travel does not exceed the maximum allowable (\$792.00) for 8 days travel time, the employee is authorized the full amount (\$790.50) for the actual travel time and authorization for dependents is $\frac{3}{4}$ and $\frac{1}{2}$ respectively of the \$790.50 due the employee.

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***EXAMPLE 6
(PCS Travel)**

NOTE: See <https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html> or par. C4550-F3 for the current Standard CONUS per diem rate.

An employee performed PCS travel from Washington, DC, to Phoenix, AZ, in 6 days. The employee elected to travel by privately owned-automobile accompanied by the spouse and 7-year-old child. They departed their place of abode at 0800 on the first day and arrived at his new PDS at 2100 on the 6th day. The official distance traveled was 1,443 miles. The employee may be paid per diem for up to 4 days (See par. C5060) based on an average distance of 350 miles per calendar day. Lodgings were occupied for 5 nights, 3 of which were spent at the homes of friends at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$59, \$56, and 3 nights at no cost. Per diem is computed as follows:

Per Diem for Actual Travel Under the 'Lodgings-Plus' Method

Maximum allowable per diem for 4 days @ \$99 (Standard CONUS per diem rate)=		\$396.00
1 st day (departure day)	75% of \$39 (Standard CONUS M&IE rate) plus \$0 (lodging) =	\$ 29.25
2 nd day	\$39 (M&IE rate) plus \$60 (lodging) =	\$ 99
3 rd day	\$39 (M&IE rate) plus \$0 (lodging) =	\$ 39
4 th day	\$39 (M&IE rate) plus \$60 (lodging) =	\$ 99
5 th day	\$39 (M&IE rate) plus \$0 (lodging) =	\$ 39.00
6 th day (arrival day)	75% of \$39 (Standard CONUS M&IE rate) =	\$ 29.25
Employee's per diem authorization =		\$334.50
Per diem for accompanying spouse at $\frac{3}{4}$ of the amount due the employee (\$334.50) =		\$250.88
Per diem for accompanying child (under age 12) at $\frac{1}{2}$ the amount due the employee (\$334.50) =		\$167.25
Total amount payable to employee =		\$752.63

Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 ($1,443 \div 350 = 4$ days with a remaining distance of 43 miles ($1,443 - 1,400$)). No additional time is allowed for the 43 miles since it is less than the minimum 51 miles set in par. C5060.

The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$99 prescribed in par. C4550-F3 or <https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html> (\$39 M&IE rate plus lodging not to exceed \$60). In this case, the lodging costs for 2 nights exceeded the maximum allowable amount of \$60 and lodging reimbursement was therefore limited to \$60. For the 1st day (departure day) the applicable per diem rate is 75% of the M&IE rate (\$39) for a total of \$29.25. For days 2 and 4, the applicable per diem rate is the M&IE rate (\$39) plus lodging cost not to exceed \$60 for a total of \$99 for each day. For days 3 and 5, the applicable per diem rate is the M&IE (\$39) rate for each day plus lodging cost (\$0) for a total of \$78. For the 6th day (arrival day at the new PDS) the applicable per diem rate is 75% (\$29.25) of the Standard CONUS M&IE rate (\$39). In this case, since per diem for the actual travel time (\$334.50) did not exceed the maximum allowable (\$396.00), the employee is authorized the lesser amount and the authorization for dependents is ¾ and ½ respectively of the \$334.50 due the employee.

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***EXAMPLE 7
(PCS Travel)**

NOTE: See <https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html> or par. C4550-F3 for the current Standard CONUS per diem rate.

An employee performed PCS travel from Los Angeles, CA, to Washington, DC, in 15 days. The employee and spouse elected to travel by privately owned automobile. They departed their place of abode at 0700 on the first day and arrived at the new PDS at 1300 on the 15th day. The official distance traveled was 2,615 miles. The employee may be paid per diem for up to 8 days (See par. C5060). Lodgings were occupied for 14 nights, 4 of which were spent at the homes of friends at no cost. The employee certified that the single rate, applicable to the rooms occupied with the spouse, were 10 nights at \$60 a night, and 4 nights at no cost. Per diem is computed as follows:

Per Diem for Actual Travel Under the 'Lodgings-Plus' Method

Maximum allowable per diem for 8 days @ \$99 (Standard CONUS per diem rate)=		\$ 792.00
1 st day	75% of \$39 (Standard CONUS M&IE rate) plus \$60 (lodging)	\$ 89.25
2 nd through 10 th day	\$39 (M&IE rate) plus \$60 (lodging) x 9 =	\$ 891.00
11 th through 14 th day	\$39 (M&IE rate) plus \$0 (lodging) x 4 =	\$ 156.00
15 th day	75% of \$39 (Standard CONUS M&IE rate) =	+ \$ 29.25
Total		\$ 1,165.50
Per diem for accompanying spouse at ¾ of the amt due the employee (\$792.00) =		+ \$ 594.00
Total amount payable to employee (\$792 + \$594) =		\$1,386.00

Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,615 ÷ 350 = 7 days with a remaining distance of 165 miles (2,615 – 2,450). One additional day is allowed for the 165 miles since it exceeds the minimum 51 miles set in par. C5060 for a total of 8 days.

The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$99 prescribed in par. C4550-E3 or <https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html> (\$39 M&IE rate plus lodging not to exceed \$60). In this case, the lodging cost for each of the first 10 nights exceeded the maximum allowable amount of \$60. For the 1st day (departure day), the applicable per diem rate is 75% of the M&IE rate (\$39) plus lodging cost not to exceed \$60 for a total of \$89.25. For days 2 through 10, the applicable per diem rate is the M&IE rate (\$39) plus lodging cost not to exceed \$60, times the number of days (9) at that rate for a total of \$891. For days 11 through 14, the applicable per diem rate is the M&IE rate (\$39) plus lodging cost (\$0) times the number of days (4) at that rate for a total of \$156. For the 15th day (arrival day at the new PDS) the applicable per diem rate is 75% (\$29.25) of the M&IE rate (\$39). Since per diem for the actual travel time (\$1,165.50) exceeded the maximum allowable (\$792.00), the employee is authorized \$792.00. Authorization for the dependent is ¾ of the \$792.00 due the employee.

<i>Effective 1 October 2005</i> *EXAMPLE 8 (PCS/Separation Travel)	
<i>NOTE:</i> See https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html or par. C4550-F3 for the current Standard CONUS per diem rate.	
1. PCS/separation travel from Stuttgart, GE, to Atlanta, GA.	
2. 9/1: Depart residence in Stuttgart, GE at 0830. Arrive at residence in Atlanta at 2000.	
3. The employee is authorized per diem since actual travel time exceeds 12 hours (see par. C4552-F).	
4. Since travel begins and ends on same day, the rule in par. C4553-D1 applies (see also par. C4553-D2d(4)).	
5. Maximum per diem rate at time of travel \$99 (M&IE rate \$39, maximum lodging amount \$60). (The destination rate applicable for PCS and separation travel to CONUS is the Standard CONUS per diem rate.)	
6. Reimbursement for 9/1 is \$29.25 (75% of \$39).	
7. Per diem payable for the spouse is $\frac{3}{4}$ of the \$29.25 due to the employee if, in the above example, the spouse accompanied the employee on PCS travel.	
8. Per diem is not payable for dependents on separation travel.	

