

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 231

Alexandria, VA

1 March 2006

These regulation changes are issued for all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 March 2006 unless otherwise indicated.

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This change includes all material written in MAP Items 61-05; 65-05; 69-05; 76-05; 78-05(E); 81-05(E); 89-05(E) and 91-05(E) and military editorials U04087 and U05096 through U05102. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 230 cover page.

BRIEF OF REVISION

These are the major changes made by Change 231:

U1006. Clarifies that receipt of duplicate allowances authorized in the DIA Manual (DIAM) 100-1, Volume 1, Part 4 and the JFTR is not authorized.

U1410-A8, -A9; T4040-E7, -E8. Clarifies that fees for transportation, rental car, and hotel/motel accommodations must be for official travel.

U2015. Explains that a CBA/IBA statement is only to alert voucher examiners to instances when a CBA ordinarily is used to purchase transportation and the transportation cost shows up as a reimbursable expense so that questions may be asked and duplicate payments avoided.

U2146-C. Allows courses of instruction beyond 180 days be attended in a TDY status.

U2600; U4173; U4175-B; U7150; Appendix E, Part II. Implements POC TDY mileage/MALT rates effective 1 January 2006.

U3125-B3d, -B4d. Expands "Special Mission Travel" to allow Attachés to travel using premium-class accommodations.

U4165-2; U4167; U4171; T4040-A2d. Makes clear that a meal(s) provided by a lodging establishment at an additional cost included in the charge for lodging is a deductible meal(s).

U4220. Allows authorizing/order issuing officials to authorize/approve actual expense allowances on a blanket basis, not to exceed 300 percent of the applicable per diem rate, without further justification for member's assigned TDY at a location affected by Hurricane Katrina in the States of Alabama, Louisiana, and Mississippi.

U5246-A1. Makes permanent the temporary authority to pay travel and transportation allowances for family members to visit a member injured in a combat operation or zone, hospitalized inside the United States, but not classified as very seriously injured or seriously injured.

U5630-B; Tables U5G-1; U5G-2. Increases the DLA rates effective 1 January 2006 based on the monthly basic pay increase of 3.1% IAW 37 USC §1009.

U6005-D1, -D4; U6054-B2, -D1, -D4. Authorizes additional period of time and per diem rate at a safe haven location for up to an additional 180 days. In addition, authorizes this action for dependents of members of the non-DoD and DoD Services.

U7001-2, Appendix A, Part I. Updates the Government Meal Rates for 2006.

U7305. Updates reference.

U10300-B; Appendix K, Part II. Makes clear that FSH-B is payable in a monthly amount *equal to* the without dependents BAH rate applicable to the member's PDS while FSH-O is payable in a monthly amount *up to* the without dependents OHA rate applicable to the member's PDS.

Appendix N, Part I. Explains that only redecoration fees paid upfront are reimbursed as MIHA-Rent and that no expenses paid in connection with and at the time of vacating quarters are reimbursable.

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

Following is a list of sheets in force in Joint Federal Travel Regulations, Volume 1, 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 JFTR" in the Introduction. Single sheets are not available.

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CHAPTER 1

PART A: APPLICABILITY AND GENERAL INFORMATION

U1000 APPLICATION

This Volume contains basic statutory regulations concerning official travel and transportation of Uniformed Services' members. This Volume's regulations pertain to travel and transportation and certain station allowances (COLA, TLA), housing allowances (OHA/FSH), and CONUA COLA. These regulations are issued primarily under the authority of 10 USC §2631-2635 and Chapter 7, 37 USC. ***There may be circumstances when payment of certain allowances is prohibited. Those circumstances are stated. However, the absence of a prohibition does not imply or grant authority or permission for any action for which authority does not exist/is not explicitly allowed in the regulations.*** All members of the Regular and Reserve Components, without regard to the Service to which assigned, are covered.

Effective 9 September 2004

U1005 GENERAL

Except as indicated in par. U1006, a member on loan, assignment, or detail to another department or agency is authorized the travel, transportation, station allowances, OHA/FSH, and CONUS COLA in this Volume as opposed to the authorized allowances of the department or agency to which loaned, assigned, or detailed, unless otherwise provided for by law (5 USC §5536).

Effective 5 December 2005

*U1006 COMPLEMENTARY REGULATIONS

DIA prescribes regulations in DIA Manual (DIAM) 100-1, Volume 1, Part 4. ***NOTE: DoDD 5154.29 requires that PDTATAC staff review all written material that implements JFTR provisions.*** The DIAM 100-1 provides special allowances for DoD members, who are U.S. nationals, assigned to or in designated training for assignment to a DAS or DIA liaison detachment station outside the U.S or in a non-foreign OCONUS location. The DIAM 100-1 also affects their dependents. ***Members may not receive allowances under the DIA regulations and allowances prescribed in this Volume for the same purpose. The member is financially responsible for all duplicate travel and transportation allowances received under par. U1006 authority.*** The allowances include:

1. Environmental and morale leave transportation ***NOTE: Funded EML (FEML) and the 'Special R&R Program', covered under DIAM 100-1, are one in the same program. This means that trips under both programs are not authorized. If a total of two trips are authorized (for a 36-month tour), one may under each program or both under either program. If one trip is authorized for a 24-month tour, only one trip may be taken, but it may be taken under either program.,***
2. Travel and other expenses for dependent education,
3. Home visitation between consecutive tours,
4. Dependent travel in connection with TDY,
5. Dependent visitation,
6. Dependent care expenses connected with training of responsible dependents,

7. Representational travel by dependents,
8. Removal of dependents and HHG,
9. Shipment of a POV.

Address requests for copies of DIAM 100-1 to Department of Defense, Defense Intelligence Agency, Attn: DA, Washington, DC 20340-5339.

Effective 24 August 2005

U1008 CHAPLAIN-LED PROGRAMS

Title 10 USC §1789 authorizes the Secretary of a military department (i.e., Air Force, Army, Navy) to provide Chaplain-led programs that provide assistance to active duty and active-duty Reserve Component members and their immediate families, in building and maintaining a strong family structure. Chaplains and other members ordered, 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 order or an ITA, as appropriate. ***For all others, the JFTR 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.

U1010 IMPLEMENTATION

A. Allowance Regulations. ***The regulations in this Volume require no further allowances implementation.*** When necessary, they may be supplemented by administrative regulations that must not prescribe allowances different from those in these regulations. It is recommended that each supplemental directive paragraph reference the JFTR.

B. Implementation Regulations. Each Service, or Services jointly, should issue implementing administrative and/or procedural directives for certain allowances. The listing below cites that do have implementing instructions provided by Service regulations. There may be additional implementing instructions that are not specifically cited below. ***NOTE: DoDD 5154.29 requires that PDTATAC staff review all written material that implements JFTR provisions.***

1. Completion and submission of travel vouchers;

Effective 1 June 2005

2. Appropriate authority/approval level for business-class air travel (see par. U3125-B2b);
3. Order endorsements related to foreign flag carrier use (see par. U3125-C3);
4. Procedures for the issuance, use, and care of meal tickets, and for the payment for meals procured with the tickets (see par. U1500-B);
5. Procedures and conditions under which advance payments, authorized by these regulations (including those in Chapter 5, Parts B, C, D, E2, F, G and H – see par. U5020) may be made. Also, see pars. U5165, U5250, U5560, U6013-A, U6013-B, U6060-A, U6060-B, U9158, and U10105-B.;
6. Appropriate separation activities (see pars. U5125-A3 and U5130-A3);
7. Required documentation for reimbursement for personally procured transportation or travel by POC for dependents in connection with a ship being constructed or undergoing overhaul or inactivation (see par. U5222-M5);

- b. A member ordinarily travels on a no-fee passport. However, fees for such passports are reimbursable when travel on an official order is to and/or from a high threat area or high risk airport (see http://travel.state.gov/warnings_list.html) by commercial air and the member 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. U1410-A5 for inoculations.;

Effective 19 May 2005

4. The cost of birth certificates or other acceptable evidence of birth for OCONUS travel. Par. U1410-A3d applies to this expense.

Effective 1 March 2004

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/or 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 \$60 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 \$60, 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. Members:
- (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, members 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 official transportation, rental car and hotel/motel accommodations.

Effective 25 August 2005

*9. Service and processing fees (transaction fees) paid by a traveler for arranging official transportation, rental car, and hotel/motel accommodations when a CTO/TMC is not available to the traveler. ***NOTE: Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage CTO/TMC in the process and the CTO/TMC is not available, prior to execution of official travel.***

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

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

12. Customary tips for handling any baggage at transportation terminals; and

13. Similar travel and transportation related expenses.

B. **TDY Travel Only**. In addition to the expenses listed in par. U1410-A, reimbursable TDY expenses for members include:

1. POC transportation costs to and from the transportation terminal (see par. U3320);
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. U3320);
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)); and

Effective 1 March 2004

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. U1405);
 - g. Connections used for computers to perform official Government business (see par. U1405);
 - h. Excess baggage transportation costs (see par. U3015-C);
 - i. Conference registration fees when fees are a condition for attendance; ***NOTE: When the registration fee includes meal costs, per diem is computed under par. U2555-E3.***;
 - j. Dual lodging costs (see par. U4135);
 - k. Nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled. ***NOTE: Reimbursement must not exceed the remaining amount of 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 but only for those personnel who are placed in the category of mission critical travel or who, through no fault of their own, are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel. See the revised guidance to DoDFMR, Volume 9, Chapter 3, found in USD(C) memorandum dated 7 May 2002 for definition of mission critical personnel and processing requirements; and
 - 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 member's convenience***);
5. Certain laundry/dry-cleaning expenses:
- a. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing (***not before departing from or after returning to/arriving at PDS***), 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 (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16).;
 - b. 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/AEA authorized/approved for OCONUS travel.;
6. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;

7. A Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
8. *Transportation-related tips for handling Government property at terminals and hotels;*
9. Any per-day administrative fee called for in the SDDC rental car agreements (including GARS); and
10. Similar travel and transportation related expenses.

Effective 30 December 2004

C. PCS Travelers. Members are authorized reimbursement for the expenses listed in par. U1410-A for PCS travel. In addition to the expenses listed in par. U1410-A, the member is authorized the following reimbursement:

1. POC transportation costs (mileage) to and from the transportation terminal (see par. U3320);
2. Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships;
3. MALT, as prescribed in par. U5203-A3 (first itemization) for POC travel, when dependents travel without the member and POC is used to and from the transportation terminal.

NOTE: Excess accompanied baggage transportation costs may not be authorized in advance of PCS travel for DoD travelers. They may only be approved by the AO (ordinarily a major personnel command (e.g., Bureau of Naval Personnel (BUPERS) (Navy), Human Resources Command (HRC) (Army)) after PCS travel. Non-DoD Services may authorize or approve these expenses. 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 travel.

Effective 4 November 2003

U1415 CONTEMPLATED OFFICIAL TRAVEL, PASSPORTS, AND VISA (INCLUDING GREEN CARDS), FEES

A. General for All Travel

Effective 8 September 2004

1. A member is reimbursed the associated expenses (for member and/or 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' fees are reimbursable *except* in connection with personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.

NOTE:

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

(2) A travel order may be issued to authorize/approve (see par. U2115) 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 member's PDS.

Effective 5 July 2005

2. These expenses include fees/charges for legal services that include lawyer fees (except retainer fees) for obtaining and/or processing applications for passports, visas (including green cards), 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 permitted in par. U1410-A5.

Effective 8 September 2004

B. Reimbursement. Reimbursement authority is for a member who is:

1. Assigned to a foreign OCONUS area,
2. Required to obtain/renew passports and/or visas (member's and/or dependents') as a result of a continued assignment in a foreign OCONUS area, *or*
3. Described in par. U1415-C.

Effective 8 September 2004

C. Passports and/or Visas (Including Green, Cards, Photographs for OCONUS Travel and Physical Examinations Required to Obtain a Visa) for Emergency Technical Support Personnel. Commands 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 order may be issued to authorize/approve (see par. U2115) travel and transportation at Government expense to a visa issuing office located outside the local area of the member's PDS if the traveler's presence at that office is/was mandatory.

(2) A travel order may be issued to authorize/approve (see par. U2115) 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 member'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 <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).

U1420 REGISTRATION FEES

Registration fees reimbursement is authorized/approved when such fees are a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under par. U4165-2b.

U1425 REIMBURSEMENT OF PREPARATORY TRAVEL EXPENSES WHEN THE ORDER IS AMENDED, MODIFIED, CANCELED OR REVOKED

Preparatory travel expenses, such as fees for traveler's checks, passports, visas (including green cards) (see par. U1415), and communications service, incurred prior to order change are reimbursable provided the action taken is beyond the member's control, in the Government's interest, and a refund is unobtainable.

U1430 NONREFUNDABLE ROOM DEPOSIT OR PREPAID RENT

A. When TDY is Curtailed, Canceled or Interrupted for Official Purposes. When a member has made advance lodging arrangements (including deposits for rental units) and the TDY is curtailed, canceled, or interrupted, lodging cost 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. Member acted reasonably and prudently in incurring lodging expenses;
2. Member had a reasonable expectation of the TDY being completed as authorized;
3. Assignment was changed for official purposes or for other reasons beyond the member's control that are acceptable; and
4. Member took steps to obtain a refund once the TDY was officially canceled, or curtailed.

CHAPTER 2
ADMINISTRATION AND GENERAL PROCEDURES

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Effective 3 November 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. ***NOTE: The FedRooms Lodging Program is indicated by the use of an 'XVU' rate code as opposed to a 'GOV' or other rate code.*** Use of lodging facilities in these programs often results in cost savings to the Government. Not all programs are available to all travelers.

Effective 14 December 2005***U2015 GOVERNMENT-SPONSORED CONTRACTOR-ISSUED TRAVEL CHARGE CARD USE**

A. General Policy. "It is the general policy of DoD that the Government-sponsored, contractor-issued travel card be used by DoD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses, unless otherwise specified," (OSD (C) memo of 28 March 1995, subject: Travel/Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card).

B. DoD Policy. *The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures." The DoD Comptroller Finance Management Regulation website is found at <http://www.dtic.mil/comptroller/fmr/>.*

C. Non-DoD Policy. *The policies and procedures for the Government travel charge card program are found in Service regulations.*

D. Centrally Billed Account (CBA)/Individually Billed Account (IBA) Statements. A statement must be on each travel order/authorization indicating whether transportation tickets are purchased using a centrally billed account (CBA) or using an individually billed account (IBA). ***This statement is only to alert voucher examiners to instances when a CBA ordinarily is used to purchase transportation and the transportation cost shows up as a reimbursable expense so that questions may be asked and duplicate payments avoided.***

U2020 OFFICIAL DISTANCE DETERMINATION

A. Privately Owned Conveyance (Except Airplane). The Defense Table of Official Distances (DTOD):

1. Is the only official source for worldwide PCS and TDY distance information,
2. Replaces all other sources used for computing distance (except for airplanes see par. U2020-B below),
3. Uses city to city distance (not zip code to zip code),

NOTE: All DoD installations (CONUS and OCONUS) are supposed to be listed in the DTOD. If an installation cannot be located, the DTOD PMO should be informed of the missing location. All missing installations will be added to the DTOD system. All feedback should be directed through the DTOD website at <http://dtod1.sddc.army.mil>.

4. Provides distances which must be rounded to the nearest mile for each leg of a journey,

5. Does *not* apply to the following travel distances that are determined by odometer readings:
 - a. In and around the PDS or TDY sites,
 - b. Between home/office and transportation terminal,
 - c. For short distance moves, within the same city, or
 - d. Round trip travel between home and active duty tour site for Reserve Component members performing active duty when the member commutes under the provisions of par. U7150-A1b, and
6. Website is found at <http://dtod1.sddc.army.mil>.

B. Privately Owned Airplane

1. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration (FAA).
2. If adverse weather, mechanical difficulty, or unusual conditions cause necessary detours, the additional air distance must be explained.
3. If distance cannot be determined by aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

C. Official Distances Use. Official distances are used in determining the distance between any two of the locations listed in par. U3010.

D. Personally Procured Moves. The DTOD (shortest distance) is the only official source for distances for personally procured moves.

Effective 1 October 2005

U2025 STANDARD CONUS PER DIEM RATE

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

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

<u>LODGING</u>	<u>M&IE</u>	<u>TOTAL</u>
\$60	\$39	\$99

Effective 5 December 2005

***U2145 TIME LIMITATIONS FOR TDY PERIODS (GENERAL)**

A. 180-Day Time Limitation

1. Except when authorized under par. U2145-B, TDY assignments at any one location are limited to 180 or fewer consecutive days (36 Comp. Gen. 757 (1957)).
2. Bona fide assignment extensions that, when added to the originally authorized period, total 181 or more consecutive days may be directed.
3. Extensions are limited to those cases in which there has been a definite change or unforeseen delays were encountered. This limitation does not apply to personnel:
 - a. Under a TDY order assigned to uniformed units deployed afloat as indicated in pars. U4102-J and U4102-M;
 - b. Assigned to TDY periods at more than one location that total 181 or more days if the duty period at each location is 180 or fewer days; or
 - c. TDY for training periods less than 140 days (20 weeks), including personnel extended due to additional/extended instruction.
4. Assignment to a course of instruction of 140 or more days (20 or more weeks) at one location is a PCS (see Appendix A, definition of PERMANENT DUTY STATION), except when the course is authorized as TDY under par. U2146-B.

B. TDY Periods in Excess of 180 Consecutive Days

1. When mission objectives or unusual circumstances require TDY at one location for more than 180 consecutive days, the appropriate authority must determine if TDY of greater than 180 days is appropriate (38 Comp. Gen. 853 (1959)).
2. A written request and justification must be forwarded to the appropriate authority as soon as practicable. This determination should be made before the order is issued.
3. If the situation does not permit determination before order issuance, the order may be issued and the case submitted immediately to the appropriate authority who must:
 - a. Approve the order as written, or
 - b. Direct that the order be amended to:
 - (1) Terminate the duty thereby returning the member to the old station or assigning a new station,
 - (2) Change the assignment from TDY to a PCS, or
 - (3) Fix the period at 180 or fewer days from the reporting date at the TDY station.

4. Authorization/approval to exceed the 180-day TDY limitation is essential. *If a member is TDY in excess of 180 days without authorization/approval, the member's per diem stops as of the 181st day (54 Comp. Gen. 368 (1974) and B-185987, 3 November, 1976).*
5. If a Reserve Component member received a Secretarial waiver IAW par. U7150-A4, a second waiver is not required.
6. The appropriate authority for authorizing/approving TDY assignments in excess of 180 consecutive days at any one location is the Secretary concerned, the Chief of an appropriate bureau or staff agency specifically designated for that purpose, or Commanders/Deputy Commanders of Combatant commands. *This authority must not be re-delegated.*

Effective 5 December 2005

U2146 TIME LIMITATIONS FOR TDY PERIODS (COURSES OF INSTRUCTION)

A. TDY for Training Less Than 140 Days (20 Weeks)

1. General. Course(s) of instruction at a school or installation with a scheduled duration of less than 140 days (20 weeks) are TDY. No per diem is payable if prohibited by par. U7125-B. If the scheduled duration of the course is 140 or more days, the school or installation is that member's PDS, except when the course is authorized as TDY under par. U2146-B.
2. Scheduled Duration. The "scheduled duration" of a course is the actual period, including weekends, students receive instruction. Intervening holiday periods (e.g., recess for Christmas) and incidental time spent prior to, or following conclusion of, a course are not part of the scheduled course duration (53 Comp. Gen. 218 (1973)).

Example 1: A member is scheduled for training (class is held 5 days a week) for 150 days to a course that normally lasts 139 days. During this time students are given 5 class days (an entire week) off in connection with a holiday. This reduces the 150-day period to 143 days (5 class days plus 2 days for weekend). Students are also given 4 additional class days off on other holidays. Even though the length of time from the class start date to the graduation date is 150 days, the actual training period is 139 days (exclude 11 days - relating to time off for holidays). Therefore, the assignment is a TDY.

Example 2: The scheduled duration for XYZ course is 137 days (19 weeks/4 days) and the member, due to holidays and in/out processing, remains at the training site for 143 calendar days. Since the scheduled duration of the course is less than 140 days, regardless of the individual's time on station, the status is TDY.

3. Extensions. When a member attending a course(s) of instruction of less than 140 days (20 weeks) is assigned additional/extended instruction, the assignment converts to a PCS if the scheduled duration exceeds 139 days including the time remaining on the original order and the additional/extended instruction (B-143017, 17 June 1960; 46 Comp. Gen. 852 (1967); 66 id. 265 (1987)).

Example 1: A member is TDY for training for 133 days. On day 100, the training is extended for an additional 42 days. Since the scheduled duration of training from the date of the extension is less than 140 days (33 days remaining on the original order plus 42 days extension = 75 days), the training continues as TDY.

Example 2: A member is TDY for training for 133 days. On day 33, the training is extended for an additional 42 days. Since the order extends the scheduled duration beyond 139 days, (100 days remaining on the original order + 42 days extension = 142 days), the training location converts to the member's PDS effective the date of the extension order. Per diem is no longer payable on/after the date of the order directing the additional/extended training.

4. Limitations. A member's PCS order to a course of instruction may not be changed to a TDY order after arrival at the new PDS, unless the order was erroneously issued.

B. TDY vs. PCS Status for Training Courses of 20 or More Weeks

1. The Secretary concerned (without delegation) may authorize a designated course (*excluding initial entry courses*) scheduled for:

- a. 20 or more weeks,
- b. But not more than 180 days in length

to be attended and completed in a TDY status, rather than in a PCS status.

2. Requests for such action must be forwarded through Service channels to the Secretary and must include course number, description, length, school location, specific Service(s) of attendees, number of attendees who traditionally return to the previous PDS, and written justification for TDY vs. PCS.

3. The status (either TDY or PCS) of all members, regardless of Service affiliation or component, attending a course of instruction of 20 or more weeks must be the same. ***Exception: A member assigned permanently at the location of the course immediately before attending is in a PCS status during course attendance. A member who is to be assigned immediately after attending is TDY until the PDS is named.***

4. For courses attended by multiple Services, the Secretary concerned must obtain agreement from the other affected Service Secretaries before changing the course.

