

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

CHANGE 232

Alexandria, VA

1 April 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 April 2006 unless otherwise indicated.

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

STEPHEN W. ROCHON  
RADM, USCG  
Director of Personnel Management

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

SAMUEL P. DE BOW, JR.  
RADM, NOAA  
Director, NOAA Corps

ROBERT GODWIN  
Deputy Assistant Secretary of the Air Force  
for Force Management and Integration

JOHN O. AGWUNOBI  
ADM, USPHS  
Assistant Secretary for Health

This change includes all material written in MAP Items 68-05; 82-05(E); 85-05(E); 86-05(E); 87-05(E); 88-05(E); 93-05(E); 96-05; 97-05(E); 02-06(I); 03-06(I); 04-06(E); 05-06(E); 06-06(E); 09-06(I); 11-06(I); 13-06(E); 16-06(I); 19-06(I); 20-06(I) and 21-06(I). Insert the attached pages and remove the corresponding pages. Remove pages U1C-5; U1C-7; O-29 and O-31. This cover page replaces the Change 231 cover page.

BRIEF OF REVISION

These are the major changes made by Change 232:

U1410; Appendices A, E, O: various paragraphs. Aligns the wording in JFTR par. U1410, JTR, par. C1410, and App O, par. T4040-E. Also creates a new Appendix G, "Miscellaneous Expenses on Official Travel" and corrects references.

U2146-B. Authorizes the courses listed to be designated as TDY assignments until 31 March 2007.

U4137. Authorizes the reimbursement of rental furniture expenses when a residence is purchased for the intent of lodging at the TDY location.

U4141; U7225. Changes the language authorizing payment of lodging during "leave" to during "authorized absence" and adds the definition of "authorized absence" from the law.

U4710-B; U5310-B (footnotes). Modifies the PCS and TDY HHG weight allowances footnotes to include the Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, a position created by Section 685 of the FY06 NDAA.

U5241-C. Implements law which allows dependents up to three years to make a home of selection for member's dying on or after 6 January 2006.

U5310-B. Implements law increasing PCS HHG weight allowance for senior noncommissioned officers (E7-E9).

U7175. Updates the Muster Duty Allowance effective 1 January 2006.

U7980-E. Reinstates and extends authority to provide travel allowances for coalition liaison officers to 30 September 2007.

U10200-B; U10206-A8; Table U10C-3. Clarifies the dates on which housing allowance (HA) changes are effective when dependents relocate to a new location at personal expense.

U8015; U9106. Explains on which day OCONUS COLA at the with-dependents rate is adjusted when a member's dependents depart an OCONUS PDS incident to an early or advance return to CONUS.

U9101; U9201; U9204-A, -B. Permits Secretarial authorization/approval for payment of station allowances (OCONUS COLA and TLA) based on dependent location, even if the member is assigned inside CONUS.

Appendix A, Part I. Changes definition of "Travel Invitational."

Appendix A, Part II. Revises the definition of "IBA" to make it clear that the acronym only applies to the Government-sponsored contractor-issued travel charge card.

Appendix E, Part I. Clarifies that ITAs are only to be used to pay for travel of those individuals actually participating as a working participant in a conference and "NOT" just as a spectator for informational or information gathering purposes.

Appendix F. Adds Abuja, Nigeria, and Tripoli, Libya to the list of Consumable Goods locations.

Appendix Q. Revises Appendix Q to indicate that if a tour length is not listed for a specific OCONUS location or country, for assignment-selection purposes only, the tour length is 36 months accompanied and 24 months unaccompanied.

Appendix S. Establishes FEML in Zagreb, Croatia with a destination of Frankfurt effective 25 January 2006. Also establishes FEML for Sarajevo, Bosnia with a relief destination of Frankfurt, Germany effective 30 November 2005.

Various paragraphs and tables. Replaces the term "temporary storage" with "storage in transit".

**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. Single sheets or entire monthly changes are available from the PDTATAC website.

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223	U7-xi	232	U9B-1	221	B-1	217	N-i		
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168	U7E-1	230	U9C-5	216	E1-3	217	N2-3		
195	U7F1-1	230	U9C-7	232	E1-5	216	O-i		
157	U7F2-1	230	U9C-9	216	E1-7	229	O-1		
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## CHAPTER 1

## PART C: MISCELLANEOUS REIMBURSABLE EXPENSES

## U1400 GENERAL

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

B. Transportation Expenses Incurred in or around a PDS or TDY Location. Reimbursement of these expenses is covered in Chapter 3, Part F.

## \*U1405 COMMUNICATION SERVICES

Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. The AO may determine certain communications to a member's home/family are official. These communications must be only to advise of the member's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the member is aware of the limit. Charges for connections used for computers for official Government business also are reimbursable. The AO may approve charges after the TDY is completed when appropriate (adopted from GSBICA 14554-TRAV, 18 August, 1998). ). See App G, Part I, Item 21g.

## \*U1410 MISCELLANEOUS EXPENSES

See Appendix G.

*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 App G, Part I, Item 6.

***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.

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**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. The PDTATAC has approved the following courses to be temporarily designated as TDY courses until 31 March 2007. These Air Force administered training courses are to be attended in a TDY status (except for members already assigned PCS at the same duty station). Courses scheduled to begin on/after 1 April 2007 revert to being attended in a PCS status.

- a. E3AQR2E031      Electronic Principles
- b. E3ABR2E031      Ground Radar System Apprentice
- c. E3AQR2E133      Electronic Principles
- d. E3ABR2E133      Ground Radio Communications Apprentice
- e. E3ABR1W031      Weather Forecaster Apprentice
- f. E3AQR2E132      Electronic Principles
- g. E3ABR2E132      Meteorological and Navigation Systems Apprentice

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.

**CHAPTER 2****PART C: TRAVEL STATUS****U2200 TRAVEL STATUS**

A. Importance of Travel Status. A member is authorized travel and transportation allowances only while in a "travel status". Travel status exists while performing travel away from the PDS on public business under competent travel orders, including necessary delays en route. Travel status begins when the member leaves the residence, office, or other departure point and ends upon return to the residence, office, or other arrival point at the trip conclusion.

B. Conditions under which Travel Status Exist. "Travel status," except as a member of ship's complement, includes:

1. Travel in connection with necessary TDY including time spent at a TDY station, without regard to whether duty is performed while traveling, and without regard to the length of time away from the PDS;
2. PCS travel;
3. Necessary delay while awaiting further transportation after travel status has begun;
4. Travel to and/or from a hospital for observation or treatment (for travel to/from medical facilities in the local travel area, see par. U3500-C);
5. Travel by Government or other aircraft, including:
  - a. Flights for training purposes made under orders of competent authority that require one or more landings away from the starting point; and
  - b. All necessary delays incident to the mode of travel;
6. Flights for training purposes made in the absence of travel orders when it is necessary to remain away overnight; and
7. Other circumstances determined jointly by the Secretaries concerned before, during, or after occurrence to constitute a travel status.

C. Travel Status Beginning and Ending

1. Aircrew Members or Couriers Only. See Table U2C-1.
2. Other Than Aircrew Members or Couriers. See Table U2C-2.
3. Member Assigned to a Two-Crew Nuclear Submarine (SSBN). Travel status ends and the member begins a training and rehabilitation status when:
  - a. The member arrives at the submarine's homeport, and
  - b. No further travel away from the homeport is required by the PCS orders before reporting on board the submarine

whether or not the submarine is at the homeport (57 Comp. Gen. 178 (1977)).

4. TDY Departure/Return Site

a. The AO may permit the member to begin/end official travel from the location at which the member maintains the family residence if it is not the residence from which the member commutes daily to the PDS.

b. If advantageous to the Government, POC use may be authorized/approved to begin/end at the:

- (1) Member's residence (from which the member commutes daily to the PDS),
- (2) Location at which the member maintains the family residence if it is not the residence from which the member commutes daily to the PDS, or
- (3) Place near the member's residence where the POC is garaged/stored.

c. *Relative cost should be a consideration.*

d. **EXAMPLE:** The member's PDS is Alexandria, VA. The member resides in Alexandria during the workweek and commutes daily to the PDS. The member maintains the family residence in Norfolk, VA. The member may be permitted to begin and/or end official travel on TDY at Norfolk, VA.

**Table U2C-1  
Part I -- Beginning of Travel Status  
Departure from PDS -- Aircrew Members<sup>1</sup>**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Rule</b>	<b>When Member Departs</b>	<b>And Proceeds To</b>	<b>And Then To</b>	<b>Travel Status Begins When Member Departs From</b>
1	Home	Office	Flight ops/terminal at the PDS 3/	Terminal 4/
2	Home	Flight ops/terminal at the PDS 3/	N/A	Terminal 4/
3	Home	Office	Flight ops/terminal not at the PDS 3/	Office 2/
4	Home	Flight ops/terminal not at the PDS 3/	N/A	Home

**Part II -- Ending of Travel Status**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Rule</b>	<b>When Member Returns To</b>	<b>And Proceeds To</b>	<b>And Then To</b>	<b>Travel Status Ends When Member Returns To</b>
5	Flight ops/ terminal at the PDS 3/	Office or home	N/A	Terminal 4/
6	Flight ops/ terminal not at the PDS 3/	Office	Home	Office 2/
7	Flight ops/ terminal not at the PDS 3/	Home	N/A	Home

1/ Members performing TDY as aircrew members include those members for whom aircrew duty is an additional duty. Also includes Armed Forces couriers and other members whose primary duty makes the air terminal a regular duty place. This does not apply to Reserve Component members for first and last day when called to active duty. Aircrew status for Reserve Component members only applies after the member arrives at the active duty location and terminates when the member departs upon relief from active duty.

2/ Disregard travel to and from office if no duty was performed there.

3/ "At PDS" means within the limits of the PDS as defined in Appendix A.

4/ 'Departs from/returns to terminal' refers to "wheels up/wheels down."

**Table U2C-2**  
**Part I--Beginning of Travel Status**  
**Departure from PDS--Other than Aircrew Members and Couriers**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Rule</b>	<b>When Member Departs From:</b>	<b>And Proceeds to:</b>	<b>And Then To:</b>	<b>And Then To:</b>	<b>Travel Status Begins When Member Departs From:</b>
<b>1</b>	<b>Home 6</b>	<b>Transportation Terminal</b>	<b>N/A</b>	<b>N/A</b>	<b>Home 6</b>
<b>2</b>	<b>Home</b>	<b>Office 1</b>	<b>Transportation Terminal</b>	<b>N/A</b>	<b>Office 2, 5</b>
<b>3</b>	<b>Home</b>	<b>Office 1</b>	<b>Another duty/departure point within PDS 5</b>	<b>Transportation Terminal</b>	<b>Another duty /departure point within PDS 3,4</b>

**Part II--Ending of Travel Status**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Rule</b>	<b>When Member Returns To:</b>	<b>And Returns To:</b>	<b>And Then To:</b>	<b>And Then To:</b>	<b>Travel Status Ends When Member Returns To:</b>
<b>4</b>	<b>Terminal</b>	<b>Home 6</b>	<b>N/A</b>	<b>N/A</b>	<b>Home 2, 6</b>
<b>5</b>	<b>Terminal</b>	<b>Office 1</b>	<b>Home</b>	<b>N/A</b>	<b>Office 1, 2, 5</b>
<b>6</b>	<b>Terminal</b>	<b>Another duty/arrival point within PDS 3, 4</b>	<b>Home</b>	<b>N/A</b>	<b>Another duty/arrival point within the PDS 5</b>

1/ Disregard travel to/from office or other duty point if no duty was performed thereat.

2/ Applicable even though terminal is located at the PDS.

3/ Example: Member departs Navy Annex and proceeds to Pentagon for briefing prior to departing on TDY. Pentagon then becomes "another duty point." Member departs Navy Annex and proceeds to restaurant for lunch and after lunch proceeds to terminal. Restaurant becomes the "other departure point."

4/ "Another departure/arrival point is never a transportation terminal.

5/ Does not prevent reimbursement of transportation between home and PDS on travel days IAW pars. U3320-C, U3410-B and U3420-B.

6/ The AO may permit the member to begin/end official travel from the location at which the member maintains the family residence if it is not the residence from which the member commutes daily to the PDS. If advantageous to the Government, POC use may be authorized/approved to begin/end at the: (1) member's residence (from which the member commutes daily to the PDS), (2) location at which the member maintains the family residence if it is not the residence from which the member commutes daily to the PDS, or (3) place near the member's residence where the POC is garaged/stored. **Relative cost should be a consideration.** **EXAMPLE:** The member's PDS is Alexandria, VA. The member resides in Alexandria during the workweek and commutes daily to the PDS. The member maintains the family residence in Norfolk, VA. The member may be permitted to begin and/or end official travel on TDY at Norfolk, VA.

C. POC. Generally, 1 day of travel time is allowed for each 350 miles of official distance of ordered travel. If the excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed. When the total official distance is 400 miles or less, 1 day's travel time is allowed. This applies to travel by:

1. POC as advantageous,
2. Special conveyance (vehicle) as authorized mode for TDY travel, and
3. Government vehicle.

#### **U3006 TRAVEL SCHEDULE**

In determining a travel schedule, select the scheduled transportation that most nearly coincides with the departure and arrival times needed to carry out the mission and the provisions of par. U3006. Consider:

1. Duty hours;
2. Duty requirements;
3. Lodging availability at points of origin, destination or intermediate stops;
4. The need for onward transportation;
5. The traveler's comfort and well being; and
6. The traveler not being scheduled for departures and arrivals between 2400 and 0600 unless that is the only schedule available or is required by the mission.

#### **U3010 SEPARATE JOURNEYS**

When determining payable allowances, travel between any two points in the following categories is computed separately as a separate journey:

1. PDS,
2. TDY station,
3. Passenger port of embarkation (POE),
4. Passenger port of debarkation (POD),
5. First duty station,
6. Last duty station,

7. HOR,
8. HOS,
9. PLEAD,
10. A designated place,
11. A COT leave location,
12. POV loading port/VPC,
13. POV unloading port/VPC, and
14. POV storage facility.

### U3015 ACCOMPANIED BAGGAGE TRANSPORTATION

A. General. Par. U3015 prescribes authority for transportation of accompanied baggage (transported free on a transportation ticket) and excess accompanied baggage.

B. Authorization/Approval for Excess Baggage. Shipment of excess baggage may be authorized/approved in accordance with Service regulations.

C. Baggage Cost Payment

1. Excess Baggage Transportation Charges. Excess baggage transportation costs may be paid only when authorized/approved under par. U3015-B. Excess baggage charges may be included in Government-procured transportation documents, or the member may be reimbursed for the charges.

2. Baggage Transfer. Itemized necessary baggage transfer expenses are reimbursable except when the member is receiving mileage.

\*3. Baggage Checking and Handling. Itemized baggage checking expenses are reimbursable except when the member is receiving mileage. See App G, Part I for baggage handling tip reimbursement.

D. Return of Baggage to Member. When a member's baggage is shipped as part of a troop movement but the member's name is later deleted from the movement order, an expedited transportation mode may be used to return or forward the baggage to the member. This expedited transportation must be authorized/approved in accordance with Service regulations.

## CHAPTER 3

## PART B: TRAVEL BY COMMON CARRIER

## U3100 GENERAL

A. Transportation Policy

1. General. *It is Government policy that economy-class (less than first/business-class) accommodations are to be used for all passenger transportation modes.* See pars. U3125 (Commercial Air Transportation), U3130 (Commercial Ship Transportation), and U3135 (Train Transportation) for exceptions.
2. Prudence. Members and dependents must exercise the same care in incurring expenses paid by Government funds as a prudent person would when traveling on personal business at personal expense.
3. GSA City-Pair Airfares. See Appendix P.
4. Official Travel. Transportation procured and/or paid for by the Government may be used only for that portion of a trip properly chargeable to the Government. Any additional expense is the traveler's financial responsibility.
5. Usual Routing. The AO must justify travel other than by a usually traveled route. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility.
6. Time. All time not justifiable as official travel time must be accounted for in accordance with appropriate personnel-related regulations.
7. Accommodations. Common carrier accommodations, applicable to all official travel, are addressed specifically in pars. U3125 (Commercial Air Transportation), U3130 (Commercial Ship Transportation), and U3135 (Train Transportation). See par. U2000-A2c for medical reasons/justification for premium-class accommodations.
8. Foreign Flag Reimbursement. *Travelers may not be reimbursed for travel at personal expense on foreign flag vessels/aircraft, except as specified in par. U3125-C or U3130-F.*
9. Dependents' Seating. Each dependent is allowed a seat.
10. Interlining. If a traveler must change airlines to get to a destination, and one (or both) of the airlines does not interline baggage (i.e., automatically transfer baggage between airlines), then the traveler is not required to use that airline, even if less expensive. ***NOTE 1: This does not apply to Air Mobility Command Patriot Express (Category B) flights nor does it permit violation of the 'Fly America' Act. NOTE 2: In the absence of 'interlining', the traveler must go to the baggage area, pick up the luggage, then go back to the terminal, stand in line, recheck through security, etc. This seriously inconveniences the traveler and could lead to missed flight connections and mission delay/failure.***

B. TDY Travel Involving Non-PDS Location(s). A member on a TDY order is authorized travel/transportation allowances NTE the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between the member's PDS and TDY location. When TDY travel is to/from a ***non-PDS*** location:

1. The member is responsible for all excess travel/transportation costs; and
2. Constructed costs for each trip leg must be based on the non-capacity-controlled city-pair air fare, if available (not the capacity-controlled city-pair if both capacity-controlled and non-capacity-controlled fares are available).

***NOTE:*** For TDY travel/transportation allowances when a TDY order is received while a member is on official leave, see par. U4105-F.

### U3105 COMMON CARRIER TRANSPORTATION PROCUREMENT

See DoD 4500.9-R, (DTR), Part I for Defense Transportation Regulation (DTR) Passenger Movement. For policy and FAQs regarding the City-Pair Program see Appendix P.

*Effective 25 August 2005*

### U3110 REIMBURSEMENT FOR PERSONALLY-PROCURED COMMON CARRIER TDY TRANSPORTATION

***NOTE 1:*** Throughout this paragraph, users must remember that it is **MANDATORY** DoD policy to use CTOs for all official travel transportation requirements. The payment options provided below should in no way be interpreted to suggest that use of other than the CTO/TMC is authorized or encouraged. The payment options are provided for situations when the CTO/TMC cannot be used. See par. U1055 for those who violate policy.

***\*NOTE 2:*** The cost paid by the Government for Government/Government-procured transportation, in house or CTO/TMC transportation, frequently includes a transaction fee for arranging the transportation. A CTO/TMC transaction fee incurred by a member is reimbursable under App G, Part I, Item 13. When a CTO/TMC is not available to the member, the transaction fee incurred by the member for arranging transportation through other than a CTO/TMC is reimbursable under App G, Part I, Item 13.

A. General. Except for PCS transoceanic travel (see par. U5108-A), when a specific transportation mode is directed, a member, who must procure transportation without benefit of using a CTO/TMC, may be reimbursed for personally procured transportation up to the cost of the directed mode. Otherwise, the member is authorized transportation cost reimbursement as prescribed in pars. U3110-B, U3110-C, U3110-D, U3110-E and U3110-F. Reimbursement may not be more than the accommodations cost prescribed in pars. U3125, U3130 and U3135. See Chapter 3, Part D when the transportation is partly by POC. If a member uses Government-procured transportation for part of a journey (see par. U3010), the limits in pars. U3110-B and U3110-C must be reduced by its cost.

***NOTE:*** This policy does not apply to pars. U5108-A, U7200-C1a, U7205-A, U7206, U7400, U7401, U7450-A, U7451, U7500 and U7551, items 3 and 4.

B. Government/Government-contracted Transportation/In-house or CTO/TMC Available. When Government/Government-contracted transportation/in-house or CTO/TMC (see Appendix A for definition) services are available and the traveler procures common carrier transportation (including sleeping accommodations) at personal expense under a travel order, the traveler may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between authorized points. For air transportation, constructed costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. If a city-pair airfare is not available between origin and destination (e.g., There is often no city-pair airfare connecting origin and destination. Several least expensive unrestricted economy/coach-class commercial airfares (between several origins/destinations) must be combined to accomplish

the travel from required origin to required destination. Even if all of the airfares being combined are city-pair airfares, the combined fares that eventually get the traveler from required origin to required destination does not constitute a city-pair airfare.), the constructed transportation cost is limited by the least expensive unrestricted economy/coach-class fare (with the exception as noted in par. U3125-B1f). City-pair airfare transportation is presumed available if there is a city-pair airfare connecting the origin and destination points.

C. Government/Government-contracted Transportation/In-house or CTO/TMC Not Available. When Government/Government-contracted transportation/in-house or CTO/TMC (see Appendix A for definition) service is not available and the traveler procures common carrier transportation at personal expense, the traveler may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used up to the constructed commercial transportation cost between authorized points. ***NOTE: CTO/TMC service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO/TMC service available should the same situation arise again.***

D. Transoceanic Travel - Government/Government-procured Transportation Available. When travel by Government/Government-procured transportation is authorized (***except member PCS transoceanic travel - see par. U5108-A***) and transoceanic travel is performed by common carrier at personal expense, the traveler is authorized reimbursement for the transportation cost up to the amount that would have been paid for the available Government/Government-procured transportation. If both Government and Government-procured transportation are available, the lower priced mode is the maximum reimbursement measure. When Government/Government-procured transportation is not available, the traveler is authorized reimbursement for the transportation (see par. U3120 regarding mandatory CTO/TMC use) cost up to the least expensive unrestricted economy/coach fare available over the direct route between the origin and destination. If air travel is medically inadvisable for the member, see par. U3130.

E. Transoceanic Ferry Fares. When a traveler on TDY travels at personal expense aboard a transoceanic ferry that has been authorized/approved as advantageous to the Government, reimbursement is authorized for the cost incurred, including any part attributed to movement of a POC (55 Comp. Gen. 1072 (1976)). For transoceanic ferries of foreign registry, see par. U3130-F.

F. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus and streetcar fares) incurred in the performance of duty is allowable as authorized in Part E.

## U3120 ARRANGING OFFICIAL TRAVEL

### A. CTO Use

1. Mandatory Policy. ***It is DoD mandatory policy that Uniformed Service members use available CTOs to arrange official travel, including transportation and rental cars, except when authorized in accordance with par. U3110. Commands must not permit CTOs to issue premium-class tickets without prior proper authorization.***

2. Service Regulations. See Service regulations for CTO use information.

#### 3. Failure to Follow Regulations

a. Commands/units are expected to take appropriate disciplinary action when members and/or AOs fail to follow the regulations concerning CTO use (see par. U1055).

b. Disciplinary action should be for ***willful*** violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate means. Action must ***not*** be through refusal to reimburse. See par. U3120-A4 below for exceptions when reimbursement is ***not*** allowed.

*Effective 3 June 2005*

4. Reimbursement Not Allowed. *Reimbursement is not allowed when the member does not follow the regulations for foreign flag carriers (see par. U3125-C5) and directed transoceanic transportation (see pars. U3110-A NOTE, and U5108-A).*

B. Requirements

1. When making travel arrangements, travelers should use the following:
  - a. A CTO (see Appendix A),
  - b. In-house travel offices, or
  - c. General Services Administration (GSA) Travel Management Centers (TMCs) which are functionally equivalent to CTOs.

*Effective 1 September 2004*

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

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft must *not* be authorized or approved unless the conditions in par. U3125-C or U3130-F are met.

*Effective 25 August 2005*D. Transportation Reimbursement

1. CTO/TMC Available. When a CTO/TMC is available but not used by the traveler, reimbursement for the transportation cost is limited to the amount the Government would have paid if the arrangements had been made directly through a CTO/TMC.
2. CTO/TMC Not Available. When the AO certifies that a CTO/TMC was/is not available to arrange the required official transportation, reimbursement is for the actual cost of the authorized/approved transportation NTE the least expensive unrestricted economy/coach-class commercial airfare that meets mission requirements.

**\*NOTE 1:** *CTO/TMC service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO/TMC service available should the same situation arise again. When a CTO/TMC is not available to the member, the transaction fee incurred by the member for arranging transportation by other than a CTO/TMC is reimbursable under App G, Part I, Item 13.*

**\*NOTE 2:** *The cost paid by the Government for Government/Government-procured transportation, in house or CTO/TMC transportation, frequently includes a transaction fee for arranging the transportation. A CTO/TMC transaction fee incurred by a member is reimbursable under App G, Part I, Item 13. When an available CTO/TMC is not used and no transaction fee is included in the Government/Government-procured transportation, the transaction fee for personally procured transportation from other than a CTO/TMC may be reimbursed as long as the total reimbursable amount for the transaction fee and transportation cost does not exceed the cost of the Government/Government procured transportation.*

**CHAPTER 3****PART C: TRAVEL BY GOVERNMENT CONVEYANCE****U3200 GOVERNMENT CONVEYANCE USE ON TDY**

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

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

B. Reimbursable Expenses. Reimbursement is authorized for allowable expenses incurred in operating a Government conveyance (other than an Aero Club aircraft) on TDY travel between two points which are a separate journey. When Government supplies or facilities are not available, examples of allowable expenses are:

1. Gasoline and oil;
2. Parking fees;
3. Repairs;
4. Ferry fares;
5. Bridge, road or tunnel tolls;
- \*6. trip insurance for travel in foreign countries (App G, Part I, Item 20);
7. Guards; and
8. Storage fees.

C. Allowable Travel Time for Computation of Per Diem or Actual Expenses. When TDY travel is directed and performed by Government conveyance, allowable travel time is computed under par. U3005-A.

**U3210 AERO CLUB AIRCRAFT USE ON TDY**

A. General. The use of Aero Club owned or Government loaned aircraft does not take precedence over normal Government conveyance. When the use of these aircraft is authorized/approved, reimbursement is limited to the

lesser of the actual necessary expenses or the Government's cost for commercial transportation. When travel together by two or more travelers in Aero Club aircraft is authorized/approved, reimbursement to the operator (pilot) is the lesser of actual necessary expenses or the total commercial transportation costs to the Government for the pilot and accompanying passengers. ***The accompanying passengers receive no payment for transportation in the Aero Club aircraft.*** Necessary expenses incurred include:

1. The hourly fee imposed by the Aero Club,
2. Fuel charges if not reimbursable by the Aero Club, and
3. Landing and tie-down fees (includes hangar in severe weather).

Authorization for travel by Aero Club aircraft must be in accordance with Service regulations.

B. Allowable Travel Time for Computation of Per Diem or Actual Expenses. When a travel order does not direct travel by a specific transportation mode and the member travels by Aero Club aircraft, allowable travel time is the actual travel time, including necessary delays, up to the time allowed if commercial transportation had been used.

## CHAPTER 3

## PART D: TRAVEL BY PRIVATELY OWNED CONVEYANCE

## U3300 TDY POC RULES

A. Policy. Uniformed Service policy is to authorize/approve (as distinguished from permit) POC travel if acceptable to the member and advantageous to the Government, based on the facts in each case.

B. Authorization/Approval. The AO should authorize/approve POC travel only if it is advantageous to the Government when compared to travel by Government conveyance or commercial carrier, and not solely for member convenience. POC use may be advantageous to the Government when, for example:

1. Its use is more efficient, or economical, or results in a more expeditiously accomplished mission;
2. There is no practicable commercial transportation; or
3. Common carrier use would be so time-consuming that it would delay the mission.

*POC use cannot not be directed.*

C. Official Distances. See par. U2020.

D. PCS Travel by POC. See Chapter 5, Part B and Chapter 5, Part C.

## U3305 POC USE ON TDY (ADVANTAGEOUS TO THE GOVERNMENT)

A. Mileage Plus Per Diem or AEA. Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls is authorized for POC travel over the most direct route between the stations involved. The member also is authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or Chapter 4, Part C, for the allowable travel time as computed under par. U3005-C. See par. U3335 for non-reimbursable expenses when a member is paid mileage.

1. Member Responsible for Paying POC Operating Expenses. The member responsible for paying the POC operating expenses (i.e., the cost or cost portion directly associated with POC use for official travel) is authorized mileage for the official ordered travel distance at a rate per mile for the POC type used. See par. U2600 for applicable mileage rates.
2. Passengers Not Responsible for Paying POC Operating Expenses. A passenger in a POC, not responsible for paying the POC operating expenses, is not authorized mileage. The passenger is authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or Chapter 4, Part C, for the allowable travel time computed under par. U3005-C.

*Effective 15 July 2004*

B. Reimbursement for Actual Transportation Costs. A member ordinarily is paid mileage as prescribed in par. U3305-A. However, instead of paying mileage, reimbursement for actual transportation costs may be authorized/approved by the AO when advantageous under the provisions of par. U3300-B. ***When actual transportation cost reimbursement is authorized, the order should reference this subparagraph.*** Reimbursement of actual expenses must be limited to the following for the POC type used. Privately-owned:

- \*1. Automobile or motorcycle: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls; winter plug-ins; and trip insurance for travel in foreign countries (see App G, Part I, Item 20);
2. Aircraft: fuel, oil, parking fees, tie-down fees and hangar fees;
3. Boat: fuel, oil, and docking fees.

***Expenses incurred for hire or subsistence of operators or periodic maintenance, regardless of cause, must not be reimbursed.***

***NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 USC §3701-3721).***

C. Privately-owned Aircraft other than an Airplane. When a privately owned aircraft other than an airplane (e.g., helicopter) is used, the actual operation cost rather than mileage is paid. The following expenses may be reimbursed: fuel; oil; and aircraft parking, landing, and tie-down fees. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

D. Travel by Privately Owned Boat. A member who uses a privately owned boat, authorized as advantageous to the Government, as a POC is authorized actual expense reimbursement. ***A mileage allowance must not be paid.*** These expenses include fuel, oil and docking fees. The member is also authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or Chapter 4, Part C, for the allowable travel time as computed under par. U3005-C.

E. Mixed Mode Transportation. If a member travels partly by POC and partly by common carrier at personal expense for a leg of a journey, the member is authorized the appropriate mileage, plus per diem from par. U3305-A, for the distance traveled by POC, plus the cost of transportation purchased with personal funds and per diem under Chapter 4, Part B, for actual travel. The total amount reimbursed may not exceed the amount of mileage plus per diem from par. U3305-A (based on the rate for the POC used for a portion of the travel) for the official distance of the ordered travel. The AO may authorize/approve actual travel cost (mileage plus per diem from par. U3305-A for the distance traveled by POC, plus the cost of transportation purchased from personal funds and per diem under Chapter 4, Part B) of the ordered travel when justified in unusual circumstances.

#### **U3310 POC USE ON TDY (NOT ADVANTAGEOUS TO THE GOVERNMENT)**

##### A. Limitation

1. When, for personal preference, a POC is used for official travel instead of common carrier transportation, travel reimbursement is computed at the TDY mileage rate in par. U2600 plus constructed per diem. ***NOTE: If a member uses a privately owned aircraft other than airplane or a privately owned boat, reimburse the actual transportation costs as described in pars. U3305-C and U3305-D, instead of paying mileage and the reimbursable expenses cited in pars. U3310-B1 and U3310-B2 below.***
2. The total allowable payment is limited to the total constructed cost of common carrier transportation including constructed per diem for that transportation method.
3. This paragraph does not apply to travel performed under par. U3345 (B-183480, 4 September 1975).

## CHAPTER 3

### PART F: LOCAL TRAVEL IN AND AROUND PDS OR TDY STATION

#### U3500 GENERAL

A. Authorization/Approval. Service-designated officials may authorize/approve reimbursement for transportation expenses necessarily incurred by members conducting official business in the local area of their PDSs and TDY stations as prescribed in this Part. These expenses are those not specifically included in travel under orders as provided in Chapter 4 or in Parts B through E of this Chapter.

B. Local Area. The local area is the area:

1. Within the duty station limits (permanent or temporary) and the metropolitan area around that station which is ordinarily served by local common carriers; or
2. Within a local commuting area of the duty station, the boundaries of which are determined by the order-issuing official or as prescribed by local Service directives; or
3. Separate cities, towns, or installations adjacent, or close, to each other, between which the commuting public travels during normal business hours on a daily basis.

*An arbitrary distance radius must not be established to define a local commuting area (59 Comp. Gen. 397 (1980)).*

C. Travel to and from Medical Facilities. Uniformed members, who are ordered to a medical facility within the local area to take a required physical examination or to obtain a medical diagnosis and/or treatment, are on official business and may be reimbursed for the travel. Ordered travel includes additional visits if they are a part of the required physical examination. Uniformed members who travel to a Government or private medical facility on a voluntary basis to obtain a medical diagnosis and/or treatment, are not on official business, and reimbursement for the travel is not authorized. Voluntary travel includes travel following a required physical examination to obtain medical treatment for a condition discovered during the physical examination.

#### U3505 TRAVEL IN THE PDS AREA

A. General. Reimbursement for transportation expenses in the PDS area may be authorized/approved for travel between:

1. Duty sites; or
2. Residence and a duty site other than the usual duty site.

B. Travel by Commercial Means. When authorized/approved, a member who travels by commercial means is authorized reimbursement of the actual and necessary expenses incurred for:

1. Local public transportation when tokens, tickets or cash fares are not furnished;
2. Taxicab fares plus transportation-related tip; and
3. Hire and operation of a special conveyance, including necessary parking fees.

### C. Travel by POC

\*1. General. When authorized/approved, a member who travels by POC is authorized mileage (see par. U2600) based on odometer readings or other acceptable evidence, furnished by the member, of the actual necessary distance traveled in conducting official business. In addition to the mileage, members may be reimbursed for the actual cost of parking fees, ferry fares, bridge, road and tunnel tolls, and trip insurance for travel in foreign countries (see App G, Part I, Item 20). Payments of mileage and reimbursement of expenses are made only to the member defraying the POC operating expenses, regardless of the number of passengers who accompany the member or who contributed funds to defray the POC operating expenses.

2. Duty and an Alternate Duty Site within the Local Area. When use of a POC is authorized/approved for travel between a member's residence, or the PDS, and one or more alternate duty sites within the local area, the member is paid TDY mileage for the distance that exceeds the member's commuting distance, regardless of the transportation mode ordinarily used to commute to the PDS. For travel to and from a transportation terminal for a TDY trip, par. U3320 applies.

D. Travel by POC and Commercial Means between Residence and Alternate Work Site within the Local Area. When use of a POC and/or commercial transportation is authorized/approved for travel between a member's residence and one or more alternate work sites within the local area, the member is paid:

1. Mileage for the POC use to travel to and from the commercial transportation stop/station/terminal for the distance that exceeds the member's commuting distance to the regular place of work;
2. Actual cost of necessary POC parking; and
3. Cost of local public transportation when tokens, tickets or cash fares are not furnished.

#### EXAMPLE 1

Member's one way commuting distance to PDS is 7 miles. Member drives from residence to an alternate duty site, a distance of 18 miles. Upon completion of work, the member returns to residence, a distance of 18 miles.

In this case, the member is authorized TDY mileage for the distance that exceeds the normal round trip commuting distance (14 miles). The member is paid for 22 miles ( $18 + 18 - 14 = 22$ ).

#### EXAMPLE 2

Member's one way commuting distance to PDS is 15 miles. Member drives from residence to an alternate duty site, a distance of 5 miles. Upon completion of work, the member returns to residence, a distance of 5 miles.

In this case, the member **is not** authorized to TDY mileage for the travel performed (10 miles), since the distance traveled is less than the commuting distance (30 miles) to the usual duty site.

#### EXAMPLE 3

Member's one way commuting distance to PDS is 15 miles. Member drives to the PDS. Member is required to travel to an alternate duty site, a distance of 30 miles. Upon completion of work, the member returns to residence, a distance of 15 miles.

In this case, the member is authorized TDY mileage for the distance that exceeds the normal round trip commuting distance (30 miles). The member is paid for 30 miles ( $15 + 30 + 15 - 30 = 30$ ).

- U4750 TDY WITHOUT RETURN TO PDS OR TDY PENDING FURTHER ASSIGNMENT**
- U4755 INDETERMINATE TDY**
- U4760 TDY PENDING PCS ASSIGNMENT TO AN OCONUS PDS OR TO A SHIP**
- A. General
  - B. Ordered to a Ship
  - C. Ordered to OCONUS Duty or to a Unit Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer
- U4765 TDY IN CONNECTION WITH BUILDING, FITTING OUT, CONVERTING OR REACTIVATING A SHIP**
- A. General
  - B. Ordered to a Ship Not Specified as Unusually Arduous
  - C. Ordered to a Ship Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer
- U4770 HHG STORAGE IN CONNECTION WITH TDY/DEPLOYMENT**
- A. Storage in Transit (SIT)
  - B. Special Storage
  - C. Non-temporary Storage (NTS)
  - D. Storage after TDY/Deployment Completion
- U4775 HHG TRANSPORTATION AFTER STORAGE**
- U4780 HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE**

**PART I: REIMBURSEMENT OPTIONS FOR MEMBERS ON TDY WITHIN A COMBATANT COMMAND OR JOINT TASK FORCE AREA OF OPERATION**

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<u>Paragraph</u>	<u>Contents</u>
<b>U4800</b>	<b>DEFINITIONS</b>
	A. Combatant Command Area of Operational Responsibility (AOR)
	B. Joint Task Force (JTF)
	C. Operational Deployment
	D. Exercises
	E. TDY Options

## **PART J: TRAVEL ADVANCES**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>U4900</b>	<b>GENERAL</b> A. Policy B. Responsibilities
<b>U4905</b>	<b>ALLOWABLE ADVANCES</b> A. Authorization B. Advances may be for:

## CHAPTER 4

### PART B: PER DIEM ALLOWANCE

#### U4100 GENERAL

A per diem allowance is designed to offset the cost of lodging, meals, and incidental expenses incurred by a member while performing travel, and/or TDY away from the member's PDS. A per diem allowance is payable for whole days, except for the departure day from and for the return day to the PDS, in which case per diem is computed as prescribed in par. U4147. *The per diem rate is determined based on the member's TDY location, not the lodging location.* If neither Government nor commercial quarters are available at the TDY location, see par. U4129-G. Per diem rates are prescribed at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>.

***NOTE:*** *When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky)), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables, the applicable per diem rate is based on the location of the front gate for the reservation, station or other established area. Refer to the U.S. Census Bureau website (<http://quickfacts.census.gov/cgi-bin/qfd/lookup>) which can help determine in which county a destination is located. If the specific location (e.g., city or town) is not listed in the per diem list, but the county is, then the county per diem rate is the rate for that entire county – including all encompassed cities and towns. If neither the city/town nor the county is listed, that area is a Standard CONUS per diem rate location. See <https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html> or par. U2025 for the current Standard CONUS per diem rate.)*

#### U4101 WHEN PER DIEM ALLOWANCE IS AUTHORIZED

Unless otherwise specifically provided for or restricted in this Volume, the per diem allowances prescribed in this Part apply for all periods of TDY, and travel in connection therewith, including but not limited to the following:

1. Periods of necessary delay awaiting further transportation,
2. Periods of delay at ports of embarkation and debarkation in connection with a PCS,
3. Periods of TDY directed in a PCS order,
4. Delays to qualify for reduced travel fares (see par. U4325-E).

**U4102 CIRCUMSTANCES IN WHICH PER DIEM NOT AUTHORIZED**

A. When Not in a Travel Status. A member is not authorized per diem for any day before the day during which a travel status begins or for any day after a travel status ends (par. U2200-C).

***Effective 13 October 2005***

B. Day of Leave or Proceed Time. A member is not authorized per diem on any day classified as leave or proceed time. See par. U7225 when on leave during a contingency TDY or par. U7226 when on leave from a TDY site to visit evacuated dependents at a safe haven location.

***NOTE:*** A day used in a constructed PCS mixed-mode travel computation does not make that day a travel day (see par. U5160).

C. When PCS MALT PLUS Per Diem Is Paid. A member is not authorized “Lodgings Plus” per diem for any day that PCS MALT PLUS per diem is paid.

D. Travel or TDY within PDS Limits. Except as authorized in par. U4105-H, a member is not authorized per diem for travel or TDY performed within the limits of the PDS. This does not preclude payment of per diem on the day of departure from or day of return to the PDS in connection with TDY away from the PDS. For transportation allowances see Chapter 3. This subparagraph does not prohibit reimbursement under par. U4510 for occasional meals and quarters necessarily procured within the limits of the PDS by members escorting arms control inspection team/members while engaged in activities related to the implementation of an arms control treaty or agreement during the in-country period referred to in the treaty or agreement (DoD Authorization Act, FY93, P.L. 102-484, dated 23 October 1992.) Except as indicated below, per diem is not payable at the old or new PDS for TDY en route in connection with PCS travel. This applies even if the member vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY. ***Exception:*** A member who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is authorized per diem at the old PDS (B-161267, 30 August 1967). Example: A member departs the Pentagon (in Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1 -31 July, returns TDY en route to the Pentagon 5-15 August, and then signs in PCS to Ft. Polk on 31 August. The member is authorized per diem at the Pentagon (old PDS) 5-15 August. If the member had departed on 15 June but performed TDY in Arlington, VA first, no per diem is payable for the TDY in Arlington immediately after detachment.

E. TDY within the Local Area of the PDS (Outside the PDS Limits). A member is not authorized per diem for TDY performed within the local area (outside the limits) of the PDS as defined in par. U3500-B, unless overnight lodging is required. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. For transportation allowances see Chapter 3.

F. Round Trips within 12 Hours. A member is not authorized per diem for TDY that is performed entirely within 12 hours. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. For transportation allowances see Chapter 3.

G. Members Traveling Together with No/Limited Reimbursement. Members traveling together under an order directing no/limited reimbursement (Part A) are not authorized per diem except as noted in par. U4001. Occasional meals or quarters necessarily procured are reimbursable under par. U4510.

H. Navigational and Proficiency Flights. A member is not authorized per diem for navigational and proficiency flights when they are authorized at the member's request.

I. Assigned to Two-crew Nuclear Submarines. A member under a PCS order is not authorized per diem after 2400 on the day the member, assigned to a two-crew nuclear submarine (SSBN), arrives at the ship's homeport and no further travel is performed away from the homeport under that order (57 Comp. Gen. 178 (1977)).

J. TDY or Training Duty Aboard Government Ship. A member is not authorized per diem for any period of TDY or training duty aboard a Government ship when both Government mess and quarters are available. The period during which this prohibition is in effect begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day. The TDY training duty is unbroken when a member transfers between Government ships at the same place and the transfer is made within a 10-hour period. When quarters are required to be retained at the same or a prior TDY location, reimbursement for the cost of such quarters is made under par. U4135.

K. Aboard Ship Constructed by Commercial Contractor. A member is not authorized per diem for the period aboard a ship constructed by a commercial contractor during acceptance trials before commissioning when both quarters and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day. When quarters are required to be retained at the same or a prior TDY location, reimbursement for the cost of such quarters is made under par. U4135.

L. Field Duty. A member on field duty is not authorized per diem except when the:

1. Senior commander in charge of the exercise (or designated representative) for each operating location issues a statement to the member indicating that either Government quarters at no charge or Government meals at no charge for enlisted members (or both), were not available during stated periods of the field duty;
2. Member is participating in the advance planning or critique phase of the operation; or
3. Secretary concerned authorized payment of a per diem to members who are performing field duty while in a travel status under par. U4105-D.

The period during which this prohibition is in effect begins at 0001 on the day after the day on which field duty begins and ends at 2400 on the day before the day on which it ends. Par. U4102-L does not prohibit reimbursement under par. U4510 for occasional meals or quarters necessarily procured. ***NOTE: See par. U4800-E for members on TDY within a Combatant Command or Joint Task Force Area of Operations.***

M. TDY Aboard Foreign (Non-government) Ship. A member is not authorized a per diem allowance for any period of TDY aboard a non-government foreign ship when both quarters and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival on board and ends at 2400 on the day before the day of departure. If a member is required to retain unoccupied quarters at the location where TDY was performed just before performing duty aboard a non-government foreign ship, reimbursement for the cost of such quarters must be made under par. U4135.

N. Member in Missing Status. A member is not authorized per diem after 2400 of the day the member is officially carried as or determined to be absent in a missing status under the Missing Person Act (44 Comp. Gen. 657 (1965)).

#### **U4105 PER DIEM PAYABLE UNDER SPECIFIC CASES**

A. TDY in Connection with Fitting-out or Conversion of a Ship or Service Craft. A member, assigned to TDY in connection with fitting-out or conversion of a ship (or service craft) is authorized per diem during each fitting-out or conversion period. This period includes the day the ship is commissioned or service craft is placed in-service and day the ship is decommissioned or service craft is placed out-of-service. Per diem authorization ends on the date the member's assignment is changed from TDY in connection with fitting-out or conversion of a ship (or service craft) to permanent duty aboard that ship (or service craft) (or from permanent duty aboard the ship in connection with ship decommissioning or service craft placement out-of-service), even if that status change is effected prior to the ship commissioning/decommissioning or service craft placement in- (or out-of-) service date. Par. U4102-K applies after a ship, or service craft, under construction is delivered to the Government.

#### **B. Travel by U.S. or Foreign Government Ship for 24 or More Hours**

1. Member Not Charged for Meals. A member is not authorized per diem when traveling aboard a U.S. or foreign government ship when meals are furnished without charge, except on days of embarkation and debarkation if otherwise authorized under par. U4105-C.

2. Member Charged for Meals. Members traveling aboard a U.S. or foreign Government ship, other than an oceangoing car ferry, of 24 or more hours as passengers (except those aboard for TDY or training) who are charged for meals are authorized per diem equal to the cost of the meals furnished, except on the day of embarkation and debarkation.

C. Travel, TDY Aboard a Commercial Ship or a U.S. Government Ship Totally Leased for Commercial Operation. Except for the days of arrival/embarkation and departure/debarkation, for travel aboard a commercial ship, a per diem rate equal to the anticipated expenses should be set. The AO should state in the order the circumstances warranting the rate.

***Effective 5 August 2004***

D. Field Duty. The Secretary concerned may prescribe a per diem rate in a lesser amount than prescribed in <http://www.dtic.mil/perdiem/perdiemrates.html>, for a member of a unit deployed OCONUS away from the unit's PDS. This rate is paid to the members concerned in lieu of the rate shown in <http://www.dtic.mil/perdiem/perdiemrates.html>, regardless of their OCONUS location and may be paid during periods which would otherwise be field duty, taking into account the reduced expenses, if any, a member would have while performing field duty during the period covered by the authorization. The rate prescribed should be paid for the period of time specified and is such that the total per diem paid during the entire period that the member is subject to the reduced rate is about equal to that which the member would receive for the same period under, <http://www.dtic.mil/perdiem/perdiemrates.html>, calculated according to the computation procedures in this Part and excluding the time during which the member performs field duty. The Secretary concerned may delegate this authority to prescribe such a rate to a chief of an appropriate bureau or staff agency of the headquarters of the department concerned or to a commander of an appropriate naval systems command headquarters, but there may be no re-delegations. ***NOTE: See par. U4800-E for members on TDY within a Combatant Command or Joint Task Force Area of Operations.***

E. Member Dies while in a TDY Status. When a member dies while in a TDY status, per diem accrues through the date of death. Reimbursement for transportation, mileage, or a MALT, accrues from the PDS, old station, or last TDY station (as appropriate) to the place of death not to exceed the official distance of the ordered travel.

F. Ordered to TDY while on Leave. ***This subparagraph applies only if the need for the TDY is unknown prior to the member's departure on leave.*** If the TDY is known before departure on leave, the member is reimbursed actual travel expenses up to the constructed round-trip cost between the PDS and TDY location.

1. TDY at Leave Point. A member on leave away from the PDS, who receives a TDY order to perform TDY at the leave point, is authorized per diem for the TDY performed in compliance with the order.

2. TDY at other than Leave Point

a. Authorized to Resume Leave upon TDY Completion. A member on leave away from the PDS, who receives a TDY order to other than the leave point, is authorized round-trip transportation and per diem for travel between the leave address (or the place at which the order is received, whichever applies), and the TDY location (see par. U3100-B). TDY allowances are payable at the TDY location.

b. Directed to Return to PDS upon TDY Completion. A member away from the PDS, who receives a TDY order at other than the leave point, is authorized transportation and per diem for travel from the:

(1) Leave address (or place at which the order is received, whichever applies), to the TDY station (see par. U3100-B), and

(2) TDY station to the PDS.

TDY allowances are payable at the TDY location.

c. Directed to Proceed to New PDS upon TDY Completion. A member is authorized PCS travel and transportation allowances for travel performed from the:

- (1) Old PDS to the leave address or to the place at which the order was received, whichever applies, not to exceed in either case the official distance from the old PDS to the new PDS; and
- (2) Leave address or place at which the order is received, as applicable, to the TDY station; and
- (3) TDY station to the new PDS.