<i>Effective 1 October 2004</i> EXAMPLE 9 (PCS Travel - More than 12 Hours But Not Exceeding 24 Hours)		
DEP	Old PDS (Washington, DC)	1 May
ARR	New PDS (Paris, France)	2 May
Actual travel time 16 hours M&IE rate applicable to the new PDS location \$78.00 at the time of travel.		
REIMBURSEMENT		
75% x \$78.00 (M&IE) rate for new PDS locations) =		<u>\$58.50</u>
Total reimbursement =		<u>\$58.50</u>
Per diem for an accompanying spouse if $\frac{3}{4}$ of the amount due the employee (\$58.50) =		\$43.88
Per diem for an accompanying child age 12 or older is $\frac{3}{4}$ of the amount due the employee (\$58.50) =		\$43.88
Per diem for accompanying child under age 12 is $\frac{1}{2}$ of the amount due the employee (\$58.50) =		\$29.25

<i>Effective 1 October 2005</i> EXAMPLE 10 (Renewal Agreement Travel)			
<i>NOTE: See par. C4550-F3 or https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html for the current Standard CONUS per diem rate.</i>			
1. Employee and spouse performed RAT from Frankfurt, GE, to Chicago, IL, and return to Frankfurt.			
2. Itinerary:	9/1	Depart residence in Frankfurt GE at 0730 Arrive residence in Chicago at 2230	
	9/2 - 9/30	Leave	
	10/1	Depart residence in Chicago at 1400	
	10/2	Arrive residence in Frankfurt, GE at 1015	
3. The employee is authorized per diem since actual travel time exceeds 12 hours (see par. C4552-F).			
4. Maximum per diem rate at time of travel \$99 (M&IE rate \$39, maximum lodging amount \$60). (The destination per diem rate applicable for RAT to CONUS is the Standard CONUS per diem rate.)			
5. <u>Reimbursement:</u>	9/1	75% of \$39 (M&IE)	\$29.255
	9/2 - 9/30	no per diem	0.00
	10/1 - 10/2	75% of \$39 (M&IE)	+ \$29.25
Total Reimbursement			\$58.50
6. The rule in par. C4553-D2a(2) applies and the destination M&IE rate (\$39) is used for computing per diem for that day since travel from Frankfurt to Chicago began and ended on the same day.			
7. On the return trip, the M&IE rate applicable to the actual residence for RAT is used for computing per diem (par. C4553-D2d(3)).			
8. Per diem for dependents is not authorized for RAT.			

C4566 QUICK REFERENCE TABLES - PER DIEM AUTHORIZATIONS

The following tables are for reference purposes only. For applicable rules see Chapter 4, Part L. See Chapter 4, Part I for meal allowances when JTF operations are involved.

Quick Reference - Per Diem Authorizations						
TDY Travel of More Than 24 Hours						
(1) Departure Day from PDS						
Abbreviations used:	Govt. = Government	GMR = Government meal rate	NTE = Not to exceed	PMR = Proportional meal rate		
Footnotes: See table # 4						
	a	b	c	d	e	F
	Arrived at TDY location (not on U.S. installation) on same day as departed PDS.	Arrived at TDY location (on U.S. Installation) on same day as departed PDS. Traveler occupied Govt. quarters.	Arrived at TDY location (on U.S. Installation - Govt. quarters available) on same day as departed PDS. Traveler elected not to occupy available Govt. quarters.	Traveled overnight – no lodging required.	Overnight lodging required at a stopover en route to TDY.	Arrived at a long-term TDY or training location on same day as departed PDS.
Per Diem for Departure Day from PDS ^{6/}	75% of M&IE Rate for TDY Locality ^{1/} plus lodging cost NTE maximum lodging prescribed for TDY locality. ^{2/, 5/}	75% of M&IE rate for TDY locality ^{1/} plus cost of Govt. quarters NTE maximum lodging prescribed for TDY locality.	75% of M&IE rate for TDY locality ^{1/} plus cost of lodgings occupied NTE maximum lodging amount prescribed for TDY locality. ^{8/}	75% of M&IE Rate for destination TDY Locality ^{1/} for departure day.	75% of M&IE rate for en route stopover locality plus lodging cost NTE maximum lodging amount prescribed for stopover locality. ^{2/, 5/}	75% of M&IE rate for long-term TDY/training location plus cost of lodging NTE rate prescribed for that location. (The fixed reduced or 55% rate authorized for long-term TDY/training does not apply on travel day to that location.)

(2) Whole Days of Travel in CONUS						
Abbreviations used:		Govt. = Government	GMR = Government meal rate	NTE = Not to exceed	PMR = Proportional meal rate	
Footnotes: See table # 4						
	a	b	c	D	e	f
	Traveled overnight & arrived at a CONUS TDY location (not on U.S. installation) on day after departing PDS.	Traveled overnight & arrived at CONUS TDY locality (on U.S. installation) on day after departing PDS. Traveler occupied Govt. quarters.	Each whole day at CONUS TDY locality (not on U.S. installation).	Each whole day at a CONUS TDY locality (on U.S. installation) when traveler occupies Govt. quarters.	Each whole day at a CONUS TDY locality (on U.S. installation) when traveler elects not to occupy available Govt. quarters.	Each whole day at a CONUS long-term TDY or Training location where the employee is authorized a fixed per diem at a reduced rate or 55% rate.
Per Diem for Whole Days of Travel ^{6/}	M&IE applicable to CONUS TDY locality (when three meals are other than Govt. mess or deductible meals) plus cost of lodging NTE maximum rate prescribed for TDY locality ^{2/} .	M&IE plus cost of Govt. quarters. (M&IE may be at (1) The rate prescribed for the TDY locality, if 3 meals are other than Govt. mess or deductible meals, (2) Standard GMR plus \$3, if all three meals are consumed in a Govt. mess, (3) PMR plus \$3 if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus \$3 if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved) (see par. C4554-A for determination of M&IE rate)).	M&IE applicable to CONUS TDY locality (when 3 meals are other than Govt. mess or deductible meals) plus cost of lodging NTE maximum rate prescribed for TDY locality ^{2/} (If one or two deductible meals are provided, M&IE is PMR plus \$3 (see par. C4554-B)).	M&IE plus cost of Govt. quarters. (M&IE may be at (1) rate prescribed for TDY locality, if 3 meals are other than Govt. mess or deductible meals, (2) Standard GMR plus \$3, if all three meals are consumed in a Govt. mess, (3) PMR plus \$3 if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus \$3 if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved) (see par. C4554-A for determination of M&IE rate)).	M&IE plus cost of occupied lodging NTE maximum rate prescribed for TDY locality ^{8/} . (M&IE may be at (1) The rate prescribed for the TDY locality, if 3 meals are other than Govt. mess or Deductible meals, (2) Standard GMR plus \$3, if all three meals are consumed in a Govt. mess, (3) PMR plus \$3 if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR rate plus \$3 if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved) (see par. C4554-A for determination of M&IE rate)).	Per diem at the authorized fixed reduced or 55% rate without itemization or receipts for meals, lodgings or incidental expenses. ^{2/ 6/8/}

