

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 233

Alexandria, VA

1 May 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 May 2006 unless otherwise indicated.

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This change includes all material written in MAP Items 92-05(E); 94-05; 95-05; 7-06(I); 17-06(I); 23-06(I); 29-06(I) and 40-06(I). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 232 cover page.

BRIEF OF REVISION

These are the major changes made by Change 233:

U4000; U4001. Deletes paragraphs and clarifies re-designated pars. U4101-O and P.

U4137; T4040-A1f. Indicates that a member/employee may not ship furniture from a previous residence or purchase furniture at Government expense, instead of renting furniture, for use in a residence purchased at a TDY Location.

U5710. Allows TLE for a maximum of 20 days (instead of 10) for locations for which the Secretary of Defense has prescribed a temporary housing allowance (BAH) increase because the PDS is located in a major disaster area or a PDS is experiencing a sudden increase in members assigned.

U7150-A4b(3); U7150-H; U10112; Appendix A, Part II. Implements Section 610 of the FY06 NDAA (Public Law 109-163, 6 January 2006). The law changes the minimum number of days that a Reserve member must be called or ordered to active duty to receive the full housing allowance rate from 140 to 31.

U10100; Appendix K, Part II. Clarifies who is responsible for:

- a. Approving DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) required to be submitted by members authorized to live in private sector leased/owned housing before they can be paid OHA, and
- b. Adjudicating cases involving questionable OHA claims.

Appendix O, T4070. Deletes the term 'TAD' in the Glossary of Appendix O.

Appendix P, Part II. Corrects the PoC information for the City Pair Program.

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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CHAPTER 4
TEMPORARY DUTY TRAVEL
PART A: RESERVED

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G. Members Traveling Together with No/Limited Reimbursement. Members traveling together under an order directing no/limited reimbursement (see par. U4102-O)) 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)).

*O. Members Traveling Together. 'Members traveling together' refers to travel away from the PDS during which the mission requires the travelers to remain together as a group while actually traveling. Ordinary travel reimbursements apply unless the members' orders direct limited or no reimbursement, in which case transportation, food, lodging, and other items ordinarily reimbursed, should be provided without cost to the members. ***No per diem is payable on days members travel when the order directs limited or no reimbursement for members traveling together.*** The restriction applies to per diem payment only on the travel days between duty locations and does not include allowances for full days at the duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 the day the member arrives at the TDY location. The prohibition begins again at 0001 the departure day from the TDY location and continues until arrival at the PDS. ***Directing several members to travel together with limited or no reimbursement must never be done simply to save travel funds.*** If meals or quarters are not available, reimbursement is authorized for occasional meals and quarters under par. U4510. Limited reimbursement refers to reimbursement for occasional meals and quarters.

*P. Stragglers. A member, who becomes separated from the others while traveling as one of members traveling together under orders directing limited or no reimbursement, must be provided for in the manner prescribed in Chapter 7, Part N.

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 <https://secureapp2.hqda.pentagon.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 <https://secureapp2.hqda.pentagon.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, <https://secureapp2.hqda.pentagon.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. ***Par. U4105-F 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 the Member Is en route to a TDY Station. If a TDY order is canceled while a member is en route to a 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 PDS Limits. 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 par. U4105-H are authorized when such duty is performed under emergency circumstances that threaten injury to human life or damage to Federal Government property, 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 lodging amount 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.*

Effective 6 February 2006

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

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

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

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. Par. U4141 does not apply when the residence is purchased.*

NOTE: A member who purchases or rents (par. U4131) and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from a previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. Adopted from GSBCA 16699-TRAV, 17 August 2005 (This decision is available at: http://141.116.74.201/regs/comp-gen-dec/GSBCA_16699.htm).

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.

CHAPTER 5

PART H: TEMPORARY LODGING EXPENSE (TLE) ALLOWANCE WITHIN CONUS

U5700 PURPOSE

TLE is intended to *partially* pay for lodging/meal expenses when a member/dependent(s) occupy temporary quarters *in CONUS* due to a PCS.

U5705 AUTHORIZATION

A. Authorized TLE. A member is authorized TLE reimbursement not to exceed the number of days authorized in par. U5710:

1. Before leaving the old CONUS PDS, designated place (see Appendix A), a member's CONUS HOR, and/or technical school if the member is reporting to the first PDS; or

NOTE: TLE is payable incident to a move when entering active duty to the first PDS.

2. After arriving at the new CONUS PDS, designated place, and the member's first PDS, if the member is reporting there from HOR or initial technical school; or,

3. When house-hunting is performed after the member completes PCS travel to the new PDS (i.e., in conjunction with a PCS after arrival at the new PDS); or

4. For the elapsed time between PDSs when per diem is not payable; and

5. When the member's PCS order is cancelled or revoked after the member occupies temporary quarters. The member is authorized TLE reimbursement up to the maximum number of days allowable; or

6. Upon initial arrival at a CONUS PDS and waiting for Government quarters assignment, or while completing arrangements for other permanent living accommodations when Government quarters are not available.

NOTE: The 'TLE days' covered must be used in the vicinity of the old/new PDS, designated place, and/or the member's CONUS HOR or initial technical school if the member is ordered to active duty.

Example: If a member has 8 days elapsed time (e.g., proceed, delay, travel, etc.) between PDSs and the allowable travel time is 7 days, the member may be paid TLE for one day if spent near the old or new PDS. The additional available 'TLE days' may be claimed for days spent:

- a. Near the old PDS before (or after) the member checked out of the activity at the old PDS; and/or
- b. At a designated place (see Appendix A) en route; and/or
- c. Near the new PDS before (or after) the member checked into the new activity at the new PDS.

If a member has 22 days elapsed time between PDSs and the allowable travel time is 7 days, the member may be paid:

- a. The maximum allowable TLE allowance for days spent at/near the old/new PDS; or
- b. A designated place en route as described in the 8-day example.

B. Not Authorized TLE. A member is not authorized TLE:

1. When leaving active duty; or
2. For a house-hunting trip taken before the member moves to the new PDS (i.e., not in conjunction with a PCS); or
3. On behalf of dependent(s) acquired after the effective date of a PCS order; or
4. On behalf of dependent(s) who returned from an OCONUS location prior to PCS order issuance (see Chapter 5, Part J); or
5. On behalf of dependent(s) relocating for personal safety (see par. U5205); or
6. When ordered to Indeterminate Temporary Duty (*ITDY*).

NOTE: A member is authorized TLE for the acquired dependent for the next PCS assignment which also includes the vicinity of the place at which the dependent was acquired.

Effective 27 February 2006

***U5710 TIME LIMITATIONS**

TLE reimbursement is limited to:

1. 10 days for a PCS to a CONUS PDS (a member may split the days among old CONUS PDS, new CONUS PDS, and designated place in CONUS); or
2. 5 days for a PCS to an OCONUS PDS (a member may split the days between old CONUS PDS and designated place in CONUS);
3. 10 days for a member reporting to the first CONUS PDS from the HOR or initial technical school. A member may split the days among CONUS HOR, initial technical school, CONUS designated place and CONUS PDS. A member may split the days between CONUS HOR, initial technical school, and designated place in CONUS if the first PDS is OCONUS; or

Effective for TLE incurred 27 February 2006 and expiring 31 December 2008

4. 20 days for a PCS to a CONUS PDS for which the Secretary of Defense has prescribed a temporary housing allowance increase under 37 USC §403(b)7(A) due to:
 - a. a major disaster (PDS must be located in a Presidentially-declared disaster area), or
 - b. the PDS is experiencing a sudden increase in number of members assigned.

TLE has been temporarily increased for the following locations:

No locations have been designated yet

U5715 TEMPORARY QUARTERS

Temporary quarters for the member/dependent(s):

1. Must be a temporary residence; and
2. Must be in the vicinity of the old and/or new PDS/designated place; and
3. May be allowed if assigned family-type Government quarters are not occupied because:
 - a. HHG have not been shipped from the old PDS; or
 - b. HHG have not been received at the new PDS; or
 - c. Government quarters are undergoing repair/renovation; or
 - d. HHG have been packed, picked up and/or shipped from the losing PDS; or
 - e. For similar reasons.

NOTE: Lodging receipts are required. When member/dependent(s) stay with friends/relatives, lodging cost is not authorized but the TLE meal portion is payable.

