

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

CHANGE 234

Alexandria, VA

1 June 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 June 2006 unless otherwise indicated.

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This change includes all material written in MAP Items 98-05; 8-06(E); 12-06(I); 14-06(I); 18-06; 25-06(E) through 27-06(E); 32-06(I); 33-06(E); 34-06(E); 36-06(I); 38-06(I) and 46-06(I). Insert the attached pages and remove the corresponding pages. Remove page E1-7. This cover page replaces the Change 233 cover page.

BRIEF OF REVISION

These are the major changes made by Change 234

U2500-B4. Corrects a JFTR (PCS) term.

U3415-A; T4030-B; -C. Explains that reimbursement is limited to the POC mileage plus per diem for the ordered distance not to exceed the Government's constructed costs when special conveyance use is not authorized/approved by the AO.

U4129-E; T4040-A1E. Clarifies that an employee on TDY who lodges at the family residence away from the PDS is authorized transportation to and from the TDY location and the M&IE portion of per diem incident to TDY at the location of the employee's family residence.

U5222-N; U10205; Table 10C-2. Prescribes travel, transportation and housing allowance regulations when a geographic area within CONUS is designated as a 'non-concurrent travel approval area' because of an authorized/ordered evacuation and/or other natural disaster.

U5350-A1. Corrects incorrect cross-references in par. U5350-A1.

U6012; U6059. Authorizes DLA incident to return of dependents to a member's PDS from a designated place to which they traveled following an evacuation of the member's PDS.

U6052-D; U6052-E. Allows each Service the authority to manage their CONUS evacuation policy based on that Service's needs within the authorized evacuation period.

U7150-H3. Eliminates the authority to pay OHA to Reserve Component members called to active duty for less than 31 days for reasons other than in support of a contingency operation.

U9201-H. Eliminates the authority to pay station allowances on behalf of dependents who relocate from a designated place at personal expense.

Appendix E. Clarifies that the JFTR/JTR is not the regulatory source for contractors' travel regulations and moved the limited contractors' employees information to Appendix E, Part III which refer such travelers to the DODI 3020.41 or the Government COTR for assistance.

Appendix F, Part I. Adds locations that are authorized consumable goods allowances.

Appendix L. Updates the DODIG address in App L, par. B1r.

Various paragraphs. Renumbers paragraphs in Chapter 9, Parts B, C, and D to replace consecutive numbering with staggered numbering allowing new paragraphs to be inserted when needed.

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 1

PART A: APPLICABILITY AND GENERAL INFORMATION

U1000 APPLICATION

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

Effective 9 September 2004

U1005 GENERAL

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

Effective 5 December 2005

U1006 COMPLEMENTARY REGULATIONS

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

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

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

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

Effective 24 August 2005

U1008 CHAPLAIN-LED PROGRAMS

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

U1010 IMPLEMENTATION

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

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

1. Completion and submission of travel vouchers;

Effective 1 June 2005

2. Appropriate authority/approval level for business-class air travel (see par. U3125-B2b);
3. Order endorsements related to foreign flag carrier use (see par. U3125-C3);
4. Procedures for the issuance, use, and care of meal tickets, and for the payment for meals procured with the tickets (see par. U1500-B);
- *5. Procedures and conditions under which advance payments, authorized by these regulations (including those in Chapter 5, Parts B, C, D, E2, F, G and H – see par. U5020) may be made. Also, see pars. U5165, U5250, U5560, U6013-A, U6013-B, U6060-A, U6060-B, U9190, and U10105-B.;
6. Appropriate separation activities (see pars. U5125-A3 and U5130-A3);
7. Required documentation for reimbursement for personally procured transportation or travel by POC for dependents in connection with a ship being constructed or undergoing overhaul or inactivation (see par. U5222-M5);

CHAPTER 2**PART D: ADVANCE OF FUNDS****U2300 ADVANCES**

A. General. A member may be paid an advance of (i.e., loaned) specified travel and transportation, station (COLA and TLA), and housing (OHA & FSH) allowances.

B. Travel Advance Information. Additional information on advance payment of allowances is located in the following paragraphs:

1. Member PCS, par. U5165;
2. Temporary duty travel, Chapter 4, Part J;
3. Dependent outpatient travel, par. U5240-G3;
- *4. Dependent PCS, par. U5250;
5. HHG transportation, par. U5385;
6. Mobile home transportation, par. U5560;
7. DLA, Chapter 5, Part G, and pars. U6013 and U6060;
8. Recruiting expenses, par. U7033;
9. SROTC members, par. U7150-E2d;
10. Attendants on behalf of member patients, par. U7252-A;
11. Escorts and attendants of dependents, par. U7555; and
- *12. Station (COLA and TLA) and housing (OHA & FSH) allowances, pars. U9190 and U10105.

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CHAPTER 3**PART E: TRAVEL BY TAXICAB, SPECIAL CONVEYANCE, BUS, STREETCAR,
SUBWAY OR OTHER PUBLIC CONVEYANCE****U3400 GENERAL**

This Part prescribes the allowable reimbursements for commonly incurred expenses associated with public or special conveyances use during TDY or PCS travel. For non-PCS/TDY transportation expenses incurred in and around duty stations, see Part F.

U3405 MISCELLANEOUS EXPENSES

A member may be reimbursed for miscellaneous transportation-related expenses described in this Part which are incurred for travel between two points that are a separate journey (see par. U3010) when mileage is not payable, even though the member begins or ends in a mileage status during the same calendar day. Members who are paid mileage for the entire journey may not be reimbursed for miscellaneous transportation expenses regardless of the transportation mode.