TDY allowances are payable at the TDY location.

G. Order Canceled while Member En Route to TDY Station. If a TDY order is canceled while a member is en route to the TDY station, round trip travel and transportation allowances are authorized from the PDS to the point where cancellation notification was received (includes leave point) and return to the PDS, not to exceed the round trip distance from the PDS to the TDY station. Per diem is not authorized for any day in which member was in a leave status (51 Comp. Gen. 548 (1972)).

H. TDY within the Limits of PDS. Travel and transportation allowances are authorized for a member performing TDY (other than at the residence or normal duty location of the member) within the limits of a PDS when authorized by competent authority. *Allowances under this subparagraph are authorized when such duty is performed under emergency circumstances that threaten injury to human life or damage to property of the Federal Government, provided overnight accommodations are used by reason of such duty.* For transportation allowances, see Chapter 3.

#### U4115 INTERNATIONAL DATELINE

Actual elapsed time is used rather than calendar days in computing per diem when crossing the International Dateline (IDL) (180th meridian). The IDL is a hypothetical line along the 180th meridian where each calendar day begins. For example, when it is Sunday just east of the IDL it is Monday just west of the IDL. (See 39 Comp. Gen. 853 (1960)).

#### U4125 PER DIEM UNDER THE LODGINGS-PLUS SYSTEM

Per diem computed under this Part is based on the 'LODGINGS-Plus' system. The total daily per diem amount may not exceed the applicable daily locality rate. See par. U2510 concerning receipts.

#### U4127 LODGING TAX UNDER THE LODGINGS-PLUS SYSTEM

\*A. CONUS and Non-foreign OCONUS Areas. The maximum locality amount for lodging in CONUS and non-foreign OCONUS areas (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) does not include lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS areas are separately reimbursable when per diem (or AEA as in Chapter 4, Part C) is paid except when MALT PLUS per diem for POC PCS travel is paid. See App G, Part I, Item 6.

B. Foreign Areas. The maximum locality amount for lodging in foreign areas (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) includes an amount for lodging taxes. *Taxes on lodging in foreign areas are not separately reimbursable when per diem (or AEA as in Chapter 4, Part C) is paid.*

**U4129 LODGING UNDER THE LODGINGS-PLUS SYSTEM**

A. General. The amount allowed for lodging expense is the expense actually incurred or the maximum locality amount for lodging at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, whichever is less. Reimbursement computation for the commercial lodging cost incurred for any day that the member was TDY to a U.S. Installation and Government quarters were available on that installation is in par. U1045.

B. Commercial Lodging. Except as provided for double occupancy in par. U4129-D, when a member uses commercial lodging facilities (i.e., hotels, motels, and boarding houses), the allowable lodging expense is based on the single room rate for the lodging used.

C. Government Quarters. A fee/service charge paid for Government quarters is an allowable lodging expense.

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

E. Lodging with Friends or Relatives. ***No cost for lodging is allowed if a member stays with friends/relatives while TDY, even if payment of lodging is made to the friend/relative.***

F. Lodging in other than Commercial Facilities. When no commercial lodging facilities are available (i.e., in remote areas) or when there is a room shortage because of a special event (e.g., World Fair or International Sporting Event), the cost of lodging obtained in other than commercial facilities may be allowed. Such facilities may include college dormitories or similar facilities as well as rooms made available to the public by area residents in their homes. In these cases, the member must provide a written explanation that is acceptable to the AO/designated representative.

G. Lodging Not Available at TDY Station. The TDY locality per diem rate or the AEA (see Chapter 4, Part C) ceiling for the location where lodging is obtained is used for computation ***only*** when a member is TDY at a place where neither Government nor commercial quarters are available. ***NOTE: This subparagraph applies only when the locality per diem rate for the lodging location is higher than the locality per diem rate for the TDY location. The higher per diem rate must be authorized/approved by the AO.***

**U4131 REIMBURSEMENT FOR AN APARTMENT, HOUSE, MOBILE HOME, TRAVEL TRAILER, OR RECREATIONAL VEHICLE WHILE TDY**

A. General. An apartment, house, mobile home, travel trailer, or recreational vehicle (for example, a camper, camping vehicle), or a privately owned mobile home, travel trailer, or recreational vehicle qualifies as quarters. Par. U4129-E applies for lodging with friends/relatives.

***Effective 20 September 2004***

B. Expenses. Allowable expenses that are part of the actual lodging costs are:

1. Rent of the apartment, house, mobile home, travel-trailer, camping vehicle, or recreational vehicle;
2. Rent of a parking space for the mobile home, travel-trailer, camping vehicle, or recreational vehicle;

***Effective 23 August 2005***

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

*Effective 23 August 2005*

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

4. Connection, use, and disconnection costs of utilities including electricity, natural gas, water, fuel oil and sewer charges;
5. Dumping fees;
6. Shower fees;
7. Maid fees and cleaning charges;
8. Monthly telephone use fees (*does not include installation charges and unofficial long distance calls. See par. U1405 for official communications.*);
9. The costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters, if ordinarily included in the price of a hotel/motel room in the area concerned; and
10. Exchange fee (but not the annual maintenance fee) paid by a member to acquire use of timeshare lodgings at the TDY point (B-254626, 17 February 1994).

#### **U4133 LODGING COST ALLOWANCE UNDER THE BARTER SYSTEM**

Public Health Service members, and others, TDY in remote Alaskan villages where there are no Government quarters, or where there are no suitable commercial lodging facilities, may be reimbursed the cost of barter goods used in exchange for lodgings obtained in private dwellings. Reimbursement may not exceed 20 percent of the locality per diem rate. Vouchers must be supported by receipts for the barter goods (as an exception to the \$75 or more receipt rule) together with the member's certification that the barter goods were delivered to the householder for lodgings received.

#### **U4135 DUAL LODGING REIMBURSEMENT ON A SINGLE DAY**

A. When it is necessary for a member to retain lodgings at one TDY location (location A) for other than personal convenience and procure lodgings at a second TDY location (location B) on the same calendar day, the lodging cost incurred at the second TDY location (location B) is used for computing the member's per diem for TDY at that location (location B) for that day.

\*B. The lodging cost incurred at the first location (location A) is reimbursable as a miscellaneous expense allowance (App G, Part I, Item 21k) if approved by the AO (60 Comp. Gen. 630 (1981)).

C. Reimbursement for the actual lodging cost at the first TDY location (Location A) must not exceed the amount of per diem or AEA plus lodging taxes that would have been paid had the member remained at Location A overnight.

D. An order that authorizes long-term reimbursement for dual lodging is not in conformance with the intent of this subparagraph. **Example:** An order is prepared to direct TDY at Location C for 150 days. The AO knows the member is to spend limited time at Location C and is also going to one or more other locations for lengthy periods during the TDY period. Using the authority of this paragraph to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C violates the intent of this authority and is not authorized.

<b>EXAMPLE 1</b>			
<i><b>NOTE: Lodging taxes are not reimbursable in addition to per diem when TDY is in a foreign area.</b></i>			
*A member, who leased an apartment while TDY at Location A, was required to perform additional TDY in Location B for 5 days. The AO agreed that it would be more economical for the member to retain the apartment in Location A while TDY in Location B and authorized/approved reimbursement for the \$45 daily apartment cost in Location A as a miscellaneous expense allowance (App G, Part I, Item 21k). The lodging cost incurred in Location B (\$95 per day) was used for computing the member's per diem while TDY in that location.			
<b>Applicable Per Diem Rates at the Time of This Example</b>			
<u>Location</u>	<u>Max Lodging</u>	<u>M&amp;IE</u>	<u>Total</u>
A	\$130	\$46	\$176
B	\$119	\$46	\$165

<b>Reimbursement for the Location A Apartment for 5 days</b>		
Lodging Cost	Number of Days	Total
\$45	5	\$225
<b>Per Diem for the TDY Assignment in Location B</b>		
<b><u>First Day</u></b>		
(Day of departure from Location A and arrival in Location B):		
Lodging	M&IE	Total
\$95	\$46	\$141 plus lodging tax (see <i><b>NOTE</b></i> )
<b><u>Second thru Fifth Day</u></b>		
(M&IE + lodging cost) x 4 days		
Lodging	M&IE	Total
\$95	\$46	\$141 X 4 days = \$564 plus lodging tax (see <i><b>NOTE</b></i> )
<b><u>Day of Return to Location A</u></b>		
(Lodging cost + M&IE)		
Lodging	M&IE	Total
\$45	\$46	\$91

**EXAMPLE 2**

***NOTE: Lodging taxes are not reimbursable in addition to per diem when TDY is in a foreign area.***

\*A member occupied Government quarters while on a training assignment at a U.S. Installation in Location C. The member was required to perform additional TDY for 3 days in Location D. If the member vacated the Government quarters (daily cost \$25) while on the 3-day TDY assignment, the quarters might not be available upon return. The AO agreed that it would be more economical for the member to retain the Government quarters while TDY in Location D and authorized/approved reimbursement for those quarters as a miscellaneous expense allowance (App G, Part I, Item 21k). The lodging cost (\$110) incurred in Location D was used to determine the member's per diem while TDY in that city.

**Applicable Per Diem Rates at the Time of this Example**

Location	Max Lodging	M&IE	Total
C	\$109	\$38	\$147
D	\$130	\$46	\$176

**Reimbursement for Government Quarters for 3 Days**

Lodging	Number of Days	Total
\$25	3	\$75

**Per Diem for the TDY Assignment in Location D**

**First Day**

(Day of Departure from Location C and Arrival in Location D):

Lodging	M&IE	Total
\$110	\$46	\$156 plus lodging tax (see <b><i>NOTE</i></b> )

**Second and Third Day**

(Lodging Cost + M&IE) x 4 days

Lodging	M&IE	Total
\$110	\$46	\$156 X 2 days = \$312 plus lodging tax (see <b><i>NOTE</i></b> )

**Day of Return to Location C**

(Lodging Cost + M&IE)

Lodging	M&IE	Total
\$25	\$38	\$63

**\*U4137 ALLOWABLE EXPENSES WHEN A RESIDENCE IS PURCHASED AND USED FOR TDY LODGINGS**

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

1. Mortgage interest;
2. Property tax;
3. Utility costs actually incurred (does not include any installation and hook-up charges), e.g., electricity, natural gas, water, fuel oil, sewer charges; and

*Effective 26 January 2006*

4. Rent of appropriate and necessary furniture, such as a stove, refrigerator, chairs, tables, bed, sofa, television, and a vacuum cleaner

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

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

**U4139 LODGING COST FOR QUARTERS JOINTLY OCCUPIED BY MEMBER AND DEPENDENTS**

Lodging cost for quarters jointly occupied by a member and dependents is 50% for the member and 50% for the dependents (regardless of the number of family members) when a member in a per diem status is in receipt of TLA for dependents (par. U9152-C). When dependents are not traveling at Government expense, the member is authorized the single room rate.

*Effective 1 October 2005*

**U4141 LODGING OBTAINED ON A WEEKLY, MONTHLY, OR LONGER TERM BASIS**

When a member obtains lodging on a weekly, or monthly, or longer term basis, the daily lodging cost is computed by dividing the total periodic (e.g., weekly, monthly) lodging cost by the number of days the member is authorized the lodging portion of per diem (62 Comp. Gen. 63 (1982)). This computation presumes that the member acts prudently in renting by the week or month, and that the Government cost does not exceed the cost of renting conventional lodgings at a daily rate. ***NOTE:*** *This does not apply when a residence is purchased (see par. U4137).*

**EXAMPLE 1**

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

*Effective 24 January 2006*

**\*NOTE:** See par. U7225 if lodging is obtained on a daily basis and a member takes an authorized absence while on TDY in support of a contingency operation, or par. U7226 if a member takes leave ICW an authorized/ordered evacuation to visit dependents at their safe haven.

**U4143 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT**

When a contracting officer contracts for rooms and/or meals for members traveling on TDY, the total daily amount paid by the Government for the member's lodging, meals, and incidental expenses may not exceed the applicable per diem authorized in this Part (60 Comp. Gen. 181(1981) and 62 Comp. Gen. 308 (1983)) unless an AEA is authorized/approved under Chapter 4, Part C. **NOTE:** *There is NO reimbursement for any items rented for contract quarters that are rented with an "option to buy" (adopted from GSBCA 15890-TRAV, 29 July 2003).*

**U4145 PER DIEM COMPUTATION**

A. **General.** Ordinarily, per diem is based on the TDY location of the member at 2400. There are occasions, however, when the member is en route to a TDY location and does not arrive at the lodging site until 2400 or later. In that case, lodging is claimed for the preceding calendar day and the maximum per diem for the preceding day is determined as if the member had been at the stopover point or TDY location at 2400 of the preceding day. If no lodging is required, the per diem rate is still determined as if the member had been at the stopover point or TDY location at 2400 of the preceding day.

B. **Stopover Point.** If authorized travel requires more than 1 day and a stopover for the night is required, per diem at the stopover point is based on the stopover point locality per diem rate.

*Effective 5 August 2004*

C. **M&IE Payment.** The M&IE rate is payable to the member without expense itemization and without receipts. Box lunches, in-flight meals and rations furnished by the Government on military aircraft are not a Government mess for per diem computation purposes. **NOTE:** See par. U4800-E for members on TDY within a *Combatant Command or Joint Task Force Area of Operations*.

D. **Meal Rate.** The meal rate established by the order cannot be reduced after the ordered travel has been completed except for a deductible meal (Government meals paid for by the member and consumed in a Government mess are not deductible meals, see par. U4165). However, AOs/schoolhouse commanders may amend orders to direct immediate and/or future meal rate changes.

**U4147 PER DIEM COMPUTATION FOR DEPARTURE FROM AND RETURN DAYS TO PDS**

1. 75% of the appropriate M&IE rate (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) is paid for the days of departure from and/or return to the PDS in connection with TDY, regardless of what time the member departs or returns. On these days, the GMR or PMR do not apply.
2. The M&IE rate for the days of departure from and/or return to the PDS is the M&IE rate (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) applicable to the first/last TDY station, except when en route travel requires more than one day and a stopover for the night is required. When that occurs, the M&IE rate for the en route stopover point applies to the day of departure from/return to the PDS.
3. Stopover Point. If authorized return travel to the PDS requires more than 1 day and multiple stopovers are required, the maximum per diem is based on the locality per diem rates of the additional stopover points with the locality per diem rate for the final stopover point applying to the final day of travel to the PDS.
4. Lodging Not Procured. The per diem rate for the day of departure from the PDS is based on the member's TDY location at 2400 on that day. If the member is traveling and lodging is not procured for that night, the locality M&IE rate for the destination is the applicable M&IE rate.

**Effective 29 June 2005**

**U4149 M&IE RATE DETERMINATION FOR CONUS FULL DAYS**

A. Locality Rate. See <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the applicable locality rate.

**Effective 1 October 2003**

B. Government Meal Rate (GMR). The standard GMR for meals in a Government mess plus \$3 for incidental expenses is paid. This rate applies each day that:

1. Adequate Government quarters are available (see **NOTE** below) on the U.S. Installation to which the member is assigned TDY,
2. The GMR is directed,
3. The Government mess is available for all three meals on the U.S. Installation to which the member is assigned TDY, and
4. The member is not traveling, or

**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 and \$3 for incidental expenses (i.e., Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality meal rate to GMR.).*

**Effective 1 October 2003**

C. Proportional Meal Rate (PMR). The PMR plus \$3 for incidental expenses is paid. The PMR applies each day that:

1. Adequate Government quarters are available on the U.S. Installation to which the member is assigned TDY,
2. At least one meal is available and directed where the member is assigned TDY, and
3. The member is not traveling.

***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 PMR and \$3 for incidental expenses. (i.e., Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality meal rate to PMR.)***

**U4150 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.

**Effective 29 June 2005****U4151 M&IE RATE DETERMINATION FOR OCONUS FULL DAYS**

A. Applicable Locality Rate. (See <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>). Use \$3.50 instead of the incidental expense rate for the locality concerned for the incidental expense rate when adequate Government quarters are available (see ***NOTE*** below) on the U.S. Installation to which the member is assigned TDY, or

B. The Standard GMR for Meals in a Government Mess Plus \$3.50 for Incidental Expenses. This rate applies each day that:

1. Adequate Government quarters are available on the U.S. Installation to which the member is assigned TDY,
2. The GMR is directed,
3. The Government mess is available for all three meals on the installation to which the member is assigned TDY, and
4. The member is not traveling.

***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 and the locality incidental expense rate unless the \$3.50 incidental expense rate is authorized under par. U4151-D. (i.e., Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality M&IE to GMR plus \$3.50.)***

C. PMR Plus the Incidental Expense Rate. The PMR applies each day that:

1. Adequate Government quarters are available on the U.S. Installation to which the member is assigned TDY,
2. At least one meal is available and directed in a Government mess on the U.S. Installation to which the member is assigned TDY, and
3. The member is not traveling.

***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 PMR and the locality incidental expense rate unless the \$3.50 incidental expense rate is authorized under par. U4151-D. (i.e., Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality M&IE rate to PMR plus \$3.50.)***

D. OCONUS Incidental Expense Rate. The OCONUS locality incidental expense rate is the applicable rate when the member is not ordered TDY to a U.S. Installation (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>), or \$3.50 when the member is TDY to a U.S. Installation and Government quarters are available (see ***NOTE*** below) on that U.S. Installation. Two exceptions are noted below. The AOs can determine that \$3.50 is:

1. Adequate when the member *is not lodged* on a U.S. Installation. ***The OCONUS incidental expense rate of \$3.50 may be authorized and must be stated in the travel order.***
2. *Not adequate when the member is lodged on a U.S. Installation. The locality incidental expense rate (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemratespdrates.html>) may be authorized and must be stated in the travel order.*

***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 incidental expense rate unless the \$3.50 incidental expense rate is authorized under par. U4151-D. (i.e., Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality incidental rate to \$3.50.)***

#### **U4153 PER DIEM ON ARRIVAL AT OR DEPARTURE FROM A TDY POINT**

The M&IE rate payable on the days of arrival at and departure from the TDY point is the M&IE rate for that location, unless the member is in a different TDY location at 2400 on that day. On a ship, the embarkation/debarkation port M&IE rate applies.

**U4155 SCHOOLHOUSE TRAINING (FORMAL COURSES OF INSTRUCTION)**

The schoolhouse commander is authorized to determine if one of the two meal rates based on Government mess availability (PMR or GMR) is appropriate in lieu of the locality meal rate - regardless of what the AO may put in a TDY order to the contrary. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be in the order. If that information is not available prior to order issuance it must be provided to the member by the schoolhouse commander (or designee) upon arrival at the school and submitted with the travel voucher.

**U4157 LODGING PER DIEM COMPUTATION**

Lodging while on TDY or at a delay point, may not exceed the locality per diem lodging ceiling for the TDY or delay location in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>. The lodging cost, or the locality lodging ceiling whichever is less, is added to the M&IE rate for that location to determine the per diem rate for the day. The total amount must not exceed the maximum per diem rate for the TDY (or stopover) locality unless an AEA is authorized/approved IAW Chapter 4, Part C. When lodging has been obtained at a location other than the TDY location the per diem rate for the lodging location may apply. See par. U4129-G.

**U4159 PER DIEM COMPUTATION FOR TDY OF MORE THAN 12 BUT LESS THAN 24 HOURS**

A. **M&IE Rate.** M&IE of 75% of the M&IE rate for the TDY location in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> is payable. If more than one TDY location is involved and the member is not required to obtain lodging, M&IE of 75% of the highest M&IE rate is payable. If the member must obtain lodging, the rules for travel of more than 24 hours apply. *Per diem is not authorized under this subparagraph when travel is performed in the local area (see par. U4510 for occasional meals authority).*

B. **Lodging Not Required.** If lodging is not required, per diem is 75% of the TDY location M&IE rate for one day even if the time period is over two calendar days.

C. **Lodging Required with/without Cost.** If lodging is required, the rules for travel of more than 24 hours apply.

**U4160 PER DIEM FOR TDY TRAVEL BY CAR FERRY**

When a member on TDY travels partly by POC and partly by car ferry (circuitously or otherwise), the member is authorized the following:

1. **Mileage** (see par. U2600)
  - a. Mileage is authorized for the official distance from the PDS to the car ferry POE and from the car ferry POD to the TDY location.
  - b. If more than one car ferry is used, mileage is payable for overland travel between ferries; or

2. Transportation. The member is authorized:
  - a. Government-procured ferry transportation; or
  - b. Reimbursement for personal transportation costs on the car ferry (limited to the Government-procured ferry transportation cost);

3. Per Diem

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

***Effective for travel by car ferry on or after 1 January 2005***

- b. Meals and Incidental Expenses (M&IE) when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based on and computed for the member using the highest CONUS M&IE rate (currently \$51) for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is the rate applicable for the member's location at 2400 on that day.

***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.

D. Examples (Effective 1 January 2006)

<b>EXAMPLE 1</b>			
<b>Per Diem Rate</b>			
<u>Max Lodging</u>	<u>M&amp;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.			
<b>ITINERARY:</b>			
<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
<b>REIMBURSEMENT:</b>			
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
<b>Total Reimbursement =</b>			<b>\$619.10</b>

<b>EXAMPLE 2</b>			
<b>Per Dem Rate</b>			
<u>Max Lodging</u>	<u>M&amp;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 <sup>th</sup> and the AO approves the increase to the PMR for the 17 <sup>th</sup> . <b>NOTE: Government mess deductions are never made for arrival and departure days.</b> In this example, a GMR of \$8 is used, and a proportional meal rate (PMR) of \$18 is used.			
<b>ITINERARY:</b>			
<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		
<b>REIMBURSEMENT:</b>			
<u>Date</u>	<u>Computation</u>		<u>Total</u>
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>
<b>TOTAL</b>			<b>\$ 108.50</b>

**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.*

<b>EXAMPLE 1</b>				
Member performed TDY. The member returned to the PDS during the intervening weekend.				
<b>ITINERARY:</b>				
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.

<b>REIMBURSEMENT:</b>		
<b>Cost Comparison</b>		
<b>Actual Cost:</b>		
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	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=		578.50
<b>Total Reimbursement=</b>		<b>\$1,433.50</b>
<b>Constructed Cost:</b>		
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 =		289.25
<b>Total Reimbursement =</b>		<b>\$1,328.75</b>

**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.

<b>ITINERARY:</b>				
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.

<b>REIMBURSEMENT:</b>		
<b>Cost Comparison:</b>		
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
<b>Total Reimbursement =</b>		<b>\$506.30</b>
<b>Constructed Cost:</b>		
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
<b>Total Reimbursement =</b>		<b>\$325.15</b>

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.

**U4183 QUICK REFERENCE TABLES - PER DIEM ALLOWANCES**

The following tables are for reference purposes only. For applicable rules see Chapter 4, Part B. See pars. U4163 and U4800 when JTF operations are involved.

<b>Quick Reference - Per Diem Allowances</b>						
<b>TDY Travel of More Than 24 Hours</b>						
<b>(1) Day of Departure from PDS</b>			<b>Abbreviation used:</b> Gov't. = Government    GMR = Government meal rate			
<b>Footnotes:</b> See table # 4 meal rate			NTE = Not to exceed    PMR = Proportional			
	<b>A</b>	<b>b</b>	<b>C</b>	<b>d</b>	<b>e</b>	<b>f</b>
	Arrived at the TDY location (not on a U.S. Installation) on the same day as departed the PDS.	Arrived at the TDY location (on a U.S. Installation) on the same day as departed the PDS. The member occupied Gov't. quarters.	Arrived at the TDY location (on a U.S. Installation – Gov't. quarters available) on the same day as departed the PDS. The member <b>elected not to occupy available Gov't. quarters.</b>	Traveled overnight – no lodging required	Overnight lodging required at a stopover en route to the TDY location.	Arrived on the same day as departed from the PDS at the TDY location where per diem at a lesser amount than rate prescribed for the TDY location was authorized under par. U4177.
<b>Per Diem for Day of Departure from PDS</b> <sup>6/</sup>	75% of the M&IE rate for the TDY locality <sup>1/</sup> plus the lodging cost NTE the maximum lodging prescribed for the TDY locality. <sup>2/, 5/</sup>	75% of M&IE rate for TDY locality <sup>1/</sup> plus the cost of Gov't. quarters NTE maximum lodging prescribed for TDY locality.	75% of the M&IE rate for the TDY locality <sup>1/</sup> plus the cost of lodgings occupied NTE cost of available Gov't. quarters. <b>(No reimbursement for lodging tax.)</b>	75% of the M&IE Rate for the destination TDY locality <sup>1/</sup>	75% of the M&IE rate for the en route stopover locality plus lodging cost NTE the maximum lodging amount prescribed for the stopover locality. <sup>2/, 5/</sup>	75 % of the M&IE rate for TDY locality <sup>1/</sup> plus lodging <sup>2/</sup> , <sup>5/</sup> cost NTE the maximum lodging prescribed for the TDY locality. (The per diem rate authorized under par. U4135 applies to full days at the TDY location.)

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<b>(2) Whole Days of Travel - CONUS</b>		<b>Abbreviations used:</b> Gov't. = Government GMR = Government meal rate NTE = Not to exceed PMR = Proportional meal rate				
<b>Footnotes:</b> See table # 4 rate						
	<b>A</b>	<b>b</b>	<b>c</b>	<b>d</b>	<b>e</b>	<b>f</b>
	Traveled overnight & arrived at a CONUS TDY location (not on a U.S. Installation) on day after departing PDS.	Traveled overnight & arrived at a CONUS TDY locality (on a U.S. Installation) on the day after departing the PDS. The member occupied Gov't. quarters.	Each whole day at CONUS TDY locality (not on a U.S. Installation).	Each whole day at a CONUS TDY locality (on a U.S. Installation) – the member occupies Gov't. quarters.	Each whole day at a CONUS TDY locality (on a U.S. Installation) when a member elects not to occupy available Gov't. quarters.	Each whole day at a CONUS locality where per diem in a lesser amount than the prescribed rate for TDY location was authorized under par. U4177.
<b>Per Diem for Whole Days of Travel <sup>6/</sup></b>	M&IE applicable to the CONUS TDY locality plus the cost of lodging NTE maximum rate prescribed for the TDY locality <sup>2/</sup> .	M&IE plus the cost of Gov't. quarters. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) PMR plus \$3 if directed in the order and 1 or 2 deductible meals are provided, or (3) no amount for meals plus \$3 when the order directs essential unit messing and 3 meals are available to the member. PMR plus \$3 applies if 3 meals are not available to the member. <sup>1/</sup>	M&IE applicable to the CONUS TDY locality plus the cost of lodging NTE the maximum rate prescribed for the TDY locality <sup>2/</sup> (If directed in the order, M&IE is PMR plus \$3 when deductible meals are provided <sup>7/</sup> – par. U4165-1)	M&IE plus the cost of Gov't. quarters. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) Standard GMR plus \$3, if directed in the order, (3) PMR plus \$3 if directed in the order, or (4) no amount for meals plus \$3 when the order directs essential unit messing (see par. U4400 for Gov't. mess use/availability) (see par. U4149 for determination of the M&IE rate))	M&IE plus the cost of lodging not to exceed the cost of Gov't. quarters (Lodging taxes are not reimbursable). (M&IE may be at (1) the rate prescribed for the TDY locality, (2) Standard GMR plus \$3, if directed in the order, (3) PMR plus \$3 if directed in the order, or (4) no amount for meals plus \$3 when the order directs essential unit messing (see par. U4400 for Gov't. mess use/availability) (see par. U4149 for determination of the M&IE rate))	Per diem at the rate authorized under par. U4177.

<b>(3) Whole Days of Travel – OCONUS</b>			<b>Abbreviations used:</b> Gov't. = Government GMR =Government mealrate NTE = Not to exceed PMR = Proportional meal rate			
<b>Footnotes:</b> See table # 4						
	<b>A</b>	<b>b</b>	<b>c</b>	<b>d</b>	<b>e</b>	<b>f</b>
	Traveled overnight & arrived at an OCONUS TDY location (not on a U.S. Installation) on the day after departing the PDS.	Traveled overnight & arrived at an OCONUS TDY locality (on a U.S. Installation) on the day after departing the PDS. The member occupied Gov't. quarters.	Each whole day at the OCONUS TDY locality (not on a U.S. Installation)	Each whole day at an OCONUS TDY locality (on a U.S. Installation). The member occupied Gov't. quarters.	Each whole day at an OCONUS TDY locality (on a U.S. Installation) when the member elects not to occupy available Gov't. quarters.	Each whole day at an OCONUS locality where per diem in lesser amount than the prescribed rate for the TDY location was authorized under par. U4177.
<b>Per Diem for Whole Days of Travel <sup>6/</sup></b>	M&IE <sup>4/</sup> applicable to the OCONUS TDY locality plus the cost of lodging <sup>5/</sup> NTE the maximum rate prescribed for the TDY locality.	M&IE plus the cost of Gov't. quarters. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) PMR plus \$3.50 if directed in the order and 1 or 2 deductible meals are provided, or (3) no amount for meals plus \$3.50 when the order directs essential unit messing and 3 meals are available to the member. PMR plus \$3.50 applies if 3 meals are not available to the member. <sup>1/</sup> )	M&IE <sup>4/</sup> applicable to the OCONUS TDY locality plus the cost of lodging <sup>5/</sup> NTE the maximum rate prescribed for the TDY locality.	M&IE plus the cost of Gov't. quarters. (M&IE may be at (1) the meal rate prescribed for the TDY locality plus \$3.50, (2) Standard GMR plus \$3.50 <sup>3/</sup> , if directed in the order, (3) PMR plus \$3.50 <sup>3/</sup> , if directed in the order, or (4) no amount for meals plus \$3.50 <sup>3/</sup> when the order directs essential unit messing (see par. U4400 for Gov't. mess use/availability and par. U4149 for the applicable M&IE rate).	M&IE plus the cost of lodging not to exceed the cost of Gov't. quarters <sup>5/</sup> . (M&IE may be at (1) the rate prescribed for the TDY locality, (2) Standard GMR plus \$3.50 <sup>3/</sup> , if directed in the order, (3) PMR plus \$3.50 <sup>3/</sup> , if directed in the order, or (4) no amount for meals plus \$3.50 <sup>3/</sup> when the order directs essential unit messing (see par. U4400 for Gov't. mess use/availability and par. U4149 for the applicable M&IE rate))	Per diem at the rate authorized under par. U4177.

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<b>(4) Day(s) of Return to PDS</b>					
<b>Abbreviations used:</b> Gov't. = Government GMR = Government meal rate NTE = Not to exceed PMR = Proportional					
meal rate					
	<b>A</b>	<b>b</b>	<b>c</b>	<b>d</b>	<b>e</b>
	Arrived at the PDS on same day as departed the TDY location.	Traveled overnight (no lodging required) & arrived at the PDS on day after departing the TDY location.	On day of departure from the TDY location overnight lodging was required at a stopover en route to the PDS.	On the day travel ended lodging was required en route to the PDS.	Arrived at the PDS on the same day as departed the TDY location where per diem in a lesser amount than the prescribed rate was authorized under par. U4177.
<b>Per Diem for Day of Return to PDS<sup>6/</sup></b>	75% of M&IE rate for last TDY locality. <sup>1/</sup>	For day of departure from the TDY location M&IE at the rate prescribed for the TDY locality. Day of arrival at the PDS, 75% of the M&IE rate for the TDY locality. <sup>1/</sup>	For day of departure from the TDY; M&IE plus lodging <sup>2/, 5/</sup> cost NTE the rate for the stopover locality. For the day of arrival at PDS: 75% of M&IE rate for the stopover locality.	75% of the M&IE rate plus the cost of lodging based on the locality rate where lodging was obtained if authorized/approved by the AO (see par. U4169).	75% of M&IE prescribed for the TDY locality.
<p><b>Footnotes</b></p> <p>1/ GMRs/PMRs and the \$3.50 incidental rate do not apply on day of departure from or return to the PDS or any day the member is traveling.</p> <p>2/ Lodging tax <i>is</i> separately reimbursed for lodging in CONUS and non-foreign OCONUS areas because an amount is not included in the applicable maximum lodging amount for taxes.</p> <p>3/ The AO can determine that \$3.50 is not adequate for TDY on a foreign OCONUS U.S. Installation and authorize/approve the incidental expenses rate for the TDY locality prescribed on <a href="https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html">https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html</a>. Payment of the locality incidental expense rate for the TDY locality must be stated in the travel order.</p> <p>4/ For OCONUS travel the AO can determine that an incidental expense (IE) allowance of \$3.50, in lieu of the IE prescribed for the TDY locality, is adequate for anticipated expenses when the member is not lodged on a U.S. Installation. The OCONUS incidental expense of \$3.50 may be authorized and must be stated in the order.</p> <p>5/ Lodging tax <i>is not</i> separately reimbursable for foreign area lodging because an amount is included in the applicable foreign area maximum lodging amount for taxes.</p> <p>6/ (a) The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel <i>within CONUS</i> requires at least 7 consecutive nights TDY lodging <i>in CONUS</i> (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 Nights NTE \$16, etc.).</p> <p>(b) The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing <i>is not</i> a separately reimbursable expense for travel <i>OCONUS</i> and is part of the incidental expense (IE) allowance included within the per diem rates/AEA authorized/approved for <i>OCONUS</i> travel.</p> <p>7/ On any day that 3 deductible meals are provided without cost to the member, no reimbursement is allowed for meals.</p>					

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## CHAPTER 4

### PART H: HHG SHIPMENT AND STORAGE UNDER TDY ORDERS

#### U4700 GENERAL

This Part prescribes TDY HHG transportation allowances. ***NOTE: Delivery out of storage is authorized at Government expense, regardless of the length of time in storage (as long as the member's order is and/or transportation allowances are valid). This includes shipments that have been converted to storage at the member's expense.*** For POV storage when a member is TDY on a contingency operation, see Chapter 5, Part E, Section II. For information about HHG authorized locations, see tables at par. U4780 for TDY and par. U5390 for PCS.

#### U4705 AUTHORIZING/APPROVING TDY HHG TRANSPORTATION

Common carrier baggage limits may preclude a member from transporting necessary HHG items without cost. An AO or commanding officer may authorize/approve transportation of HHG required for the member's personal comfort and well-being while on TDY in addition to any unaccompanied baggage being authorized. If required due to unusual circumstances, Service regulations may restrict what type(s) of HHG items may be shipped to a TDY location. For example, the Service could determine that shipment of motorcycles, boats, snowmobiles, and/or appliances is not appropriate due to local customs/laws of the TDY country or military necessity of the TDY mission. Any restrictions must be stated on the TDY order.

#### U4710 BASIC ALLOWANCE

A. Shipments in Addition to Authorized TDY Weight Allowance. When TDY, the following may be transported in addition to the member's TDY weight allowances:

1. PBP&E (see par. U5310-C), and
2. Required medical equipment (see par. U5310-K).

B. Weight Allowance. The maximum weight allowances in the following table do not include accompanied baggage transported free on a passenger transportation commercial ticket. They are the actual weight of unpacked and uncrated HHG. If practicable, the actual weight of unpacked and uncrated HHG is established before packing. For information on determining net shipment weight for specific transportation modes, see pars. U5335-B, U5335-C, U5335-D, U5335-E, and U5335-F. ***NOTE: The Secretary Concerned may authorize a higher weight allowance (NTE 800 pounds) of a member below pay grade O-6, but only on a case-by-case basis. The Secretary may increase the member's weight allowance if the Secretary determines that failure to increase the member's TDY weight allowance would create a significant hardship to the member.***

<i>TDY Weight Allowances (Pounds)</i>			
<b>Service and Grade 1/</b>			
<b>Army, Air Force, &amp; Marine Corps</b>	<b>Navy, Coast Guard, &amp; National Oceanic and Atmospheric Administration Corps</b>	<b>Public Health Service</b>	<b>Weight Allowance</b>
<i>Officer Personnel</i>			
General/General of the Army	Admiral	N/A	2000 <sup>2/</sup>
Lieutenant General	Vice Admiral	Surgeon General	1500
Major General	Rear Admiral (upper half)	Deputy/Assistant Surgeon General	1000
Brigadier General	Rear Admiral (lower half)	Assistant Surgeon General	1000
Colonel	Captain	Director	800
Lieutenant Colonel/Warrant Officer (W-5)	Commander/Warrant Officer (W-5)	Senior	800
Major/Warrant Officer (W-4)	Lieutenant Commander/Warrant Officer (W-4)	Full	800
Captain/Warrant Officer (W-3)	Lieutenant/Warrant Officer (W-3)	Senior Assistant	600
First Lieutenant/Contract Surgeon/Warrant Officer (W-2)	Lieutenant (Junior Grade)/Warrant Officer (W-2)	Assistant	600
Second Lieutenant/Officer Graduate of Service Academy/Warrant Officer (W-1)	Ensign/Officer Graduate of Service Academy/Warrant Officer (W-1)	Junior Assistant	600
<i>Enlisted Personnel</i>			
E-9	E-9	N/A	600 <sup>3/</sup>
E-8	E-8	N/A	500
E-7 to E-1	E-7 to E-1	N/A	400
Aviation Cadet	Aviation Cadet	N/A	400
Service Academy Cadet/Midshipman	Service Academy Cadet/Midshipman	N/A	350

1/ Includes regular members, members of a Uniformed Service Reserve Component, and officers holding a temporary commission in the Army/Air Force of the United States.

2/ The Secretarial Process may authorize additional weight up to 2,000 pounds total for the Chiefs of Staff, U.S. Air Force and U.S. Army, the Chief of Naval Operations, the Commandant of the Marine Corps, and the Commandant of the Coast Guard.

\*3/ A member selected as Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Sergeant Major of the Army, Master Chief Petty Officer of the Navy, Master Chief Petty Officer of the Coast Guard, Chief Master Sergeant of the Air Force, or Sergeant Major of the Marine Corps is authorized a weight allowance of 800 pounds for TDY orders issued on or after receiving notice of selection to that position and for the remainder of the military career.

C. Ordered to OCONUS Duty or to a Unit Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer. Under an order from a PDS to TDY pending a PCS to an:

- 1 OCONUS assignment, or
2. Assignment to a unit (e.g., ship or afloat staff) specified in writing by the Secretarial Process as unusually arduous sea duty or contemplated to be operating OCONUS for a continuous period of 1 year or longer on the date the unit is so specified,

transportation of the PCS HHG weight allowance may be made to any combination of:

1. Any CONUS location the member specifies;
2. The OCONUS duty station; and
3. NTS under par. U4770-C.

#### **U4765 TDY IN CONNECTION WITH BUILDING, FITTING OUT, CONVERTING OR REACTIVATING A SHIP**

A. General. An order from a PDS to TDY in connection with building, fitting out, converting, or reactivating a ship that directs duty on board when commissioned, authorizes a member as indicated in pars. U4765-B and U4765-C.

B. Ordered to a Ship Not Specified as Unusually Arduous. Under an order to a ship other than one described in par. U4765-C, transportation of the PCS weight allowance may be made to a combination of:

1. The ship's homeport, and
2. NTS under par. U4770-C.

C. Ordered to a Ship Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer. Under an order to a ship which, after commissioning, will be unusually arduous sea duty or is contemplated to operate OCONUS for a continuous period of 1 year or longer, HHG transportation of the PCS weight allowance may be made to a combination of:

1. Any CONUS location the member specifies, and
2. NTS under par. U4770-C.

#### **U4770 HHG STORAGE IN CONNECTION WITH TDY/DEPLOYMENT**

*Effective 19 January 2006*

\*A. Storage in Transit (SIT)

1. SIT is authorized as part of HHG transportation (see *NOTE 1 below*).

2. HHG, within the TDY weight allowance, may be placed in SIT when:
  - a. On a PCS with TDY/deployment en route (see par. U5345-C) (see ***NOTE 2 below***); or
  - b. TDY/deployed for 90 or fewer days if the Service designated official authorizes/approves the SIT as necessary based on the member's written statement that SIT is necessary for reasons beyond the member's control.

***NOTE 1: Delivery out of storage is authorized at Government expense, regardless of time in storage (as long as the member's order and/or HHG transportation allowances are valid). This includes shipments that have been converted to storage at the member's expense.***

***\*NOTE 2: When HHG are in SIT incident to a PCS and the member is TDY/deployed for 90 or more days/an indefinite period, par. U5375-B3 applies.***

#### B. Special Storage

##### 1. General

- a. Special storage is storage incident to TDY/deployment for 90 or more days/an indefinite period when no PCS is involved. See ***NOTE*** in par. U4770-A when PCS is involved. It includes any shipment, drayage, packing, crating, unpacking, and uncrating necessary to place HHG into/remove them from a storage facility.
- b. The Service-designated official authorizes/approves special storage under pars. U4770-B2 and U4770-B3.
- c. The member's PCS weight allowance applies (see par. U5310-B).
- d. See par. U5380-B for storage facility selection.

##### 2. TDY/Deployment for 90 or More Days/an Indefinite Period

- a. A TDY/deployment order for 90 or more days/an indefinite period authorizes a member to special storage (not ICW a PCS shipment).
- b. The Service designated official must authorize/approve special storage, except for a member who:
  - (1) Is authorized HOS allowances in par. U5365-A, and
  - (2) Has HHG in NTS under par. U5365-C when recalled to active duty. See par. U5365-H.

##### 3. TDY/Deployment of Reserve Component Members Called/Ordered to Active Duty under Unusual/Emergency Circumstances/Service Exigencies for other than Training

- a. The Secretarial Process may authorize/approve special storage for Reserve Component Members who are:

<p>7. From a PDS to a TDY location pending:</p> <p>(1) OCONUS assignment, or</p> <p>(2) Pending assignment to a ship designated for unusually arduous sea duty or operating OCONUS for 1 year or more (pars. U4760-C and U4775)</p>	4, 5, 9, 17, 20
<p>8. Ordered from a PDS to TDY in connection with building, fitting out, converting or reactivating a ship (not specified as unusually arduous) (par. U4765-B)</p>	4 (“ship homeport”), 5, 9
<p>9. Ordered from a PDS to TDY in connection with building, fitting out, converting or reactivating a ship (specified as unusually arduous) (par. U4765-C)</p>	5, 9, 20
<p>10. TDY/deployment of 90 or more days/an indefinite period when no PCS involved (par. U4770-B)</p>	5 (“special storage”), 9
<p>11. TDY/deployment of a Reserve Component member called/ordered to active duty under unusual/emergency circumstances/service exigencies for other than training (par. U4770-B3c)</p>	5 (“special storage”), 9
<p>12. Relief from active duty for a member of a Reserve Component called/ordered to:</p> <p>(A) Initial active duty for training for less than 6 months, or</p> <p>(B) Active duty for training for 20 or more weeks but less than 20 weeks at any one location, or</p> <p>(C) Active duty (including active duty for training) for less than 20 weeks at one duty station (par. U5360-E)</p>	6 (“NTE 30 days”), 8, 11, 13, 15, 19
<p>13. Recalled to active duty for TDY after separation from the service or relief from active duty (par. U5360-K)</p>	5 (“continued storage only if member qualifies for special storage under par. U4770-B”), 8. Authorized locations depending on the TDY order. Upon separation following recall, see pars. U5360-A and U5360-B for authorized places.

FOOTNOTES	HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE
1	FROM PDS TO TDY
2	FROM TDY TO TDY
3	FROM LAST TDY TO OLD PDS
4	FROM LAST TDY TO NEW PDS
5	NON-TEMPORARY STORAGE
6	<i>*Effective 19 January 2006</i> STORAGE IN TRANSIT
7	TDY WEIGHT IN ADDITION TO PCS WEIGHT ALLOWANCE (“When a member is ordered from a TDY station to a new PDS or when a TDY station becomes a new PDS, these shipments are in addition to PCS weight allowance.” par. U4715)
8	TDY WEIGHT ALLOWANCE
9	PCS WEIGHT ALLOWANCE
10	FROM HOME OF RECORD (HOR)
11	TO HOME OF RECORD (HOR)
12	FROM HOME OF SELECTION (HOS)
13	TO HOME OF SELECTION (HOS)
14	FROM PLEAD or place from which called/ordered to Active Duty for Training
15	TO PLEAD or to place from which called/ordered to Active Duty for Training
16	TO FIRST PDS
17	TO ANY SUBSEQUENT PDS
18	FROM LAST DUTY STATION
19	FROM PLACE HHG LAST TRANSPORTED AT GOVERNMENT EXPENSE
20	ANY CONUS POINT SELECTED BY MEMBER

- F. Member Reduced in Grade
- G. HHG Transportation Incident to Tour Extension
- H. HHG Shipment Incident to a Court-martial Sentence/Administrative Discharge under other than Honorable Conditions (for Member With-Dependents Station in CONUS)
- I. HHG Transportation Incident to IPCOT
- J. Consumable Goods Allowance Incident to Tour Extension or IPCOT
- K. HHG Transportation for Dependents Relocating for Personal Safety

**U5372**

**HHG TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH**

- A. General
- B. Limitations
- C. When Authorized
- D. Storage
- E. Termination of Missing Status
- F. Member Officially Reported as Dead, Injured, Ill, or Absent for More Than 29 Days in a Missing Status, and Spouse is Also a Member
- G. Administrative Instructions

**U5375**

**STORAGE IN TRANSIT (SIT)**

- A. General
- B. Time Limits
- C. Storage in Transit (SIT) for HHG Transported from NTS to Destination
- D. Storage in Transit (SIT) Converted to NTS
- E. HHG Partial Lot Withdrawal and Delivery from Storage in Transit (SIT)
- F. Further PCS Orders Received after the Member Arrives at a New PDS
- G. Orders Amended, Modified, Canceled or Revoked
- H. Short Distance Moves

**U5380**

**NONTEMPORARY STORAGE**

- A. General
- B. Place of NTS
- C. NTS as an Alternative to Transportation
- D. NTS Converted to Storage in Transit (SIT)

- E. NTS of HHG Currently in Storage in Transit (SIT)
- F. Withdrawal of HHG from NTS as an Alternative to Continued Storage
- G. NTS Incident to Occupancy of Government/Government-controlled Quarters or Privatized Housing and Incident to Vacating Local Private Sector Housing
- H. NTS when Ordered on PCS to a Remote CONUS Area with a Housing Shortage
- I. Successive NTE Authorization Periods
- J. Orders Amended, Modified, Canceled or Revoked
- K. NTS Upon Separation from Service or Relief from Active Duty, Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay
- L. Time Limits

U5385

**ADVANCE OF FUNDS**

**PART E: POV TRANSPORTATION AND STORAGE**

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**SECTION E1: POV TRANSPORTATION**

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- D. Dependents Travel to/from a Designated Place/Selected Point in CONUS or Alaska
- E. Return from a PDS neither in CONUS nor Alaska
- F. Upon separation from the Service, Relief from Active Duty, Placement on the Temporary Disability Retired List (TDRL), or Retirement

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## CHAPTER 5

### PERMANENT DUTY TRAVEL

#### PART A: APPLICABILITY AND GENERAL RULES

##### U5000 SCOPE

A. General. This Chapter prescribes a member's authority for personal and dependent travel and transportation allowances, HHG and POV transportation allowances, mobile home transportation allowances, DLA, and TLE allowance incident to a PCS. It also prescribes authority for dependents' travel and transportation, and for HHG, POV, and mobile home transportation under unusual or emergency circumstances, and various other situations not directly related to a PCS. For non-PCS travel allowances, see Chapter 7.

B. Travel Covered. This Chapter discusses the following types of PCS travel:

1. Transfer. Travel in connection with a transfer from one station to another for permanent duty.
2. Change in Homeport or PDS Location of a Unit. Travel in connection with a ship's homeport or mobile unit's PDS location change.
3. Call to Active Duty. Travel from home or from the PLEAD to the first PDS upon:
  - a. Appointment or re-appointment (including reinstatement) to the regular Service from civilian life or from a Reserve Component;
  - b. Reserve members being called (or ordered) to active duty (including duty for training) for 20 weeks or more at one station;
  - c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including temporary disability retirement); or
  - d. Enlistment or induction into the Service (regular or during emergency).
4. Separation or Retirement. Travel from last PDS to home upon:
  - a. Discharge, resignation, or separation from the Service under honorable conditions;
  - b. Reserve members' release from active duty (including active duty for training) to which called for 20 or more weeks at one station;
  - c. Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
  - d. Retirement; or
  - e. Temporary disability retirement.
5. Travel (other than TDY) Not Directly Related to PCS Orders. In addition to PCS allowances, this Chapter includes dependents; travel and transportation allowances, and for HHG, POV and mobile home transportation, under unusual or emergency circumstances, and other situations not involving a PCS.