U5720 REIMBURSEMENT

A. Member-Married-to-Member. When both spouses are members:

1. Each may be reimbursed up to \$180 per day, and
2. Both may not claim the same dependent(s) for TLE on the same days, and
3. One member may not claim the other member for TLE payment, and
4. TLE *may be paid*, in addition to TQSE for civilian employees, (see JTR, Chapter 5, Part H) as long as TLE and TQSE payments cover different expenses. ***Duplicate payment for the same expenses is not authorized. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).***

B. Per Diem Rate Used. The *locality* per diem rate based on the PDS (or designated place, HOR or initial follow-on technical training, if applicable) location is used for TLE reimbursement.

C. Maximum TLE Reimbursement. A member:

1. May be reimbursed a maximum of \$180 per day for TLE expenses when the member and dependent(s) occupy temporary quarters on the same or different days (B-221732, 10 April 1987); and
2. May choose the days TLE is claimed when occupying temporary quarters on different days than the dependent(s); and

3. Dependent(s) may occupy temporary quarters on different days, but TLE is determined as if lodgings were occupied on the same days; and
4. Should use available Government quarters (see par. U1045).

NOTE: When Government quarters are available and other lodgings are used, lodging reimbursement is limited to the Government quarters' cost (see par. U1045).

D. Reimbursement Example:

1. A member occupies temporary quarters at the new PDS for 12 days (1-12 April).
2. The member's dependent(s) also occupy temporary quarters for 12 days (18-29 April).
3. The member selects 1-10 April (member) and 18-27 April (dependents) for TLE.
4. Reimbursement for the daily **combined** total expenses of the member and dependent(s) (e.g., 1 April for the member and 18 April for the dependents) must not exceed \$180 per day.

E. Reimbursement Computation

Step 1: Determine daily M&IE and ceiling for lodging. Multiply the percentage in the following table by the applicable M&IE and lodging locality per diem rates prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>.

No. of Eligible Persons Occupying Temporary Quarters	Percentage Applicable
Member or 1 dependent:	65%
Member and 1 dependent, or 2 dependents only:	100%
For each additional dependent age 12 and over, add:	35%
For each additional dependent under age 12, add:	25%

NOTES: The above percentage factors are used for both lodging and M&IE unless:

1. For member-married-to-member couples, each spouse begins with 65%. Each dependent then increases the percentage for the member claiming that dependent as shown in Examples 3 and 4.
2. For a member with multiple dependents occupying the same temporary lodging, add each dependent starting with the oldest dependent to get the correct percentage rate as shown in examples 2, 4 and 5. A member with two dependents, one over 12 and one under 12 is 125% (member and dependent over 12 is 100%, dependent under 12 is 25%).

Step 2: Determine lodging

Compare the actual daily lodging cost (including lodging taxes) to the lodging cost ceiling found in Step 1. Use the lesser.

Step 3: Determine gross daily equivalency. Add the result in Step 2 to the daily M&IE rate obtained in Step 1.

Step 4: Determine applicable daily rate

Compare \$180.00 with the amount found in Step 3. Pay the lesser of these two amounts for that day.

EXAMPLE 1 -- TLE ALLOWANCE

NOTE: Locality per diem and the M&IE rate used in this example may not be the rates currently in effect and are for illustration purposes only.

A member without dependents is PCS'd between two CONUS PDSs. Before and after reporting at the new PDS, the member occupies temporary quarters at the new PDS for 4 nights at \$47.50/night (\$42.75 plus \$4.75 tax). The new PDS locality per diem rate is \$113 (\$35 for M&IE and \$78 for lodging). The member certifies that Government quarters are not available. The member is authorized TLE, computed as follows:

1. Determine maximum rates (given percent x locality rate). M&IE Lodging	65% x \$35 = \$22.75 65% x \$78 = \$50.70
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$47.50 vs. \$50.70 \$47.50
3. Add the Step 1 M&IE to the selected lodging in Step 2.	\$22.75 + \$47.50 = \$70.25
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$70.25 for that day.	\$180.00 vs. \$70.25; \$70.25 x 4 days = \$281.00

EXAMPLE 2 -- TLE ALLOWANCE

NOTE: Locality per diem and the M&IE rate used in this example may not be the rates currently in effect and are for illustration purposes only. See <https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html> or par. U2025 for the current Standard CONUS per diem rate.

A member (with a spouse (not entitled to basic pay) and two children (ages 12 and 9)) is PCS'd between two CONUS PDSs. The Standard CONUS per diem rate applies to both PDSs, \$60 for lodging and \$39 for M&IE. After reporting to the new PDS, the member and dependents occupy temporary quarters off-post for 8 nights at \$80/night (\$72 plus \$8 tax). The member certifies that Government quarters are not available. The member is authorized TLE, computed as follows:

1. Determine maximum rates (given percent x locality rate). M&IE Lodging	160% x \$39 = \$62.40 160% x \$60 = \$96.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$80.00 vs. \$96.00 \$80.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$62.40 + \$80.00 = \$142.40
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$142.40 per day.	\$180.00 vs. \$ 142.40; \$142.40 x 8 days = \$1,139.20

EXAMPLE 3 -- TLE ALLOWANCE

NOTE: *Locality per diem and the M&IE rate used in this example may not be the rates currently in effect and are for illustration purposes only. See <https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html> or par. U2025 for the current Standard CONUS per diem rate.*

A member-married-to-member couple with two dependents (ages 14 and 10) are PCS'd between two CONUS PDSs. The Standard CONUS per diem rate applies to both PDSs, \$60 for lodging and \$39 for M&IE. Before and after reporting at the new PDS, the members and dependents occupy temporary quarters off-post for 6 nights at \$100/night (\$90 plus \$10 tax). Each member is authorized TLE up to \$180 per day. The \$100 lodging cost is halved between the two members. The members certify that Government quarters are not available. The members are authorized TLE, computed as follows:

Member #1 (with 1 dependent)	
1. Determine Maximum rates (Given percent x locality rate). M&IE Lodging	100% x \$39 = \$39.00 100% x \$60.00 = \$60.00
2. Compare the actual daily lodging cost (including tax) to the Step 1 maximum lodging rate and use the lesser.	\$50.00 vs. \$60.00 \$50.00
3. Add the Step 1 M&IE to the Step 2 lodging cost.	\$39.00 + \$50.00 = \$ 89.00
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$89.00 for that day.	\$180.00 vs. \$ 89.00; \$89.00 x 6 days = \$534.00

Member #2 (with 1 dependent)	
1. Determine Maximum rates (Given percent x locality rate) M&IE Lodging	100% x \$39.00 = \$39.00 100% x \$60.00 = \$60.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$50.00 vs. \$60.00 \$50.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$39.00 + \$50.00 = \$ 89.00
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$89.00 for that day.	\$180.00 vs. \$ 89.00; \$89.00 x 6 days = \$534.00

The daily rate paid to each member is \$89. The combined daily amount paid to both members is \$178.00 (\$89.00 + \$89.00). The combined amount paid to both members for 6 days is \$1,068.00 (\$178.00 X 6).

EXAMPLE 4 -- TLE ALLOWANCE

NOTE: *Locality per diem and the M&IE rates used in this example may not be the rates currently in effect and are for illustration purposes only. See <https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html> or par. U2025 for the current Standard CONUS per diem rate.*

A member-married-to-member couple with two dependents, (ages 5 and 7), are PCS'd between two CONUS PDSs. The locality per diem rate for the new PDS is \$101 (\$35 for M&IE and \$66 for lodging). Before and after reporting at the new PDS, the members and dependents occupy temporary quarters off-post for 30 nights at \$100/night (\$90 plus \$10 tax). Each member is authorized TLE up to \$180 per day for 10 days. The \$100 lodging cost is the same rate regardless of how many people occupy the room. The members certify that Government quarters are not available. **NOTE:** *In this example, each member claims the two dependent children BUT for different days. The members are authorized TLE, computed as follows:*

Member #1 (with 2 dependents)	
1. Determine Maximum rate (Given percent x locality rate). M&IE Lodging	125% x \$35.00 = \$ 43.75 125% x \$66.00 = \$ 82.50
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$100.00 vs. \$82.50 \$82.50
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$43.75 + \$82.50 = \$126.25
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$126.25 for that day.	\$180.00 vs. \$126.25; \$126.25 x 10 days = \$1,262.50
Member #2 (with 2 dependents)	
1. Determine Maximum rate (Given percent x locality rate). M&IE Lodging	125% x \$35.00 = \$43.75 125% x \$66.00 = \$ 82.50
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging and use the lesser.	\$100.00 vs. \$82.50 \$82.50
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$43.75 + \$82.50 = \$126.25
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$126.25 for that day.	\$180.00 vs. \$126.25; \$126.25 x 10 days = \$1,262.50

The first member may claim TLE for any 10-day period and the second member may claim TLE for any other 10-day period (with no overlap in days) in temporary quarters. Each member is authorized the maximum of 10 days (\$180.00 per day x 10 days = \$1,800.00). The combined amount paid to both members for 20 days is \$2,525.00 (\$1,262.50 + \$1,262.50).