U3410 TAXICAB/LIMOUSINE SERVICE USE

A. To/from Transportation Terminals. Reimbursement is authorized for taxi/limousine service fares plus tip as follows:

1. Between place of residence, lodging, or place of duty at the PDS or TDY station and the transportation terminal;
2. Between transportation terminals to change conveyance when a free timely transfer is not provided; or
3. From transportation terminal to lodging and return when needed due to en route transportation delays beyond the member's control; and
4. Between a transportation terminal and limousine service terminal.

The boundaries of the member's PDS for the purpose of reimbursement for travel to and from a carrier terminal serving that area includes the place within a reasonable distance from which the member commutes daily to and from the place of duty.

B. Between Residence and PDS on the Day Travel Is Performed. Reimbursement is authorized for fares plus tip from the member's residence to the PDS on the member's departure day on TDY requiring at least one night's lodging, and from the PDS to the residence on the return day from the TDY.

U3415 SPECIAL CONVEYANCE USE

*A. General. An AO may authorize/approve a special conveyance when advantageous to the Government. A traveler's personal preference or minor inconvenience must not be the basis for authorizing/approving special conveyance use. When the AO does not authorize/approve special conveyance use, reimbursement is limited to the appropriate TDY POC mileage rate in par. U2600 plus constructed per diem for the official distance not to exceed the Government's constructed cost. See par. U3310-A.

B. Selecting a Rental Vehicle

1. Defense Transportation Regulation (DTR), (DOD 4500.9-R) Part I, Passenger Movement, Chapter 106, Policy (website address: <http://www.transcom.mil/j5/pt/dtr.html>)

Effective 25 August 2005

a. *It is mandatory, within DOD (and the NOAA Corps), to obtain rental vehicles through the CTO/TMC, when available. **NOTE:** It is not mandatory to use a CTO/TMC when renting an airplane or bus.*

b. The lowest cost rental service that meets the mission requirements must be selected when selecting commercially rented vehicles.

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

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

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

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

Effective 25 August 2005

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

a. SDDC vehicle rental agreements apply to all DOD components and activities and non-Defense Agencies.

b. Current domestic and foreign rental car ceiling rates and additional rental vehicle information may be obtained from:

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

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

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

4. Non-DOD Services. For CTO/TMC use in connection with rental cars, see Service Regulations.

C. Reimbursement for Special Conveyance Use

1. Reimbursable Expenses. When a rental automobile or other special conveyance is authorized/approved, the rental or hiring charge and operating expenses incurred on official business (if not included in the rental or hiring charge) are reimbursable. When the operating expenses are included in the rental or hiring charge, there should be a record of those expenses available to submit with the receipt. These expenses include:

- a. Fuel and oil;
- b. Parking;
- c. Garage, hangar or boathouse rental;
- d. Subsistence of operator;
- e. Ferry fares;
- f. Bridge, road and tunnel tolls;
- g. Liability insurance required by the company furnishing the special conveyance as a rental condition (see par. U3415-C2, below, for insurance);
- h. Optional extra collision hull insurance for rental aircraft;
- i. Traveler access fee (when charged); and
- j. Any per-day administrative fee called for in the SDDC rental car agreements.

2. Insurance on a Rented Automobile

Effective 25 August 2005

NOTE: See par. U3415-B1c for information on other vehicles that are not covered with liability and vehicle loss and damage insurance for the traveler or the Government when rented for official Government travel.

a. Cost of Insurance. The cost of buying collision insurance (e.g., Collision Damage Waiver (CDW) Adjustment, Theft Protection, etc.) is reimbursable only if:

- (1) The insurance is required by the rental agency to provide full coverage insurance but only when renting an automobile in a foreign area or country, or
- (2) Certain classified special operations are involved.

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

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

3. Receipts for Special Conveyances. See par. U2500-B.

D. To/from Carrier Terminals. The member:

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

E. Between Duty Stations. The AO may authorize/approve travel by special conveyance to, from, or between TDY stations under circumstances not permitting travel by the usual transportation modes, or when special conveyance use is determined to be advantageous to the Government. Reimbursement is authorized for the total expense incurred in the use of the conveyance. For rental vehicle use on a PCS, see par. U5105-A.

F. Special Conveyance Use in and around PDS or TDY Station. For reimbursement for special conveyance use within and around the PDS and TDY station, see Part F.

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

1. Duty sites,
2. Lodgings,

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

U3420 BUS, STREETCAR, AND SUBWAY USE

- A. To/from Transportation Terminals. Reimbursement is authorized for bus, streetcar, and subway fares as follows:
1. Between place of residence, lodging, or duty at the PDS or TDY station and the transportation terminal;
 2. Between transportation terminals to change conveyance when free/timely transfer is not provided; or
 3. From transportation terminal to lodging and return when needed due to en route transportation delays beyond the member's control.

The boundaries of the member's PDS, for the purpose of reimbursement for travel to and from a transportation terminal serving that area, include the place within a reasonable distance from which the member commutes daily to and from the duty site.