(3) Whole Days of Travel – OCONUS						
Abbreviations used:	Govt. = Government	GMR = Government meal rate	NTE = Not to exceed	PMR = Proportional meal rate		
Footnotes: See table # 4						
	a	b	c	d	e	f
	Traveled overnight & arrived at an OCONUS TDY location (not on U.S. installation) on day after departing PDS.	Traveled overnight & arrived at OCONUS TDY locality (on U.S. installation) on day after departing PDS. Traveler occupied Govt. quarters.	Each whole day at OCONUS TDY locality (not on U.S. installation).	Each whole day at an OCONUS TDY locality (on U.S. installation). Traveler occupied Govt. quarters.	Each whole day at an OCONUS TDY locality (on U.S. installation) when traveler elects not to occupy available Govt. quarters.	Each whole day at an OCONUS long-term TDY or training location where the employee is authorized a fixed per diem at a reduced rate or 55% rate.
Per Diem for Whole Days of Travel ^{6/}	M&IE ^{4/} applicable to OCONUS TDY locality (if 3 meals are other than Govt. mess or deductible meals) plus cost of lodging ^{5/} NTE maximum rate prescribed for TDY locality.	M&IE plus cost of Govt. quarters (M&IE may be at (1) The meal rate prescribed for the TDY locality plus \$3.50, if 3 meals are other than Govt. mess or Deductible meals, (2) Standard GMR plus \$3.50 ^{3/} , if all three meals are consumed in a Govt. mess, (3) PMR plus \$3.50 ^{3/} , if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus \$3.50 ^{3/} if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved) (see par. C4554-A for determination of M&IE rate)).	M&IE ^{4/} applicable to OCONUS TDY locality (when 3 meals are other than Govt. mess or deductible meals) plus cost of lodging ^{5/} NTE maximum rate prescribed for TDY locality.	M&IE plus cost of Govt. quarters (M&IE may be at (1) meal rate prescribed for TDY locality plus \$3.50, if 3 meals are other than Govt. mess or deductible meals, (2) Standard GMR plus \$3.50 ^{3/} , if all three meals are consumed in a Govt. mess, (3) PMR plus \$3.50 ^{3/} , if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus \$3.50 ^{3/} if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved) (see par. C4554-A for determination of M&IE rate)).	M&IE plus cost of occupied lodging NTE maximum rate prescribed for TDY locality. ^{5/8/} (M&IE may be at (1) The meal rate prescribed for the TDY locality plus \$3.50, if 3 meals are other than Govt. mess or deductible meals, (2) Standard GMR plus \$3.50 ^{3/} , if all three meals are consumed in a Govt. mess, (3) PMR plus \$3.50 ^{3/} , if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus \$3.50 ^{3/} if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved) (see par. C4554-A for determination of M&IE rate)).	Per diem at the authorized fixed reduced or 55% rate without itemization or receipts for meals, lodgings or incidental expenses. ^{5/ 6/8/}

(4) Day(s) of Return to PDS						
Abbreviations used:	Govt. = Government		GMR = Government meal rate		NTE = Not to exceed	PMR = Proportional meal rate
	a	b	c	d	E	
	Arrived at PDS on same day as departed TDY location.	Traveled overnight (no lodging required) & arrived at PDS on day after departing TDY location.	On departure day from TDY overnight lodging was required at a stopover en route to the PDS.	On day travel ended lodging was required en route to the PDS.	Arrived at PDS on same day as departed long-term TDY/training location where fixed reduced/55% per diem was authorized.	
Per Diem for Return Day to PDS ^{6/}	75% of M&IE rate for last TDY locality. ^{1/}	For departure day from TDY location M&IE at the rate for the last TDY locality. Arrival day at PDS 75% of the M&IE rate for the last TDY locality. ^{1/}	For departure day from TDY: M&IE plus lodging ^{2/, 5/} cost NTE rate for stopover locality. For arrival day at PDS: 75% of M&IE rate for stopover locality. ^{1/}	75% of the M&IE rate plus cost of lodging based on the locality rate where lodging was obtained if authorized/ approved by the AO (see par. C4553-D2c(4)).	75% of the M&IE rate for the TDY/training locality. (The fixed reduced/55% rate does not apply on return day to the PDS.)	
Footnotes						
1/ GMR/PMR and the \$3.50 incidental rate do not apply on departure day from or return day to PDS.						
2/ Lodging tax <i>is</i> separately reimbursed for lodging in CONUS because an amount is not included in the applicable CONUS maximum lodging amount for taxes.						
3/ The AO can determine that \$3.50 is not adequate on a U.S. Installation and authorize/approve the incidental expense rate for the TDY locality prescribed on http://www.dtic.mil/perdiem/perdiemrates.html . Payment of the incidental expense rate for the TDY locality must be stated in the travel authorization.						
4/ For OCONUS travel the AO can determine that an incidental expense (IE) allowance of \$3.50, in lieu of the IE prescribed for the TDY locality, is adequate for anticipated expenses when the traveler is not lodged on a U.S. Installation. The OCONUS incidental expense of \$3.50 may be authorized and must be stated in the travel authorization.						
5/ Lodging tax <i>is not</i> separately reimbursable for lodging OCONUS because an amount is included in the applicable OCONUS maximum lodging amount for taxes.						
6/ Cost of laundry/dry-cleaning and pressing of clothing when travel is <i>within CONUS is reimbursable</i> under the conditions in par. C4553-C2. Cost of laundry/dry-cleaning & pressing of clothing <i>is not</i> separately reimbursable when travel is <i>OCONUS</i> because an amount is provided in the OCONUS per diem incidental expense (IE) for laundry.						
7/ On any day that 3 deductible meals are provided without cost to traveler, no reimbursement is allowed for meals.						
8/ When a per diem rate based on the cost of available Government quarters is authorized in the traveler's travel authorization, the per diem authorized in the travel authorization applies beginning on the day after arrival at the TDY location and ends on the day before departing the TDY location.						

Effective 22 September 2005

***C4567 PER DIEM FOR EMPLOYEES AND/OR DEPENDENTS WHILE AT SAFE HAVEN INCIDENT TO AN EVACUATION FROM A PDS WITHIN CONUS OR NON-FOREIGN OCONUS LOCATION**

A. Purpose. The per diem allowance is provided to assist an employee in meeting the excess costs involved in temporarily maintaining dependents at a safe haven.

B. General. 'LODGINGS-Plus' Per Diem Method Applicability to Evacuated Employees/Dependents. Evacuated employees and dependents are authorized a per diem allowance under the 'Lodgings-Plus' per diem computation method for each day they are in an evacuation status. ***Actual expense allowances described in Chapter 4, Part M, do not apply to an evacuation.*** The 'Lodgings-Plus' per diem computation method consists of a lodging ceiling and an M&IE allowance. For an explanation of the items of expense the per diem allowance is intended to cover, see the Appendix A definition of "Per Diem Allowance" and Chapter 4, Part L. The maximum lodging reimbursement for an employee and dependent family is the actual total daily lodging cost incurred by the family, not to exceed the sum of the daily lodging portion of the locality per diem rate authorized for the employee and/or each dependent concerned. Because many evacuated employees and dependents stay with friends/relatives while at a safe haven, it is noted that the rule in par. C4555-B3 applies to them. ***That is, if an evacuated employee or dependent stays with friends or relatives while at a safe haven, no lodging cost is allowed, whether or not any lodging payment is made to the friend or relative.*** This restriction does not apply when the employee/dependent leases a house, apartment (i.e., lodgings) from a friend or relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated employee/dependent is authorized the M&IE portion of the per diem allowance even if not authorized the lodging portion of the per diem allowance for any given day. (See computations in par. C4566-C). Government mess or open mess availability/use has no effect on per diem allowances for employees/dependents even though such facilities may be or are used without charge to the employee/dependent. Per diem allowances payable under par. C4566 may be paid in advance as prescribed in Appendix I, Part B, §550-403(d).

C. Per Diem Computations. The following examples illustrate the method used for computing per diem allowances incident to evacuation:

NOTE:

1: The per diem rates used in the following example are for illustrative purposes only and do not necessarily reflect current allowances. Please check <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, as appropriate, for current per diem rates.

2. Taxes paid on lodgings while at a safe haven or traveling in CONUS or in a non-foreign OCONUS area are separately reimbursable travel expenses in addition to per diem.

3. Taxes paid on lodgings while at a safe haven or traveling in a foreign OCONUS area are not separately reimbursable. They are part of the lodging cost. The cost of a value added tax (VAT) relief certificate is separately reimbursable if the certificate is used to avoid paying the lodging taxes.