*C. TDY vs. PCS Status for Training Courses of more than 180 Days. When unusual circumstances (e.g., infrastructure destruction caused by hurricanes, floods, and similar events) require training courses at one location of more than 180 consecutive days to be attended in a TDY status, the Secretary concerned must obtain authorization/approval from PDTATAC for that specific course or courses to be designated a TDY course.

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PART H: MILEAGE & MALT RATES*Effective 4 February 2005****U2600 TDY & LOCAL TRAVEL**

TDY mileage rates for local and TDY travel are:

POC	Rate Per Mile
<i>Effective 1 September 2005</i>	
Airplane	\$1.07
<i>Effective 1 January 2006</i>	
Automobile (if no Government owned vehicle is available)	\$0.445
<i>Effective 4 February 2005</i>	
Motorcycle	\$0.305
<i>Effective 4 February 2005</i>	
POC use instead of a Gov't furnished vehicle (if a Government owned vehicle is available) when use of a Government-furnished vehicle is advantageous to the Gov't	\$0.285
<i>Effective 4 February 2005</i>	
Partial reimbursement for POC use when the member is committed to use a Gov't-owned vehicle and a Government vehicle has been procured and is available for member's use but member elects to use a POC	\$0.125

***NOTE 1:** *Use of a privately owned aircraft other than an airplane (e.g., helicopter) and a privately-owned boat are not reimbursed on a mileage basis. See pars. U3305-C and U3305-D.*

NOTE 2: *See par. U3345 on POC use instead of Government auto. Government automobile advantageous rates consist of:*

(a) *\$.285 per mile (fixed cost \$0.16 and variable cost \$0.125) if use of the Government vehicle is advantageous to the Government but one has NOT been procured for the member's use.*

(b) *\$.125 per mile (variable cost) when a Government vehicle is directed, has been procured for the member's use, is available for the member's use and the member elects to use a POC.*

U2605 PCS TRAVEL

A. General. The monetary allowance in lieu of transportation (MALT) for the authorized use of a POC during official PCS travel depends on the:

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

B. PCS MALT Rates. MALT rates per authorized POC (see par. U5015) 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 2004

NOTE 1: *Regardless of the type of POC used (except as described in par. U2615), these are the PCS travel Monetary Allowance in Lieu of Transportation (MALT) rates. See par. U2020 for official distance determination.*

NOTE 2: *See par. U5105-B if more than one member travels as an authorized traveler in a POC.*

U2610 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.

U2615 SELF-PROPELLED MOBILE HOME

Mileage reimbursement for a self-propelled mobile home driven overland/over water is the automobile mileage rate in par. U2600 for the official distance between authorized points. See also par. U5510-B.

Effective 16 August 2004

3. First-class Air Accommodations Use. (OMB Bulletin 93-11, 19 April 1993) Only the officials listed in par. U3125-B2a may authorize/approve first-class air accommodations use when: (See Appendix H, Part II, Section C, for a first-class decision support tool.)

a. Lower class accommodations are not reasonably available. “Reasonably available” means that accommodations, other than first-class, are available on an airline scheduled to leave within 24 hours of the member’s proposed departure time, and scheduled to arrive within 24 hours before the member’s proposed arrival time. “Reasonably available” does not include a scheduled arrival time later than the member’s required reporting time at a duty site, or a scheduled departure time earlier than the time the member is scheduled to complete duty. When this paragraph is used to justify premium-class accommodations, the AO must cause the travel order to be clearly annotated as to when the TDY travel was identified, when travel reservations were made, and the cost difference between coach-class and first-class accommodations. “Not reasonably available” does not apply during official travel involving PCS, COT leave, emergency leave, R&R, FEML, or personnel evacuation and flights over 14 hours in duration, since arrival time/reporting time in these cases is not mission critical.

b. See Par. U2000-A2c for Medical Reasons. First-class may be considered for use when and if business-class transportation is not available.

c. Exceptional security circumstances require such travel. Examples are:

(1) A member whose use of other than first-class accommodations would entail danger to the member's life or Government property.

(2) Agents of protective details accompanying individuals authorized to use first-class accommodations.

(3) Couriers and control officers accompanying controlled pouches or packages and business-class accommodations are not available.

Effective 5 December 2005

*d. When required by the mission. This criterion is exclusively for use in connection with Federal advisory committees, special high-level invited guests, and U.S. armed forces attachés accompanying ministers of foreign governments traveling to the United States to consult with members of the Federal Government (*not applicable to NOAA*). For DoD, the approval authority is the Director, Administration and Management, Office of the Secretary of Defense, or as delegated by the Director. Business-class should be used if available.

Effective 23 July 2004

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

Effective 23 July 2004

f. When a non-Federal source makes full payment for the transportation services in advance of travel (see the Joint Ethics Regulation (JER), DoD 5500.7-R, at <http://www.dtic.mil/whs/directives/corres/html/55007r.htm>, or http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html, or Service regulations for the non-DoD Services.) One of the preceding criteria also must be met (see par. U3125-B3a, U3125-B3b, U3125-B3c, U3125-B3d, or U3125-B3e. The travel order must state that transportation services have been paid in advance by a non-federal source.

g. Congressional travel. Travel of a member of the armed forces accompanying a Member of Congress or a congressional employee on official travel under the authority in 31 USC §1108(g). See Chapter 7, Part U.

Effective 16 August 2004

4. Business-class Accommodations Use. (Only the officials listed in par. U3125-B2b may authorize/approve business-class accommodations.) Use of business-class accommodations must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. Business-class authorizing/approving officials (see par. U3125-B2b) must consider each request for business-class airline service individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. See par. U4325 about scheduling travel and ***NOTE 1*** in par. U4326 on rest periods. See par. U2000-A2. See Appendix H, Part III, Section C, for business-class decision support tool. Business-class accommodations may be authorized/approved when:

Effective 1 June 2005

a. Space is not available in economy/coach-class accommodations on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission, a purpose/mission that is so urgent it cannot be postponed. When “space is not available in economy/coach-class” is used to justify premium class accommodations, the business-class authorizing/approving official must require that the travel order be clearly annotated as to when the TDY travel was identified, when travel reservations were made and the cost difference between economy/coach and business class. (***Business-class accommodations may not be provided for official travel for PCS, COT leave, emergency leave, R&R, FEML, and personnel evacuations.***) When TDY travel in business-class accommodations is authorized/approved because the mission is “so urgent it cannot be postponed,” business-class accommodations may only be authorized to the TDY site. Economy/coach accommodations are to be used for the return flight if the return flight is not critical and the member can rest before reporting back to work. Each TDY order on which return transportation in premium-class accommodations is not required must require economy/coach class accommodations use for the return flight. See par. U2000-A2d.

b. See par. U2000-A2c for medical reasons.

c. Exceptional security circumstances require such travel. Examples are:

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

Effective 5 December 2005

*d. When required by the mission. This criterion is exclusively for use in connection with Federal advisory committees, special high-level invited guests, and U.S. armed forces attachés accompanying ministers of foreign governments traveling to the United States to consult with members of the Federal Government (***not applicable to NOAA***). The approval authority is the Director, Administration and Management, Office of the Secretary of Defense, or as delegated by the Director.

Effective 23 July 2004

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

NOTE: *If the ferry passage does not include an overnight, the applicable M&IE while on the ferry is the rate applicable to the location of the member at 2400 (see par. U4145-A) on the debarkation day.*

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

NOTE: *See par. U3125-C4 for required documentation if a U.S. registered ferry is not available.*

U4161 NOT USED

Effective 1 October 2003

U4163 ESSENTIAL UNIT MESSING (EUM)

There is no authorization for the meal portion of the M&IE allowance when the Secretary concerned, or for a JTF the Combatant/JTF Commander, determines that Government messing is essential to accomplish training and readiness. The incidental expense rate is \$3 in CONUS, or the appropriate OCONUS incidental rate at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, or \$3.50 OCONUS when the AO determines \$3.50 to be adequate for anticipated expenses. ***The \$3.50 rate must be stated on the order for it to be paid.*** Members ordered to use EUM, who must procure occasional meals, are authorized reimbursement under par. U4510. ***In accordance with par. U4151-D, if an order does not state otherwise, the locality incidental rate is paid.***

Effective 22 December 2005

*U4165 DEDUCTIBLE MEALS

1. The PMR in pars. U4149-C and U4151-C applies on any day when one or two deductible meals are provided. See par. U2555-E3.
2. A deductible meal is a meal/meals:
 - a. Made available pursuant to an agreement between a Uniformed Service and any organization, if the order directs use of the facility providing the meal(s);
 - b. Included in a registration fee paid by the Government;
 - c. Furnished at no cost to the traveler by a school while attending a course of instruction if the Government ultimately pays the school for the meal cost;
 - d. Furnished by the Government at no cost to a member (see par. U4167);
 - e. Provided by a lodging establishment for which a charge is added in the lodging cost (ex., lodging cost \$75 without breakfast; lodging cost \$85 with breakfast); or
 - f. Provided by a lodging establishment when the meal(s) are included in the lodging cost under an agreement between the Government and the lodging establishment (ex., an agency arranges for lodging at a conference/meeting and the cost of one or more meals is included in the lodging cost).
3. If all three meals are provided/consumed at no cost to the traveler, only the incidental expense amount for that day (\$3 in CONUS, or the applicable locality incidental expense rate (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) or \$3.50 OCONUS) is payable.

U4167 NON-DEDUCTIBLE MEALS

1. The following are not deductible meals:

Effective 5 August 2004

- a. Box lunches, (which include such things as C Rations, K Rations, MREs) - except when MREs and/or other box lunches are the **only method** of providing adequate subsistence to members. ***NOTE: See par. U4800-E for members on TDY within a Combatant Command or Joint Task Force Area of Operations.***
- b. In-flight meals,
- c. Rations furnished by the Government on military aircraft,
- d. Government meals paid for by the member and consumed in a Government mess,
- e. Meals furnished on commercial aircraft,
- f. Meals provided by private individuals, or

Effective 22 December 2005

- *g. Meal(s) provided by a lodging establishment on a complimentary basis without adding a charge for the meal(s) in the lodging cost (ex., lodging cost \$75 with or without breakfast).

Effective 1 October 2003

2. If all three meals are provided/consumed at no cost to the member, only the incidental expense amount for that day (\$3 in CONUS, or the applicable locality incidental expense rate (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) or \$3.50 OCONUS) is payable.

U4169 LODGING REQUIRED ON THE DAY TRAVEL ENDS

When lodging is required on the day travel ends and the AO authorizes/approves the member to obtain lodging, the lodging reimbursement is based on the locality rate, or AEA if appropriate, for the en route TDY site.

Effective 22 December 2005***U4171 MEALS PROVIDED BY A COMMON CARRIER OR COMPLIMENTARY MEALS PROVIDED BY A LODGING ESTABLISHMENT**

Meals provided by a common carrier do not affect per diem. Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals. See par. U4165, items 2e and 2f when a charge for meals is added to the lodging cost.

Effective 4 February 2005**U4173 PER DIEM ALLOWANCE COMPUTATION EXAMPLES**

A. Government Meal Rate (GMR). The GMR in the following examples are for illustrative purposes only. Check Appendix A for the current GMR.

B. U.S. and Non-foreign OCONUS Lodging Taxes. The maximum amount allowed for lodging in CONUS 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 CONUS and non-foreign OCONUS areas are separately reimbursable travel expenses, except when MALT PLUS per diem for POC travel is paid.

C. Foreign Lodging Taxes. The maximum amount allowed for lodging in foreign areas (see OCONUS foreign locations in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) includes an amount for lodging taxes. Taxes on lodging in foreign areas are not separately reimbursable.

Effective 1 January 2006

*D. Examples

EXAMPLE 1			
Per Diem Rate			
<u>Max Lodging</u>	<u>M&IE</u>	<u>Total</u>	
\$60	\$39	\$99	
Actual lodging cost is \$62 per night and Government mess is not available at the TDY point.			
ITINERARY:			
<u>Date</u>	<u>Travel Status</u>	<u>Transportation Mode</u>	<u>Mileage</u>
10 May	Depart PDS	POC	
	Arrive TDY Station		340 miles
11 May	TDY		
12 May	TDY		
13 May	Depart TDY Station	POC	
	Arrive PDS		340 miles
REIMBURSEMENT:			
5/10		75% times \$39 = \$29.25 plus \$60 (\$62 limited to \$60)	\$ 89.25
5/11		\$39 plus \$60	99.00
5/12		\$39 plus \$60	99.00
5/13		75% times \$39	29.25
1 round trip of 680 miles x \$0.445 per mile =			302.60
Total Reimbursement =			\$619.10

EXAMPLE 2			
Per Dem Rate			
<u>Max Lodging</u>	<u>M&IE</u>	<u>Total</u>	
\$60	\$31	\$91	
A member is TDY to a U.S. Installation. Lodging on the U.S. Installation in Government quarters is \$6 per night. The Government meal rate is directed. Breakfast is not available on the 17 th and the AO approves the increase to the PMR for the 17 th . NOTE: Government mess deductions are never made for arrival and departure days. In this example, a GMR of \$8 is used, and a proportional meal rate (PMR) of \$18 is used.			
ITINERARY:			
<u>Date</u>	<u>Travel Status</u>		
15 March	Depart Residence		
	Arrive U.S. Installation		
16 March	TDY		
17 March	TDY		
18 March	TDY		
19 March	Depart U.S. Installation		
	Arrive Residence		

REIMBURSEMENT:		
Date	Computation	Total
15 March	(\$31 (M&IE) x 75 maximum %) + \$6 (Govt. quarters) =	\$ 29.25
16 March	\$10 (GMR) + \$6 =	16.00
17 March	(\$18 (PMR) + \$6 =	24.00
18 March	\$10 + \$6 =	16.00
19 March	\$31 x 75% =	<u>23.25</u>
TOTAL		\$ 108.50

U4175 RETURN TO PDS FROM TDY FOR PERSONAL REASONS

A. General. A member who voluntarily returns to the PDS, or residence from which the member ordinarily commutes daily to the PDS, during a TDY period for personal reasons is authorized the lesser of per diem or AEA:

1. For the actual travel time (*no per diem or AEA while at the PDS*) and transportation expenses for the travel from the TDY point to the PDS and return; or
2. That would have been allowed had the member stayed at the TDY point.

Effective 7 September 2004

NOTE: No allowances are credited for any day the member was in a leave status. However, see par. U7225 concerning reimbursement for lodging retained at a contingency operation TDY location during leave away from that location.

Effective 4 February 2005

*B. Computation. The following are examples of computing per diem allowances and making cost comparisons under par. U4175:

NOTE: The GMR used in the following example(s) are for illustrative purposes only. Check Appendix A (GMR) for the current Government meal rates.

EXAMPLE 1

Member performed TDY. The member returned to the PDS during the intervening weekend.

ITINERARY:				
23 June	Dep:	PDS	POC	
	Arr:	TDY Station		325 miles
24-26 June	TDY			
27 June	Dep:	TDY Station	POC	
	Arr:	PDS (personal reasons)		325 miles
28 June		At PDS		
29 June	Dep:	PDS	POC	
	Arr:	TDY Station		325 miles
30 June – 2 July	TDY			
3 July	Dep:	TDY Station	POC	
	Arr:	PDS		325 miles

Lodging cost \$65 per night. Per diem rate is \$102, lodging is \$63 and M&IE maximum is \$39. Government mess is not available at the TDY point.

In this example the member is due \$1,328.75 (the constructed cost) since it is less than the amount of the actual travel back to the PDS and return to the TDY location for personal reasons.

REIMBURSEMENT:		
Cost Comparison		
Actual Cost:		
6/23	75% times \$39 = \$29.25 plus \$65 (\$65 limited to \$63) =	\$ 92.25
6/24	\$39 plus \$63	102.00
6/25	\$39 plus \$63	102.00
6/26	\$39 plus \$63	102.00
6/27	75% times \$39	29.25
6/29	75% times \$39 = \$29.25 plus \$63 (\$65 limited to \$63) =	92.25
6/30	\$39 plus \$63 =	102.00
7/1	\$39 plus \$63	102.00
7/2	\$39 plus \$63	102.00
7/3	75% times \$39	29.25
2 round trips of 650 miles = 1,300 miles x \$0.445/mile=		<u>578.50</u>
Total Reimbursement=		\$1,433.50
Constructed Cost:		
6/23	75% times \$39 = \$29.25 plus \$63 (\$65 limited to \$63) =	\$ 92.25
6/24	\$39 plus \$63 =	102.00
6/25	\$39 plus \$63 =	102.00
6/26	\$39 plus \$63 =	102.00
6/27	\$39 plus \$63 =	102.00
6/28	\$39 plus \$63 =	102.00
6/29	\$39 plus \$63 =	102.00
6/30	\$39 plus \$63 =	102.00
7/1	\$39 plus \$63 =	102.00
7/2	\$39 plus \$63 =	102.00
7/3	75% times % \$39 =	29.25
1 round trip of 650 miles = 650 miles x \$0.445/mile =		<u>289.25</u>
Total Reimbursement =		\$1,328.75

EXAMPLE 2

A member performed TDY at a U.S. Installation with the following itinerary. The member returned to the PDS during the intervening weekend for personal reasons.

ITINERARY:				
9 July	Dep:	PDS	POC	
	Arr:	TDY Station		185 miles
10 July		TDY		
11 July	Dep:	TDY Station	POC	
	Arr:	PDS		185 miles
12 July		At PDS		
13 July	Dep:	PDS	POC	
	Arr:	TDY Station		185 miles
14 & 15 July		TDY		
16 July	Dep:	TDY Station	POC	
	Arr:	PDS		185 miles

*Lodging in Government quarters costs \$6 per night and a Government mess is available for all three meals and its use is directed. Per diem rate is \$99, lodging maximum is \$60 and M&IE rate is \$39. In this example, a GMR of \$8.00 is used.

REIMBURSEMENT:		
Cost Comparison:		
Actual Cost:		
7/9	75% times \$39 = \$29.25 plus \$6 =	\$ 35.25
7/10	\$10.00 plus \$6 =	16.00
7/11	75% times \$39 = \$29.25 =	29.25
7/13	75% times \$39 = \$29.25 plus \$6 =	35.25
7/14	\$10.00 plus \$6 =	16.00
7/15	\$10.00 plus \$6 =	16.00
7/16	75% times \$39 = \$29.25 =	29.25
2 round trips of 370 miles = 740 miles x \$0.445/mile =		329.30
Total Reimbursement =		\$506.30
Constructed Cost:		
7/9	75% times \$39 = \$29.25 plus \$6 =	\$ 35.25
7/10	\$10.00 plus \$6 =	16.00
7/11	\$10.00 plus \$6 =	16.00
7/12	\$10.00 plus \$6 =	16.00
7/13	\$10.00 plus \$6 =	16.00
7/14	\$10.00 plus \$6 =	16.00
7/15	\$10.00 plus \$6 =	16.00
7/16	75% times \$39 = \$29.25 =	29.25
1 round trip of 370 miles = 370 miles x \$0.445/mile =		164.65
Total Reimbursement =		\$325.15

In this example the member is due \$325.15.

U4176 TRAVEL TO AN ALTERNATE LOCATION ON NON-DUTY DAYS

A TDY member who travels to a location, other than the PDS or home, for personal reasons on non-duty days (and returns to the TDY location) is not authorized reimbursement for transportation expenses. The member is authorized reimbursement for only per diem-related expenses and any reimbursable miscellaneous expenses that would have been allowable had the member remained at the TDY location. Reimbursement is not to exceed what would have been paid had the member remained at the TDY location (B-200856, 3 August, 1981; and B-214886, 3 July, 1984).

Example 1: Member TDY from Location A to Location B (with a per diem rate of \$173 (\$122 for lodging and \$51 for M&IE)) drives to Location C on Friday night and returns to Location B Sunday night. The member checks out of the Location B hotel (which cost \$120/night plus a separate reimbursable amount for the 12% tax (\$14.40)) on Friday and stays in a Location C hotel Friday and Saturday nights. The member pays \$145 plus a 13% tax (\$18.85) per night for Location C lodging for Friday and Saturday. Even though the per diem rate in Location C is \$196 (\$149 for lodging and \$47 M&IE), the member is limited to \$122/night for lodging (and lodging taxes on \$122 - 12% of \$122 (\$14.64)) and to \$51/day for M&IE on Friday and Saturday. This is because the rate for Location B is \$173 (\$122 for lodging and \$51 for M&IE) and the member is being paid per diem that would have been paid (max \$122 for lodging plus \$51 for M&IE) had the member remained in Location B. The member's lodging tax in Location C each night is reimbursed but limited to \$14.64 per night (12% of \$122). The member is reimbursed up to \$29.28 for lodging tax while in Location C. *The member is not authorized any mileage for driving between Locations B and C.*

Example 2: Member TDY from Location X to Base Y (with a per diem rate of \$161 (\$110 for lodging and \$51 for M&IE)) where the member is staying on the installation for \$20/night with no taxes and is being paid the \$31 proportional meal rate (PMR) based on the order content that indicates Government quarters and the PMR is directed. The member drives to Location Z on Friday night and returns to Base Y Sunday night. The member checks out of the Base Y bachelor quarters on Friday and stays in a Location Z hotel Friday and Saturday nights. The member pays \$75 and 12% lodging tax (\$9.00) for Location Z lodging each night on Friday and Saturday. Even though the Location Z per diem rate is \$122 (\$79 for lodging and \$43 M&IE), the member is limited to \$20/night for lodging, no reimbursement of Location Z lodging taxes, and is paid \$31/day for M&IE on Friday and Saturday. This is because the member is being paid per diem (\$20 for lodging plus \$31 for M&IE) that would have been paid had the member remained in Base Y and limited to the Government quarters cost and PMR since they were directed in the order. *The member is not authorized any mileage for driving between Locations Y and Z.*

Example 3: Member TDY from Location D to Location E (with a per diem rate of \$161 (\$110 for lodging and \$51 for M&IE)), where the traveler is staying with friends and incurring no lodging costs. The member drives to Location F on Friday night and returns to Location E Sunday night. The member stays in a Location F hotel Friday and Saturday nights and pays \$75 and 12% lodging tax (\$9.00) for Location F lodging each night. Even though the Location F per diem rate is \$111 (\$70 for lodging and \$43 M&IE), the member is paid \$75/night for lodging, and reimbursement of Location F lodging taxes (\$18 for both nights), and is paid \$51/day for M&IE on Friday and Saturday. This is because the member is being paid per diem (up to \$110 for lodging plus \$51 for M&IE) that would have been paid had the member remained in Location E. The fact that the member was staying with friends has no effect on the traveler's per diem on days when not staying with friends. *The member is not authorized any TDY mileage for driving between Locations E and F.*

U4177 NO PER DIEM OR RATES OF PER DIEM IN LESSER AMOUNTS THAN THOSE PRESCRIBED IN <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>

The Secretary concerned may authorize zero per diem or rates of per diem in lesser amounts than those prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular Service. Also see par. U4105-D. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the Service concerned or to a commander of an appropriate naval systems command headquarters, but may not be re-delegated. *In the absence of*

such an authorization, a travel order prescribing per diem rates different from those prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> is without effect and the locality rates in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> are used. Reduced per diem rates should incorporate amounts for clothes laundry/dry-cleaning/pressing if the travel is OCONUS or for less than 7 days in CONUS.