EXAMPLE 5 -- TLE ALLOWANCE

NOTE: *Locality per diem and the M&IE rates used in this example may not be the rates currently in effect and are for illustration purposes only. See <https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html> or par. U2025 for the current Standard CONUS per diem rate.*

A member with a spouse (not entitled to basic pay) and two children (ages 14 and 11) is PCS'd between two CONUS PDSs. Before departing the old PDS, the member and dependents occupy temporary quarters off post for 2 nights at \$120 (\$105/night plus \$15 tax). The locality rate for the old PDS rate is \$111 (\$35.00 for M&IE and \$76 for lodging). Before and after reporting to the new PDS, the member and dependents occupy temporary quarters off-post for 6 nights at \$85/night (\$77 plus \$8 tax). The new PDS locality rate is \$99.00 (\$39.00 for M&IE and \$60.00 for lodging). The member certifies that Government quarters are not available at either PDS. The member is authorized TLE computed as follows:

OLD PDS	
1. Determine maximum rate (given percent x locality rate). M&IE Lodging	160% x \$35.00 = \$ 56.00 160% x \$76.00 = \$121.60
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$120.00 vs. \$121.60 \$120.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$56.00 + \$120.00 = \$176.00
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$176.00 per day.	\$180.00 vs. \$176.00; \$176.00 x 2 days = \$352.00
NEW PDS	
1. Determine maximum rate (given percent x locality rate). M&IE Lodging	160% x \$39.00 = \$62.40 160% x \$60.00 = \$96.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$85.00 vs. \$96.00 \$85.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$62.40 + \$85.00 = \$147.40
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$147.40 for that day.	\$180.00 vs. \$147.40; \$147.40 x 6 days = \$884.40

The member is authorized a total of \$1,236.40 (\$352.00 + \$884.40) for TLE.

EXAMPLE 6 -- TLE ALLOWANCE

NOTE: Locality per diem and the M&IE rates used in this example may not be the rates currently in effect and are for illustration purposes only.

A member occupies temporary quarters at the new PDS for 12 days (1-12 April) at \$45.00 (\$40.50 per night plus \$4.50 tax). The new PDS locality per diem rate is \$96.00 (\$31.00 for M&IE and \$65 for lodging). The member's dependents (spouse and one child) occupy temporary quarters at the old PDS for 12 days (18-29 April) at \$60/night (\$54.00 plus \$6.00 tax). The locality per diem rate for the dependents' location is \$116.00 (\$35.00 for M&IE and \$81.00 for lodging). The member selected 1-10 April (member) and 18-27 April (dependents) for TLE. The member certifies that Government quarters were not available at either location. The member is authorized TLE, computed as follows:

	Member	Dependent(s)
1. Determine Maximum rate (given percent x locality rate) M&IE Lodging.	65% x \$31.00 = \$20.15 65% x \$65.00 = \$42.25	100% x \$35.00 = \$35.00 100% x \$81.00 = \$81.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$45 vs. \$42.25 \$42.25	\$60.00 vs. \$81.00 \$60.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$20.15 + \$42.25 = \$62.40	\$35.00 + \$60.00 = \$95.00
Combined Total:		\$62.40 + \$95.00 = \$157.40
4. Compare \$180 with the Step 3 combined total and pay the lesser amount for each day. Pay \$157.40 for that day.		\$180.00 vs. \$157.40; \$157.40 x 10 days = \$1,574.00

U5725 FUNDS ADVANCE

An advance may be paid for the average number of days (as determined by the Secretarial process) for which TLE is paid in connection with a PCS to that PDS. The advance is limited to the maximum amount for 10 days if the new PDS is in CONUS and for 5 days if the new PDS is OCONUS.

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PART F2: TRAVEL WHEN PER DIEM NOT AUTHORIZED

<u>Paragraph</u>	<u>Contents</u>
U7125	TRAVEL WHEN PER DIEM NOT AUTHORIZED <ul style="list-style-type: none">A. Orders to Active Duty - no PDS DesignatedB. Undergoing ProcessingC. TDY Station Changed to PDSD. Bedpatient or InpatientE. Assignment to Rehabilitation Center or ActivityF. Members of Missions

PART F3: MEMBERS ASSIGNED TDY AS OBSERVERS TO UN PEACEKEEPING ORGANIZATIONS

<u>Paragraph</u>	<u>Contents</u>
U7140	MEMBERS ASSIGNED TDY AS OBSERVERS TO UN PEACEKEEPING ORGANIZATIONS

PART G: TRAVEL OF MEMBERS OF RESERVE COMPONENTS AND RETIRED MEMBERS CALLED (OR ORDERED) TO ACTIVE DUTY

<u>Paragraph</u>	<u>Contents</u>
U7150	RESERVE COMPONENT TRAVEL <ul style="list-style-type: none">A. Active Duty with Pay (48 Comp. Gen. 301 (1968))B. Active Duty without PayC. Inactive Duty Training with PayD. Inactive Duty Training without PayE. SROTC MembersF. Travel Allowances for a Member Authorized Medical and Dental CareG. Funeral Honors DutyH. Station Allowances and OHA
U7155	RETIRED MEMBERS CALLED (OR ORDERED) TO ACTIVE DUTY WITH OR WITHOUT PAY
U7175	MUSTER DUTY ALLOWANCE FOR 'READY RESERVE' RESERVE COMPONENT MEMBERS

PART H1: LEAVE TRAVEL AND TRANSPORTATION

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than 140 days, the duty must be extended due to unforeseen circumstances and the prospective extended period is fewer than 140 days (including the days remaining on the existing order and the number of days added by the extension), per diem or AEA continues for the entire period. When the prospective extended period is for 140 or more days (including the days remaining on the existing order and the number of days added by the extension), no per diem or AEA is payable from the date of the order directing the additional/extended duty except as authorized in par. U7150-A4b(3) for non-training active duty TDY. See par. U2146 for extension examples.

b. 140 or More Days

(1) Duty at One Location. A member, called to active-duty-for-training for 140 or more days at one location, is authorized travel and transportation allowances payable under Chapter 5 as for a PCS (except as noted in par. U2146-B). ***No per diem or AEA is payable at the duty location. The availability of Government quarters and/or Government mess does not change this determination.***

(2) Duty at More than One Location. When the active duty to be performed is at more than one location and the duty is 140 or more days at one location, the member is authorized PCS travel and transportation allowances (Chapter 5). TDY allowances are payable at any location where the duty is for fewer than 140 days as provided for TDY in Chapters 3 and 4. If the duty to be performed is fewer than 140 days at each location, travel and transportation allowances are payable as provided for TDY in Chapters 3 and 4 for the entire duty, including travel to and from the duty locations.