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

U3430 COURTESY TRANSPORTATION USE

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

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U4129 LODGING UNDER THE LODGINGS-PLUS SYSTEM

- A. General. The amount allowed for lodging expense is the expense actually incurred or the maximum locality amount for lodging at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, whichever is less. Reimbursement computation for the commercial lodging cost incurred for any day that the member was TDY to a U.S. Installation and Government quarters were available on that installation is in par. U1045.
- B. Commercial Lodging. Except as provided for double occupancy in par. U4129-D, when a member uses commercial lodging facilities (i.e., hotels, motels, and boarding houses), the allowable lodging expense is based on the single room rate for the lodging used.
- C. Government Quarters. A fee/service charge paid for Government quarters is an allowable lodging expense.
- D. Double Occupancy. In the case of double occupancy, a member is allowed one-half of the double occupancy charge if a room is shared with another member or Government employee on official travel. Otherwise, the member is allowed the single room rate. ***The member must provide the single room rate.***
- *E. Lodging with Friends or Relatives. ***Reimbursement of lodging cost when staying with friends or relatives is not authorized.***

NOTE: A traveler assigned at Avon Park Air Force Range (AFR), Florida lives in the Avon Park area during the week at a location approximately fifteen miles from the PDS and commutes to and from the family residence near Orlando, Florida, approximately 100 miles from the AFR, on weekends. The traveler had to attend a meeting near Orlando at 8 a.m. on Wednesday, 23 February. The meeting location was approximately twelve miles from the family residence. The meeting was to run until Friday, 25 February. The traveler began TDY travel to the Orlando area on the evening of Tuesday, 22 February. GSBCA ruled that the traveler should be authorized travel expenses both to and from the TDY location and M&IE even though the traveler lodged at the family residence in the TDY area. GSBCA also indicated that for the first and last days of the TDY, 22 and 25 February (unless the traveler was authorized to return on the 26th) the traveler is authorized 75% of the applicable M&IE rate for each day. M&IE for the days between the first and last days is authorized at the full rate. Adopted from GSBCA 16652-TRAV, 26 August 2005 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA16652.PDF>).

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

G. Lodging Not Available at TDY Station. The TDY locality per diem rate or the AEA (see Chapter 4, Part C) ceiling for the location where lodging is obtained is used for computation ***only*** when a member is TDY at a place where neither Government nor commercial quarters are available. ***NOTE: Par. U4129-G applies only when the locality per diem rate for the lodging location is higher than the locality per diem rate for the TDY location. The higher per diem rate must be authorized/approved by the AO.***

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

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

Effective 20 September 2004

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

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

Effective 23 August 2005

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

Effective 23 August 2005

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

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

U4133 LODGING COST ALLOWANCE UNDER THE BARTER SYSTEM

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

U4135 DUAL LODGING REIMBURSEMENT ON A SINGLE DAY

- A. When it is necessary for a member to retain lodgings at one TDY location (location A) for other than personal convenience and procure lodgings at a second TDY location (location B) on the same calendar day, the lodging cost incurred at the second TDY location (location B) is used for computing the member's per diem for TDY at that location (location B) for that day.
- B. The lodging cost incurred at the first location (location A) is reimbursable as a miscellaneous expense allowance (App G, Part I, Item 21k) if approved by the AO (60 Comp. Gen. 630 (1981)).
- C. Reimbursement for the actual lodging cost at the first TDY location (Location A) must not exceed the amount of per diem or AEA plus lodging taxes that would have been paid had the member remained at Location A overnight.
- D. An order that authorizes long-term reimbursement for dual lodging is not in conformance with the intent of this subparagraph. **Example:** An order is prepared to direct TDY at Location C for 150 days. The AO knows the member is to spend limited time at Location C and is also going to one or more other locations for lengthy periods during the TDY period. Using the authority of this paragraph to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C violates the intent of this authority and is not authorized.

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

| | | |
|---|----------------|---|
| Reimbursement for the Location A Apartment for 5 days | | |
| Lodging Cost | Number of Days | Total |
| \$45 | 5 | \$225 |
| Per Diem for the TDY Assignment in Location B | | |
| First Day | | |
| (Day of departure from Location A and arrival in Location B): | | |
| Lodging | M&IE | Total |
| \$95 | \$46 | \$141 plus lodging tax (see <i>NOTE</i>) |

| | | |
|--|------|---|
| Second thru Fifth Day (M&IE + lodging cost) x 4 days | | |
| Lodging | M&IE | Total |
| \$95 | \$46 | \$141 X 4 days = \$564 plus lodging tax (see NOTE) |
| Day of Return to Location A (Lodging cost + M&IE) | | |
| Lodging | M&IE | Total |
| \$45 | \$46 | \$91 |

| | | | |
|---|----------------|---|-------|
| EXAMPLE 2 | | | |
| NOTE: Lodging taxes are not reimbursable in addition to per diem when TDY is in a foreign area. | | | |
| A member occupied Government quarters while on a training assignment at a U.S. Installation in Location C. The member was required to perform additional TDY for 3 days in Location D. If the member vacated the Government quarters (daily cost \$25) while on the 3-day TDY assignment, the quarters might not be available upon return. The AO agreed that it would be more economical for the member to retain the Government quarters while TDY in Location D and authorized/approved reimbursement for those quarters as a miscellaneous expense allowance (App G, Part I, Item 21k). The lodging cost (\$110) incurred in Location D was used to determine the member's per diem while TDY in that city. | | | |
| Applicable Per Diem Rates at the Time of this Example | | | |
| Location | Max Lodging | M&IE | Total |
| C | \$109 | \$38 | \$147 |
| D | \$130 | \$46 | \$176 |
| Reimbursement for Government Quarters for 3 Days | | | |
| Lodging | Number of Days | Total | |
| \$25 | 3 | \$75 | |
| Per Diem for the TDY Assignment in Location D | | | |
| First Day (Day of Departure from Location C and Arrival in Location D): | | | |
| Lodging | M&IE | Total | |
| \$110 | \$46 | \$156 plus lodging tax (see NOTE) | |
| Second and Third Day (Lodging Cost + M&IE) x 4 days | | | |
| Lodging | M&IE | Total | |
| \$110 | \$46 | \$156 X 2 days = \$312 plus lodging tax (see NOTE) | |
| Day of Return to Location C (Lodging Cost + M&IE) | | | |
| Lodging | M&IE | Total | |
| \$25 | \$38 | \$63 | |

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 GSBICA 16699-TRAV, 17 August 2005 (This decision is available at: http://141.116.74.201/regs/comp-gen-dec/GSBICA_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. U9160-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.