U4179 REQUESTING REVIEW OF PER DIEM RATES

When members, 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 C.*

U4181 PER DIEM AND AEA ON A SINGLE TRIP

A member performing TDY at more than one location on a per diem and actual expense basis for a single trip is authorized the allowances prescribed in par. U4260-D.

PART C: ACTUAL EXPENSE ALLOWANCE (AEA)

U4200 GENERAL

An actual expense allowance allows members to be reimbursed, in unusual circumstances, for actual and necessary expenses that exceed the maximum locality per diem rate. When authorized/approved, AEA is in lieu of per diem in Part B, or the per diem rates in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>.

U4205 JUSTIFICATION

An AEA may be authorized/approved for travel when the per diem rate at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> is insufficient for part, or all, of a travel assignment because:

1. Actual and necessary expenses (especially lodgings) exceed the maximum per diem,
2. Of special duties, or
3. Costs for items in par. U4225-A have escalated temporarily due to special/unforeseen events.

U4210 AUTHORIZATION/APPROVAL

AEA:

1. May be authorized before travel begins, or approved after travel is performed, except for an AEA under par. U4250 which may be authorized only in advance of travel;
2. Should be stated in the travel order when authorized in advance of travel;
3. May be authorized/approved for the entire trip (including travel time) or may be authorized/approved for portions of trips (with per diem automatically covering the other trip portions);
4. Authorizations/approvals cover travelers specifically listed in the request and alternate/additional travelers not specifically listed, but who actually performed the duty covered by the request.

U4215 LIMITATIONS

1. Authority to prescribe an AEA must not be used as blanket authority to authorize/approve automatic AEA for all travel to an area.
2. AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case. *AEA must not be authorized as part of a 'blanket' travel order.*
3. If it is necessary to exercise this authority repetitively or on a continuing basis in a particular area, the Service/DoD Component concerned should submit a request (see par. U4179) for a per diem rate adjustment.
4. The definitions and rules applicable to the per diem authorization under Chapter 4, Part B while TDY apply to travel on an actual expense basis unless otherwise stated in this Part.
5. Travelers are financially responsible for excess costs and any additional expenses incurred for personal preference/convenience.

U4220 TDY ASSIGNMENTS THAT MAY WARRANT AEA AUTHORIZATION/APPROVAL

Effective 20 December 2005

***NOTE:** *AEAs may be authorized/approved by the AO on a blanket basis, not to exceed 300 percent of the applicable per diem rate, without further justification for members assigned TDY at a location affected by Hurricane Katrina (in the States of Alabama, Louisiana, and Mississippi). This authority expires on 1 March 2006 unless extended or rescinded by PDTATAC. For members assigned to the affected areas where lodging is not available, the TDY locality per diem rate or the ceiling for the location where lodging is obtained is used for computing allowances under the conditions indicated in par. U4129-G.*

A. Examples. TDY assignments that may warrant authorization/approval of AEA include travel:

1. With a dignitary that requires use of the same hotel as the dignitary;
2. To an area where the costs have escalated for a short time period during a special function/event such as a:
 - a. Missile launch,
 - b. Sports event,
 - c. World's fair,
 - d. Convention,
 - e. Natural disaster, or
 - f. Similar event;
3. To locations at which affordable lodgings are not available within a reasonable commuting distance of the traveler's TDY point, and transportation costs to commute to and from the less expensive lodging facility consume most or all of any savings achieved from occupying less expensive lodging;
4. During which special duties of the assignment require the traveler to incur unusually high expenses (e.g., the traveler must procure superior/extraordinary accommodations including a suite or other quarters for which the charge is well above what ordinarily would have been paid for accommodations);
5. During which the traveler incurs unusually high expenses because of an assignment to accompany another traveler in the situation in par. U4220-A4 above; and
6. In similar situations.

B. Travel with Certain Dignitaries. Without further demonstration of unusual/extraordinary requirements AEA is authorized for a traveler who is directed to travel as part of the party of any of the dignitaries listed in Appendix L, par. E. See also Chapter 7, Part U.

C. Air Crew Travel. Travel requirements when traveling with dignitaries do not ordinarily impose excess cost requirements on the aircrews of Special Air Missions, Air Mobility Command (AMC), or other Government aircraft that provide transportation, even when assigned exclusively to that duty. ***For this reason, AEA may be authorized/approved for any aircrew member only when the official performing travel or the crew's commander specifically requests AEA for one or more of the air crew with an acceptable explanation of why an AEA is necessary.***

U4225 EXPENSES

- A. Expenses Allowed. AEAs include expenses ordinarily covered by per diem as defined in Appendix A.
- B. Expenses Not Allowed. The following expenses are not allowed. The cost of meals:
1. And/or lodging procured at personal expense in lieu of meals and/or lodging provided for in a registration fee paid by the Government;
 2. Procured at the member's PDS, residence, or at, or en route to/from, a nearby carrier terminal at which the member's travel begins/ends (B-189622, 24 March 1978); or
 3. Purchased after leaving the carrier when meals are included in the price of a carrier ticket and are provided during the trip and there is no justifiable reason why the member did not eat the meal(s) served during the trip, or why an extra meal(s) was required. The fact that a meal furnished on the carrier is not the quality and quantity that the member is accustomed is a matter of personal preference and is not a "justifiable reason". See B-193504, 9 August 1979 and B-192246, 8 January 1979.

U4230 AEA REQUESTSA. General

1. AEA requests should contain any of the following data that is relevant to the trip, or an explanation as to why it is not relevant/available:
 - a. Specific reason for travel (see Appendix H for general travel purposes);
 - b. Identity of the senior party member (civilian or uniformed), including grade, full name, SSN and branch of the Service/employing DoD component;
 - c. Roster of other travelers who also are performing the travel/TDY involved including grade, full name, SSN and branch of Service/employing DoD component;
 - d. Proposed itinerary showing locations at which AEAs are required, the estimated length of duty at each location, and the travel dates;
 - e. Available information that indicates the expenses that may be incurred, amount of AEA necessary, and/or reasons why locality per diem does not suffice;
 - f. A reimbursement limitation recommendation; and
 - g. The name and phone number (commercial (and DSN) both with area code)) of a PoC for the request.
2. ***Vouchers/receipts are not submitted with the AEA request.***
3. Uniformity of allowances must be ensured (if possible) among travelers traveling at Government expense when they travel together and/or to the same place at which an AEA is warranted.

B. Channels of Submission. See Appendix L.

U4235 150% MAXIMUM AEA

A. CONUS. Ordinarily, the daily AEA maximum needed for a TDY is at/below 150% of the locality per diem rate in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> (rounded to the next higher dollar).

B. OCONUS. Ordinarily, the daily maximum needed for a TDY is at/below the greater of the following:

1. 150% of the per diem rate in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>; or
2. \$50 plus the locality per diem rate in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>.

See Appendix L for a list of who may authorize/approve AEAs up to 150%.

U4240 300% MAXIMUM AEA

Daily maximums for CONUS/OCONUS travel in excess of 150% but not exceeding 300% of the locality per diem rate (rounded to the next higher dollar) in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> may be authorized/approved if required to meet travel-associated expenses.

See Appendix L for a list of who may authorize/approve AEAs up to 300%.

U4245 NOT USED

U4250 OVER 300% MAXIMUM AEA

Under special/unusual circumstances or when a *member* has no alternative but to obtain *OCONUS* lodging that exceeds 300% of the rate in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, an amount in excess of 300% may be authorized *in advance only* by an AEA issued by:

1. The Director, PDTATAC. These requests must be submitted IAW pars. U4210-1 and U4230-A1 to:

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

or by email to pdttac@perdiem.osd.mil with "AEA REQUEST" in the subject line; or

2. The Secretary concerned for specific OCONUS classified missions. *This authority must not be re-delegated.*

NOTE: AEAs in excess of 300% must be: (1) made in advance of travel, (2) for an OCONUS location, and (3) for a Uniformed Service member. This type of AEA cannot be authorized for civilian employees.

U4255 REIMBURSEMENT

A. Limitations

1. The daily reimbursement limit is the lesser of the actual expenses incurred or the AEA maximum amount.
2. Expenses incurred and claimed must be reviewed, and allowed only when necessary and reasonable.
3. Depending on what AEA level is authorized/approved, reimbursement for meals and incidental expenses must not exceed:
 - a. 150% of the M&IE rate for the TDY location,
 - b. \$25 plus the M&IE rate for the OCONUS TDY location when the daily rate authorized is established under par. U4235-B2. or
 - c. 300% of the M&IE rate for the TDY location when authorized/approved under par. U4240.

Effective 1 October 2003

B. Incidental Expense. When Government quarters are available on a U.S. Installation (see Appendix A), the maximum reimbursement for incidental expenses is:

1. CONUS. \$3.00 in CONUS, and
2. OCONUS
 - a. \$3.50 OCONUS for all full TDY days, except the days travel begins/ends, or
 - b. The locality incidental expense rate when the AO determines the \$3.50 rate is not adequate to meet anticipated expenses.

C. M&IE Paid on a Per Diem Basis

1. M&IE may be reimbursed under the 'Lodgings-Plus' computation method (see pars. U4149 and U4151) while the lodging cost is reimbursed on an actual expense basis.
2. The amount allowed for M&IE and the lodging cost may not exceed the daily maximum authorized in the AEA for the locality.
3. **EXAMPLE:**
 - a. A traveler is authorized/approved an AEA for lodging.
 - b. The traveler is paid M&IE on a per diem basis. Itemization of meals and incidental expenses is not required when M&IE is paid on a per diem basis.
 - c. The locality per diem rate is \$60 (lodging) + \$46 (M&IE) = \$106 (Total).
 - d. The AEA must not exceed 150% of the *total* locality per diem rate.
 - e. The AEA for the maximum amount allowed for *lodging* is computed as follows:
 - (1) \$106 (Total Per Diem) x 150% = \$159,
 - (2) \$159 - \$46 (M&IE) = \$113 maximum allowed for lodging.

NOTE: 'Unused' AEA lodging funds cannot be used to increase the AEA for meals and incidental expenses above 150% or 300% (depending on which level is authorized/approved).

D. Lodging and/or Meals Obtained under Contract. When a contracting officer contracts for rooms and/or meals for TDY members, and actual expense reimbursement is authorized/approved, the total daily amount paid by the Government to the vendor(s) and reimbursed to the member for lodging, and M&IE may not exceed the daily maximum authorized under pars. U4235, U4240, and U4250 (60 Comp. Gen. 181 (1981) and 62 id. 308 (1983)).

E. Itemization. A detailed statement showing itemized expenses for each calendar day, excluding items claimed separately (such as taxicab fares and registration fees) must be submitted for AEA reimbursement. For M&IE reimbursement on a per diem basis (and AEA for lodging only), itemization of meals and incidental expenses is not required.

U4260 AEA COMPUTATION

A. General. The daily amount is not prorated for fractions of a day; however, expenses incurred and claimed for a fraction of a day must be reviewed and allowed by the AO to be paid. ***In no case can the amount reimbursed be more than the amount authorized/approved in an actual expense authorization for the area concerned.***

B. Meals Available under Special Arrangements. When TDY is a special mission (e.g., deployment to foreign military bases, forest fire details, rescue and aircraft recovery missions, or TDY to remote areas) and non-deductible meals are available under special arrangements; reimbursement of actual expenses for such meals is limited to the charge for each meal, not to exceed the arranged charges for three meals per day.

C. Averaging Expenses

1. When an AEA is authorized/approved that includes meals and incidental expenses, the daily amount of incidental expense items that do not accrue on a daily basis may be averaged over the days for which AEA at the location is authorized/approved. These expenses include laundry/dry-cleaning and pressing of clothing incurred at OCONUS locations (see the Incidental Expenses portion of the PER DIEM definition in Appendix A), hotel maid tips, and similar expenses. ***Averaging incidental expenses does not apply if an AEA is authorized for lodging only and M&IE is paid on a per diem basis.***

2. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing (***not before leaving or after returning to the PDS***) is:

a. A separately reimbursable expense (up to an average of \$2 per day) in addition to per diem/AEA when CONUS travel requires at least 7 consecutive nights of CONUS TDY lodging ***NOTE: This is not payable unless expenses have been incurred.***, or

b. Not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.

3. **OCONUS EXAMPLE**: A member on an 8-day (Saturday-Saturday) TDY to an OCONUS location (receiving AEA while there) incurs a \$32 dry-cleaning cost on Friday. The \$32 cost is averaged over the 8-day TDY and the member may indicate that \$4 was paid daily.

4. **CONUS EXAMPLE**: A member on a 10-day TDY to a CONUS location (receiving AEA while there) incurs a \$40 dry-cleaning bill. The \$40 cost is averaged over the 10-day TDY to equal a \$4 per day average cost. The member may only be reimbursed for \$2 per day so the total reimbursement paid to the member is \$20.

D. Mixed Travel (Per Diem and Actual Expense)

1. General. Mixed travel involves more than one daily maximum reimbursement rate during a single trip and/or reimbursement on both a per diem and an actual expense basis on a single trip. The applicable rate and/or reimbursement method for each calendar day (beginning at 0001) is determined by the traveler's status and TDY location at 2400 of that calendar day (see par. U4145-A). Only one rate and reimbursement method is authorized for each day except when reimbursement is authorized for occasional meals or lodging in par. U4510.
2. Departure Day Reimbursement. The reimbursement method and daily maximum for the departure day from the PDS is the same as for the first location where lodging is required.
3. Return Day Reimbursement. On the return day to the PDS, the same method and daily maximum applicable to the previous calendar day applies. When return travel to the home/PDS requires 2 or more days, see par. U4147 for reimbursement method.

Effective 1 October 2005

U4265 COMPUTATION EXAMPLES

Following are examples of computing allowances when travel is authorized on an actual expense basis and on an actual expense and per diem basis on the same trip:

NOTE:

1. *The maximum amount allowed for lodging in the U.S. and non-foreign OCONUS areas (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) does not include an amount for lodging taxes. Lodging taxes in the U.S. and non-foreign OCONUS areas are separately reimbursable expenses in addition to AEA.*
2. *The maximum amount allowed for lodging in foreign OCONUS areas/countries (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas/countries are part of per diem/AEA and are not separately reimbursable.*

<p>EXAMPLE 1 Travel to single TDY point. AEA authorized for lodging and M&IE</p>			
Per Diem Rate for the CONUS TDY Location			
<u>Max Lodging</u>	<u>M&IE</u>	<u>Total</u>	
\$99	\$47	\$146	
Actual Expense Allowance Computation for the CONUS TDY Location			
AEA authorized NTE \$219 (\$146 x 150%)			
Lodging NTE \$148.50 (\$99 x 150%)			
M&IE NTE \$70.50 (\$47 x 150%)			
Itinerary			
<u>Date</u>	<u>Travel Status</u>		
10 Aug	Depart Residence Arrive CONUS TDY Location		
11 Aug	TDY in CONUS TDY Location		
12 Aug	TDY in CONUS TDY Location		
13 Aug	Depart CONUS TDY Location Arrive Residence		
Daily Expenses			
<u>Date</u>		<u>Total</u>	
10 Aug	Lodging	\$130.00	
	Dinner	+ 25.00	
	Total	\$155.00	
	Total Daily Reimbursement		\$155.00
11 Aug	Lodging	\$130.00	
	Breakfast	6.00	
	Lunch	10.00	
	Dinner	24.00	
	Incidentals	+ 3.00	
	Total	\$173.00	
	Total Daily Reimbursement		\$173.00
12 Aug	Lodging	\$130.00	
	Breakfast	15.00	
	Lunch	20.00	
	Dinner	40.00	
	Incidentals	+ 2.00	
	Total	*\$207.00	
	Total reimbursement for this day is limited to \$200.50 (\$130 (lodging) + \$70.50 (max M&IE)) since the total M&IE (\$77) exceeds the 150% M&IE ceiling of \$70.50.		
	Total Daily Reimbursement		\$200.50
13 Aug	Breakfast	5.00	
	Lunch	+12.00	
	Total	\$17.00	
	Total Daily Reimbursement		\$ 17.00
TOTAL REIMBURSEMENT			\$545.50

PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

U5200 PURPOSE

This Part prescribes dependents' travel and transportation allowances incident to a PCS move and under unusual or emergency circumstances. Chapter 7 includes dependents' travel and transportation allowances in other special circumstances.

U5203 BASIC AUTHORIZATION

A. General

1. Members are authorized dependents' PCS travel and transportation allowances (except as indicated in par. U5203-B) for travel between points authorized in this Volume. Unless otherwise specified in this Part, the authorization conditions in Part B apply. Except for travel by mixed modes under par. U5105-E, dependents' PCS travel and transportation allowances are:
 - a. Transportation-in-kind (see par. U5105-D) plus per diem (see par. U5210); or
 - b. Reimbursement for common carrier transportation procured at personal expense (see par. U5105-C) plus per diem (see par. U5210); or
 - c. MALT (see par. U5105-B) for POC travel, plus per diem (see par. U5210) for the required travel days between authorized points, up to the allowable travel time computed under par. U3005-C.
2. POC use for PCS travel, other than transoceanic, is advantageous to the Government. If a member elects not to move dependents when authorized, dependents' travel and transportation allowances for still-eligible dependents are payable incident to a subsequent PCS up to the greater of the distance to the new PDS from the:
 - a. HOR or PLEAD (unless moved to the HOR or PLEAD ICW a move to 'another location' IAW par. U5218); or
 - b. designated place; or
 - c. PDS from which the member elected not to move dependents; or
 - d. last PDS.

Any interim PCSs, for which a member did not claim dependents' travel and transportation allowances, are ignored.

B. When Dependents' Travel and Transportation Allowances Are Not Payable. Members are not authorized dependents' travel and transportation allowances:

1. When a member is:
 - a. A cadet or midshipman;
 - b. Assigned to a school or installation as a student, if the course of instruction is to be of less than 20 weeks duration (except as noted in par. U2146-B);
 - c. A Reserve Component enlisted member called (or ordered) to IADT for less than 6 months;
 - *d. Called (or Ordered) to Active Duty for Training

- (1) Fewer Than 140 Days. When the active duty for training period contemplated by an order is for fewer than 140 days (except as noted in par. U2146-B (“TDY” training 140 days or more, but not more than 180 days), at any location, travel and transportation allowances are payable as provided for TDY in Chapter 4. When, during an active-duty-for-training period of fewer than 140 days, the duty must be extended due to unforeseen circumstances and the prospective extended period is fewer than 140 days (including the days remaining on the existing order and the number of days added by the extension), per diem or AEA continues for the entire period. When the prospective extended period is for 140 or more days (including the days remaining on the existing order and the number of days added by the extension), no per diem or AEA is payable from the date of the order directing the additional/extended duty except as authorized in par. U7150-A4b(3) for non-training active duty TDY. See par. U2146 for extension examples.
- (2) 140 or More Days
- (a) Duty at One Location. A member, called to active-duty-for-training for 140 or more days at one location, is authorized travel and transportation allowances payable under Chapter 5 as for a PCS (except as noted in par. U2146-B). ***No per diem or AEA is payable at the duty location. Government quarters and/or Government mess availability does not change this determination.***
- (b) Duty at More than One Location. When the active duty to be performed is at more than one location and the duty is 140 or more days at one location, the member is authorized PCS travel and transportation allowances (Chapter 5). TDY allowances are payable at any location where the duty is for fewer than 140 days as provided for TDY in Chapters 3 and 4. If the duty to be performed is fewer than 140 days at each location, travel and transportation allowances are payable as provided for TDY in Chapters 3 and 4 for the entire duty, including travel to and from the duty locations.
- e. Active Duty for and Active Duty Extensions (Other than Training) of 140 or More Days. A member on active duty and/or Reserve Component member called/ordered to active duty under conditions other than those in par. U5345-B2 is authorized to HHG transportation from HOR, or the PLEAD, to the first or any subsequent PDS.
- (1) Active Duty for 140 or More Days to 180 or Fewer Days. When the active-duty-for-other-than-training (ADOT) contemplated by an order at any location is for 180 or fewer days (except as noted in par. U2146) travel and transportation allowances are payable as provided for TDY in Chapters 3 and 4. Per diem or AEA is payable at the duty location, except if par. U7150-A1b or U7150-A1c applies. When, during an ADOT of 180 or fewer days, the duty must be extended due to unforeseen circumstances and the prospective extended period is 180 or fewer days (including the days remaining on the existing order and the number of days added by the extension), per diem or AEA continues for the entire period. When the prospective extended period is for more than 180 days (including the days remaining on the existing order and the number of days added by the extension), no per diem or AEA is payable from the date of the order directing the additional/extended duty except as authorized in par. U2145-B for non-training active duty TDY. The current station becomes a PDS and the member is authorized PCS allowances to that station. See par. U2146 for extension examples.
- (2) Active Duty for More Than 180 Days
- (a) At One Location. When a member is called to active-duty-for-other-than-training for more than 180 days at one location, travel and transportation allowances are payable under Chapter 5 as for PCS.