##### U5002 APPLICABILITY

A. General. This Chapter applies to PCS of all regular and Reserve Component members.

B. Special Categories. The following special categories of personnel are authorized PCS allowances as indicated:

1. Cadets and midshipmen (see par. U7000),
2. Applicants and rejected applicants of the regular service (see par. U7025),
3. Reserve Component members (see par. U7150), or
4. Members whose enlistment has been voided (see par. U7375).

C. Persons Not Covered. The following categories of personnel are not authorized PCS allowances:

1. Absentees and stragglers being returned to their PDSs (see par. U7400),
2. Members discharged under other than honorable conditions (see par. U7500), and
3. Prisoners (see par. U7451).

### U5012 PCS ALLOWANCES

A. General. Following is a general description of PCS travel and transportation allowances. Parts B through H of this Chapter prescribe specific allowances. Allowances depend on the member's individual travel circumstances. Table 5-1 provides a general guide.

B. Member and Dependent Travel and Transportation Allowances. When a member must travel under an order, the Government either furnishes transportation, reimbursement, or a payment in lieu of transportation at rates prescribed in this Part. Generally, members select the transportation mode (i.e., airplane, train, bus, POC) for travel between the old and new PDSs. Sometimes an order directs a particular mode for the member but not the dependents. For travel time computation when a mode is not directed, see par. U5160. For authorized PCS travel reimbursements, see par. U5105; for travel to the first PDS, see par. U5108-C. For dependents' travel and transportation, see Chapter 5, Part C.

#### ***Effective 19 January 2006***

\*C. HHG Transportation and Storage. A member directed to make a PCS is authorized HHG transportation and/or storage. A member's HHG weight allowance depends on the member's grade and dependency status (see par. U5310-B). The Service concerned may administratively limit the amount shipped. For example, an E-6 with dependents may ship 11,000 pounds of HHG, if the member is transferred between two CONUS PDSs. However, only a portion of the member's PCS HHG weight allowance may be shipped if the member is transferred to a "weight restricted" OCONUS PDS. The remainder may be placed in NTS or transported to a designated place. Ordinarily, any portion of the PCS HHG weight allowance the member elects not to ship may be placed in NTS. HHG precluded from shipment due to an administrative weight restriction are placed in NTS until the next PCS. PCS HHG transportation authorizes a member to storage in transit unless prohibited, until the member arranges for a new permanent residence. Storage in transit may be authorized at any combination of origin, in transit, or destination. See Chapter 5, Part D. ***See JTR, par. C8050 for HHG transportation for a DoD civilian employee married to a uniformed member when both are authorized HHG shipments to the same new PDS.***

D. Unaccompanied Baggage Transportation. See Appendix A definition of baggage, unaccompanied. The Service concerned may limit unaccompanied baggage weight. See Chapter 5, Part D.

E. POV Transportation. A member ordered to make a PCS to, from, or between OCONUS PDSs, or upon official change in a ship's homeport or mobile unit's PDS location, may be authorized to have one POV, owned or on a long-term lease by the member or dependent(s), transported to the VPC serving the member's new PDS or other authorized place. The POV must be for the member's or dependents' personal use. There are some limitations, restrictions or prohibitions. See Chapter 5, Part E.

F. Mobile Home Allowances. A member ordered on a PCS, or the dependent of a deceased member authorized HHG transportation, is authorized any combination of the allowances in Part F for mobile home transportation, including temporary storage, from the old PDS to the new PDS or between other authorized points. Except as provided in par. U5505-B, these allowances are in lieu of baggage and HHG transportation and are only authorized for transportation of a mobile home within CONUS, within Alaska, or between CONUS and Alaska. See Chapter 5, Part F.

G. DLA. DLA partially reimburses a member for the relocation expenses of a PCS, evacuation, or movement as a result of BRAC closure. See Chapter 5, Part G.

H. TLE Allowance. TLE partially offsets the added living expenses within CONUS incurred by members and their dependents incident to a PCS. See Chapter 5, Part H.

I. Travel and Transportation Allowance Extensions when a Member Separates from the Service. A written time limit extension that includes an explanation of the circumstances justifying the extension may:

1. Be authorized/approved for a specific additional time period using the Secretarial Process;
2. Be authorized/approved only when circumstances prevent use within the prescribed time; and must be for the shortest time appropriate under the circumstances;
3. Not be granted merely to accommodate personal preferences or convenience (DoD/GC #99-1);
4. *Not be authorized/approved if it extends travel and transportation allowances for more than 6 years from the date of separation or release from active duty or retirement* unless a certified on-going medical condition prevents relocation of the member for longer than 6 years from the separation/retirement date; and
5. *Not be authorized/approved if it extends travel and transportation allowances for more than 6 years from the date of receipt by a member's dependents of official notice that the member is dead, injured, missing, interned, or captured*, unless a certified on-going medical condition prevents relocation of the dependent for longer than 6 years from the notification date.

J. Home of Selection. *Once a home is selected, that selection is irrevocable if transportation-in-kind is furnished and used, or travel and transportation allowances are received after the travel is completed.*

K. PCS Order. For an order to be a PCS order it must in fact direct a PCS. A document directing a change at the same PDS is not a PCS order, regardless of any statement(s) on the document to the contrary. Please see definitions of PDS and PCS in Appendix A.

## U5015 MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)

### A. General

1. A member authorized dependents' travel and transportation allowances under par. U5203, is authorized MALT at the rates in par. U2605. When a member and dependents relocate on a member's PCS move, reimbursement is authorized for two POCs, if used.
2. Except as in par. U5015-B, the MALT rates authorized for dependents' travel are for the use of one or two POCs. ***NOTE: The member may be reimbursed for use of two POCs by dependents only if the member travels by other than POC (e.g., the member is not reimbursed automatically for three POCs to allow the member to use one and the dependents to use two.)***
3. MALT payment does not affect transportation-in-kind for other dependents not taken into account in computing the authorized MALT amount.

**B. Reimbursement for the Use of more than Two POCs**

1. General. Reimbursement for the use of more than two POCs, within the same household for PCS travel, may be authorized/approved if determined to be appropriate, through the Secretarial Process. Documentation of this authorization/approval should be made IAW Service procedures.

2. Monetary Allowance in Lieu of Transportation (MALT)

a. When reimbursement for the use of more than two POCs is authorized/approved, MALT and car ferry fees apply for each POC.

b. If the same POC is used for more than one trip, the MALT and car ferry fees apply, except that the MALT rate must be determined on the basis of the number of family members making the trip to the PDS for the first time (e.g., member drives spouse and three children on first trip (and receives \$.20/mile for five authorized travelers) followed by a second trip in which the member and one of the already-transported children return to transport two remaining children (and the member is paid \$.17/mile for the one-way distance from old to new PDS on the second trip for the remaining two children).

**U5018 NOT USED****U5020 ADVANCE OF FUNDS**

Chapter 5, Part B; Chapter 5, Part C; Chapter 5, Part D; Chapter 5, Part E2; Chapter 5, Part F; Chapter 5, Part G; and Chapter 5, Part H authorize advance payment of travel and transportation allowances for members and dependents, HHG and mobile home transportation, POV storage, and DLA and TLE (see par. U1010-B4). See par. U9158 for TLA advance payment.

PDS and the designated place; however, the allowable travel time for travel from the new PDS to a designated place is limited to constructed travel time (par. U3005-A) as if the travel had been performed by Government-procured transportation.

***Effective 15 November 2005***

I. Member Ordered PCS from a PDS from Which Dependents Have Been Evacuated. A member, ordered on a PCS from a PDS from which dependents were evacuated under par. U6004 or U6053, may be paid PCS allowances for travel from the old PDS to

1. The new PDS via the designated place or safe haven, as applicable;
2. The designated place or safe haven, as applicable, via any TDY station(s) and then to the new PDS;
3. Any TDY station(s) via the designated place or safe haven, as applicable and then to the new PDS; or
4. The authorized processing station, if appropriate, to the HOS, HOR, or PLEAD via the designated place or safe haven, as applicable;

but not for round-trip travel between a TDY station and a designated place or safe haven. Service-designated official(s) may authorize/approve these travel and transportation allowances when the member must:

1. Assist in the transportation of dependents and/or HHG,
2. Pick up personal items, or
3. Personally drive the member's POC.

Travel to a designated place must occur before the member completes PCS travel.

J. Unable to Travel with Member's Organization. A member, unable to travel to the new homeport/PDS with member's organization for reasons acceptable to the Service, but who later joins it under a competent order, is authorized the allowances in par. U5105.

K. PCS to Hospital. PCS travel allowances are payable, if otherwise proper, for travel to, from, or between hospitals, provided the order does not contemplate return to the PDS.

L. Member Dies while En Route to New PDS. PCS allowances are payable on behalf of a member traveling on a PCS, who dies after beginning the travel, from the old PDS to the place of death. The amount paid must not exceed the amount for travel from the old PDS to the ordered new PDS.

M. Directed Travel over other than a Usually Traveled Route. When ordered to travel over a route involving a higher cost to the Government on an order that is amended or modified while en route, a member is authorized allowances over the ordered route.

**U5125 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY**A. General1. Travel in CONUS. A member on active duty, who:

- a. Is separated from the Service or relieved from active duty in CONUS under conditions other than those in par. U5125-A5, pars. U5125-B and U5125-C, and par. U5130-A1;
- b. Has a break in service of at least 1 calendar day; and
- c. Actually travels

is authorized travel and transportation allowances prescribed in par. U5105 from the last PDS to the HOR or PLEAD, as the member elects. A member traveling to a different location is authorized allowances for travel performed up to the amount payable for travel from the last PDS to the HOR or PLEAD, whichever is greater.

2. Travel OCONUS. A member on active duty, who:

- a. Is separated from the Service or relieved from OCONUS active duty under conditions other than those in par. U5125-A5, pars. U5125-B and U5125-C, and par. U5130-A1; or
- b. Is authorized travel allowances under this paragraph to an OCONUS HOR or PLEAD; and
- c. Has a break in service of at least 1 calendar day; and
- d. Actually travels

is authorized travel and transportation allowances under par. U5116.

\*3. Travel to and from Place of Separation. A member may travel to the HOR or PLEAD as the member elects from the last PDS via a separation station of the member's choice. The member is authorized travel and transportation allowances up to the amount payable had the member been ordered to, traveled to, and separated at, the appropriate separation activity (see par. U1010-B6). The member is authorized the per diem or AEA appropriate for the separation station away from the PDS while undergoing separation processing.

4. Order Received at a Leave Location. When a member receives a discharge certificate or separation order at a place to which the member traveled at personal expense on authorized leave, the member is authorized travel and transportation allowances under par. U5125-A1 or U5125-A2, whichever applies, from the member's last actual or constructive place of duty and not from the place at which the member received the discharge certificate or separation order. For definition of last duty station, see Appendix A.

c. Any other place. ***NOTE: Allowances paid in this case must not exceed those payable had the member selected a home at a CONUS location specified by the member.***

2. Travel to HOS Not Authorized. A member on active duty is authorized travel and transportation allowances under par. U5125-A when the member:

a. Is retired without pay;

b. Has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or

c. Has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay.

\*3. Travel to Processing Station of Choice. A member may travel to the HOS from the last PDS via a processing station of the member's choice. The member is authorized travel and transportation allowances up to those payable had the member been ordered to, traveled to and retired/released to inactive duty at, the appropriate processing station (see par. U1010-B6). The member is authorized the per diem or AEA appropriate for the processing station away from the PDS while undergoing retirement processing.

#### B. Time Limitations

1. General. Except as provided in pars. U5130-B2, U5130-B3, and U5130-B4, travel to a selected home must be completed within 1 year after active duty termination.

#### 2. Member Undergoing Hospitalization or Medical Treatment

a. On the Active Duty Termination Date. A member confined in, or undergoing treatment at, a hospital on the active service termination date under the conditions outlined in par. U5130-B1, is authorized travel and transportation allowances to a HOS from the last PDS. Travel completion must be within 1 year after the discharge date from the hospital or termination of medical treatment except when a longer time limit is authorized/approved by the Secretarial Process (see par. U5012-I).

b. During the 1-Year Period after the Active Duty Termination Date. A member confined in, or undergoing treatment at, a hospital for any period of time during the 1-year period after the active service termination date under the conditions outlined in par. U5130-B1, is authorized travel and transportation allowances to a HOS from the last PDS. Travel must be completed within 1 year after the active service termination date, plus a period equal to the member's hospitalization or treatment period. A longer time period may be authorized/approved by the Secretarial Process (see par. U5012-I).

3. Member Undergoing Education or Training. A member, who on the active service termination date is undergoing education or training to qualify for acceptable civilian employment or who begins such education or training during the period specified in U5130-B1, as extended by par. U5130-B2 (if applicable), is authorized travel and transportation allowances to a HOS from the last PDS. However:

- a. Travel must be completed within 1 year after the education or training is completed, or 2 years from the active service termination date, whichever is earlier; and
- b. The extended time must be authorized/approved by the Secretarial Process. A further extension of this time limit may be authorized/approved by the Secretarial Process (see par. U5012-I).

4. Other Deserving Cases. An extension of the 1-year time limit prescribed in par. U5130-B1 may be authorized/approved by the Secretarial Process when an unexpected event beyond the member's control prevents the member from moving to the HOS within the specified time limit. An extension of the time limit also may be authorized/approved by the Secretarial Process if it is in the Service's best interest, or substantially to the benefit of the member, and not costly or otherwise adverse to the Service. These extensions are authorized/approved for the specific period of time that the member anticipates is needed to complete the move. If additional time is required, the member may request a further extension (see par. U5012-I) using the Secretarial Process (B-126158, 21 April 1976). The delayed travel authorized under par. U5130-B4 must be incident to the member's separation from the Service (B-207157, 2 February 1983).

C. Recalled to Active Duty before Selecting a Home. A member, eligible to select a home but recalled to active duty before traveling to a HOS, retains the authorization for travel and transportation allowances to a HOS from the last PDS. Travel must be completed to the selected home within 1 year after the last release from active duty unless extended under par. U5130-B.

D. Recalled to Active Duty after Selecting a Home. A member, recalled to active duty after traveling to a HOS, is authorized travel and transportation allowances from the last PDS to the home previously selected or the PLEAD, whichever the member elects, upon termination of active duty under honorable conditions.

E. Members on TDRL Who Are Discharged or Retired. A member, on the TDRL at the time of discharge with severance pay or retirement for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is authorized no additional travel and transportation allowances other than those paid under par. U5130-A or U5130-B in conjunction with placement on the TDRL.

F. Member Ordered to a Place to Await Disability Retirement. A member, found unfit by a physical evaluation board to perform the duties of the member's grade and who, for the Government's convenience, is ordered to a place to await further orders in connection with disability retirement, is authorized travel and transportation allowances to that place. Upon final disposition of retirement proceedings, the member is authorized travel and transportation allowances to the HOS under the retirement order or other order if issued (32 Comp. Gen. 348 (1953)).

#### U5160 ALLOWABLE TRAVEL TIME COMPUTATION

A. General. A member performing PCS travel is authorized the travel time allowable to complete the PCS move. ***A member reassigned between activities at the same PDS is allowed no travel time. See par. U5100 for proximity PCS.*** The maximum travel time that may be allowed under this paragraph is that which would have been allowed

D. Elapsed Time Is less than Authorized. Whenever the elapsed time from departure date through arrival date is less than the authorized travel time, the elapsed time is used.

**Example:** Official distance travel is 1,500 miles. The member is detached from the activity at the old PDS 1 June and checks in to the new activity at the new PDS 4 June. Travel is performed by POC. The maximum allowable travel time is 5 days; however, elapsed time is 4 days. The member is authorized 4 days as travel time.

E. Additional Travel Time. Additional travel time may be authorized/approved by the member's new commanding officer when actual travel time exceeds authorized travel time for reasons beyond the member's control (such as acts of God, restrictions by Government authorities, difficulties in obtaining fuel for POCs, or other satisfactory reasons). The additional travel time authorized may be the actual delay period or a shorter period as determined appropriate. Per diem is payable for any days additional travel time is authorized. ***NOTE: Financial regulations may require that a statement of the circumstances that necessitated the delay explanation, together with the commanding officer's action, be attached to the voucher.***

**\*U5165 ADVANCE OF FUNDS**

Travel and transportation allowances prescribed for members may be paid in advance (see par. U1010-B5). Members failing to complete at least 90 percent of their initial prescribed service periods (par. U5125-A5) and members discharged under other than honorable conditions (par. U5125-C), may be advanced only an amount equal to 75 percent of the least costly available common carrier transportation mode.

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**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.

<b>REIMBURSEMENT:</b>		
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>
<b>Total Reimbursement =</b>		<b>\$1,022.79</b>

**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.

<b>REIMBURSEMENT:</b>		
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
<b>Total Reimbursement =</b>		<b>\$612.77</b>

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

**\*U5212 REIMBURSABLE EXPENSES**

The member is authorized reimbursement for the expenses listed in App G, Part I 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.

4. Transportation to and from a Medical and/or Dental Facility. When practicable, Government transportation should be used for transportation authorized by par. U5240-C. When Government transportation is not available or its use is not practicable, dependent patients must be transported by:

- a. Government-procured commercial transportation,
- b. Personally procured commercial transportation, or
- c. POC.

When personally procured commercial transportation is used, reimbursement for the actual cost of the transportation used is authorized. When a POC is used, reimbursement for the actual expenses incurred (e.g., gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to POC use) is authorized. ***Mileage may not be paid.*** However, reimbursement for the travel performed by personally procured commercial transportation or by POC is limited to what it would have cost had the transportation had been furnished by the Government (i.e., Government or Government-procured transportation). ***NOTE: This limit does not apply when Government or Government-procured transportation is not available.*** If a dependent is transported by POC and an attendant is authorized a transportation allowance, no additional transportation expense on behalf of the dependent is authorized.

5. Return Transportation. Upon hospitalization/medical/dental care termination, the dependent's transportation is authorized to the member's PDS or to another place determined appropriate by the AO.

6. Outpatient Transportation. Reimbursement is authorized for the actual expenses incurred for the dependent's transportation between transportation terminal, medical/dental facility, and lodging when the dependent is receiving outpatient care at a medical/dental facility outside the member's PDS area. Actual expenses incurred for transportation cost between medical/dental facility and lodging may be reimbursed for the number of trips the dependent must make between those two places. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When POC is the appropriate mode, reimbursement for the actual expenses incurred, as in par. U3305-B1, is authorized. ***Transportation expenses may not be paid using a mileage allowance (B-202964, 23 February, 1982).***

7. Actual Meal and Lodging Cost. The actual cost of dependent's lodging (including taxes (see ***NOTE***), tips, and service charges) and meals (including taxes and tips, but excluding alcoholic beverages) may be reimbursed up to the locality per diem rate for the medical/dental facility location. This includes travel time to/from the medical/dental facility and time at the medical/dental facility for outpatients.

***NOTE: The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas (see Appendix A definitions) does not include an amount for lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS areas are separately reimbursable. The maximum amount allowed for lodging in foreign OCONUS areas (see Appendix A definition) includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas are not separately reimbursable. See <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for per diem rates.***

\*8. Reimbursable Expenses. The dependent is authorized applicable reimbursable expenses in App G, Part I except that if a POC is used to and from the transportation terminal (App G, Part I, Item 18) reimbursement is for the actual expenses incurred, as in par. U3305-B1 and ***mileage is not authorized.***

9. Attendants for Dependents. If a dependent is unable to travel unattended, round-trip travel and transportation allowances are authorized for necessary attendants as provided in Chapter 7, Part Q.

10. Advance. Funds may be advanced to cover expenses reimbursable under par. U5240-C.

11. Administrative Provisions. An order authorizing/approving dependents' travel for medical or surgical care must cite par. U5240-C as authority. A statement by a competent medical official (military or civilian, as available) must support the order as to the seriousness of the condition and the absence of adequate military and civilian facilities for proper treatment. If a medical official is not available, the order must so indicate and the AO's statement in the order that proper medical facilities are not available then suffices. For non-emergency conditions, the receiving medical facility must agree to accept the patient before the order is issued.

12. Subsequent Travel and Transportation. A member otherwise authorized dependent travel and transportation allowances under par. U5203-A, whose dependent is transported to a place other than the member's PDS under par. U5240-C, is authorized, upon reassignment, travel and transportation expenses for that dependent for direct PCS travel between that place and the destination authorized in the reassignment order.

D. Dependents' Travel and Transportation Incident to an Alert Notice

1. General. A member of certain units is authorized dependent travel and transportation allowances, as though assigned to a dependent-restricted tour, under par. U5222-D (45 Comp. Gen. 208 (1965)). This applies to a member whose unit has been officially alerted for movement to an OCONUS PDS (within 90 days after the alert notice) to which dependent transportation is not authorized. This also applies to a member who is transferred or assigned by a PCS order to a unit so alerted.

2. Member Not Transferred to a Dependent-restricted OCONUS Tour after Alert Notice Announcement. When dependents have traveled to a designated place under par. U5240-D1, but the member is not transferred to the OCONUS PDS contemplated in the alert notice, dependents' travel and transportation allowances are authorized from the designated place to the new PDS. This also applies to return transportation that PDS if the member is continued on permanent duty at the station where the alert notice was officially announced.

E. Dependents' Travel and Transportation Incident to Tour Extension. A member on a tour of less than the prescribed tour length at a PDS, who used the dependents' travel and transportation allowances upon assignment to that PDS, is authorized dependents' travel and transportation allowances from the place dependents are located to that PDS. ***NOTE: The authorization limit is up to that from the old to the current PDS.*** Authorization under this subparagraph is limited to the situation in which a member's tour is extended due to:

1. Unusual circumstances, and
2. The needs of the Service.

Authorization under this subparagraph also is limited to the situation where a member did not move dependents to that PDS initially because of the anticipated short time of assignment (B-208861, 10 November 1982).

F. Dependent Travel and Transportation Incident to a Court Martial Sentence/Administrative Discharge under other than Honorable Conditions (for Members Stationed in CONUS)

\*C. Limitations

1. Destination. No travel may be authorized/approved under par. U5241-C unless a reasonable relationship exists between the circumstances of the dependents and the requested destination, as determined by the Service concerned.

2. Time. Authorization for dependents' travel and transportation allowances ends if the dependents do not begin travel to the final home within 1 year after the date of the official status report. However, travel at a later date may be authorized/approved through the Secretarial Process. See par. U5012-I. No travel and transportation allowances are authorized under par. U5241 when travel is delayed until after receipt of official notice that the member has returned to an active status. Effective for deaths occurring on or after 6 January 2006 the following apply:

a. A member dies on or after 6 January 2006 while serving in the active service and entitled to basic pay -- Secretary concerned must give the dependents not less than 3 years, beginning on the date of the death of the member to select a "home of selection" for the purposes of travel and transportation allowances.

b. Retirees dying on or after 6 January 2006 who had not yet made their selection at the time of death -- dependents or the retiree's executor if there are no dependents get 3 years from the member's date of retirement (when the member first accrued the right to select a home).

**Examples:**

Member retired 1 July 2005 -- Initial 1 year to make the move.

Member died 10 January 2006 -- Family now has until 30 June 2008 to make a HOS.

Member retired 1 July 2005 -- Initial 1 year to make the move.

Member died 3 January 2006 -- Family has until 30 June 2006 to make a HOS move.

Member on active duty died on 3 January 2006 -- Family has 1 year to make a HOS.

Member on active duty dies on 10 January 2006 -- Family has until 9 January 2009 for HOS.

3. Per Diem. A dependent authorized the transportation authorized in par. U5241-D pursuant to the death of a member entitled to basic pay (37 USC §406(f)), also is authorized per diem under par. U5210. Per diem is not payable in connection with the other dependent transportation authorized in par. U5241.

D. When Authorized

1. General. Dependents may be furnished transportation to a member's HOR or to such other location as may be authorized/approved by the official designated by the Secretarial process when dependents receive official notice that the member is:

a. Dead; or

b. Injured and/or ill and the anticipated period of hospitalization or treatment is expected to be prolonged as shown by a statement of the commanding officer at the receiving hospital; or

c. Absent for a period of more than 29 days in a missing status.

When dependents are residing OCONUS at the time the member on permanent duty OCONUS dies, the dependents may be transported to an interim location (within the limitation imposed in par. U5241-C1) to reside pending a decision on where to exercise the authorization to a final move at Government expense. That final move must be exercised within the time limit established in par. U5241-C2.

2. Additional Moves

a. Status Change. Dependents moved under par. U5241-D1 may again be moved under that subparagraph when official notice is received that the member's status has changed from one to another of those listed in par. U5241-D1.

b. No Status Change Member Reported as Missing for more than 1 Year. Dependents moved under par. U5241-D1 may be moved again under that subparagraph when the member has been reported officially as absent for a period of more than 1 year in a missing status and through the Secretarial Process it is determined that the circumstances in the case justify an additional move.

3. Termination of Casualty Status. When the member's casualty status is terminated, authorization for dependents' travel and transportation allowances under par. U5203 is determined in accordance with this Part.

E. Administrative Instructions. Each Service must issue regulations or instructions deemed necessary for the judicious administration of the authorization contained in par. U5241.

F. Attendants for Dependents. See Chapter 7, Part Q, concerning attendants for dependents authorized travel under par. U5241.

*Effective 01 November 2004*

**U5242 FUNERAL TRAVEL**

A. Transportation for Eligible Relatives of a Deceased Member to Attend the Member's Burial Ceremony (37 USC §411f) ***NOTE: The families of cadets/midshipmen are not eligible for this transportation.***

1. General. Eligible relatives are authorized round trip travel and transportation allowances to attend burial ceremonies for a deceased member who dies while on active or inactive duty. "Eligible relative", as used in this paragraph, means:

a. The deceased member's surviving spouse (including a remarried surviving spouse);

b. Children who are unmarried and

(1) Under age 21;

(2) Under age 23 and a student dependent meeting the requirements in item 6 of the Appendix A "Dependent" definition; or

(3) Incapable of self-support, regardless of age, due to mental or physical impairments and who were in fact dependent on the deceased member for over one-half of their support.

c. The parent or parents of the deceased member as defined in 37 USC §401(b)(2) (see ***NOTE 1*** below);

d. If no person described in par. U5242-A1a, U5242-A1b, or U5242-A1c is provided travel and transportation allowances; then

(1) The person who directs the disposition of the remains of the deceased member under 10 USC §1482(c) (see **NOTE 2** below) or, in the case of a deceased member whose remains are coming led and buried in a common grave in a national cemetery, the person who would have been designated under such section to direct the disposition of the remains if individual identification had been made; and

(2) Up to two additional persons closely related to the deceased member who are selected by the person referred to in par. U5242-A1d(1) above.

2. Attendant or Escort. An attendant or escort (pars. U7550-A and U7550-B pertain) accompanying an eligible traveler provided travel and transportation allowances under par. U5242-A1 for travel to the burial ceremony for a deceased member also may be provided round trip travel and transportation allowances for travel to the burial ceremony if:

a. The accompanied eligible traveler is unable to travel unattended or unescorted because of age, physical condition, or other justifiable reason acceptable to the AO; and

b. There is no other eligible traveler of the deceased member, traveling to the burial ceremony, eligible for travel and transportation allowances under par. U5242-A1 and qualified to serve as the attendant or escort.

3. Allowances Limitations. Allowances under pars. U5242-A1 and U5242-A2 are limited to travel and transportation to attend burial ceremonies of a deceased member at a location determined through the Secretarial Process. Per diem is payable for:

a. The time necessary to travel to the location concerned, plus

b. Not to exceed 2 days at that location, and

c. The time necessary for return travel from that location.

4. Travel and Transportation Allowances

a. General. Individuals traveling under par. U5242-A are authorized one, or a combination, of the following for the authorized round trip travel:

(1) Transportation-in-kind,

(2) Reimbursement for the cost of personally procured commercial transportation,

(3) Automobile mileage rate (see par. U2600) for the official distance traveled by POC.

Government transportation must be used to the maximum extent practicable in connection with transoceanic travel. Reimbursement as provided in par. U5242-A4a(2) is subject to par. U5203-A1b, for land travel and par. U5205-B for transoceanic travel. When land travel is by mixed modes, reimbursement

is for actual travel up to the personally procured commercial transportation cost between origin and destination (minus any used Government-procured transportation cost). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5242-A4a(3).

b. Per Diem Allowances while Traveling and at the Funeral and Burial Site. Eligible family members are authorized per diem computed using the 'LODGINGS PLUS' method in Chapter 4, Part B when traveling under par. U5242-A. The per diem payable must not exceed the appropriate rate in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the area concerned. Per diem must not be paid for more than two days plus the time necessary to travel to and from the location concerned.

c. Limitations. Per diem is not payable when the eligible relatives' residence and the burial site are in the same local area as defined in par. U3500-B, or when the total time from departure to return is 12 or fewer hours.

\*d. Reimbursable Expenses. The member is authorized reimbursement for the expenses listed in App G, Part I incurred incident to travel under this paragraph.

e. Definitions. For the purposes of par. U5242 the term "burial ceremony" includes the following:

- (1) An interment of casketed or cremated remains;
- (2) A placement of cremated remains in a columbarium;
- (3) A memorial service for which reimbursement is authorized under 10 USC §1482(d)(2) (see **NOTE 3** below); and
- (4) A burial, in a common grave in a national cemetery, of commingled remains that cannot be individually identified.

#### B. Funeral Travel of Families of Members Who Died while POWs or MIAs during the Vietnam Conflict

1. General. This subparagraph applies to eligible family members (as defined in par. U5242-B2) of a member who died while officially classified as a POW or as MIA during the Vietnam conflict and whose remains are returned to the U.S. (37 USC §406 (Note)).

2. Definition of Eligible Family Members. For purposes of par. U5242-B1, eligible family members of the deceased member of the armed forces include the following:

- a. Surviving spouse (including a remarried surviving spouse) of the deceased member,
- b. Child or children, including children described in section 37 USC §401(b)(1) (see **NOTE 4** below) of the deceased member,
- c. The parent or parents of the deceased member as defined in section 37 USC §401(b)(2) (see **NOTE 1** below),
- d. If no person described in par. U5242-B2a, U5242-B2b, or U5242-B2c is provided travel and transportation allowances, any brothers, sisters, half-brothers, half-sisters, stepbrothers, and stepsisters of the deceased member.

3. Allowances. The eligible family members are issued ITAs under Appendix E Part II, and are authorized transportation and travel allowances, as prescribed therein, for travel from their places of residence to the place of burial and return.

C. Definition of Burial Ceremony. For the purpose of par. U5242, the term “burial ceremony” includes the following:

1. An interment of casketed or cremated remains;
2. A placement of cremated remains in a columbarium;
3. A memorial service for which reimbursement is authorized under 10 USC §1482(d)(2) (see NOTE 3 below); and
4. A burial of commingled remains that cannot be individually identified in a common grave in a national cemetery.

**NOTE 1:** For the purposes of par. U5242-A1c and U5242-B2c: 37 USC §401(b)(2), the term “parent” means:

- a. A natural parent of the member;
- b. A step parent of the member;
- c. A parent of the member by adoption;
- d. A parent, stepparent, or adopted parent of the spouse of the member; and
- e. Any other person, including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least five years before the member became age 21.

**NOTE 2:** With reference to par. U5242-A1d(1): 10 USC §1482(c) states: Only the following persons may be designated to direct disposition of the remains of a decedent covered by this chapter:

- a. The surviving spouse of the decedent;
- b. Blood relatives of the decedent;
- c. Adoptive relatives of the decedent; and
- d. If no person covered by clauses (1)-(3) can be found, a person standing in loco parentis to the decedent.

**NOTE 3:** For the purpose of pars. U5242-A4e(3) and U5242-C3; 10 USC §1482(d)(2) reads as shown below:

“(d) When the remains of a decedent covered by section 1481 of this title, whose death occurs after January 1, 1961, are determined to be non-recoverable, the person who would have been designated under subsection (c) to direct disposition of the remains if they had been recovered may be -

(1) presented with a flag of the U.S.; however, if the person designated by subsection (c) is other than a parent of the deceased member, a flag of equal size may also be presented to the parents, and

(2) reimbursed by the Secretary concerned for the necessary expenses of a memorial service.

*However, the amount of the reimbursement shall be determined in the manner prescribed in subsection (b) for an interment, but may not be larger than that authorized when the U.S. provides the grave site. A claim for reimbursement under this subsection may be allowed only if it is presented within two years after the date of death or the date the person who would have been designated under subsection (c) to direct disposition of the remains, if they had been recovered, receives notification that the member has been reported or determined to be dead under authority of chapter 10 of title 37, whichever is later.”*

**NOTE 4:** For the purposes of par. U5242-B2b: 37 USC §401(b)(1), the term “child” includes a/an:

- a. *Stepchild of the member (except that such term does not include a stepchild after the divorce of the member from the stepchild’s parent by blood);*
- b. *Adopted child of the member, including a child placed in the home of the member by a placement agency (recognized by the Secretary of Defense) in anticipation of the legal adoption of the child by the member; and*
- c. *Illegitimate child of the member if the member’s parentage of the child is established in accordance with criteria prescribed in regulations by the Secretary concerned.*

#### U5243 DEPENDENT STUDENTS’ TRANSPORTATION

A. General. A member permanently stationed OCONUS, who is authorized to have dependents reside at or in the vicinity of the PDS or the homeport of an OCONUS ship, and whose minor dependents (as defined in this subparagraph) attend:

1. A dormitory school operated by the DoD or selected for the student by the cognizant Regional Director of the DoDEA, or
2. Or will attend, a school in the U.S. to obtain a formal education that is accredited by a State, regional or nationally recognized accrediting agency or association recognized by the Secretary of Defense, is authorized transportation of minor dependents between such schools and their places of residence as provided in par. U5243-A. The transportation allowance authorized is transportation in kind, or reimbursement therefore as prescribed in par. U5203-A1b, or a MALT as prescribed in par. U5203-A3. ***No per diem is payable unless otherwise indicated.*** Transportation, when possible, is by Government-owned or Government-procured transportation on a space-required basis. Chapter 3, Part B, applies to the procurement of transportation and the use of U.S. transportation facilities for travel authorized in par. U5243-A.

#### B. Dependent Students Attending Dormitory DoDEA Schools

1. Definitions. The following definitions are specific to this subparagraph.
  - a. Dependent. A "dependent" in this subparagraph (20 USC §932) is a minor individual who:
    - (1) Has not completed secondary schooling; and
    - (2) Is the child, stepchild, adopted child, ward, or spouse of a member or who is a resident in the household of a member who stands in loco parentis to such individual and who receives one-half or more support from the member.
  - b. DoDEA School. A school operated by the Department of Defense under the Defense Dependents' Education Act of 1978 (20 USC §921 et seq.) for dependents in an OCONUS area which is operated, and which such dependents attend, on a 5- or 7-day-a-week dormitory basis.

2. Five-Day-a-Week Dormitory DoDEA School. A member is authorized a weekly round-trip between the DoDEA school and residence during the school year for each minor dependent who attends a 5-day-a-week dormitory DoDEA school.

3. Seven-Day-a-Week Dormitory DoDEA School

a. Travel to Member's Residence

(1) During the school year a member is authorized three round-trips between the DoDEA school and member's residence for each minor dependent that attends a 7-day-a-week dormitory DoDEA school.

(2) Additional round trips may be authorized/approved when the DoDEA school dormitory is closed.

b. Travel to other than the Member's Residence

(1) Members authorized transportation under this subparagraph for their dependents may be authorized transportation for a student to a location other than the member's residence if the member states, in writing, to the AO that travel to the other location is so the student may join the family at that location.

(2) Reimbursement is limited to the Government's transportation cost from the DoDEA school to the member's residence by the authorized mode.

***NOTE: For this subparagraph, a location outside the 50 states, the District of Columbia, Puerto Rico, and U.S. possessions (excluding Midway) is "overseas".***

4. Authorized Transportation is:

a. Government-owned/procured (on a space-required basis),

b. Reimbursed (see par. U5203-A2), or

c. A MALT (see par. U5203-A3).

***NOTE: See Chapter 3, Part B, for transportation procurement.***

5. Per Diem. *Per diem is not payable.*

6. Baggage. Up to 350 pounds of unaccompanied baggage may be transported for each eligible minor dependent attending a dormitory DoDEA school (or DoDEA-selected school) on the first and final trip of each school year.

C. Travel of Handicapped DoDEA Students for Diagnostic and Evaluation Purposes

1. Authorized Travel. Travel and transportation allowances (like those for a TDY employee including per diem) are authorized when travel is necessary because medical/educational authorities request:

a. A student diagnosis/evaluation under DoDI 1342.12 for tuition-free handicapped DoDEA students (see DoDI 1342.12), and

b. One or both of the student's parents or guardians be present to participate in the diagnosis/evaluation or to escort the student.

2. Reimbursement

a. Parent or Guardian is a Member. Reimbursement is IAW TDY travel in this Volume.

b. Parent or Guardian is a Civilian Employee. Reimbursement is IAW TDY travel in JTR, Volume 2.

c. Parent or Guardian is Not Employed by the Government. Reimbursement is IAW TDY travel in JTR, Volume 2.

D. Dependent Student Transportation to a School in the U.S.

1. Definitions. The following definitions are specific to this subparagraph.

a. Formal education is:

(1) A secondary education;

(2) An undergraduate college education;

(3) A graduate education pursued on a full-time basis at an institution of higher education (20 USC §1001); and

(4) Vocational education pursued on a fulltime basis at a postsecondary vocational institution (20 USC §1002(c)). A "postsecondary vocational institution" means a school that:

(a) Provides an eligible program of training to prepare students for gainful employment in a recognized occupation;

(b) Has been in existence for at least 2 years; and

(c) Is accredited by an organization recognized by the Secretary of Defense.

***NOTE: The definition of "DoDEA school" in par. U5243-A1b does NOT apply to this subparagraph.***

b. Unmarried Dependent Child. An unmarried dependent child is a dependent child, as defined in Appendix A, who is under age 23 and:

(1) Enrolled in a school in the U.S. to obtain a formal education and is attending that school or is participating in a foreign study program approved by that school and, as part of that program, is attending a school outside the U.S. for a period of not more than one year; or

(2) Graduates, quits or is separated from the school in the U.S., who travels within 30 days following separation from the school. ***NOTE: An extension to this time period may be authorized/approved through the Secretarial Process, based on extenuating circumstances such as dependent illness, inability to schedule travel during peak travel periods, etc.***

***NOTE: Members who have student dependents, who are separated from their school in the U.S. and who have not previously traveled at Government expense to the members' OCONUS PDSs, retain the authorization for the dependent's travel and transportation to the members' PDSs.***

C. Transportation. One, or a combination, of the following round-trip transportation services between the family member's home and the medical facility location in which the member is hospitalized may be provided if the attending physician or surgeon and the commander/head of the military medical facility exercising military control over the member determines in writing that the presence of the family member is necessary for the health and welfare of the member is concerned:

1. Transportation-in-kind;
2. Reimbursement for the cost of personally procured commercial transportation (*CTO use is still MANDATORY*);
3. Automobile mileage rate (see par. U2600) for the official distance traveled by POC.

Government/Government-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. U5246-C2 is subject to par. U5203-A1b for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the cost of personally procured transportation between origin and destination (minus the cost of any Government-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5246-C3.

D. Per Diem. Per diem may be paid for family members traveling to and from visits (and while at the site during visits) with a member who is seriously ill or injured. Only the same three family members (or those authorized by the Secretarial Process in par. U5246-A) who are transported under this paragraph may receive per diem. (See Appendix E for ITA issuance guidance.)

\*E. Reimbursable Expenses. The member is authorized reimbursement for the expenses listed in App G, Part I incurred incident to travel under par. U5246. Receipt requirements are the same as those in par. U2510.

#### **\*U5250 ADVANCE OF FUNDS**

Travel and transportation allowances prescribed in this Part for dependents may be paid in advance (see par. U1010-B5). A member failing to complete at least 90% of the initial active duty obligation, who is separated from the Service or relieved from active duty under par. U5125-A5 may be paid a travel advance for dependent(s) transportation, as authorized in par. U5225-F, in an amount equal to 75% of the amount for the least costly available transportation mode. Retirees may be advanced travel and transportation allowances for the travel of their dependent(s). All other members authorized transportation of dependents in connection with separation or relief from active duty, may be advanced an amount equal to 75% of the MALT.

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## CHAPTER 5

PART D: HOUSEHOLD GOODS (HHG) TRANSPORTATION AND  
NONTEMPORARY STORAGE (NTS)

## U5300 GENERAL

This Part prescribes PCS HHG transportation and NTS allowances including those in unusual or emergency circumstances. See Appendix A for the definition of HHG transportation.

## U5305 ELIGIBILITY

A member is authorized HHG transportation or NTS when the member is ordered to perform a PCS move.

## U5310 BASIC ALLOWANCES

A. General. Subject to the conditions in this paragraph a member ordered on a PCS is authorized HHG transportation. See NOTE below. (See par. U5203 for dependent transportation.)

1. The Government's HHG transportation obligation is limited to the cost of the completed movement of HHG equal in weight to a member's weight allowance (see par. U5310-B) in one lot between authorized places at the lowest overall cost (except for a personally procured transportation move) to the Government. For information about HHG authorized locations for PCS, see table at par. U5390. For information about HHG authorized locations for TDY, see table at par. U4780.
2. As used in this paragraph, a "former PDS" includes an individual's HOR.
3. If a member does not transport the authorized HHG weight allowance to a new PDS, a later shipment may be transported from a former PDS if the HHG:
  - a. Were in the member's possession before the PCS order effective date from that former PDS, and
  - b. Previously transported plus the HHG being transported do not exceed the authorized PCS HHG weight allowance on the effective date of the order from the former station.

***Effective 19 January 2006***

\*4. HHG transportation includes storage in transit (see par. U5375), unless specifically prohibited.

5. For cases involving mobile home allowances, see par. U5330-F and Part F.

6. Unaccompanied baggage weight is always part of the member's authorized HHG weight allowance.

For a compelling reason, transportation of any HHG article to and/or from OCONUS may be prohibited through the Secretarial Process.

***NOTE: Delivery out of storage is authorized at Government expense, regardless of time in storage (as long as the member's order and/or transportation authorization is valid). This includes shipments that have been converted to storage at the member's expense.***

*Effective for orders issued on/after 1 January 2006*

\*B. Prescribed Weight Allowances. Except as provided in pars. U5315 and U5330-A, authorized PCS weight allowances are: ***NOTE: The Secretary concerned may authorize a higher weight allowance (NTE 18,000 pounds) of a member below pay grade O-6, but only on a case-by-case basis. The Secretary may increase the member's PCS weight allowance if the Secretary determines that failure to increase the member's weight allowance would create a significant hardship to the member or the member's dependents.***

PCS & NTS Weight Allowances (Pounds)		
Grade 1/ & 3/	With Dependents 2/	Without Dependents
<b>Officer Personnel</b>		
0-10 to 0-6	18,000	18,000
0-5/W-5	17,500	16,000
0-4/W-4	17,000	14,000
0-3/W-3	14,500	13,000
0-2/W-2	13,500	12,500
0-1/W-1/Service Academy Graduates	12,000	10,000
<b>Enlisted Personnel</b>		
E-9	15,000 4/	13,000 4/
E-8	14,000	12,000
E-7	13,000	11,000
E-6	11,000	8,000
E-5	9,000	7,000
E-4	8,000	7,000
E-3 to E-1	8,000	5,000
Aviation Cadets	8,000	7,000
Service Academy Cadets/Midshipmen		350

1/ Includes regular members, Uniformed Service Reserve Component members, and officers holding a temporary commission in the Army/Air Force of the U.S.

2/ For this table, members "with dependents" are members who have dependents eligible to travel at Government expense incident to the member's PCS. Actual dependent travel has no bearing. Incident to a member's *first PCS after*:

- a. The death(s) of all of the member's dependent(s), or
  - b. A divorce that leaves the member with no dependent(s) eligible to travel at Government expense,
- the member has the weight allowance of a member "with dependents".

3/ A Uniformed Services member appointed from an:

- a. Enlisted/warrant officer grade to a commissioned officer grade, or
- b. Enlisted grade to a warrant officer grade or rating,

is authorized the grade's weight allowance:

- a. Held on the member's PCS order effective date used for HHG transportation, or
- b. From which an appointment was accepted,

whichever is greater. Upon reversion, the member is authorized the weight allowance of the grade held:

- a. On the member's PCS order effective date then being used for HHG transportation, or
- b. Before reversion,

whichever is greater.

\*4/ A member selected as Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Sergeant Major of the Army, Chief Master Sergeant of the Air Force, Master Chief Petty Officer of the Navy, Sergeant Major of the Marine Corps, or Master Chief Petty Officer of the Coast Guard is authorized a weight allowance of:

- a. 17,000 pounds with dependents or,
- b. 14,000 pounds without dependents.

for PCS orders issued on or after receiving notice of selection to that position and for the remainder of the military career.

C. Professional Books, Papers, and Equipment (PBP&E). A member is authorized PBP&E transportation, when the member certifies the PBP&E as necessary for official duty. PBP&E is transported in the same manner as HHG, including incident to separation, relief from active duty or retirement, but is not charged against the authorized weight allowances in par. U5310-B. When the items no longer qualify as PBP&E, they may be transported or placed in NTS incident to the next PCS as PBP&E. Articles which lose their identities as PBP&E are HHG, if otherwise qualified.

***NOTE: PBP&E must be declared at origin and documented in accordance with transportation policy and procedures.***

***Effective 10 November 1998***

D. Additional Consumable Goods. A member, assigned to a PDS designated in Appendix F, Part I is authorized transportation of consumable goods in addition to the authorized HHG weight allowance. The consumable goods must be for the member's and/or dependents' personal use. OCONUS locations and their consumable goods weight allowances are contained in Appendix F, Part I. Instructions for adding a location to the list are contained in Appendix F, Part II.

E. Certain Articles Involving a Weight Additive. When HHG include an article (such as a boat or trailer in excess of 14 feet) for which a weight additive is assessed by a carrier (as prescribed in the applicable tariff), the weight additive is added to the shipment's actual net weight each time a weight is computed. It becomes part of the weight shipped for comparison against the weight allowance in par. U5310-B. In instances when an article that involves a weight additive also requires special packing, crating, and handling, the member is responsible for these expenses.

*Effective 7 November 2005*

F. Excess Costs for Transportation of Boats as HHG. The following examples outline excess cost determination, using various rates available from SDDC, in connection with transportation of a boat as HHG.

***NOTE 1:*** All rates used in the following examples are for illustrative purposes only. Applicable domestic tariff rates plus applicable packing allowances for domestic shipments, and applicable International single factor rates for international shipments, change periodically. The examples are designed to establish a standardized procedure to compute excess costs incurred for transportation of a boat as HHG.

***NOTE 2:*** If boat is under 14' in length and no boat trailer is involved, or if it is a dinghy or scull of any size, the usual JFTR method of computing excess cost applies (see par. U5340).

***NOTE 3:*** Members are responsible for all additional accessorial arrangements and costs related to the boat, including "lift-on" and/or "lift-off" services.

**EXAMPLE 1**

Member on PCS from San Diego, CA, to Washington, DC (2,595 miles).  
 Member is an O-6 with a PCS HHG weight allowance of 18,000 lbs.  
 Member transports HHG weighing 12,000 lbs. (net is tare weight less PBP&E and less 10% for packing) and a boat (no trailer) weighing 20,000 lbs.  
 The lowest applicable tariff rate for transporting 12,000 lbs is \$30,124.19.  
 The lowest applicable tariff rate for transporting 18,000 lbs is \$43,145.57.  
 The SDDC one-time-only (OTO) rate for movement of a boat between authorized points is \$9,617.50.

**EXCESS COST COMPUTATION**

**Step 1:**

Compute the Government's Maximum Transportation Cost Liability. Add the weight of HHG transported (if any) plus the boat's weight.

***NOTE:*** If the weight sum exceeds the member's authorized weight allowance, use the member's maximum weight allowance.

HHG transported (net is tare weight less PBP&E and less 10% for packing)		12,000 lbs.
Weight of boat		+ 20,000 lbs.
Total weight of HHG and boat		32,000 lbs.
Exceeds member's maximum weight allowance		
Member's maximum weight allowance (18,000 lbs.)	18,000	
Lowest applicable tariff cost to ship 18,000 lbs.		\$43,145.57

**Step 2:**

Compute the Actual HHG Transportation Cost. Add the sum of the SDDC OTO rate for the boat and the lowest applicable tariff rate for the HHG weight actually transported, other than a boat.

**Step 2:**

Compute the Actual HHG Transportation Cost. Add the sum of the SDDC international OTO rate for the boat and the lowest applicable international OTO HHG rate and multiply times the HHG weight actually transported, other than a boat.