Effective 11 August 2005

4. Active Duty for and Active Duty Extensions (Other than Training) of 140 or More Days

a. For 180 or Fewer Days. When the active-duty-for-other-than-training (ADOT) contemplated by an order at any location is for 180 or fewer days (except as noted in par. U2146) travel and transportation allowances are payable as provided for TDY in Chapters 3 and 4. Per diem or AEA is payable at the duty location, except if par. U7150-A1b or U7150-A1c applies. When, during an ADOT of 180 or fewer days, the duty must be extended due to unforeseen circumstances and the prospective extended period is 180 or fewer days (including the days remaining on the existing order and the number of days added by the extension), per diem or AEA continues for the entire period. When the prospective extended period is for more than 180 days (including the days remaining on the existing order and the number of days added by the extension), no per diem or AEA is payable from the date of the order directing the additional/extended duty except as authorized in par. U2145-B for non-training active duty TDY. The current station becomes a PDS and the member is authorized PCS allowances to that station. See par. U2146 for extension examples.

b. Active Duty for More Than 180 Days

(1) Active Duty at One Location. When a member is called to active-duty-for-other-than-training for more than 180 days at one location, travel and transportation allowances are payable under Chapter 5 as for PCS. ***No per diem or AEA is payable at the duty location except as noted in par. U7150-A4c. The availability of Government quarters and/or Government mess does not change this determination.***

(2) Active Duty at More Than One Location. When the active duty is to be performed at more than one location, and the duty is more than 180 days at one location, travel and transportation allowances are payable under Chapter 5 as for PCS. ***No per diem or AEA is payable at the location at which the member is to perform duty for more than 180 days except as noted in par. U7150-A4c.*** TDY allowances are payable at any location where the duty is for 180 or fewer days as provided for TDY in Chapters 3 and 4. If the duty to be performed is 180 or fewer days at each location, travel and transportation allowances are payable as for TDY under Chapter 3 and 4 for the entire duty.

Effective 6 January 2006

*(3) Per Diem in Excess of 180 Days. Except when paid station allowances and/or OHA under par. U7150-H2a, a member called to active duty away from home for other than training purposes for:

- (a) More than 180 days at one location, or
- (b) 180 or fewer days but extended to be more than 180 days (from the extension date) at one location,

may be authorized per diem for the entire period if the call to active duty/extension is required by:

- (c) Unusual circumstances,
- (d) Emergency circumstances, or
- (e) Exigencies of the Service concerned,

as determined by the Secretarial Process.

(4) Per diem, travel and transportation allowances, when authorized are paid as for any member on TDY 180 or fewer days. See par. U2145.

Effective 11 August 2005

5. TDY Per Diem Computation. When a member is ordered on TDY away from the PDS as indicated in par. U7150-A3b(1), per diem or AEA is computed under Chapter 4.

B. Active Duty without Pay

1. Standby Reserve. ***Travel and transportation allowances are not authorized for members of the Standby Reserve of the Armed Forces who voluntarily perform active duty training without pay.***

NOTE: par. U7150-B2 is effective as of 10 February 1996.

2. Technicians (Dual Status). Per diem may be authorized by the Secretarial Process for dual status military technicians (as described in 10 USC §10216) while on leave from technical employment and performing active duty without pay (as authorized by 5 USC §6323(d)) outside the United States.

3. Others. Except as provided in par. U7150-B2, other Reserve Component members who perform duty without pay as described in par. U7150-A may be authorized/approved to receive the applicable automobile or motorcycle mileage rate, for travel to and from their duty stations including travel required in connection with qualifying physical examinations or conditions precedent to the duty involved, and/or reimbursement for occasional meals and/or quarters (see par. U4510). ***They are not authorized per diem and AEA at the duty station (44 Comp. Gen. 615 (1965); 46 id. 319 (1966)).***

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 a 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.

*H. Station Allowances and OHA

Effective for Reserve Component members called/ordered/entering active duty on/after 6 January 2006.

****NOTE: New rules apply for Reserve Component members called/ordered to active duty for more than 30 days and who begin to serve active duty on or after 6 January 2006. If active duty begins prior to 6 January 2006 the new rules do not apply even if their continuous service extends beyond 6 January 2006. A member whose service is extended on or after 6 January 2006, through amended or modified orders, and serves more than 30 days from the extension order, is authorized allowances under the new rules effective the date of the extension.***

1. General. A Reserve Component member, called/ordered from an OCONUS residence to active duty/ADT, is authorized the station allowances in Chapter 9 and the OHA in Chapter 10 in the circumstances described in pars. U7150-H2, and U7150-H3. When a member is authorized station allowances and/or OHA 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/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/ordered to active duty from Alaska or Hawai'i locations.

2. Called/Ordered to Active Duty for More Than 30 Days. A Reserve Component member called/ordered to active duty from an OCONUS location for 31 or more days is authorized station allowances and OHA for the principal residence location at the time called/ordered to active duty beginning on the first active duty day. This rate continues for the tour duration except as noted below.

a. Called/Ordered to ADT for 140 or More Days. 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 and OHA for the PDS location begins on the day the member reports at that location. A member called/ordered to ADT from a CONUS location for 140 or more days at one location is authorized station allowances and/or OHA in the same manner as a member already on active duty.

b. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days. Except as provided in par. U7150-H2c, 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 and OHA for the PDS location begins on the day the member reports at that location. A member called/ordered to active-duty-for-other-than-training from a CONUS location for more than 180 days at one location is authorized station allowances and/or OHA in the same manner as a member already on active duty.

c. Called/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/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/ordered to active duty) is:

- (1) Assigned to duty at that residence, and
- (2) Paid station allowances and/or OHA at that location rate.

HHG transportation under a TDY order in accordance with Chapter 4, Part H, does not affect this authorization. Station allowances and/or OHA authorization begins on the day the member is authorized a housing allowance. Per diem is payable as indicated in par. U7150-A4b(3).

3. Called/Ordered to Active Duty-for Less than 31 Days. A Reserve Component member called/ordered to active duty from an OCONUS location for less than 31 days is authorized station allowances and OHA:

- a. if the call/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 and/or OHA at the rate prescribed for the member's principal residence location at the time called/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 calendar year preceding the calendar year in which the muster duty is performed.***

U7180 ALLOWANCE SUMMARY TABLES

RESERVE COMPONENTS PERSONNEL ACTIVE DUTY WITH PAY 1/

SITUATION	TRANSPORTATION 2/,3/	PER DIEM 4/,5/
Annual training duty 6/	Chap 3 applies	Not authorized if Gov't qtrs & mess available; otherwise Chap 4 applies
Involuntary training due to unsatisfactory participation in reserve commitments	Chap 3 applies	Not authorized if Gov't qtrs & mess available
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	Chap 3 applies--reimbursement for POC is the automobile mileage, limited to cost of Government contract carrier	Not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as members traveling together with no/limited reimbursement (Chap 4, Part A). Otherwise, may be authorized reimbursement under Chap 3	Not authorized if Gov't qtrs & mess available
Member commutes, or is within the commuting area as designated by local commander	May be paid the automobile mileage for one-round trip only (provided the place of active duty and home are not in same city limits). Also may be authorized reimbursement under Chap 3, Part F	Not authorized - AEA may be authorized under par. U4510 (except for meal normally procured when commuting) if required to remain overnight (except if duty site and home are in same city limits)
Active duty for less than 20 weeks at one location	Chap 3 applies	Chap 4 applies
Additional periods beyond 20 weeks		If prospective extended period is less than 20 weeks per diem continues; if 20 or more weeks per diem stops on date of order directing additional duty
Physical examination in connection with active duty	Chap 5, Part B applies	Chap 5, Part B applies from place orders are received or addressed to place of physical and return, or to new PDS, or return and then to new PDS

This table summarizes allowances and is for informational purposes. The actual allowances are prescribed in the preceding paragraphs.

1/ Applies to Reserve Component members called/ordered to active duty with pay under orders which 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/ Travel and transportation allowances are not authorized if place of duty and home are in the corporate limits of the same city or town.

3/ Reservist Component members may not be paid for commuting from home to duty--only one round-trip may be paid.

4/ Temporary lodging facilities are not government quarters for purposes of this table.

5/ Reservist Component members on active duty for training who otherwise are not entitled to per diem and who occupy transient Gov't housing may be reimbursed the actual cost incurred for service charges/lodging.

6/ Since a training location is the PDS, no per diem is payable when Gov't qtrs & mess are available. Per diem is payable when TDY away from the training location or for travel to and from the AT location if not in a commuting status.