(b) At More Than One Location. When the active duty is to be performed at more than one location, and the duty is more than 180 days at one location, travel and transportation allowances are payable under Chapter 5 as for PCS. TDY allowances are payable at any location where the duty is for 180 or fewer days as provided for TDY in Chapters 3 and 4. If the duty to be performed is 180 or fewer days at each location, travel and transportation allowances are payable as for TDY under Chapter 3 and 4 for the entire duty.

2. When a dependent:

- a. Is a member on active duty on the PCS order effective date (see par. U5215-I for travel and transportation allowances after the spouse is no longer on active duty);
- b. Travels at personal expense before a PCS order is issued or before official notice is received that such an order is to be issued (see par. U5203-C) (transportation-in-kind, including Government-procured transportation, must not be furnished before a PCS order is issued);
- c. Is not a dependent (*except as provided in par. U5215-B*) on the effective date of the PCS order (see Appendix A) (authorization for allowances in pars. U5215-I (*spouse separates/retires from service after the member's PCS order effective date*) and U5240-G (*dependent's travel and transportation is incident to an IPCOT*) is unaffected);
- d. Receives any other Government-funded travel and transportation allowances for this travel;
- e. Is a member's or spouse's parent, stepparent, or person in loco parentis (*except as provided in par. U5215-B*) as set forth in Appendix A, definition of Dependent item 9, who does not reside in the member's household, unless otherwise authorized/approved through the Secretarial Process; or
- f. Is a dependent child who is not under the member's legal custody and control on the PCS order effective date (B-131142, 3 June 1957) (see par. U5215-J for travel authorization when legal custody and/or control changes after the PCS order effective date);

3. For dependents' travel:

- a. Any portion of a journey they are transported by a foreign registered ship or airplane, if U.S. registered ships or U.S. flag air carriers are available for the usually traveled route (however, per diem is payable);
- b. Between points otherwise authorized in this Part to a place at which they do not intend to establish a permanent residence (*including pleasure trips*). For PCS travel of a student (see definition in par. U5243-D1b), the permanent residence of the student not living with the member while at school is the member's PDS, or the designated place of the member's dependents if they are not authorized to reside with the member);
- c. When transportation is made available (whether used or not) to a member for the dependents by a foreign government, at no cost to the U.S. or the member, under a contract or agreement with the U.S. (however, per diem is payable);
- d. For transoceanic or OCONUS land transportation when the member is without dependents as defined in par. U9000-B3 and U9000-B4 (unless a member is assigned to a COT and is to serve an accompanied tour at the new PDS--see par. U5222-F2, U5222-F4, and U5222-G);
- e. To an OCONUS PDS when a member's unexpired term of service is less than the prescribed OCONUS tour, unless the member voluntarily extends the term of service to permit completion of the prescribed tour or the Secretary concerned grants an exception to the normal OCONUS tour on an individual case basis;

- f. To an OCONUS PDS when the dependents are not command sponsored prior to travel commencement or when the member has less than 12 months remaining on the OCONUS tour after the dependents are scheduled to arrive, unless specifically exempt under pars. U5222-B and U5222-E;
- g. To CONUS when the presence of the dependents at the OCONUS PDS was not authorized/approved by the appropriate OCONUS military commander;
- h. To a TDY station (when a member is assigned to indeterminate TDY, see par. U4605);
- i. When the member is: in an AWOL status; a deserter or straggler; dropped or dismissed; transferred as a prisoner to a place of detention; transferred to a different location to await trial by court-martial; or in confinement, except as provided in par. U5900-D2h; or U5240-F1 or U5240-F2.

C. Travel before an Orders Is Issued. A member authorized dependents' travel and transportation allowances is authorized the allowances in par. U5203-A for dependents' travel performed during the period before a PCS order is issued and after the member is advised that such an order would be issued. General information furnished to the member concerning order issuance before the determination is made to actually issue the order (such as time of eventual release from active duty, time of expiration of term of service, date of retirement eligibility, and expected rotation date from OCONUS duty) is not advice that the an order is to be issued (52 Comp. Gen. 769 (1973)). Vouchers must be supported by statements by the PCS AO or a designated representative, that the member was advised in accordance with the requirements of this par. U5203-C. Par. U5203-C does not apply to the travel contemplated in pars. U5240, U5900, and U6004.

D. Time Limitation. Unless otherwise prescribed in this Volume, a member's authorization for dependent travel and transportation allowances to a PDS may be used any time while the order remains in effect and prior to receipt of further PCS orders to other PDSs, as long as the dependents' travel is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, 22 July 1975).

Effective 24 February 2004

U5205 TRAVEL AND TRANSPORTATION FOR DEPENDENTS RELOCATING FOR PERSONAL SAFETY

A. General

1. The member's spouse or the parent/court appointed guardian of a dependent child may request relocation for personal safety and may be authorized travel and transportation under par. U5205 if it is determined by the Service-designated official that:
 - a. The member has committed a dependent-abuse offense against a dependent of the member;
 - b. A safety plan and counseling have been provided to the dependent;
 - c. The dependent's safety is at risk; **and**
 - d. Dependent relocation is advisable.
2. Dependent(s) relocation must be in the best interest of the:
 - a. Member or member's dependents, **and**
 - b. U.S. Government.

B. Definitions

1. Dependent Child. For the purposes of par. U5205, the following are dependents of the member:
 - a. Dependents/acquired dependents as defined in Appendix A; and
 - b. A member's unmarried child who was transported to the member's PDS at Government expense and who, by reason of age or graduation from (or cessation of enrollment in) an institution of higher education, would otherwise cease to be a dependent of the member while the member was serving at that station.
2. Dependent-abuse Offense. A dependent-abuse offense is conduct by a member (as defined in 10 USC §1059(c)) on active duty for more than 30 days that involves abuse of the spouse/dependent child.

C. Restriction. *HHG/POV transportation may be authorized only if a written agreement of the member, or an order of a court of competent jurisdiction, gives possession of the HHG/POV to the member's spouse/dependent.*

D. Authorization

1. When an order directing a member's PCS has not been issued, or when it has been issued but cannot be used as authority for the transportation of the member's dependents, baggage, and HHG; transportation may be authorized for the member's dependents, baggage, and HHG from the PDS to the designated relocation site in the U.S., or its possessions, or if the dependents are foreign nationals to the country of the dependents' origin.
2. Transportation-in-kind, transportation reimbursement, or MALT plus a per diem, is authorized for the dependent(s).
3. If the member's PDS is OCONUS, transportation may be authorized for one POV that is owned/leased by the member/dependent and is for the personal use of the member's dependent.
4. Transportation of HHG in non-temporary storage to the designated relocation site may be authorized.

E. Reimbursement. IAW 37 USC §406(h)(4)(A), all monetary payments, except DLA, are paid directly to the dependent(s) instead of the member.

U5207 TRANSOCEANIC TRAVEL

A. Transportation Mode

1. Air travel is the usual transportation mode for dependents to, from, or between OCONUS areas.
2. Maximum use should be made of Government air transportation.
3. Dependents are not required to use Government air transportation. However, if they agree to do so, they must not be required to use other than regularly scheduled transport type aircraft (e.g., Patriot Express/Category B AMC transportation) ordinarily used for passenger service.
4. When appropriate Government air transportation is available, travel by aircraft is not medically inadvisable, but a dependent elects to travel at personal expense, reimbursement is in accordance with par. U5116-D1.

B. Air Travel Medically Inadvisable

1. When air travel is medically inadvisable for a family member, the family should not be separated unless the family agrees to be, or unless military necessity requires the member to travel separately.

2. When air travel is medically inadvisable, surface transportation provided must be the least costly first-class commercial ship passenger accommodations. See par. U3130-D concerning required use of U.S. registry ships.

3. The provisions in par. U5116-D1 for directing a member to use Government/Government-procured transportation do not apply when a medical condition prevents a family member's travel by aircraft.

C. Travel by Oceangoing Car Ferries. When travel is by oceangoing car ferry, allowances are in pars. U5116-C and U5210.

U5210 PER DIEM RATES FOR DEPENDENTS' TRAVEL

A. General. A member is authorized a per diem allowance for each dependent's travel in connection with the member's PCS, or for other travel as hereinafter prescribed in this Part. Travel time for which per diem may be paid is determined under par. U5160 in the same manner as for a member. A member's travel time and the amount of per diem actually paid for the member's travel in connection with the PCS, are not used in computing the per diem allowance for travel of any of the dependents in pars. U5210-B and U5210-C.

Effective 19 March 2004

B. Dependent(s) Accompany Member. When dependents travel with a member, the member is authorized per diem for each dependent while traveling, and at delay points, in an amount equal to the following percentage of the per diem to which the member is authorized:

1. Three-fourths for each dependent age 12 or older; and
2. One-half for each dependent under age 12.

NOTE: When more than one POC is used as provided for in par. U5015-A, and the dependents traveling in the POCs travel along the same general route on the same days as the member, the dependents are accompanying the member. See par. U5210-C for dependents 'not' accompanying the member. A member's TDY location is not a delay point for a dependent. No per diem is authorized for a dependent for time at a TDY location.

C. Dependent(s) Travel Independently. Dependents are not 'accompanying the member' when they travel separately from a member on different routes or at different times. The member is authorized per diem for these dependents as follows:

1. One Dependent Traveling Separately. The same per diem rate the member would have been authorized for travel.
2. Two or More Dependents Traveling Separately. When two or more dependents travel together separate from a member, the member is authorized per diem for one member-designated dependent, age 12 or older, in an amount equal to the per diem to which the member would have been authorized for personal travel. For each of the other dependents, age 12 or older, traveling with that dependent, the member is authorized per diem in an amount of three-fourths of the per diem to which the member would have been authorized for personal travel. For each dependent under age 12, the per diem is one half of the per diem to which the member would have been authorized.

Effective 1 October 2005

D. Examples

EXAMPLE 1

The Standard CONUS per diem rate used in this example may not be current. See <https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html> or par. U2025 for the current Standard CONUS per diem rate.

1 Aug	Dep:	Old PDS	POC	
3 Aug	Arr:	POE		600 miles
4 Aug	Dep:	POE	TP	
	Arr:	POD		
	Dep:	POD	CA	Taxi \$20
	Arr:	New PDS		

Member, spouse, and 4-year old child travel PCS.
 Family spends \$150 for lodging (single room rate is \$120) on 3 Aug.
 POE per diem rate is \$152 (\$110 for lodging and \$42 for M&IE).
 M&IE for new PDS is \$60.
 Standard CONUS per diem = \$99.

REIMBURSEMENT:		
8/01 – 8/2	2 days @ (\$99 + 76.25 + 49.50) =	\$445.50
8/03	\$110 + \$42 = (member)	152.00
	(75% x \$152) + (50% x \$152) = (dependents)	190.00
8/04	75% x \$60 =	45.00
	(75% x \$45) + (50% x \$45) =	56.25
600 miles x \$0.19/mile =		114.00
Taxi		<u>20.00</u>
Total Reimbursement =		\$1,022.79

EXAMPLE 2

The Standard CONUS per diem rate used in this example may not be current. See <https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html> or par. U2025 for the current Standard CONUS per diem rate.

15 July	Dep:	Old PDS	POC	
	Arr:	POE		300 miles
16 July	Dep:	POE	TP	
	Arr:	POD		
16 July	Dep:	POD	CA	Taxi \$25
	Arr:	New PDS		

Member, spouse, 14 year-old child and 10 year-old child travel PCS.
 Family spends \$220 for lodging (single room rate is \$100) on 15 Jul.
 POE per diem rate is \$188 (\$126 for lodging and \$62 for M&IE).
 M&IE for new PDS is \$39.
 Standard CONUS per diem = \$99.

REIMBURSEMENT:		
7/15	75% x \$62 = \$46.50 plus \$100 (\$100 less than \$126) = (member)	\$ 146.50
	(75% x \$146.50 x 2) + (50% x \$146.50) = (dependents)	293.00
7/16	75% x \$39 =	29.25
	(75% x \$29..25 x 2) + (50% x \$29.25) =	59.02
300 miles x \$0.20/mile =		60.00
Taxi		25.00
Total Reimbursement =		\$612.77

NOTE: MALT & ‘Lodgings-Plus’ is paid for the same day.

U5212 REIMBURSABLE EXPENSES

The member is authorized reimbursement for the expenses listed in pars. U1410-A and U1410-C incurred incident to dependents’ PCS travel. Receipt requirements are the same as those in par. U2510.

U5215 FACTORS AFFECTING DEPENDENTS’ TRAVEL

A. Members Attain Eligibility for Dependent Travel. A member, ineligible for dependents’ travel and transportation allowances to a new PDS under par. U5203-B who later attains eligibility, is first authorized dependents’ travel and transportation allowances upon a subsequent qualifying PCS, as set forth in par. U5215.

1. While on Duty at a Station to which Dependents’ Travel Is Authorized. When a member attains eligibility for dependents’ travel and transportation allowances while at a PDS to which dependents’ travel ordinarily is authorized, the member is authorized travel and transportation allowances for their travel on the member’s next PCS. Authorization is for travel from the dependents’ location on the date of receipt of the PCS order, up to the authorization for travel from the PDS at which the member attained eligibility to the new PDS or to another place authorized under this Part. Dependents temporarily absent from the old PDS at the time an order is received are subject to par. U5215-F. No travel to an OCONUS PDS may be authorized/approved under par. U5215-A1 unless the dependents are command-sponsored before travel begins and the member has at least 12 months remaining on the OCONUS tour at that station after the dependents are scheduled to arrive.

2. While on Duty in a Dependent-restricted Tour Area. If a member becomes eligible for dependents’ travel and transportation allowances while serving a dependent-restricted tour, the member is authorized travel and transportation allowances only upon PCS to a PDS to which dependents’ travel and transportation is authorized. Authorization is from the dependents location on the date of receipt of the PCS order to the new PDS or to another place authorized under this Part, up to the authorization for travel from the place where the dependents remained, or to which they moved at personal expense, when the member was transferred to the dependent-restricted tour area.

*B. Dependent Transported OCONUS at Government Expense – Return at Government Expense. A member is authorized travel and transportation allowances for a parent, stepparent, or person in loco parentis (*See NOTE 2 below*), who no longer qualifies as a dependent under Appendix A and/or an unmarried child (*See NOTE 2 below*) who attains age 21, or age 23 and loses student status while the member is serving OCONUS, who was transported at Government expense to the member’s OCONUS PDS from that OCONUS PDS to an appropriate location (as determined through the Secretarial Process) in the:

1. U.S. or a non-foreign OCONUS location, or,
2. Dependent’s native country if the dependent is foreign-born.

NOTE 1: Travel under par. U5215-B must be completed within 6 months after the date on which the member completes personal travel from the OCONUS PDS incident to a PCS.

NOTE 2: If a member entitled to basic pay dies while on OCONUS duty, a dependent described above is authorized travel and transportation allowances described in par. U5241-D1.

C. Dependents Acquired on or before the PCS Order Effective Date. A member who acquires a dependent, on or before the PCS order effective date, is authorized dependents' travel and transportation allowances from the place at which the dependent is acquired to the new PDS, up to the travel and transportation allowances for travel from the old PDS to the new PDS. Appropriate command sponsorship is necessary for transportation to an OCONUS PDS (see par. U5222-G). For Service Academy graduates, see par. U5222-A2.

NOTE: This does not authorize dependent transportation from an OCONUS PDS to CONUS if the dependents were not command sponsored at the OCONUS PDS (see par. U5203-B3d and U5203-B3g) (42 Comp. Gen. 344 (1963) and B-171969, 8 February 1972).

D. Effect of Changes in Ages or Dependency Status on Allowances. Except as provided in U5215-B, authorization for dependents' travel and transportation allowances is based on the dependency status on the PCS order effective date (see Appendix A). If dependency status no longer exists when travel begins no authorization exists.

1. Changes in Ages. Authorization is based on dependents' ages on the date travel begins, provided travel is not delayed for more than 60 days after the PCS order effective date. The following rules govern the amount of per diem to which a member is authorized for dependents' travel as authorized in par. U5210. When dependents' travel:

- a. Begins on/before the PCS order effective date and ends after the PCS order effective date, authorization is based on ages on the PCS order effective date;
- b. Ends before the effective date of the order, authorization is based on ages on the date travel ends;
- c. Begins within 60 days after the effective date of the order, authorization is based on ages on the date travel begins; or
- d. Begins more than 60 days after the effective date of the order, authorization is based on ages on the 60th day after the effective date of the order.

2. Delayed Travel to OCONUS Areas. When a member is transferred to an OCONUS area under a PCS order and dependent travel is not authorized at that time, authorization for travel to a designated place (see par. U5222-C) is determined under par. U5215-D1. Upon subsequent authorization for dependents' travel to the OCONUS PDS, authorization is based on ages of dependents at that time.

3. OCONUS Travel. Authorization for travel to, from, or between OCONUS stations, is determined separately for each leg of the journey. For travel from the old PDS to the port of aerial or water embarkation, authorization is determined under pars. U5125-D1 and U5215-D2. For travel between the aerial or water POE and the POD, authorization is determined on dependents' ages on the embarkation date. For travel from the aerial or water POD to destination, authorization is based on the dependents' ages on the date travel begins from the POD provided there is no undue delay for personal reasons. Members are liable for costs associated with undue delay for personal reasons.

4. TDY Directed in Connection with PCS to a Station to which Dependent Travel Is Authorized. When a member is directed to perform TDY en route by a PCS order to a PDS to which the dependents are authorized to travel, and dependents' travel is delayed until completion of the TDY, authorization is based on the dependents' ages on the date travel actually begins. ***NOTE: When travel begins more than 60 days after the TDY ends, authorization is based on the dependents' ages on the 60th day after completion of the TDY.***

5. TDY Directed in Connection with PCS to a Dependent-restricted Tour. When a member is directed to perform TDY en route by a PCS order to a dependent-restricted tour and the dependents do not travel until the TDY ends, authorization is based on the dependents' ages on the date travel actually begins. ***NOTE: When travel begins more than 60 days after the effective date of the order, authorization is based on the dependents' ages on the 60th day after the effective date of the order.***

E. Orders Amended, Modified, Canceled or Revoked after Travel Begins. When a PCS order is:

1. Amended or modified after the date the dependents begin travel (circuitously or otherwise) and a new PDS is designated, or
2. Canceled or revoked,

dependents' travel and transportation allowances are authorized. Allowances are payable for the distance from the place dependents began travel to the place at which they received notification that the order was amended, modified, canceled or revoked, and then to the new PDS or return to the old PDS, up to the travel and transportation allowances for the distance from the old PDS to the first-named station and then to the last-named station or return to the old PDS.

F. Dependents Temporarily Absent from the Old PDS, Designated Place or Safe Haven when a PCS Order Is Received. When dependents are temporarily absent from the old PDS, designated place or safe haven when the member receives a PCS order, the member is authorized dependents' travel and transportation allowances from the old PDS, designated place or safe haven to the new PDS, provided the dependents return to the old PDS, designated place or safe haven and travel from there to the new PDS (B-195643, 24 April 1980).

G. Change of Station while on Leave or TDY. When a member receives a PCS order while on leave or on TDY, the member is authorized dependents' travel and transportation allowances for dependent travel up to the authorization for travel from the old to the new PDS.

H. Dependents En Route to the New PDS at the Time of the Member's Death. When a member dies after dependents begin travel under PCS order authority, they are authorized dependents travel and transportation allowances for travel from the place travel began to the place at which they were notified of the member's death, up to travel and transportation allowances for the distance from the old PDS to the ordered new PDS. For additional allowances, see par. U5241.

I. Spouse Separates/Retires from the Service after the Effective Date of a Member's PCS Order. A member:

1. Who performs PCS travel, and
2. Whose spouse on the effective date of that order is a member, but separates/retires from the Service thereafter,

is authorized dependents' PCS travel and transportation allowances for that spouse up to the cost for travel from the separated/retired spouse's last PDS to the member's PDS on that PCS order.

J. Legal Custody of Children Changes after the Effective Date of the PCS Order. A member who is denied dependents' travel and transportation allowances for a child or children by par. U5203-B2f, is authorized thereto if the member is granted legal custody/legal joint custody, or otherwise lawfully acquires such custody after the effective date of the member's PCS order. Examples of lawfully acquired custody include custody acquired as the result of the death of the non-member custodial parent or a child's election to join a member following lapse of a court order at age 18.

U5218 TRAVEL AND TRANSPORTATION INVOLVING OLD AND/OR NEW NON-PDS LOCATION

NOTE: Par. U5218 does not apply to travel to and/or from a designated place as defined in Appendix A. For this part, the place at which dependents reside and from which the member commutes daily to the PDS are treated as being the PDS.

A member in receipt of a PCS order is authorized dependents' travel and transportation allowances from the old non-PDS location and/or to the new non-PDS location, up to the authorization from the old to the new PDS. For HHG transportation see pars. U5310-A1 and U5340-A1b. When transoceanic travel is involved, see pars. U5207 and U5210.

U5220 DEPENDENTS JOIN OR ACCOMPANY MEMBER DURING TDY EN ROUTE

A. General. When dependents accompany or join a member performing TDY en route between two PDSs, authorization for dependents' travel and transportation allowances are based on the travel actually performed using MALT and per diem rates prescribed in pars. U5220-B and U5220-C, limited to the greater of the following:

1. MALT for the official distance between authorized points at the rate prescribed in par. U2605 as if the dependents had traveled separately, plus a per diem at the rate prescribed in par. U5210 for the constructive travel time between the authorized points; or
2. What it would have cost if Government-procured transportation had been used for travel between authorized points, plus a per diem as prescribed in Chapter 4, Part B for the time required for travel between authorized points.

If Government-procured transportation is used, the cost of the Government-procured transportation is subtracted from the allowances.