4. CONUS per diem rates do not include an amount for the cost of laundry/dry-cleaning/pressing of clothing.

5. OCONUS per diem rates include an amount for the cost of laundry/dry-cleaning/pressing of clothing.

EXAMPLE			
An employee, the employee's spouse, one child age 12 and one child under age 12 were evacuated from a CONUS duty station to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the employee and three dependents, who shared one room, was \$95 plus \$7.60 for lodging taxes (8%). The maximum per diem applicable at that location was \$99, consisting of \$38 for M&IE and a maximum allowance of \$61 for lodging.			
(a) Unless a lower rate is authorized under Appendix I, Part B, §550-405(b)(3), the maximum daily amount that may be paid to the employee and three dependents for the first 30 consecutive days is determined as follows (See Appendix I, Part B, §550.405(b)(1)):			
The employee and each dependent age 12 or older is authorized per diem up to the full rate (\$99), which in this case is \$38 for M&IE and up to \$61 for lodging. Each dependent under age 12 is authorized per diem up to 50 percent of the rate.			
	M&IE	Maximum Lodging	Total
Employee:	\$38	\$61	\$99
Employee's spouse	\$38	\$61	\$99
Child (age 12 or older)	\$38	\$61	\$99
Child (under age 12)	\$19 (\$38 x 50%)	\$30.50 (\$61 x 50%)	\$49.50
Maximum daily amount that may be paid for costs incurred by the employee and three dependents:	\$133	\$213.50	\$346.50
(b) Determine the actual total daily amount for the first 30 consecutive days, within the maximum amounts shown in (a) (\$133 for M&IE and up to \$213.50 for lodging), as follows:			
M&IE:	\$133 (The M&IE in this daily amount is paid to cover cost meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.)		
Lodging:	\$95 (This is the actual daily amount (not including lodging tax) paid for lodging by the employee and three dependents, which is less than the maximum (\$213.50) that may be reimbursed. A lodging receipt is required for this amount.)		
Daily amount:	\$228 (Daily amount that is payable to the employee and dependents (within the maximum \$346.50 established in (a) for costs incurred by the employee and three dependents for the first 30 consecutive days)).		
Lodging Tax:	\$7.60		
Total:	\$235.60 (Actual daily amount paid to employee and dependents for costs (including lodging tax) incurred by the employee and three dependents for first 30 consecutive days).		

(c) Beginning on the 31st day per diem is computed at 60 percent (for employee and dependents 12 or older) and 30 percent (for dependents under 12) of the applicable per diem rate prescribed in https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html , unless a lower rate is authorized under Appendix I, Part B, §550-405(b)(3). Determine the maximum daily amount starting on the 31 st through the 180 th consecutive days that may be paid for the employee and three dependents in this example as follows:			
	M&IE	Maximum Lodging	Total
Employee	\$22.80 (\$38 x 60%)	\$36.60 (\$61 x 60%)	\$59.40
Employee's spouse:	\$22.80 (\$38 x 60%)	\$36.60 (\$61 x 60%)	\$59.40
Child (age 12 or older)	\$22.80 (\$38 x 60%)	\$36.60 (\$61 x 60%)	\$59.40
Child (under age 12)	\$11.40 (\$38 x 30%)	\$18.30 (\$61 x 30%)	\$29.70
The maximum daily amount that may be paid for costs incurred by the employee and three dependents:	\$79.80	\$128.10	\$207.90
(d) Determine the actual total daily amount that is paid for 31st to 180th consecutive days, within the maximum amounts shown in (c) (\$79.80 for M&IE and up to \$128.10 for lodging), as follows:			
M&IE:	\$79.80 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.)		
Lodging:	\$95 (This is the actual daily amount (not including lodging tax) paid for lodging by the employee and three dependents, which is less than the maximum (\$128.10) that may be reimbursed. A lodging receipt is required for this amount.)		
Daily amount:	\$174.80 (Daily amount that is payable to the employee and dependents within the maximum \$207.90 established in (c) for costs incurred by the employee and three dependents for the 31st to 180th consecutive days).		
Lodging Tax:	\$7.60		
Total:	\$182.40 (Actual daily amount paid for costs (including lodging tax) incurred by the employee and three dependents for the 31st to the 180th consecutive days).		

PART N1: POC USE FOR TDY TRAVEL

C4650 MILEAGE ALLOWANCES FOR POC USE

Employees or others engaged in official business for the Government may be authorized TDY mileage for POC travel. TDY mileage may be authorized only for the POC operator.

Effective 1 September 2005

*C4651 POC USE FACTORS

A. Official TDY Mileage Rates for Local and TDY Travel. Only the TDY mileage rates for local and TDY travel prescribed in par. C2500, and private automobile rates affected by pars. C4651-B, C4651-C and C4651-D may be prescribed in travel authorizations.

B. POC Use Advantageous to the Government. POC TDY mileage rates are in par. C2500 for POC travel that is advantageous to the Government.

C. POC Use Not Advantageous to the Government. When TDY travel by POC is not advantageous to the Government but is authorized/approved as a matter of personal preference or simply used by the traveler, reimbursement is on a constructed basis limited to the cost of the transportation mode authorized in the travel authorization. Constructed cost is determined as indicated in par. C2156. See par. C4651-D when a POC is used in lieu of Government-furnished automobile and pars. C2400 and C2401 for POC use for local travel.

D. Privately Owned Automobile in Lieu of Government-furnished Automobile (FTR §301-10.310)

1. When Use of a Government-Furnished Automobile Is Advantageous to the Government

a. GSA prescribes the TDY mileage rates for authorized use of a privately owned automobile when use of a Government-furnished automobile would be advantageous to the Government (see par. C2500 for current rates).

b. Exceptions to this GSA-prescribed rates may be authorized if the DoD component concerned determines that, because of the unusual circumstances, the Government-furnished automobile cost would be higher than the GSA-prescribed rate. In such instances, the DoD component may allow reimbursement at a higher rate (but not higher than the stated TDY mileage rate in par. C2500 for an automobile) for advantageous use that most nearly equals the cost of providing a Government-furnished automobile in those circumstances.

c. In addition to TDY mileage reimbursement for the official distance, the employee is authorized reimbursement for expenses authorized under par. C4654 that would have been incurred if a Government-furnished vehicle had been used.

2. Government-furnished Vehicle Available. When use of an available Government-furnished vehicle is authorized, but an employee elects to use a POC for TDY travel, TDY mileage reimbursement is at the appropriate rate listed in par. C2500 for POC use.

3. Employee Assigned a Government-furnished Vehicle. When an employee is assigned a Government-furnished vehicle for the employee's exclusive use, but the employee elects to use a POC, reimbursement for the POC use is at the partial rate listed in par. C2500-E for POC use.
4. Reimbursement when Transportation in a Government-furnished Automobile as Passenger/Driver Is Available
 - a. When an employee is authorized transportation in a Government-furnished automobile as a passenger, or as a driver with one or more other employees, but uses a POC instead, the employee is not authorized any reimbursement if the Government-furnished automobile made the trip without the employee (21 Comp. Gen. 116 (1941)).
 - b. If under the circumstances in par. C4651-D4a, above, the Government-furnished vehicle is used by some of the travelers but the AO authorizes an employee to use a POC as a matter of personal preference, that employee is authorized reimbursement at the partial rate in par. C2500-E for POC use instead of a Government furnished vehicle (62 Comp. Gen. 321).
 - c. If the Government-furnished automobile did not make the trip, the employee is authorized reimbursement at the rate in par. C2500-D for POC use instead of a Government furnished vehicle when use of the Government furnished vehicle is advantageous to the Government.

C4652 PARKING FEES

A. General. Reimbursement is authorized/approved for official transportation-related parking fees when using a privately owned automobile or a Government-furnished automobile.

B. Privately Owned Automobiles

1. When use of a privately owned automobile is advantageous to the Government, parking costs are reimbursed unless prohibited by the travel authorization.
2. When official travel is by oral authorization, parking fees are reimbursable when the travel-approving/directing official approves the claim.
3. Reimbursement is allowed only for parking fees related to official business.
4. Parking fees are not allowed for PDT.