**NOTE:** When HHG including a boat are transported OCONUS together, the HHG are all transported using the OTO HHG rate.

International OTO rate for moving boat		\$6,130.00
Weight of HHG actually transported (7,000 lbs. = 70 cwt)	70 cwt	
Times lowest usable applicable international OTO HHG rate	x \$104.00/cwt	+ \$7,280.00
Total		\$13,410.00

**Step 3:**

Compare the results of Steps 1 and 2.

**In this case, the cost in Step 2 is more than the cost in Step 1.**

The member is financially responsible for the following excess costs:

Total <b>Step 2</b> (Actual cost to ship HHG and boat)	\$ 13,410.00
Less <b>Step 1</b> (Gov't's obligation)	- \$ 10,347.26
Difference (if negative amount enter zero)	\$ 3,062.74
Additional accessorial costs member owes	+ 000.00
Total transportation cost for which the member is financially responsible	\$ 3,062.74

G. Civilian Clothing of Recruits. Recruits, required by Service regulations to dispose of civilian clothing when they receive their uniform clothing, are authorized transportation of up to 50 pounds of civilian clothing to their HORs.

**Effective 19 January 2006**

\*H. Storage. HHG storage in transit is part of HHG transportation (par. U5375). NTS may be authorized/approved as an alternative to HHG transportation of any or all of a member's HHG.

I. Government-paid Expenses. Incident to HHG transportation, the following services are allowed NTE the cost associated with the authorized weight limit:

1. Packing, crating, unpacking, uncrating, drayage, and hauling (as necessary).
2. Special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).
3. Use of special rigging and equipment (e.g., cranes for HHG other than boats) for heavy or delicate articles and handling.
4. Storage in transit (SIT) NTE 90 days, as applicable (see par. U5375-B1).

J. Authorized Transportation Locations. Authorized HHG transportation locations include, but are not limited to, any combination of:

1. Origin:
  - a. From quarters to packing/crating facility and/or to place of storage;
  - b. From packing/crating facility to quarters, when a portion of the HHG, after being packed and crated, is to be joined with the remainder of the HHG;
  - c. From packing/crating facility to place of storage;
  - d. To carrier's station from quarters, packing/crating facility, and/or place of storage.
2. En route or in transit, such as from:
  - a. Incoming carrier's station to place of storage;
  - b. Place of storage to outgoing carrier's station;
  - c. Incoming carrier's station to outgoing carrier's station.
3. Destination from:
  - a. Carrier's station to quarters and/or place of storage;
  - b. Place of storage to quarters.

K. Transportation of Replacement HHG Items. When a member's original HHG shipment is destroyed or lost during transportation, through no fault of the member, replacement HHG may be transported as though the original shipment was improperly transported or unavoidably separated from the member (B-229189, 9 December 1988). The member's full weight allowance is authorized for the replacement shipment.

L. Required Medical Equipment. Medical equipment necessary for medical treatment authorized under Title 10, USC, required by a member/dependent (who is entitled to medical care under Title 10, USC). Required medical equipment:

1. May be shipped in the same manner as PBP&E (see par. U5310-C),
2. *Does not include a modified POV*, and
3. Must be certified by an appropriate Uniformed Services health care provider as necessary for medical treatment of the member/dependent authorized under title 10, USC.

#### **U5315 ADMINISTRATIVE WEIGHT LIMITATIONS**

A. General. Administrative weight limitations in par. U5315 and administrative weight or item allowances (within the table of weight allowances in this Part) established by the Services are subject to conditions in Service regulations. An eligible member is authorized HHG transportation to a designated place and/or NTS of the remainder of the authorized HHG weight allowance that may not be transported to the PDS.

C. Government-procured Transportation. Ordinarily, HHG transportation is arranged through a shipping or transportation officer and the Government assumes responsibility for the shipping and storage of HHG in accordance with par.U5320-A.

\*D. Personally-procured Transportation and NTS. An eligible member (i.e., a member or next of kin in the case of a member's death) may personally arrange for transportation and/or NTS of HHG. Claims should be prepared and submitted in accordance with Service regulations. See par. U1010-B8. The Government's cost limit is based on the member's maximum HHG weight allowance (i.e., if the member transports HHG in excess of the authorized weight allowance, all payments are based on the authorized weight allowance.) See par. U5385.

***NOTE 1: Members (or next of kin, when appropriate) who personally arrange for HHG shipment (i.e., move the HHG themselves, or arrange directly for the HHG to be moved) are entirely responsible for all issues related to the Status of Force Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.***

***NOTE 2: If a third party (e.g., a new employer) pays for the HHG transportation, no reimbursement is authorized.***

a. Government-procured HHG Transportation and/or NTS Not Available. A member who personally arranges for transportation or NTS is authorized actual cost reimbursement:

- (1). When a shipping or transportation officer is not available, or
- (2). The member is instructed by the shipping or transportation officer to transport HHG or place them in NTS at personal expense.

See Transportation of HHG in Appendix A and NTS in par. U5380. The direct hire or rental cost of a conveyance (with or without operator) and/or hire of a conveyance operator is included in the actual cost. The special routing and services in par. U5340-E are not included in the actual cost.

***Effective 7 November 2005***

2. Government-procured Transportation and/or NTS Available. A member who personally arranges for transportation or NTS is authorized:

- a. Actual cost reimbursement not to exceed the Government's constructed transportation and/or NTS cost (see par. U5320-D6), or
- b. Payment of a monetary allowance equal to 95% of the Government's constructed cost

when a shipping or transportation officer is available or if the member chooses to arrange for the HHG transportation or NTS at personal expense.

3. Establishing HHG Weight

- a. General. The HHG net weight ordinarily is established with certified weight certificate(s) from a public weighmaster or Government scales. The net weight or the member's authorized weight allowance, whichever is less, is used to determine the constructed cost.

b. Weight Certificates Are Unobtainable. Through the Secretarial Process, use of constructed weight may be authorized/approved if the HHG net weight cannot be established with certified weight certificates because:

- (1) A public scale or a Government scale was not available; or
- (2) If HHG had been moved commercially, the carrier or contractor would have been paid for the move on a basis other than weight.

The constructed weights in par. U5335-E are to be used. The eligible shipper may be requested to substantiate the reasonableness of the constructed weight claimed. If the constructed weight is unreasonable, the Service may base reimbursement on a reasonable weight.

4. Final Settlement. Final settlement for reimbursement of actual expenses requires submission of certified weight certificate(s) or an acceptable constructed HHG weight. When Government-procured transportation and/or NTS is available, the Government must never incur expenses for the HHG movement in excess of 100 percent of the Government's projected cost to transport the HHG commercially. Any excess is the member's financial responsibility.

5. The DTOD used for HHG transportation must be used for personally arranged moves (using shortest distance). See par. U2020 for DTOD requirements.

***Effective 7 November 2005***

6. Government Constructed Cost. For the Armed Forces and NOAA, the Government's constructed cost in CONUS is determined by using the lowest applicable tariff rate plus the applicable packing allowance rate times the actual HHG weight not to exceed the member's authorized maximum HHG weight. OCONUS cost are constructed using the single factor rate. Rates can be obtained from the SDDC website at: <http://www.sddc.army.mil>. Click on "Personal Property/POV".

E. Split Shipment. A member may transport HHG by Government-procured and/or personally moved/procured transportation as long as the combined HHG shipments do not exceed the:

1. Member's authorized HHG weight allowance, and
2. Cost of Government-procured HHG transportation in one lot between authorized places (except under par. U5320-D1).

### **U5330 FACTORS AFFECTING HHG TRANSPORTATION**

A. Combining Weight Allowances when Husband and Wife Are Both Members. Their weight allowances as prescribed in par. U5310-B may be combined for HHG transportation and/or NTS incident to the transfer of both under PCS orders between PDSs at which joint residences within commuting distances of the PDSs were/are to be maintained. For a move involving either member or both members as a retiree/separatee, the weights may be combined if the move is to a joint residence:

1. In the new PDS vicinity of the member remaining on active duty from which that member is to commute to the new PDS, or
2. Being established by both retirees/separatees at the HOS/HOR (limited by the lesser authorization.)

If one member/spouse dies, see par. U5372-F.

E. When Shipment Weight Is Unobtainable. If the HHG or unaccompanied baggage shipment weight is unobtainable by the methods in par. U5335-B, U5335-C, or U5335-D, the weight is 7 pounds per cubic foot for all shipments, except for PBP&E. PBP&E weight is 40 pounds per cubic foot.

F. Exceptions. When, through no fault of the member, the shipment tare weight exceeds the allowances prescribed in pars. U5335-B and U5335-C, the appropriate official may deviate from these allowances.

*Effective 4 February 2005*

#### **U5340 EXCESS CHARGES**

***NOTE: The Government may pay the total transportation cost and other charges applicable to any excess weight that exceeds a member's HHG weight allowance and collect reimbursement from the member. Payment for the shipment and collection from the member for excess charges are in accordance with finance regulations.***

#### A. General

1. Transportation. The member is financially responsible for all transportation costs as a result of:

- a. Exceeding the authorized weight allowance;
- b. Transportation between other than authorized locations;
- c. Transportation of articles that are not HHG (See Appendix A, definition of Household Goods);
- d. Transportation in more than one lot (other than an unaccompanied baggage shipment authorized under par. U5320-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. U5330-E);
- e. Special services requested by the member, i.e., the cost of increased valuation liability; and
- f. Transportation related costs that are incurred by the Government due to the member/member's agent's negligence, i.e., attempted pickup and/or delivery charges. *See DoD 4500.9-R (DTR, Part IV), Chapter 401; website [http://www.transcom.mil/j5/pt/dtr\\_part\\_iv.html](http://www.transcom.mil/j5/pt/dtr_part_iv.html).*

\*2. NTS. The Government's maximum obligation for NTS is the storage cost of the difference between the member's weight allowance prescribed in par. U5310-B and the HHG weight transported incident to the same PCS order. If the weight of the HHG in NTS plus the weight of the HHG transported on the same order exceeds the member's prescribed weight allowance, the Government may pay the costs associated with the excess weight storage if requested to do so by the member. Excess weight storage costs are the member's financial responsibility. See par. U1010-B9.

#### B. HHG Transportation in Excess of Authorized Weight Allowance

1. Only One Shipment Made on a PCS Order. When the member makes only one shipment (that is, nothing is placed in NTS) the total transportation cost, less the unauthorized articles transportation cost as determined in par. U5340-D, must be prorated on the basis that the member bears the portion that the excess net weight bears to the total net weight transported. For example, if a member with a weight allowance of 8,000 pounds transports 8,500 pounds of authorized articles, the excess is computed on the basis of 500/8,500 of all HHG transportation costs.

2. Multiple Shipments Made on a PCS Order

a. Member Not Administratively Weight-restricted. When there is no administrative weight restriction and there are multiple shipments with excess weight involved, the excess weight cost must be computed on the shipment which results in the least excess cost to the member.

b. Member Assigned to/from Administratively Weight-restricted Area

(1) Weight in Excess of Administrative Weight Allowance Transported to or from OCONUS. When there is an administrative weight restriction, multiple shipments to/from that area, and weight in excess of the administrative weight allowance is transported to/from the OCONUS area, the cost attributable to the excess weight must be computed on the shipment to/from that area which results in the least cost to the member. Excess costs are computed on the overseas and transoceanic portions of the transportation

(2) Weight within Administrative Weight Allowance but Exceeds Full Weight Allowance. When there is an administrative weight restriction, multiple shipments and HHG are within the administrative weight allowance to/from the OCONUS area but in excess of the weight allowance (when all shipments are added together), the cost attributable to the excess weight is computed on the shipment which results in the least excess cost to the member.

C. HHG Transportation other than between Authorized Locations

1. General. A member may have HHG transported between any locations. However, the Government's expense, other than from a previous PDS or other authorized point to the new PDS, other authorized point or home of legal heir, is limited to that allowed on a like weight of HHG within the weight allowance transported in one lot from the last PDS, or from the actual location of the HHG, to the new PDS or home of the legal heir, whichever results in a lesser cost to the Government. This also applies to a member on an order from an administratively weight restricted area.

2. HHG Moved from Designated Place at Personal Expense. When HHG are transported to a designated place at Government expense and later moved at personal expense to another location, excess HHG transportation costs on the next PCS are based on the transportation cost of the same weight from the designated place to the new PDS. For example, incident to a member's PCS from Washington, DC, to unusually arduous sea duty in Norfolk, VA, the member's HHG are transported to a designated place in Detroit, MI. The HHG are later moved at personal expense to Fargo, ND. The member is subsequently ordered on PCS to Key West, FL. The HHG transportation costs to Key West, FL, from Fargo, ND, are compared to the transportation costs of the same weight of HHG from Detroit, MI.

2. Members Who Reenter the Service within 1 Year of Discharge or Release from Active Duty. A member who reenters any Uniformed Service, within 1 year from the date of discharge or separation under honorable conditions, is authorized HHG transportation to the new PDS from any combination of the following places:

- a. Home or PLEAD;
- b. The last or any previous PDS;
- c. An authorized place of storage; or
- d. Any place to which HHG were transported at Government expense.

B. Called/Ordered to Active Duty

1. Called/Ordered to Active Duty for 20 or More Weeks at One Duty Station. A member of a Reserve Component called/ordered to active duty under conditions other than those in par. U5345-B2 is authorized HHG transportation from HOR, or the PLEAD, to the first or any subsequent PDS.

2. Called/Ordered to Active Duty for Less Than 20 Weeks at One Duty Station. A member of a Reserve Component called/ordered to active duty under the following conditions is authorized HHG transportation within the TDY weight allowance from HOR (or HOS, if applicable) to the first or any subsequent duty station:

- a. Initial active duty for training for less than 6 months,
- b. Active duty (including active duty for training) for less than 20 weeks, or
- c. Active duty for training for 20 or more weeks with less than 20 weeks at any one location.

HHG transportation under par. U5345-B is subject to the same limitations and requirements as in par. U4705.

3. Recalled to Active Duty. A member released from active duty, authorized HHG transportation to a HOS as in par. U5365-A and recalled to active duty, is authorized HHG transportation from the:

- a. Selected home, or
- b. PLEAD, if recalled after selecting a home, or
- c. Place to which such HHG were last transported at Government expense (including place of NTS) in any event.

4. Commissioned or Appointed from the Ranks to Officer Status. For each officer commissioned/appointed from the ranks (including a graduate of officer candidate's school), HHG transportation is authorized from the home and/or the last PDS to the new PDS, including the place at which the member is commissioned or appointed if such place is, in fact, the member's first PDS as a commissioned or warrant officer.

5. Commissioned from Service Academies. Members of a graduating class of a Service academy commissioned as officers are authorized HHG transportation from the:

- a. Academy to the officer's home,
- b. Academy to the first PDS, and
- c. Officer's home to the first PDS (See ***NOTE*** below).

***NOTE: HHG transported from the academy to the home cannot then be transported from the home to the first PDS using the order under which they were shipped to the home (see par. U5318).***

C. PCS with TDY En Route, PCS while on TDY, or PCS Following TDY Pending Further Assignment

***Effective 19 January 2006***

\*1. PCS with TDY En Route or while on TDY. A member, ordered to make a PCS with TDY en route, or while on TDY is ordered to make a PCS without return to the old PDS, is authorized HHG transportation to the new PDS. The member may elect HHG transportation of up to the TDY weight allowance to the new PDS via TDY station(s) if such HHG are necessary for the member's personal use. This authorization TDY HHG transportation exists regardless of the provisions of par. U4705. The member also is authorized NTS under par. U5380-L, table item 1, for the TDY. Storage in transit of any portion of the member's TDY HHG at the TDY station may be authorized/approved by the member's commanding officer, the order-issuing official, the destination transportation officer, or any other Service-designated official at the TDY station, if necessary. Upon TDY completion, the member's TDY HHG may be transported (including storage in transit under par. U5375) to locations authorized under the basic order. As an alternative, the HHG may be placed in NTS if such storage is an option under the member's basic order.

2. PCS Following TDY Pending Further Assignment. A member, whose HHG were placed in NTS at Government expense when the member was ordered to a TDY station pending further assignment, is authorized NTS for the full TDY period. When the new PDS is OCONUS or at a station to which HHG transportation is prohibited or restricted, or when for reasons beyond the member's control the HHG cannot be withdrawn during the first 90 days after the arrival date at the OCONUS PDS or the PDS to which HHG transportation is prohibited or restricted, or within 90 days following TDY completion, an additional 90 days of NTS may be authorized/approved as under par. U5375-B2. When the new assignment is to sea duty, OCONUS duty, or duty at a PDS to which HHG transportation is prohibited and the designated place under par. U5222-D is at or in the vicinity of the NTS location, HHG transportation from storage to the residence is authorized under par. U5310-13.

D. Course(s) of Instruction of 20 or More Weeks at One Location

When member is on/ordered to active duty to attend a course(s) of instruction (including Foreign Service Schools) at a school/installation (where the scheduled cumulative duration at one location is 20 or more weeks):

1. HHG Transportation. HHG transportation may be authorized from the last or any previous PDS or place of storage or from the home or PLEAD to the place where the course is conducted; and/or

***Effective 19 January 2006***

\*2. NTS. Upon authorization/approval by the Service concerned, NTS at origin may be converted to storage in transit at the member's request, in whole or in part if the member is authorized, under orders, to transportation or NTS. The conversion is at Government expense. ***However, any storage costs accruing for periods in excess of 180 days are the member's responsibility.*** Unless otherwise provided in par. U5375-B3, no additional storage of the HHG is authorized before further PCS order is issued.

A member who, at the conclusion of the course is permanently assigned to the place where the course is conducted, is authorized transportation of HHG placed in NTS to the PDS and to transportation of any HHG not placed in storage under par. U5370-G. A member, called/ordered to active duty under par. U5345-D, is authorized transportation of HHG in NTS from the place of storage to the HOR or PLEAD upon release from active duty, or to the PDS if retained on active duty. See par. U5317, item 7.

E. CONUS Area to Which HHG Transportation Is Prohibited. A member, ordered to duty at a CONUS location to which HHG transportation is prohibited or dependents are not permitted to join the member within 20 weeks, is authorized:

1. HHG transportation from the last PDS to a CONUS designated place; and/or
2. NTS.

When the restriction is removed or the member is ordered on PCS to a PDS where HHG transportation is permitted, transportation is authorized from the designated place and/or NTS to the PDS.

F. Ordered to a CONUS Hospital

1. General. Except when the PDS or hospital from which a member is transferred is OCONUS, the authorization for HHG transportation 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 the observation period and/or treatment in that hospital is expected to be prolonged. Unaccompanied baggage, not to exceed 225 pounds (gross), may be transported for a member transferred to a hospital without a statement regarding prolonged hospitalization. Unaccompanied baggage improperly transported or unavoidably separated from a member should be forwarded to the proper hospital destination and may be transported by an expedited mode when, in the opinion of the commanding officer at origin, circumstances require use of this mode. For HHG transportation of members officially reported as injured or ill under 37 USC §554, see par. U5372.

2. From CONUS Duty Stations or Hospitals. A member on active duty, who's transferred within CONUS to a hospital for observation and/or treatment from a PDS or TDY station, or from a hospital where the member was listed as a patient, is authorized HHG transportation as for a PCS. The HHG authorization must not exceed the cost from any of the combination of the last or any previous PDS, the place to which the HHG were last transported at Government expense, or the place of storage, to the hospital. In lieu of transportation, HHG may be placed in NTS. At the member's option, part of the HHG may be transported and part placed in NTS. Any HHG in storage when a member is hospitalized may be continued in storage.

3. From OCONUS Duty Stations or Hospitals. A member on active duty OCONUS, who is transferred to a hospital in CONUS for observation and/or treatment, is authorized HHG transportation from any authorized place(s) to the hospital or to NTS or, at the member's option, part may be transported and part placed in NTS. Any HHG in storage when a member is hospitalized, may be continued in storage. For the initial movement involving return from OCONUS, the commanding officer's statement that observation and/or treatment is expected to be prolonged, as prescribed in par. U5345-F1, is not required. Upon transfer to another hospital for observation and/or treatment, and when HHG were not transported incident to the initial transfer, par. U5345-F2 applies.

4. Transportation to Another Location. Upon transfer to a hospital, a member is authorized HHG transportation to any place in CONUS; cost may not exceed the cost of transporting the HHG to the hospital. When HHG transportation is from OCONUS, the authorization for CONUS transportation is limited to the cost of transportation to the hospital from the port through which transportation was made. For overland transportation from Canada and Mexico, the authorization is limited to the cost of HHG transportation via the carrier and route ordinarily used for similar shipments from the origin to the CONUS hospital.

5. Completion of Hospitalization. A member, released from observation and/or treatment and restored to duty, separated from the Service, relieved from active duty, placed on the TDRL, or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is authorized HHG transportation from the last or any prior PDS or place where HHG were last transported at Government expense, or any combination thereof, to a destination otherwise authorized in this Part. HHG previously transported incident to hospitalization may be transported from the place where located; cost may not exceed the cost from the hospital to the authorized destination.

G. Ordered from PDS to Await Orders, Detail, Assignment, or Separation

1. Ordered from CONUS PDS. A member, ordered from a CONUS PDS, may place HHG into NTS. Upon receipt of an order assigning the new PDS, HHG transportation from NTS is authorized from storage and/or the previous PDS to the new PDS.

2. Member Vacates Local Economy Quarters Incident to Involuntary Tour Extension. A member is authorized a short distance HHG move to a residence on the local economy from which the member is to commute daily to the PDS, with no weight limitation based on grade, when the tour of duty at a PDS is involuntarily extended and the member is required for reasons beyond the member's control, such as refusal of landlord to renew the lease agreement, to change residences on the local economy (51 Comp. Gen. 17 (1971) and 59 id. 626 (1980)). The member is authorized a short distance move:

- a. To other local economy quarters,
- b. From NTS to Government or economy quarters,

when the member relocates during the extended tour.

For NTS, see par. U5380-G2b.

#### **U5360 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY**

***NOTE:*** See pars. U5125 and U5225 for related member/dependent transportation.

A. General. Except when a member is:

1. Separated from the Service or relieved from active duty to continue in the Service (par. U5360-C);
2. Separated from the Service or relieved from active duty upon expiration of enlistment or prescribed term of Service (par. U5360-D);
3. In a reserve component and called/ordered to active duty for less than 20 weeks, or less than 6 months for initial active duty for training (par. U5360-E);
4. Stationed in CONUS, without dependents, and separated from the Service under other than honorable conditions (par. U5360-I); (For members stationed in CONUS who have dependents, see par. U5370-H; for members stationed OCONUS, with or without dependents, who are separated from the Service under other than honorable conditions, see par. U5370-B2.); or
5. Separated under conditions in par. U5365-A.

A member on active duty, who is separated from the Service or relieved from active duty, is authorized HHG transportation to the location the member elects under par. U5125, from whichever of the following applies:

1. The last or any previous PDS,
2. A designated place, or
3. An authorized place of storage.

HHG transportation may be between places other than the authorized places if the member assumes all financial responsibility for costs in excess of transportation from the authorized origin to the place the member elects under par. U5125 (see par. U5340-C). If, under par. U5340-C, the member elects HHG transportation to other than that place, excess costs are computed on the basis of the cost that would have been incurred by the Government for transportation of a like weight of HHG in one lot from the last PDS or the actual location of the HHG, whichever would result in a lower cost to the Government, to that place.

B. Storage

1. Non-temporary Storage. A member who is authorized HHG transportation under par. U5360-A, U5360-F or U5360-H is authorized NTS. The authorization begins on the date the order is issued and terminates at the expiration of the 180th day from the active duty termination date. Also see par. U5360-G.

*Effective 19 January 2006*

\*2. Storage in Transit (SIT). Storage in transit of HHG transported from NTS under pars. U5360-A, U5360-F or U5360-H is authorized only when:

- a. Necessary because of conditions beyond the member's control;
- b. Such conditions arise after HHG transportation from NTS; and
- c. Authorized/approved in accordance with Service regulations.

Any HHG not placed in NTS may be placed in SIT under par. U5375 in connection with transportation under par. U5360-A, U5360-F or U5360-H.

C. Separation or Relief from Active Duty to Continue in the Service. A member, separated or relieved from active duty to continue on active duty in a Uniformed Service, is authorized HHG transportation or NTS only if the member is transferred on a PCS in conjunction with reentry into or continuance in the Service.

D. Separation or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service. A member, separated or relieved from active duty due to expiration of enlistment or prescribed term of service and who, on the following day, reenters the Service at the station at which separated or relieved with no change of PDS, is not authorized HHG transportation or NTS.

***Effective 19 January 2006***

\*E. Relief from Active Duty for a Reserve Component Member Called/Ordered to Active Duty for less than 20 Weeks, or less than 6 Months for Initial Active Duty for Training. A Reserve Component member who is ordered to:

1. Initial active duty for training for less than 6 months;
2. Active duty (including active duty for training) for less than 20 weeks; or
3. Active duty for training for 20 or more weeks when the active duty is performed at more than one location, but less than 20 weeks at any one location;

is authorized the HHG transportation (including storage in transit not to exceed 30 days) of the weight allowance in par. U4710-B, upon relief from such duty, from the:

1. Member's last duty station, or
2. Place to which such HHG were last transported at Government expense, to the:
  - a. HOR, or
  - b. PLEAD or active duty for training.

***NOTE: NTS is not authorized.***

F. Member Required to Vacate Government/Government-controlled Quarters or Privatized Housing upon Separation or Relief from Active Duty. A member authorized HHG transportation under par. U5360-A, who is required by competent authority to vacate Government/Government-controlled quarters or privatized housing, is authorized a short distance HHG move from the vacated quarters/privatized housing to a local temporary residence in the vicinity of the vacated quarters/privatized housing. Neither the member's PCS weight allowance nor the 18,000-pound limit imposed by 37 USC §406(b)(1)(D) applies to this short distance move. HHG transportation is authorized, within the time limit in par. U5360-G and the member's prescribed weight allowance, from the local temporary residence to the place elected by the member under par. U5125.

***Effective 19 January 2006***

\*G. Time Limit. Authorization for HHG transportation terminates on the 181st day following separation from the Service or relief from active duty unless a written application for HHG transportation is turned in to a transportation officer or a designated representative before the expiration of the 180th day. When a HHG transportation application is made within 180 days, HHG must be turned over for transportation as soon as practicable after the submission. The transportation officer or designated representative determines "practicability"

based on the facts and circumstances in each case. In hardship cases, an extension of the time limit may be authorized/approved for a specific additional period of time through the Secretarial Process. An extension of the time limit for transportation in no way extends the Government's obligation for storage costs for longer than the period authorized/approved under par. U5360-B (for NTS) or par. U5375-B (for storage in transit). HHG in NTS belonging to a member for whom the 180-day time limit for transportation has been extended may be continued in NTS with the Government acting as the member's agent for the period of the extension, provided:

1. Continued storage is authorized/approved through the Secretarial Process (see par. U5012-I), and
2. The member agrees to pay all costs for NTS for any period in excess of the authorized (not to exceed 180 days) storage period.

Following the expiration of NTS, the HHG must be transported as soon as possible to the final destination.

H. Members Ordered Home to Await the Results of Disability Proceedings. A member, who is:

1. Found by a physical evaluation board unfit to perform the duties of the member's grade,
2. Not authorized a HOS move under par. U5130,
3. But who, for the Government's convenience, is ordered home or to a specific location to await the disability proceedings results,

is authorized HHG transportation to the home or to the specific location providing the member, through a signed release, agreed not to contest the initial physical evaluation board results. Authorization for HHG transportation when a separation or other order is ultimately issued is in addition to the transportation made under this par. U5360-H. However, the authorization upon final results of physical disability proceedings is for the cost for the distance from the member's PDS at the time the member received the order directing the member to proceed in an awaiting-orders status to the point to which the member is authorized incident to separation or relief from active duty, less any amount previously paid for HHG transportation to the waiting point.

I. Member Serving in CONUS Who Has No Dependents and Is Separated from the Service under other than Honorable Conditions. A member serving in CONUS, who has no dependents and is separated from the Service under other than honorable conditions, is not authorized HHG transportation or NTS. For members stationed in CONUS who have dependents, see par. U5370-H; for members stationed OCONUS, see par. U5370-B2.

J. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is authorized HHG transportation to that college, the HOR, or PLEAD, as the member elects. The member is authorized HHG transportation from:

1. The last or any previous PDS,

B. Transportation to HOS Not Authorized. A member on active duty is authorized HHG transportation under par. U5360 when the member:

1. Is retired without pay;
2. Has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or
3. Has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay.

C. Storage

1. General. A member or a dependent, authorized HHG transportation under par. U5365-A or U5365-K, is authorized NTS. The authority begins on the date the order is issued and terminates 1 year from the active duty termination date, except as indicated in pars. U5365-D and U5365-H.

2. One-Year Period Extended because of Hospitalization or Medical Treatment. A member undergoing hospitalization or medical treatment on date of termination of active duty, or for any period of time during the 1-year period following such date, is authorized NTS under par. U5365-D (see par. U5012-I).

3. One-Year Period Extended because of Education or Training or in Other Deserving Cases. The HHG of a member, for whom the 1-year time limit in par. U5365-A has been extended under par. U5365-E or U5365-F, may be continued in NTS with the Government acting as the member's agent for the period of the extension, provided:

- a. Continued storage is authorized/approved through the Secretarial Process (see par. U5012-I), and
- b. The member agrees to pay all costs for NTS for any period in excess of 1 year from the date of termination of active service, or the longer period authorized by par. U5365-D, if applicable.

***Effective 19 January 2006***

\*4. Storage in Transit (SIT). Storage in transit of a shipment from NTS under par. U5365-A or U5365-K (when transportation to HOS is authorized or a member on the TDRL is discharged or retired) is authorized only when:

- a. Necessary because of conditions beyond the control of the member, or dependent (if applicable);
- b. Such conditions arise after transportation from NTS; and

- c. Authorized/approved in accordance with Service regulations.

Any portion of a member's HHG not placed in NTS may be placed in SIT under par. U5375 as part of HHG transportation under par. U5365-A or U5365-K.

D. Member Undergoing Hospitalization or Medical Treatment

1. On Date of Termination of Active Duty. A member, authorized HHG transportation to a HOS and confined in, or undergoing treatment at, a hospital on the active duty termination date, is authorized HHG transportation if transportation to the HOS is authorized (par. U5365-A) and storage is authorized (par. U5365-C). Authorization for HHG transportation and NTS to a HOS expires 1 year after either the date of discharge from the hospital or termination of medical treatment, whichever is later. An extension of this time limit may be authorized/approved through the Secretarial Process (see par. U5012-I).

2. During 1-Year Period after Date of Termination of Active Duty. A member, authorized HHG transportation to a HOS and confined in, or undergoing treatment at, a hospital for any period of time during the 1-year period following active duty termination, is authorized HHG transportation until 1 year after the active duty termination date plus a period equal to the member's hospitalization or treatment period. An extension of that time limit may be authorized/approved through the Secretarial Process (see par. U5012-I). The member is authorized NTS until 1 year after the active duty termination date plus a period equal to the hospitalization or treatment period occurring within that year. NTS in excess of this total time is at the member's expense. ***Further extension of the time limit for NTS is not authorized.***

E. Member Undergoing Education or Training. A member authorized HHG transportation under par. U5365-A who:

1. On the date of termination of active service is undergoing education or training to qualify for acceptable civilian employment, or
2. Begins such education or training during the 1-year period following termination of active service, or during the longer period authorized/approved under par. U5365-D (if applicable),

is authorized HHG transportation until 1 year after the education or training is completed, or 2 years after the active duty termination date, whichever is earlier, and continued NTS provided:

1. Such additional period for storage and transportation is authorized/approved through the Secretarial Process (see par. U5012-I), and
2. The member agrees to pay all costs for NTS for any period over 1 year from the date of termination of active service (see par. U5365-C), or the longer period authorized by par. U5365-D, if applicable.

***NOTE 2:*** The weight of HHG shipped on the original PCS order is not deducted from the weight allowance authorized for the IPCOT move. The applicable PCS HHG weight allowance in par. U5310-B applies following the IPCOT.

2. Accompanied-to-Unaccompanied Tour. Par. U5222-C4 applies. A member who acquires dependents after the effective date of a PCS order, but before starting an IPCOT, is authorized HHG transportation.

***NOTE 1:*** Par. U5370-I authorizes HHG, acquired after the effective date of a PCS order but before starting the IPCOT, to be shipped.

***NOTE 2:*** The weight of HHG shipped on the original PCS order is not deducted from the weight allowance authorized for the IPCOT move. The applicable PCS HHG weight allowance in par. U5310-B applies following the IPCOT.

3. Accompanied-to-Accompanied Tour. A member who acquires dependents after the effective date of a PCS order, but before starting an IPCOT, is authorized HHG transportation if the dependents are command-sponsored at the PDS at which the IPCOT is to be served. HHG transportation in this case is from the location of HHG to the current PDS at which the IPCOT is to be served.

***NOTE 1:*** Par. U5370-I authorizes HHG, acquired after the effective date of a PCS order but before starting the IPCOT, to be shipped.

***NOTE 2:*** The weight of HHG shipped on the original PCS order is not deducted from the weight allowance authorized for the IPCOT move. The applicable PCS HHG weight allowance in par. U5310-B applies following the IPCOT.

J. Consumable Goods Allowance Incident to Tour Extension or IPCOT. Transportation of consumable goods for a tour extension or an IPCOT at a PDS in an area listed in Appendix F may be authorized/approved through the Secretarial Process.

*Effective 24 February 2004*

K. HHG Transportation for Dependents Relocating for Personal Safety. See par. U5205.

**U5372 HHG TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH**

***NOTE:*** See par. U5241 for related dependent transportation.

A. General. Par, U5372 prescribes the HHG transportation authority of a member on active duty who is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status (37 USC §554), and of a member who dies while entitled to basic pay (37 USC §406(f)). For members who die after retirement or release from active duty, see par. U5365-K.

B. Limitations

1. Destination. HHG transportation may be authorized/approved under this paragraph only if a reasonable relationship exists between the circumstances of the applicant and the destination to which transportation is requested.

2. Weight. The HHG weight limitations in par. U5310-B do not apply. The HHG weight of members of the Defense Services is subject to the 18,000 pounds (net) weight limitation imposed by 37 USC §406(b)(1)(D).

3. Time. The HHG transportation authority under par. U5372 terminates if HHG are not turned over to a transportation officer or to a carrier for transportation within 1 year from the date of the official status report or within 1 year after the member dies while entitled to basic pay. However, if HHG are not turned over within such period, transportation at a later date may be authorized/approved through the Secretarial Process (see par. U5012-I). If the estate of the decedent becomes the subject of litigation during the authorized time limit, the HHG may be transported within 1 year from the date of the final court decree.

C. When Authorized

1. General. HHG transportation is authorized to a member's HOR or to the residence of the member's dependents (including the member's spouse in the case of a member-married-to-member couple), next of kin, or other person authorized to receive custody of the HHG when official notice is received that the member is:

a. Dead,

b. Injured or ill and the anticipated period of hospitalization or treatment is expected to be of prolonged duration as shown by a statement of the commanding officer at the receiving hospital, or

c. Absent for a period of more than 29 days in a missing status.

***Effective 19 January 2006***

\*Subject to par. U5372-B, special routing and services are authorized under par. U5340-E when desired by the member (if injured or ill), the member's dependents, next of kin, or other person authorized to receive custody of the HHG. In addition, when dependents are residing OCONUS at the time the member on permanent duty OCONUS dies, the OCONUS HHG may be transported to NTS under par. U5380, and/or a part of the HHG may be transported to the interim location where the dependents are to reside pending a decision on where to exercise the

Authority for a final HHG move. Within the time limit established in par. U5372-B3, the HHG may later be transported to the final destination requested by the dependents and authorized/approved under par. U5372-B1. If the dependents take physical possession of the HHG at the interim location, they must agree to bear all costs in excess of the cost of transporting the HHG in one lot from the OCONUS origin to the final destination via that interim location. In determining the excess costs, the cost of authorized storage in transit while the HHG are in transit are part of the cost of one shipment from origin to final destination. HHG in NTS, at a designated place or specific location, may be transported to that interim location at Government expense for the dependents' use only if their final destination is at the interim location to which the HHG are to be transported.

## 2. Additional Moves

- a. Change in Status. HHG transported under par. U5372-B1 may again be moved when official notice is received that the member's status has changed from one to another of those listed in par. U5372-C1.
- b. No Change in Status-Member Reported as Missing for More than 1 Year. HHG transported under par. U5372-C1 again may be moved when the member has been officially reported as absent or a period of more than 1 year in a missing status when it is determined through the Secretarial Process that the circumstances in the case justify an additional move. Also, if a mobile home was previously moved under par. U5545-A, HHG may be transported under par. U5372-C2.

## D. Storage

1. General. When the identity of the person authorized to receive the HHG of a member referred to in par. U5372-A is not known or is subject to litigation or, if known, the person has not been located and notified to take custody of the HHG, the HHG may be stored or continued in storage until such time as proper disposition can be made.

### *Effective 19 January 2006*

- \*2. Storage in Transit (SIT). Storage in transit of HHG turned over for transportation within the time limits in par. U5372-B may be authorized/approved under par. U5375. ***SIT in excess of 180 days is the financial responsibility of the person for whom transportation is being made.***

## 3. Non-temporary Storage

- a. Upon Death. Upon request of the dependent, HHG of a member who dies while entitled to basic pay may be placed in NTS in accordance with par. U5380-L17.
- b. Absent in a Missing Status. When a member is officially reported as absent for a period of more than 29 days in a missing status, NTS is authorized in accordance with par. U5380-L18.
- c. Change in Status Type. If the member is declared dead while in a missing status, NTS is authorized in accordance with par. U5380-L19.

E. Termination of Missing Status. When a missing status is officially terminated and the member is returned to active duty, HHG in NTS may remain there at Government expense for the time limit stated in par. U5380-L20. When the member is not returned to active duty, the authority to transportation of HHG placed in NTS under par. U5372-D3b is determined under pars. U5360, U5365 or provisions in par. U5372 which apply upon death of a member, as applicable.

F. Member Officially Reported as Dead, Injured, Ill, or Absent for more than 29 Days in a Missing Status, and Spouse Is Also a Member. If a member on active duty is married to a member, the deceased, injured, ill, or absent member's HHG may be transported by the spouse in connection with the spouse's next immediate PCS under the circumstances authorized in par. U5372-C. The 1-year time limit and the requirement for additional time in par. U5372-B2 do not apply. This HHG transportation is in lieu of any other transportation authorized in par. U5372-C. For transportation purposes, the member's and surviving spouse's HHG may be combined, provided the total weight does not exceed the combined weight allowance of 18,000 pounds plus the HHG weight allowance of the surviving spouse. See par. U5372-D3 for NTS.

G. Administrative Instructions. Each Service should issue regulations or instructions necessary for the judicious administration of par. U5372-G.

*Effective 19 January 2006*

**\*U5375 TEMPORARY STORAGE**

A. General. Storage in transit is part of HHG transportation (see par. U5375-H regarding intra-city moves). This storage is cumulative and may accrue at any combination of origin, transit, and destination. This storage may be authorized/approved in the nearest available storage facility. The actual storage period governs, regardless of commercial billing practices. HHG storage in transit cannot begin before the date the HHG are released to a transportation service provider (TSP), or the Government for transportation. ***Storage in transit is not authorized for:***

1. Intra-city HHG movement as authorized in par. U5355 ***NOTE: See par. U5375-H;*** or
2. HHG transportation on TDY, except as authorized in pars. U4770, U5345-C, and U5360-E.

***Except as provided in pars. U5375-D, U5375-F, and U5375-G, the member is financially responsible for all storage in transit costs when HHG placed therein under a PCS order are not transported under that order.***

*Effective 19 January 2006*

B. Time Limits

1. First 90 Days of Storage. A member is authorized 90 days' storage in transit for any authorized HHG transportation. If HHG are not removed from storage before expiration of the first 90-day period, storage charges accruing thereafter are the member's responsibility unless additional storage is authorized/approved under pars. U5375-B2 and U5375-B3. If the Government amends, modifies, cancels or revokes the order or issues another change-of-station order while the HHG are in storage in transit, see pars. U5375-F and U5375-G.
2. Second 90 Days of Storage. When, because of conditions beyond the member's control, the HHG in storage in transit at Government expense cannot be withdrawn during the first 90 days, additional storage for not more than an additional 90 days may be authorized/approved by an official designated by the Service. A statement of all the facts from the member must accompany requests for authorization/approval of such additional storage. Among the reasons that additional storage may be authorized/approved are:

- a. Serious illness of the member,
- b. Serious illness or death of a dependent,
- c. Impending assignment to Government/Government-controlled quarters or privatized housing,
- d. Directed TDY after arrival at PDS,
- e. Non-availability of suitable civilian housing,
- f. Awaiting completion of residence under construction, and
- g. Acts of God.

### 3. Storage after the First 180 Days

a. Additional Storage when a Member on TDY or Deployed for more than 90 Days or for an Indefinite Period while HHG are in Storage in Transit (SIT). When, because of conditions beyond the member's control, the HHG in SIT at Government expense cannot be withdrawn during the time limit in pars. U5375-B1 and U5375-B2, additional storage may be authorized/approved by an official designated by the Service. This authority to extend the time limit for SIT applies only to those members on TDY or deployed for a period in excess of 90 days or for an indefinite period.

b. Additional Storage under Circumstances beyond the Member's Control. SIT beyond the 180-day time limitation prescribed in par. U5375-B2 may be authorized/approved through the Secretarial Process, when, for reasons deemed appropriate by the Service concerned which are beyond the member's control, the member is unable to take possession of the HHG within the 180-day time limitation. For example, additional storage may be authorized/approved when assignment to Government quarters or privatized-housing is scheduled for a specific date after the 180-day limit. ***Additional storage may not be authorized/approved when a member elects to have a home built while other housing is available.*** Additional storage must not be authorized/approved in situations when a member elects to occupy private sector housing too small to accommodate all of the member's HHG.

C. Storage in Transit (SIT) for HHG Transported from NTS to Destination. Unless otherwise prohibited in these regulations, members whose HHG are in NTS are authorized SIT at any combination of origin (place of NTS), transit, or destination, in connection with transportation from NTS to destination. The time limits in par. U5375-B start on the day following termination of the NTS authorization.

D. Storage in Transit (SIT) Converted to NTS. Upon authorization/approval by the Service concerned, SIT at origin may be converted at the member's request to NTS, in whole or in part, if the member is authorized, under an order, to transportation or NTS. The conversion is at Government expense. Unless otherwise provided in this Part, transportation of HHG converted from temporary storage to NTS is not authorized until another PCS order is issued.

E. HHG Partial Lot Withdrawal and Delivery from Storage in Transit (SIT). A member is authorized one HHG partial lot withdrawal and delivery from SIT, if authorized/approved by the official designated by the Service. A second HHG partial lot withdrawal and delivery may be authorized/approved when, for reasons beyond the member's control, unforeseen circumstances arise after the first withdrawal (such as a further delay in the projected quarters availability date) that would result in hardship to the member or dependents if additional HHG are not withdrawn. A member is authorized additional (beyond two) HHG partial lots withdrawal and delivery from SIT, but the member is financially responsible to the Government for any cost in excess of the Government's cost had withdrawal and delivery been made in one (or two, if the second partial lot withdrawal is authorized/approved) lot(s).

F. Another PCS Order Is Received after the Member Arrives at a New PDS. A member, who receives another PCS order after arrival at a new PDS, and whose HHG are in storage in transit at the time such order is received, is authorized continued storage in transit, regardless of the time limit prescribed in par. U5375-B, until the new PCS order effective date. Subsequent storage authorization is determined under the new PCS order.

G. Orders Amended, Modified, Canceled or Revoked

1. Orders Amended or Modified. A member, under a PCS order that is amended or modified before the member arrives at the new PDS, but after the HHG are released to a carrier, contractor or the Government for transportation or storage, is authorized the type of storage authorized under the original PCS order until the effective date of the amended or modified order. Thereafter, the authorization for storage is determined under the amended order.

2. Order Canceled or Revoked. A member, under a PCS order that is canceled or revoked after the HHG are released to a transportation service provider (TSP), or the Government for transportation or storage, is authorized the storage type authorized under the original PCS order until the cancellation or revocation date. Thereafter, the member is authorized storage in transit in connection with return transportation or delivery of the HHG to an authorized place.

H. Short Distance Moves

1. Intra-city Moves. *Storage in transit is not authorized for intra-city HHG moves as authorized in par. U5355.* Intra-city HHG moves are those short distance HHG moves within the PDS limits.

2. Inter-city Moves. The prohibition against storage in transit does not apply to short distance inter-city moves incident to PCS as described in par. U5355-B. Inter-city moves are moves between residences in the metropolitan area; both residences (as opposed to PDSs) may not be within the same PDS. Storage in transit for these short distance moves is limited to special circumstances and must be authorized/approved by the same Secretarial Process as described in par. U5355-B2.

***NOTE: Storage in transit is not authorized for non-PCS short distance moves (e.g., moves to and from Government quarters).***

3. Examples

a. A member is ordered PCS from Bolling AFB, D.C., to San Diego, CA, and chooses to leave family in local area. The member's HHG are moved from Bolling AFB to another residence in D.C. This is an intra-city move (both Bolling AFB and new residence in D.C. - same PDS limits) and storage in transit is not authorized.

b. A member is ordered PCS from Bolling AFB, D.C., to San Diego, CA, and chooses to leave family in local area. The member's HHG are moved from Bolling AFB, D.C., to Alexandria, VA. This is an inter-city move (Alexandria, VA, is outside the D.C. limits) and the Secretarial Process may authorize storage in transit.

c. A member is reassigned between activities in the Pentagon. The member currently resides in Reston, VA, but because of the member's new position is required to live on Ft. Myer, in Arlington, VA. Even though the member is moving from one area to another (Reston in Fairfax County, VA, to Ft Myer, Arlington, VA) the member is not authorized storage in transit because there is no PCS involved (regardless of what the order may call the transfer).

#### **U5380 NONTEMPORARY STORAGE**

\*A. General. NTS is all storage other than temporary or special storage (see par. U4770-B). NTS includes any shipment, move, packing/unpacking, and crating/uncrating necessary to place the HHG in the designated storage facility. The total HHG weight transported plus the weight of the HHG in NTS at Government expense on the same PCS order should not exceed the weight allowance in par. U5310-B. However, if the weight of the HHG in NTS plus the weight of the HHG transported on the same order exceeds the weight allowance, the Government may pay the costs associated with storing the excess weight if requested to do so by the member. The member is financially responsible to the Government for excess weight storage costs (see par. U1010-B9). NTS may be authorized by the official designated by the Service concerned in facilities determined to provide best value to the Government. Any cost to and from a selected storage facility is at Government expense. See par. U5320-D for personally-procured NTS.

B. Place of NTS

1. General. Except as otherwise provided in this paragraph, NTS must be in a storage facility near to the place where the HHG are located on the date the member's PCS order is issued. The official designated by the Service concerned determines which storage facility provides best value to the Government.
2. Return of HHG from OCONUS. When HHG are returned to CONUS from OCONUS for NTS the place of NTS is determined by the official designated by the Service concerned.
3. NTS Authorized while HHG Are in Transit. HHG, en route to a destination under a prior order at the time further orders are issued which authorize the member to NTS, may be placed in NTS upon arrival at the initial destination or diversion point.

C. NTS as an Alternative to Transportation. Notwithstanding any provision of par, U5380, a member is authorized NTS as an alternative to transportation of any of the member's HHG when such storage is in the Government's best interest. However, NTS must not be authorized as an alternative to the transportation under par. U5370-B1 incident to return of dependents under par. U5900-D2h. With this exception, each Service may publish a list of circumstances for which NTS is authorized as an alternative to HHG transportation. Otherwise, a member is authorized NTS as an alternative to HHG transportation only if authorized/approved through the Secretarial Process. The place of NTS is an authorized origin point from which transportation may be made when a member later becomes authorized HHG transportation.

D. NTS Converted to Storage in Transit (SIT). Upon authorization/approval by the Service concerned, NTS at origin may be converted at the member's request to SIT, in whole or in part if the member is authorized, under an order, to transportation or NTS. The conversion is at Government expense. ***However, any storage costs accruing for periods in excess of 180 days are the member's financial responsibility.*** Unless otherwise provided in par. U5375-B3, no additional storage of the HHG converted from NTS to SIT is authorized before another PCS order is issued.

E. NTS of HHG Currently in Storage in Transit (SIT). When HHG are in SIT on the date another order is issued under which NTS is authorized, the authorized period of NTS begins on the effective date of the latter order. See par. U5375-F or U5375-G1.