B. Payable MALT Rate. The MALT rate in par. U2605 applies for actual travel for the distance the dependents traveled separately. When a member and dependents travel together MALT for the dependents is at the rate for the member and dependents, less \$0.15 per mile, for the official distance between the points authorized for the dependents' travel. Ex., A member and 3 dependents travel from the old PDS to the TDY location and then to the member's new PDS. MALT reimbursement for the member's travel is at \$0.15 for the official distance from the old PDS to the TDY location to the new PDS. MALT reimbursement for dependents' travel is limited to the official distance between the old and new PDS at \$0.05 (\$0.20 - \$0.15).

C. Per Diem. The per diem rate is one of the following:

1. Traveling Separately. Par. U5210-C applies when the dependents travel separately from the member for the allowable travel time for that leg of the journey.
2. Traveling Together. Par. U5210-B applies when the dependents travel with the member for the allowable travel time for that leg of the journey.

U5222 VARIOUS UNIQUE PCS ORDERS

A. Called (or Ordered) to Active Duty

1. Called (or Ordered) to Active Duty -- TDY Station First Assignment. When a member is called (or ordered) to active duty, and is first assigned to a TDY station and then ordered on PCS, the member is authorized dependents' travel and transportation allowances for dependents' travel to the PDS, up to the allowances for travel from the HOR or the PLEAD to the first PDS.

2. Commissioned from Service Academies. When commissioned and ordered to active duty, a graduate of a Service academy is authorized dependents' travel and transportation allowances for dependents' travel, up to the authorization for travel to the PDS, regardless of the point designated in the order (Service academy or HOR) from which the officer's travel is directed to be performed. When dependents are acquired after the date of an officer's departure (detachment) from a Service academy incident to an active duty order, but on or before the effective date of the order, the officer is authorized dependents' travel and transportation allowances for dependents' travel to the new PDS from one of the following:

- a. HOR;
- b. Service academy; or
- c. place where the dependents are acquired. However, if the dependents travel from the place acquired to the HOR or Service academy before the effective date of an active duty order, then the place named in par. U5222-A2a or U5222-A2b, as appropriate, applies.

This authorization is without regard to whether TDY is directed or performed en route.

B. Assigned to Foreign Service Colleges. Members assigned to foreign service colleges on a PCS for 20 or more weeks are authorized dependents' travel and transportation allowances. The tour length restrictions in par. U5203-B3e and U5203-B3f do not apply.

C. Ordered to an OCONUS Station to which Dependents' Travel Is Authorized

1. General. When a member is ordered to make a PCS to an OCONUS station to which dependents' travel is authorized, the member is authorized the dependents' travel and transportation allowances in par. U5222-C if they travel.

2. Dependents Authorized Concurrent Travel with Member. When dependents are authorized concurrent travel to the OCONUS PDS (whether or not they travel with the member), the member is authorized allowances for their travel when performed from the place the dependents are located when the member receives the PCS order to the OCONUS PDS, up to the allowances for travel from the last place transported at Government expense to the new PDS. Government transportation facilities for transoceanic travel should be used when available.

3. Concurrent Dependents' Travel Denied

a. Delay Anticipated to Be for 20 or More Weeks from Member's Port Reporting Month. When concurrent dependents' travel is denied by a competent authority for 20 or more weeks from the member's port reporting month, the member is authorized allowances for dependents' travel to a designated place in CONUS or a designated place in a non-foreign OCONUS area:

- (1) If the member was a legal resident of that state, Commonwealth, territory or possession, before entering on active duty, or the member's spouse was a legal resident of that location at the time of marriage; or
- (2) Provided the member was called to active duty from that place or it is the member's HOR.

A member is authorized allowances for the dependents' travel from the designated place to the OCONUS PDS if authorized at a later date, provided the dependents are command sponsored before they travel and the member has at least 12 months remaining on the OCONUS tour on the date the dependents are scheduled to arrive there.

b. Delay Anticipated to Be for Less Than 20 Weeks from Member's Port Reporting Month. When the anticipated dependent travel delay is less than 20 weeks from the member's port reporting month, dependents' travel and transportation allowances must not exceed the allowances from the last place to which transported at Government expense to the new PDS. Reimbursement for the authorized travel is made after travel to the OCONUS PDS is completed.

4. Member Elects to Serve an Unaccompanied Tour. A member who elects to serve an unaccompanied tour may leave dependents at their current location, or move them to a designated place in:

a. CONUS,

b. A non-foreign OCONUS area; if:

- (1) The member was a legal resident of that area before entering on active duty;
- (2) The member's spouse was a legal resident of that area at the time of marriage;
- (3) The member was called to active duty from that area;
- (4) It is the member's HOR; or
- (5) Authorized/approved through the Secretarial Process;

c. An OCONUS location at which the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the unaccompanied tour. The member must have sufficient obligated service to complete the unaccompanied tour and the subsequent accompanied tour. Dependents cannot be moved again at Government expense until a subsequent PCS order is issued or the member is selected to serve an IPCOT. A member moving dependents to a designated place under par, U5222-C may move dependents to the OCONUS PDS at personal expense. If dependents are command sponsored at the OCONUS PDS after arrival, they may be moved at Government expense when a subsequent PCS order is issued.

5. Reimbursement for Transoceanic Travel. *Par. U5116-D, pertaining to a member's authorized transoceanic travel, also applies to reimbursement for authorized transoceanic travel performed by dependents at personal expense.*

D. Ordered on a Dependent-restricted Tour, to Unusually Arduous Sea Duty, or to Duty under Unusual Circumstances

Effective 16 June 2005

1. PCS on a Dependent-restricted Tour. When transferred by a PCS order on a dependent-restricted tour, a member may elect to move dependents from the old PDS (or HOR/PLEAD based on their location if member's first PCS on active duty) to a designated place in:

a. CONUS;

b. a non-foreign OCONUS area; if:

- (1) The member was a legal resident of that area before entering on active duty;
- (2) The member's spouse was a legal resident of that area at the time of marriage;
- (3) The member was called to active duty from that area;

- (4) It is the member's HOR; or
 - (5) Authorized/approved through the Secretarial Process;
- c. An OCONUS location at which the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the dependent-restricted tour, or a tour falling under par. U5222-D2 or U5222-D3 below. The member must have sufficient obligated service to complete the dependent-restricted tour and either the tour falling under par. U5222-D2 or U5222-D3 below, or the subsequent accompanied tour; or
- d. An OCONUS location justified under unusual conditions or circumstances and authorized/approved by the Secretary concerned;
- (1) This authority may not be delegated below the Service headquarters that directs dependents' travel and transportation policy and procedures;

Effective 18 June 2004

- (2) For Armed Forces' members, this authority may be used only to return foreign-born dependents to the spouse's native country per DoDI 1315.7, Procedures for Military Personnel Assignments at <http://www.dtic.mil/whs/directives/corres/ins1.html>;
- (3) The Commandant of the Coast Guard (CG-12) may make exceptions for Coast Guard members; and
- (4) ***Dependents residing in the same country as the member cannot be command sponsored, if moved there under this authority.***

2. Assignment to Unusually Arduous Sea Duty on a Specified Ship, Afloat Staff, or Unit. When a member is transferred by a PCS order to a ship, afloat staff, or afloat unit specified in writing through the Secretarial Process as involving unusually arduous sea duty, dependents' travel and transportation allowances are authorized from the old PDS to the new PDS (except for a dependent-restricted tour) or to a designated place as specified in par. U5222-D1. Members are authorized dependents' travel and transportation allowances under par. U5222-D when the old homeport or PDS is identical to the new homeport or PDS (57 Comp. Gen. 266 (1978)).

3. Assignment to a Ship or Afloat Staff Specified as Operating OCONUS for a Period of One Year or More. When a member is permanently assigned to a ship or afloat staff specified through the Secretarial Process as in an OCONUS area for a contemplated continuous period of 1 year or more on the date the ship or afloat staff is so specified, or the member is thereafter transferred by a PCS order to such ship or afloat staff, the member is authorized dependents' travel and transportation allowances from the PDS to a designated place as specified in par. U5222-D1.

4. Subsequent Authorization. When a member is:

- a. Transferred by PCS order from a dependent-restricted tour to an area to which dependent travel is authorized;
- b. Transferred by PCS order from a specified ship, afloat staff, or afloat unit referred to in U5222-D2 or U5222-D3 except when serving a dependent-restricted tour at the new PDS (par. U5222-D1) or another specified ship, afloat staff, or afloat unit (par. U5222-D2 or U5222-D3);
- c. On permanent duty aboard a ship or on a staff referred to in par. U5222-D2 or U5222-D3 when such ship or staff is relieved from unusually arduous sea duty or the specified continuous overseas duty of 1 year or more; or

- d. On permanent duty on a dependent-restricted tour on the date the restriction against dependents' travel to the member's PDS is removed;

except as provided in par. U5215-F, dependents' travel and transportation allowances are authorized from the place the dependents are located on receipt of the PCS order involved in par. U5222-D4a or U5222-D4b or on the date of change of conditions in par. U5222-D4c or U5222-D4d, or from the place to which dependents were moved at Government expense under par. U5222-D1 or U5222-D3, whichever results in the least reimbursement, to the member's PDS. Dependents' travel and transportation allowances are authorized from the place to which dependents were moved under par. U5222-D or from the homeport for a ship, afloat staff, or afloat unit if dependents are located there on receipt of the PCS order involved in U5222-D4b, to the new PDS. A member is authorized dependents' travel and transportation allowances even though the homeport of the old ship, afloat staff, or afloat unit specified under par. U5222-D2 or U5222-D3 and the new PDS are identical (57 Comp. Gen. 266 (1978)).

5. Change of Homeport. When on duty with a ship, afloat staff, or an afloat unit specified as unusually arduous on the effective date of the homeport change, a member is authorized dependents' travel and transportation allowances from the old homeport:

- a. Or designated place to the new homeport if the homeport change is incident to commencement of an overhaul to be performed at the new homeport. If travel is from the old homeport to a location other than the new homeport, par. U5218 applies. If travel is from a designated place to a location other than the new homeport, the authorization is limited to that from the designated place to the new homeport.
- b. To the new homeport or to a designated place if the homeport change is incident to completion of an overhaul. If travel is from a location other than the old homeport to the new homeport, par. U5218 applies. If travel is from a location other than the old homeport to a designated place, the authorization is limited to that from the old homeport to a designated place.
- c. Or from a designated place to the new homeport or from the old homeport to a designated place, if the homeport change is not incident to an overhaul. Travel from one designated place to another is not authorized.

E. Reassigned OCONUS due to Base Closure or Similar Action before the Prescribed OCONUS Tour Is Completed. A member, accompanied by command-sponsored dependents, who is involuntarily transferred by the Service concerned on a PCS due to base closure or similar action between OCONUS PDSs, is authorized dependents' travel and transportation allowances to the new PDS, if dependents are authorized thereat, or in accordance with par. U5222-D, if the member is to serve an unaccompanied tour at the new PDS. Upon subsequent PCS transfer from the new PDS, dependents' travel and transportation allowances are authorized regardless of the length of time served at the PDS from which the member last departed. If the move is within the same theater, the tour length restrictions in pars. U5203-B3e and U5203-B3f do not apply.

F. Consecutive Overseas Tours (COT). A member stationed OCONUS who is selected to serve a COT is authorized dependents' travel and transportation allowances as follows:

1. Unaccompanied to Unaccompanied Tour. Dependents may be moved from a designated place to another designated place if authorized/approved by the Secretary concerned and it is shown that the dependents' movement is in the Government's best interest. ***This authority may not be delegated.*** This movement is authorized only on a PCS.
2. Unaccompanied to Accompanied Tour. Dependents may be moved from a designated place to the member's new PDS, if dependents are command sponsored prior to travel to the new PDS. For IPCOT allowances see par. U5240-G.

Effective 18 June 2004

3. From an Accompanied to an Unaccompanied Tour. When a member elects to serve an unaccompanied tour or receives a PCS to an unaccompanied tour, the provisions of par. U5222-C4 or U5222-D1 apply. A member may leave command-sponsored dependents at the old PDS (***this location is then a designated place***) if authorized/approved through the Secretarial Process (which in this case may not be delegated below the headquarters that directs dependent transportation policies or procedures for the Service concerned), and receive station allowances at the with-dependent rate (par. U9201-B1). ***Dependents are no longer command-sponsored once the member departs PCS per DoDI 1315.18***, Procedures for Military Personnel Assignments at <http://www.dtic.mil/whs/directives/corres/ins1.html>. For IPCOT allowances, see par. U5240-G.

4. Accompanied-to-Accompanied Tour. Dependents may be moved to the new PDS, if command sponsored there before their travel, when a member elects or is required (i.e., assigned to a key billet) to serve an accompanied tour at the new PDS. A member, assigned to a key billet and electing to serve without dependents, is authorized allowances for dependents' travel to a designated place. For IPCOT allowances, see par. U5240-G.

G. Consecutive OCONUS Tours for a Member with Non-command-sponsored Dependents. A member, ordered on a PCS between OCONUS PDSs, who has non-command-sponsored dependents at, or in the vicinity of, the old PDS, is authorized dependents' travel and transportation allowances if the member is to serve an accompanied tour at the new OCONUS PDS. If the member was authorized dependents' travel and transportation allowances at the time of transfer to the old OCONUS PDS, authorization is for the travel performed up to the allowances from the place dependents were last moved at Government expense. If the member was not authorized dependents' travel and transportation allowances at the time of transfer to the old OCONUS PDS, the authorization cannot exceed the travel and transportation allowances from the CONUS POE serving the old PDS to the new PDS. For IPCOT authorization see par. U5240-G.

H. Transfer to, from, or between Sea Duty Assignments Not Specified as Unusually Arduous Sea Duty. When a member is transferred between PDSs, neither of which is unusually arduous sea duty, dependents' travel and transportation allowances are authorized from the old PDS to the new PDS. ***Except for assignments involving duty under par. U5222-D, dependents' travel and transportation allowances for travel are not authorized when the old and new PDS are the same (B-185099, 1 June 1976).***

I. Change of Homeport for Ships, Afloat Staffs, or Afloat Units Not Specified as Involving Unusual or Arduous Sea Duty. When a member is on duty with a ship, afloat staff, or an afloat unit on the homeport change effective date, that homeport change is a PCS for dependents' travel and transportation purposes. Dependents' travel and transportation allowances are authorized from the old homeport to the new homeport. Homeport change allowances involving units specified as unusually arduous are as prescribed in par. U5222-D.

J. Assigned to Mobile Unit or Ship Based Staff. A mobile unit or a ship-based staff with an assigned homeport (as opposed to an assigned permanent duty station location) has the same status as a ship with an assigned homeport for determination of dependents' travel and transportation allowances.

K. Member Ordered to a Hospital in CONUS. ***Par. U5222-K does not apply to members not authorized dependents' travel and transportation allowances under par. U5203-B.*** Except as provided in par. U5222-K2, authorization for dependents' travel and transportation allowances incident to a member's hospitalization is contingent on a statement by the commanding officer of the receiving hospital that the case has been evaluated and that a prolonged treatment period of the member in that hospital is expected.

1. From Duty Stations or Hospitals in CONUS. A member on active duty, who is transferred within CONUS from either a PDS or a TDY station to a hospital for observation and treatment, is authorized dependents' travel and transportation allowances (as for a PCS) from the last PDS, or the place dependents were retained under par. U5203-A, to the hospital. Upon later transfer from one hospital to another in CONUS for further observation and treatment, and when dependents traveled at Government expense incident to the member's transfer to the initial hospital, a member is authorized dependents' travel and transportation allowances between such hospitals.

- b. CTO/TMC-provided Government-procured air transportation ordinarily is furnished for the portion of the travel within the U.S.
- c. Whenever CTO/TMC-provided Government-procured transportation is available, but transportation is personally procured, mandatory policy has been violated but reimbursement is authorized for the transportation cost up to what it would have cost the Government for CTO/TMC-provided Government-procured transportation between authorized points.
- d. When a POC is used, mileage (see par. U2600) is authorized -- the mileage amount paid cannot exceed the Government's cost had CTO/TMC-provided Government-procured transportation been used between authorized points.
- e. For travel to and from carrier terminals, reimbursement is authorized in accordance with Chapter 3, Part E, or par. U3320, as appropriate.

Effective 14 February 2005

8. Unaccompanied Baggage. Unaccompanied baggage of up to 350 pounds may be transported in connection with each authorized trip between the school and the member's PDS under par. U5243-D. The member is financially responsible for any overweight unaccompanied baggage during educational travel.

Effective 14 February 2005

9. Baggage Storage. During a student's annual trip between the school and the member's PDS, or during a different period in the same fiscal year selected by the member, a member may store the student's unaccompanied baggage (NTE 350 pounds) in the vicinity of the school in lieu of unaccompanied baggage transportation. The Service concerned may pay, or a member may be reimbursed for, the storage cost up to the cost of round-trip baggage transportation.

E. Travel of DoDEA Students for Academic Competitions and Co-curricular Activities. The DoDEA statutory charter, (20 USC §§921-932), authorizes travel for DoDEA students to academic competitions and co-curricular activities. The Director, DoDEA, or designee determines appropriate activities. The responsible DoDEA activity determines the most appropriate method (citing DoDEA appropriations) to authorize transportation for students in support of co-curricular activities. ***However, payment of per diem, reimbursement for meals and/or lodging, or incidental expenses ordinarily associated with TDY must not be authorized.***

U5246 TRANSPORTATION AND PER DIEM OF FAMILY MEMBERS OF AN ILL OR INJURED MEMBER

A. General. Not more than three family members (*See par. U5246-B*) of a member described in par. U5246-A1 or U5246-A2 may be provided round-trip transportation and per diem under par. U5246 as determined by appropriate authority. In extenuating circumstances, the Secretarial Process may authorize transportation and per diem for more than three family members. See par. U1010-B1 for claims.

*1. Active Duty Member Including a Reserve Component Member on Active Duty.

- a. Seriously Ill or Injured. Round-trip transportation and per diem is authorized to visit an active duty member who is seriously ill, seriously injured or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world.

Effective 6 January 2006

b. Hospitalized as Result of Combat Injury. One round trip, including per diem payment, may be authorized for each family member authorized to visit a member not described in par. U5246-A1a above who has an injury incurred in an operation or area designated by the SECDEF as a combat operation or combat zone under 38 USC §1967(e)(1)(A) and who is hospitalized in a medical facility in the United States for treatment of that injury. This allowance is initiated when there is a reasonable expectation by the treating physician that the member will remain hospitalized in an inpatient status in a hospital in the United States. Per diem authorization must not exceed 30 days unless an extension is authorized/approved through the Secretarial process.

2. Member of a Reserve Component Entitled to Disability Pay and Allowances. Round-trip transportation and per diem is authorized to visit a Reserve Component member entitled to disability pay and allowances under 37 USC §204(g) (see DoDFMR, Volume 7A, paragraph 80254 and table 8-2-3 at <http://www.dtic.mil/comptroller/fmr/07a/index.html> or COMDTINST M7220.29 (series) par. 12-Q and figure 12-2 for Coast Guard personnel at <http://www.uscg.mil/hq/g-w/g-wp/gwpm/manuals.htm>, who is physically disabled as the result of an injury, illness, or disease incurred or aggravated, or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world if that member became ill or injured or was diseased:

a. In the line of duty while performing inactive-duty training (other than work or study in connection with a correspondence course of an armed force or attendance in an inactive status at an educational institution under the sponsorship of an armed force or the Public Health Service), and

b. While traveling directly to or from such training.

3. Member Retired due to Illness or Injury. Round-trip transportation and per diem is authorized to visit a member who is retired solely because of a serious injury or illness, or as a result of an imminent death declaration, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world. This transportation and per diem is to be provided incident to and about the same time as the occurrence of the serious illness, serious injury, or imminent death declaration, and is not intended to provide transportation at a later date. This authorization does not extend to retirees who incur serious injuries or illnesses after retirement, whose serious illness or injury that resulted in their medical retirement reoccurs or is aggravated after retirement, or whose death becomes imminent after retirement.

NOTE: The families of cadets/midshipmen are not eligible for this transportation.

B. Definition. "Family members" as used in par. U5246 are the member's spouse, children (including step, adopted, and illegitimate children), the member's siblings and the member's parents (includes fathers and mothers through adoption and persons who have stood "in loco parentis" to the member for a period of not less than 1 year immediately before the member entered the Uniformed Service). However, only one father and one mother or their counterparts may be recognized in any one case. If the family member is a:

1. Uniformed Service member: The member is authorized TDY travel and transportation allowances.

2. Civilian Employee: A U.S. Government civilian employee is authorized allowances in regulation issued by the employee's agency or department for TDY. Allowances for DoD civilian employees are in JTR, par. C6800 and DoD employees are issued a DD Form 1610 TDY travel authorization.

3. Other Persons: A person, other than a member or civilian employee, should be issued an ITA. The individual is authorized the allowances in pars. U5246-C, U5246-D and U5246-E.

Effective 15 April 2005

12. Ordered to Move in Connection with a Base Realignment and Closure (BRAC) of a Military Installation. A member is authorized DLA when the member is ordered to move in connection with a BRAC Commission action on a military installation and, as a result, the member's dependents actually move or, in the case of a member without dependents, the member actually moves. For the purpose of par. U5630-B12, the term military installation means a base, camp, post, station, yard, center, homeport facility of any ship, or other activity, including any leased facility. The term "realignment" includes any action which both reduces and relocates functions and civilian personnel positions but does not include a reduction in force resulting from workload adjustments, reduced personnel or funding levels, or skill imbalances (10 USC §2687(e)(3)).

13. Member without Dependents Elects Not to Occupy Inadequate Government Quarters. A member above the grade of E-5 is authorized DLA if the member:

- a. Has no dependents,
- b. Is assigned to quarters of the united states that do not meet the minimum adequacy standards established by DoD for members in such grade, or
- c. Is assigned to a housing facility under the jurisdiction of a uniformed service that does not meet such standards, and
- d. Elects not to occupy such quarters or facility.