C. Government-furnished Automobile. Parking fees incurred while driving a Government-furnished automobile on official business are reimbursable (i.e., private facility, street parking, meter parking, etc.)

C4654 OTHER ALLOWABLE COSTS

In addition to a mileage allowance, the following costs are allowable when incurred on official business:

1. Ferry fares, bridge, road and tunnel tolls;
2. Automobile parking fees; (related to the performance of official business only (except those incident to PDT)); and
3. Aircraft landing, parking, and tie-down fees.

CHAPTER 4

***PART P: INCOME TAX REIMBURSEMENT ALLOWANCE (ITRA) FOR
EXTENDED TDY ASSIGNMENTS****C4715 ITRA FOR EXTENDED TDY ASSIGNMENTS DURING TAX YEARS 1993 AND THEREAFTER
(FTR §301-11.501)**

A. Purpose. The purpose of the ITRA, under this Part, is to reimburse employees for substantially all of the additional Federal, State and local *income taxes* incurred by the employee (or by an employee and spouse if a joint tax return is filed) as a result of reimbursement or payment of certain travel and transportation expenses incident to an extended TDY assignment in one location that are not excludible from gross income for Federal income tax purposes.

B. Reimbursement. An employee who was in a TDY status for an extended period at one location, and who incurred Federal, State, or local income taxes on amounts received as reimbursement for official travel expenses is eligible for reimbursement under the ITR allowance in accordance with appropriate financial calculation procedures contained in FTR, §302-11.501.

C. Reimbursement Limitations. The ITR allowance does not include reimbursement for *employment* type taxes (e.g., FICA and Medicare deductions).

PART N: RELOCATION INCOME TAX (RIT) ALLOWANCE (FTR §302-17/5 USC §5724b)

<u>Paragraph</u>	<u>Contents</u>
C5650	RIT ALLOWANCE A. Purpose B. Payments/Reimbursements

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

<u>Paragraph</u>	<u>Contents</u>
C5700	GENERAL (FTR §302-3.404, §302-3.500, §302-3.502)
C5705	ELIGIBILITY (FTR §302-3.402) A. Assignment B. Employees (FTR §302-3.403) C. Service Agreement (FTR §302-3.410)
C5710	CONDITIONS A. Component Cost Considerations (FTR §302-3.401) B. Employee Tax Considerations (FTR §302-3.421) C. Employee Concerns D. Equity Concerns E. Assignment Length F. Distance Requirement (FTR §302-3.409)
C5715	TCS ALLOWANCES (FTR §302-3.412 and 302-3.413) A. Basic Allowances B. Discretionary Allowances C. Allowances upon Assignment Completion D. TCS Allowances vs. Per Diem (FTR §302-3.422)
C5720	THE TEMPORARY OFFICIAL STATION BECOMES THE PDS (FTR §302-3.426, 302-3.427, 302-3.428, and 302-3.429) A. Allowance Duration B. Payable Allowances C. Expenses Not Payable
C5725	SEPARATION FROM GOVERNMENT SERVICE (FTR §302-3.423, 302-3.424, and 302-3.425) A. After Long-term Assignment B. Before Long-term Assignment Completion

C5065 COMPUTING POC TRAVEL REIMBURSEMENT

A. General

1. The examples in this paragraph illustrate the method of computing the PCS mileage rate and per diem incident to PDT by automobile.
2. The per diem/mileage rates used in the example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>.

Effective 4 June 2004

3. See par. C4550-F3 or <https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html> for the current Standard CONUS per diem rate.

4. The per diem allowance is as computed in pars. C7006 and C5060-A, and examples in par. C4565.

Effective 1 October 2005

*B. Reimbursement Computation Example for the Use of One Automobile

Reimbursement Computation for the Use of One Automobile	
<p>An employee performs PCS travel from San Francisco, CA, to Washington, DC, in 9 1/2 days, by automobile, accompanied by spouse and 2-year old child.</p> <p>Allowable distance from San Francisco to Washington DC = 2,826 miles.</p> <p>Based on an average of 350 miles/day (see par. C5060) the employee may be paid per diem for up to 8 days (2,826 ÷ 350 = 8).</p>	
1. Automobile travel reimbursement is based on 2,826 miles @ \$0.19 a mile (see par. C2505-B). 2826 x \$0.19 = \$536.94	\$ 536.94
2. Allowable per diem for employee based on 8 day maximum is 8 days @ \$99 (Standard CONUS per diem rate). 8 x \$99 = \$792	
3. Per diem for travel time based on actual lodging costs from San Francisco to Washington, DC, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$792) for actual travel under 'Lodging-plus' method the employee is reimbursed the full amount spent (\$650).	650.00
4. Per diem for accompanying spouse is 75% of the amount due the employee. \$650 x .75 = \$487.50	487.50
5. Per diem for the accompanying child under age 12 is 50% the amount due the employee. \$650 x .50 = \$325	325.00
6. Amount spent on Tolls	+ 10.00
7. TOTAL REIMBURSEMENT TO EMPLOYEE	\$2,009.44

Effective 1 October 2005

*C. Reimbursement Computation Example for Two Automobiles

Reimbursement Computation for the Use of Two Automobiles	
<p>An employee performs PCS travel from San Francisco, CA, to Washington, DC, using two automobiles.</p> <p>Allowable distance from San Francisco to Washington, DC = 2,826 miles.</p> <p>Based on an average of 350 miles/day (see par. C5060) the employee may be paid per diem for up to 8 days (2,826 ÷ 350 = 8).</p>	
1. Automobile travel reimbursement for the first automobile, driven by the employee only, is based on 2,826 miles @ \$0.15 a mile (see par. C2505-B). $2,826 \times \$0.15 = \423.90	\$ 423.90
2. Automobile travel reimbursement for the second automobile, driven by spouse and accompanying child, is based on 2,826 miles @ \$0.17 a mile (see par. C2505-B). $2,826 \times \$0.17 = \480.42	480.42
3. Allowable per diem for employee based on 8 day maximum is 8 days @ \$99 (Standard CONUS per diem rate). $8 \times \$99 = \792	
4. Per diem for travel time based on actual lodging costs from San Francisco to Washington, DC, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$792) for actual travel under 'Lodging-plus' method the employee is reimbursed the full amount spent (\$650).	650.00
5. Per diem for accompanying spouse is 75% of the amount due the employee. $\$650 \times .75 = \487.50	487.50
6. Per Diem for the accompanying child under age 12 is 50% the amount due the employee. $\$650 \times .50 = \325	325.00
7. Amount spent on Tolls	+ 10.00
8. TOTAL REIMBURSEMENT TO EMPLOYEE	\$2,376.82

CHAPTER 5

PART N: RELOCATION INCOME TAX (RIT) ALLOWANCE
(FTR §302-17/5 USC §5724b)

C5650 RIT ALLOWANCE

A. Purpose. The purpose of the RIT allowance is to reimburse eligible transferred employees for substantially all of the additional Federal, State, and local *income taxes* incurred by an employee (or by an employee and spouse if a joint tax return is filed) as a result of reimbursement, or payment, of certain travel and transportation expenses and relocation allowances that are not excludible from gross income for Federal income tax purposes.

B. Payments/Reimbursements. RIT allowance:

1. Does not include reimbursement for *employment* type taxes (e.g., FICA and FUTA taxes). Unless the payments or reimbursements qualify for exclusion from gross income, they constitute additional compensation to the employee.
2. Payment is:
 - a. Authorized for income taxes paid to the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the U.S. possessions (67 Comp. Gen. 135 (1987)); and
 - b. In accordance with calculation procedures in FTR, Part 302-17 (http://www.gsa.gov/gsa/cmattachments/GSA_DOCUMENT/41cfr_302_R2JL1-u_0Z5RDZ-i34K-pR.htm).