ACTIVE DUTY WITH PAY (Continued)

SITUATION	TRANSPORTATION 7/,8/	PER DIEM
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for 140 or more days (20 or more weeks)	Chap 3 applies if the Secretarial Process authorizes per diem, otherwise Chap 5 applies	Chap 4 applies if the Secretarial Process authorizes per diem, otherwise no per diem at the location -- Chap 5 applies en route and Chap 4 applies when duty performed at any other location for less than 140 days (20 weeks)
Active duty for 140 or more days (20 or more weeks) at one location	Chap 5 applies	No per diem at the location except as noted in par. U2146-B -- Chap 5 applies en route and Chap 4 applies when duty performed at any other location for less than 140 days (20 weeks)

7/ Travel and transportation allowances are not authorized if place of duty and home are in the corporate limits of the same city or town.

8/ Reserve Component members may not be paid for commuting from home to duty--only one round-trip may be paid.

ACTIVE DUTY WITHOUT PAY

	TRANSPORTATION	PER DIEM 9/,10/
Standby Reserve Component Members	Not authorized	Not authorized
Others performing duty without pay	Service discretion to reimburse under Chap 4, Part A (as for members traveling together with no/limited reimbursement) and/or the automobile mileage rate	Not authorized except occasional meals and/or quarters may be authorized (see par. U4510) for travel days only

9/ Temporary lodging facilities are not Government quarters for the purposes of this table.

10/ Reserve Component members on active duty for training who otherwise are not authorized per diem and who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 11/,12/

SITUATION	TRANSPORTATION	PER DIEM
TDY to Reserve Component Member's Assigned unit including the training duty station, drill site, city or town in which assigned unit is located	Not authorized - may be authorized reimbursement under Chap 3, Part F	Not authorized
TDY to other than Reserve Component Member's Assigned unit	Chap 3 applies, limited to lesser entitlement from member's abode or home unit.	Chap 4 applies
Standby Reserve Component Members voluntarily performing without pay	Not authorized	Not authorized

This table summarizes allowances and is for informational purposes. The actual allowances are prescribed in the preceding paragraphs.

11/ For travel allowance purposes, the Reserve Component unit is the designated post of duty for Reserve Component members attached or assigned to that unit.

12/ Reservist Component members on inactive duty for training who otherwise are not authorized per diem and who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

MEMBERS OF SENIOR RESERVE OFFICERS TRAINING CORPS 13/,14/

SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Travel of SROTC Advanced Training members 1) to and from field training or at-sea training sites or 2) for medical or other exam or for observations the Service deems appropriate	Transportation is by Government conveyance or government-procured transportation or reimbursement on a per mile basis at the automobile mileage rate. AO may authorize reimbursement for POC from home or SROTC unit location to the training site and return for advance training.	No Government prepared meals or box lunches are furnished or meal tickets issued	1. If transportation and meals are not furnished, the automobile mileage rate is payable per mile. 2. Reimbursement on a mileage basis may be authorized to and from transportation terminals. 3. Payment may be authorized under U4510 at point of delay. 4. If mixed modes are involved pay mileage up to the total cost of Government-procured transportation plus meal tickets (minus cost of any such items used).
SROTC Cadets and midshipmen in Financial Assistance Program ordered to perform TDY	U7001 applies	U7001 applies	Does not apply while at location performing field training or at-sea training when both Gov't qtrs and meals are available
Travel to educational institution to accept appointment as SROTC cadet or midshipman in Financial Assistance Program	Chap 5, Part B applies; allowances may not exceed those payable from appointee's permanent place of abode, home, school, or duty station at time of travel to educational institution	Chap 5, Part B applies	Transportation may be furnished or reimbursement made for travel on basis of receipt of a notice of selection for appointment or other evidence showing travel was in connection with such appointment
SROTC Cadets or midshipmen discharged from the Financial Assistance Program	Chap 5, Part B applies for travel from the educational institution where enrolled to the authorized abode, home, or military station	Chap 5, Part B applies	If the member continues school at the same institution after discharge from the Financial Assistance Program, no travel allowances are authorized
SROTC member ordered to active duty as an enlisted member or an officer in an Armed Force	Chap 5, Part B applies	Chap 5, Part B applies	From home or place ordered to active duty to the first PDS via any TDY en route

This table summarizes allowances and is for informational purposes. The actual allowances are prescribed in the preceding paragraphs.

13/ Members and designated applicants appointed under 10 USC §2104--SROTC advanced training members--are not authorized per diem.

14/ Members and designated applicants appointed under 10 USC §2107--SROTC cadets and midshipmen in Financial Assistance Program may be authorized per diem.

MISCELLANEOUS

SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Member entitled to medical or dental care under 10 USC §1074a for illness, disease, or injury incurred or aggravated while: (1) on active duty for a period of 30 or fewer days; or (2) inactive duty training; or (3) traveling directly to or from the place at which the member performs or has performed such duty.	Chap 3 applies	Chap 4 applies	Not authorized if injury is result of member's gross negligence or misconduct
Muster Duty – Member of the Ready Reserve who is not a member of the National Guard or the Selected Reserve	Not authorized however, an allowance for Muster Duty is 125 percent of the amount of the average per diem rate for the CONUS in effect on 30 Sep of the year preceding the calendar year in which the Muster Duty is performed.	Not authorized	Must be engaged in muster duty for a period of at least 2 hours. (Rate eff 1 Jan 99 = \$146.31)

This table summarizes allowances and is for informational purposes. The actual allowances are prescribed in the preceding paragraphs.

CHAPTER 10

PART B: GENERAL INFORMATION

U10100 GENERAL

Effective 28 October 2005

***NOTE:**

- 1. OHA is not intended, and must not be allowed to be used, for the personal enrichment of a member by including costs incurred for adapting a residence to accommodate renters.*
- 2. OHA is intended to assist in paying for private sector leased/owned housing for a member and/or a member's dependents.*
- 3. Disciplinary action addressed in par. U1055 applies when housing allowances are used for other than the purpose intended.*

A. Purpose. OHA is authorized to assist a member in defraying the housing costs incurred incident to assignment to a PDS outside the U.S. All members authorized to live in private sector leased/owned housing are authorized OHA, provided an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) is completed by the member and approved by the senior officer of the Uniformed Services in the country concerned, or the individuals or offices designated for that purpose by the senior officer (see Appendix M, Part III for responsibilities of the Overseas Command/Commander, Senior Officer and Country Allowance Coordinator). There are two types of housing allowances paid under the OHA:

1. An up-front, lump-sum MIHA for those who qualify (see par. U10104 and Appendix N for rules and information), and
2. A monthly OHA including a utility/recurring maintenance allowance.

The location MIHA is based on the average "move-in" costs for members. The monthly OHA is the rent, up to the rental allowance at a PDS, plus the utility/recurring maintenance allowance.

B. Precedence of Other Authorities. Payment of OHA is predicated on the same rules for adjudication of dependency, adequacy of Government quarters and assignment of Government quarters that apply to the Basic Allowance for Housing (BAH). Any eligibility issue relating to those criteria must meet the same decision rules as BAH; e.g. if a dependency relationship is valid for BAH, it is also valid for OHA, a quarters assignment issue that fails the BAH eligibility criteria, also fails for OHA. See Chapter 26, DoDFMR for DoD Services and Service regulations/directives for non-DoD Services.

C. Allowances Payable. The amount of OHA payable is determined as shown in Appendix K, unless a special determination jointly issued by the Secretary concerned and the PDTATAC Chair authorizes a different rate due to special circumstances. OHA rates are based on a member's PDS except as indicated in Part C.

D. OHA Calculation. OHA is calculated by comparing the member's monthly rent to the prescribed locality rental allowance, selecting the lesser of the two, and then adding the appropriate utility/recurring maintenance allowance. MIHA is paid at the start of the OHA. For detail computation procedures, see Appendix K.

U10102 DETERMINING MONTHLY RENT

A. General. Monthly rent is the amount paid per month by a member for possession and use of private sector housing. (The term “private sector housing” includes a mobile home or boat.) The rent stated in the lease or as otherwise agreed to by the landlord and the tenant in a written document must be used in computing the OHA. The cost of a separate lease for parking at/in the vicinity of the private sector housing also should be added to the member’s dwelling lease amount in determining the member’s total rental amount. ***The cost of parking at the place of duty is not included in rent.*** The following rules apply for determining rent.