- D. Authorization
- E. Reimbursement

U5207

TRANSOCEANIC TRAVEL

- A. Transportation Mode
- B. Air Travel Medically Inadvisable
- C. Travel by Oceangoing Car Ferries

U5210

PER DIEM RATES FOR DEPENDENTS' TRAVEL

- A. General
- B. Dependent(s) Accompany Member
- C. Dependent(s) Travel Independently
- D. Examples

U5212

REIMBURSABLE EXPENSES

U5215

FACTORS AFFECTING DEPENDENTS' TRAVEL

- A. Members Attain Eligibility for Dependent Travel
- B. Dependent Transported OCONUS at Government Expense – Return at Government Expense
- C. Dependents Acquired on or before the PCS Order Effective Date
- D. Effect of Changes in Ages or Dependency Status on Allowances
- E. Orders Amended, Modified, Canceled or Revoked After Travel Begins
- F. Dependents Temporarily Absent from the Old PDS, Designated Place or Safe Haven when a PCS Order Is Received
- G. Change of Station while on Leave or TDY
- H. Dependents En Route to the New PDS at the Time of the Member's Death Spouse Separates/Retires from the Service after the Effective Date of a Member's
- I. PCS Order
- J. Legal Custody of Children Changes after the Effective Date of the PCS Order

U5218

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

U5220

DEPENDENTS JOIN OR ACCOMPANY MEMBER DURING TDY EN ROUTE

- A. General

- B. Payable MALT Rate
- C. Per Diem

U5222

VARIOUS UNIQUE PCS ORDERS

- A. Called (or Ordered) to Active Duty
- B. Assigned to Foreign Service Colleges
- C. Ordered to an OCONUS Station to which Dependents' Travel is Authorized
- D. Ordered on a Dependent-restricted Tour, to Unusually Arduous Sea Duty, or to Duty Under Unusual Circumstances
- E. Reassigned OCONUS Due to Base Closure or Similar Action before the Prescribed OCONUS
- F. Consecutive Overseas Tours (COTs)
- G. Consecutive OCONUS Tours for a Member with Non-command-sponsored Dependents
- H. Transfer to, from, or between Sea Duty Assignments Not Specified as Unusually Arduous Sea Duty
- I. Change of Homeport for Ships, Afloat Staffs, or Afloat Units Not Specified as Involving Unusual or Arduous Sea Duty
- J. Assigned to a Mobile Unit or Ship Based Staff
- K. Member Ordered to a Hospital in CONUS
- L. Convicted Personnel Awaiting Completion of Appellate Review
- M. Ship Being Constructed or Undergoing Overhaul or Inactivation
- N. Ordered to a CONUS PDS to which Dependents' Travel Is Delayed or Restricted by an Ordered Evacuation or Natural Disaster

U5225

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

- A. General
- B. Duty Station Erroneously Designated as HOR
- C. Separation from the Service or Relief from Active Duty to Continue in the Service
- D. Separation from the Service or Relief from Active Duty Upon Expiration of Enlistment or Prescribed Term of Service
- E. Relief from Active Duty for Members of the Reserve Components Called (or Ordered) to Active Duty for Less Than 20 Weeks
- F. Member Serves Less Than the Initial Prescribed Period of Service
- G. Time Limit
- H. Member Ordered to a Place to Await Results of Disability Proceedings
- I. Member Ordered to a College

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

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

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

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

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

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

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

U5015 MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)

A. General

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

B. Reimbursement for the Use of more than Two POCs

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

2. Monetary Allowance in Lieu of Transportation (MALT)

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

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

***U5020 ADVANCE OF FUNDS**

Chapter 5, Part B; Chapter 5, Part C; Chapter 5, Part D; Chapter 5, Part E2; Chapter 5, Part F; Chapter 5, Part G; and Chapter 5, Part H authorize advance payment of travel and transportation allowances for members and dependents, HHG and mobile home transportation, POV storage, and DLA and TLE. See par. U9190 for TLA advance payment.

OVERVIEW OF PCS TRAVEL AND TRANSPORTATION ALLOWANCES 1/

| Movement Situation | Member Travel Part B | Dependent Travel Part C | HHG Transportation Part D | NTS 2/ Part D | POV Shipment 3/ Part E, Section 1 | POV Storage 24/ Part E, Section 2 | Mobile Home Shipment 4/ Part F | DLA 5/ Part G | TLE 6/ Part H | TLA 7/ Ch. 9, Part C |
|---|-----------------------------|--------------------------------|---------------------------------------|----------------------------|--|--|---------------------------------------|--------------------------------|--------------------------|-----------------------------|
| Travel to First PDS | Yes | Yes | Yes | Yes 8/ | No 9/,10/ | Yes | Yes | No | No 25/ | No 11/ |
| PCS from CONUS to CONUS | Yes | Yes | Yes | Yes 8/ | No 10/ | No | Yes | Yes | Yes | No |
| PCS to/from OCONUS | Yes | Yes | Yes | Yes | Yes | Yes | No 12/ | Yes | Yes | Yes |
| PCS from OCONUS to OCONUS | Yes | Yes | Yes | Yes | Yes | Yes | No 12/ | Yes | No | Yes |
| PCS Involving Member Married to Member CONUS to CONUS To/from OCONUS | Yes (each) Yes | Yes (each) Yes (each) | Yes (each) 13/ Yes (each) 13/, 14/ | Yes 8/(each) Yes (each) | No 10/ Yes (each) | No Yes | Yes 15/ No 12/ | See par. U5630-E & Table U5G-1 | Yes (each) Yes (each) | No Yes (each) |
| Separated Under Honorable Conditions 16/ Member completed 90% of 1 st term Member did <i>not</i> complete 90% of 1 st term | Yes Yes 17/ | Yes Yes 17/ | Yes Yes | Yes 18/ Yes 18/ | No 19/ No 19/ | No No | Yes Yes | No No | No No | Yes 26/ Yes 26/ |
| Separated Under Other Than Honorable Conditions 16/ | Yes 20/ | Yes 20/ | Yes 21/ | No | No 19/ | No | Yes | No | No | No |
| Placed on TDRL | Yes 22/ | Yes 22/ | Yes 22/ | Yes | No 19/ | No | Yes | No | No | Yes 26/ |
| Retired with pay (including for disability); discharged with severance or separation pay; involuntarily released from active duty with readjustment or separation pay 23/ | Yes | Yes | Yes | Yes | No 19/ | No | Yes | No | No | Yes 26/ |