PART D: CIVILIAN ESCORTS AND ATTENDANTS**C6150 ESCORTS FOR MILITARY DEPENDENTS (10 USC §1036)**

A civilian employee, who performs authorized travel under a competent travel authorization as an escort for dependents of Uniformed Service members who are authorized transportation under JFTR, par. U5240-C, U5241-D, U5242, U6004, or U6053, is authorized round-trip travel and transportation allowances. Travel authorizations for escorts to perform necessary travel per JFTR, par. U7551 must cite par. C6150 as authority. An employee must have a TDY travel authorization. The transportation mode/routing must be in accordance with Chapter 2. Other civilians must be issued ITAs.

C6151 ATTENDANTS FOR MILITARY DEPENDENTS (10 USC §1040)

A civilian employee, who performs authorized travel under a competent travel authorization as an attendant for dependents of Uniformed Services members who are authorized transportation to or from a medical facility under JFTR, pars. U5240-G or U7951, is authorized round trip travel and transportation allowances. An employee must have a TDY travel authorization. The transportation mode/routing must be in accordance with Chapter 2. A travel authorization authorizing an attendant to perform necessary travel per JFTR, pars. U5240-G5 and U7951 must cite par. C6151 as authority. Other civilians must be issued ITAs and are authorized the same travel and transportation allowances as DoD civilian employees (JFTR, par. U7554). The travel and transportation allowances authorized by this paragraph may be paid in advance.

Effective 8 September 2005

***C6152 ATTENDANTS FOR UNIFORMED SERVICE MEMBERS, ON THE TDRL, REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATIONS**

DoD civilian employees may be authorized TDY travel as attendants for Uniformed Services members who are on the TDRL and who are also required to submit to periodic physical examinations (see JFTR, par. U7251-A). A DoD civilian employee traveling as an attendant is authorized round trip travel/transportation allowances. The transportation mode/travel routing must be in accordance with Chapter 2. The travel-directing organization funds the DoD employee's travel. A non-DoD Government employee who is assigned as an attendant under TDY travel authorization is authorized the allowances prescribed in regulations issued by the employee's agency/department. Other civilians travel under ITAs and are authorized the same travel/transportation allowances as DoD civilian employees (see JFTR, par. U7250-D3).

Effective 8 September 2005

C6153 ATTENDANTS FOR ACTIVE DUTY UNIFORMED SERVICE MEMBERS (PATIENTS)

*A. DoD Civilian Employees. A DoD civilian employee, who perform authorized travel under a TDY travel authorization as an attendant for an active duty Uniformed Service member (patient) who is not physically capable of traveling without an attendant (see JFTR, par. U7252-A), is authorized to round trip travel and transportation allowances (see JFTR, par. U7250-C).

B. Non-DoD Government Employees. A non-DoD Government employee assigned TDY as an attendant is authorized the allowances in the employee's agency or department regulations.

*C. All Other Civilians. Other civilians travel under ITAs and are authorized the same travel and transportation allowances as DoD civilian employees (see JFTR, par. U7250-D3)

PART B: TQSE(AE)**C13200 PURPOSE**

TQSE(AE) is a *discretionary allowance, not mandatory*, that is intended to reimburse employees for reasonable subsistence expenses incurred when they and/or their dependents must occupy *temporary quarters*. The AO, *not the employee*, determines if TQSE(AE) is necessary.

C13205 TQSE(AE) OPTION

*A. General. TQSE(AE) is an actual expense allowance based on the:

1. (Effective 1 October 2005) \$99 Standard CONUS per diem rate for temporary quarters occupied in any CONUS locality, or
2. PDS locality (not the lodging location) per diem rate (<https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) for temporary quarters occupied in OCONUS localities.

NOTE: AEA in JTR, Chapter 4, Part M may not be authorized/approved for TQSE(AE).

Effective 30 September 2004.

B. Authorization. The following factors must be considered before authorizing TQSE(AE):

Effective 14 December 2004

1. ***TQSE(AE) may only be authorized before temporary quarters are occupied and may not be approved after the fact*** (FTR §302-6.7).
2. TQSE(AE) may be authorized only for the time period determined necessary by the AO ***and may never exceed a total of 120 days.***
3. TQSE(AE) is for a temporary place of residence.
4. If an employee moves HHG into quarters occupied initially at a new PDS and continues occupancy indefinitely, the quarters are permanent quarters, unless par. C13205-B5 or C13205-B6 applies.
5. Quarters occupied temporarily, within the allowable time limit, are temporary quarters when employee-arranged permanent quarters:
 - a. Remain occupied by the present tenant,
 - b. Require repairs/alternations that have not been completed, or
 - c. Are under construction.

6. The AO may determine that quarters initially occupied that eventually become an employee's permanent quarters were temporary quarters after considering:

- a. Lease duration,
- b. HHG movement into the quarters,
- c. Quarters type,
- d. Expressions of intent,
- e. Attempts to secure a permanent dwelling, and
- f. Length of time the employee occupied the quarters.

See GSBCA 15986-RELO, 24 February 2003 for one set of circumstances when a claimant's apartment was determined to be temporary quarters and not permanent quarters.

C. Eligibility Period

1. Starting Temporary Quarters Occupancy. Temporary quarters occupancy may start as soon as TQSE allowances have been authorized in a PCS travel authorization and the employee has signed a transportation agreement. Occupancy of temporary quarters must begin within 2 years after the employee reports for duty at the new PDS, unless that time is extended as indicated in par. C1057.

2. Temporary Quarters Occupancy Time Period. The period of temporary quarters occupancy runs concurrently for the employee and all dependents. The employee may occupy temporary quarters at one location while dependents occupy quarters at another location.

a. Temporary Quarters Occupancy Interruptions. The period continues to run whether or not the employee and/or dependents occupy temporary quarters except if occupancy is interrupted for:

- (1) Travel between the old and new PDS (actual travel time);
- (2) Necessary official duties such as an intervening TDY assignment/military duty; or
- (3) Non-official necessary interruptions such as hospitalization, approved sick leave, or other reasons beyond the employee's control that are acceptable to the AO.

b. Temporary Quarters Occupancy Resumption. Under the circumstances cited in par. C13205-C2a above:

- (1) The period of absence is excluded from the authorized time for temporary quarters occupancy;
- (2) The employee is eligible for TQSE(AE) when temporary quarters occupancy at the new PDS resumes; and

2. Authorized 10 days for HHT (Lodgings-plus Method) and 30 days for TQSE(AE). 5 days were used for the HHT and temporary quarters occupied for 27 days.

Pay 5 days for the HHT and reimburse actual expenses for 27 days TQSE(AE) that temporary quarters were occupied (authorization for TQSE(AE) was up to 30 days – no deduction is made for the 5 days reimbursed for the HHT since authorized TQSE(AE) was not for more than 30 days).

27 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2c for the first 30 days.

3. Authorized a HHT (Fixed Amount) for the spouse (paid at the 5 multiplier rate (par. C5624-B2b)) and 60 days for TQSE(AE). 10 days were used for the HHT and temporary quarters occupied for 58 days. Pay HHT allowances as authorized under par. C5624-B2b and TQSE(AE) for 55 days (since TQSE(AE) was authorized for more than 30 days, the 5 days paid for the HHT must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 5 days when HHT(Fixed Amount) is paid under par. C5624-B2b).

First 25 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2d for the second 30 days.