F. Withdrawal of HHG from NTS as an Alternative to Continued Storage. A member, whose HHG were placed in NTS, is authorized to withdraw any or all HHG from storage in lieu of continued NTS. However, the HHG withdrawn must be for use by the member or dependents in establishing or augmenting a place of residence. Withdrawal, a short distance move, unpacking, and uncrating are at Government expense. No further transportation or storage of the withdrawn HHG is authorized before further PCS orders are issued, except as otherwise provided in this Part (45 Comp. Gen. 771 (1966)).

Government or local private sector housing, from which the member is to commute daily to the PDS, is authorized when the member relocates during the extended tour. See par. U5355-D2 for authorization for a short distance HHG move to other local private sector housing from which the member is to commute daily to the PDS.

H. NTS when Ordered on PCS to a Remote CONUS Area with a Housing Shortage. A member, ordered on a PCS to duty in a remote CONUS area with a scarcity of available housing, may place any part of the HHG in NTS when authorized/approved through the Secretarial Process.

I. Successive NTS Authorization Periods. A member, whose HHG are in NTS when another order authorizing NTS is received, is authorized continued storage until the termination of authority under the latter order.

J. Orders Amended, Modified, Canceled or Revoked. For NTS authority when orders are amended, modified, canceled or revoked, see par. U5375-G.

K. NTS upon Separation from Service or Relief from Active Duty, Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay

1. Separation from Service or Relief from Active Duty. A member, separated from the Service or relieved from active duty and authorized HHG transportation to the HOR or PLEAD under par. U5360 is authorized NTS, unless specifically prohibited in par. U5360. The time limitation for the NTS is in par. U5360-B1.

2. Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay. A member, or a dependent in the event of the retiree's death, who is authorized HHG transportation to a HOS, is authorized NTS of HHG for a period not to exceed 1 year from the date of active duty termination. The authority and circumstances in par. U5365-C apply for extending the 1-year storage limit.

\*L. Time Limits. NTS authority is based on the member's status as prescribed in the following table. The authorization begins on the date the order is issued and continues as long as the situation exists. When authorization termination in one situation is followed by the beginning of another NTS situation, the authorization period is continuous. For authorization for storage in transit for periods after NTS authorization termination, see par. U5375.

Situation	Storage Termination
1. PCS with TDY en route (par. U5345-C).	1. The member's departure date from the last TDY station to proceed to the new PDS.
2. Assignment by a PCS order or when called/ordered to active duty to pursue a course of instruction of 20 or more weeks (par. U5345-D).	2. The member's departure date from the last course of instruction following completion or termination of attendance thereat.

3. PCS CONUS PDS area to which HHG transportation is restricted (par. U5345-E).	3. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order or removal of Service restriction.
4. Transfer to a hospital for observation and/or treatment (par. U5345-F).	4. Termination date of hospitalization for restoration to duty, separation, relief from active duty, retirement, etc.
5. Detachment from PDS to await orders, detail, assignment or separation (par. U5345-G).	5. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order.
6. Ordered to duty in a remote CONUS area with a housing shortage (par. U5380-H).	6. Member's reporting not later than date, the specific reporting date shown in the next subsequent PCS order.
7. PCS to PDS located at or in the vicinity of the storage place (par. U5345-H) or upon assignment to sea duty, OCONUS duty or duty at a PDS to which HHG transportation is prohibited or restricted, on completion of TDY at an intermediate station as applicable.	7. Ninety days after the member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order, or at the OCONUS PDS or the PDS to which HHG transportation is prohibited or restricted, whichever applies (see par. U5345-H for storage in excess of 90 days).
8. PCS from CONUS to OCONUS PDS (pars. U5350-A and U5380-C).	8. Member's reporting not later than date or the specific reporting date shown in the next subsequent PCS order to CONUS.
9. Assignment to duty under any of the conditions listed in par. U5350-B.	9. Member's detachment date in CONUS, or the reporting not later than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
10. Assignment from an OCONUS PDS to an OCONUS PDS to which HHG transportation is prohibited or restricted, or to a ship designated as operating OCONUS continuously for 1 year or more or assigned to staff duty in connection with such ship (par. U5350-D).	10. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
11. Ordered from sea duty to an OCONUS shore PDS to which HHG transportation is authorized (par. U5350-F).	11. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
12. Involuntary tour extension (par. U5355-D2).	12. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order.

FOOTNOTES	HHG AUTHORIZED LOCATION/WEIGHT ALLOWANCE
1	FROM PDS TO TDY
2	FROM TDY TO TDY
3	FROM LAST TDY TO OLD PDS
4	FROM LAST TDY TO NEW PDS
5	NON-TEMPORARY STORAGE
6	*STORAGE IN TRANSIT
7	TDY WEIGHT IN ADDITION TO PCS WEIGHT ALLOWANCE (“When a member is ordered from a TDY station to a new PDS or when a TDY station becomes a new PDS, these shipments are in addition to PCS weight allowance.” par. U4715)
8	TDY WEIGHT ALLOWANCE
9	PCS WEIGHT ALLOWANCE
10	FROM HOME OF RECORD (HOR)
11	TO HOME OF RECORD (HOR)
12	FROM HOME OF SELECTION (HOS)
13	TO HOME OF SELECTION (HOS)
14	FROM PLEAD or place from which called/ordered to Active Duty for Training
15	TO PLEAD or to place from which called/ordered to Active Duty for Training
16	TO FIRST PDS
17	TO ANY SUBSEQUENT PDS
18	FROM LAST DUTY STATION
19	PLACE HHG LAST TRANSPORTED AT GOVERNMENT EXPENSE
20	ANY CONUS POINT SELECTED BY MEMBER
21	FROM ANY PREVIOUS PDS
22	FROM ANY AUTHORIZED LOCATION(S)

23	TO NEW PDS
24	FROM HOME
25	TO CONUS DESIGNATED PLACE
26	FROM CONUS DESIGNATED PLACE
27	ANY PLACE HHG WERE TRANSPORTED AT GOVERNMENT EXPENSE
28	TO OCONUS NON-FOREIGN DESIGNATED PLACE
29	FROM OCONUS DESIGNATED PLACE
30	FROM A PREVIOUSLY DESIGNATED PLACE
31	TO A DESIGNATED PLACE OR IF DEPENDENTS FOREIGN BORN, TO NATIVE COUNTRY WHERE DEPENDENTS WILL RESIDE (OR ARE RESIDING)
32	FROM A DESIGNATED PLACE OR IF DEPENDENTS FOREIGN BORN, FROM NATIVE COUNTRY WHERE DEPENDENTS WERE RESIDING

2. **Step 2.** Construct the cost for the member, spouse, and 2 children to perform non-concurrent (not traveling on the same route at the same time) travel in two POCs.

<b>Step 2</b>				
<b>Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs</b>				
	<b>Per Diem</b>		<b>MALT</b>	<b>Total</b>
Member	\$99/day x 8 days (\$792)	+	\$.15/mi x 2,666 mi (\$399.90) =	\$1,191.90
Spouse	\$99/day x 8 days (\$792)	+	\$.19/mi x 2,666 mi (\$506.54) =	\$1,298.54
1 <sup>st</sup> Child	\$74.25/day x 8 days (\$594) =			\$ 594.00
2 <sup>nd</sup> Child	\$74.25/day x 8 days (\$594) =			+ \$594.00
<b>Total Paid</b>				<b>\$3,678.44</b>

3. **Step 3.** Determine the funds available to the member to transport one POC while the entire family travels as a unit in the other POC.

<b>Step 3</b>		
<b>Reimbursement Limitation to Drive One POC and Transport One POC</b>		
Based on the above steps the funds available for transporting one POV are limited to the cost of the member and spouse with 2 children performing non-concurrent travel in 2 POCs (\$3,678.44) <i>minus</i> the cost of the member, spouse and 2 children, performing concurrent travel in 1 POC (\$3,107.20). MALT and cost reimbursement for driving the second vehicle are separately authorized per par. U5417-A2.		
1. Cost to transport POV =	(The \$800 amount shown is for illustration purposes only)	\$800.00
2. Reimbursement limitation is \$3,678.44 (Step 2) - \$3,107.20 (Step 1) =		- \$571.24
<b>3. Total out-of-pocket expense for member to 'drive one and ship one' is \$800 – \$571.24 =</b>		<b>\$228.76</b>

Effective 16 March 2004

**U5420 TRANSPORTATION RESTRICTIONS**

A. POV Purchased in a Non-foreign OCONUS Area

1. A POV purchased in a non-foreign OCONUS area by a member not permanently assigned there at the time of the purchase, may not be transported at Government expense during the first PCS following purchase of the POV, except if the POV is used by the member/dependent for transportation at the member's OCONUS PDS.

2. Par. U5420-A1 does not apply to alternate port transportation authorized by the Secretary concerned.

B. Restriction, Prohibition, or Suspension to a Member's OCONUS PDS. Transportation of POVs to an OCONUS area may be restricted, prohibited or suspended when:

1. Determined to be necessary by the Service concerned;

2. Determined to be necessary for reasons of national interest by the Secretary concerned or higher authority; or

3. Directed by the foreign government concerned.

C. Vehicle Size

- \*1. A member who desires to transport a POV that exceeds 20 measurement tons must sign an agreement to pay the excess transportation costs (see par. U1010-B9) unless the Secretarial Process has authorized/approved this transportation because an oversized POV is required by the member/dependent(s) for medical reasons.
2. Excess cost collection is in accordance with Service regulations.

***Effective 12 May 2005***

3. Pars. U5420-C1 and U5420-C2 do not apply to travel aboard car ferries.

D. Combining POV Weight Limitations when Husband and Wife Are Members

1. The 20 measurement tons limitation contained in par. U5420-C may be combined for the purpose of transporting one larger POV at Government expense in lieu of transporting two POVs for an eligible member-married-to-member couple during the transfer of both members under PCS orders.
2. Payment for transporting the vehicle may not exceed the total cost the Government would have incurred if each member had transported a vehicle of 20 measurement tons through the designated POV loading port.

**U5425 TRANSPORTATION METHODS**

***NOTE: In connection with transportation of a POV within CONUS when advantageous and cost-effective to the Government, the member is responsible for making all arrangements. See par. U5417.***

- A. Government/Commercial Transportation. Transportation of a POV may be by Government/commercial means as authorized by law. Members traveling with their vehicles via ferry are covered in par. U5116-C3.

***NOTE: Transportation of a POV by air is not authorized at Government expense (54 Comp. Gen. 756 (1975)).***

- B. Personally Procured Transportation. An eligible member, who has not transported a POV at Government expense incident to a PCS, is authorized reimbursement for the expense incurred only if personally procured POV transportation was based on erroneous advice of a Government representative (e.g., the TMO or ITO). Reimbursement must not exceed the cost that would have incurred if the Government had arranged the transportation (51 Comp. Gen. 838 (1972)). The cost of a vehicle transported on a car ferry with the member/dependents is a reimbursable transportation expense (see par. U5116-C3) and does not constitute transportation of a POV. Additional authority exists for reimbursement under other very limited circumstances (see par. U5455-E).

**U5435 PORTS/VPCS USED**

- A. Designation of Ports. The Service concerned designates ports/VPCs to be used for loading and unloading POVs transported under this Part.

**B. Alternate Ports/VPCs**

1. Transportation may be between ports/VPCs other than the designated ports/VPCs (i.e., between alternate ports/VPCs), provided the member reimburses the Government for any excess cost involved.
2. An alternate port/VPC should be in the same country as the designated port/VPC, unless an alternate port/VPC in a different country is authorized/approved by the Secretarial Process.
3. Secretarial Process authorization/approval is not required to select an alternate CONUS port/VPC from which to transport a POV even if the primary port/VPC is OCONUS.

**C. Transshipment from a Designated Port/VPC.** A POV transported from an OCONUS port/VPC to the designated CONUS port/VPC, may be transshipped to another CONUS port/VPC if:

1. The PCS order is amended or modified before the member takes delivery of the POV at the designated POV unloading port/VPC;
2. Transshipment is authorized by the Secretarial Process;
3. The member agrees to reimburse the Government for the transshipment cost; or
4. Direct ocean service is not available from the designated POV loading port/VPC to the designated POV unloading port/VPC in a reasonable amount of time after delivery of the POV.

**U5440 FACTORS AFFECTING POV TRANSPORTATION****A. POV Transportation May Be Deferred.** An eligible member electing not to transport a POV at Government expense may, upon assignment to a new PDS to which a transportation authorization exists, transport the POV from the POV loading port/VPC serving the:

1. PDS from which the member elected not to use the POV transportation authorization, to the POV unloading port/VPC serving the new PDS; or
2. Present PDS to the POV unloading port/VPC serving the new PDS;

whichever provides the greater authorization.

***NOTE: The member is not authorized CONUS to CONUS POV transportation except as specifically authorized in par. U5415, (if applicable see par. U5410-A), par. U5417, or in connection with authorized POV storage in Chapter 5, Part E2.***

**B. Error.** A POV, transported by the Government to a wrong destination, must be reshipped or transshipped to the proper destination at Government expense.

C. Orders Amended, Modified, Canceled or Revoked. A POV transported after receipt of a PCS order may be reshipped or transshipped to the proper destination, including the old PDS, at Government expense if the PCS order is later amended, modified, canceled, or revoked.

D. Transportation before an Order Is Issued. POV transportation is permitted (see pars. U5710-A and U5420-B), before a PCS order is issued to an eligible member, provided the request is supported by a:

1. Statement from the PCS AO or the designated representative that the member was advised before the PCS order was issued that the PCS order would be issued;
2. Written agreement signed by the applicant to remit the entire cost of transportation if a PCS order to authorize transportation is not issued later;
3. Written agreement signed by the applicant to pay any additional costs for transshipment of the POV to another port required because the new PDS named in the order is different than that named in the statement required in par. U5440-D1.

The length of time before a PCS order is issued, during which a member may be advised that the PCS order is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date the PCS order is actually issued. General information furnished to the member concerning the issuance of a PCS order 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, eligibility for retirement date, expected rotation date from OCONUS duty, etc.) may not be considered as advice that the order would be issued (52 Comp. Gen. 769 (1973)).

#### **\*U5445 EXCESS COST COLLECTION**

Excess transportation costs, incurred by the Government must be collected (see par. U1010-B9). This provision is not applicable to POV transportation aboard oceangoing car ferries.

#### **U5455 POV TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES**

##### A. Official and Personal Situations

1. Dependents Do Not Perform Authorized Travel to the OCONUS PDS. A member with dependents:
  - a. Ordered on PCS to an OCONUS PDS; and
  - b. Who, in anticipation of the dependents accompanying or joining, transports a POV to the OCONUS PDS;

may be provided advance return transportation of the POV if, for reasons beyond the member's control, the dependents do not join the member. The Secretarial Process may authorize/approve the transportation when it is determined the return transportation is in the best interest of the member, or dependents, and the U.S. (65 Comp. Gen. 520 (1986)).

(3) If known, has not yet been located and notified to take custody of the POV(s);

the POV(s) may be stored at Government expense until such time as proper disposition can be made.

***Effective 19 January 2006***

\*b. Storage in Transit (SIT). SIT of one or both POV(s) may be authorized/approved (using the provisions of par. U5375) provided the POV(s) is/are turned over for transportation within the time limits in par. U5372-B3. ***SIT in excess of 180 days in such cases is the financial responsibility of the person for whom the shipment is being made.***

c. Size Restriction. ***The SDDC storage contract maximum standard size restriction does not apply.***

5. Additional Moves

a. Status Change. A POV transported under par. U5455-E1 may again be moved under par. U5455-E1 when official notice is received that the member's status has changed from one to another of those listed in par. U5455-E1.

b. No Status Change - Member Reported as Missing for more than 1 Year. One or both POV(s) transported under par. U5455-E1 may again be transported under par. U5455-E1 when the member has been officially reported as absent for a period of more than 1 year in a missing status and the Secretarial Process determines that the circumstances in the individual case justify an additional move.

***Effective 24 February 2004***

F. POV Transportation for Dependents Relocating for Personal Safety. See par. U5205.

**U5456 TRANSPORTATION INCIDENT TO DIVORCE**

When a member has a POV transportation authorization under a PCS order, and a POV has been legally awarded to the member's ex-spouse incident to their divorce, the member may have one final transportation of that POV to a destination in accordance with the procedures prescribed in Chapter 5, Part E1. This applies to those cases not coming under par. U5455-A, and is subject to the member's written request and agreement to pay any excess costs involved (61 Comp. Gen. 180 (1981)). ***Transportation under par. U5456 exhausts the authorization for transportation of a POV under the member's PCS order.***

**U5457 TIME LIMITATION FOR TRANSPORTATION OF A POV**

A. Incident to Separation from Service or Relief from Active Duty. Transportation of a POV for an eligible member must be initiated within 180 days following separation from the Service or relief from active duty. Initiation of transportation means turning the POV into the designated POV loading port for transportation before the 181st day following separation from the Service or relief from active duty. This time limit may be extended by the Secretarial Process. A time extension must be for a specific additional time period. A time extension must, based on the facts and circumstances in the individual case, be a finding that having the POV transported within that initial time frame would be a hardship for the member.

***NOTE: See par. U5012-I for restrictions to time limit extensions.***

B. Incident to Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay. Transportation of a POV for an eligible member must be initiated within 1 year following the member's active service termination. Initiation of transportation means turning the POV into the designated POV loading port for transportation before 1 year expires following active service termination. This time limit may be extended by the Secretarial Process. A time extension may be authorized/approved for members undergoing hospitalization, medical treatment, education or training, or in other deserving cases (see the provisions of pars. U5365-D, U5365-E, and U5365-F).

***NOTE:*** See par. U5012-I for restrictions to time limit extensions.

C. Incident to PCS. Unless otherwise prescribed in this Volume or in Service Regulations, transportation of a POV for an eligible member may be initiated any time while the PCS order remains in effect and prior to receipt of another PCS order, as long as the POV transportation is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, 22 July 1975).

#### **U5460 CARE AND STORAGE**

The Government's responsibility begins when the POV is accepted for transportation and continues until the POV is delivered to the member at the destination, or when the POV is delivered to a commercial warehouse. If the POV is not claimed within a reasonable time after notification of arrival is given, as determined by the port commander, it may be placed in commercial storage at the member's expense.

#### **U5461 RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOVERNMENT EXPENSE ARRIVES LATE**

This applies to Government-authorized movement of a POV for members or their dependents under unusual or emergency circumstances, and various other situations that may not be directly related to a PCS. If the motor vehicle of a member (or dependent), transported at Government expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary concerned must have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed \$30 per day beginning the day a member first rents a motor vehicle after the designated (required) delivery date and runs for 7 days or until the date the member's motor vehicle is available for delivery to the member, whichever occurs first. ***NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the authorized (required) delivery date. The maximum reimbursement is \$210. (See Examples in par. U5410-D.)***

***NOTE:*** When a dependent(s) accompanies the member and/or delivers the POV to the designated storage facility, the travel and transportation allowance for the dependent(s) are computed using par. U5220. If a dependent(s) delivers the POV to the designated storage facility without traveling to the TDY en route location, see par. U5468-C for dependent travel and transportation allowances.

2. Pick-Up in Connection with TDY En Route. An eligible member who picks up a POV from a designated storage facility in connection with PCS travel to/from an en route TDY station, is authorized:
  - a. PCS allowances (including appropriate per diem) for direct travel from the passenger port to the designated storage facility;
  - b. MALT for one authorized traveler for travel for the official distance from the designated storage facility to/from the TDY station; plus a per diem for the member at the rates prescribed in par. U5105-B2; and
  - c. MALT for one authorized traveler for the official distance from/to the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. U5105-B2.

***NOTE:*** When a dependent(s) accompanies the member and/or delivers the POV to the designated storage facility, the travel and transportation allowance for the dependent(s) are computed using par. U5220. If a dependent(s) picks up the POV from the designated storage facility without traveling to the TDY en route location, see par. U5468-D for dependent travel and transportation allowances.

#### **U5470 STORAGE FACILITIES USED**

A. Designated Storage Facilities. The Services, through their Secretarial processes, may designate storage facilities (see par. U5466).

B. Personally-procured POV Storage. A member may be reimbursed for storing one POV at a commercial facility (see par. U5466). Commercial facilities include facilities at which anyone may store a POV (i.e., not limited to the particular member or service members in general.) A member who stores a POV at a non-commercial facility must not be reimbursed for the costs associated with the vehicle's storage or transportation to/from storage. (For example, storage in a private residence garage or on a private lot does not constitute storage at a commercial facility.)

#### **U5472 FACTORS AFFECTING POV STORAGE**

A. Orders Amended, Modified, Canceled, or Revoked. A POV stored or shipped after PCS order receipt (or notification of deployment on a contingency operation) may be removed and shipped/transshipped to the proper destination, including the old or current PDS, at Government expense, if the PCS order (or contingency operation notification) is later amended, modified, canceled, or revoked. If less than 12 months remain on an OCONUS tour, the POV may not be removed from storage for shipment. The exceptions in par. U5317 apply.

##### ***Effective 2 December 2002***

B. Storage before an Order Is Issued. POV storage is permitted before a PCS order (or contingency operation order/notification) is issued to a member. A written statement must support the storage request:

1. From the PCS authorizing/order-issuing (or contingency operation designating) official or the designated representative that the member was advised before such an order (or notification) was issued that it would be issued, and
2. Signed by the shipping applicant agreeing to be financially responsible for:
  - a. The entire storage cost if the PCS order (or contingency order/notification) to authorize storage is not issued later, and
  - b. Any additional POV transshipment costs to another storage facility required because the PDS named in the order is different than the PDS named in the statement required in par. U5472-B1 (or return to the current PDS if the contingency order/notification is not issued).
3. The length of time before a PCS order (or a contingency operation notification) is issued, during which a member may be advised that the PCS order (or notification) is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS (or take part in the contingency operation) and the date the order (or contingency operation notification) is actually issued.
4. General information furnished to the member concerning PCS order (or contingency operation notification) issuance before the determination is made to actually issue the order or notification (such as eventual release date from active duty, expiration date of service term, retirement eligibility date, expected rotation date from foreign/non-foreign OCONUS (see par. U5462) duty, anticipated contingency departure date, etc.) is not advice that the order or notification is to be issued (52 Comp. Gen. 769 (1973)).

C. Time Limitation. Unless otherwise prescribed in this Volume, POV storage for a member may be initiated any time while the order remains in effect and prior to receipt of the next PCS order, as long as the POV storage is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, 22 July 1975).

## U5474 RESTRICTIONS

### *Effective 13 September 2005*

A. Restriction on Vehicle Size. A member, who stores a POV that exceeds the SDDC storage contract maximum standard size, is financially responsible for any storage costs caused by the vehicle's excess size (see par. U1010-B9). As an exception, the Secretarial Process may authorize/approve storage of an oversized POV (as the one POV for which storage may be authorized) if the member or dependents(s) require the oversized POV for medical reasons. Excess costs are collected in accordance with Service regulations.

B. Combining POV Size Limitation when Husband and Wife Are Members. The size restriction contained in par. U5474-A may be ignored for the purpose of storing one larger vehicle at Government expense in lieu of storing two POVs (one POV stored for each member) during an assignment when each member is authorized POV storage. Payment for storing the vehicle may not exceed the Government's total cost if each member had stored a vehicle within the maximum standard size.

\*C. Other Excess Storage Costs. Excess storage costs, incurred due to the member's negligence or choice, are the member's financial responsibility (see par. U1010-B9).

1. The boarder crossing/appropriate port,
2. Designated place, or
3. Selected point.

The member also may transport unaccompanied baggage and HHG (including packing, pickup, line-haul or drayage, delivery and unpacking) to the new PDS. *The Government's cost liability to transport the mobile home, any HHG removed from the mobile home (see par. U5515-G), and unaccompanied baggage/HHG to the new PDS for the member's use, does not exceed the Government's cost to transport the member's PCS HHG weight allowance between the old/new PDSs.* See Example.

#### EXAMPLE

Due to a transfer from a CONUS PDS to a PDS in Germany, a member is authorized transportation of 12,000 pounds of HHG. The member transports a mobile home and 1,000 pounds of HHG (using par. U5515-G) from the old PDS to Cleveland, OH, and 4,000 pounds of HHG to the new PDS in Germany. The amount that the Government pays to transport the mobile home and the 1,000 pounds of HHG to Cleveland, and the 4,000 pounds of HHG to Germany may not exceed the Government's cost to transport the member's PCS HHG weight allowance of 12,000 pounds from the old CONUS PDS to the new PDS in Germany.

E. Return from a PDS neither in CONUS nor Alaska. A member is authorized mobile home transportation:

1. Within CONUS or Alaska and,
2. Between CONUS and Alaska from the designated place in CONUS or Alaska, or
3. The selected point in CONUS or Alaska to the new PDS.

*The Government's cost liability to transport the mobile home, any HHG removed from the mobile home (see par. U5515-G) and unaccompanied baggage and HHG to the new PDS for the member's use cannot exceed the Government's cost to transport the member's PCS weight allowance between the old and new PDSs.* See Example in par. U5505-D.

F. Upon Separation from the Service, Relief from Active Duty, Placement on the Temporary Disability Retired List (TDRL), or Retirement. To be authorized the mobile home allowances, the mobile home of a member being separated from the Service, relieved from active duty, placed on the TDRL, or retired must be turned over to a transportation officer for shipment within the time limits specified in par. U5360-G, U5365-A, or U5372-B3.

#### U5510 GOVERNMENT-/PERSONALLY PROCURED MOBILE HOME TRANSPORTATION

A. Routing. The member is responsible for making all commercial personally procured transportation arrangements for mobile home transportation movement by commercial transporter or other means unless the transportation is Government-procured. Expenses for transporting a mobile home at Government expense is limited to mobile home transportation by the usual highway routing within CONUS, within Alaska, and through Canada between origin and destination in CONUS or Alaska.

*Effective 19 January 2006*

\*B. Personally Procured Commercial Transportation. A member, or a deceased member's dependent/heir, authorized mobile home allowances under par. U5500 may transport a mobile home at personal expense and be reimbursed for the transportation costs and/or storage in transit costs (as prescribed in pars. U5510-B2, U5510-C1, and U5510-C5) IAW pars. U5500-A and U5555. Storage in transit, SIT, and dry storage reimbursement are authorized in par. U5555. ***Reimbursement must not exceed that amount provided for in par. U5500-A.***

1. Allowance Amount. Limitations apply on allowable charges when a commercial transporter moves a mobile home. When paying the carrier the member (or dependents/heir) must:

- a. ***Ensure that the bill includes specific cost itemization of charges;***
- b. Find out from the carrier what part of the preparation responsibility is that of the carrier and what part is that of the shipper (i.e., the member or dependents/heir);
- c. Ensure that body, frame, springs, wheels, brakes, and tires are in good condition; and
- d. Ensure that any extra property placed in the mobile home does not constitute an overload condition that could result in damage/and repair charges that would be the shipper's responsibility.

2. Costs Allowed. When personally procured mobile home transportation is by a commercial transporter, (see par. U5510-C6 for preparation fees allowed as transportation costs), reimbursement is allowed for:

- a. Carrier's charges for actual mobile home transportation in an amount not to exceed charges approved by the Surface Transportation Board, or a similar state regulatory body, for a mobile home of the size/type and for the distance transported;
- b. Ferry fares; bridge, road, and tunnel tolls; taxes; charges or fees fixed by a municipal authority for permits to transport mobile homes in or through its jurisdiction; and the carrier's service charges for obtaining such permits; and
- c. Pilot (flag) car or escort services, if required by law.

3. Costs Not Allowed. When mobile home transportation is by a personally procured commercial transporter, reimbursement is not allowed for:

- a. Any carrier's maintenance/repair charges to the mobile home en route, including structural repairs, brake repairs, replacement of tires, charges incident thereto (a member must ensure that body, frame, springs, wheels, brakes, and tires are in good condition and that any extra property placed in the mobile home does not constitute an overload condition that could result in damage/repair charges);
- b. Insurance/excess valuation costs over the carrier's maximum liability;
- c. Special handling costs requested by the member; and
- d. Costs of connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities.

*Effective 13 September 2005*

**U5520 MOBILE HOME TRANSPORTATION EXCESS COSTS FOR A SEPARATED MEMBER, DECEASED MEMBER, OR HEIRS OF A DECEASED MEMBER**

Mobile home transportation involving excess costs may be made (see par. U1010-B9). The Government is obligated only for the total authorized cost. The member (or heirs, in the case of a deceased member) may arrange for mobile home transportation using personal funds and apply for reimbursement of the amount allowable under this Part. These excess transportation costs may be allowed when a member is:

1. Discharged, resigns, or separates from active duty resulting in a non-pay status, or
2. Deceased, or
3. Authorized by Service regulations.

**U5530 MOBILE HOME TRANSPORTATION FOR SHORT DISTANCE MOVES**

*Effective 19 January 2006*

\*A. General. A member, ordered by the commanding officer of the installation concerned, to vacate the premises (either Government or economy) on which the mobile home is located, is authorized Government-procured transportation/reimbursement for the expenses incurred (including storage in transit under par. U5555) for mobile home transportation to another site in the member's PDS vicinity.

B. Reimbursable Expenses. Reimbursable expenses include those necessarily incurred in:

1. Making the mobile home ready for transportation,
2. Moving it to another location, and
3. Installing it at the new site (52 Comp. Gen. 69 (1972)).

See also par. U5510-C6.

C. Non-reimbursable Expenses. See par. U5510-D2.

D. Cost Constraints. *The transportation cost ceilings prescribed in this Part do not apply to short distance moves. There is no cost constraint, nor is the member limited to the cost of transporting 18,000 lbs of HHG.*

E. Ownership. *The member (or a dependent) must own the mobile home when it is moved.*

**U5540 MOBILE HOME TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES**

A. When Dependents Travel before the Member's PCS due to Official/Personal Situations

1. General. A member authorized HHG transportation under pars. U5370-B1 and U5370-B2:
  - a. To a designated place in CONUS, or

- b. From a point outside CONUS and Alaska to a designated place in Alaska,

is authorized mobile home transportation to the designated place in CONUS or Alaska, if the conditions in par. U5500 are met. This mobile home transportation is in lieu of shipping HHG except as authorized in par. U5330-F3. The order authorizing dependent transportation (under pars. U5240, U5905 and U5915) also may authorize HHG/mobile home transportation and should specify under which subparagraph in par. U5370 the transportation is authorized. *After a mobile home is shipped due to dependent travel/transportation before issuance of a PCS order, no further mobile home transportation is authorized before the member's next PCS from the OCONUS PDS.*

2. Member Assigned to Full PCS Weight Allowance Area. The Government's financial responsibility for mobile home and HHG (see par. U5330-F3) transportation to the designated place may not exceed the Government's cost to transport the member's PCS HHG weight allowance from the OCONUS PDS to the designated place. See Example.

#### EXAMPLE

Dependents return from Hawai'i and 1,000 pounds of HHG are shipped from Hawai'i to the designated place in Detroit, MI. The member's mobile home was last transported at Government expense to Dothan, AL. Member has a 12,500-pound PCS weight allowance. The member's authorization for mobile home transportation is based on the cost to move 11,500 pounds of HHG from Hawaii to Detroit.

3. Member Assigned to Administratively Weight-restricted Area. The mobile home may be transported from a point in CONUS (or Alaska) to the designated place. The Government's financial responsibility for mobile home and HHG transportation is in accordance with the basic authorization (see par. U5500) to transport the member's PCS HHG weight allowance, minus the weight of HHG shipped from OCONUS, from:

- a. The member's last PDS in CONUS (or Alaska), or
- b. The CONUS port (or Alaska) through which the member's HHG from OCONUS would be shipped to the designated place, whichever is to the member's advantage.

B. Mobile Home Transportation Incident to Alert Notice. A member authorized HHG transportation under par. U5370-F is authorized mobile home transportation to a designated place in CONUS or in Alaska, if the conditions in par. U5500 are met. When the mobile home is transported after the alert notice, but the member's movement to the dependent restricted OCONUS PDS is canceled, subsequent mobile home transportation is authorized to the member's PDS if the PDS is in CONUS or Alaska. When the PDS is in Canada, Mexico, or Central America, authorization is in par. U5500-C1.

C. Mobile Home Transportation Incident to Tour Extension. A member on a tour of short duration (less than prescribed tour length) at a PDS, who used the mobile home authorization when assigned to that PDS, is authorized mobile home transportation at Government expense from the place where the mobile home is located to the PDS, up to the authorization from the old to new PDS. The authorization is limited to that situation when the tour is extended due to:

1. Unusual circumstances, and

2. The needs of the Service.

This authorization also applies if a member initially chooses not to move a mobile home to that PDS because of the anticipated short assignment (B-208861, 10 November 1982).

**U5545 MOBILE HOME TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED DEAD, ILL, INJURED, OR REPORTED ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH**

A. General. This paragraph applies to mobile homes owned by members on active duty inside or outside the United States who are officially reported as dead, ill, injured, or reported absent for a period of more than 29 days in a missing status (see Appendix A) and to a member who dies while authorized basic pay. Transportation is authorized by one, or a combination, of the following:

1. Government-arranged transportation;
2. Personally arranged transportation via a commercial transporter;
3. Transportation by a means other than those specified in pars. U5545-A1 and U5545-A2.

*Mobile home transportation/incidental costs under this subparagraph are at Government expense. The ceilings prescribed elsewhere in this Part do not apply.* Transportation payments authorized by par. U5545-A may be made in advance (see par. U1010-B5).

B. Authorized Transportation. Mobile home transportation for use as a residence by a dependent otherwise authorized to transport HHG under par. U5372, is authorized to a member's official HOR or to another location authorized/approved by the Secretarial process when official notice is received that the member is:

1. Dead;
2. Injured or ill and the anticipated period of hospitalization or treatment is expected to be of prolonged duration as shown by a statement of the commanding officer at the receiving hospital; or
3. Absent for more than 29 days in a missing status.

C. Additional Moves--Member Reported as Missing for more than 1 Year. A mobile home transported under par. U5545-B2 may again be transported when the member has officially been reported as absent for more than 1 year in a missing status, when through the Secretarial Process it is determined the circumstances justify an additional move. Also, if HHG were previously transported under par. U5370-E, a mobile home may be transported under par. U5545-C.

D. Death of a Member. When a member with a mobile home dies while on active duty, one dependent of the member is authorized the mobile home transportation allowances from the place the mobile home is located on date of death to a place designated by that dependent, provided:

1. The mobile home is to be used by the dependent as a residence at destination, and

2. Mobile home transportation is completed within 1 year after the member's death, or
3. When transportation is to be Government-procured the mobile home is turned over to a transportation officer within 1 year after the member's death.

Through the Secretarial Process an extension of the time limits in pars. U5545-D2 and U5545-D3 may be authorized/approved (see par. U5012-I).

*Effective 19 January 2006*

**\*U5555 TEMPORARY STORAGE**

A. General. ***The law precludes more than 180 days of storage in transit.*** Storage in transit is storage authorized with mobile home transportation. This storage is cumulative and may accrue at any combination of origin, in transit, or destination. When storage facilities are unavailable at origin or destination, storage may be in the nearest available storage facility authorized/approved by the responsible transportation officer. In computing the storage periods, the actual storage period governs, regardless of billing practices. The storage in transit cost is excluded when comparing the mobile home transportation total cost with the member's PCS weight allowance transportation total cost for the purpose of computing the authorized allowance. ***Except as provided in pars. U5555-C and U5555-D, the member is financially responsible for all storage in transit costs when a mobile home is placed in storage under a PCS order but not transported.***

B. Storage in Transit (SIT) Time Limits

1. Storage in Transit (SIT) - First 90 Days. A member is authorized mobile home SIT at Government expense for 90 days with any authorized mobile home transportation. ***When a mobile home remains in storage after the initial 90-day period, all accrued storage charges after expiration of the first 90-day period are the member's financial responsibility unless additional storage is authorized/approved under par. U5555-B.***
2. Storage in Transit (SIT) - after the First 90 Days. When, because of conditions beyond the member's control, a mobile home must remain in SIT after the first 90 days, additional storage for not more than an additional 90 days may be authorized/approved by the transportation officer/other officer designated by the Service concerned. Requests for authorization/approval of additional storage should be submitted following Service procedures. Among the reasons for which additional storage may be authorized/approved are:
  - a. Serious illness of the member;
  - b. Serious illness or death of a dependent;
  - c. Directed TDY after arrival at PDS;
  - d. Non-availability of suitable permanent location for mobile home; or
  - e. Acts of God.

C. Orders Amended, Modified, Canceled or Revoked

1. Orders Amended/Modified. After the date the mobile home was released to a transportation service provider (TSP)/the Government for shipment/storage in transit, a member whose PCS order is amended/modified before the member arrives at the initially directed new PDS is authorized the storage type authorized under the original PCS order until the effective date of the amended/modified order. After that the amended/modified PCS order establishes the storage allowance.

2. Orders Canceled/Revoked. A member on a PCS order, which is canceled/revoked after the date a mobile home is released to a transportation service provider (TSP)/the Government for shipment/storage in transit, is authorized the storage type authorized under the original PCS order until the date of cancellation/revocation. After that the member is authorized storage in transit with mobile home return shipment/delivery to an authorized place.

D. Another PCS Order Is Issued after the Member Arrives at the New PDS. A member who receives another PCS order after arriving at a new PDS, and whose mobile home is in storage in transit when the PCS order is received, is authorized continued storage in transit (regardless of the time limit prescribed in par. U5555-B) until the new PCS order effective date or for 180 days, whichever occurs first. The new PCS order establishes a subsequent storage authorization.

**U5560 FUNDS ADVANCEMENT**

Mobile home transportation allowances may be paid in advance when transportation (including necessary incidental expenses) of a mobile home is personally procured. The advance may not exceed the estimated amount allowable and may not be paid directly to a carrier.

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## CHAPTER 5

## PART G: DISLOCATION ALLOWANCE (DLA)

## U5600 PURPOSE

The purpose of DLA is to partially reimburse a member, with or without dependents, for the expenses incurred in relocating the member's household on a PCS, housing moves ordered for the Government's convenience (see par. U5630-B15), or incident to an evacuation (see pars. U6012 and U6059). This allowance is in addition to all other allowances authorized in this Volume and may be paid in advance (37 USC §407).

## U5605 DEFINITION OF TERMS

A. Member with Dependents. As used in this Part, "member with dependents" means a member who, on the effective date of a PCS order, has dependents authorized transportation in connection with the PCS. (A member, whose spouse is a dependent on the effective date of the member's PCS order, is considered to be a member with dependents for DLA purposes, even though the spouse was a former member and received travel allowances upon separation from the Service (63 Comp. Gen. 55 (1983))).

B. Member without Dependents. As used in this Part, "member without dependents" means a member who:

1. Has no dependents;
2. Is not authorized travel and transportation allowances for travel of dependents under par. U5203-B in connection with a PCS (see par. U5605-A for exceptions in parenthesis); or
3. Has dependents authorized travel and transportation allowances under par. U5203, but the dependents do not relocate in connection with a PCS (59 comp. Gen. 376 (1980)).

## U5610 ELIGIBILITY

A. Member with Dependents. A member with dependents is authorized a DLA when dependents:

1. Relocate in connection with a PCS,
2. Move in connection with the closure or realignment of a military installation (see par. U5630-B12),
3. Move to a designated place incident to an evacuation (IAW pars. U6012 and U6059), or
4. As otherwise authorized in this Part.

B. Member without Dependents. A member without dependents is authorized DLA when:

1. Relocated in connection with a PCS to a PDS where Government quarters are not assigned, or
2. Ordered to, and actually does, move in connection with the closure or realignment of a U.S. Installation. See par. U5630-B12.

In the circumstances of par. U5610-B1, DLA authorization continues to exist if Government quarters' assignment and occupancy upon arrival at a new PDS is for 60 or fewer days. When calculating the 60 days, exclude days the member is deployed or TDY. In justifiable cases, up to 60 additional days may be authorized/approved by the member's commanding officer for a maximum of 120 days. ***NOTE: See pars. U5630-B14 and U5630-E for regulations applicable to member-married-to-member couples.***

**U5615 DETERMINING AMOUNT PAYABLE**

A. General. DLA rates are in Table U5G-1 (and Table U5G-2 for secondary DLA IAW par. U5630-B6 only). DLA is based on the member being with or without dependents (par. U5605) on the effective date of the PCS order or the order directing the member to move in connection with the closure or realignment of a military installation.

B. Dependents Authorized to Relocate in Connection with PCS but Delay Their Travel. When dependents are authorized to travel but do not move with the member, DLA at the without-dependent rate may be paid provided the member is not assigned Government quarters at the new PDS. If the dependents later join the member and are authorized such travel at Government expense, the member may be paid the difference between the DLA at the with-dependent rate and the without-dependent rate.

**U5620 FISCAL YEAR LIMITATION ON PAYMENT OF DLA*****Effective 20 June 2005***

A. General. Under 37 USC §407, members are authorized only one DLA during a fiscal year, unless the:

1. Secretary concerned determines Service exigencies require more than one PCS during the current fiscal year. With the exceptions noted below for USCG and NOAA, the authority to make this determination may be delegated no lower than general/flag officer level in the Army, Navy, Air Force, O-6 in the Marine Corps, at the headquarters level that directs assignments for the Service concerned. Based on SECDEF memo "Waiver Authority for Dislocation Allowance Entitlements" of 5 June 1995, this authority for humanitarian or Exceptional Family Member Program (EFMP) assignments may be delegated to O-6 level at the headquarters that direct humanitarian or EFMP assignments for the Service concerned. ***NOTE: For the Coast Guard: delegation is to the Commander, Coast Guard Personnel Command (CGPC) with no further re-delegation authorized; for the NOAA Corps: delegation is to the Director of the NOAA Corps only.***
2. Member is on PCS to, from, or between courses conducted, controlled and managed by one or more of the Services;
3. Eligible dependents are relocated to a designated place incident to an evacuation (see pars. U6012 and U6059);
4. Movement of a member's household is made in conjunction with a national emergency or in time of war;
5. Movement of a member and/or dependents is made as envisioned by par. U5630-B6, U5630-B8 or U5630-B10;
6. Movement of member's and or dependent's household is made in connection with base realignment or closure (BRAC); or
7. Member's dependents relocate incident to the member being assigned to Indeterminate TDY (see par. U4605).

***NOTE: The one DLA per fiscal year limitation does not apply to partial DLA (see par. U5630-B15).***

**B. Application of Fiscal Year Limitation on DLA Payment**

1. When determining the fiscal year in which DLA authorization occurs, the member's departure (detachment) date from the old PDS in compliance with the PCS order governs.

2. Prior PCS moves in the same fiscal year for which a DLA was not authorized must be excluded from the computation. Example: PCS moves of a member without dependents when assigned to Government quarters carry no DLA authorization. Example: Multiple DLA payments are appropriate for PCS moves to, from, or between courses conducted at an installation of the Services, or conducted, controlled and managed by one or more of the Services at a civilian educational institution, or elsewhere.

3. Except under the conditions in pars. U5620-A2, U5620-A5, and par. U5620-B2 above, all PCS moves (including those approved by the Secretary concerned) are counted to determine if the statutory limitation applies and Secretarial approval of DLA for the next PCS is required.

*Effective 9 August 2005*

#### **U5630 AUTHORIZATION FACTORS**

A. General. Members are authorized DLA under par. U5610 for PCS moves and dependents' evacuation. These are the usual authorization categories. There are a number of other situations in which members may or may not be authorized DLA. The following subparagraphs explain the authorization under these special circumstances.

#### B. Special Categories DLA Authorized

1. A Member's Old and New PDSs Are in Proximity to Each Other or a Member Is Reassigned between Activities at the Same PDS. A DLA is payable when the old and new PDSs are in proximity to each other or when a member is reassigned between activities at the same PDS (see par. U5355-B1), only when a member is authorized a short distance HHG move at Government expense (42 Comp. Gen. 460 (1963)).

2. PCS between PDSs Not in Proximity to Each Other. A statement that the household relocation was necessary as a direct result of the PCS is required to support DLA payment when dependents make a proximity move based on a PCS between PDSs not in proximity to each other. The member's statement must be accepted when the PCS is from or to a dependent restricted tour. A statement from the commanding officer of the new PDS, or from the commanding officer's designated representative, is required to document that the relocation is a direct result of the PCS or ITDY assignment when the PCS is not from or to a dependent restricted tour or is to or from an ITDY assignment. ***The designated representative may not re-delegate this authority. NOTE: DLA is payable for proximity moves performed under an ITDY order. (See 37 USC §406(e) and 37 USC §407.)***

3. Movement of Dependents to/from a Designated Place. DLA is payable when the dependents complete travel if moved to or from a designated place on the member's PCS order. No further DLA authorization accrues for that PCS unless authorized under par. U5630-B9. DLA is paid when, in connection with an evacuation, eligible dependents move to a designated place (see pars. U6012 and U6059).

#### 4. Transfer to Hospital in CONUS

a. Transfer to Hospital in CONUS from OCONUS. DLA is payable to a member with dependents who is transferred from OCONUS to a hospital in CONUS for observation and treatment and who relocates the household incident to such transfer.

b. Transfer to Hospital in CONUS from inside CONUS. DLA is payable to a member with dependents who is transferred from inside CONUS to a hospital in CONUS for observation and treatment and who relocates the household incident to such transfer. A statement of prolonged hospitalization is required from the commanding officer of the receiving hospital.

#### 5. Inter-service Transfer. When a member is:

a. Separated or relieved from active duty to continue on active duty in another Service, and

- b. Transferred with no break in service from one Service to another under the authority of 10 USC §716 or any similar statutory provision,

the member is authorized DLA when the household is relocated incident to an ordered PCS resulting from a change of service. ***NOTE: The service performed after such separation is a continuation of the prior period of service.***

6. Orders Amended, Modified, Canceled, or Revoked. When a PCS order is amended, modified, canceled, or revoked to direct the member to return to the station from which transferred, a DLA is payable if the member and/or dependents actually move from the place of residence before the date the order is amended, modified, canceled, or revoked. If a member and/or dependents actually move from the place of residence in connection with a PCS order and complete a move to a new location and then that PCS order is amended, modified, canceled, or revoked to either direct the member to return to the old station or to direct the member to a different new PDS, then a DLA is payable in connection with each move. ***No more than two DLAs are authorized by this paragraph. NOTE: In this situation only, the amount of the second DLA paid is taken from Table U5G-2. This paragraph does not authorize more than one DLA for dependents who move twice under the authority in par. U5222-C3a.***

7. Member without Dependents Assigned to Two-crew Nuclear Submarine (SSBN)

- a. No Homeport Change. A member without dependents assigned to a two-crew nuclear submarine is authorized DLA upon arrival at the ship's homeport, provided the member is not assigned Government quarters and occupies non-Government quarters for a period of more than 15 days before reporting aboard the assigned ship (57 Comp. Gen. 178 (1977)).

- b. Homeport Change. A member without dependents, assigned to a two-crew nuclear submarine when the homeport is changed, is authorized DLA at the new homeport, provided the member is not assigned to Government quarters and occupies non-Government quarters for a period of more than 15 days (59 Comp. Gen. 221 (1980)).

8. Member Reported as Dead or Absent for more than 29 Days in a Missing Status. DLA is payable for movement of dependents of a member who is reported as dead or absent for a period of more than 29 days in a missing status (see par. U5241).

9. In Place Consecutive Overseas Tour (IPCOT). A member at an OCONUS PDS whose tour status changes from accompanied to unaccompanied or from unaccompanied to accompanied at the same duty station after completion of the initial tour of duty is authorized DLA if the dependents make an authorized move to or from the OCONUS PDS in connection with the change-of-tour status.

10. Early Return of Dependents. Incident to the early return of all of a member's dependents under par. U5900-B, U5900-C, or U5900-D, the member is authorized DLA the day one or more dependents arrive at the permanent residence location or the day all the dependents have departed the member's overseas station, whichever is later. A DLA is not authorized if dependents are authorized to return to the member's OCONUS PDS.

11. Member Who Has No Dependents and Is Assigned to a Ship. A member is authorized DLA (B-252098.2, 18 October 1993) if the member:

- a. ***Has no dependents,***
- b. Is assigned to permanent duty aboard a ship,

- c. Elects not to occupy assigned shipboard quarters for a member above the grade of E-5 or (*effective 1 July 1997 for E-5 and effective 30 October 2000 for E-4*) is authorized BAH for a member in the grade of E-5 or E-4, and
- d. Occupies non-government quarters ashore.

***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

3. Is a command-sponsored dependent en route to the member's PDS or its vicinity for the purpose of establishing a residence with the member;
4. Is a student dependent who, had it not been for the evacuation, would have traveled to the member's PDS under par. U5243-D, but who instead travels (or converts the current location) to a safe haven or designated place; or,
5. Resides at/in the vicinity of a former duty station of the member following the member's assignment elsewhere or who resides at/in the vicinity of a duty station (other than the member's duty station) incident to an evacuation order/authorization in connection with a member's unaccompanied tour of duty, if the dependents' departure is authorized/ordered by competent authority from the duty station at, or in the vicinity of, which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority.