Table U5A-1

- 1/ This table is a general guide to basic travel and transportation allowances in various PCS situations. Part B, Part C, Part D, Part E, Part F, Part G, Part H, and Part I of this Chapter prescribe the specific allowances and must be used to administer travel and transportation allowances ICW a member's PCS.
- 2/ For the time limitation of NTS for PCS orders, see par. U5380.
- 3/ The member must meet the eligibility criteria in par. U5405 to be authorized POV transportation.
- 4/ A member must meet the conditions in par. U5500 to be authorized mobile home transportation. Mobile home allowances are in lieu of HHG transportation except as noted in par. U5330-F.
- 5/ The member must meet eligibility criteria in par. U5605 to be authorized DLA. A member who is authorized dependent transportation and relocates dependents incident to a PCS is authorized DLA at the "with-dependent" rate (pars. U5605 and U5610). Members without dependents assigned to Government quarters at the new PDS are *not* authorized DLA (par. U5605).
- 6/ A member must meet eligibility criteria in par. U5705 to be authorized a TLE allowance. See par. U5710 for maximum periods authorized.
- *7/ TLA is only authorized under the conditions specified in par. U9155. See Chapter 9, Part C, for the maximum periods authorized.
- 8/ When member requests NTS as an alternative to transportation, NTS must be in the Government's best interest (see par. U5380-C).
- 9/ Except when member's HOR/PLEAD is OCONUS and the first PDS is in CONUS; or when member's HOR/PLEAD is in CONUS and first PDS is OCONUS.
- 10/ See par. U5410-F for exceptions under which a POV may be shipped within CONUS.
- 11/ Except when the member's first PDS is OCONUS.
- 12/ Mobile home transportation is authorized only between points in CONUS, between a point in CONUS and Alaska, and between points within Alaska; and only if dependent(s) will occupy the mobile home at destination.
- 13/ Members may combine their HHG weight allowances for transportation purposes (par. U5330-A).
- 14/ For moves to/from certain OCONUS areas, members may be limited to transportation of the administrative HHG weight allowance of the senior member (see par. U5315-B).
- 15/ See par. U5505-A for information on combining the weight allowances of the two members to compute the maximum mobile home authorization.
- 16/ Travel and transportation allowances may be paid not to exceed to HOR or PLEAD, whichever the member elects for travel allowances under par. U5125.
- 17/ Transportation to the member's HOR/PLEAD is limited to the lowest cost transportation (see par. U5125-A5 (member travel) and U5225-F (dependent travel)) except as authorized by the Service Secretary.
- 18/ NTS in connection with separation/retirement from the Service is in addition to transportation.
- 19/ Except when member's HOR/PLEAD or authorized HOS under par. U5130-A1 is OCONUS. A member separated/retired while serving OCONUS is authorized a POV shipment if the member's HOR/PLEAD or HOS is in CONUS.
- 20/ See Chapter 7, Part P, for member travel. For dependent travel whose last PDS is CONUS, see par. U5240-J, or if the last PDS is OCONUS, see par. U5240-D.
- 21/ A member without dependents, stationed in CONUS, who is discharged under other than honorable conditions, is *not* authorized HHG shipment.
- 22/ A member may exercise travel and transportation allowances ICW being placed on the TDRL; however, if a retirement order is subsequently issued, the allowances are subject to adjustment so as not to exceed the allowances for the distance from the PDS at the time the member received the TDRL order to the point to which the member is authorized incident to retirement, release from active duty, etc., less any amount previously paid for transportation to the waiting point.
- 23/ Travel and transportation allowances may/may not be paid to the member's HOS (see par. U5130).
- 24/ The member must meet the eligibility criteria in par. U5466 to be authorized POV storage.
- 25/ Beginning 5 October 1999 TLE is payable to enlisted members on first PCS.
- 26/ TLA is payable to a separating/retiring member stationed OCONUS when temporary quarters must be occupied at the old PDS prior to departure *and only while on active duty*.

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

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

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

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

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

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

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

Effective 18 June 2004

*3. From an Accompanied to an Unaccompanied Tour. When a member elects to serve an unaccompanied tour or receives a PCS to an unaccompanied tour, the provisions of par. U5222-C4 or U5222-D1 apply. A member may leave command-sponsored dependents at the old PDS (***this location is then a designated place***) if authorized/approved through the Secretarial Process (which in this case may not be delegated below the headquarters that directs dependent transportation policies or procedures for the Service concerned), and receive station allowances at the with-dependent rate (par. U9205-B1). ***Dependents are no longer command-sponsored once the member departs PCS per DODI 1315.18***, Procedures for Military Personnel Assignments at <http://www.dtic.mil/whs/directives/corres/ins1.html>. For IPCOT allowances, see par. U5240-G.

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

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

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

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

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

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

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

- b. Reimbursement for the cost of personally-procured commercial transportation;
- c. The automobile mileage rate (see par. U2600) for the distance traveled by POC.