1. A recurring condominium or homeowner association fee, paid by the member, is prorated to a monthly charge and incorporated into the member’s rent.
2. See par. U10102-C for a member-owned dwelling place.
3. A sharer’s monthly rent is determined by dividing the total monthly rent by the number of sharers occupying the dwelling.
4. ***In an arrangement by which a member pays rent in advance and the landlord agrees to reimburse the member all or substantially all of the rental money at the end of the lease agreement, the amount of rent used in computing a member’s OHA is zero.***
5. Re-compute OHA if/when the rent changes.

B. Sharers. See ***NOTE*** below. A sharer is authorized up to the maximum rental allowance set for a member-without-dependents unless accompanied by one or more dependents. A sharer accompanied by dependent(s) is authorized up to the maximum rental allowance set for a member-with-dependents. Compute the OHA to which each sharer is authorized by adding the:

1. Sharer’s prorated share of the rent paid or the maximum rental established for the sharer’s grade and locality, whichever is less, plus
2. Prorated monthly Utility/Recurring Maintenance Allowance.

A member authorized MIHA (see par. U10104 and Appendix N for specific rules) receives a full rather than prorated “Miscellaneous” allowance. ***Only one sharer may claim reimbursement for any individual rent or security-related expense.***

NOTE: A renter living in a completely separate unit of an owner-owned multiplex dwelling as described in par. U10102-C4 is not a “sharer”, and OHA is determined as if the renter occupied an unattached unit.

C. Private Sector Housing Owned

1. Divide the actual purchase price of the private sector housing by 120 to derive the monthly “rent” for a member-owned private sector housing. ***Settlement costs, fees for title search, other legal and related costs are not included in determining the actual purchase price. NOTE: For members in the Azores who purchased homes on/after 1 January 1999, divide the purchase price by 24.***
2. The amount of any personal installment type loans and real estate equity loans obtained for the purpose of renovating, or repairing the current dwelling place are added to the actual purchase price before determining the rent.

a. Definitions:

- (1) Renovating: Restoring to a previous condition, as by remodeling.
- (2) Repairing: Restoring to sound condition after damage or injury. Fixing, setting right, renewing or refreshing.

b. ***Loans used to furnish or decorate a home (including such things as the addition of a Jacuzzi or pool to a home purchased without such an amenity) or loans for personal reasons, or credit card or line of credit loans may not be used.***

c. The Service concerned must adjudicate loans for purposes not specified above. The request with all documentation should be submitted by the member's command to:

- (1) Army - Through appropriate command channels to: HQDA (DAPE-PRC), 300 Army Pentagon, Washington, DC 20310-0300;
- (2) Navy - Through appropriate command channels to: Deputy Chief of Naval Operations (M&P); Washington Staff/Chief of Naval Personnel (N130E), 2000 Navy Pentagon, Washington, DC 20350-2000;
- (3) Marine Corps - Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico VA 22134-5103;
- (4) Air Force - Through appropriate command channels to: HQAF/DPPC, 1040 AF Pentagon, Washington, DC 20330-1040;
- (5) Coast Guard - Directly to: Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street, SW, Washington, DC 20593-0001;
- (6) NOAA Corps - Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 1315 East-West Highway, Room 12100, Silver Spring, MD 20910-3282;
- (7) U.S. Public Health Service - Directly to: Office of Commissioned Force Management, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061

3. If a member (or the member's dependents) inherits a dwelling or residence or otherwise receives it without purchasing it, the purchase price of the dwelling or residence is \$0. In this case, the member is authorized to receive the utility/recurring maintenance allowance

NOTE: If a member obtains a mortgage on the inherited dwelling or residence specifically i.e., for home improvements or takes out a loan to pay inheritance taxes on the residence or dwelling, the cost of the mortgage or loan may be used as a housing cost for OHA purposes.

Effective 1 October 2005

4. If the dwelling is a multiplex unit, owned by a member, the allowance claimed is based on the percentage of the multiplex unit's square footage occupied by the member and dependents, times the same percent of the purchase price divided by 120. If the member and dependents live in 1,200 square feet (40%) of a 3,000 total square feet multiplex unit, and the total purchase price of the multiplex unit is \$300,000, divide the actual purchase price of the multiplex unit by 120 to derive the monthly 'rent' for the multiplex unit which is \$2,500. \$1,000 (40% of \$2,500) may be claimed for OHA rental purpose. Renters of other units within the multiplex unit are not 'sharers'.

5. If the dwelling place owned by the member is a mobile home or boat, the monthly lot rental or berthing fee paid is added to this amount.

D. Maximum Rental Allowance. The maximum amount of monthly rent considered in computing the amount of OHA payable is contained in <https://secureapp2.hqda.pentagon.mil/perdiem/allooha.html>.

U10103 UTILITY/RECURRING MAINTENANCE ALLOWANCE

A. Monthly Allowance

1. The utility/recurring maintenance allowances for each OHA locality are found in the OHA locality tables at <https://secureapp2.hqda.pentagon.mil/perdiem/allooha.html> and are based on member (with-dependents) reported expenses of members who pay all or a majority of their utilities,
2. Covers the utility costs for 80 percent of members assigned to an area,
3. Is paid to sharers (see par. U10000-C) on a pro rated amount of the net allowance,
4. Is paid to members 'without dependents' (who *are not* sharers) at 75 percent of the 'with-dependents' rate, and
5. Is eliminated or paid on a percentage basis if all or parts of the utilities are included in rent.

B. Rent Includes All, No, or Some Utilities

1. When rent does not include utilities or the member is a homeowner, the member is authorized the utility/recurring maintenance allowance in par. U10103-A above.
2. When rent includes all utilities, a member is not authorized the utility/recurring maintenance allowance. However, the appropriate utility/recurring maintenance allowance in par. U10103-A above is added to the member's rental allowance when computing the OHA.
3. When rent includes some utilities, a member is not authorized all of the utility/recurring maintenance allowance in par. U10103-A above. The locality *climate code* and the *utility point score* determine the percentage of the utility/recurring maintenance allowance amount the member is authorized. However, the amount to which the member is not authorized is to be added to the appropriate rental allowance ceiling when computing the OHA.
 - a. Climate Codes. Locality climate codes are indicated on each locality table (see PDTATAC website at <https://secureapp2.hqda.pentagon.mil/perdiem/allooha.html>). The three climate codes include:
 - (1) Code 1 (Cold) – long-term mean temperature of 45 degrees F or colder,
 - (2) Code 2 (Moderate) – neither Code 1 nor Code 3, and
 - (3) Code 3 (Hot) – long-term average of 69 degrees F or warmer, except when long-term average for one or more months of the year drops to 45 degrees F or colder. In such instances, a climate code of 2 is assigned.
 - b. Climate Code Utility Points. Use the table below to determine the correct climate code and then credit the member with appropriate points for each utility/service that is not included in the rent. The final number is the member's total utility point score.

U10109 OHA WHEN BOTH HUSBAND AND WIFE ARE MEMBERS AND SEPARATE HOUSEHOLDS ARE MAINTAINED

When both husband and wife are members and separate households are maintained at or in the vicinity of their OCONUS PDS or PDSs, each is individually authorized OHA 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. *In no case may a spouse who also is a member on active duty be a dependent for allowance purposes in this Part.*

U10110 OHA CONTINUATION FOLLOWING MEMBER'S DEATH

OHA continuation on behalf of dependents, following a member's death on active duty, follows the same rules as BAH continuation under the same circumstances.

NOTE 1: DoD Members - See DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay", Chapter 26 (see <http://www.dtic.mil/comptroller/fmr/07a/07A26.pdf>).

NOTE 2: Non-DoD Members - See Service pay regulations.

U10111 OHA FOR A MEMBER IN A NONPAY STATUS

OHA may be continued for the same period and under the same conditions as BAH when a member is in a non-pay status (see DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," sec. 2605 for Department of Defense members and Service pay regulations for members of non-DoD Services). Payment must be made directly to dependents, and not to the member.

Effective on 6 January 2006

***U10112 OHA FOR RESERVE COMPONENT MEMBERS**

See par. U7150-H regarding OHA application to a Reserve Component member called/ordered to active duty, or ADT.

U10113 ASSIGNMENT TO GOVERNMENT QUARTERS

OHA is not payable on any day the member is assigned Government quarters adequate for the member and dependents, if with dependents.