C. Evacuation. The authorized/ordered movement of dependents from a specific OCONUS area, when authorized/ordered by the appropriate authority indicated in par. U6003-A. Evacuation refers to movement or departure from one area to another. Both areas may be in the same city or country, or each may be in a different city or country.

D. Safe Haven. A location anywhere in the world named in the evacuation order/authorization, or subsequent modification to that order/authorization, to which dependents are directed to relocate on a temporary basis to await a decision by competent authority to either return to the OCONUS PDS or proceed to a designated place. If CONUS is named the safe haven in the evacuation order/authorization, evacuees, upon arrival at the CONUS POD, must select the exact CONUS safe-haven location to which they are traveling at Government expense.

## U6003 RESPONSIBILITIES

### A. Authorizing/Ordering an Evacuation

1. Foreign Areas. The decision to evacuate dependents from an OCONUS foreign area rests with the State Department. In appropriate circumstances, such as Presidential declaration of national emergency or directed reinforcement of U.S. Armed Forces in a theatre, or to accommodate force protection or anti-terrorism considerations, the Secretary of Defense, after consultation with the Secretary of State, may authorize the evacuation of all DOD non-combatants ***NOTE: The Secretary of Defense's authority does not apply to non-combatants attached to Defense Attaché Offices, Marine Security Guard Detachments, DoD elements or personnel that form an integral part of the U.S. Country Team, and others as determined between the Combatant Commander and the Chief of Mission.*** (Memorandum of agreement between DOS and DOD, 14 July 1998). If timely communication with the State Department is not possible or there is no State Department presence in the area concerned, the Combatant command Commander or the senior commander in the country concerned or the Defense Attaché is responsible for authorizing or ordering an evacuation of the area. DOD (the USD(P&R) DSN: (312) 224-2798, COML: (703) 614-2798) is primarily responsible for the evacuation of dependents at the U.S. Naval Base, Guantanamo, Cuba (DoDD 3025.14, 5 November 1990).

2. Non-foreign OCONUS Areas. The following officials are responsible for authorizing/ordering an evacuation of the dependents of uniformed service personnel from non-foreign OCONUS areas:

- a. The Secretary of Defense, or the Secretary's designated representative (the USD (P&R) DSN (312) 224-2798, COML (703) 614-2798), for the dependents of DOD components, including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security;
- \*b. The Secretary of Homeland Security, or the Secretary's designated representative (Commandant (CG-12) COML (202) 267-2247), for the dependents of Coast Guard personnel;
- c. The Secretary of Health and Human Services, or the Secretary's designated representative, for the dependents of Public Health Service personnel;
- d. The Secretary of Commerce, or the Secretary's designated representative, for dependents of NOAA personnel;
- e. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for the dependents of members of their respective Services (including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security);
- f. The head of a DoD component (see definition in Appendix A) or designated representative;
- g. The commander of a U.S. Installation (see definition in Appendix A) or Coast Guard District Commander (for the dependents of Coast Guard personnel) or designated representative; and
- h. The commander, director, head, chief or supervisor of a U.S. Government organization or office.

B. Evacuation to a Safe Haven or a Designated Place. The anticipated evacuation duration is the key to determining if dependents should travel to a safe haven or a designated place. If the circumstances making an evacuation necessary are expected to improve so that the evacuated dependents can return to the member's PDS, dependents are evacuated to a safe haven. If circumstances are not expected to improve, dependents are evacuated to a designated place.

***Effective 2 December 2004***

1. Designation of the Original Safe Haven Location. The original safe haven location is ordinarily designated by the Department of State, in coordination with DoD. The only exception is that DOD has primary responsibility for designating the original safe haven when the evacuation is from the U.S. Naval Base, Guantanamo, Cuba, or from non-foreign OCONUS areas.

- a. If the CONUS is named in the evacuation order/authorization as the original safe haven, evacuees select an exact safe haven location in the CONUS for themselves to which they travel at Government expense.
- b. If the U.S. is named in the evacuation order/authorization as the original safe haven
  - (1) For DOD Services. Evacuees select an exact safe haven in the CONUS for themselves. Safe havens outside the CONUS but in a non-foreign OCONUS area (see definition in Appendix A) must be authorized/approved by PDUSD (P&R). ***Secretary of State authorization is not required for an alternate safe haven in the CONUS or a non-foreign OCONUS area.***
  - (2) For Non-DOD Services. Evacuees select an exact safe haven location in the U.S.

to the member's residence at or in the vicinity of the OCONUS PDS, or the member's HHG at the designated place may be placed in NTS for the remainder of the member's OCONUS tour, as appropriate. If the dependent(s)/ member requests HHG transportation to the member's OCONUS PDS from which evacuated, the HHG may be transported to the PDS only if at least 12 months remain on the member's tour after the date the HHG are scheduled to arrive there or if the Secretarial Process authorizes an exception to that 12-month requirement. The fact that HHG transportation from the designated place to the member's PDS from which evacuated may not be authorized due to less than 12-months remaining on the member's tour after the projected arrival of those HHG does not negate the authority to have the HHG at the designated place placed in NTS for the remainder of the member's OCONUS tour.

2. Member in Receipt of a PCS Order from an Evacuated Area. When a member receives a PCS order while dependents are at a designated place, the member is authorized HHG transportation from the designated place to which the dependents were evacuated under this Part to the destination(s) authorized in connection with the member's PCS order. The authorization that applies for the transportation accrues to the member on the PCS order.

## U6008 TRANSPORTATION OF POV

### A. Transportation of a POV Incident to Dependents' Evacuation

1. Transportation of a POV to Safe Haven. *Transportation of a POV at Government expense to a safe haven is not authorized.*

2. Transportation of a POV to the Designated Place. When dependents go to a designated place, competent authority may authorize/approve the transportation, including any overland transportation required, of one POV (owned by the member or a dependent of the member and for the member's personal use or for the use of the dependents) located in the PDS area, en route to the PDS, or at a port/VPC awaiting transportation to the designated place. *When dependents select a designated place outside the United States, any tax consequences (ex., import tax) that result from moving the POV there are the responsibility of the member/dependents.*

B. Subsequent Authorization when the Member Is Not in Receipt of a PCS Order from the Evacuated Area. When command-sponsored dependents are authorized to travel from the designated place to the member's PDS, transportation of a POV to the member's OCONUS PDS, including any overland transportation required, may be authorized/approved provided:

1. A POV had been transported to the designated place under par. U6008-A2, and
2. At least 12 months remain on the member's tour after the date the POV is delivered to the loading port/VPC or the Secretarial Process authorizes/approves an exception to that 12-month requirement.

C. Subsequent Authorization when the Member Is in Receipt of a PCS Order from the Evacuated Area. When a member receives a PCS order, while dependents are at a safe haven or designated place under this Part, the authorization to transportation of a POV from the safe haven or designated place is that authorized in connection with the member's PCS order.

D. Reimbursement of Rental Vehicle Cost when the POV Arrives Late. This applies to transportation of a POV incident to an evacuation of dependents. If the member's (or dependent's) POV, transported at Government expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary concerned must have the member reimbursed for expenses incurred to rent a POV for the member's and/or those dependents' use. Reimbursement, by law, may not exceed \$30 per day beginning the day a member first rents a POV after the designated (required) delivery date and runs for 7 days or until the date the member's POV is available for delivery to the member, whichever occurs first. ***NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the authorized ((required)) delivery date.*** ***The maximum reimbursement is \$210. See Examples in par. U5410-D.***

#### **U6009 STATION ALLOWANCES/OHA/FSH**

For continuation authorization of station allowances (COLA & TLA) and housing allowances (OHA/FSH) for members serving in an area from which dependents are evacuated, see pars. U9203 and U10209.

#### **U6010 BASIC ALLOWANCE FOR HOUSING (BAH)**

For continuation authorization for BAH for members serving at a PDS in Alaska or Hawai'i from which command-sponsored dependents are evacuated, and BAH authorization when command-sponsored dependents establish a permanent residence at a designated place in the United States following an evacuation from an OCONUS location, see DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," Chapter 26, for DOD members and Service pay regulations for members of non-DoD Services.

#### **U6011 FAMILY SEPARATION HOUSING (FSH)**

For authorization for FSH in connection with a dependents' evacuation, see par. U10209 for DOD members, Chapter 3 of the COMDTINST M7220.29 (Series), "U.S. Coast Guard Pay Manual" (for Coast Guard personnel) and Service pay regulations for NOAA and USPHS members.

#### **U6012 DISLOCATION ALLOWANCE (DLA)**

DLA helps to cover the otherwise un-reimbursed expenses a member with dependents incurs in relocating the household incident to an evacuation. When command-sponsored dependents are evacuated to a designated place under par. U6004, a DLA (see Table U5G-1) is payable. ***A DLA is not payable incident to relocation of dependents to a safe haven.*** The prohibition in par. U5620 against payment of more than one DLA in a fiscal year does not apply when paid incident to an evacuation. ***Members are not authorized a DLA on behalf of non-command-sponsored dependents.***

#### **U6013 ADVANCE OF FUNDS**

\*A. Travel and Transportation Allowances. The travel and transportation allowances (including per diem) prescribed in this Part may be paid in advance when an order is issued for the dependents' (or escorts') travel from

the evacuation area. An advance of per diem allowances authorized under par. U6005 may not exceed the estimated authorization for 30 days at the safe haven or designated place, as applicable. Transportation advances (see par. U1010-B5) must be issued solely to provide sufficient funds to cover the necessary expenses the dependents might incur while traveling to and at the safe haven/designated place or which the escort might incur traveling to and from the safe haven/designated place.

\*B. DLA. The DLA authorized under par. U6012 may be paid to the dependent designated by the member in advance (see par. U1010-B5) of the dependent(s)' travel to the designated place.

C. Pay. The advance of pay furnishes evacuated dependents with funds to cover the cost of travel, food, and other needs. The member designates the amount of the advance, not to exceed 2-month's basic pay. It is payable in advance to the dependents in one or more installments. The Secretaries Concerned may waive recovery of not more than 1-month's advanced basic pay when such recovery would be against equity and good conscience or against the public interest. For details, see the DoD 7000.14-R "Military Pay, Policy, and Procedures," Volume 7, Part A (DoD Military Pay and Allowances Entitlements (DoDFMR, Vol. 7A)), or the COMDTINST M7220.29 (series), U.S. Coast Guard Pay Manual" (for Coast Guard personnel) and for implementing procedures, the Service pay and allowances manual, as appropriate.

#### **U6014 CONUS COLA**

For authorization for CONUS COLA during an evacuation, see par. U8014.

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**CHAPTER 6****PART B: AUTHORIZED OR ORDERED MOVEMENTS WITHIN THE CONTINENTAL UNITED STATES (CONUS)****U6050 GENERAL INFORMATION**

A. **General.** An evacuation or limited evacuation, as defined in pars. U6051-D and U6051-E, must be caused by unusual or emergency circumstances (such as war, riots, civil uprising or unrest, adverse political conditions, national or natural disasters, epidemics, or similar conditions of comparable magnitude). See pars. U6053-I (Transportation), U6054-D1 (Per Diem) for allowances applicable to an authorized or ordered limited evacuation. The evacuation and limited evacuation applies to dependent(s):

1. Who, at the time the evacuation is authorized/ordered, are residing at/in the vicinity of the member's PDS;
2. Who are en route to the member's PDS (or the vicinity of the member's PDS) to establish a residence with the member;
3. Who reside at/in the vicinity of a member's former duty station following the member's assignment elsewhere or who resides at/in the vicinity of a duty station (other than the member's duty station) incident to an order in connection with the member's unaccompanied tour of duty, if dependents' departure is authorized/ordered by competent authority from the duty station at/in the vicinity of which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority; and,
4. Of a member assigned to a CONUS PDS who dies before the dependents are evacuated from the PDS or while the dependents are in an evacuation status from there.

When a member whose dependent(s) are receiving evacuation allowances dies, the evacuation allowances continue for the dependent(s) in the same manner as if the member had not died.

***NOTE: Title 37 USC §405a, the statute pertaining to evacuation of dependents, does not apply to uniformed members. Uniformed members who are ordered to depart an area being evacuated must be either in a TDY or PCS status.***

B. **Funding.** The Joint Plan for DoD Noncombatant Repatriation contains the fund cites chargeable for evacuation allowances for dependents of members of each of the DoD Services. Questions relating to fund cites should be addressed to the proponent of the Joint Plan: HQDA, ODCSPER, ATTN: DAPE-PRO, 300 Army Pentagon, Washington, DC 20310-0300; telefax numbers: DSN (312) 223-2708 or COML (703) 693-2708 for unclassified material; phone DSN (312) 227-2186, COML (703) 697-2186.

C. Evacuation Allowances Payment. The allowances authorized by this Part may be paid to the following individuals:

1. The member's evacuated dependent spouse,
2. Any dependent age 18 or older if at a different location than the spouse or when there is no spouse present,
3. The member (as the natural guardian) for dependents who are under age 18, or
4. The member's dependent spouse, any dependent at least age 18 or the member (as the natural guardian) under the circumstances described in par. U6050-A3.

***NOTE: Dependents are authorized evacuation allowances only if they actually evacuate their homes.***

D. When Payments of Allowances May Be Made. Allowances authorized in this Part may be paid beginning on the date one of the officials described in par. U6051-B authorizes/orders an evacuation.

#### **U6051 DEFINITION OF TERMS USED IN THIS PART**

A. Designated Place. As used in this Part, a designated place is a location selected by evacuated dependents as a permanent residence when competent authority determines that their return to the PDS should not take place or is not expected to take place in the near future. Dependents transported to a designated place must establish a permanent residence thereat as soon as practicable.

B. Authorizing or Ordering an Evacuation or Limited Evacuation. The following officials are responsible for authorizing or ordering an evacuation or limited evacuation of the dependents of uniformed service personnel from any CONUS location:

1. The Secretary of Defense, or the Secretary's designated representative (USD (P&R) DSN (312) 224-2798, COML (703) 614-2798), for the dependents of DOD components, including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security;
- \*2. The Secretary of Homeland Security, or the Secretary's designated representative (Commandant (CG-12) COML (202) 267-2247), for the dependents of Coast Guard personnel;
3. The Secretary of Health and Human Services, or the Secretary's designated representative, for the dependents of Public Health Service personnel;
4. The Secretary of Commerce, or the Secretary's designated representative, for the dependents of NOAA personnel;
5. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for the dependents of members of their respective Services (including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security);

6. The head of a DOD component (see definition in Appendix A) or designated representative;
7. The commander of a U.S. Installation (see definition in Appendix A) or Coast Guard District Commander (for the dependents of Coast Guard personnel) or designated representative; and
8. The commander, director, head, chief or supervisor of a U.S. Government organization or office.

C. Evacuated Dependent. A dependent (as defined in Appendix A) who is:

1. Residing at the member's PDS or in its vicinity, at the time of the evacuation;
2. Temporarily absent from the member's PDS or its vicinity;
3. En route to the member's PDS or its vicinity for the purpose of establishing a residence with the member; or
4. Residing at/in the vicinity of a member's former duty station following the assignment of the member elsewhere or who resides at/in the vicinity of a duty station (other than the member's duty station) incident to an order in connection with an unaccompanied tour of duty of the member, if a departure of dependents is authorized/ordered by competent authority from the duty station at/in the vicinity of which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority.

D. Evacuation. The authorized/ordered movement of dependents from a specific area in CONUS, when authorized/ordered by the appropriate authority indicated in par. U6051-A. Evacuation refers to movement or departure from one area to another (both areas may be in the same city or each may be in a different city).

\*E. Limited Evacuation. The authorized or ordered movement of members' dependents from their residences in CONUS to the nearest available accommodations (which may be Government quarters), when authorized/ordered by the appropriate authority indicated in par. U6051-B.

F. Safe Haven

1. When an Evacuation is Authorized/Ordered. A location anywhere in the world named in the evacuation order, or subsequent modification to that order, to which dependents are directed to relocate on a temporary basis to await a decision by competent authority to either return to the CONUS PDS or proceed to a designated place. If CONUS is named the safe haven in the evacuation order, evacuees must select the exact CONUS safe haven location to which they are traveling at Government expense.

\*2. When a Limited Evacuation is Authorized or Ordered. The nearest available accommodations (which may be Government quarters), determined to be suitable by the appropriate authority indicated in par. U6051-B who authorized ordered the limited evacuation, where dependents are directed to relocate on a temporary basis to await a decision by competent authority to return to their residences.

**U6052 RESPONSIBILITIES**

A. Authorizing or Ordering an Evacuation or Limited Evacuation. The decision to evacuate dependents from an area rests with the individuals designated in par. U6051-B.

B. Evacuation to a Safe Haven or a Designated Place. The anticipated evacuation duration is the key to determining if dependents should travel to a safe haven or a designated place. If the circumstances making an evacuation necessary are expected to improve to the extent that the evacuated dependents can return to the member's PDS, dependents are evacuated to a safe haven. If circumstances are not expected to improve, dependents are evacuated to a designated place.

1. Designation of the Original Safe Haven Location. The original safe haven location is normally designated by the Under Secretary of Defense (Personnel and Readiness) (USD(P&R)). When an evacuation or limited evacuation is authorized or ordered by a non-DoD Service, the authority to designate the original safe haven is vested in the Secretarial Process. If CONUS is named as the original safe haven in the evacuation order, evacuees must select the exact CONUS safe haven location to which they are traveling at Government expense.

2. Designation of an Alternate Safe Haven Location. For DoD Services, the USD(P&R) has the authority to authorize/approve an alternate safe haven for evacuated dependents and to authorize/approve transportation at Government expense from one safe haven to another safe haven when circumstances warrant. For non-DoD Services, that authority is vested in the Secretarial Process. For all Services, the Secretarial Process may authorize/approve an alternate location within a safe haven for evacuated dependents and transportation at Government expense thereto when circumstances warrant.

3. Designating an OCONUS Designated Place. The Secretarial Process must authorize/approve an OCONUS designated place.

C. Termination of Safe Haven Status and Directing Dependents to Select Designated Place. For DoD Services, the USD(P&R) has responsibility to determine when evacuated dependents at a safe haven must select a designated place and move thereto, or select their safe haven as their designated place. For non-DoD Services, that authority is vested in the Secretarial Process.

D. Evacuation Status Termination. For DoD Services, the USD(P&R), or the USD(P&R) designated representative, terminates evacuation status and authorizes dependents' return to the duty station. In limited evacuations involving DoD Services, the authority who authorized/ordered the evacuation, terminates evacuation status and authorizes dependents' return to their residence. For non-DoD Services, that authority is vested in the Secretarial Process.

## **PART H2: REIMBURSEMENT FOR LODGING WHILE ON LEAVE**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>U7225</b>	<b>LODGING EXPENSES DURING A MEMBER'S AUTHORIZED ABSENCE WHILE TDY IN SUPPORT OF A CONTINGENCY OPERATION</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Eligibility</li><li>C. Reimbursement</li><li>D. Authorized Absence</li></ul>
<b>U7226</b>	<b>LODGING EXPENSES WHILE ON LEAVE DURING AN AUTHORIZED/ ORDERED EVACUATION</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Eligibility</li><li>C. Reimbursement</li></ul>

## **PART I: MEMBER TRAVEL IN CONNECTION WITH PHYSICAL EXAMINATION OR ILLNESS**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>U7250</b>	<b>ATTENDANTS/ESCORTS</b> <ul style="list-style-type: none"><li>A. Definition</li><li>B. Determination</li><li>C. Appointment</li><li>D. Travel and Transportation Allowances</li><li>E. Non-Concurrent Attendant Travel</li></ul>
<b>U7251</b>	<b>MEMBERS ON TDRL REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATION</b> <ul style="list-style-type: none"><li>A. Travel Status</li><li>B. Travel and Transportation Allowances</li><li>C. Allowances while at the Medical Facility</li></ul>
<b>U7252</b>	<b>TRANSFER OF MEMBER PATIENT TO/FROM MEDICAL FACILITIES OR TO HOME (INCLUDING INSANE/MENTALLY INCOMPETENT PATIENT)</b> <ul style="list-style-type: none"><li>A. Travel and Transportation Allowances</li><li>B. Transportation-in-Kind</li></ul>
<b>U7253</b>	<b>TRAVEL AND TRANSPORTATION ALLOWANCES FOR MEMBERS DISCHARGED FROM ST. ELIZABETHS HOSPITAL, DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS) MEDICAL FACILITIES, OR VETERANS AFFAIRS MEDICAL CENTERS (VAMC)</b> <ul style="list-style-type: none"><li>A. Discharged from the Service upon Entry into a Medical Facility</li><li>B. Not Discharged from Service upon Entry into a Medical Facility</li></ul>

**PART J: REST AND RECUPERATION (R&R) LEAVE AND SPECIAL REST AND RECUPERATIVE (SR&R) ABSENCE TRANSPORTATION**

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<u>Paragraph</u>	<u>Contents</u>
U7300	<b>FUNDED REST AND RECUPERATIVE (R&amp;R) LEAVE TRANSPORTATION</b> A. Policy B. Eligibility C. R&R Locations/Destinations D. Transportation E. Per Diem
U7305	<b>TRANSPORTATION FOR SR&amp;R ABSENCE IN CONNECTION WITH TOUR EXTENSION</b> A. Authorization B. Eligibility C. Authorized Transportation D. Per Diem E. Alternate Destinations

**PART K: TRAVEL AND TRANSPORTATION TO RECEIVE A NON-FEDERALLY SPONSORED HONOR AWARD**

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<u>Paragraph</u>	<u>Contents</u>
U7325	<b>TRAVEL AND TRANSPORTATION</b>
U7326	<b>ALLOWABLE EXPENSES</b>
U7327	<b>TRAVEL AND TRANSPORTATION FOR AN INDIVIDUAL TO ACCOMPANY A MEMBER</b>
U7328	<b>REIMBURSEMENT</b>

**PART L: RESERVED** (*See par. U1005*)

4. Member Ordered to Active Duty in Enlisted Grade or as an Officer. A member appointed under 10 USC §2104 or §2107, ordered to active duty to serve in an enlisted grade or as an officer in an Armed Force, is authorized the PCS allowances in Chapter 5, Part B. The authorization is from the home or place which ordered to active duty to the first PDS via any TDY location en route specified in the order.

F. Travel Allowances for Member Authorized Medical and Dental Care. A member, authorized medical or dental care under 10 USC §1074a for an illness, disease, or injury incurred or aggravated while:

1. On active duty for a period of 30 days or less;
2. On inactive duty training;
3. On funeral honors duty;
4. Traveling directly to or from the place where the member performs or has performed the duty in pars. U7150-F1 through U7150-F3; or
5. Remaining overnight immediately before serving on funeral honors duty at the funeral honors duty location outside the commuting distance of the member's residence,

is authorized travel and transportation allowances in Chapter 3 and Chapter 4 for TDY for necessary travel between home and the treatment facility for this care, but not while at the treatment facility. If an injury is incurred or aggravated as the result of the member's gross negligence or misconduct, there is no authority.

G. Funeral Honors Duty. A Reserve Component member who performs funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member's residence is authorized travel and transportation allowances as for TDY under Chapter 3 and Chapter 4.

***Effective 11 August 2005***

H. Station Allowances

1. General. A Reserve Component member, called or ordered from an OCONUS residence to active duty/active-duty-for-training, is authorized station allowances in Chapter 9 in the circumstances described in pars. U7150-H2, U7150-H3, U7150-H4, and U7150-H5. When a member is authorized station allowances at the with-dependent rate for the PLEAD, there are no command-sponsorship requirements. The member must reside permanently in the area concerned at the time called or ordered to active duty (55 Comp. Gen. 135 (1975)). See DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," Chapter 26, for DOD members and Service pay regulations for members of non-DOD Services for BAH regulations for Reserve Component members called or ordered to active duty from Alaska or Hawai'i locations.

2. Called to Active-Duty-for-Training for 140 or More Days. A Reserve Component member called or ordered to ADT from an OCONUS location for 140 or more days at one location is authorized station allowances for the location from which called or ordered to active duty, beginning on the day the member is authorized a housing allowance. The initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authorization for station allowances for the PDS location begins on the day the member reports at that location. A member called or ordered to ADT from a location in the CONUS for 140 or more days at one location is authorized station allowances in the same manner as a member already on active duty.

3. Called to Active-Duty-for-Other-Than-Training for More Than 180 Days. Except as provided in par. U7150-H4, a Reserve Component member called or ordered to active-duty-for-other-than-training from an

OCONUS location for more than 180 days at one location is authorized station allowances for the location from which called or ordered to active duty, beginning on the day the member is authorized a housing allowance. The initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authorization for station allowances for the PDS location begins on the day the member reports at that location. A member called or ordered to active-duty-for-other-than-training from a CONUS location for more than 180 days at one location is authorized station allowances in the same manner as a member already on active duty.

4. Called or Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days but Not Authorized HHG Transportation. Except when HHG transportation is authorized, a Reserve Component member called or ordered to active-duty-for-other-than-training for more than 180 days at one location, away from the member's OCONUS principal place of residence (at the time called or ordered to active duty) is:

- a. Assigned to duty at that residence, and
- b. Paid station allowances at that location rate.

HHG transportation under a TDY order in accordance with Chapter 4, Part H, does not affect this authorization. Station allowances authorization begins on the day the member is authorized a housing allowance. Per diem is payable as indicated in par. U7150-A4b(3).

5. Called or Ordered to Active-Duty-for-Training for Less than 140 Days or for Other Than Training for 180 Days or Fewer. A Reserve Component member called or ordered to active-duty-for-training from an OCONUS location for less than 140 days or for other than training for 180 or fewer days is authorized station allowances:

- a. if the call or order to active duty is in support of a contingency operation (see Appendix A for definition of "contingency operation"); or
- b. whenever there is no per diem authority.

The member is authorized station allowances at the rate prescribed for the member's principal place of residence location at the time called or ordered to active duty (55 Comp. Gen. 135 (1975)).

#### **U7155 RETIRED MEMBERS CALLED (OR ORDERED) TO ACTIVE DUTY WITH OR WITHOUT PAY**

Except for periodic physical examinations covered by par. U7250, a retired member (including those on the TDRL and members in the Fleet Reserve or Fleet Marine Corps Reserve receiving retainer pay), called (or ordered) to active duty with or without pay, are authorized travel and transportation allowances as provided in par. U7150 for a Reserve Component member.

#### ***Effective 1 January 2006***

#### **\*U7175 MUSTER DUTY ALLOWANCE FOR 'READY RESERVE' RESERVE COMPONENT MEMBERS**

The Muster Duty Allowance rate, effective 1 January 2006, is \$165.00 for a Reserve Component Ready Reserve member (not a member of the National Guard or the Selected Reserve) authorized a muster duty allowance. See par. 580106 of the DoD 7000.14-R, Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay for DOD (<http://www.dtic.mil/comptroller/fmr/07a/07A58.pdf>) and COMDTINST M7220.29, U.S. Coast Guard Pay Manual for Coast Guard (<http://www.uscg.mil/HQ/G-W/G-WP/G-WPM/MANUALS.HTM>). **NOTE: The allowance is 125 percent of the average CONUS per diem rate in effect on 30 September of the year preceding the calendar year in which the muster duty is performed.**

<b>Example 4</b>	
<b>Member with three dependents (spouse and two children under age 12)</b>	
<i><b>NOTE: Costs in this example are not actual costs and are used for illustration only.</b></i>	
Member's PDS is in Anchorage, AK, and the HOR is San Francisco, CA.	
City-pair airfare cost (one way): \$599 @ 4 eligible travelers	\$2,396.00
Member elects (no Service authorization) POC transportation mode to San Francisco – 3,063 miles one way	
POC MALT: 3,063 miles @ \$.20/mile = \$612.60.	\$ 612.60
Per Diem: 9 travel days (3,063 miles/350 miles/day) @ \$250.25/day (\$91.00 (member), \$68.25 (spouse), and \$91.00 (\$45.50 @ 2 children))	\$2,252.25
Total 'MALT PLUS' for POC travel:	<u>\$2,864.85</u>
Total cost of POC use above air use	\$ 468.85
<p>The member is <b><i>not responsible</i></b> for the additional \$468.85 cost if POC travel to the HOR or an alternate COT location is authorized/approved by the Secretarial Process. See par. U7200-C1c.</p> <p>In this example, the city-pair airfare cost to San Francisco, CA, is less expensive than POC 'MALT PLUS' travel to the HOR. The member's reimbursement would be limited to the authorized city-pair airfare of \$599.00/person if the Service did not authorize/approve POC use. <b><i>The member is financially responsible for the additional cost (\$2,864.85 - \$2,396.00) of \$468.85 each way if POC use is not authorized/approved.</i></b></p>	

2. Travel Status. A member is in a travel status (see par. U2200-B) during direct travel between authorized locations. For other travel undertaken for personal convenience, a member's travel status is limited to constructed period equal to that required for direct travel between authorized locations by available transportation.

3. No Authority. Travel and transportation is not authorized under this paragraph if a member elects:

- a. 15 days leave and transportation, addressed under par. U7305, or
- b. Either of two other options available in lieu of transportation under the authorization discussed under par. U7305, (i.e., cash, or 30 days leave without funded transportation (see DoDD 1327.5 at <http://www.dtic.mil/whs/directives/corres/html/13275.htm>)).

**U7205 TRANSPORTATION IN PERSONAL EMERGENCIES**

\*A. Transportation Authorization. Eligible members on emergency leave and eligible dependents with personal emergencies (as determined under DoDD 1327.5 (Leave and Liberty) <http://www.dtic.mil/whs/directives/corres/html/13275.htm>) for DoD Services and/or Service regulations (see par. U1010-B10) are authorized transportation between authorized locations. Each emergency leave traveler is authorized commercial air transportation between authorized locations if space-required Government transportation is not reasonably available. ***NOTE: Commanders must determine "reasonable availability" after considering frequency and scheduling of flights, and other relevant circumstances (including those personal to the member). See par. U7205-C for definition of "authorized location." Par. U3002-B, allowing reimbursement up to the directed mode cost, does not apply if Government transportation is reasonably available and not used.***

1. Reimbursement for transportation costs cannot exceed the cost of Government-procured commercial air transportation between authorized locations.

***NOTE: Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation from PDS or home (or destination) to airport is not authorized.***

2. For eligible dependents, personal emergencies are circumstances similar to those for which a member receives emergency leave, and includes travel not authorized under par. U5242-A incident to the burial of a deceased member.
3. Travel across CONUS is at Government expense if a member or dependent must transit the CONUS to reach the OCONUS emergency (leave) point.

**B. Eligibility**

1. Eligible Members. Eligible members are those:

- a. On permanent duty OCONUS,
- b. Assigned to an OCONUS ship or unit operation, or
- c. With OCONUS domiciles who are on permanent duty or initial training (or are described in par. U7125-A or U7125-B) in CONUS.

***NOTE: Cadets/midshipmen are not eligible members for this transportation.***

2. Eligible Dependents. Eligible dependents are those who:

- a. Are command sponsored and reside OCONUS with the member,
- b. Reside at an OCONUS location and for whom the member receives a station allowance/OHA, or
- c. Reside in CONUS and the member:

## CHAPTER 7

## PART H2: REIMBURSEMENT FOR LODGING WHILE ON LEAVE

*Effective 24 February 2006*

**\*U7225 LODGING EXPENSES DURING A MEMBER'S AUTHORIZED ABSENCE WHILE TDY IN SUPPORT OF A CONTINGENCY OPERATION**

A. General. An eligible member deployed in a TDY status to a location in support of a contingency operation who retains lodging at the TDY location during an authorized absence may be reimbursed for the lodging expenses as a reimbursable miscellaneous expense. See Appendix G, Part I, Item 28. a.

B. Eligibility. A member who:

1. Is assigned TDY in support of a contingency operation for more than 30 days, and
2. Immediately before taking the authorized absence, was performing duty at a location away from the member's home or PDS, and
3. Was receiving per diem to cover lodging expenses because Government quarters were not available at no cost to the member, and
4. Before the end of the authorized absence, returns to the TDY location

is eligible for reimbursement for lodging retained at the TDY location.

C. Reimbursement. The member is authorized reimbursement as a miscellaneous reimbursable expense for the actual cost of lodging retained during an authorized absence not to exceed the lodging portion of the per diem rate for the TDY location for each day. See <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>. **NOTE: Per diem is NOT authorized for a member on an authorized absence, who is returning to the PDS/home for the weekend. Reimbursement for the lodging retained at the TDY station is reimbursable as a Miscellaneous Expense.**

**NOTE: This reimbursement authority for an authorized absence during a contingency operation applies only when the computation provisions of par. U4141 covering an authorized absence period do not fully reimburse for per diem-related lodging costs.**

D. Authorized Absence. In par. U7225 this term, with respect to a member, means that the member is in an authorized leave status or that the member's absence is otherwise authorized under regulations prescribed by the Secretary Concerned. (37 USC §404b(d)).

*Effective 13 October 2005*

**U7226 LODGING EXPENSES WHILE ON LEAVE DURING AN AUTHORIZED/ORDERED EVACUATION**

A. General. A member sent TDY to a location for more than 30 days who goes on leave from the TDY location to the dependents' safe haven location who have been evacuated may be reimbursed for the TDY location lodging expenses as a reimbursable expense.

B. Eligibility. A member who:

1. Was receiving per diem to cover TDY lodging expenses because Government quarters were not available at no cost to the member, and
2. Immediately after completing the authorized leave, returns to the TDY location

is eligible for lodging reimbursement for lodging retained at the TDY location.

C. Reimbursement. The member is authorized reimbursement as a reimbursable expense for the actual cost of lodging retained at the TDY location during leave not to exceed the lodging portion of the per diem rate for the TDY location for each day. See <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>.

***NOTE: This reimbursement authority for leave during an evacuation applies only when the computation provisions of par. U4141 covering a leave period do not fully reimburse for per diem-related lodging costs.***

**CHAPTER 7****PART P: TRANSPORTATION OF MEMBERS DISCHARGED FROM SERVICE UNDER OTHER THAN HONORABLE CONDITIONS****U7500 GENERAL**

For travel under pars. U7501 through U7504, a member may be provided:

1. In-kind transportation by the least expensive common carrier transportation mode available, or
2. The Government cost of that transportation.

***NOTE:*** *The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.*

**U7501 NO CONFINEMENT INVOLVED**

A member, who has not been confined, is authorized the transportation allowances in par. U7500 from the place of separation to the HOR or the PLEAD, as the member elects. See par. U7504 for transportation to an alternate location.

**U7502 UPON PAROLE OR RELEASE FROM UNITED STATES MILITARY CONFINEMENT FACILITY**

A former member, who has been discharged while in confinement in a U.S. military confinement facility, is authorized, upon parole or final release, to transportation allowances in par. U7500 (but no per diem), from the place of confinement to the:

1. HOR; or
2. PLEAD, as the member elects; or
3. Place authorized by the Service concerned for residence as a parolee.

See par. U7504 for transportation to an alternate location.

**U7503 UPON PAROLE OR RELEASE FROM AN OCONUS CONFINEMENT FACILITY**

A former member, discharged OCONUS after confinement in a non-U.S. military confinement facility, is authorized transportation allowances in par. U7500 (but no per diem), from the:

1. Place of release from confinement, or
2. U.S. military facility nearest the place of confinement,

to the POD in the country (including a U.S. territory or possession) of the:

1. Member's HOR, or
2. PLEAD,

as the member elects.

**U7504 TRANSPORTATION ALLOWANCES TO A PLACE OTHER THAN THE HOR OR PLEAD**

Transportation allowances in par. U7500 may be authorized from the place of separation, or point of parole or release from confinement facilities, to a place other than the member's HOR or PLEAD, when:

1. Authorized/approved by the commanding officer or other competent authority; and
2. The Government transportation cost does not exceed the transportation cost to the member's HOR or PLEAD, as the member elects.

**U7505 UPON PAROLE OR RELEASE FROM CIVIL CONFINEMENT IN CONUS**

A former member who has been discharged while in confinement by civil authorities (Federal, State, county, or local) in CONUS, is not authorized transportation.

**U7506 CONVICTED PERSONNEL AWAITING COMPLETION OF APPELLATE REVIEW**

A. Involuntary Leave. A member, who is placed on leave involuntarily while awaiting completion of appellate review of the court-martial sentence to a punitive discharge or dismissal from the Service, may be provided transportation in-kind (but no per diem) to the HOR or PLEAD, as the member elects. The least expensive transportation mode available must be provided or the member may be paid an amount not to exceed the Government's cost of that least expensive transportation. See par. U7504 for transportation to an alternate location.

B. TDY Travel. If a rehearing is ordered following completion of travel or official travel is ordered for hospitalization, physical examination, discharge, or for other purposes of an official nature, the member is authorized travel and transportation under Chapter 4 (including per diem).

C. Member Restored to Duty. If the member is restored to duty, the member is authorized the PCS allowances in Chapter 5, Part B (including per diem), from the place to which transportation was authorized when placed on appellate leave to the PDS.

D. Final Separation Travel. When the member travels at Government expense to the HOR or PLEAD, or to some other place on a NTE basis under par. U7506, this travel is the final separation travel unless the member is restored to duty. See 63 Comp. Gen. 135 (1983).

**CHAPTER 7**

**PART R: TRANSPORTATION OF REMAINS OF DECEASED MEMBERS AND  
DECEASED DEPENDENTS**

**\*U7600 GENERAL**

For information on the transportation of remains of deceased members and remains of deceased dependents, see the DTR and the appropriate Service regulations (see par. U1010-B11).

**U7601 ESCORTS ACCOMPANYING REMAINS OF DECEASED MEMBERS**

Per diem allowances for travel and TDY of members in connection with escorting remains of deceased members are as prescribed in Chapter 4 for all other TDY travel.

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## CHAPTER 7

## PART Y: TRAVEL ALLOWANCES TO SPECIALTY CARE OVER 100 MILES

## U7960 TRAVEL TO SPECIALTY CARE OVER 100 MILES

A. General. When a TRICARE Prime enrollee is referred by the primary care manager (PCM) for medically necessary non-emergency specialty care more than 100 miles from the PCM's office, the patient must be reimbursed for reasonable travel expenses. ***NOTE: The Military Treatment Facility (MTF), where the TRICARE Prime member is enrolled, or the Lead Agent, if the TRICARE Prime member is enrolled with a civilian PCM, determines if the specialty care is more than 100 miles from the PCM. That distance is not the distance for which transportation expenses are reimbursed. Transportation expenses are reimbursed for the official distance (see par. U2020) from the patient's residence city to the specialty care provider's city.*** This also applies to subsequent specialty referrals authorized by the PCM or Health Care Finder. This policy is based on OASD/Health Affairs, TRICARE Management Activity memo of 22 June 2001.

B. Applicability. Travel under this Part may be provided to a covered beneficiary enrolled in TRICARE Prime. ***The following are not authorized travel under this Part:***

1. Active duty members (see par. U7252); and
2. Dependents overseas authorized travel under par. U5240-C.

***NOTE: A retired member (and the retiree's dependents) may be authorized patient travel under par. U7960-A provided the retiree is (or dependents are) TRICARE Prime enrollee(s).***

C. Transportation. A patient, referred by the PCM for specialty care at a location over 100 miles away from the PCM's office, may have transportation to the appropriate specialist authorized/approved. When practicable, Government transportation should be used. When Government transportation is not available or its use is not practicable, patients may be transported by one of the following modes:

1. Government-procured commercial transportation,
2. Personally procured commercial transportation (see par. U3120), or
3. POC.

When personally procured commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used. When POC is used, reimbursement is authorized for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel).

***Reimbursement for travel performed by personally procured commercial transportation or POC must not exceed the Government's cost if Government or Government-procured transportation is available.*** When Government-procured or personally procured commercial transportation is used, reimbursement is authorized for actual expenses incurred for the transportation cost between home and terminal and terminal and the specialty care provider facility and return. ***NOTE: Payment may not be on a commuted basis, such as a mileage allowance for transportation cost.***

D. Lodging and Meals. The actual cost of the patient's lodging (including taxes (see ***NOTE***), tips, and service charges) and actual cost of meals (including taxes and tips, but not including alcoholic beverages) may be reimbursed up to the per diem rate for the area concerned.

**NOTE:**

1. *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 a separately reimbursable travel expense except when MALT PLUS for POC travel is paid.*

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

\*E. **Reimbursable Expenses.** Reimbursement is authorized for the actual expenses incurred for the patient's travel between the transportation terminal, medical facility, and lodging when the patient is receiving outpatient care from a specialist located more than 100 miles from the PCM's office. Actual expenses incurred for transportation costs between the medical facility and lodging may be reimbursed for the number of trips the patient must make between those two places. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When a POC is the mode, reimbursement for the actual expenses incurred, as in par. U7960-D, is authorized. *Transportation expenses may not be paid using a mileage allowance (B-202964, 23 February 1982). Reimbursement is not authorized for other expenses not specifically authorized in par. U7950-D (i.e., expenses in App G, Part I are not authorized).*

F. **Administrative Provisions.** An order authorizing/approving patient transportation to a specialist for medical care must cite this paragraph as authority. A statement by a competent medical official (military or civilian, as available) that travel is to a specialty care provider facility in accordance with 10 USC §1074 must support the order.

**U7961 ATTENDANT'S TRAVEL FOR SPECIALTY CARE OVER 100 MILES**

A. **General.** If a patient meets the travel requirements as identified in par. U7960-A, round trip travel and transportation expenses are authorized for one necessary attendant. The attendant must be a parent, guardian, or another adult (over 21 years old) member of the patient's family. An individual traveling as an attendant is authorized travel and transportation allowances or reimbursement for expenses as prescribed in this paragraph.

B. **A Member as an Attendant.** A member, ordered on TDY as an attendant, is authorized TDY allowances while acting as an attendant.

C. **A Civilian Employee as an Attendant.** A U.S. Government civilian employee assigned to TDY as an attendant is authorized the TDY allowances prescribed in regulations issued by the employee's agency or department.

D. **Another Person as an Attendant.** A person other than a member or U.S. Government civilian employee, who is designated to travel as an attendant, must be included in the patient's travel order/authorization and identified as an attendant. This person is authorized reimbursement of reasonable travel expenses as in pars. U7960-C and U7960-D. **NOTE:** *The patient and attendant cannot both be reimbursed for the same travel expense (e.g., both cannot claim gas costs when traveling by POC).*

## CHAPTER 7

## PART Z1: TRAVEL ALLOWANCES - BILATERAL OR REGIONAL COOPERATION PROGRAM

## U7970 TRAVEL ALLOWANCES FOR DEFENSE PERSONNEL OF DEVELOPING COUNTRIES

*Effective 8 December 2004*

***NOTE:*** *Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.*

\*A. General. Transportation, per diem/AEA, and miscellaneous expenses listed in App G, Part I may be authorized/approved for defense personnel of developing countries in connection with the attendance of such personnel at a bilateral or regional conference, seminar, or similar meeting if it is determined that the attendance of such personnel at a conference, seminar, or similar meeting is in the national security interests of the U.S.

B. Travel within the Area of Responsibility of a Combatant Command. Except as provided in pars. U7970-C and U7970-D, expenses authorized to be paid under par. U7970-A may be paid on behalf of personnel from a developing country only in connection with travel within the area of responsibility of the combatant command (as defined in 10 USC §161(c)) in which the developing country is located or in connection with travel to Canada or Mexico. As defined in 10 USC 161(c), the term "combatant command" means a military command which has broad, continuing missions and which is composed of forces from two or more military departments.

C. Travel when the Combatant Command is located within the U.S. In a case in which the unified combatant command's headquarters is located within the U.S., expenses authorized to be paid under par. U7970-A may be paid for the travel of defense personnel of developing countries to the U.S. to attend a bilateral or regional conference, seminar, or similar meeting.

D. Personnel of a Developing Country that is not a Member of the North Atlantic Treaty Organization (NATO). In the case of defense personnel of a developing country that is not a member of NATO but that is participating in the Partnership for Peace program of NATO, expenses authorized to be paid under par. U7970-A may be paid for the travel of personnel to any of the countries participating in the Partnership for Peace or the territory of any NATO member country.

E. Maximum Expenses that May Be Paid. Expenses authorized to be paid under par. U7970-A may not, in the case of any individual, exceed the amount that would be paid to a member of the U.S. armed forces (of a comparable grade) for authorized travel of a similar nature.

F. Payment of Additional Expenses. In addition to the expenses authorized to be paid under par. U7970-A, payment may be authorized/approved by the Secretarial Process for other expenses incurred in connection with any conference, seminar, or similar meeting that are in the U.S.'s national security interests.

G. Payment under this Part is in Addition to Payments under 10 USC §1050. Payment of expenses under this Part is in addition to the payment of certain expenses and compensation of officers and students of Latin American countries under 10 USC §1050. *(that currently states: - Latin American cooperation: payment of personnel expenses - The Secretary of Defense or the Secretary of a military department may pay the travel, subsistence, and special compensation of officers and students of Latin American countries and other expenses that the Secretary considers necessary for Latin American cooperation.)*

H. Travel Authorizations. Invitational Travel Authorizations (See Appendix E) are to be used for authorizing the allowances under this Part.

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## CHAPTER 7

PART Z2: TRAVEL AND TRANSPORTATION ALLOWANCES - COALITION  
LIAISON OFFICERSU7980 TRAVEL AND TRANSPORTATION ALLOWANCES - COALITION LIAISON OFFICERS (10  
USC §1051a)

*Effective 8 December 2004*

**NOTE:** *Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.*

\*A. General. Under the authority in 10 USC §1051a, the Secretary of Defense may authorize travel (per diem/AEA), transportation, and miscellaneous expenses listed in App G, Part I required for the performance of duties by a liaison officer of a developing country involved in a coalition with the United States while the liaison officer is assigned temporarily to the headquarters of a United States combatant command, component command, or subordinate operational command in connection with the planning for, or conduct of, a coalition operation. The Secretary of Defense may authorize payment of the above-described allowances for a liaison officer of a developing country in connection with the assignment of that officer to the headquarters of a combatant command if the assignment is requested by that combatant command commander. To the extent determined appropriate, the Secretary of Defense may authorize the allowances with or without reimbursement from (or on behalf of) the recipients.

B. Maximum Allowances that May Be Paid. Allowances authorized to be paid under par. U7980-A may not, in the case of any individual, exceed the amount that would be paid to a member of the United States armed forces (of a comparable grade) for authorized travel of a similar nature.

C. Definition. The term 'coalition' means an ad hoc arrangement between or among the United States and one or more other nations for common action.

D. Travel Authorization. Invitational Travel Authorizations (See Appendix E) are to be used for authorizing the allowances under this Part.

\*E. Authority Termination. The authority for authorizing the allowances in par. U7980 expires on September 30, 2007.

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## CHAPTER 8

### COST-OF-LIVING ALLOWANCE FOR MEMBERS ASSIGNED TO HIGH-COST AREAS IN CONUS (CONUS COLA), (37 USC §403b)

<u>Paragraph</u>	<u>Contents</u>
U8000	<b>ELIGIBLE MEMBERS</b>
U8001	<b>DEFINITION OF TERMS AS USED IN THIS PART</b> <ul style="list-style-type: none"><li>A. High Cost Area</li><li>B. Member-with-Dependents</li><li>C. Member-without-Dependents</li><li>D. Primary Dependent</li><li>E. Unaccompanied Status</li></ul>
U8002	<b>RATES PAYABLE</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Both Husband and Wife Are Members</li><li>C. Member Assigned to a Ship or Afloat Staff</li><li>D. New Members</li><li>E. Member in a Leave Status Awaiting Final Discharge</li><li>F. Member Processing for Separation or Retirement</li></ul>
U8003	<b>CONUS COLA NOT PAYABLE</b>
U8004	<b>CONUS COLA WHEN ORDERED ON A PCS</b>
U8005	<b>PRIMARY DEPENDENTS DO NOT RESIDE AT THE PDS LOCATION</b> <ul style="list-style-type: none"><li>A. Member Serves in an OCONUS Unaccompanied Status</li><li>B. Member's PDS in CONUS and Dependents Do Not Reside at the PDS Location</li></ul>
U8006	<b>DEPENDENTS ARRIVE AT OVERSEAS PDS AFTER MEMBER</b>
U8007	<b>MEMBER IN NONPAY STATUS</b>
U8008	<b>AUTHOTIZATION WHEN THE MEMBER IS HOSPITALIZED</b>
U8009	<b>CONCURRENT PAYMENT OF OCONUS COLA AND CONUS COLA</b>
U8010	<b>MEMBER PAYING CHILD SUPPORT</b>
U8011	<b>RESERVE COMPONENT MEMBERS</b> <ul style="list-style-type: none"><li>A. Called or Ordered to Active Duty for 140 or More Days</li><li>B. Called or Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days but Not Authorized HHG Transportation</li><li>C. Called or Ordered to Active-Duty-for-Training for Less Than 140 Days or 180 or Fewer Days for Other Than Training</li></ul>

- U8013**                    **CONUS COLA AT WITH DEPENDENT RATE FOR MEMBERS WITH  
PHYSICAL CUSTODY OF CHILDREN**
- U8014**                    **CONUS COLA INCIDENT TO EVACUATION OF MEMBER'S PDS**  
A.    Members with Dependents  
B.    Members without Dependents
- U8015**                    **U8015 EARLY/ADVANCE DEPENDENTS' RETURN**

**U8013 CONUS COLA AT WITH DEPENDENT RATE FOR MEMBERS WITH PHYSICAL CUSTODY OF CHILDREN**

Generally, a divorced or legally separated member with legal custody of a child or children of the marriage is authorized CONUS COLA at the with-dependent rate. However, a member parent who has physical custody, but not legal custody, of at least one child is authorized CONUS COLA at the with-dependent rate when the following conditions are met:

1. The member must be authorized BAH, and
2. Physical custody must be for a minimum of 90 consecutive days (a break, or breaks if for 5 days or less, are not considered an interruption of the 90-day period).