Government transportation must be used to the maximum extent practicable. Reimbursement under par U5222-M5b is subject to par. U5203-A1b, for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for the actual travel up to the cost of Government-procured commercial round trip air transportation for the member between the homeport or former homeport and the port of overhaul or inactivation. The reimbursement under par. U5222-M5b or the mileage under par. U5222-M5c must not exceed the cost of Government-procured commercial round trip air transportation for the member between the homeport or former homeport and the port of overhaul or inactivation. ***NOTE: Per diem or reimbursement for meals and lodging may not be paid in connection with travel under this paragraph.***

Effective 23 March 2006

*N. Ordered to a CONUS PDS to which Dependents' Travel Is Delayed or Restricted by an Ordered Evacuation or Natural Disaster

NOTE: See par. U5120-G when the member travels on a PCS order from the old PDS via the dependents' designated place prior to reporting to the new PDS. Member's PCS travel is completed on the reporting date at the new PDS. See par. U10205 and Tables U10C-2 and U10C-2A for housing allowances changes when a Service defers dependents' travel.

1. **General.** The Services have limited discretionary authority (see pars. U5222-N1a and U5222-N1b) to request the designation of geographic areas within CONUS as "non-concurrent travel application areas" in the event of ordered evacuations and/or major disasters (42 USC §5121 *et seq*) subject to authorization/approval by PDUSD (P&R). This authority is used when military installations and/or the surrounding geographic areas infrastructure cannot support the dependents at the duty station.
 - a. Service M&RAs must request non-concurrent travel restriction authority through the Joint Chiefs of Staff/J1 for further coordination with the Services concerned (including Coast Guard) prior to submitting a recommendation to the PDUSD (P&R) for concurrence, approval, and adjudication (see DODI 1315.18). <http://www.dtic.mil/whs/directives/corres/html/131518.htm>.
 - b. Non-DOD Services are not subject to the DODI but should coordinate their policies with PDUSD (P&R) for transparency among members.
2. **Designation of a CONUS Area as a Non-concurrent Travel Application Area.** Upon designation of a CONUS area as a non-concurrent travel application area, dependent travel to locations within the area is not authorized at Government expense until the authority designated by the Secretarial Process authorizes/approves the travel. Services must modify/amend the PCS order to prescribe dependents' travel authorization separately from the member's travel.
3. **Delayed Dependents' Travel between CONUS PDSs.** The member's PCS order must state that dependents' travel to the new PDS under that order is not authorized until authorized/approved by the authority designated by the Secretarial Process. When further travel is authorized/approved, the PCS order must be modified/amended to authorize/approve dependents' travel.
 - a. **Delay Anticipated to Be for Less Than 20 Weeks from the Member's Reporting Date.** When the anticipated dependent travel delay is less than 20 weeks from the member's reporting date, dependents are expected to remain at the old PDS and movement to any other location at Government expense is not authorized.

b. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date. When the authority designated by the Secretarial Process denies dependents' travel for 20 or more weeks from the member's reporting date, dependents are authorized to move from the old PDS to an authorized designated place at Government expense. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location. The PCS order must be modified to reflect the authorized designated place.

c. Travel Delayed while the Dependents are En Route to the New PDS. When the dependents are performing PCS travel and are en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependents enter into an awaiting further transportation status. See par. U2200-B3.

4. Delayed Dependents' Travel from an OCONUS PDS to a CONUS PDS

a. Delay Travel to New CONUS PDS. When the old PDS is OCONUS and the dependent travel is delayed, regardless of the duration, dependents are authorized to move from the old OCONUS PDS to an authorized CONUS designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location. The PCS order must state that dependents' travel under that order to the new CONUS PDS at Government expense is not authorized until authorized/approved by the authority designated by the Secretarial Process. When travel to the new PDS is authorized/approved, the PCS order must be modified/amended to authorize/approve dependents' travel at Government expense.

b. Travel Delayed while the Dependents are En Route to the New PDS. When the dependents are performing PCS travel and are en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependents enter into an awaiting further transportation status. See par. U2200-B3.

5. Delayed Dependents' Travel within a Designated Non-concurrent Travel Area. Par. U5222-N5 applies when the old and new CONUS PDSs are non-concurrent dependent travel locations because of an ordered evacuation or natural disaster.

a. Delay Anticipated to Be for Less Than 20 Weeks from the Member's Reporting Date. When the anticipated dependents travel delay is less than 20 weeks from the member's reporting date, dependents are expected to remain at the old PDS and movement to any other location at the Government expense is not authorized.

b. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date. When an authority designated by the Secretarial Process denies dependents' travel for 20 or more weeks from the member's reporting date, dependents are authorized to move from the old PDS to an authorized designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at a non-foreign OCONUS location desired as the designated place and continues to be a domiciliary of that non-foreign OCONUS location. The PCS order must be modified to reflect the authorized designated place.

c. Travel Delayed while the Dependents are En Route to the New PDS. When the dependents are performing PCS travel and are en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependents enter into an awaiting further transportation status. See par. U2200-B3.

The PCS order must state that the dependents' travel to the new PDS under that order is not authorized until authorized/approved by the authority designated by the Secretarial Process. When further travel is authorized/approved, the PCS order must be modified/amended to authorize/approve dependents' travel.