Effective 1 October 2005

U10114 MEMBER PROCESSING FOR RETIREMENT OR SEPARATION OR ON LEAVE AFTER PROCESSING

A member at an OCONUS location who is processing for retirement or separation or on leave after processing, and who intends to establish a residence in an OHA based area after retirement or separation is eligible for a housing allowance (OHA):

- a. If the member continues to occupy private sector leased/owned housing at or in the vicinity of the PDS OHA continues until the date of separation or retirement.
- b. If the member occupies private sector leased/owned housing after vacating Government quarters or moves to different private sector housing in the same country, OHA starts on the day the member obtains private sector housing and stops on the date of separation/retirement. In this case, OHA is based on the PDS rate.

c. If a member at an OCONUS PDS moves to a different country, which is an OHA area, to establish a residence after separation/retirement, the member is eligible for a housing allowance based on the location of the residence. OHA starts on the day the member obtains private sector housing and stops on the date of separation/retirement.

NOTE: For BAH rules when a member is directed or authorized to proceed from the PDS to a CONUS separation activity for retirement or separation processing see the DoDFMR, Chapter 26, for DoD Services or Service directives for non-DoD Services.

To be paid OHA under any of the circumstances in par. U10114 above, the member must provide a lease and an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) that is completed and approved.

APPENDIX A

PART II: ACRONYMS

*ADT	Active Duty for Training
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
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 Individually Billed travel charge card Account” <i>NOTE: Does not apply to any other form of personal credit card. (Effective 27 January 2006)</i>
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

APPENDIX G: 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: http://www.dtic.mil/comptroller/fmr/09/09_03.pdf , 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: http://www.dtic.mil/comptroller/fmr/09/09_03.pdf , 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><i>Effective 8 September 2004</i></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 http://travel.state.gov/warnings_list.html) by commercial air and the traveler is authorized to obtain and use a regular fee passport. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless Government transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements.</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><i>Effective 5 July 2005</i></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 not reimbursable, 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> 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> 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> 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> 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>	<u>JFTR</u>		<u>JTR</u>		<u>App O</u>	
	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. C2192.</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. C2192.</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>Effective 1 March 2004</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"> a. Services, including associated equipment needed for reports/correspondence preparation; b. Clerical assistance; c. Services of guides, interpreters, packers, or vehicle drivers; d. Storage of property used on official business; e. Room rental (used for official business) at a lodging/other place; f. Official phone calls (see JFTR, par. U1405 and JTR, par. C1405); g. Connections used for computers to perform official Government business (see JFTR, par. U1405 and JTR, par. C1405); h. Excess baggage transportation costs (see JFTR, par. U3015-C and JTR, par. C2302); 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.; 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.; 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.; l. Expedited charge card delivery; 	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>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</p> <p>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).</p>						
<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 not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.</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 not 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
<p>24. <u>Technology Equipment</u>. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized.</p>		X		X	X	X
<p>25. <u>Value Added Tax (VAT)</u>. A Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.</p>		X		X	X	X
<p>26. <u>Tips for Handling Government Property</u>. Transportation-related tips for handling Government property at terminals and lodgings are authorized.</p>		X		X	X	X
<p>27. <u>Rental Car Administrative Fees</u>. Any per-day administrative fee called for in the SDDC rental car agreements (including GARS) is authorized.</p>		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	
<p>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.</p>	X					
<p>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.</p>	X					
<p>31. <u>Excess Accompanied Baggage Transportation Costs</u>. Excess accompanied baggage transportation costs may:</p> <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			
<p>32. <u>Similar Travel and Transportation Related Expenses</u>. Travel and transportation related expenses similar to the above may be authorized.</p>	X	X	X	X	X	X

APPENDIX K*OVERSEAS HOUSING ALLOWANCE (OHA)****PART II: BRIEFING SHEET****A. OHA Overview**

1. The OHA program provides you and other uniformed members assigned to OCONUS locations (except Hawaii and Alaska) an allowance to defray your housing costs. All members authorized to live in privately leased/owned quarters are authorized an OHA but must provide a completed DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) approved by the appropriate local official. See par. U10100-A. ***You must submit a new DD Form 2367 each time there is a change to any data you previously submitted.***

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

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

OHA allowances are periodically reviewed and updated based on member-reported costs. These reviews may result in allowance increases/decreases; therefore, your OHA payments ordinarily may change over time. OHA locality tables with current rate information are on the PDTATAC website at <https://secureapp2.hqda.pentagon.mil/perdiem/allooha.html>.

B. Required Form(s) Submission. Before your OHA is paid, you must complete a DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) and present the completed form, together with a copy of your lease agreement, to the appropriate official (see par. U10100-A) who must approve your DD Form 2367. If you qualify for MIHA/Rent and/or MIHA/Security you also must complete DD Form 2556 (Move-In Housing Allowance Claim). ***These allowances generally increase/decrease over time due to periodic exchange rate adjustments based on foreign currency fluctuations in relation to the dollar and/or new cost data. You must complete a new DD Form 2367 each time your previously reported housing information changes.***

C. Rental Allowances

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

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

- a. A spouse or dependent that is either a uniformed member or a Federal civilian employee authorized a Living Quarters Allowance (LQA),
- b. Another uniformed member authorized an OHA, or non-related Federal civilian employee authorized an LQA, and/or
- c. Any other person, excluding the member's dependents, who contributes money toward the payment of rent, mortgage and/or utilities.

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

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

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

D. Utility/Recurring Maintenance Allowances

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

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

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

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

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

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

F. Rental Advances. You may draw an advance housing allowance if your commanding officer authorizes/approves. The advance amount cannot exceed three months rent allowance unless you are at a location specifically authorized to pay larger advances by the PDTATAC. **Advances are not authorized/approved for the purchase of residences or other living accommodations (see JFTR, par. U10105).**

NOTE: Commands may supplement this briefing sheet to include local housing market characteristics. Additionally, local commands should periodically use every available means to publicize the importance of members keeping their DD Forms 2367 current.

Effective 16 July 2004

***APPENDIX N**

PART I: MOVE-IN HOUSING ALLOWANCE (MIHA)

A. General

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

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

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

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

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

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

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

D. MIHA/Security

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

Letter Address:

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

E-Mail Message Address:

Housing.Security@perdiem.osd.mil

Message Address:

PER DIEM TVL AND TRANS ALW COMTE ALEXANDRIA VA

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

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

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

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

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

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

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

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

a. Authorized expenses:

(1) Customary Restoration or Redecoration Fees. This fee ordinarily is levied as an up-front charge but is not a damage deposit (it is typically for repainting and cleaning). These charges should be reported only when there is no chance of a refund.

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

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

(a) A one-time charge - it is reported on DD Form 2556,

(b) A monthly charge - it is included with rent and reported on DD Form 2367, and

(c) Charged at other intervals (e.g., an annual charge), it is considered a recurring expense and is covered by the Utility/Recurring Maintenance Allowance.

b. Unauthorized Expenses. The authorizing/approving official (commander or designated official, such as the housing officer) has the authority to disapprove excessive or unjustifiable expenses, i.e.:

(1) Avoidable real estate agent fees (see Examples 1 and 2 below),

(2) Restoration/redecoration fees when they are not customary.

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

Example 2: A member's landlord charged the member a 2-month up-front rental fee when a 1-month rental fee is the customary charge. The authorizing/approving official (commander or designated official, such as the housing officer) should authorize reimbursement for only 1 month's rental fee.

3. DD Form 2556, Part C – Security Expenditures. Report only security related items, i.e., security doors, locks, lights, and alarm systems. Expenditures not related to the physical dwelling, such as for personal security guards or dogs, are not reimbursable. Receipts for expenses of \$75 or more must be provided.

4. DD Form 2556, Part D – Reimbursement to Member. The amount reported in item 10 is the total MIHA/Rent and/or MIHA/Security allowance reimbursable to the member in connection with the specifics on that DD Form 2556. Receipts for expenses of \$75 or more must be provided.

5. DD Form 2556, Part E – Certifications. The member must certify the information on the DD Form 2556 by completing and signing Part E.

G. Submitting Completed DD Forms 2367 (Individual Overseas Housing Allowance (OHA) Report (May 1999)) and 2556 (Move-In Housing Allowance Claim (May 1999))

1. Completed DD Forms 2367 and 2556. Completed DD Forms 2367 and 2556 must be processed and submitted in accordance with finance center procedures.