**NOTE:**

*1. If the divorce or separation involves two members, it is possible for both members to be authorized CONUS COLA at the with-dependent rate. This is the case when each parent has physical custody of one or more children at the same time. Both members cannot draw BAH at the with-dependent rate based on physical custody of the same child(ren) at the same time.*

*2. In cases wherein the child or children are in the physical custody of a member paying child support for more than 90 consecutive days (excluding a break or breaks for 5 or fewer days), the member is not receiving BAH at the with-dependent rate solely because of child support payment (69 Comp. Gen 407, (1990)).*

**U8014 CONUS COLA INCIDENT TO EVACUATION OF MEMBER'S PDS****A. Members with Dependents**

1. Continuation of CONUS COLA at the Member's PDS. A member, whose dependents are evacuated and who was authorized CONUS COLA at the with-dependent rate prescribed for the member's PDS on the date of such evacuation, is authorized to continue to be paid such allowances while the member's PDS remains unchanged, unless the Secretarial Process issues a determination, under the provisions in par U8005-B, that it is necessary for the dependents to maintain a permanent residence in an area other than the one in which the PDS is located. When such a determination is issued, authority for CONUS COLA at the with-dependent rate, based on the location of the designated place for the primary dependent, begins on the day after the day on which per diem at the designated place (authorized in par. U6054-E) terminates.

2. CONUS COLA at a Designated Place. When a member's command sponsored dependents are residing at a designated place in the CONUS incident to an evacuation, the member is authorized CONUS COLA at the with-dependent rate beginning on the day after the day on which per diem at the designated place (authorized in par. U6005-E) terminates. The rate applicable is based on the location of the designated place for the primary dependent.

B. Members without Dependents. A member without dependents, who was authorized CONUS COLA at the PDS on the date an evacuation is ordered, continues to be authorized CONUS COLA until the day before the day the member reports at the new PDS.

*Effective 10 January 2006*

**\*U8015 EARLY/ADVANCE DEPENDENTS' RETURN**

A member is authorized CONUS COLA when all dependents are early/advance-returned at Government expense to CONUS before the member, from the member's OCONUS PDS. CONUS COLA at the with-dependent rate begins on the arrival day of one or more dependents at the permanent residence location or the day all the dependents have departed the member's OCONUS PDS, whichever is later. ***OCONUS COLA at the with-dependents' rate terminates the day before the dependents leave/the last dependent leaves the member's old PDS (see par. U9106-A4).*** To be eligible for CONUS COLA, the member must be authorized to receive BAH on behalf of those dependents at that location. The applicable CONUS COLA rate is based on the location at which the dependents establish a permanent residence.

- U9157 RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES**
- A. General
  - B. Temporary Lodging Not Available at PDS
  - C. Temporary Lodging Furnished by Government Contractors
  - D. Temporary Lodging Occupied in Facilities Under Government Jurisdiction
  - E. General TLA Computation
  - F. TLA while Government Quarters Are Being Renovated, or if Government Quarters Lack/Private Sector Housing Lacks a Stove and/or Refrigerator
  - G. Temporary Quarters Contain Facilities for Preparing and Consuming Meals
  - H. TLA Computation Examples
- U9158 ADVANCE PAYMENT**
- U9159 TLA – SPECIAL**

**PART D: MISCELLANEOUS CONDITIONS AFFECTING ALLOWANCE PAYMENTS**

<u>Paragraphs</u>	<u>Contents</u>
<b>U9200</b>	<b>MEMBER ASSIGNED TO SHIPS OR FLEET UNITS</b>
	A. Member with Dependents Assigned to Duty Aboard a Ship
	B. Member Assigned to Duty Aboard a Two-crew Submarine (SSBN)
	C. Fractional COLA for Member-without-Dependents
<b>U9201</b>	<b>MEMBER SERVING AN UNACCOMPANIED TOUR OR ON UNUSUALLY ARDUOUS SEA DUTY</b>
	A. General
	B. Member Serves an Unaccompanied Tour/on Unusually Arduous Sea Duty at the First PDS
	C. Reassignment from an Unaccompanied Tour/Unusually Arduous Sea Duty to Another Unaccompanied Tour/Unusually Arduous Sea Duty
	D. Member's PDS Declared an Unaccompanied Tour Area
	E. Entry Permission Withdrawn while Dependents Are en Route
	F. Subsequent Reassignment to an Accompanied Tour Area
	G. Payment of Allowances to Member at Unaccompanied Tour/Unusually Arduous Sea Duty Station
	H. Dependents Relocate from a Designated Place at Personal Expense
<b>U9202</b>	<b>STATION ALLOWANCES WHEN BOTH HUSBAND AND WIFE ARE MEMBERS</b>
	A. When Separate Households Are Maintained
	B. Cost-of-Living Allowance when a Joint Household Is Maintained
<b>U9203</b>	<b>COLA INCIDENT TO EVACUATION OF THE MEMBER'S PDS</b>
	A. Members with Command Sponsored Dependents
	B. Members with Non-Command Sponsored Dependents
<b>U9204</b>	<b>STATION ALLOWANCES WHEN ADVANCE OR DELAYED DEPENDENT TRAVEL IS AUTHORIZED/APPROVED</b>
	A. Delayed Travel
	B. Advance Arrival
	C. Assigned to Government Quarters

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## CHAPTER 9

### PART B: COST-OF-LIVING ALLOWANCE (COLA)

#### U9100 COLA

A. Purpose. COLA is authorized to assist a member in maintaining the purchasing power of the discretionary portion of spendable income while assigned to an OCONUS PDS. COLA is derived by comparing the OCONUS cost-of-living with the CONUS cost-of-living. *Allowances to cover official entertainment expenses are not authorized by 37 USC §405 and are not included in this Volume.*

B. Allowances Payable. The COLA index for each OCONUS location is shown in Appendix J. COLA rates are based on the member's PDS except when the ship's home port is the PDS for COLA purposes, see par. U9200; when dependents reside at a location other than the PDS in conjunction with an unaccompanied assignment, see par. U9201; or when dependents are evacuated, see par. U9203.

C. COLA Calculation. COLA is prescribed as a daily rate. It is computed by using the member's annual income (as determined by the member's grade, years of service, and dependency status) to identify the member's annual spendable income (as determined by the number of command sponsored dependents) which, when multiplied by the authorized COLA index determines the annual COLA. For detail computation steps, see Appendix J.

D. COLA Unique Expenses. In some OCONUS locations members incur expenses for items that are not incurred in CONUS. Under the procedures in Part II, Appendix J, reimbursement may be authorized for specific locations and specific types of expenses.

#### U9101 COLA START/STOP

A. Start. COLA generally starts on the day a member reports to a new PDS or the day dependents arrive prior to their sponsor, as specified in par. U9204. COLA starts on the day after the member's reporting day if, on the reporting day, a member is authorized MALT PLUS per diem.

B. Stop. COLA stops:

1. The day before the member departs in compliance with a PCS order, or
2. On the homeport change effective date (from OCONUS) of the ship or unit to which the member is assigned,

Unless:

- \*1. An extension is authorized through the Secretarial Process under par. U9204, or
2. COLA is authorized during a PCS between PDSs in close proximity under par. U9102,

#### U9102 COLA INCIDENT TO PCS BETWEEN PDSs IN CLOSE PROXIMITY

When a member is ordered on a PCS between PDSs located in close proximity and, at the new PDS, the member continues to commute from the residence occupied while at the old PDS, COLA continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited. A member ordered on PCS with TDY en route is paid COLA during that period. If the COLA rate differs between the old and new PDSs, the rate for the old PDS is paid through the day before the member reports to the new PDS.

**U9103 COLA FOR A MEMBER WITHOUT DEPENDENTS****A. Government Dining Facility/Mess Availability**

***NOTE: For COLA purposes - If the member purchases meals, or receives meals at no cost at a Government dining facility/mess (see par. U9000-F and Appendix A), then a Government dining facility/mess is available. Payment of BAS is independent of the reality of the Government dining facility/mess being available.***

1. Member with Government Quarters and Government Dining Facility/Mess Available. A member who has Government quarters available at the PDS (including aboard a ship) and a Government dining facility/mess available, is authorized COLA at 47 percent (rounded to the closest penny) of the rate computed as indicated in Appendix J for a member with 0 dependents. The presence of non-command-sponsored dependents at or near the PDS is not a reason for a member to not use available Government quarters and/or Government dining facility/mess. In that situation, the member is still only authorized COLA at the 47 percent rate.
2. Member with Government Quarters Available but without a Government Dining Facility/Mess Available. A member who has Government quarters available but who does not have a Government dining facility/mess available for 3 meals a day at the PDS is authorized COLA at the rate specified in Appendix J for a member with 0 dependents.
3. Member with Government Quarters Available but for Whom Government Dining Facility/Mess Use is Impractical. A member who has Government quarters available, but whose commanding officer, or the commanding officer's designee, furnishes a statement that Government dining facility/mess use is impractical, is authorized the COLA computed as indicated in Appendix J for a member with 0 dependents.
4. Enlisted Member Authorized to Mess Separately. An enlisted member for whom Government quarters are not available and who is authorized to mess separately (i.e., away from a Government dining facility/mess), is authorized COLA computed as indicated in Appendix J for a member with 0 dependents.
5. Member-Married-to-Member Couple Maintaining a Joint Residence. A member, who is authorized to mess separately and who maintains a joint residence with the spouse who also is a member, is authorized COLA computed as indicated in Appendix J for a member with 0 dependents. Also see par. U9202.
6. Member Authorized to Occupy Other Than Government Quarters. A member in grade E-7 or higher, who has no dependents, has elected to not occupy Government quarters, and who is occupying private sector housing is authorized the COLA computed as indicated in Appendix J for a member with 0 dependents.
7. Member-without-Dependents Who Elects Not to Occupy Inadequate Government Quarters. A member in grade E-6, who has no dependents, has elected to not occupy *inadequate* Government quarters, and who is occupying private sector housing is authorized the COLA computed as indicated in Appendix J for a member with 0 dependents.
8. Member Who Has No Dependents and Is Assigned to a Ship. A member who:
  - a. Has no dependents,
  - b. Is assigned to permanent duty aboard a ship,
  - c. Is in grade E-6 or above and elects not to occupy assigned shipboard Government quarters, or in the grade of E-4 or E-5 and is authorized to not occupy assigned shipboard Government quarters, and
  - d. Occupies private sector housing ashore,

is authorized COLA computed as indicated in Appendix J for a member with 0 dependents.

9. Both Spouses below Grade E-6 Assigned to Sea Duty. Both members of a dual military couple (both below grade E-6) are authorized COLA as specified in Appendix J for a member with 0 dependents if the spouses:

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

10. Member in Confinement. A member without dependents is not authorized COLA while in a confinement status serving a sentence as a result of disciplinary action.

B. Leave Periods. If a member without dependents takes leave in CONUS, COLA continues for the first 30 days and stops as of day 31. If COLA is stopped, it starts again the day the member returns from leave. If a member without dependents takes leave OCONUS, COLA continues during the entire leave period.

**U9104 NON-COMMAND-SPONSORED DEPENDENTS IN PDS VICINITY**

A member, who is serving an unaccompanied tour at an OCONUS PDS, but is accompanied or joined by non-command sponsored dependents, is not authorized COLA as a member with dependents because the presence of the dependents leads the member to choose to not use an available Government dining facility/mess. The member is authorized a COLA the same as any other member without dependents under par. U9103-A under the same conditions. If the member changes the tour election and agrees to serve the accompanied tour, COLA as a member with dependents under par. U9106 starts on the date dependents are command-sponsored.

**U9105 FRACTIONAL COLA FOR A MEMBER-WITHOUT-DEPENDENTS**

A member without dependents:

- 1. On duty at a PDS where a Government dining facility/mess is available, and
- 2. Whose duty, as distinguished from a travel status, requires the member's absence from the PDS (including a ship or other fleet unit having an assigned homeport outside CONUS) during one or more meals,

is authorized a pro rata share of the member-without-dependents COLA for each meal not furnished in a Government mess in addition to the 47 percent rate COLA authorized in par. U9103-A1. The commanding officer, or an officer designated by the commanding officer for that purpose, must authorize payment of the additional allowance. The amount payable is obtained by applying the percentages indicated in the following table for the meals involved to the daily COLA rates computed in accordance with Appendix J for a member with 0 dependents for the PDS, or in the case of a member assigned to a ship or other fleet unit having an assigned OCONUS homeport, the COLA for the place where the meals are taken.

<u>Meal Involved</u>	<u>Applicable Percentage</u>
Morning	10%
Noon	20%
Evening	20%

*Effective 10 January 2006*

**\*U9106 COLA FOR MEMBER WITH DEPENDENTS**

A. General. A member with dependents is authorized COLA based on the number of command-sponsored dependents at the PDS (see par. U9202 for authorization for member-married-to-member couples) regardless of Government dining facility/mess availability (including aboard ship), except:

1. For any day in excess of 30 consecutive calendar days that a member accompanied by *all* dependents is on leave in CONUS;
2. When one or more, or all, dependents return to CONUS for a temporary period in excess of 30 consecutive calendar days, the COLA payment beginning on the 31st day that a dependent is in CONUS is reduced to the rate specified in Appendix J for the number of dependents remaining at the PDS;
3. When one or more dependents depart the PDS vicinity and return to CONUS to attend school, the payment is reduced as of the day following the departure day to the rate specified in Appendix J for the number of dependents remaining at the PDS; or
4. When one or more dependents (but not all) depart the PDS vicinity and early/advance-return to CONUS, the OCONUS COLA payment is reduced as of the day following the dependents departure to the rate specified in Appendix J, for the number of dependents remaining. If all the dependents early return or advance-return to CONUS, the member becomes a member without dependents and the OCONUS COLA at the with-dependents' rate terminates the day before the dependents depart the member's PDS. See par. U8015 for CONUS COLA payment when all the dependents early/advance return at Government expense.
5. When in a confinement status as a result of disciplinary action. In this case the member is authorized COLA for dependents only at the rate specified in Appendix J for the number of dependents who continue to reside in the PDS vicinity.

B. Dependents Arrive at or in the Vicinity of the OCONUS PDS before the Member. When dependents arrive at or in the OCONUS PDS vicinity in advance of a member following Secretarial approval of early arrival under par. U10208, the COLA start date depends on the location of the old PDS:

1. Old PDS OCONUS. If the old PDS is OCONUS, COLA begins on the day one or more dependents arrive, except that COLA is not paid for any day before the date the PCS order is issued.
2. Old PDS in CONUS. COLA begins on the dependents' arrival day, or the date the member departs CONUS, whichever is later. ***NOTE: If a ship having an OCONUS homeport is at a CONUS port on the date a member reports for duty, the reporting date is the departure day from CONUS.***

C. Homeport Changes. If a member:

1. Is currently assigned to a ship or other fleet unit with an announced homeport change, or
2. Is in receipt of a PCS order to a ship or other fleet unit with an announced homeport change, and
3. Dependents are authorized to travel to the new homeport,

the new homeport is the member's PDS for COLA purposes (65 Comp. Gen. 888 (1986)).

D. PCS Order Amendment Changes the PDS. When, before joining dependents who have arrived at a new PDS OCONUS and are authorized COLA, a member receives a PCS order amendment naming a different PDS, COLA at the original location ends the day the dependents depart for the newly designated PDS. COLA at the initial PDS cannot extend beyond 60 days after the effective date of the amended order unless specifically approved through the Secretarial Process. COLA at the new PDS based on the number of command sponsored dependents begins on the dependents' arrival day.

#### **U9107 GEOGRAPHIC COLA LOCATIONS**

The PDS geographic location governs the COLA index payable unless otherwise specified. Geographic locations are determined as outlined in Appendix J, Part I, par. A. For specific COLA indexes, follow the instructions in Appendix J to access COLA Tables on the PDTATAC website at: <https://secureapp2.hqda.pentagon.mil/perdiem/>.

#### **U9108 COLA REPORT SUBMISSION**

For COLA report submission, see Appendix M.

*Effective 11 August 2005*

#### **U9109 COLA FOR RESERVE COMPONENT MEMBERS**

See par. U7150-H4 regarding station allowances for Reserve Component members called or ordered to active duty, or active duty for training.

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## CHAPTER 9

### PART D: MISCELLANEOUS CONDITIONS AFFECTING ALLOWANCE PAYMENTS

#### U9200 MEMBER ASSIGNED TO SHIPS OR FLEET UNITS

A. Member with Dependents Assigned to Duty Aboard a Ship. For a member assigned to a ship, the home port is the PDS for station allowances. Since dependents cannot be “assigned” to a ship, when dependents are authorized to accompany the member to a ship with an OCONUS home port, station allowances for the dependents are based on the home port location. Station allowances are payable even though the member is being fed, quartered, or both, in kind aboard ship or with the member's fleet unit.

B. Member Assigned to Duty Aboard a Two-crew Submarine (SSBN)

1. When a Member Reports to the Home Port before Reporting on Board. When a member is assigned to a two-crew nuclear submarine (SSBN), reports to the ship's home port before reporting aboard because the ship is deployed, the member is authorized station allowances. When determining the rates payable and the rule applicable, the ship's home port is the member's PDS. See pars. U2200-C3 and U4102-I (57 Comp. Gen. 178 (1977)).

2. Member without Dependents Ordered to TDY at Home Port. Par. U9200-B2 applies only to COLA (53 Comp. Gen. 535 (1974)). COLA is authorized for a member without dependents assigned to a two-crew nuclear submarine (SSBN) after reporting on board, while the member is performing TDY ashore, for training and rehabilitation for periods of more than 15 days at the ship's OCONUS home port. The ship's home port is the member's duty station for station allowances.

C. Fractional COLA for Member-without-Dependents. A member without dependents assigned to duty aboard a ship or other fleet unit having an assigned OCONUS home port is authorized a fractional COLA as prescribed in par. U9105 when the member is not in a travel status but whose duty requires the member to be absent from the PDS during one or more meals (54 Comp. Gen. 333 (1974)).

*Effective 6 January 2006*

#### **\*U9201 MEMBER SERVING AN UNACCOMPANIED TOUR OR ON UNUSUALLY ARDUOUS SEA DUTY**

A. General. A member with-dependents serving an unaccompanied tour, or assigned to unusually arduous sea duty, is authorized station allowances at the with-dependents rate based on the dependents' location if the dependents are outside CONUS and/or dependents relocate in conjunction with the PCS, or based on the old PDS if they did not relocate.

B. Member Serves an Unaccompanied Tour/on Unusually Arduous Sea Duty at the First PDS. When a member serves an unaccompanied tour/on unusually arduous sea duty at the first PDS, station allowances are authorized for the dependents location if the dependents are approved to reside there through the Secretarial Process (see pars. U5222-D1, U5222-D1b, U5222-D1c, and or U5222-D1d).

C. Reassignment from an Unaccompanied Tour/Unusually Arduous Sea Duty to Another Unaccompanied Tour/Unusually Arduous Sea Duty

1. Dependents Continue to Remain at the Member's Prior OCONUS PDS or Previously Designated Place. A member transferred between unaccompanied tours and/or unusually arduous sea duty assignments, with dependents who do not move and are authorized station allowances, continues to be authorized station allowances during the second tour.

2. Dependents Move from Member's Prior PDS to a Designated Place or from a Designated Place to Another Designated Place. If dependents choose to relocate in conjunction with a member's transfer between consecutive unaccompanied tours/unusually arduous sea duty PCS assignments, station allowances are authorized for the new designated place under the same conditions and approval authorities as listed in par. U9201-B.

D. Member's PDS Declared an Unaccompanied Tour Area. When dependents are residing in the member's PDS vicinity (home port for unusually arduous sea duty) at the time the PDS is declared to be an area in which dependents may not reside, station allowances are authorized under par. U9201-B if the dependents move to a designated place, or under par. U9203 if their initial move from the PDS was under evacuation conditions.

E. Entry Permission Withdrawn while Dependents Are en Route. If dependents are en route to a member's OCONUS PDS, or to a designated place to which transportation at Government expense has been authorized, and the new PDS (home port for unusually arduous sea duty) is declared an unaccompanied tour area or a further PCS order or order amendment is issued assigning the member to another unaccompanied tour area/unusually arduous sea duty assignment, station allowances are authorized based on the place to which dependents are diverted, starting on the dependents' arrival date there and stopping on their departure date. A statement from the member's commanding officer, or an officer designated by the commanding officer for that purpose, should support that the dependents were notified that permission to complete their travel had been withdrawn and that the dependents were directed to proceed to a specified place to await further instructions.

F. Subsequent Reassignment to an Accompanied Tour Area. Upon subsequent PCS to an accompanied tour area PDS to which transportation of dependents is authorized (see par. U5222-D4), COLA and TLA under par. U9201 terminates as provided in pars. U9101-B.

G. Payment of Allowances to Member at Unaccompanied Tour/Unusually Arduous Sea Duty Station. During the period a member is authorized station allowances for dependents under par. U9201, the member is also authorized COLA, and TLA, if any, prescribed for a member without dependents at the new PDS.

H. Dependents Relocate from a Designated Place at Personal Expense. If dependents relocate from a designated place at personal expense, start station allowances based on the new location effective the arrival date and stop station allowances based on the old location the day before the dependents departed. Subsequent moves between locations are treated in this same manner.

**U9202 STATION ALLOWANCES WHEN BOTH HUSBAND AND WIFE ARE MEMBERS**

A. When Separate Households are Maintained. When both husband and wife are members and separate households are maintained at/in the vicinity of their OCONUS PDS or PDSs, each is individually authorized station allowances as a member with- or without-dependents, as applicable, based on whether the member concerned has a dependent at or in the vicinity of the OCONUS PDS.

B. Cost-of-Living Allowance when a Joint Household Is Maintained. When both spouses are members and a joint household is maintained at/in the vicinity of their OCONUS PDS(s), only one member is authorized to receive COLA at a rate based on the number of dependent(s) present, if any. The other member is authorized to receive COLA at the 0-dependent rate. For COLA for member-married-to-member E-5 and below serving on sea duty, see par. U9103-A9. *In no case is a spouse, who also is a member on active duty, a dependent for allowance purposes.*

### U9203 COLA INCIDENT TO EVACUATION OF THE MEMBER'S PDS

**NOTE:** *TLA is not payable incident to an evacuation.*

#### A. Members with Command Sponsored Dependents

1. Cost-of-Living Allowance. COLA at the with-dependents rate is terminated effective on the dependents' departure date incident to the evacuation. Thereafter, until return of the dependents to the member's PDS, the member is without-dependents for COLA.
2. COLA at Designated Place. A member is authorized COLA at the with-dependents rate for the designated place location beginning the day after per diem terminates when dependents are evacuated from OCONUS or CONUS and they reside at an authorized/approved OCONUS designated place.

See par. U9101-B for COLA termination.

B. Members with Non-Command Sponsored Dependents. Station allowances are not payable for non-command sponsored dependents.

*Effective 6 January 2006*

### **\*U9204 STATION ALLOWANCES WHEN ADVANCE OR DELAYED DEPENDENT TRAVEL IS AUTHORIZED/APPROVED**

A. Delayed Travel. Secretarial authorization/approval of housing allowance continuation for delayed travel of dependents from an OCONUS PDS under par. U10208 also authorizes continuation of COLA for the same time period without separate action. TLA for dependents may be authorized/approved; see par. U 9154. *This paragraph applies whether the member's new PDS is in CONUS or OCONUS.*

B. Advance Arrival. Secretarial authorization/approval of housing allowance changes based on advance arrival at an OCONUS PDS under par. U10208 also authorizes/approves COLA payment based on the number of dependents at the new PDS without separate action. TLA for dependents may be authorized/approved under the same conditions for initial arrival under par. U9152.

C. Assigned to Government Quarters. When dependents are assigned to Government quarters in connection with advance arrival at a member's OCONUS PDS or during delayed departure from a members OCONUS PDS, a Secretarial decision to pay/continue payment of station allowances is made at the same approval level as designated for housing allowance approvals. When dependents are residing in Government quarters, no specific housing allowance authorization/approval is required since a housing allowance in such case is not authorized.

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**CHAPTER 10****PART C: OHA START/STOP***Effective 1 October 2005*

**NOTE:** For BAH rules in situations involving (a) acquired dependents, see par. U10204 and Table U10C1; (b) deferred concurrent travel, see par. U10205 and table U10C-2; (c) early return of dependents from OCONUS, see par. U10207, and Table U10C4; (d) cases in which families perform PCS travel at a time different from the member's travel, see par. U10208 and Tables U10C5 and U10C6; and (e) evacuation from OCONUS, see par. U10209 and Table U10C-7. For proper BAH rules involving other situations, see the DoDFMR, Chapter 26, for DoD Services or Service directives for non-DoD Services (OUSD Memo dated 15 July 2005, Subject: Publication of Entitlement Rules for BAH-OHA-FSH).

*Effective 10 January 2006***\*U10200 OHA START/STOP**

A. **Start.** Unless specifically authorized by another paragraph in this Part, OHA eligibility starts on the member's reporting day to a new PDS. OHA eligibility starts on the day after the member's reporting day if, on the reporting day, a member is authorized MALT PLUS per diem. OHA starts on the day the member obtains private sector housing once the required documentation is provided. The authorization document for OHA is DD Form 2367. See Appendix K.

B. **Stop.** Unless an extension is authorized/approved under par. U10200-C, or the PCS is a close proximity move as described in par. U10201, OHA authorization stops on,

1. The day the member's OHA lease terminates, or
2. The day before the member departs in compliance with a PCS order, or
3. On the home port change effective date (from OCONUS) of the ship or unit to which a member is assigned, or
4. Upon assignment to Government quarters.

*Effective 1 October 2005*

C. **Secretarial Process Determinations.** Ordinarily OHA is paid based on the member's PDS. However, the Service may determine that a member's assignment to a PDS or the circumstances of that assignment require the dependents to reside separately and through the Secretarial Process may authorize/approve housing allowances payment based on the dependent's location. For the specific cases in which dependents arrive at the new PDS before the member's arrival, or dependents depart the old PDS after the member's departure, see par. U10208.

**U10201 OHA INCIDENT TO A PCS BETWEEN PDSs IN CLOSE PROXIMITY**

When a member is ordered on a PCS between PDSs located in close proximity and, at the new PDS, the member continues to commute from the residence occupied while at the old PDS, OHA continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited in this Chapter. A member ordered on PCS with TDY en route is authorized OHA during that period. If the OHA rate differs between the old and new PDSs, the rate for the old PDS is paid through the day before the member reports to the new PDS. See pars. U10202-C and U10203-E for exceptional circumstances when the old PDS rate may be authorized after reporting to the new PDS.

**U10202 OHA FOR A MEMBER-WITHOUT-DEPENDENTS****A. Members Not On Sea Duty**

1. Except when MALT PLUS per diem is payable on the arrival day, OHA is payable to a member-without-dependents, as defined in par. U10000, for any day adequate Government quarters are not available for assignment to the member or inadequate Government quarters are not used and private sector housing is obtained.
2. Members without dependents in pay grade E-7 or above may elect not to occupy government quarters at the PDS and is authorized OHA unless the Secretary concerned or designee has determined that the member's exercise of this option would adversely affect a training mission, military discipline or readiness.
3. Members without dependents in pay grade E-6 may elect not to occupy inadequate government quarters at the PDS and is authorized OHA unless the Secretary concerned or designee has determined that the member's exercise of this option would adversely affect a training mission, military discipline or readiness.

**B. Members On Sea Duty**

1. In the case of a member assigned for permanent duty to a ship, Government quarters (Appendix A, Government Quarters) ordinarily are available aboard that ship. The Secretary concerned may determine that a ship or class of ships is inadequate for berthing members in home port, in which case the ship or class of ships is not available as Government quarters for housing allowance determination purposes. When quarters aboard a ship, deemed adequate for berthing, become temporarily unavailable due to maintenance or damage, Government quarters are no longer available onboard the ship. The Service concerned may promulgate amplifying guidance on payment of housing/lodging allowances or alternate berthing procedures for ships that become temporarily unavailable for berthing.
2. A member in grade E-6 or above, who has no dependents, and is assigned to permanent duty aboard a ship may elect not to occupy assigned shipboard Government quarters and receive OHA starting on the day private sector housing is obtained.
3. A member in grade E-4 or E-5, who has no dependents, and is assigned to permanent duty aboard a ship cannot elect to not occupy assigned shipboard Government quarters and receive OHA. The Commander may, however, permit a member in grade E-4 or E-5 to not occupy shipboard quarters. In that case OHA starts on the day private sector housing is obtained.
4. Both members of a dual military couple (both below grade E-6) who have no dependents, and are assigned to permanent duty aboard ship(s), are authorized OHA starting on the day private sector housing is obtained if they elect to not occupy assigned shipboard quarters, and occupy non-Government quarters ashore.

**C. No-cost/Low-cost PCS Move.** If a member is reassigned under the conditions of a low-cost or no-cost PCS and not authorized a HHG move, OHA is based on the rate for the old PDS if:

1. Requested by the member, and
2. The Secretarial Process determines that it would be inequitable to base the member's allowances on the housing cost in the new PDS area to which the member is assigned.

**U10203 OHA FOR MEMBERS-WITH-DEPENDENTS**

A. General Rule. OHA is payable to a member-with-dependents at all times, except for members paying child support and assigned to government quarters, or when Government quarters are assigned to, or occupied jointly by, the member and dependents.

B. Member Paying Child Support and Assigned to Government Quarters. A member who is considered a member-with-dependents for OHA purposes solely because the member is paying child support is not authorized OHA if the member is assigned Government quarters; or, to sea duty unless in a grade above E-3 and elects not to occupy assigned unaccompanied Government quarters.

C. Member-with-dependents Assigned to Duty Aboard a Ship or Other Fleet Unit. A member-with-dependents assigned to duty aboard a ship or other fleet unit having an assigned OCONUS home port is authorized a with-dependents allowance when supported by a statement of the member's commanding officer, or an officer designated by the commanding officer for that purpose, that the dependents have established a residence at or in the home port vicinity. The applicable with-dependents allowance is payable in such cases even though the member is being quartered in kind aboard ship or with the member's fleet unit. The rate payable is the rate applicable to the ship's or fleet unit's home port.

D. Home Port Changes. If a member:

1. Is currently assigned to a ship or other fleet unit with an announced home port change, or
2. Is in receipt of a PCS order to a ship or other fleet unit with an announced home port change, and
3. Dependents are authorized travel to the new home port,

the new home port is the member's PDS for OHA.

E. No-cost/Low-cost PCS Move. If a member is reassigned under a low-cost or no-cost PCS and is not authorized a HHG move, OHA is based on the rate for the old PDS if:

1. Requested by the member, and
2. The Secretarial Process determines that it would be inequitable to base the allowance on the housing cost in the new PDS area to which the member is reassigned.

**U10204 ACQUIRED DEPENDENTS**

A. General Rules

1. When a member, living off post and assigned at a PDS outside the CONUS, acquires dependents, a with-dependent housing allowance is authorized based on the location of the dependents.
2. If Government quarters are not available for the member at the duty station, and dependents do not reside at or near the duty station, then a Family Separation Housing allowance is also authorized.
3. If dependents do reside at or near the duty station, then an FSH is not authorized and the member is only authorized the with-dependent housing allowance.
4. Dependents may visit the member at the PDS without changes to allowances. However, when the visit exceeds 90 days, it is no longer deemed to be a visit but is deemed to be residing. The with-dependent allowance is changed to be based on the location of the PDS and FSH, if being paid, stops.
5. FSH is not authorized for members assigned in CONUS.

B. Decision Logic Table

<i>Changes When Member Acquires Dependents</i>					
<b>R U L E</b>	<b>Member Assigned</b>	<b>Dependents Located</b>	<b>Dependents Located At or Near the PDS</b>	<b>Government Quarters Available for the Member</b>	<b>Then</b>
1	Outside CONUS	In CONUS, Alaska, or Hawai'i (BAH Area)	Yes	Yes	Start BAH at the with-dependents rate based on the duty station as of date acquired
2				No	Stop BAH at the without-dependents rate as of day before acquired Start BAH at the with-dependents rate based on the duty station as of date acquired
3			No	Yes	Start BAH at the with-dependents rate based on the dependent's location as of date acquired
4				No	Stop the without-dependents allowance as of day before acquired Start BAH at the with-dependents rate based on the dependent's location as of date acquired Start FSH-B or FSH-O based on the duty station as of date acquired
5		Outside CONUS, Alaska or Hawai'i (OHA Area)	Yes	Yes	Start OHA based on the duty station as of the date acquired
6				No	Start OHA at the with-dependents rate based on the duty station as of date acquired Stop the without-dependents allowance as of day before acquired
7			No	Yes	Start OHA at the with-dependents rate based on the dependent's location as of date acquired
8				No	Start OHA at the with-dependents rate based on the dependent's location as of date acquired Stop the without-dependents allowance as of day before acquired Start FSH-B or FSH-O based on the duty station as of date acquired

*Table U10C-1*

**U10206 MEMBER WITH-DEPENDENTS SERVES AN UNACCOMPANIED TOUR**

*Effective 10 January 2006*

\*A. General Rules

1. A member with dependents who serves an “unaccompanied” tour is authorized a housing allowance at the with-dependents rate based on the dependents’ location if dependents relocate in conjunction with the PCS, or based on the old PDS if they did not relocate and are not in Government quarters.
2. If single-type Government quarters are not available for the member at the PDS, and dependents do not reside at or near the PDS, then FSH-O/FSH-B is also authorized.
3. Dependents may visit the member at the PDS without affecting the with-dependent allowance or FSH.  
***NOTE: When the visit exceeds 90 days, the dependents are residing at the PDS and the dependent location housing allowance and FSH stop.*** In this event, the member is then authorized a with-dependent allowance based on the PDS.
4. If dependents depart the PDS after day 90, FSH, if otherwise payable, and the with-dependents allowances previously authorized are reinstated as of the departure day.
5. When a member serves an unaccompanied tour at the first PDS, payment of a with-dependents housing allowance is based on the locations described in par. U5222-D1, U5222-D1b, U5222-D1c, or U5222-D1d, if the dependents have been authorized/approved to reside at the locations described in those paragraphs.
6. A member transferred between unaccompanied tours, where dependents do not move, continues to be authorized a with-dependents rate based on the dependents’ location.
7. A member transferred between unaccompanied tours whose dependents move from the member’s PDS before being assigned on the first unaccompanied tour to a designated place, or from a designated place to another designated place if the move is authorized under par. U5222-F1, is authorized a with-dependents rate based on the dependents’ new location.
8. If dependents relocate from a designated place at personal expense to a location that is not at or near the member’s PDS, start OHA based on the new location effective the date private sector housing is obtained once the required documentation is provided. If the new location is in a BAH area, start BAH on the arrival date. Stop the with-dependents allowance based on the initial designated place effective the day before dependents departed that location.

***NOTE: If all of a member’s dependents arrive at a member’s OCONUS PDS and stay beyond 90 days, the member is not authorized OHA simply because the dependents are present. To be paid OHA the member must provide the required documentation (a completed OHA report (DD Form 2367) that is approved.) for private sector leased/owned housing. For BAH, see Table U10C-3.***

\*B. Decision Logic Table

<i>Changes When a Member With Dependents Serves an “Unaccompanied” Tour</i>					
<b>R U L E</b>	<b>Member on an Unaccompanied Assignment</b>	<b>Government Quarters Available</b>	<b>Dependents Visit for More Than 90 Days</b>	<b>Then</b>	
<b>1</b>	In Alaska or Hawai'i (BAH Area)	Yes	No	No Action Required	
<b>2</b>			Yes	Yes	Stop with-dependents allowance based on dependent location on day 90
					Start with-dependents allowance based on PDS on day 91
					If dependents depart the PDS after day 91, reinstate the with-dependents allowance based on dependent location as of the departure day
<b>3</b>		No	No	No	Start FSH-B based on the PDS as of the date private sector housing is acquired at the PDS
<b>4</b>				Yes	Stop with-dependents allowance based on dependent location on day 90
					Stop FSH-B on day 90
					Start BAH at the with-dependents rate based on PDS on day 91
If dependents depart the PDS after day 91, reinstate the with-dependents allowance based on dependent location and FSH-B as of the departure day					
<b>5</b>	Yes	Yes	No	No Action Required	
<b>6</b>			Yes	Stop with-dependents allowance based on dependent location on day 90	
				Start OHA at the with-dependents rate based on the member's PDS on day 91	
If dependents depart the PDS after day 91, reinstate the with-dependents allowance based on dependent location as of the departure day					
<b>7</b>	Outside CONUS, Alaska, or Hawai'i (OHA Area)	No	No	Start FSH-O based on the PDS on the date private sector housing is acquired	
<b>8</b>			Yes	Stop with-dependents allowance based on dependent location on day 90	
				Stop FSH-O on day 90	
				Start OHA at the with-dependents rate based on the member's PDS as of day 90	
If dependents depart the PDS after day 91, reinstate the with-dependents allowance based on dependent location and FSH-O as of the departure day					

*Table U10C-3*

4. Captured, beleaguered, or besieged by a hostile force; or
5. Involuntarily detained in a foreign country.

**MIXED MODES.** Travel using POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

1. Personally-procured commercial transportation,
2. Government-procured commercial transportation,
3. Government transportation.

**MOBILE HOME.** A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed. It includes a house trailer, a privately owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)), and a boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the member or the members' dependents.

**MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT).** A rate per mile for the authorized use of a POC during official PCS travel. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined in accordance with the applicable provisions of this regulation) and the number of authorized travelers transported. See par. U2605 for current rates.

**MULTIPLE OCCUPANCY DWELLING.** A duplex, triplex or other type of dwelling that is designed to provide separate living quarters for more than one household. The units within the dwellings ordinarily have separate addresses and separate entrances.

**NON-COMMAND SPONSORED DEPENDENT.** Dependents not authorized/approved to reside with a member at an OCONUS location.

**NON-FOREIGN OCONUS AREA.** The states of Alaska and Hawai'i, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

**NON-TEMPORARY STORAGE (NTS).** Long-term HHG storage in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services. *Also referred to as Extended Storage.*

**OCONUS.** Outside CONUS.

**OFFICER.** A commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary (including temporary officers whose permanent status is enlisted) of a Uniformed Service.

**OFFICIAL STATION.** See *PERMANENT DUTY STATION*.

**OPEN MESS.** A non-appropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

**ORDER-ISSUING OFFICIAL.** *See AO.*

**OVERSEAS.** *See OCONUS.*

**PER DIEM ALLOWANCE.** The per diem allowance (*also referred to as subsistence allowance*) is a daily payment instead of reimbursement for actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including taxes (*except taxes on lodging in the 50 states, District of Columbia, and non-foreign OCONUS locations - see NOTE 1 below*) and service charges where applicable, for:

1. **Lodging.** The term "lodging" includes expenses for overnight sleeping facilities (including Government quarters); baths; personal use of the room during daytime, telephone access fee; and service charges for fans, air conditioners, heaters, fires furnished in room when such charges are not included in the room rate, *and in foreign areas only lodging taxes (see NOTE 1 below)*. The term "lodging" does not include accommodations on airplanes, trains, buses or ships. These costs are included in the transportation cost and are not lodging expenses.

**NOTE 1:**

*a. 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.*

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

2. **Meals.** Includes the cost of breakfast, lunch and dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).

3. **Incidental Expenses.** Incidental expenses include:

\*a. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. (See App G, Part I, Item 15 for reimbursement of fees and tips incurred at transportation terminals.);

b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places where meals are taken, if suitable meals cannot be obtained at the TDY site ***NOTE: If, in the AO's opinion, suitable meals cannot be obtained at the TDY site and reimbursement in the incidental expenses for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under Chapter 3, Part F and Chapter 1, Part C.***

*Effective 19 January 2006*

**\*STORAGE IN TRANSIT (SIT).** Short-term storage that is part of HHG transportation. May be at any combination of the origin, in transit, or destination. Usually for 90 or fewer days, but may be extended. See par. U5375. Also referred to as temporary storage.

*Effective 14 July 2004*

**SUBSISTING OUT.** The non-leave status of an inpatient who is no longer assigned a bed. Inpatients authorized to subsist out are not medically able to return to duty but continuing treatment does not require a bed assignment (DoD 6015.1-M, January 1999, P19.1.19).

**TEMPORARY DUTY (TDY).**

1. Duty at one or more locations, away from the PDS, under orders providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location where processing is accomplished.

**TEMPORARY DUTY (TDY) LOCATION.** *See TEMPORARY DUTY STATION.*

**TEMPORARY DUTY (TDY) STATION.** A place, away from the PDS, to which the traveler is authorized to travel.

**TEMPORARY DUTY (TDY) TRAVEL.** Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

**TEMPORARY LODGING FACILITIES.** Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a cash charge is levied, without direct charge against the occupants' quarters allowances. They include guesthouses, except transient visiting officer quarters occupied by official visitors to the installation. ***NOTE: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted quarters.***

**TEMPORARY STORAGE.** *See STORAGE IN TRANSIT.*

**TERRITORIES AND POSSESSIONS OF THE UNITED STATES.** *(As released by the Office of the Geographer and Global Issues, 1 July 1997.)*

1. Commonwealth of the Northern Mariana Islands i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from web site <http://www.saipan.com>)
2. Commonwealth of Puerto Rico
3. American Samoa
4. Baker Island

5. Guam
6. Howland Island
7. Jarvis Island
8. Johnston Atoll
9. Kingman Reef
10. Midway Islands
11. Navassa Island
12. Palmyra Atoll
13. Virgin Islands
14. Wake Island

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

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

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

**TRANSPORTATION EXPENSES.** The costs related to transportation.

*Effective 19 January 2006*

**\*TRANSPORTATION, HHG.** The shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at Government expense. See Chapter 5, Part D for specific regulations governing PCS HHG transportation and Chapter 4, Part H for TDY HHG transportation.

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

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

***NOTE 1:*** *The term does not include land transportation to or from such ports, except when transportation of POV is authorized by 37 USC §554 and is in accordance with Service regulations.*

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

***Effective 28 July 2005***

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

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

**TRAVEL.** The term “travel” relates to movement of persons from place to place and includes authority for the use of quarters facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume. When used ICW ‘travel allowances’, the term refers to per diem or AEA.

**TRAVEL ADVANCE.** Prepayment of estimated travel expense.

**TRAVEL AUTHORIZATION (ORDER).** *See Travel Order.*

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

***Effective 27 January 2006***

**\*TRAVEL, INVITATIONAL.** Authorized travel by individuals either not employed by the Government or employed (under 5 USC §5703) intermittently in the Government's service as consultants or experts and paid on a daily when-actually-employed basis. It is also used for individuals serving without pay or at \$1 a year when they are acting in a capacity directly related to, or in connection with, official Government activities. Travel and transportation allowances authorized for these persons are the same as those ordinarily authorized for civilian employees in connection with TDY, except as provided by item A2m in Appendix E, Part I for spouse invitational travel. See Appendix E.

**TRAVEL MANAGEMENT SYSTEM (TMS).** A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a travel management center, CTO, and an electronic travel management system or other commercial method of arranging travel.

**TRAVEL, OFFICIAL.** Authorized travel and assignment solely in connection with business of the DoD or the Government.

***NOTE 1:*** *Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence; to, from, or between PDSs; and to, from, at, and between TDY assignment locations.*

***NOTE 2: Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places in connection with personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.***

**TRAVEL ORDER.** A written instrument issued or approved by person(s) to whom authority has been delegated directing a member or group of members to travel. There are four basic types of orders:

1. **Unlimited Open.** This is a form of blanket travel order allowing a member to travel anywhere on official business without further authorization for a specified period of time within a fiscal year. See **NOTE** below for restrictions.
2. **Limited Open.** This is a form of blanket travel order allowing a member to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year. See **NOTE** below for restrictions.
3. **Repeat.** This is a form of blanket travel order allowing a member to travel on official business without further authorization to a specific destination for a specified period of time within a fiscal year. See **NOTE** below for restrictions.
4. **Trip-by-trip.** This is a travel order allowing an individual or group of individuals to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs.