14. Both Spouses below Paygrade E-6 Assigned to Sea Duty. The senior spouse of a member-married-to-member couple (both below paygrade E-6) is authorized DLA if the spouses:

- a. *Have no dependents,*
- b. Are assigned simultaneously to permanent duty aboard ship(s),
- c. Elect not to occupy assigned shipboard quarters, and
- d. Occupy non-government or family-type government quarters ashore,

(73 Comp. Gen. 6 (1993)).

Effective 1 January 2006

*15. Housing Moves at a PDS for Government Convenience. A partial DLA of \$581.51 (effective 1 January 2006) must be paid to a member who is ordered to occupy/vacate Government family-type quarters due to:

- (a) Privatization,
- (b) Renovation, or
- (c) Any other reason for the Government's convenience other than PCS.

NOTE: For the purpose of par. U5630-B, item 15(c) above partial DLA is not authorized for the following local moves:

- (1) *From Government quarters upon separation/retirement;*
- (2) *Incident to PCS;*
- (3) *Change in family size or bedroom requirement for the member's convenience including promotion;*

(4) *Voluntarily initiated by the member (Exception: Government-directed moves under pars. U5355-C1 and U5355-C2);*

(5) *Pending divorce or family separation; or*

(6) *Due to the member's misconduct.*

Effective 20 June 2005

16. Indeterminate TDY. DLA (also see exception to one-DLA-per-year rule) is payable in connection with an Indeterminate TDY order.

C. Special Categories DLA Not Authorized. DLA is *not* authorized in connection with a PCS:

1. From home or from PLEAD to first PDS unless the dependents actually move from the member's residence to the PDS or designated place in connection with the PCS (if the dependents do not relocate to the new PDS, or the member has no dependents, DLA is not authorized from home or PLEAD to the first PDS);

2. From last PDS to home or to the PLEAD;

3. From last PDS in one period of service to first PDS in another period of service when there was no ordered PCS between those stations;

4. When the member does not relocate the household (e.g., the member continues to commute from the same residence) ***NOTE: Household relocation is not limited to transporting HHG. A member may relocate the household and neither transport HHG nor move dependents (e.g., A member with dependents who leaves the dependents in place and moves to the new PDS taking some personal belongings has in fact relocated the household. This member may be eligible for a DLA at the without-dependent rate if Government quarters are not available at the new PDS. This item does not apply to a member on a PCS from home or from PLEAD to first PDS (see par. U5630-C1 with which this item does not conflict).***; or

5. For a member with dependents, in connection with PCS travel performed under the conditions outlined in pars. U5203-B1a, U5203-B1b, U5203-B1c, U5203-B1d, U5203-B2a, U5203-B2b, U5203-B2c; U5203-B2d, U5203-B2e, U5203-B2f; and U5203-B3b.

D. Household Relocation Incident to Alert Notification. A member with dependents,

1. Who relocates the household incident to an official alert notification,

2. But before a PCS order is issued, which provide for transfer to an OCONUS PDS to which dependent travel is not authorized under par. U5240-D,

is authorized the DLA only when the PCS has been completed.

E. DLA when a Member-married-to-member Couple Is Transferred to a New PDS. One DLA (at the rate payable to the senior member) is authorized to be paid to a member-married-to-member couple, assigned to family-type Government quarters, if both:

1. Are without dependents, and

2. Move to a new PDS.

Table U5G-3 is for a member, married to a member, who incident to a PCS disestablishes a household at one PDS and establishes a household at a new PDS.

Effective 9 August 2005

F. DLA when a Member is Directed by Competent Authority to Vacate Private Sector Quarters. A member authorized a short distance HHG move from private sector quarters to other private sector quarters for the Government's convenience under the conditions in par. U5355-D is authorized a DLA.

*Table U5G-1

PRIMARY DLA RATES EFFECTIVE 1 JANUARY 2006		
Grade	Without-Dependent Rate	With-Dependent Rate
O-10	\$3,008.45	\$3,703.37
O-9	\$3,008.45	\$3,703.37
O-8	\$3,008.45	\$3,703.37
O-7	\$3,008.45	\$3,703.37
O-6	\$2,760.02	\$3,334.55
O-5	\$2,658.25	\$3,214.18
O-4	\$2,463.44	\$2,833.33
O-3	\$1,974.25	\$2,344.13
O-2	\$1,566.05	\$2,001.60
O-1	\$1,318.72	\$1,789.31
O-3E	\$2,131.84	\$2,519.25
O-2E	\$1,812.29	\$2,273.03
O-1E	\$1,558.39	\$2,100.10
W-5	\$2,502.83	\$2,734.84
W-4	\$2,222.67	\$2,507.22
W-3	\$1,868.11	\$2,297.09
W-2	\$1,659.09	\$2,113.25
W-1	\$1,388.75	\$1,827.62
E-9	\$1,825.44	\$2,406.53
E-8	\$1,675.49	\$2,218.31
E-7	\$1,431.44	\$2,059.62
E-6	\$1,295.72	\$1,903.12
E-5	\$1,195.06	\$1,711.59
E-4	\$1,039.65	\$1,711.59
E-3	\$1,019.95	\$1,711.59
E-2	\$828.44	\$1,711.59
E-1	\$738.72	\$1,711.59

*Table U5G-2

NOTE: These rates are only payable when a second DLA is paid IAW par. U5630-B6.

SECONDARY DLA RATES EFFECTIVE 1 JANUARY 2006		
Grade	Without-Dependent Rate	With-Dependent Rate
O-10	\$2,406.75	\$2,962.69
O-9	\$2,406.75	\$2,962.69
O-8	\$2,406.75	\$2,962.69
O-7	\$2,406.75	\$2,962.69
O-6	\$2,208.03	\$2,667.66
O-5	\$2,126.59	\$2,571.34
O-4	\$1,970.75	\$2,266.68
O-3	\$1,579.40	\$1,875.33
O-2	\$1,252.84	\$1,601.29
O-1	\$1,054.98	\$1,431.44
O-3E	\$1,705.48	\$2,015.40
O-2E	\$1,449.82	\$1,818.41
O-1E	\$1,246.72	\$1,680.08
W-5	\$2,002.25	\$2,187.86
W-4	\$1,778.15	\$2,005.78
W-3	\$1,494.48	\$1,837.69
W-2	\$1,327.26	\$1,690.59
W-1	\$1,111.02	\$1,462.08
E-9	\$1,460.34	\$1,925.24
E-8	\$1,340.39	\$1,774.63
E-7	\$1,145.14	\$1,647.70
E-6	\$1,036.60	\$1,522.49
E-5	\$956.07	\$1,369.28
E-4	\$831.73	\$1,369.28
E-3	\$815.96	\$1,369.28
E-2	\$662.76	\$1,369.28
E-1	\$590.96	\$1,369.28

DLA WHEN A MEMBER-MARRIED-TO-MEMBER COUPLE IS TRANSFERRED					
RULE	If one member A	and the other member B	at the old PDS they occupied C	at the new PDS they occupied D	then DLA is payable E
1	has no dependents	has no dependents	the same quarters	the same quarters ^{3/}	to either member at the "without-dependent" rate, but not both. ^{1/}
2				separate quarters ^{2/, 3/}	
3			separate quarters	the same quarters ^{3/}	
4				separate quarters ^{2/, 3/}	
5		has dependents	the same quarters	the same quarters ^{3/}	to either the member who has no dependents at the "without-dependent" rate or to the member who has dependents at the "with-dependent" rate, but not to both members. ¹
6				separate quarters ^{2/, 3/}	
7			separate quarters	the same quarters ^{3/}	
8				separate quarters ^{2/, 3/}	
9	has dependents	has dependents	the same quarters	the same quarters	to either member at the "with-dependent" rate, but not to both. ^{1/}
10				separate quarters ^{2/}	
11		separate quarters	the same quarters		
12			separate quarters ^{2/}		

1/ The husband and wife may select the greater allowance. However, when one member moves incident to a PCS at one time and establishes a permanent household at the new PDS, while the other member maintains a permanent household at the old PDS and, at a later date, the second member moves incident to a PCS and occupies the same residence as the first member (B-191742, 1 August 1978 and DOHA Case 96110801, 26 June 1997.

- (a) Both members are authorized a DLA at the "without-dependent" rate under Rule 1,
- (b) The member who has no dependents at the "without-dependent" rate, and the member with dependents at the "with-dependent" rate under Rule 5, and
- (c) Both members are authorized a DLA at the "with-dependent" rate under Rule 9.

4. A safe haven to a designated place, or;
5. A safe haven or designated place to return to member's OCONUS PDS; the per diem allowance payable to
 - a. Age 12 or older is equal to that payable to members traveling on TDY, computed under Chapter 4, Part B using the 'LODGINGS-plus' method;
 - b. Under age 12 is not to exceed one half of the amount payable to a member traveling on TDY.

D. Per Diem Allowances while at Safe Haven

Effective 21 December 2005

*1. Per Diem Allowance Payable. Command-sponsored dependents and student dependents in an evacuation status are authorized safe haven allowances for 30 consecutive days beginning on the date the dependents arrive at the safe haven. Student dependents in evacuation status who join the evacuated command sponsored dependents at the safe haven are authorized safe haven allowances for any of those 30 days the command-sponsored dependents are authorized safe haven allowances. The safe haven allowance is computed as shown in examples in par. U6005-G, in an amount not to exceed the per diem rate prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, for the area concerned. Dependents age 12 and older are authorized the full safe haven allowance amount, while those under age 12 are authorized not to exceed 50 percent of the safe haven allowance rate prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, for the area concerned. The safe haven allowance rate is increased for those dependents reaching age 12 while located at a safe haven beginning on the twelfth birthday. After the 30-consecutive-day period expires, and unless otherwise authorized/approved in a determination issued by the USD (P&R) for dependents of DoD members and/or the Secretary Concerned for dependents of non-DoD members, the safe haven allowance rate is computed for not to exceed 150 consecutive additional days (unless extended for time and/or per diem rate percentage by the USD (P&R) for dependents of DoD Service members, and by the Secretary Concerned for dependents of non-DoD members under par. U6005-B2) at:

- a. 60% of the per diem rate prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, for the area for dependents age 12 and older, and
- b. 30% of the per diem rate prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, for the area for dependents under age 12.

Situations may arise in which the reduced safe haven allowance does not cover the additional costs involved in maintaining specific dependents at a safe haven (i.e., the additional expenses for lodging, meals and incidental expenses exceed the reduced rate amount). The specific dependent(s) receiving the safe haven allowances, or the individual receiving the safe haven allowances on the dependent(s)' behalf, may forward a request through the paying finance office to the Director, PDTATAC, requesting an increased safe haven allowance rate. Requests must contain the actual daily cost figures for lodging, meals and incidental expenses. The finance or disbursing office should add any pertinent information concerning the request, make appropriate recommendations, and forward the request to PDTATAC. The request should be mailed to:

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

Sent via message to: PER DIEM TVL AND TRANS ALW COMTE ALEX VA,

Or sent via facsimile to: PDTATAC at COML 703/325-2945, DSN 312/221-2945

If the request is granted, PDTATAC issues an Evacuation Allowance Determination specifying the authorized/approved safe haven allowance amount. The Evacuation Allowance Determination, or request disapproval, is sent directly to the dependent concerned, with a copy to the finance or disbursing office. PDTATAC provides copies of all requests and approvals/disapprovals to the applicable Service representative.

2. Safe Haven Allowances when Movement to Another Safe Haven Is Directed or Authorized. Competent authority may direct the movement of command-sponsored and/or student dependents from one to another safe haven. Safe haven allowances at the former safe haven terminate on the day transportation is first made available to the dependents unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven allowances may not be authorized for any period beyond that authorized in par. U6005-D1.

When dependents are directed to move from one to another safe haven (e.g., from one OCONUS safe haven to another OCONUS safe haven or to a CONUS safe haven), safe haven allowances as prescribed in par. U6005-D1 for not to exceed 180 consecutive days begin again on the arrival date at the new safe haven. If at the dependents or member request dependents are authorized to travel from:

- a. One to another safe haven (e.g., from CONUS safe haven to safe haven in Japan), or
- b. One location within a safe haven to a different location within the same safe haven (e.g., from Chicago to Baltimore),

the 180-consecutive-day period begun at the first safe haven continues in effect but the per diem rate applicable to the new location begins on the arrival date at that location. If travel to the new location is not completed within one day, per diem for the travel day(s) is paid under par. U6005-C (except for the arrival day at the new safe haven).

3. Return to Member's PDS Authorized. When the evacuation status of a PDS is terminated and competent authority authorizes command-sponsored dependents to return, safe haven allowances at the former safe haven terminate on the day transportation is first made available to the dependents unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven allowances may not be authorized beyond the period authorized in par. U6005-D1.

- a. The maximum 180-consecutive-day period authorized in par. U6005-D1,
- b. The date dependents depart the safe haven for the designated place (or convert the safe haven to the designated place), or
- c. The expiration date, even if in excess of 180 consecutive days, established by the USD (P&R) for dependents of members of the DoD Services, and by the Secretarial Process for dependents of members of the non-DoD Services.

Effective 21 December 2005

*4. Safe Haven Allowances - Termination when Evacuated Dependents Are Directed to Move to a Designated Place. Command-sponsored dependents at safe havens are expected to comply promptly with the requirement to select a designated place and move thereto if they select other than their safe haven location as their designated place. The requirement to select a designated place is issued by the USD (P&R) for dependents of DoD members, and by the Secretary Concerned for dependents of non-DoD members. The requirement directing the relocation to a designated place must specify the date on which safe haven allowances terminate for dependents ordered to relocate from the safe haven to a designated place. Safe haven allowances at a safe haven may not extend beyond the period authorized in par. U6005-B2.

5. Command-sponsored Dependents Are Temporarily Absent from the Member's PDS when an Evacuation Is Authorized or Ordered. Command-sponsored dependents who have established a residence at/in the vicinity of the member's OCONUS PDS who are temporarily absent from the PDS for any reason (to include student dependents attending OCONUS dormitory schools away from the member's PDS) when the evacuation is authorized/ordered, are at a safe haven thereat and are authorized the safe haven allowances prescribed for the place they are located beginning on the date return travel to the PDS would have begun had their return not been prevented by the evacuation. Competent authority must determine this date from information secured from the dependents or the member, but the date must not be earlier than the date the evacuation from the PDS actually began.

6. Student Dependent Attending School in United States when an Evacuation Is Authorized or Ordered. When a member, whose PDS has been evacuated, has a student dependent attending school in the United States for whom the member is authorized transportation allowances under par. U5243-D, the safe haven location displaces the member's PDS as the student dependent's authorized travel destination. The student dependent is authorized the safe haven allowances under this Part for the student dependent who has joined other family members at the safe haven or, being the member's only dependent, is the member's only dependent at the safe haven. See par. U6004-C2. Evacuation allowances are authorized beginning on the date the student dependent would have joined

the member OCONUS had it not been for the evacuation. Unless the authorization terminates sooner for other reasons under this Part, authorized per diem allowances continue until the student dependent:

- a. Would have otherwise returned under par. U5243-D from the member's PDS,
- b. Departs the safe haven to return to school to resume class attendance there, or
- c. Starts attending classes at school,

whichever occurs earliest.

Effective 6 September 2005

7. Safe Haven Allowances when Away from the Safe Haven. Command-sponsored dependents at a safe-haven location, and student dependents at the safe haven location under par. U6005-D6, who are absent from the safe haven for personal reasons, are authorized a continuation of safe haven allowances during such absences provided:

- a. They do not join the member to establish a residence (or occupy the old residence) at the PDS, and
- b. Student dependents (at the safe haven under par. U6005-D6) do not depart the safe haven to return to school to resume class attendance there.

Any excess transportation costs occasioned by such absence are paid by the dependents. The per diem rate used and payment period while the dependents are away from the safe-haven location are the same as though the dependents had remained at the safe haven during the entire period. If the dependents do not go to the authorized safe haven but go somewhere else instead without authorization or approval, use the Standard CONUS per diem rate, even OCONUS. Transportation costs are limited to the cost to the authorized safe haven location. If the dependents ultimately go to the authorized safe haven or if the location to which they travel is later approved as an authorized safe haven, then the safe haven per diem rate is used for the entire time, rather than the Standard CONUS per diem rate.

E. Per Diem while at a Designated Place. When command-sponsored dependents or student dependents select a designated place and move there, or convert their safe haven to a designated place, they must establish a permanent residence there as soon as practicable. Per diem is authorized to offset expenses of lodgings, meals, and incidental expenses while locating and establishing such residence. While at a designated place, dependents who:

1. Move to a designated place are authorized per diem as in par. U6005-D.
2. Convert their safe haven to a designated place, or student dependents who converted the location of their school to a designated place, are authorized per diem as in par. U6005-D, except for those dependents receiving a reduced safe haven per diem in accordance with par. U6005-D1. These dependents continue receiving a reduced per diem while looking for a permanent residence.

Per diem begins on the day the dependents arrive at the designated place or convert their safe haven to a designated place. Per diem ends at 2400 on the day the dependents first occupy the permanent residence or at 2400 on the 30th day, whichever is earlier. When unusual or emergency circumstances prevent the establishment of a permanent residence, the Secretary of Defense, Secretary concerned, or a Secretary's designated representative may authorize/approve an additional period of per diem as warranted, but per diem ends at 2400 on the day the

H. Subsequent Dependents' Transportation Authorization when the Evacuation Status Is Canceled for the Member's PDS. For DoD Services, the USD(P&R), authorizes evacuated dependents to travel to the member's PDS when the situation at the CONUS PDS permits. For the non-DoD Services, that authority is vested in the Secretarial Process. A dependent evacuated to a safe haven or designated place, who turns age 21 at the safe haven or designated place, is the member's dependent for return transportation to the member's PDS under par. U6053-H.

I. Transportation for Dependents Incident to Limited Evacuation. Transportation allowances for dependents incident to an authorized/ordered limited evacuation are limited to:

1. Transportation for one round trip from their evacuated residence to the nearest available accommodations (which may be Government quarters) and return; or,
2. Reimbursement on a mileage basis, at the rate prescribed in par. U3505-C1, when dependents use a POC for one round trip from the evacuated residence to the nearest available accommodations (which may be Government quarters) and return. Reimbursement for use of a POC is to the operator of the vehicle and no reimbursement is allowed for passengers.

See par. U6054-D for allowances incident to a limited evacuation.

***U6054 DEPENDENT SAFE HAVEN ALLOWANCES**

A. Purpose. The safe haven allowance is provided to assist a member in meeting the excess costs involved in temporarily maintaining dependents at places away from the PDS.

NOTE:

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

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

B. General

1. 'LODGINGS-Plus' Per Diem Computation Method Applicability to Evacuated Dependents. Evacuated dependents are authorized a safe haven 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 C, do not apply to an evacuation.*** The 'Lodgings-Plus' per diem computation method consists of a lodging allowance and a M&IE allowance. For an explanation of the items of expense the per diem allowance is intended to cover, see Appendix A definition of "Per Diem Allowance" and Chapter 4, Part B. The maximum lodging reimbursement for a 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 each dependent concerned. Because many

evacuated dependents stay with friends/relatives while at a safe haven, it is noted that the rule in par. U4129-E applies to them. *That is, if an evacuated dependent stays with friends or relatives while at a safe haven, no cost for lodging is allowed, whether or not any payment for lodging is made to the friend or relative.* This restriction does not apply when the 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 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. U6054-G). Government mess or open mess availability/use has no effect on per diem allowances for dependents even though such facilities may be or are used without charge to the dependent. Safe haven allowances payable under par. U6054 may be paid in advance as prescribed in par. U6060-A.

Effective 21 December 2005

***2. Authorization Termination**

a. Authorization for safe haven allowances may:

- (1) Be terminated by the Secretarial Process on an individual basis when a member's situation does not warrant additional reimbursement assistance; or,
- (2) Terminate sooner for other reasons.

b. If not terminated under par. U6054-B2a or U6054-B2b, above, safe haven allowances authorized in par. U6054-B terminate on the date the member detaches/departs from the PDS from which the dependents' evacuation was authorized/ordered except when the:

- (1) Authorization for evacuation safe haven allowances is extended by an Evacuation Allowance Determination issued by PDTATAC; or,
- (2) Member dies (see par. U6050-A).

c. Safe haven allowances at a safe haven may not extend beyond the earliest of the:

- (1) 180-consecutive-day period unless extended by the USD (P&R) for dependents of DoD members, and by the Secretary Concerned for dependents of non-DoD members, not to exceed an additional 180 days;
- (2) Date dependents depart the safe haven for the PDS or designated place (or convert the safe haven to the designated place); or
- (3) Expiration date established by the USD (P&R) for dependents of DoD members, and by the Secretary Concerned for dependents of non-DoD members.

C. Per Diem Allowances while Traveling. While traveling from:

1. The place dependents receive notification of the evacuation incident to travel to a member's PDS under par. U6054-D or U6054-F to a safe haven or designated place;
2. A member's PDS in CONUS to a safe haven or designated place;
3. One safe haven to another safe haven;
4. A safe haven to a designated place, or;

5. A safe haven or designated place to return to member's PDS in CONUS;

the per diem allowance payable to dependents in an evacuation status:

6. Age 12 or older is equal to that payable to members traveling on TDY, computed under Chapter 4, Part B using the 'Lodgings-Plus' computation method;
7. Under age 12 is not to exceed one half of the amount payable to a member traveling on TDY.

D. Safe Haven Allowances while at Safe Haven

Effective 21 December 2005

*1. Safe Haven Allowance Payable. Dependents in an evacuation status, incident to an authorized/ordered evacuation or limited evacuation, are authorized safe haven allowances for 30 consecutive days beginning on the date dependents arrive at the safe haven. The safe haven allowance is computed as shown in examples in par. U6054-G, in an amount not to exceed the per diem rate prescribed in

<https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, for the area concerned. Dependents age 12 or older are authorized the full safe haven allowance, while those under age 12 are authorized not to exceed 50 percent of the safe haven allowance rate prescribed in

<https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, for the area concerned. The safe haven allowance rate is increased for those dependents reaching age 12 while located at a safe haven beginning on the twelfth birthday. After the 30-consecutive-day period expires, and unless otherwise authorized or approved in a determination issued by the USD (P&R) for dependents of DoD members and/or the Secretary Concerned for dependents of non-DoD members, the safe haven allowance rate is computed for not to exceed 180 consecutive days (unless extended for time and/or safe haven allowance rate percentage by the USD (P&R) for dependents of DoD members, and by the Secretary Concerned for dependents of non-DoD members under par. U6005-B2) at:

- a. 60% of the per diem rate prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, for the area for dependents age 12 and older; and
- b. 30% of the per diem rate prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, for the area for dependents under age 12.