6. Dependents' Travel from a CONUS or an OCONUS PDS to an Alternate Location other than the Authorized CONUS Designated Non-concurrent Travel Area. Par. U5222-N6 applies when dependents travel to a dependent-selected location not authorized by an official travel order or perform the travel prior to the issuance of an amended/modified PCS order. Travel and transportation reimbursement for the dependents' travel is contingent on the issuance of a PCS order authorizing dependents' travel to the new PDS.

a. Anticipated Delay in the United States or at a Non-foreign OCONUS PDS to Be for Less Than 20 Weeks from the Member's Reporting Date. Par. U5222-N6a applies to dependents (separately or as a family) who elect to travel, from the United States or a non-foreign OCONUS PDS from which the member is ordered, to a location, prior to the issuance of an amended/modified PCS order authorizing dependent travel to the new PDS, instead of remaining at the old PDS.

b. Anticipated Delay at a Foreign OCONUS PDS to Be for Less Than 20 Weeks from the Member's Reporting Date. Par. U5222-N6b applies to dependents (separately or as a family) who travel from the foreign OCONUS PDS from which the member is ordered, to a location other than the designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.

c. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date. Par. U5222-N6c applies to dependents (separately or as a family) who elect to travel, from the CONUS or OCONUS PDS from which the member is ordered, to a location other than the designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at a non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.

Reimbursement for dependents' travel to the dependent-selected location and then to the PDS is limited to the Government's travel and transportation cost directly from the last place to which the dependents were moved at Government expense to the new PDS. *Par. U5120-G is not applicable when the authorized dependents' designated place is unknown.* Excess travel costs involving the dependent-selected location are the member's financial responsibility.

U5225 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY

A. General. A member on active duty, who is separated from the Service or relieved from active duty under conditions other than those outlined in pars. U5225-B, U5225-C, U5225 D through U5225-E and par. U5230-A1, is authorized dependents' travel and transportation allowances up to the authorization for travel from the PDS or place to which dependents were last transported at Government expense to the place to which the member elects to receive travel allowances under par. U5125.

B. Duty Station Erroneously Designated as HOR. An officer who upon:

1. Being commissioned from an enlisted grade;
2. Being commissioned in the regular establishment while on active duty as a member of the Reserves; or
3. Accepting a new commission in the Reserves without a break in service;

and whose HOR was erroneously designated as the place where the member was then serving rather than the actual HOR, is authorized upon relief from active duty to dependents' travel and transportation allowances to the correct HOR if the:

1. Member certifies that the duty station or a nearby place was erroneously designated as the HOR, and that the member's home was, in fact, at the certified place; and
2. Certified place agrees with the member's residence of record in the Service concerned upon the member's enlistment or entry on active duty for the period of service during which the member obtained the commission.

C. Separation from the Service or Relief from Active Duty to Continue in the Service. *A member who is separated from the Service or relieved from active duty to continue on active duty in the same or another status or in the same or another of the Uniformed Services, is not authorized dependents' travel and transportation allowances unless the member is transferred on a PCS in conjunction with re-entry into or continuance in the Service.*

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

E. Relief from Active Duty for Members of the Reserve Components Called (or Ordered) to Active Duty for Less Than 20 Weeks. A member of the reserve components who is ordered to:

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

is not authorized dependents' travel and transportation allowances in connection with relief from that active duty.

F. Member Serves Less Than the Initial Prescribed Period of Service. Par. U5225-F applies to members separated from the Service or relieved from active duty who have not served at least 90% of an initial active duty enlistment of other initial period of active duty otherwise agreed to. A member may be provided dependents' transportation, if otherwise authorized, but no per diem, by transportation-in-kind by the least expensive common carrier transportation mode available or by payment of an amount equal to the Government's cost of the least expensive common carrier transportation that would have been furnished. Par. U5225-F does not apply to a member who is:

1. Retired for physical disability or placed on the TDRL (without regard to length of service) under Chapter 61, 10 USC (see par. U5230-A1a);

2. Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (see par. U5230-A1b);
3. Separated from the Service or released from active duty for a medical condition affecting the member, as determined by the Secretary concerned;
4. Separated from the Service or released from active duty because the period of time for which the member initially enlisted or otherwise initially agreed to serve has been reduced by the Secretary concerned and is separated or released under honorable conditions;
5. Discharged under 10 USC §1173 for hardship; or
6. Discharged incident to a court-martial sentence or administratively discharged under other than honorable conditions.

G. Time Limit. Except when additional time is authorized/approved, travel must begin before the 181st day following separation from the Service or relief from active duty for authorization to exist under par. U5225. When travel before the 181st day would impose a hardship on the separated member, an extension of the time limit (see par. U5012-I) may be authorized/approved for a specific additional period of time through the Secretarial Process.

H. Member Ordered to a Place to Await Results of Disability Proceedings. A member, who is found by a physical evaluation board unfit to perform the duties of the member's grade, and who is not authorized to select a home under par. U5130, but who, for the Government's convenience, is ordered to a place to await the results of the disability proceedings, is authorized dependents' travel and transportation allowances to that place providing the member signs a release that the results of the initial physical evaluation board will not be contested. Dependents' travel under par. U5225-H must not preclude authorization for dependents' travel when a disability separation order, or other order, ultimately is issued. Such authorization is subject to adjustment upon final disposition of physical disability proceedings so as not to exceed the authorization for the distance from the member's PDS at the time the member received an order to proceed in an awaiting-orders status to the point to which the member is authorized incident to release from active duty, etc., less any amount previously paid for dependents' travel to the waiting point.

I. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is authorized dependents' travel and transportation allowances to the college, the HOR, or PLEAD, as the member elects.

U5230 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY

A. General

1. Travel to HOS Authorized. A member on active duty is authorized travel and transportation allowances to a home selected by the member from the last PDS when the member is:
 - a. Retired for physical disability or placed on the TDRL (without regard to length of service);
 - b. Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (B-160488, 14 February 1967);

- c. Separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days; or
- d. Involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days.