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

**TRAVEL STATUS.** The member's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel order, including time en route waiting for transportation connections and delays en route beyond the control of the traveler. **NOTE: See par. U2200 for more detail.**

**UNACCOMPANIED BAGGAGE.** See **BAGGAGE, UNACCOMPANIED.**

**UNACCOMPANIED MEMBER.** A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

**UNIFORMED SERVICES.** The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

**UNIT.** A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

**UNITED STATES.** The 50 states and the District of Columbia.

## APPENDIX A

## PART II: ACRONYMS

AEA	Actual Expense Allowance
AMC	Air Mobility Command
AO	Authorizing/Order-Issuing Official
AOR	Area of Responsibility
AT	Annual Training
ATM	Automated Teller Machine
AWOL	Absent Without Leave
BAH	Basic Allowance for Housing ( <i>formerly BAQ plus VHA</i> )
BAS	Basic Allowance for Subsistence
BRAC	Base Relocation and Closure
CBA	Centrally-billed Account
COLA	Cost-of-Living Allowance
CONUS	Continental United States
CONUS COLA	(CONUS COLA) Continental United States Cost of Living Allowance
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour
CTO	(Contracted) Commercial Travel Offices
CWT	Hundred weight
DDESS	Domestic Dependent Elementary and Secondary School
DLA	Dislocation Allowance
DOD	Department of Defense
DoDEA	Department of Defense Education Activity
DOHA	Defense Office of Hearings and Appeals
DPM	Direct Procurement Method
DSSR	Department of State Standardized Regulations
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
DTS	Defense Travel System
EUM	Essential Unit Messing
EVT	Emergency Visitation Travel
FAM	Foreign Affairs Manual
FAST	Federal Automated System for Travel
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FSH	Family Separation Housing ( <i>replaced FSA-I effective 1 January 1998</i> )
FTR	Federal Travel Regulation
FTS	Federal Telecommunications System
FVT	Family Visitation Travel
*GAO	Government Accountability Office
GARS	Government Administrative Rate Supplement
GMR	Government Meal Rate
GOCO	Government Owned Contractor Operated
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHS	Health and Human Services
HOR	Home of Record
HOS	Home of Selection

HP	Homeport
IADT	Initial Active Duty for Training
*IBA	Government-sponsored contractor-issued <b>Individually Billed</b> travel charge card Account” <b><i>NOTE: Does not apply to any other form of personal credit card. (Effective 27 January 2006)</i></b>
IPCOT	In-Place Consecutive Overseas Tour
IRS	Internal Revenue Service
ITA	Invitational Travel Authorization
ITDY	Indeterminate TDY
ITO	Installation Transportation Officer
JD	Joint Determination
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
JTR	Joint Travel Regulations
LPDCI	Living Pattern Data Collection Instrument
LPQ	Living Pattern Questionnaire
LPS	Living Pattern Survey
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MARS	Military Affiliate Radio System
MIA	Missing in Action
MIHA	Move-in Housing Allowance
MILAIR	Military Aircraft
MOU	Memorandum of Understanding
MRE	Meal-Ready-To-Eat
MSC	Military Sealift Command
NOAA	National Oceanic and Atmospheric Administration ( <i>Same as USNOAA</i> )
NTS	Non-temporary Storage
OCONUS	Outside the Continental United States
OGE	Office of Government Ethics
OHA	Overseas Housing Allowance
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment ( <i>also referred to as PRO-Gear</i> )
PCS	Permanent Change of Station
PD	Per Diem Determination
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PDUSD (P&R)	Principal Deputy Under Secretary of Defense (Personnel & Readiness)
PEB	Physical Evaluation Board
PHS	Public Health Service ( <i>Same as USPHS</i> )
PITI	Principal, Interest, Taxes and Insurance
PLEAD	Place From Which Entered (or Called) to Active Duty
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War

PRO-Gear	Professional Gear ( <i>also referred to as PBP&amp;E</i> )
RAT	Renewal Agreement Travel
RDD	Required Delivery Date
RPDCI	Retail Price Data Collection Instrument
SDDC	(Military) Surface Deployment and Distribution Command
*SIT	Storage in Transit ( <i>Effective 19 January 2006</i> )
SROTC	Senior Reserve Officers' Training Corps
SR&R	Special Rest and Recuperative Absence
SSN	Social Security Number
TDRL	Temporary Disability Retired List
TDY	Temporary Duty
TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense
TMC	Travel Management Centers
TMS	Travel Management System
UN	United Nations
U.S.	United States
USC	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration ( <i>Same as NOAA</i> )
USPHS	United States Public Health Service ( <i>Same as PHS</i> )
VA	Department of Veterans Affairs
VAMC	Veterans Affairs Medical Center
VPC	Vehicle Processing Center

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## APPENDIX E

### PART I: INVITATION TO TRAVEL

#### A. To Whom and when Invitational Travel is Applicable

1. Invitational travel is the term applied to authorize travel of individuals:

- a. Not employed by the Government,
- b. Employed (under 5 USC §5703) intermittently by the Government as consultants or experts and paid on a daily when-actually-employed basis, or
- c. Serving without pay or at \$1 a year

when they are acting in a capacity that is related directly to, or in connection with, official DoD activities. Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for employees on TDY, except as provided by item A2m of this paragraph for spouse invitational travel. (*Effective 18 January 2005*)

2. Invitational travel may be authorized by use of an ITA when:

- a. It is in the Service's interest to invite a college or university official or a representative of industry to observe the work performed or the operations of an activity;
- b. An individual is requested to lecture, instruct, or give a demonstration at an activity in connection with a DoD operation or program;
- \*c. An individual, singly or as part of a group, confers on an official DoD matter with DoD officials and thereby *performs a direct service to the DoD*, such as providing advice or guidance; *ITAs are not authorized for individuals merely to attend a meeting or conference, even if hosted by a DoD component on a matter related to the component's official business. The traveler must be an actual "participant" in the proceedings of the gathering, and not there just for the sake of attendance alone. See 55 Comp. Gen. 750 (1976).*;
- d. An individual's attendance at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)); (Travel and transportation to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C-5);
- e. An individual is an attendant for a handicapped employee or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended (55 Comp. Gen. 800 (1976));
- f. An individual's attendance is for the purpose of serving as a sponsor or in a similar official ceremony that is related directly to DoD interests;
- g. An individual is authorized pre-employment interview travel under JTR, par. C6200;
- h. Individuals are serving without compensation on Boards of Visitors as provided for in Departmental governing regulations consistent with statutory authority;

i. A witness is called to testify in administrative proceedings directed against a Government civilian employee or Uniformed Service member in adverse action type cases. The testimony can be on the Government's behalf or on behalf of the civilian employee or the Uniformed Service member. The presiding hearing officer must determine that the testimony of the witness is substantial, material, and necessary for a proper disposition of the case and that an affidavit from the desired witness cannot accomplish the same objective adequately;

j. An individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832;

k. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, 28 February 1974);

l. When an individual is an attendant for a/an:

(1) Disabled employee on official travel (56 Comp. Gen. 661 (1977)); or

(2) Employee who interrupts TDY because of incapacitated illness or injury (JTR, par. C6454); and the employee is incapable of traveling alone;

***Effective 18 January 2005***

m. Travel is for a family member and all pertinent conditions in items (1) through (5) are met before allowances are authorized/approved:

(1) The AO determines that a dependent may travel with the sponsor, at Government expense, to attend an unquestionably official function in which the dependent participates in an official capacity, or the travel is of national interest because of a diplomatic or public relations benefit to the U.S. Participation ordinarily is limited to spouses and is representational in nature.

(2) Travel is allowed on a mission noninterference basis only, and must be supported with ITAs that ordinarily authorize reimbursement of only transportation costs.

(3) The AO may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is mission essential and there is a benefit for DoD beyond fulfilling a representational role.

(4) Code 2 civilians, 4-star general/flag officers, and certain 3-star general/flag officers serving as OCONUS or combined commanders (as specified in DoD 4515.13-R, "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses on a case-by-case basis using the criteria in DoDD 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel. This authority does not constitute blanket approval authority.

(5) AOs for all other travel under this item are the:

(a) Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DoD;

6. Travel of DoD Education Agency (DoDEA) Students for Academic Competitions and Co-curricular Activities. See JTR, par. C7005 and JFTR, par. U5243-D.

\*7. Travel and Transportation for Funeral Honors Detail. A person not in the Government employ, who participates in funeral honors detail for a veteran (see 10 USC §1491), may be authorized transportation or transportation reimbursement and expenses. The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. ***Actual expenses, and not a mileage allowance, may be paid when a POC is the authorized mode.*** Reimbursement for POC actual expenses is limited to: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for miscellaneous expenses in App G, Part I may be authorized/approved.

D. Travel of Government Contractor's/Contractor Employees. Travel costs of Government contractors and contractor employees are governed by the rules in the Federal Acquisition Regulations (FAR) § 31.205-46, available at <http://www.arnet.gov/far/pdf/frame.html>. ITAs may not be used to authorize travel and transportation for Government contractors/contractor employees. Government contractors and contractor employees are not Government employees and are not eligible under any circumstances for city-pair airfares (see Appendix P) or any travel-related items restricted to Government employees. See par. E below for availability of contract fares and prices to Government contractors. Individuals providing a service under a contract with the Government should be provided a "Contractor Letter of Identification" described in par. E-8.

E. Availability of Government Travel and Transportation Contract Fares or Prices to Government Contractors. Individual contracts or agreements between GSA and the vendors determine whether or not contractors are eligible to utilize the travel cost saving programs. ***Contract city-pair fares must not be provided to or used by Government contractors.***

1. Contractor(s) means contractors working:

a. Under a cost reimbursement contract; and

b. For the Government at specific sites under special arrangements with the contracting agency, and that are wholly Federally funded (e.g., Government-owned, contractor operated, federally funded research and development, or management and operating contracts).

2. Contract Air Passenger Transportation Practices. Use of GSA contract air passenger fares is governed by GSA's contracts with the airlines and by the Defense Transportation Regulation (DoD 4500.9-R), Part I, Chapter 103. ***As of 1 October 1998, under GSA's contracts for air passenger transportation services, contractors are not eligible to use GSA's contract city-pair fares. ITAs must not be issued for Contractors at the Government contract fare, nor should contractor travel be issued on Government centrally billed accounts at the Government contract fare.*** For more information contact:

Services Acquisition Center (FCXB)  
Federal Supply Service  
General Services Administration  
Washington, DC 20406  
(703) 305-7261

3. Discount Rail Service. AMTRAK voluntarily offers discounts to Federal travelers on official business. These discounted rates may be extended to eligible contractors traveling on official Government business. A contractor-issued letter of identification is required (see subpar. 8).

4. Discount Hotel/Motel Practices. Several thousand lodging providers extend discount-lodging rates to federal travelers. Many currently extend their discount rates to eligible contractors traveling on official Government business. A contractor-issued letter of identification is required (see subpar. 8). For more information contact:

GSA Travel and Transportation (9FBT-1)  
450 Golden Gate Avenue, 4<sup>th</sup> Floor W  
San Francisco, CA 94102  
(415) 522-4671

***Effective 12 July 2004***

5. DoD Car Rental Practices. DoD's Military Surface Deployment and Distribution Command (SDDC) negotiates special rate agreements with car rental companies available to all Government employees while traveling on official Government business. Some car rental companies offer these discount rates to eligible Government contractors at the vendor's option, with appropriate identification from the contracting DoD component (see par. 8). For more information contact:

***Effective 12 July 2004***

Commander, Military Surface Deployment and Distribution Command  
ATTN: SDDC-IP  
Hoffman Building II, Room 10S67  
200 Stovall Street  
Alexandria, VA 22332-5000  
(703) 428-3270/1, DSN (312) 328-3270/1  
Complaints/Discrepancies/Claims (703) 428-3008

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

6. Vendor Requirements. The entity providing the service may require that the Government authorized contractor furnish a letter of identification signed by the authorizing DoD component's contracting officer. Paragraph 8 illustrates a standard letter of identification to request eligible Government contractors' use of and/or transportation discounts negotiated by the Government, where available.

7. DoD Component Responsibilities. DoD components should know which hotels and car rental companies offer Government discount rates to Government contractors and ensure that their authorized contractors know how to obtain this information. This information is provided to and published by several commercial publications including the Official Airline Guides Official Traveler (800) DIAL-OAG, Innovata (800) 846-6742, and National Telecommunications (201) 928-1900. In addition, GSA contract Travel Management Centers (TMCs) and DoD's (Contracted) Commercial Travel Offices (CTOs) have this information.

## APPENDIX F

## PART I: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES

A *member*, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year\* (*i.e., 12-month tour–1,250 lbs; 18-month tour – 1,875 lbs, etc.*). **NOTE: Two shipments of consumable goods (totaling 1,250 pounds) per year are allowed if the consumable allowance is authorized.**

A *civilian employee*, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year\* (*i.e., 12-month tour– 1,250 lbs; 18-month tour– 1,875 lbs, etc.*). **NOTE: Two shipments of consumable goods (totaling 1,250 pounds) per year are allowed if the consumable allowance is authorized.** This allowance is in addition to the 4,500 pounds weight allowance authorized in JTR, par. C5156. **In no event may the total weight of HHG shipped and/or stored at Government expense exceed 18,000 pounds. The 18,000 pounds includes the weight of HHG shipped at Government expense, consumable goods shipments, and the weight of HHG stored.**

**Requests for increased weight allowances for consumable goods shipments must be justified in writing and sent through the appropriate organizational channels to the PDTATAC for approval. In no event may the maximum weight allowance for consumable goods shipment exceed 2,000 pounds per year.**

LOCATIONS		
Afghanistan, Kabul	Eritrea, Asmara	Niger, Niamey
Albania, Tirana	Estonia	*Nigeria, Abuja ( <i>eff 10 January 2006</i> ) Lagos
Algeria, Algiers	Ethiopia, Addis Ababa	Norway, Bodo
Angola, Luanda	Gabon, Libreville	Oman, Muscat
Armenia, Yerevan	Georgia, Tbilisi	Pakistan, Islamabad Quetta
Azerbaijan, Baku	Ghana, Accra	Philippines, Manila
Bangladesh, Dhaka	Guinea, Conakry	Poland, Warsaw
Belarus, Minsk	Guyana, Georgetown	Romania, Bucharest
Bolivia, La Paz	Haiti	Russia, Moscow St. Petersburg
Bosnia & Herzegovina, Federation of	India, Calcutta Chennai Mumbai New Delhi	Rwanda, Kigali
Botswana	Indonesia	Senegal
Bulgaria, Sofia	Kazakhstan, Almaty (Alma-Ata) Astana (Aqmola)	Serbia & Montenegro, Republics of Belgrade
Burkina, Ouagadougou	Kenya	Sierra Leone, Freetown
Burma, Rangoon	Kyrgyzstan, Bishkek	Somalia, Mogadishu
Burundi, Bujumbura	Laos	Sri Lanka, Colombo
Cambodia, Phnom Penh	Latvia, Riga	Sudan, Khartoum
Cameroon, Yaounde	Liberia, Monrovia	Suriname, Paramaribo
Central African Republic, Bangui	*Libya, Tripoli ( <i>eff 10 January 2006</i> )	Syria, Damascus

Chad, N'Djamena	Lithuania, Vilnius	Tanzania, Dar es Salaam ( <i>eff 19 April 2005</i> )
China, Beijing Shanghai	Macedonia, The Former Yugoslav Republic of, Skopje	Togo, Lome
Congo, Democratic Republic of the Kinshasa	Madagascar, Antananarivo	Turkmenistan, Ashkhabat
Congo, Republic of the Brazzaville	Malawi, Lilongwe	Uganda, Kampala
Cote d'Ivoire, Abidjan	Mali, Bamako	Ukraine, Kiev
Cuba, Havana	Mauritania, Nouakchott	Uzbekistan, Tashkent
Cyprus, Nicosia	Mongolia, Ulaanbaatar	Vietnam
Djibouti	Moldova	Yemen, Sanaa
East Timor	Mozambique, Maputo	Zambia, Lusaka
Ecuador, Quito	Nepal, Kathmandu	Zimbabwe
	Nicaragua, Managua	

**APPENDIX G: MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL**

**PART I: Authorization Table**

**MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL**

Travelers are authorized reimbursement for certain necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include the following:	JFTR		JTR		App O	
	PCS	TDY	PCS	TDY	Mil	Civ
1. <u>Check Costs</u> . The cost of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEAs, and/or travel expenses for the authorized travel.	X	X	X	X	X	X
2. <u>ATM Use (UNIFORMED MEMBERS ONLY)</u> a. Administrative fees for ATM use to obtain money with: (1) The Government-sponsored Contractor-issued Travel Charge Card (i.e., Government charge card), or (2) An ATM or personal charge card used by personnel exempt from the requirement to use the Government charge card for official travel, up to the amount authorized for an advance for the travel concerned. b. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rates applicable to that card if an advance is not otherwise provided by cash or check. See OSD Comptroller memo of 19 July 2002 and Volume 9, Chapter 3 of the "DOD Financial Management Regulations", available at: <a href="http://www.dtic.mil/comptroller/fmr/09/09_03.pdf">http://www.dtic.mil/comptroller/fmr/09/09_03.pdf</a> , for information on personnel exempt from the requirement to use the Government charge card.	X	X			X	
3. <u>ATM Use (CIVILIAN EMPLOYEES ONLY)</u> . Administrative fees for ATM use to obtain money with: a. The Government-sponsored Contractor-issued Travel Charge Card (i.e., Government charge card) up to the amount authorized for an advance for the travel concerned. b. An ATM or personal charge card are <i>not</i> reimbursable. See OSD Comptroller memo of 19 July 2002 and Volume 9, Chapter 3 of the "DOD Financial Management Regulations", available at: <a href="http://www.dtic.mil/comptroller/fmr/09/09_03.pdf">http://www.dtic.mil/comptroller/fmr/09/09_03.pdf</a> , for information on personnel exempt from the requirement to use the Government charge card.			X	X		X

<u>MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL</u>	JFTR		JTR		App O	
	PCS	TDY	PCS	TDY	Mil	Civ

<p><b><i>Effective 8 September 2004</i></b></p> <p>4. <u>Passports, Visas (including green cards), Photographs, Physical Examinations, and Legal Services</u></p> <p>a. <u>Passport Fees</u>. A traveler ordinarily travels on a no-fee passport. However, passport fees are reimbursable when travel on an official travel order/authorization is to and/or from a high threat area or high risk airport (see <a href="http://travel.state.gov/warnings_list.html">http://travel.state.gov/warnings_list.html</a>) 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 <i>not</i> 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.</p> <p>b. <u>Fees for Visas (including green cards), Photographs for OCONUS Travel</u>. These fees are reimbursable ICW official travel. See JFTR, par. U1415 and JTR, par. C1415.</p> <p>c. <u>Physical Examination Fees</u>. These fees are reimbursable when required to obtain a visa and the examinations could not be obtained at a Government medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (adapted from GSBCA 15435-RELO, 9 April 2001).</p> <p>d. <u>Travel Orders/Authorizations for Visas and Physical Examinations</u>. A travel order/authorization may be issued to authorize/approve travel and transportation at Government expense (see JFTR, par. U2115 and JTR, Ch 3, Part B) to:</p> <p style="margin-left: 40px;">(1) 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, and</p> <p style="margin-left: 40px;">(2) 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.</p> <p><b><i>Effective 5 July 2005</i></b></p> <p>e. <u>Legal Service Fees</u>. Expenses for legal services that include lawyer fees (except retainer fees) for obtaining and/or processing applications for passports or visas (including green cards) for TDY, PCS, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications.</p> <p>f. <u>Dependents' Fees</u>. Dependents' fee is reimbursable except in connection with personal travel. <u>Example</u>: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>g. <u>Medical Fees</u>. Medical fees, even though incurred as a consequence of the entry requirements of a country to which the traveler is sent (either TDY or PCS), are <i>not reimbursable</i>, except for inoculations.</p>	X	X	X	X	X	X
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<u>MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL</u>	JFTR		JTR		App O	
	PCS	TDY	PCS	TDY	Mil	Civ

<p><i>Effective 19 May 2005</i></p> <p>5. <u>Birth Certificates</u>. The cost of birth certificates or other acceptable evidence of birth for OCONUS travel.</p>	X	X	X	X	X	X
<p><i>Effective 1 March 2004</i></p> <p>6. <u>Inoculations</u>. 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.</p>	X	X	X	X	X	X
<p><i>Effective 1 October 2004</i></p> <p>7. <u>Lodging Taxes</u> (except when MALT PLUS per diem for POC travel is paid) in the CONUS and non-foreign OCONUS areas (see Appendix A).</p> <p>a. Tax reimbursement is limited to the taxes on reimbursable lodging costs (for example, if the authorized maximum lodging rate is \$60/night, and lodging that costs \$110/night is chosen, only the taxes on \$60 may be reimbursed, which is the maximum authorized lodging amount); and</p> <p>b. Taxes for lodging in foreign OCONUS areas are part of per diem/AEA and are <i>not separately reimbursable</i>.</p>	X	X	X	X	X	X
<p><i>Effective 1 April 2005</i></p> <p>8. <u>Currency Conversion Fees</u>. Travelers:</p> <p>a. Are <i>not authorized reimbursement</i> for losses, nor are they liable for gains, resulting from currency conversions (63 Comp. Gen. 554 (1984)).</p> <p>b. 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.</p> <p>c. 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.</p> <p>d. 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.</p>	X	X	X	X	X	X

<u>MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL</u>	JFTR		JTR		App O	
	PCS	TDY	PCS	TDY	Mil	Civ
9. <u>Check Cashing</u> . Fees for cashing: a. U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries is authorized. b. <i>Salary checks/drafts are not authorized.</i>	X	X	X	X	X	X
10. <u>Carrier Terminal Fees</u> . Airport transit, service charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers on arrival/departure from carrier terminals are authorized when not included in the ticket cost (52 Comp. Gen. 73 (1972)).	X	X	X	X	X	X
11. <u>Energy Surcharge Fees</u> . Energy surcharge fees are authorized.	X	X	X	X	X	X
12. <u>Resort Fees</u> . Resort fees, <i>that are not optional</i> , are authorized.	X	X	X	X	X	X
<i>Effective 25 August 2005</i> 13. <u>Service and Processing Fees</u> . Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized: a. Through a CTO, and b. When a CTO/TMC is not available.  <i>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.</i>	X	X	X	X	X	X
14. <u>Transportation-Related Tips</u> . Transportation-related tips for taxis, limousines, and courtesy transportation are authorized.	X	X	X	X	X	X
<i>Effective 25 August 2005</i> 15. <u>Conveyance Costs</u> . Public or special conveyance costs to and from the transportation terminal are authorized (see JFTR, Ch 3, Part E and JTR Ch 2, Part C).	X	X	X	X	X	X

<u>MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL</u>	JFTR		JTR		App O	
	PCS	TDY	PCS	TDY	Mil	Civ
<p>16. <u>Costs for Paper Tickets</u></p> <p>a. 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) are authorized.</p> <p>b. Paying for paper tickets bought for personal convenience is the traveler's financial responsibility.</p>	X	X	X	X	X	X
<p>17. <u>Baggage Handling Tips (UNIFORMED MEMBERS ONLY)</u>. Customary tips for handling <u>any</u> baggage at transportation terminals are authorized.</p>	X	X			X	
<p>18. <u>Transportation to/from Terminal</u>. POC transportation costs to and from the transportation terminal are authorized. See JFTR, par. U3320 and JTR, par. C4657-B.</p>	X	X		X	X	X
<p>19. <u>Terminal Parking Fees</u>. Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to and from the terminal are authorized. See JFTR, par. U3320 and JTR, par. C4657-B.</p>		X		X	X	X
<p>20. <u>Trip Insurance</u></p> <p>a. Mandatory 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/rental car, and</p> <p>b. 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)).</p>		X		X	X	X

<u>MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL</u>	JFTR		JTR		App O	
	PCS	TDY	PCS	TDY	Mil	Civ

<p><b>Effective 1 March 2004</b></p> <p>21. <u>AO Authorized/Approved Expenses</u>. The following expenses are reimbursable when authorized/approved by the AO:</p> <ul style="list-style-type: none"> <li>a. Services, including associated equipment needed for reports/correspondence preparation;</li> <li>b. Clerical assistance;</li> <li>c. Services of guides, interpreters, packers, or vehicle drivers;</li> <li>d. Storage of property used on official business;</li> <li>e. Room rental (used for official business) at a lodging/other place;</li> <li>f. Official phone calls (see JFTR, par. U1405 and JTR, par. C1405);</li> <li>g. Connections used for computers to perform official Government business (see JFTR, par. U1405 and JTR, par. C1405);</li> <li>h. Excess baggage transportation costs (see JFTR, par. U3015-C and JTR, par. C2302);</li> <li>i. Conference registration fees when fees are a condition for attendance. When the registration fee includes meal costs, per diem is computed under JFTR, par. U2555-E3 and JTR, par. C4955-E3.;</li> <li>j. Dual lodging costs (see JFTR, par. U4135 and JTR, par. C4555-F). Reimbursement must <i>not</i> 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.;</li> <li>k. Nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled (see JFTR, par. U1430 and JTR, par. C1445). Reimbursement must <i>not</i> 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.;</li> <li>l. Expedited charge card delivery;</li> <li>m. Late payment delinquent fees involving the Government-sponsored Contractor-issued travel charge card but only for those personnel who are placed in the mission critical travel category or who, through no fault of their own, are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel. See the revised guidance to DODFMR, Volume 9, Chapter 3, found in USD(C) memorandum dated 7 May 2002 for definition of mission critical personnel and processing requirements; and</li> <li>n. Lodging fees/daytime lodging charges (e.g., room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience).</li> </ul>	X		X	X	X	X
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<u>MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL</u>	JFTR		JTR		App O	
	PCS	TDY	PCS	TDY	Mil	Civ
<p>22. <u>Laundry/Dry-Cleaning Expenses (UNIFORMED MEMBERS ONLY)</u>. 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):</p> <p>a. 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).</p> <p>b. Is <b><i>not</i></b> 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.</p>		X			X	
<p>23. <u>Laundry/Dry-Cleaning Expenses (CIVILIAN EMPLOYEES ONLY)</u>. Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred while on TDY or during PCS travel (not after returning to/arriving at PDS):</p> <p>a. Is a separately reimbursable travel expense when travel within CONUS requires at least 4 consecutive nights TDY lodging.</p> <p>b. Is <b><i>not</i></b> a separately reimbursable travel expense for OCONUS travel as it is included as an incidental expense within the per diem/AEA authorized for OCONUS travel.</p>			X	X		X
24. <u>Technology Equipment</u> . Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized.		X		X	X	X
25. <u>Value Added Tax (VAT)</u> . A Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.		X		X	X	X
26. <u>Tips for Handling Government Property</u> . Transportation-related tips for handling Government property at terminals and lodgings are authorized.		X		X	X	X
27. <u>Rental Car Administrative Fees</u> . Any per-day administrative fee called for in the SDDC rental car agreements (including GARS) is authorized.		X		X	X	X

<u>MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL</u>	JFTR		JTR		App O	
	PCS	TDY	PCS	TDY	Mil	Civ

<p><i>Effective 1 April 2005</i></p> <p>28. <u>Reimbursement for Lodging While on Leave (UNIFORMED MEMBERS ONLY)</u>. The traveler is authorized reimbursement for the actual cost of lodging retained at the TDY location during leave, not to exceed the lodging portion of the per diem rate for the TDY location, for each day during:</p> <p>a. Contingency operations (see JFTR, par. U7225), or</p> <p>b. Authorized/ordered evacuations (see JFTR, par. U7226-C).</p>		X			X	
29. <u>Tips Aboard Commercial Ships (UNIFORMED MEMBERS ONLY)</u> . Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships are authorized.	X					
30. <u>MALT (UNIFORMED MEMBERS ONLY)</u> . MALT, as prescribed in par. U5203-A3 (first itemization) for POC travel, when dependents travel separately from the traveler and a POC is used to and from the transportation terminal is authorized.	X					
31. <u>Excess Accompanied Baggage Transportation Costs</u> . Excess accompanied baggage transportation costs may: <p>a. Only be <i>approved</i> after the fact by the AO (ordinarily a major personnel command (e.g., Bureau of Naval Personnel (BUPERS) (Navy), Human Resources Command (HRC) (Army)) after PCS/TCS travel.</p> <p>b. <i>Not</i> be authorized in advance of PCS/TCS travel for DOD travelers.</p> <p>c. Be authorized/approved for the <i>non-DOD travelers</i></p> <p>d. <i>Not</i> be paid for with a Miscellaneous Charge Order (MCO), a coupon used as a general-purpose voucher for services (such as excess baggage) ICW PCS travel.</p>	X		X			
32. <u>Similar Travel and Transportation Related Expenses</u> . Travel and transportation related expenses similar to the above may be authorized.	X	X	X	X	X	X

## APPENDIX H

*Effective 16 August 2004*

## PART II

## SECTION C

## FIRST-CLASS DECISION SUPPORT TOOL

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

First-class accommodations requests.

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

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

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

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

*Effective 30 June 2005*

**Yes** - Is the travel for PCS, RAT/COT/IPCOT leave, EVT, FVT, emergency leave, R&R, FEMML, or evacuation?

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

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

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

*Effective 30 June 2005*

**Yes** - Is the travel for PCS, RAT/COT/IPCOT leave, EVT, FVT, emergency leave, R&R, FEMML, or evacuation?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*Effective 18 January 2005*

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

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

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

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

***Effective 18 January 2005***

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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c. Service regulations.

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

*Effective 25 August 2005*

D. Transportation Reimbursement

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

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

***\*NOTE: The cost paid by the Government for Government/Government-procured transportation, in house or CTO/TMC transportation, frequently includes a transaction fee for arranging the transportation. A CTO transaction fee incurred by a member/employee is reimbursable under App G, Part I, Item 13. When an available CTO/TMC is not used and no transaction fee is included in the Government/Government-procured transportation, the transaction fee for personally procured transportation from other than a CTO/TMC may be reimbursed as long as the total reimbursable amount for the transaction fee and transportation cost does not exceed the cost of the Government/Government procured transportation.***

#### T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)

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

*Effective 27 April 2005*

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

*Effective 25 August 2005*

\*C. Rental Vehicles (Includes Aircraft). When the AO authorizes rental vehicle use for official business, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to and from the rental facility (see App G, Part I). The following expenses are also reimbursable: parking; ferry fares; bridge, road and tunnel tolls;

traveler access fee (when charged); any per-day administrative fee called for in the SDDC rental car agreements; garage (POC parking is a separate reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft. When possible, the CTO/TMC, per TRANSCOM policy, reserves a rental vehicle from a company that subscribes to the SDDC rental car agreement. ***Travelers are not reimbursed for rental car insurance coverage purchased in the United States or non-foreign OCONUS locations regardless of from whom the rental car is rented.*** Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries. When a compact rental car (the "standard" for TDY travel), does not meet requirements, the AO may authorize the size vehicle appropriate to the mission. Claims for damage to rental vehicles, while the vehicles are being used for official business, are reimbursable to the traveler or the rental car company, as appropriate, as miscellaneous transportation expenses if adjudicated as payable under the procedures set forth in the DoD Financial Management Regulation (Volume 9, Chapter 4) (found at website <http://www.dtic.mil/comptroller/fmr/>) (or appropriate Service directives for the non-DoD Services). ***Reimbursement for personal funds for damage sustained by a rented automobile while being used on other than official business is not authorized. NOTE: Some vehicles are not covered with liability and vehicle loss and damage insurance for the traveler or the Government when rented for official Government travel. To view appropriate rental car companies and rates go to the Passenger section in the top right-hand corner of the SDDC website at <http://www.sddc.army.mil>, click on Car Rental Carriers in left-hand column, then Ceiling Rates. Vehicles listed in the rental car agreement/on the SDDC website are the only vehicles covered under the SDDC rental-car agreement. Any vehicle offered by a company that is under the SDDC rental car agreement but not listed on the SDDC list as a vehicle "in that category" does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the Government, and should not be rented for official Government travel. Usually, there is a company listed that has a vehicle necessary for official Government travel and these companies should be used.***

***Effective 28 April 2005***

**D. Government Transportation**

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

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

**JOINT TASK FORCE OPERATIONS TDY OPTIONS**

**SUBSIST ASHORE**

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

**SUBSIST ABOARD U.S. GOVERNMENT SHIP 3/**

	<b>SUBSISTENCE</b>	<b>PER DIEM</b>	<b>REMARKS</b>
TDY	Government Lodging and Government Meals	None	Civilian pays for Meals

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ Members/employees deployed who are ordered to subsist ashore – see “Subsist Ashore” (above table) for order type and payment guidelines.

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

Table 1. Deployment - Joint Operations TDY Options

D. Lodging Overnight Not Required

1. Transportation. Travelers should arrange for transportation through the CTO, even though overnight lodging is not required. If the travel is in the local area (see JFTR, par. U3500 and JTR, par. C2400-B) around the PDS, a Government vehicle, public transportation paid for by the command, or a private vehicle may be used. If a private vehicle is used to and from home, the traveler is authorized the standard mileage rate for the distance driven, minus the normal distance driven to and from work. If the traveler does not drive to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work. The AO decides the reimbursement amount based on the premise that a traveler is to be paid the difference between the cost of using the vehicle and the traveler's normal cost to get to work. In addition, travelers are authorized reimbursement for other expenses such as tolls and parking when using their private vehicles. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

2. Meals. With two limited exceptions (see par. T4060-B11), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (using the highest rate if there is more than one TDY location). *No per diem is authorized when TDY is for 12 or fewer hours.* However, the AO may authorize reimbursement of the actual amount paid, up to the PMR (not including incidental expenses) for the TDY location, when a uniformed member spends more than the cost of normal meal arrangements during travel outside the PDS limits (*see JFTR, par. U4510 for occasional meals authority*).

***NOTE: Mission-related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for childcare, house care, pet care, hotel concierge, or workout room/gym fees, and similar expenses.***

\*E. Miscellaneous Expenses. See Appendix G.

F. Reimbursement for Travel Expenses at the TDY Location

***Effective 28 April 05***

1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses see par. T4030.

2. Use of a Government vehicle/special conveyance is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):

- a. Duty sites,
- b. Lodgings,
- c. Dining facilities,
- d. Drugstores,

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

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

***Effective 11 August 2005***

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

B. Inactive Duty Training. Reserve Component personnel commit to an obligation to participate in 48 scheduled training periods (inactive duty training (IDT) unit drills) a year. Services have different terms for these drills, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location where the member normally performs "drill" (the armory, reserve center, assembly location, etc.). They receive no reimbursement for that commute. For purposes of par. T4045-B, ***Assigned Unit*** is a Reserve Component member's designated post of duty and ***TDY Station*** is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

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

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

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

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

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

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

***Effective 11 August 2005***

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

***Effective 11 August 2005***

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

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

**SUMMARY OF ALLOWANCES FOR RESERVE COMPONENTS PERSONNEL**

**ACTIVE DUTY WITH PAY 1/**

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

**ACTIVE DUTY WITHOUT PAY**

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

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

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

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

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

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

Table 2. TDY Allowances for Reserve Component Members

## T4050 TAKING A TYPICAL BUSINESS TRIP

### A. Before the Trip

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

#### *Effective 28 July 2005*

4. Getting the Travel Packet. The CTO gives the traveler the Trip Record with the confirmed reservations and commercial tickets. The TO provides the documents needed for Government transportation if the CTO does not provide this service. ***Travelers must safeguard tickets, if issued, carefully at all times.*** However, the traveler must immediately report to the issuing CTO if the ticket is lost or stolen. The traveler is financially responsible to purchase a replacement ticket. If the Government pays for the lost/stolen ticket, the traveler must not be reimbursed for the purchase of a replacement ticket until the Government has received a refund for the lost/stolen ticket. ***If the traveler paid for both tickets, reimbursement is authorized initially only for the first ticket purchased.*** If that first ticket is recovered, turned in for refund, and the Government repaid, reimbursement may then be made for the second ticket, NTE the cost of the first ticket. The traveler must return unused tickets to the CTO. ***NOTE: SF-1170, Redemption of Unused Tickets, found at: <http://www.gsa.gov>, is usable, if authorized in Service regulations, for use in connection with turning in unused tickets.***
5. Paying for Arranged Services and Getting Cash to Pay for Expenses while Traveling. The CTO must charge airline tickets, lodging, and rental car reservations on the traveler's individual or unit Government travel card; airline tickets in some cases may be charged to a CBA. While on the trip, travelers should charge other

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

#### B. During the Trip

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

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

#### C. After the Traveler Returns

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

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

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

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

### **T4060 AUTHORIZING OFFICIAL'S RESPONSIBILITIES**

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

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

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

## B. What's Allowable and Not Allowable

### 1. Transportation

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

*Effective 24 August 2005*

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

*Effective 27 April 2005*

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

### ***NOTE:***

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

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

***Effective 30 November 2005***

3. **Using U.S.-certificated Carriers.** Available U.S.-certificated air carriers must be used for all commercial foreign air transportation of persons/property when the U.S. Government funds the air travel (49 USC §40118 and B-138942, 31 March 1981). See JFTR, par. U3125-C and JTR, par. C2204-B. ***U.S.-certificated carriers are not “available” if:***

- a. Use of a U.S.-certificated air carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
- b. Use of a U.S.-certificated air carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
- c. Use of a non-U.S.-certificated air carrier would eliminate two or more aircraft changes en route on a trip between points in foreign areas (i.e., the travel is not through the U.S. or a non-foreign OCONUS location);
- d. The elapsed travel time by a non-U.S.-certificated air carrier is three hours or less and travel by a U.S.-certificated air carrier would be at least twice the time;
- e. The travel can only be financed with excess foreign currency and available U.S.-certificated air carriers do not accept the currency;
- f. Only first class accommodations are available on a U.S.-certificated air carrier while less-than-first-class accommodations are available on a non-U.S.-certificated air carrier; or

***Effective 24 August 2005***

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

***Effective 6 September 2005***

***NOTE 1:*** The ‘Fly America Act’ does not require travel across the CONUS when traveling between two OCONUS locations (e.g., Travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS. When it is determined that a U.S.-certificated air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a non-U.S.-certificated air carrier may be authorized/approved (adopted from GSBCA 16632-RELO, 15 July 2005)).

***NOTE 2: When using code share flights involving U.S.-certificated air carriers and non-U.S.-certificated air carriers, the flight number of the U.S.-certificated air carrier must be used on the ticket. If the flight number of the non-U.S.-certificated air carrier is used on the ticket, the ticket is a non-U.S.-certificated air carrier and a non-availability of U.S.-certificated air carrier document is needed.***

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

5. Lodging Selection

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

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

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

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

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

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

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

***Effective 9 August 2004***

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

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

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

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

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

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

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

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

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

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

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

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

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

**Effective 23 October 2004**

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

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

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

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

**Effective 16 November 2004****T4070 TDY GLOSSARY**

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

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

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

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

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

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

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

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

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

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

**Activities Authorized To Use Appendix O**

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

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

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

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

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

**APPENDIX Q**  
**OVERSEAS TOUR LENGTHS**

**TABLE 1 - DoD**

Tour lengths are established IAW DoDI 1315.18, par. E3.1. Submit changes to tour lengths IAW DoDI 1315.7, par. E3.1.2. *Do not submit tour length changes to PDTATAC.*

*Effective 1 February 2006*

**\*NOTE:** *If a tour length is not listed in this table for a specific OCONUS location or country, for assignment-selection purposes only, the tour length is 36 months accompanied and 24 months unaccompanied. See DODI 1315.18, Par. E3.1.3 (12 January 05).*

The following are overseas tour lengths *for members of the DoD Services only (other than the Defense Attaché System):*

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
ALASKA (except as indicated) ( <i>Note 1</i> )	36	36
Marine Corps Security Forces	24	12
Fort Greely	<i>24 (eff 1 May 2004)</i>	12
Adak, Clear, Galena, King Salmon and Eareckson	NA	12
ALBANIA, Tirana	24	12
ALGERIA ( <i>effective 7 December 2004</i> )	24	12
AMERICAN SAMOA	NA	12
ARGENTINA	36	24
ARUBA	24	18
AUSTRALIA (except as indicated)	36	24
Alice Springs	36	24
Exmouth	24	24
Learmonth	24	15
Woomera	24	15
AUSTRIA	36	24
AZORES (See PORTUGAL)		
BAHAMAS, Andros Island	24	24
BAHRAIN ( <i>Note 5</i> )	24	12
BANGLADESH	24	18
BELGIUM (except as indicated)	36	24
Bertrix	NA	12
BELIZE ( <i>eff 17 September 2004</i> )	24	18
BENIN	24	12
BERMUDA	36	24
BOLIVIA	24	18
BOTSWANA	24	12
BRAZIL	36	24
BRITISH INDIAN OCEAN TERRITORY, Diego Garcia	NA	12
BULGARIA, Sofia	24	12
BURKINA FASO	24	12
CAMBODIA	NA	12

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
CANADA (except as indicated)	36	24
Argentina, Newfoundland; Goose Bay, Labrador	24	12
CHAD	24	12
CHILE	36	24
COLUMBIA	24	18
COMMONWEALTH of the NORTHERN MARIANA ISLANDS (Saipan)	24	12
COSTA RICA	36	24
CROATIA, Zagreb	24	12
CUBA		
Guantanamo Bay ( <i>Note 2</i> )	30	18
Marine Barracks	24	12
CYPRUS (except as indicated)	24	18
Akrotiri	24	12
CZECH REPUBLIC, Prague	36	24
DEMOCRATIC REPUBLIC OF CONGO (Zaire)	24	12
DENMARK (except as indicated)	36	24
Greenland (Kalaallit Nunaat)	NA	12
DOMINICAN REPUBLIC	36	24
ECUADOR	36	18
Manta	NA	12
EGYPT (except as indicated)	24	18
Ismailia	24	12
Beni Suef, Cairo (ETSS personnel only), Jiyanklis New, Sinai	NA	12
EL SALVADOR	NA	12
SAO Personnel	24	18
ENGLAND (See UNITED KINGDOM)		
ERITREA	24	12
ESTONIA, Tallinn	24	24
FRANCE	36	24
GEORGIA, Tbilisi	24	18
GERMANY (except as indicated)	36	24
Donaueschingen	24	12
Geilenkirchen	36	36
GIBRALTAR	36	24
GREECE (except as indicated)	36	24
Athens, Thessalonki	24	15
Parnis, Patras	30	18
Crete, Souda Bay	24	18
Larissa	24	12
Argyroupolis, Drama, Elefsis, Horiatis, Levkas, Perivolaki, Yiannitsa	NA	12
GREENLAND (see DENMARK)		
GUAM ( <i>effective 12 October 2004</i> )	36	24
GUATEMALA	36	24
GUYANA	24	18

## APPENDIX S

## AUTHORIZED FEML LOCATIONS/DESTINATIONS

The following are authorized FEML locations/destinations *for members (and their command-sponsored dependents) and, effective 2 Nov 2002, for civilian employees and their dependents*:

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Albania, Tirana	European	Frankfurt	30 Nov 2007
Angola, Luanda ( <i>eff 30 Nov 2005</i> )	European	Frankfurt	30 Nov 2007
Argentina	Southern	Miami	30 Apr 2007
Armenia, Yerevan	European	Frankfurt	31 Jul 2007
Australia, Alice Springs	Pacific	Honolulu	<b>31 Mar 2006</b>
Australia, Exmouth	Pacific	Perth	<b>31 Mar 2006</b>
Australia, Learmonth	Pacific	Perth	<b>31 Mar 2006</b>
Azerbaijan, Baku	European	Frankfurt	31 Oct 2007
Bahrain	Central	Frankfurt	<b>31 Oct 2005</b>
Bangladesh, Dhaka	Pacific	Honolulu	<b>31 Mar 2006</b>
Barbados	Southern	Miami	30 Apr 2007
Belarus, Minsk	European	Frankfurt	31 Jul 2007
Belize	Southern	Miami	30 Apr 2007
Bolivia	Southern	Miami	30 Apr 2007
*Bosnia, Sarajevo ( <i>eff 29 Jul 2005</i> )	European	Frankfurt	31 July 2007
Botswana, Gaborone	European	Frankfurt	31 Jul 2007
Brazil	Southern	Miami	30 Apr 2007
Bulgaria, Sofia	European	Frankfurt	31 Oct 2007
Burma, Rangoon	Pacific	Honolulu	<b>31 Mar 2006</b>
Cambodia, Phnom Penh	Pacific	Honolulu	<b>31 Mar 2006</b>
Cameroon, Yaounde	European	Frankfurt	31 Jul 2007
Chad, N' djamena	European	Frankfurt	31 Jul 2007
Chile	Southern	Miami	30 Apr 2007
China, Beijing	Pacific	Honolulu	<b>31 Mar 2006</b>
Columbia	Southern	Miami	30 Apr 2007
Cote D'Ivoire, (formerly Ivory Coast), Abidjan	European	Frankfurt	31 Jul 2007
Costa Rica, San Jose	Southern	Miami	30 Apr 2006
*Croatia, Zagreb	European	Frankfurt	<b>31 Jan 2008</b>
Cuba, Guantanamo Bay	Southern	Jacksonville	31 Dec 2006

Cuba, Havana ( <i>for Coast Guard uniformed members only</i> )	USCG	Miami	31 Dec 2007
Cyprus, Nicosia	European	Frankfurt	31 Jul 2007
Democratic Republic of Congo, Kinshasa	European	Frankfurt	31 Jul 2007
Djibouti	Central	Frankfurt	<b>31 Oct 2005</b>
Dominican Republic	Southern	Miami	30 Apr 2007
Ecuador	Southern	Miami	30 Apr 2007
Egypt	Central	Frankfurt	<b>31 Oct 2005</b>
El Salvador	Southern	Miami	30 Apr 2007
Eritrea, Asmara	Central	Frankfurt	<b>31 Oct 2005</b>
Estonia, Tallinn	European	Frankfurt	31 Jul 2007
Ethiopia, Addis Ababa	Central	Frankfurt	<b>31 Oct 2005</b>
Fiji	Pacific	Honolulu	<b>31 Mar 2006</b>
Gabon, Libreville	European	Paris	30 Jun 2007
Georgia, Tbilisi	European	Frankfurt	31 Oct 2007
Ghana, Accra	European	Frankfurt	31 Jul 2007
Greece, Athens	European	Frankfurt	31 Oct 2007
Greece, Larissa	European	Frankfurt	31 Jul 2007
Greenland, Thule 1/	European	Baltimore	31 May 2006
Guatemala	Southern	Miami	30 Apr 2007
Guinea, Conakry	European	Paris/Frankfurt	31 Jul 2007
Guyana	Southern	Miami	30 Apr 2007
Haiti	Southern	Miami	30 Apr 2007
Honduras	Southern	Miami	30 Apr 2007
Hong Kong	Pacific	Los Angeles	<b>31 Mar 2006</b>
Iceland ( <i>eff 14 October 2005</i> )	European	Frankfurt	30 Sep 2007
India, New Delhi	Pacific	Honolulu	<b>31 Mar 2006</b>
Indonesia, Jakarta	Pacific	Honolulu	<b>31 Mar 2006</b>
Israel, Tel Aviv	European	Frankfurt	31 Jul 2007
Ivory Coast, (See Cote D'Ivoire)			
Jamaica	Southern	Miami	30 Apr 2007
Jordan	Central	Frankfurt	<b>31 Oct 2005</b>
Kazakhstan, Almaty	Central	Frankfurt	<b>31 Oct 2005</b>
Kenya	Central	Frankfurt	<b>31 Oct 2005</b>
Kuwait	Central	Frankfurt	<b>31 Oct 2005</b>
Kyrgyzstan, Bishkek	Central	Frankfurt	<b>31 Oct 2005</b>

Laos, Vientiane ( <i>eff 29 October 2004</i> )	Joint POW/MIA	Honolulu	31 Oct 2006
Latvia, Riga	European	Frankfurt	31 Jul 2007
Lithuania, Vilnius	European	Frankfurt	31 Jul 2007
Macedonia, The Former Yugoslavia Republic of Macedonia, Skopje	European	Frankfurt	31 Jul 2007
Madagascar, Antananarivo ( <i>eff 28 May 2004</i> )	Pacific	Frankfurt	<b>31 May 2006</b>
Malaysia, Kuala Lumpur	Pacific	Sydney	<b>31 Mar 2006</b>
Mali, Bamako	European	Frankfurt	31 Jul 2007
Marshall Islands, Majuro	Pacific	Honolulu	<b>31 Aug 2003</b>
Mexico	Northern	San Antonio	<b>30 Aug 2005</b>
Moldova, Chisnau	European	Frankfurt	31 Jul 2007
Mongolia, Ulaanbaatar	Pacific	San Francisco	<b>31 Mar 2006</b>
Morocco, Rabat	European	Frankfurt	31 Jul 2007
Mozambique, Maputo	European	Frankfurt	31 Jul 2007
Namibia, Windhoek	European	Frankfurt	31 Oct 2007
Nepal, Kathmandu	Pacific	Honolulu	<b>31 Dec 2004</b>
Nicaragua	Southern	Miami	30 Apr 2007
Niger, Niamey	European	Frankfurt	31 Jul 2007
Nigeria, Abuja	European	Frankfurt	31 Oct 2007
Nigeria, Lagos	European	Frankfurt	31 Oct 2007
Oman	Central	Frankfurt	<b>31 Oct 2005</b>
Pakistan	Central	Frankfurt	<b>31 Oct 2005</b>
Panama	Southern	Miami	30 Apr 2007
Paraguay	Southern	Miami	30 Apr 2007
Peru	Southern	Miami	30 Apr 2007
Philippines, Metro Manila	Pacific	Honolulu	<b>31 Mar 2006</b>
Poland, Warsaw	European	Frankfurt	31 Oct 2007
Qatar	Central	Frankfurt	<b>31 Oct 2005</b>
Romania, Bucharest	European	Frankfurt	31 Jul 2007
Russia, Moscow	European	Frankfurt	31 Jul 2007
Rwanda, Kigali	European	Frankfurt	31 Jul 2007
Saudi Arabia	Central	Frankfurt	<b>31 Oct 2004</b>
Senegal, Dakar	European	Frankfurt	31 Jul 2007
Serbia and Montenegro, Belgrade	European	Frankfurt	30 Nov 2007

Singapore	Pacific	Honolulu ( <i>eff 14 Apr 2004</i> )	<b>31 Mar 2006</b>
South Africa, Pretoria	European	Frankfurt	31 Jul 2007
Sri Lanka, Columbo	Pacific	Frankfurt	<b>31 Mar 2006</b>
Suriname	Southern	Miami	30 Apr 2007
Syria, Damascus	Central	Frankfurt	<b>31 Oct 2005</b>
Tanzania, Dar Es Salaam	European	Frankfurt	31 Oct 2007
Thailand, Bangkok	Pacific	Honolulu	<b>31 Mar 2006</b>
Thailand, Chiang Mai	Pacific	Honolulu	<b>31 Mar 2006</b>
Trinidad and Tobago	Southern	Miami	30 Apr 2007
Tunisia, Tunis	European	Frankfurt	31 Jul 2007
Turkey, Ankara	European	Frankfurt	31 Jul 2007
Turkmenistan, Ashgabat	Central	Frankfurt	<b>31 Oct 2005</b>
Uganda, Kampala	European	Frankfurt	31 Jul 2007
Ukraine, Kiev	European	Frankfurt	31 Jul 2007
United Arab Emirates	Central	Frankfurt	<b>31 Oct 2005</b>
Uruguay	Southern	Miami	30 Apr 2007
Uzbekistan, Tashkent	Central	Frankfurt	<b>31 Oct 2005</b>
Venezuela	Southern	Miami	30 Apr 2007
Vietnam, Hanoi	Pacific	Honolulu	<b>31 Mar 2006</b>
Yemen	Central	Frankfurt	<b>31 Oct 2005</b>
Zambia, Lusaka	European	Frankfurt	31 Jul 2007
Zimbabwe, Harare	European	Frankfurt	31 Jul 2007

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