Situations may arise in which the reduced safe haven allowance does not cover the additional costs involved in maintaining specific dependents at a safe haven (i.e., the additional expenses for lodging, meals and incidental expenses exceed the reduced rate amount). The specific dependents receiving the safe haven allowances, or the individual receiving the safe haven allowances on dependent(s)' behalf, may forward a request through the paying finance office to the Director, PDTATAC, requesting an increased safe haven allowances rate. Requests must contain the actual daily cost figures for lodging, meals and incidental expenses. The finance or disbursing office should add any pertinent information concerning the request, make appropriate recommendations and forward the request to PDTATAC. The request should be mailed to:

PDTATAC
ATTN: Evacuation Allowances
Hoffman Building 1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300,

Sent via message to: PER DIEM TVL AND TRANS ALW COMTE ALEX VA,

Or sent via facsimile to: PDTATAC at COML 703/325-2945, DSN 312/221-2945

If the request is granted, PDTATAC issues an Evacuation Allowance Determination specifying the authorized/ approved increased safe haven allowance amount. The Evacuation Allowance Determination, or request disapproval, is sent directly to the dependent concerned, with a copy to the finance or disbursing office. PDTATAC provides copies of all requests and approvals/disapprovals to the applicable Service representative.

2. Safe Haven Allowances when Movement to Another Safe Haven Is Directed or Authorized. Competent authority may direct the movement of dependents from one to another safe haven. Safe haven allowances at the former safe haven terminate on the day transportation is first made available to the dependents unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven allowances may not be authorized for any period beyond that authorized in par. U6054-D1. When dependents are directed to move from one safe haven to another safe haven ((e.g., from one OCONUS safe haven or to another OCONUS safe haven or to a CONUS safe haven), safe haven allowances as prescribed in par. U6054-D1 for not to exceed 180 consecutive days begin again on the arrival date at the new safe haven. If at the request of dependents or member, dependents are authorized to travel from one:

- (a) To another safe haven (e.g., from CONUS safe haven to safe haven in Puerto Rico) or
- (b) Location within a safe haven to a different location within the same safe haven (e.g., from Chicago to Baltimore),

the 180-consecutive-day period begun at the first safe haven continues in effect but the per diem rate applicable to the new location begins on the arrival date at that location. If travel to the new location is not completed within one day, per diem for the travel day(s) is paid under par. U6054-C (except for the arrival day at the new safe haven).

3. Return to the Member's PDS Authorized. When the evacuation status of a PDS is terminated and competent authority authorizes dependents to return, safe haven allowances at the former safe haven terminate on the day transportation is first made available to the dependents unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven allowances may not be authorized beyond the period authorized in par. U6054-D1.

Effective 21 December 2005

*4. Safe Haven Allowances - Termination when Evacuated Dependents Are Directed to Move to a Designated Place. Dependents at safe havens are expected to comply promptly with direction to select a designated place and move thereto if they select other than the safe haven location as the designated place. The direction to select a designated place is issued by the USD(P&R) for dependents of DoD members, and by the Secretary Concerned for dependents of non-DoD members. The direction to relocate to a designated place must specify the date on which safe haven allowances terminates for dependents directed to relocate from the safe haven to a designated place. Safe haven allowances at a safe haven may not extend beyond the period authorized in par. U6054-B2.

5. Dependents Are Temporarily Absent from the Member's PDS when an Evacuation Is Authorized or Ordered. Dependents, who have established a residence at or in the vicinity of the member's PDS in CONUS who are temporarily absent from the PDS for any reason when the evacuation is authorized or ordered, are considered to be at a safe haven. Safe haven allowances prescribed for the place they are located are authorized beginning on the date return travel to the PDS would have begun had their return not been prevented by the evacuation. Competent authority must determine this date from information secured from the dependents or the member, but the date must not be earlier than the date the evacuation from the PDS actually began.

Effective 6 September 2005

6. Safe Haven Allowances when Away from the Safe Haven. Dependents at a safe-haven location under par. U6054-D5, who are absent from the safe haven for personal reasons, are authorized a continuation of safe haven allowances during such absences provided they do not join the member to establish a residence (or occupy the old residence) at the PDS. Any excess transportation costs occasioned by such absence are paid by the dependents. The per diem rate used and payment period while the dependents are away from the safe-haven location are the same as though the dependents had remained at the safe haven during the entire period. If the dependents do not go to the authorized safe haven but go somewhere else instead without authorization or approval, use the Standard CONUS per diem rate, even OCONUS. Transportation costs are limited to the cost to the authorized safe haven location. If the dependents ultimately go to the authorized safe haven or if the location to which they travel is later approved as an authorized safe haven, then the safe haven per diem rate is used for the entire time, rather than the Standard CONUS per diem rate.

E. Per Diem Allowances while at a Designated Place. When dependents select a designated place and move there, or convert their safe haven to a designated place, they must establish a permanent residence there as soon as practicable. Per diem is authorized to offset expenses of lodgings, meals, and incidental expenses while locating and establishing such residence. While at a designated place dependents who:

1. Move to a designated place are authorized per diem as in par. U6054-D.
2. Convert their safe haven to a designated place, are authorized per diem as in par. U6054-D, except for those dependents receiving reduced safe haven allowances in accordance with par. U6054-D1. These dependents continue receiving reduced safe haven allowances while looking for a permanent residence.

Per diem begins on the day the dependents arrive at the designated place, or convert their safe haven to a designated place. Per diem ends at 2400 on the day the dependents first occupy the permanent residence or at 2400 on the 30th consecutive day, whichever is earlier. When unusual or emergency circumstances prevent the establishment of a permanent residence, the Secretary of Defense, Secretary concerned, or a Secretary's designated representative may authorize/approve an additional per diem period as warranted, but per diem ends at 2400 on the day the dependents first occupy a permanent residence. Determine per diem at the designated place as in par. U6054-D for a safe haven. The Secretarial Process may approve rates higher than those prescribed for periods after 30 days, on a case-by-case basis, when justified by costs for lodging, meals and incidental expenses.

F. Per Diem Allowances when Dependents Are En Route to a Member's CONUS PDS when an Evacuation Is Authorized or Ordered. When an evacuation of the member's CONUS PDS is authorized/ordered, dependents:

1. With official authorization to travel to the member's PDS on personally procured transportation subject to reimbursement by the Government,
2. Who have already disestablished their residence and have moved to temporary accommodations in preparation for performing such travel, and who have been notified of the evacuation, and
3. Who have been requested to remain at the place where they were then located pending notification to continue to the member's PDS or to travel to a safe haven or to a designated place

are authorized a per diem allowance at the rate prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, as appropriate, for the area concerned, computed as shown in par. U6054-G. The allowance period begins at 0001 on the date the dependents receive official notification of withdrawal or suspension of the official authorization to travel to the member's PDS on personally procured transportation. The allowance period continues until 2400 on the date that they receive notification to resume travel or to begin travel to a designated place. If travel to the member's PDS is then authorized, no per diem allowances incident to such travel are authorized under this Part. If travel to a designated place is authorized, pars. U6054-C and U6054-E apply.

G. Safe Haven Allowance Computations. The following examples illustrate the method used for computing safe haven allowances incident to evacuation:

NOTE:

- 1: *The per diem rates and mileage allowances used in the following example(s) are for illustrative purposes only and do not 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/designated place 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/designated place or traveling in a foreign OCONUS area are not separately reimbursable. They are part of the per diem. 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.*

CHAPTER 7**TRAVEL AND TRANSPORTATION ALLOWANCES UNDER SPECIAL CIRCUMSTANCES AND CATEGORIES****PART A: TRAVEL OF SERVICE ACADEMY CADETS/MIDSHIPMEN****U7000 CADETS AND MIDSHIPMEN TRAVEL TO AND FROM SERVICE ACADEMIES**

A. Upon Entrance. A person (other than an enlisted member) entering a Service academy is authorized PCS allowances prescribed for officers in Chapter 5. The allowances are authorized for the travel performed, not to exceed allowances for the official distance between the:

1. Abode,
2. Home, or
3. School,

the person certifies was the place from which travel began, and the Service academy involved. An enlisted member is authorized PCS allowances prescribed in Chapter 5 for enlisted members.

B. Upon Graduation and Commission

1. Officer Leaves Academy. An officer who, upon graduation from a Service academy and commissioning, travels under a PCS order to the first PDS is authorized the allowances prescribed in Chapter 5 (including those relating to dependents at par. U5222-A2 and HHG at par. U5345-B5). These allowances are calculated based on the actual distance traveled, but may not exceed those that would be paid based on the official distance from the academy, or home, to first PDS (via TDY site for the officer, if TDY en route) as designated in the order. See Chapter 4, Part B, concerning per diem while TDY en route; par. U4102-D applies when an officer departs from an academy pursuant to a PCS order but subsequently returns there for TDY en route before reporting to the first PDS.

2. Officer Remains at Academy. If, upon graduation and commissioning and before beginning travel pursuant to a PCS order, an officer remains at the Service academy (or returns to it after graduation leave), the academy is the officer's PDS for per diem purposes. Officers under these circumstances are not authorized per diem while at the academy, but if ordered to TDY away from the academy, they are authorized per diem under Chapter 4, Part B, for the relevant TDY and travel period.

C. Separation Other Than by Commission. A cadet or midshipman of a Service academy (including a graduated cadet), who resigns, is dismissed, or is discharged, is authorized the PCS allowances prescribed in Chapter 5 for travel from the academy to the abode, home, or proper PDS.

D. Rejected Applicants. A prospective cadet or midshipman (other than enlisted), who travels to a Service academy at the Government's invitation to accept an appointment and is rejected for admission, is authorized the PCS allowances prescribed for officers in Chapter 5. The allowances are authorized for the round trip travel performed, not to exceed allowances for the official distance between the:

1. Abode,
2. Home, or
3. School,

the person certifies was the place from which travel began, and the Service academy involved (53 Comp. Gen. 236 (1973)).

***U7001 CADETS/MIDSHIPMEN ON TDY**

A Service academy cadet/midshipman is authorized the same TDY travel and transportation allowances as an officer, with the following exceptions:

1. No per diem is payable for TDY at the Service academy when both Government quarters and a Government dining facility/mess are available, beginning on the day after the arrival day and ending on the day before the departure day; and

Effective 1 January 2006

2. \$.40 per diem increase for each Government meal purchased (with no surcharge) must be allowed.

NOTE: This amount is the average of the difference between the cadet/midshipman meal rate and the discount meal rate.

U7002 TRAVEL INCIDENT TO NOMINATION AND ADMISSION TO SERVICE ACADEMIES

A. Uniformed Services Members on Active Duty. Members on active duty, directed to perform travel and TDY to take preliminary, entrance, or final examinations preparatory to admission to a Service academy, are authorized the TDY travel allowances prescribed in Chapter 4, Part B or Part C, as applicable. ***The payment of travel and transportation allowances to members for travel to compete for congressional nominations is not authorized under this Volume.***

B. Civilians or Reserve Components Members Not on Active Duty. No travel and transportation allowances are payable under this Volume to civilians, or Reserve Component members not on active duty, for travel performed for examinations preparatory to admission to a Service academy.

U7005 AVIATION CADETS

An aviation cadet, on active duty and traveling under an order, is authorized travel and transportation allowances in Chapter 4, Part B, Part C, and Part F, as applicable on the same basis as an officer.

C. Inactive Duty Training with Pay

1. General. The following definitions apply to par. U7150-C.

a. Assigned Unit. For travel allowance purposes, a Reserve Component member's assigned unit is the designated post of duty.

b. TDY Station. An alternate site outside the local commuting area of the member's assigned unit or home. See par. U3500-B.

2. Travel from Home to Assigned Unit or an Alternate Site in the Local Commuting Area

a. Allowances. There are no travel or transportation allowances for:

(1) Inactive duty training at the:

(a) Training duty station,

(b) Drill site,

(c) City/town where the assigned unit is located, or in the

(d) Local area of assigned unit or home, or

(2) Travel between home and the:

(a) Assigned unit,

(b) Place of attendance at unit training assemblies, or

(c) Place of duty instead of a unit training assembly.

*b. Transportation Reimbursement. Reimbursement may be authorized/approved under Chapter 3, Part F, for transportation expenses incurred on official business in and around the:

(1) Training duty station,

(2) Drill site, or

(3) City/town.

When the member travels between home and an alternate duty/work site, the member is paid TDY mileage for the distance that exceeds the distance from home to the assigned unit. The member is financially responsible for travel from home to the assigned unit.

Effective 1 January 2006

Example 1: A member's home is Location A and the assigned unit (ordinary drill site) is at Location B (18 miles round trip). The member drives to an alternate duty site at Location B (38 miles round trip). The member is due reimbursement for 20 miles (38 - 18) @ \$0.445 = \$8.90.

Example 2: A member's home is Location C and the assigned unit is at the Location D (in another state) (842 miles one way). The member ordinarily flies to the airport serving Location D and takes a subway to the assigned unit's location. In this instance, the member drills at an alternate duty site, at Location D which is inside the Location D local area. The member flies to the usual airport and takes a taxi to the alternate duty site (850 miles from Location C). The member is due reimbursement for 8 miles $(850 - 842) \times 2$ (round trip) @ \$0.445 = \$7.12.

3. Travel from Home/Assigned Unit to TDY Station

a. Authorization. A member directed to travel from the home/assigned unit to a TDY station is authorized the TDY allowances in Chapter 4.

b. Transportation Reimbursement. When the member travels directly from the home/assigned unit to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

Example: A member's home is Location E assigned unit is at Location F and TDY is at Location G. The member travels directly from home (Location E) to Location G. The member is due travel cost from Location E to Location G limited to the travel cost from Location F to Location G.

4. Travel from a Location other than Home/Assigned Unit to a TDY Station

a. Authorization. A member directed to travel from a location other than the home/assigned unit to a TDY station is authorized the TDY allowances in Chapter 4.

b. Transportation Reimbursement. When the member travels directly from the other location to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

Example: A member's home is Location E assigned unit is at Location F and TDY is at Location G. The member is authorized to travel from another location, Location H a location where the member is on business for a civilian job. The member is due travel cost from Location H to Location F limited to travel cost from Location F to Location G.

*5. Travel from a Location other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area

a. Allowances. *A member directed to travel from a location other than the home/assigned unit to an alternate site within the local commuting area of the assigned unit/home is not authorized travel and transportation allowances.*

b. Transportation Reimbursement. When the member travels directly from the other location to the alternate site, the member is paid TDY mileage for the distance limited to the distance *from the assigned unit* to the alternate site less the distance from home to the assigned unit.

Effective 1 January 2006

Example: A member's home is Location A and the assigned unit is at Location B (9 miles from <Location A) with an alternate duty site of Location C (16 miles from Location B). The member is authorized to travel from Location J to the Location C (1,315 miles). The member is paid for the distance traveled from Location J to Location C (1,315 miles) limited to Location B to Location C (16 miles) less Location A to Location B (9 miles). The member is due reimbursement for 7 miles $(1,315 \text{ NTE } 16 - 9 = 7) \times 2$ (round trip) @ \$0.445 = \$6.23.

- a. Military air transportation on a space required basis if reasonably available to the R&R/alternate destination, or
- b. Commercial air transportation if military air transportation is not reasonably available, and
- c. May not use cruise or tour packages to and from the authorized destination.

NOTE: Commanders must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the member) that affect scheduling.

3. Procurement. Commercial air transportation must be in accordance with par. U3120.
4. Reimbursement. Reimbursement must not exceed the Government-procured transportation cost between a member’s duty station and the authorized destination as determined in par. U7300-C2.
5. Time Limitation
 - a. Standard Tour: Member must have served more than 90 days in the R&R location prior to taking 1st R&R leave.
 - b. Contingency Tour: Member must have served at least 60 days in the R&R location prior to taking R&R leave.

E. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for R&R.*

Effective 12 December 2005

U7305 TRANSPORTATION FOR SR&R ABSENCE IN CONNECTION WITH TOUR EXTENSION

Effective 03 February 2004 (PDUSD memo of 3 Feb 2004)

*A. Authorization. Under regulations prescribed by the Secretary concerned, eligible members may elect up to 15 days of SR&R absence (DoD Instruction 1327.6, subsec. 6.16.2.3) (http://www.dtic.mil/whs/directives/corres/pdf/i13276_042205/i13276p.pdf) and round-trip transportation at Government expense between an OCONUS PDS and the nearest CONUS port (10 USC §705(b)). A member may travel to an alternate destination and return at a cost not to exceed the cost of round-trip transportation between the OCONUS PDS and the nearest CONUS port.

B. Eligibility. A member of the Armed Forces must meet the following requirements of DoDD 1327.5:

1. Are entitled to basic pay,
2. Have a specialty designated for SR&R purposes,
3. Complete a tour of duty at a designated OCONUS PDS,
4. Extend that tour for not less than a year, and
5. Do not elect a non-transportation option under 10 USC §705.

Effective 10 March 2003

C. Authorized Transportation. Round-trip Government or Government-procured transportation is authorized. If possible, members must use one or the other. If neither is available, the member must procure round-trip commercial transportation via an available CTO per par. U3120 with reimbursement for:

1. Transoceanic travel and overland air travel under par. U5116-D,
2. Overland surface travel at actual cost, and
3. POC travel at actual cost as in par. U3305-B.

NOTE: Reimbursement for the round-trip transportation cost to an alternate destination must not exceed the round-trip transportation cost between the OCONUS PDS and the nearest CONUS port.

D. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for SR&R.*

Effective 10 March 2003

E. Alternate Destination. A destination location (other than the nearest CONUS port) a member selects. Travel to and from the alternate location is official travel, and therefore contract city pair fares may be used but only if the contract city-pair fare to the alternate destination does not exceed the cost of the contract city-pair fare to the nearest CONUS port.

NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

Example 1		
Member's PDS is in Germany and the nearest CONUS port is Baltimore. Member wants to travel to Denver.		
City pair to Baltimore:		\$1,200
City pair to Denver:		\$1,400
Least cost non-city pair fare to Denver =		\$1,600
Since travel to Denver is more expensive than travel to Baltimore the city pair fare may not be used to Denver.		
The member is financially responsible for the additional cost:	\$1,600 - \$1,200 =	\$400

Example 2		
Member's PDS is in Germany and the nearest CONUS port is Baltimore. Member wants to travel to Atlanta, GA.		
City pair to Baltimore:		\$1,200
City pair to Atlanta:		\$ 980
Since travel to Atlanta, GA, is less expensive than travel to the nearest port, Baltimore, the member is authorized city pair fare to Atlanta (\$980) NTE the \$1,200 cost to Baltimore.		

PART D: FAMILY SEPARATION HOUSING ALLOWANCE**U10300 GENERAL**

A. General. The Family Separation Housing (FSH) allowance is payable to a member-with-dependents for added housing expenses resulting from separation from the dependents when a member is assigned to an OCONUS PDS. General conditions are:

1. Transportation of dependents to the duty station is not authorized at Government expense under 37 USC §406;
2. Dependents do not reside at or near the duty station; and
3. Government quarters are not available for the member.

Effective 20 December 2005

*B. Rates Payable. There are two types of FSH as described in pars. U10300-B1 and B2, below. FSH-B is payable in a monthly amount *equal to* the without-dependents BAH rate applicable to the member's grade and PDS. FSH-O is payable in a monthly amount *up to* the without-dependents OHA rate applicable to the member's grade and PDS:

1. Family Separation Housing – BAH Based Location (FSH-B) is payable for assignments at duty stations in Alaska and Hawai'i and is based on the location of the PDS. Payment starts upon submission of proof that Government quarters are not available and the member has obtained private sector housing.
2. Family Separation Housing – OHA Based Location (FSH-O) is payable for assignments at duty stations outside the United States and is based on the location of the PDS. Payment is under the same conditions as for OHA for a member without dependents. OHA rules for determining monthly rent (par. U10102), utility allowance (par. U10103), MIHA (par. U10104), and advances (par. U10105) apply to FSH-O.

C. When Not Payable. A member may not be paid FSH-O/FSH-B when the:

1. Member's only dependent is entitled to active duty basic pay;
2. Member has no dependents other than a dependent for which the member is paying child support but does not have legal custody and control. This situation is fundamentally different from a member who has a spouse and/or children. The member with spouse/children is authorized transportation of dependents under 37 USC §406, just not to the duty station because of the nature of the tour or location of the duty station. The member who has a dependent solely by reason of child support is not eligible for any transportation of that dependent under 37 USC §406, because the member does not have custody and control. The ineligibility for transportation as opposed to a tour/location denial precludes payment of FSH; or
3. Member is assigned to a CONUS PDS.

D. Temporary Social Visits by Dependents

1. FSH-O/FSH-B continues uninterrupted while the member's dependents visit at or near the member's PDS, but for no longer than 90 continuous days. Facts clearly must show that the dependents merely are visiting (not changing residence) and that the visit is temporary and not intended to exceed 90 days.

2. If, for unforeseen reasons (due to illness or other emergency), a bona fide social visit extends beyond 90 days, FSH-O/FSH-B stops at the end of the 90-day period. FSH-O/FSH-B is again authorized on the day that the dependents depart from the PDS.

3. A member is authorized FSH-O/FSH-B, however, even though one or more (but not all) dependents visit for longer than 90 days, if the member is authorized a with-dependent housing allowance on behalf of the dependents who are not visiting the member.