NOTE: *The number of days authorized for TQSE(AE) is reduced for the entire family when either the employee or spouse or both make a house-hunting trip.*

4. Authorized a HHT (Fixed Amount) for the employee and spouse (paid at the 6.25 multiplier rate (par. C5624-B2a)) and 60 days for TQSE(AE). 10 days were used for the HHT and temporary quarters occupied for 65 days. Pay HHT allowances as authorized under par. C5624-B2a and reimburse actual expenses for TQSE(AE) for 54 days (since TQSE(AE) was authorized for more than 30 days, the 6 days paid for the HHT (Fixed Amount) must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 6 days in this instance when HHT(Fixed Amount) is paid under par. C5624-B2a).

First 24 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2d for the second 30 days.

5. Authorized a HHT (Fixed Amount) for employee and spouse (par. C5624-B2a) and 25 days TQSE(F) for the employee and dependents (par. C13330). 8 days were used for the HHT and temporary quarters occupied for 20 days. Since there are no HHT deductions from TQSE(F) and the actual number of days spent in temporary quarters is not relevant, pay HHT (Fixed Amount) as indicated in par. C5624-B2a and TQSE(F) for 25 days as indicated in par. C13320.

NOTE: *(a) There is no deduction from the number of days authorized for TQSE(F) for the number of days paid under HHT (Fixed Amount) or reimbursed under HHT (Lodgings-Plus Method) for a HHT, and (b) TQSE(F) is paid for the number of days authorized not the number of days temporary quarters were occupied.*

6. Initially Authorized a 10-day HHT (Lodgings-plus Method) and 30 days for TOSE(AE) and then Authorized an additional 30 days TOSE(AE) under par. C13210-B. 10 days used for a HHT and temporary quarters occupied for 58 days.

Pay HHT allowances for 10 days and reimburse actual expenses for TOSE(AE) for 50 days (since TOSE(AE) was authorized for more than 30 days, the 10 days paid for the HHT must be deducted from the first authorized 30-day TOSE(AE) period).

First 20 days TOSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2c for the first 30 days.

Next 30 days TOSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2d for the second 30 days.

Effective 1 October 2005

*2. Per Diem Rates. The per diem rates used for computation are:

a. CONUS. \$99, Standard CONUS per diem rate.

b. OCONUS (non-foreign OCONUS and foreign area). The PDS locality (not the lodging location) per diem rate in effect on the days temporary quarters are occupied (<https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>).

c. First 30 Days

(1) Employee/Unaccompanied Spouse. The daily rate cannot exceed the maximum per diem rate for an employee/unaccompanied spouse (the spouse must occupy temporary quarters in a location separate from employee).*

(2) Spouse Accompanying the Employee. The daily rate cannot exceed 75% of the daily maximum per diem rate for a spouse who accompanies an employee.*

(3) Dependents Age 12 or Older. The daily rate cannot exceed 75% of the daily maximum per diem rate for each dependent, other than a spouse, who is age 12 or older.

(4) Dependents under Age 12. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent who is under age 12.*

***NOTE: The maximum daily rates for the first 30 days (based on the daily per diem rate of \$99) in pars. C13225-A2a, C13225-A2b, C13225-A2c and C13225-A2d. are \$99, \$74.25, \$74.25, and \$49.50, respectively, if the temporary quarters are occupied in CONUS.**

d. Second Thirty Days. The maximum allowable daily rate for the second thirty days is:

(1) Employee/Unaccompanied Spouse. The daily rate cannot exceed 75% of the daily maximum per diem rate for an employee/unaccompanied spouse (the spouse must occupy temporary quarters in a location separate from employee).**

(2) Spouse Accompanying the Employee. The daily rate cannot exceed 50% of the daily maximum per diem rate for a spouse who accompanies the employee.**

(3) Dependents Age 12 or Older. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent, other than a spouse, who is age 12 or older.**

(4) Dependents under Age 12. The daily rate cannot exceed 40% of the daily maximum per diem rate for each dependent under age 12.**

****NOTE:** *If the temporary quarters are in CONUS, the maximum daily rates for additional days (based on the daily per diem rate of \$99) in pars. C13225-A2a, C13225-A2b, C13225-A2c and C13225-A2d are \$74.25, \$49.50, \$49.50, and \$39.60 respectively.*

e. 60-120 Days. When the AO authorizes a time extension for temporary quarters occupancy beyond the first 60 days (never to exceed an additional 60 days) the additional days must be computed at the same rates allowed for the second 30-day period in par. C13225-A2d above. *The total period of time for which TQSE(AE) may be paid may never exceed 120 days.*

Effective 1 October 2005

***B. Computation Examples**

1. TQSE(AE) Calculation Chart. The \$99 per diem rate used in the following chart is the current Standard CONUS per diem rate which applies when temporary quarters are in CONUS. Use the applicable locality per diem rate in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> when temporary quarters are located OCONUS.

CONUS Per Diem Rate:	First 30 Days		After 30 Days	
	Formula	Maximum Reimbursement	Formula	Maximum Reimbursement
\$99				
Employee or Unaccompanied Spouse	\$99	\$99	$\$99 \times .75$	\$74.25
Accompanied Spouse	$\$99 \times .75$	\$74.25	$\$99 \times .50$	\$49.50
Dependent age 12 and older	$\$99 \times .75$	\$74.25	$\$99 \times .50$	\$49.50
Dependents under age 12	$\$99 \times .50$	\$49.50	$\$99 \times .40$	\$39.60

2. TQSE(AE) Example 1. An employee resides in temporary quarters at a new PDS in Omaha, NE, for 5 days and incurs daily expenses of \$44.50, \$43.20, \$44.20, \$46.20 and \$45.20. The total is \$223.30. The applicable per diem rate of \$99 times 5 days, totals \$495. Since the actual expenses are less than the maximum amount authorized, TQSE(AE) is \$223.30. If the actual subsistence expenses amount to more than the maximum authorized, (e.g., \$495) TQSE(AE) is limited to \$495. An amount/day is apportioned in a situation in which an employee pays allowable subsistence expenses on a weekly, biweekly, or monthly basis.

3. TQSE(AE) Example 2. The AO authorizes not to exceed 60 days of TQSE(AE). An employee's dependents delay occupancy of temporary quarters until 31 days after the employee starts occupancy of temporary quarters. The per diem amount limitation for the first 30 days applies to the employee's allowable expenses. The per diem amount limitations for the second 30-day period apply to the employee and dependents. This applies when the employee and dependents occupy temporary quarters at the same or at different locations.

4. TQSE(AE) Example 3. An employee and dependents vacate permanent quarters at the old PDS and occupy temporary quarters at that location for 3 days. They then travel to the new PDS. The allowable travel time is 6 days. They are en route 5 days. Upon arrival at the new PDS, they occupy temporary quarters. For determining the TQSE(AE) maximum amount, resumption of temporary quarters occupancy at the new PDS is counted as the 4th day. Travel time is excluded.

5. TQSE(AE) Example 4. An employee and dependents vacate permanent quarters at the old PDS and occupy temporary quarters. After 3 days, the employee begins travel to the new PDS. The dependents remain in temporary quarters. The employee is en route 5 days and upon arrival at the new PDS occupies temporary quarters. For determining the TQSE(AE) maximum amount, the employee's resumption of temporary quarters occupancy is the 9th day, since dependents continued their occupancy of temporary quarters, and the time must run concurrently for all.

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

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

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

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

ATTENDANT. An attendant:

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

AUTHENTICATING OFFICIAL. See *AO*.

Effective 17 September 2004

AUTHORIZED.

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

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

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

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

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

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

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

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

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

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

Effective 1 March 2004

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

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

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

***BREAK IN SERVICE.** A break in service is defined as a period of four or more calendar days during which an individual is no longer on the rolls of an executive agency (**5 CFR §300.703 (2004)**).