2. Submitting Completed DD Forms 2367 and 2556. Completed DD Forms 2367 and 2556 **must not** be submitted to PDTATAC directly. Submitting the forms directly to PDTATAC delays processing and reimbursement of the MIHA/Miscellaneous allowance.

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d. Commercial lodging reimbursement is based on the single occupant rate, up to the maximum of the TDY site or stopover location. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of \$110 (\$76 for lodging and \$34 M&IE). The AO could authorize up to \$296 for lodging (300% x \$110 = \$330 - \$34 = \$296). These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized *only in advance* by PDTATAC or the Secretary concerned and for *only uniformed members* (see JFTR, par. U4250). The traveler is financially responsible for anything charged beyond the basic room fee and taxes. Travelers are to keep all lodging receipts. *An AEA may not be authorized for meals and incidental expenses.*

NOTE 1: *The maximum amount allowed for lodging in the United States and non-foreign OCONUS areas (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are separately reimbursable travel expenses except when MALT PLUS per diem for POC travel is paid to a uniformed member.*

NOTE 2: *The maximum amount allowed for lodging in foreign countries (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) includes an amount for lodging taxes. Taxes on lodging in foreign countries are not separately reimbursable.*

e. *Reimbursement of lodging cost when staying with friends or relatives is not authorized.*

Effective 6 February 2006

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

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

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

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

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

Effective 6 February 2006

***NOTE:** A member/employee who purchases or rents and occupies a residence at the TDY location may not be reimbursed for the cost of; 1. shipment of furniture from previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. See GSBICA 16699-TRAV, 17 August 2005 (This decision is available at: http://141.116.74.201/regs/comp-gen-dec/GSBICA_16699.htm).

Effective 20 September 2004

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

2. Eating

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

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

Effective 29 June 2005

NOTE: In circumstances in which adequate Government quarters are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the quarters are not available and authorized the locality meal rate instead of the GMR/PMR and \$3 (in CONUS) or the locality incidental expense rate OCONUS (unless the \$3.50 incidental expense rate is authorized for incidental expenses under par. T4040-A3). Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality meal rate to GMR/PMR.

c. When the Government purchases at least one, but not all three, meals on a calendar day through some means such as a registration fee, the PMR plus incidental expenses applies for that day. This does not apply on travel days to and from the PDS. Meals served on common carriers are not "purchased by the Government." The traveler must indicate on the Trip Record how many meals were free or purchased by the Government and for which dates. ***NOTE:*** If all three meals are provided, only the incidental expenses for that day are payable.

Effective 22 December 2005

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

Effective 1 October 2003

3. **Incidental Expenses (IE)**. Travelers are paid an allowance for miscellaneous expenses, such as tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE in CONUS is \$3.00. The OCONUS daily IE is the rate for the applicable locality per diem, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated incidental expenses.

NOTE 1: Applicable to civilian employees:

a. The cost incurred during TDY/PCS travel (not after arriving at or returning to the PDS) for personal laundry, dry-cleaning, and pressing of clothing is a separately reimbursable travel expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS.

b. The cost for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for OCONUS travel.

NOTE 2: Applicable to uniformed members:

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 within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.

b. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates authorized for OCONUS travel.

B. Lodging Overnight Required - Schoolhouse Training Standards

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if use of Government quarters by uniformed members is directed and if one of the two M&IE rates based on Government mess availability is appropriate. ***Use of Government quarters and/or Government mess may not be directed for civilian employees (par. T4040-A1c).***

2. In some situations, the Secretary concerned may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires Government mess use. When EUM applies, members get incidental expense reimbursement, civilians get incidental expense reimbursement and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full day of EUM and ends at 2400 on the last full day of EUM. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expense or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY aboard Ships. Other reimbursable expenses (pars. T4040-E and T4040-F) are authorized in the same manner as for business travel. The AO may authorize the actual amount paid up to the PMR (but no incidental expenses) for meals and/or payment for lodging when the traveler is not authorized per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

1. The phrase 'Personnel traveling together' refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. No per diem is payable when no/limited reimbursement is directed in the orders for personnel traveling together. The restriction on paying per diem only includes travel days between duty locations and does not involve allowances for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 of the day the member arrives at the TDY location. The prohibition begins again at 0001 of the departure day from the TDY location until arrival at the PDS. Most members pay the food cost without operating expense, and civilians pay the food cost and operating expense. Civilians are authorized reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement must never be done simply to save travel funds.***

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. Per diem is not payable during field duty. The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and most members pay some amount for food; civilians also pay for food. Civilians are authorized reimbursement of the amount paid for food. When the Secretary concerned, or Combatant Commander or JTF commander for a joint deployment, determines that Government messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to members. Civilians are authorized reimbursement of the amount paid for food. All EUM travelers are authorized the incidental expense. See par. T4020-B2.

Effective 31 January 2003 for members and 31 July 2003 for employees

3. Joint deployments involve the temporary assignment of travelers of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The Combatant or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the main body of the deployed force, but business travel might be appropriate for an interim staging base. In choosing the option to use, the Combatant or JTF Commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the Combatant Commander should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The Combatant or JTF Commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to individual travelers. Table 1 shows the effect of each option on per diem. ***Exception: A traveler receiving the GMR rate while TDY to a JTF Commander's area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. T4040-A2b (e.g., If a TDY traveler travels from one location in the AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless Government meals are not available).*** The Combatant or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in orders.

4. TDY aboard Ships

- a. No per diem is payable when TDY aboard a U.S. ship since quarters and mess are provided. Civilians are reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship.
- b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial ship and incurs an expense for other than Government meals. The AO may establish a per diem allowance equal to the daily expenses.

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.

Effective 1 March 2006

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

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

Effective 1 March 2006

***Temporary Duty (TDY) Travel.** Official travel of a temporary duration away from the traveler's PDS. 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.

The Airline City Pair Program is encouraging the Government traveler to book reservations as early as possible. Once a traveler decides that a trip is necessary, the reservation should be made. The earlier the reservation, the better the chances are that the agency will receive the additional savings (capacity control fares).

18. How will I know that my travel was ticketed using the GSA Airline City Pair rate?

The ticket will show a three-letter fare basis code with CA (Contract Award) as part of it. Airline City Pair tickets are issued using one of the following fare basis codes:

- (a) **YCA** = Guaranteed GSA economy class Airline City Pair fare.
- (b) **_CA** = Limited capacity, GSA economy class Airline City Pair fare.

The first letter of the three-letter fare basis code in (b) varies by airline (e.g., LCA, QCA, etc). The only difference between the YCA and _CA is that there are a limited number of seats on the lower _CA Airline City Pair rate. Therefore, travelers should make flight reservations as soon as plans are firm.

19. The price shown in the E-GOV Travel Service or Defense Travel System (DTS) online booking engine is different from what is shown on the GSA Airline City Pair website. How do I know I am getting the government rate for my airline reservations?

The E-GOV Travel and DTS vendors' online booking engines display valid GSA contract Airline City Pair rates, but they display them differently than the GSA Airline City Pair website. The GSA website lists the fares for general information purposes only, while the E-GOV Travel/DTS vendors can actually book reservations. Therefore, the GSA website shows the domestic price for the base fare, tax included but without segment, airport and security fees. International Airline City Pair fares on the GSA websites are shown as base fare only, exclusive of all fees and taxes. The E-GOV Travel/ DTS vendors' display, on the other hand, shows either the base fare (without tax) or the total cost (base fare, tax plus airport and security fees) depending on which E-GOV Travel/DTS vendor is used.

***20. How can the cost of a GSA Airline City Pair flight between two cities vary on the same airline but different flights?**

While the base fare and taxes are required to be the same for all of a contract carrier's flights (using the same fare basis) between two cities, the airport and security fees may vary. The fees are based on the number of airports used, even if you do not change planes.

See the GSA website at <http://apps.fss.gsa.gov/citypairs>, or contact one of the following PoCs below for more information on GSA's Airline City Pairs Program. *Only those without Internet access should call.*

Mr. Vincent Aquilino COR, City Pair Program (703) 872-8588 Vincent.aquilino@gsa.gov	Ms. Susan Ford Travel Analyst (703) 872-8638 Susan.ford@gsa.gov		
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