4. For consistent action on FSH changes with other housing allowances see par. 10206.

E. Dependents Reside in the Member's PDS Vicinity. FSH-O/FSH-B is not authorized if all of the member's dependents reside in the vicinity of the PDS. If some (but not all) of the dependents voluntarily reside near the PDS, FSH-O/FSH-B continues. See par. U10000-E for definition of vicinity.

F. FSH in Situations Other Than an Unaccompanied Tour. FSH may be paid in situations other than an unaccompanied tour. For situations and start stop rules see:

1. Acquired dependents (par. U10204).
2. Delays caused by the Government (par. U10205).
3. Early return of dependents (par. U10207).
4. Evacuation (par. U10209).

G. Decision Logic Table

<i>Conditions Affecting FSH Authorization</i>		
R U L E	When an eligible member	Then FSH
1	Arrives at PDS outside the CONUS.	Starts when private sector housing is acquired.
2	Departs upon reassignment from an OCONUS PDS	Continues through the departure date
3	No longer has eligible dependent	Continues through the day before the date member no longer has an eligible dependent
4	Is assigned Government quarters	Continues through the day before the day Government quarters become available for assignment
5	Enters a non-pay status for any reason, except as provided in <u>NOTE 1</u>	Continues through the day before the date member enters non-pay status
6	Is on TDY away from member's PDS, including TDY within the U.S.	Continues for 60 days or less without certificate from member
7	Is hospitalized at or away from PDS, including hospitalization within the U.S.	
8	Is on authorized leave (accrued or advance) at, or away from, PDS, including leave within the U.S.	
9	Is in military confinement or otherwise restricted by military authority	
10	Continues in status covered by rules 6 through 9 for more than 60 days	Continues <u>NOTE 2</u>

*Table U10D-1***NOTES:**

1. See DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," sec. 2605 for Department of Defense members and Service directives for non-DoD Services' members.
2. Payment must be supported by member's certificate that the member maintained private sector housing at the PDS.

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GOVERNMENT CONVEYANCE. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for Government use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel. ***NOTE: A Government-owned ship totally leased for commercial operation or a rental vehicle as referred to in par. U5320-D (Personally procured moves) is not a Government conveyance (52 Comp. Gen. 936 (1973)).***

GOVERNMENT DINING FACILITY/GOVERNMENT MESS. A generic term used in lieu of Government mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used by or made available to the member includes:

1. A general or Service organizational mess, including messing facilities of a state-owned National Guard Camp ***NOTE: A dining facility/mess established and operated primarily for enlisted member subsistence is not included for officers unless the mess is used by, or made available to, them.;***
2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or
3. Box lunches, in flight meals, or rations furnished by the Government on military aircraft.

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

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

1. Owned by an agency;
2. Assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or
3. Leased by the Government for 60 days or longer from a commercial firm.

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

***GOVERNMENT MEAL RATE**

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

Effective 1 January 2006

1. Discount Government Meal Rate: \$7.70 per day
2. Standard Government Meal Rate: \$9.05 per day

NOTE: Also see DISCOUNT GOVERNMENT MEAL RATE.

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

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

GOVERNMENT QUARTERS.

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the U.S. Government;
2. Lodgings or other quarters obtained by U.S. Government contract;
3. Quarters in a state-owned National Guard camp;
4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;
5. Temporary lodging facilities as defined in this Appendix;
6. Lodging facilities on a U.S. Installation other than privatized housing, owned and operated by a private corporation, if the use of these facilities is directed by Service regulations; and
7. Family-type housing owned or leased by the U.S. Government (does *not* include privatized housing).

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

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

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

Effective 28 July 2005

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

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

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

HOME OF RECORD (HOR). The place recorded as the home of the individual when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

***PART II: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION**

The sample format below may be used as a guide (for all Services) to prepare an ITA. *Use of the sample format is not mandatory.*

INVITATIONAL TRAVEL AUTHORIZATION

Name _____ TRAVEL AUTHORIZATION NUMBER _____

Address _____

DATE APPROVED _____

You are invited to depart from _____

in sufficient time to arrive at _____ by _____ (Date)

for the purpose of _____

for approximately _____ days. Upon completion, you shall return to the point of origin.

You are authorized to travel by: Rail Commercial Air Military Aircraft Bus
See below for travel by Privately-Owned Conveyance

The authorizing/order-issuing agent has arranged Transportation.

Transportation tickets are included with this authorization.

Transportation tickets shall be provided at a later date

NOTE: PLEASE GUARD TRANSPORTATION TICKETS CAREFULLY. However, if a transportation ticket in your possession is lost or stolen, you must make an immediate report to the command sponsoring the travel. You are required to pay for a replacement ticket and will be reimbursed for the second ticket, not to exceed the cost of the first ticket, ONLY AFTER the Government is refunded for the lost/stolen tickets. You must return unused transportation tickets with the travel claims.

To arrange transportation call: (____) _____

You may arrange your transportation. The following rules apply:

You must arrange your transportation with a (Contracted) Commercial Travel Office (CTO) when the contract with the CTO permits the CTO to arrange transportation for travelers who are not Government employees. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the Government if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the Government, reimbursement is limited to the Government's cost on a constructed basis, for transportation that would have been arranged by a CTO if available. If the contract between the Government and the CTO does

not permit the CTO to arrange transportation for travelers who are not Government employees, reimbursement for transportation may not exceed the least expensive coach/economy class air accommodations unless otherwise permitted in JTR, par. C2204-A.

It is DoD policy that in using regularly scheduled air transportation:

- (a) Accommodations selected must be the least costly unrestricted service that permits satisfactory accomplishment of the traveler’s mission, and
- (b) U.S. carriers must be used for all commercial foreign air transportation if service provided by those carriers is available; *otherwise reimbursement for the cost of transportation is not allowed.*

Effective 1 January 2006

You are authorized to travel by privately owned conveyance (POC) as advantageous to the Government. Reimbursement is at the rate of \$0.445 cents per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred including per diem while in travel status under this travel authorization.

You are authorized to travel by privately owned conveyance (POC) on a constructed basis. You would normally be authorized to travel by common carrier. Reimbursement is limited to the transportation cost by the usual common carrier mode, including per diem.

Receipts: Ticket stubs/itinerary copies are required to substantiate your transportation cost. Receipts are required for all items of expense in an amount of \$75 or more plus any applicable tax.

You are paid a per diem allowance to cover your expenses for lodging, meals, and incidental expenses. Room taxes at locations in the 50 states, District of Columbia, U.S. territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are reimbursed separately. Room taxes in foreign areas are included in the total lodging cost and are not reimbursed separately. While traveling in connection with this Invitational Travel Authorization, you are authorized a per diem equal to the daily amount you pay for lodging, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable maximum amount prescribed on the Per Diem Committee homepage: <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the locality concerned. If your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, only the maximum per diem rate is payable. (See JTR, Chapter 4, Part L, for applicable rules.)

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

You are to be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

APPENDIX K

OVERSEAS HOUSING ALLOWANCE (OHA)

PART II: BRIEFING SHEET

A. OHA Overview

1. The OHA program provides you and other uniformed members assigned to OCONUS locations (except Hawaii and Alaska) an allowance to defray your housing costs. All members authorized to live in privately leased/owned quarters are authorized an OHA but must provide a completed DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) approved by the appropriate local official. ***You must submit a new DD Form 2367 each time there is a change to any data you previously submitted.***

Effective 20 December 2005

****NOTE: If you are authorized to receive a Family Separation Housing (FSH-O) allowance under par. U10300, the monthly amount is equal to the actual lease amount up to the without-dependents OHA rate at your PDS. The same expense requirement documentation and administrative control procedures that apply to OHA also apply to FSH-O.***

2. OHA is comprised of three separate components: rental allowance, utility/recurring maintenance allowance, and a one time Move-in housing allowance.

OHA allowances are periodically reviewed and updated based on member-reported costs. These reviews may result in allowance increases/decreases; therefore, your OHA payments ordinarily may change over time. OHA locality tables with current rate information are on the PDTATAC website at

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

B. Required Form(s) Submission. Before your OHA is paid, you must complete a DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) and present the completed form, together with a copy of your lease agreement, to the appropriate official who must approve your DD Form 2367. If you qualify for MIHA/Rent and/or MIHA/Security you also must complete DD Form 2556 (Move-In Housing Allowance Claim). ***These allowances generally increase/decrease over time due to periodic exchange rate adjustments based on foreign currency fluctuations in relation to the dollar and/or new cost data. You must complete a new DD Form 2367 each time your previously reported housing information changes.***

C. Rental Allowances

1. The maximum rental allowance shown in the locality tables are for members with dependents. The maximum rental allowance for a member without dependents is 90 percent of the with-dependent allowance. These rental allowances generally cover actual rental costs for 80 percent of members with dependents assigned to a specific area.

2. Unless you (the member) are a sharer (as defined in par. U10000-C) you receive the amount of rent paid up to the set rental allowance. You are sharing a dwelling when residing with:

a. A spouse or dependent that is either a uniformed member or a Federal civilian employee authorized a Living Quarters Allowance (LQA),

- b. Another uniformed member authorized an OHA, or non-related Federal civilian employee authorized an LQA, and/or
- c. Any other person, excluding the member's dependents, who contributes money toward the payment of rent, mortgage and/or utilities.

3. If you are involved in a sharing arrangement as defined above, proportional rent shares are determined by dividing the total rent for the dwelling by the number of sharers. This proportional rent amount is then compared to the appropriate maximum rental allowance and you receive the lesser of the proportional rent share or the rental allowance.

4. If you are a homeowner, derive your 'equivalent rent' by dividing the original purchase price by 120 (excluding the closing costs, taxes, etc.). **NOTE: If you are in the Azores and purchased your home on/after 1 January 1999, divide your purchase price by 24. See par. U10102-C3 for determining the equivalent rent when you (or your dependents) inherit a dwelling or residence or otherwise receive it without purchasing it.**

5. At some duty stations you pay monthly rent at a specified fixed exchange rate (dollar equivalency contract) for the duration of the lease, rather than at a fluctuating currency exchange rate. When required by law or local custom at your duty station, your commanding officer or designated representative should enter the following statement in Part B - Certifications, DD Form 2367: "Dollar equivalency contract required. No other housing option available to member." You should enter the US dollar equivalent of your monthly rent in block 5b, DD Form 2367.

D. Utility/Recurring Maintenance Allowances

1. The utility/recurring maintenance allowances indicated on the OHA locality tables are for accompanied members with dependents. If you are unaccompanied but not a sharer, the allowance is equal to 75 percent of the amount indicated in the locality table. If you are a sharer, divide the accompanied rate allowance by the number of sharers to determine each individual's allowance amount.

2. If your rent includes all utilities, you **do not** receive a utility allowance. However, the utility/recurring maintenance allowance that you would otherwise receive is **added** to your rental allowance. If your rent includes **some** utilities/services your utility/recurring maintenance allowance might be reduced. If so, the amount by which your allowance is reduced is added to your rental allowance.

E. Move-In Housing Allowance (MIHA)/Miscellaneous Expenses. MIHA is comprised of three components:

1. MIHA/Miscellaneous is a fixed-rate, one time payment that reflects average expenditures made by members to make their housing habitable.

2. MIHA/Rent is an actual expense component that covers reasonable rent-related expenses in total. These are fixed, one-time nonrefundable charges, such as real estate agents' fees. **Homeowners are not authorized to receive this component.**

3. MIHA/Security is also an actual expense component that covers reasonable security-related expenses for members assigned to areas where dwellings must be modified to minimize exposure to terrorist threat. Only items used to modify the actual physical dwelling are allowable. Qualifying locations are listed in Appendix N.

Effective 16 July 2004

APPENDIX N

PART I: MOVE-IN HOUSING ALLOWANCE (MIHA)

A. General

1. The Move-In Housing Allowance (MIHA) is comprised of the following three components (see par. U10104):
 - a. MIHA/Miscellaneous – a fixed-rate, lump-sum payment,
 - b. MIHA/Rent – an actual expense component that covers reasonable rent-related expenses, and
 - c. MIHA/Security – an actual expense component that covers reasonable security-related expenses.
2. To be authorized a MIHA, a member must be eligible for an Overseas Housing Allowance (OHA).
3. MIHA is intended to defray the move-in costs associated with occupying privately leased quarters covered under the OHA program.
4. MIHA is not intended to cover move-out costs.

B. MIHA/Miscellaneous. Actual expense data for MIHA/Miscellaneous is collected by survey. This data is used to set the MIHA/Miscellaneous allowance rate. Members residing in privately leased quarters receive an annual 'Overseas Housing Allowance Utility Expenses Survey'. Additionally, once every three years each member receives an 'Overseas Housing Allowance Utility and Move-In Expenses Survey'. ***To ensure that proper MIHA allowances are set, accurate, uniform and complete reporting of costs is essential. Therefore, it is imperative that members retain copies of all move-in expenses for later survey completion and cost reporting.***

1. Survey procedures are mailed to each country allowance coordinator (see Appendix M).
2. The 'Overseas Housing Allowance Utility and Move-In Expenses Survey' is used to report the member's MIHA/Miscellaneous expenses in addition to their utility expenses.

C. MIHA/Rent. A completed DD Form 2556 (Move-In Housing Allowance Claim (May 1999)) must accompany each MIHA/Rent claim. A member may submit more than one DD Form 2556 while assigned to a PDS (e.g., to claim rent-related expenses, then again to claim security expenses). Receipts for expenses of \$75 or more must be provided.

1. When the MIHA/Rent expense is incurred in foreign currency, convert the cost to U.S. dollars (using the actual rate of exchange at which the member converted the U.S. dollars to the foreign currency).
2. If the member is a sharer (see par. U10000-C), only one sharer may claim an individual rent-related expense. Sharer status is based on the member's response to item 8 of DD Form 2367, Individual Overseas Housing Allowance (OHA) Report.

3. Both the member *and* an authorizing/approving official (commander or designated official, such as the housing officer) must complete the DD Form 2556.
4. The authorizing/approving official may authorize all, or any portion, of an expenditure if it is considered reasonable. When the expenditure is not authorized, an explanation must be provided on a separate sheet and the information submitted with the completed DD Form 2556.
5. When the amount authorized in DD Form 2556, Part B Subtotal, exceeds two times the member's monthly rent, the authorizing/approving official must justify the amount on a separate sheet and the information submitted with the completed DD Form 2556.

Effective 8 December 2005

****6. No expenses paid in connection with and at the time of vacating private sector housing are reimbursable.***

NOTE: Copies of all DD Forms 2556 prepared by the member should be maintained at the member's PDS. For locations served by housing offices, the Housing Office should retain the copies of the DD Forms 2556.

D. MIHA/Security

1. To qualify for MIHA/Security, members must be assigned to an area where dwellings must be modified to minimize exposure to terrorist and/or criminal threat (for 'MIHA Security Locations', see Appendix N, Part II). Department of State and/or the Defense Intelligence Agency designate high threat areas when Department of State is:
 - (a) ***Responsible*** for the area's residential security: the member does not complete DD Form 2556, Part C. All security modifications are coordinated and funded under the guidance of the Regional Security Officer (RSO) of the Department of State.
 - (b) ***Not responsible*** for the area's residential security: the senior officer in-country is responsible for developing the appropriate housing security policy for the area. When security modifications are deemed appropriate, acceptable items/expenditures must be determined by an individual/office designated by the senior officer. DD Form 2556, Part C must be completed to claim reimbursement for security related expenses.
2. When possible, costs for security upgrades to the dwelling should be borne by the landlord. However, the housing officer or appropriate official should expect the landlord to increase the rent on the unit to recover the upgrade expenses within a reasonable time period.
3. When the senior officer in-country determines that a duty station should be a MIHA/Security area, that officer should have a designation request forwarded for risk assessment and justification. The request may be by letter, message, or e-mail message to the PDTATAC at the addresses below. The request for risk assessment is forwarded by PDTATAC to the Department of State or the Defense Intelligence Agency for a final determination.

Letter Address:

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

E-Mail Message Address:

Housing.Security@perdiem.osd.mil

Message Address:

PER DIEM TVL AND TRANS ALW COMTE ALEXANDRIA VA

4. A completed DD Form 2556 (Move-In Housing Allowance Claim (May 1999)) must accompany each MIHA/Security claim. A member may submit more than one DD Form 2556 while assigned to a PDS (e.g., to claim rent-related expenses, then again to claim security expenses). Receipts for expenses of \$75 or more must be provided.
5. When the MIHA/Security expense is incurred in foreign currency, convert the cost to U.S. dollars (using the actual rate of exchange at which the member converted the U.S. dollars to foreign currency).
6. If the member is a sharer (see par. U10000-C), only one sharer may claim an individual security-related expense. Sharer status is based on the member's response to item 8 of DD Form 2367, Individual Overseas Housing Allowance (OHA) Report.
7. Both the member **and** an authorizing/approving official (commander or designated official, such as housing officer) must complete the DD Form 2556.
8. The authorizing/approving official may approve all, or any portion of, an expenditure if it is considered reasonable. When the expenditure is not authorized, an explanation must be provided on a separate sheet and the information submitted with the completed DD Form 2556.
9. When the amount authorized in DD Form 2556, Part B Subtotal, exceeds two times the member's monthly rent, the authorizing/approving official must justify the amount on a separate sheet and submit the information along with the completed DD Form 2556.

NOTE: Copies of all DD Forms 2556 prepared by the member should be maintained at the member's PDS. For locations served by housing offices, the Housing Office should retain the copies of the DD Forms 2556.

E. Instructions for Completing DD Form 2367, Individual Overseas Housing Allowance (OHA) Report

1. The member must complete items 1 **through** 10 (for assistance see the Housing Officer).
2. The 'Housing Officer or Appropriate Official' must either check box 11a(1) **or** 11a(2), whichever is appropriate.
3. The Housing Officer or Appropriate Official must also complete blocks 11b **through** 11d.
4. The 'Certifying Official' must check the appropriate block for both 12a **and** 12b. The selection for block 12b **is based on** the answer provided by the Housing Officer or Appropriate Official in block 11a.

5. The Certifying Official must also complete blocks 12c *through* 12g.
6. When the certifying official authorizes/approves the MIHA/Miscellaneous allowance the member receives the allowance in subsequent pay.

F. Instructions for Completing DD Form 2556, Move-In Housing Allowance Claim

1. DD Form 2556, Part A – Service Member Identification and Residence Information. Items 1 through 5 are self-explanatory.

2. DD Form 2556, Part B – Rent Related Expenses. Report only fixed, one-time, nonrefundable fees related to renting the dwelling. These are charges levied by the landlord, the landlord's agent or a foreign government that the member is required to pay. ***Refundable security deposits, advance rental payments, and recurring costs are not reported on this form.***

a. Authorized expenses:

Effective 8 December 2005

*(1) Customary Restoration or Redecoration Fees. This fee, when levied as an up-front charge, is not a damage deposit. It is typically for repainting and cleaning after the renter's departure. ***NOTE: If charged at the time of departure (and not before/at occupancy), it is not reimbursable nor is it to be included in the report.*** These charges should be reported only when there is no chance of a refund.

(2) Rental Agent Fees. When a member has no other recourse but to rent a unit with such charges, the charges are reimbursable.

(3) Lease Taxes or Rental Taxes. Some jurisdictions levy a lease tax or rental tax. When this tax is:

- (a) A one-time charge - it is reported on DD Form 2556,
- (b) A monthly charge - it is included with rent and reported on DD Form 2367, and
- (c) Charged at other intervals (e.g., an annual charge), it is considered a recurring expense and is covered by the Utility/Recurring Maintenance Allowance.

b. Unauthorized Expenses. The authorizing/approving official has the authority to disapprove excessive or unjustifiable expenses, i.e.:

- (1) Avoidable real estate agent fees (see Examples 1 and 2 below),
- (2) Restoration/redecoration fees when they are not customary.

EXAMPLE 1: A housing office recommends an acceptable dwelling that could have been rented without a rent-related fee. However, the member chose to rent a unit through a real estate agent who charged a 2-month rental fee. The authorizing/approving official must disapprove reimbursement of the rent-related fee.

EXAMPLE 2: A member's landlord charged the member a 2-month up-front rental fee when a 1-month rental fee is the customary charge. The authorizing/approving official should authorize reimbursement for only 1 month's rental fee.

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 the Secretary concerned and for *only uniformed members* (see JFTR, par. U4250). The traveler is financially 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). 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 22 December 2005

*d. Meals provided by a common carrier do not affect per diem. Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals. See JFTR, par. U4165, items 2e and 2f (uniformed members) and JTR, pars. C4554-B5 and C4554-B6 (civilian employees) when a charge for meals is added to the lodging cost.

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.

Effective 8 September 2004

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

NOTE:

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

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

Effective 5 July 2005

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

b. A traveler ordinarily travels on a no-fee passport. However, fees for such passports are reimbursable when travel on an official order/authorization is to and/or from a high threat area or high risk airport (see http://travel.state.gov/warnings_list.html) by commercial air and the traveler is authorized to obtain and use a regular fee passport. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless Government transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements.

c. Dependents' fee is reimbursable *except* in connection with personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.

d. Medical fees, even though incurred as a consequence of the entry requirements of a country to which the traveler is sent are not reimbursable, except as in JFTR, par. U1410-A5 and JTR, par. C1410-A5 for inoculations.

Effective 19 May 2005

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

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

a. Tax reimbursement is limited to the taxes on reimbursable lodging costs (for example, if a traveler is authorized a maximum lodging rate of \$60 per night, and the traveler elects to stay at a hotel that costs \$110 per night, the traveler may only be reimbursed the taxes on \$60, which is the maximum authorized lodging amount); and

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

Effective 1 April 2005

6. Fees for:

a. Currency conversion. Travelers:

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

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

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

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

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

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

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

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

*8. Service and processing fees (transaction fees) paid by a traveler for arranging official transportation, rental car, and hotel/motel accommodations when a CTO/TMC is not available to the traveler. ***NOTE: Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage CTO/TMC in the process and the CTO/TMC is not available, prior to execution of official travel;***

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

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

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

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

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

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

Effective 1 April 2005

22. For lodging expenses incurred when a member takes leave *during contingency operations* (see par. U7225); and

23. Similar travel related expenses.

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

Effective 28 April 05

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