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

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

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

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

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

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

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

- (b) (1) **The amount of advance payments** must cover a time period not to exceed 30 days or a lesser number of days, as determined by the authorizing official designated by the Secretarial Process.
- (2) **Evacuation payments** must cover the time period during which the evacuation order remains in effect, unless terminated earlier, but cannot exceed 180 days. When feasible, evacuation payments should be paid on the employee's regular paydays.
- (c) When an **advance payment** has been made to or for the account of an employee, the amount of the advance payment must not diminish the amount of the evacuation payments that would otherwise be due the employee.
- (d) (1) **For full-time and part-time employees**, the amount of an advance payment or an evacuation payment is computed on the basis of the number of regularly scheduled workdays for the time period covered.
- (2) **For intermittent employees**, the amount of an advance payment or evacuation payment is computed on the basis of the number of days on which the employee would be expected to work during the time period covered. The number of days must be determined, whenever possible, by approximating the number of days per week ordinarily worked by the employee during an average 6-week period, as determined by the DoD component.

Sec. 550.405 Determination of Special Allowances.

In determining the direct added expenses that may be payable as special allowances, the following must be considered:

(a) **The travel expenses and per diem** for an evacuated employee and the travel expenses for the dependents are as prescribed for TDY travel in the JTR, whether or not the employee or dependents would actually be covered or subject to the JTR. In addition, per diem is authorized for dependents of an evacuated employee at a rate equal to the rate payable to the employee, as determined in accordance with the JTR (except that the rate for dependents under age 12 is one half of this rate), whether or not the employee or dependents actually would be covered or subject to the JTR. Per diem for an employee and dependents is payable from the departure date from the evacuated area through the arrival date at the safe haven, including any en route delay period that is beyond an evacuee's control or that may result from evacuation travel arrangements.

(b) **Subsistence expenses** for an evacuated employee or dependents are determined at applicable per diem rates for the safe haven or for a station other than the safe haven that has been approved by the responsible official designated by the Secretarial Process. Such subsistence expenses begin to be paid on the date following arrival and may continue until terminated. The subsistence expenses are computed on a daily rate basis, as follows:

Effective 22 September 2005

- * (1)** The applicable maximum per diem rate is computed as shown in the example in JTR, par. C4567-C for the employee and each dependent who is age 12 or older. For each dependent under age 12, the per diem rate is one-half of the applicable maximum per diem rate for employees and dependents who are age 12 or older. These maximum rates may be paid for a period not to exceed the first 30 days of evacuation.
- (2)** If after expiration of the 30 day period, the evacuation has not been terminated, the per diem rate is computed at 60 percent of the rates prescribed in paragraph (b)(1) of this section until a determination is made by the responsible official designated by the Secretarial Process that subsistence expenses are no longer authorized. This rate may be paid for a period not to exceed 180 days after the effective date of the order to evacuate.
- (3)** The daily rate of the subsistence expense allowance actually paid an employee is either a rate determined in accordance with paragraphs (b) (1) and (2) of this section or a lower rate determined by the responsible official designated by the Secretarial Process to be appropriate for necessary living expenses.
- (c)** Payment of subsistence expenses is decreased by the applicable per-person amount for any period during which the employee is authorized regular travel per diem in accordance with the JTR.

Sec. 550.406 Work Assignments During Evacuation; Return to Duty

- (a)** Evacuated employees at safe havens may be assigned to perform any work considered necessary or required to be performed during the evacuation period without regard to the employees' grades or titles. Failure or refusal to perform assigned work may be a basis for terminating further evacuation payments.
- (b)** When part-time employees are given assigned work at the safe haven, records of the number of hours worked must be maintained so that payment may be made for any hours of work that are greater than the number of hours on which evacuation payments are computed.
- (c)** Not later than 180 days after the effective date of the evacuation order, or when the emergency or evacuation situation is terminated, whichever is earlier, an employee must be returned to the regular duty station, or appropriate action must be taken to reassign the employee to another duty station.

Sec. 550.407 Termination of Payments During evacuation

Advance payments or evacuation payments terminate when the responsible official designated by the Secretarial Process determines that:

- (a) The employee is assigned to another duty station outside the evacuation area;
- (b) The employee abandons or is otherwise separated from the assigned position;
- (c) The employee's employment is terminated by transfer to retirement rolls or other type of annuity based on cessation of civilian employment;

Effective 28 August 2005

- ***(d)** The employee has resumed duties at the duty station from which evacuated; ***NOTE: TDY allowances are not payable for an employee working at the PDS. However, if incident to an evacuation, an employee's home is not habitable but the employee is required to work at the PDS, the special allowance authority in 5 CFR §550.405 may be used to pay lodging and M&IE expenses for the employee while on duty at the PDS and per diem for dependents at the safe haven (OPM email 26 September 2005).***
- (e) Payments are no longer warranted; or
- (f) The employee is covered by the Missing Persons Act (50 USC App. §1001 et seq.), unless payment is earlier terminated under these regulations.

Sec. 550.408 Review of Accounts; Service Credit

- (a) The payroll office having jurisdiction must review each employee's account for the purpose of making adjustments at the earliest possible date after the evacuation is terminated (or earlier if the circumstances justify), after the employee returns to the assigned duty station, or when the employee is reassigned officially.
- (b) The employee's pay must be adjusted on the basis of the rates of pay, allowances, or differentials, if any, to which he or she would otherwise have been entitled under all applicable statutes other than 5 USC §5527. Any adjustments in the employee's account must also reflect advance payments made to the employee under §550.403(a) of this part.
- (c)(1) After an employee's account is reviewed as required by paragraph (a) of this section, if it is found that the employee is indebted for any part of an advance payment, recovery of the indebtedness must be effected by the payroll office having jurisdiction over the employee's account, unless a waiver of recovery has been approved. Repayment of the indebtedness may be made either in full or in partial payments, as determined by the responsible official designated by the Secretarial Process.

- (2) Recovery of indebtedness for advance payment is not required when it is determined by the responsible official designated by the Secretarial Process that the recovery would be against equity or good conscience or against the public interest. Findings that formed the basis for waiver of recovery must be filed in the employee's personnel folder on the permanent side.

- (d) For the period or periods covered by any payments made under this part, the employee is performing active Federal service in the assigned position without a break in service.

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).

Effective 25 August 2005

*D. Transportation Reimbursement

1. CTO/TMC Available. When a CTO/TMC is available but not used by the traveler, reimbursement for the transportation cost is limited to the amount the Government would have paid if the arrangements had been made directly through a CTO/TMC.

2. CTO/TMC Not Available. When the AO certifies that a CTO/TMC was/is not available to arrange the required official transportation, reimbursement is for the actual cost of the authorized/approved transportation NTE the least expensive unrestricted coach-class commercial airfare that meets mission requirements. ***NOTE: CTO/TMC service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO/TMC service available should the same situation arise again.***

NOTE: The cost paid by the Government for Government/Government-procured transportation, in house or CTO/TMC transportation, frequently includes a transaction fee for arranging the transportation. A CTO transaction fee incurred by a member/employee is reimbursable under par. U1410-A8/C1410-A8. When an available CTO/TMC is not used and no transaction fee is included in the Government/Government-procured transportation, the transaction fee for personally procured transportation from other than a CTO/TMC may be reimbursed as long as the total reimbursable amount for the transaction fee and transportation cost does not exceed the cost of the Government/Government procured transportation.

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 the 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. The phrase '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.

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 U.S. Certificated Carriers.** Available U.S. certificated 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. certificated 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.**

Effective 6 September 2005

***NOTE: The 'Fly America Act' does not mandate travel across the CONUS when traveling between two OCONUS locations (e.g., Travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS. When it is determined that a U.S. flag air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a foreign flag air carrier may be authorized or approved (adopted from GSBICA 16632-RELO, 15 July 2005)).**

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 AO 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 (GSBICA 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.