A member authorized travel to a HOS under par. U5130-A, who qualifies under par. U5130-B or U5130-C by traveling to the HOS within the time limits specified, and whose dependents travel to a home other than the member's HOS, is authorized dependents' travel and transportation allowances for travel actually performed up to the authorization for travel from PDS, or place to which dependents were last transported at Government expense, to the member's HOS. Except as provided in par. U5230-B, the travel to a HOS must begin within 1 year after the member's termination of active duty. In the case of a member who has not moved dependents at Government expense during the current tour of duty, travel and transportation allowances for dependents' travel from the HOR is authorized. A member who is authorized HOS travel under par. U5130-A, may elect dependents' travel under par. U5230-A to the member's HOR or PLEAD outside the U.S. under par. U5225-A (53 Comp. Gen. 963 (1974); 54 id. 1042 (1975)).

2. Travel to HOS Not Authorized. A member on active duty is authorized dependents' travel and transportation allowances under par. U5225-A when the member:

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

B. Time Limits

1. Member Undergoing Hospitalization or Medical Treatment

- a. On Date of Termination of Active Duty. A member authorized dependents' travel and transportation allowances to a HOS under par. U5230-A1 or U5230-C, who is confined in or undergoing treatment at a hospital on the active service termination date, is authorized dependents' travel and transportation allowances to the HOS provided the travel begins within 1 year after the date of termination of the hospitalization or treatment. A longer time limit may be authorized/approved through the Secretarial Process. See par. U5012-I.
- b. During 1-Year Period after Date of Termination of Active Duty. A member authorized dependents' travel and transportation allowances to a HOS under par. U5230-A1 or U5230-C, who is confined in or undergoing treatment at a hospital for any period of time during the 1-year period after the date of termination of active service, is authorized dependents' travel and transportation allowances to the HOS provided the travel begins within 1 year after the active service termination date, plus a period equal to the hospitalization or treatment period. A longer time limit may be authorized/approved through the Secretarial Process. See par. U5012-I.

2. Member Undergoing Education or Training. A member authorized dependents' travel and transportation allowances under par. U5230-A1 who:

- a. Is undergoing education or training to qualify for acceptable civilian employment on the active service termination date; or
- b. Begins such education or training during the 1-year period after active service termination, or during the longer period authorized/approved under par. U5230-B1 (if applicable);

is authorized dependents' travel and transportation allowances to the HOS provided:

- a. Travel begins within 1 year after completion of education or training, or 2 years after the active service termination date, whichever is earlier; and
- b. The transportation is authorized/approved through the Secretarial Process. Further extension of this time limit may be authorized/approved by the Secretarial Process. See par. U5012-I.

3. Other Deserving Cases. An extension of the 1-year time limit prescribed in par. U5230-B1 or U5230-B2 (if applicable), may be authorized/approved through the Secretarial Process in cases other than those described in pars. U5230-B1 and U5230-B2 when an unexpected event beyond the member's control occurs that prevents the member from moving to the HOS within the time limit. A time limit extension also may be authorized/approved through the Secretarial Process if it is in the Service's best interest, financially or otherwise, or substantially to the benefit of the member and not more costly or otherwise adverse to the Service. Such extensions may be authorized/approved only for the specific period of time the member anticipates is needed to complete the move. If additional time is required, the member may request a further extension through the Secretarial Process. An additional specific authorization time period may be authorized/approved through the Secretarial Process (B-126158, 21 April 1976). The delays authorized under par. U5230-B3 must be incident to separation of the member from the Service (B-207157, 2 February 1983).

NOTE: See par. U5012-I for restrictions to time limit extensions.

C. Recalled to Active Duty before Choosing a HOS. A member recalled to active duty before choosing and traveling to a HOS is authorized travel and transportation allowances for dependents' travel to the member's HOS at the time of the last release from active duty under honorable conditions to resume the same or a different status. The time limits prescribed in pars. U5230-A and U5230-B apply from the date of last release from active duty. If the member dies after the last release, par. U5230-F applies.

D. Recalled to Active Duty after Choosing a HOS. A member recalled to active duty after choosing and traveling to a HOS is, upon ultimate release from active duty under honorable conditions to resume the same or a different status, authorized dependents' travel and transportation allowances to that HOS or the PLEAD, whichever the member elects.

E. Member on TDRL Discharged or Retired. *A member who is on the TDRL at the time of discharge with severance pay or who is retired for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) is not authorized dependents' travel and transportation allowances in connection with such discharge or retirement. See par. U5230-A or U5230-B for authorization in conjunction with placement on the TDRL.*

F. Member Dies after Retirement or Release

1. After Choosing a HOS. When a member specified under par. U5230-A dies after claiming personal travel allowances under par. U5130 to a HOS and the dependents have not traveled to the HOS and the member has not shipped HHG there, the dependents are authorized travel and transportation allowances for travel to the member's HOS or to some other place selected by them up to the authorization for travel to the member's HOS from the place to which the dependents were last transported at Government expense.
2. Before Choosing a HOS. If a member, authorized to choose a HOS under par. U5230-A, dies before choosing a HOS or before submitting a claim for personal travel and transportation allowances to a HOS and the member has not shipped HHG there, the member's dependents are authorized travel and transportation allowances to a home of their selection at a place the member would have been authorized to select under par. U5130 from the place to which the dependents were last transported at Government expense.

G. Member Ordered to a Place to Await Disability Retirement. A member who has been found by a physical evaluation board unfit to perform the duties of the member's grade and who, for the Government's convenience, is ordered to a place to await a further order in connection with disability retirement, is authorized dependents' travel and transportation allowances to that place, in addition to any authorization for dependents' travel and transportation allowances when retirement or another order later is issued. However, authorization upon final disposition of retirement proceedings is limited to the authorization for travel from the PDS at the time the member received the order directing the member to proceed in an awaiting-orders status to the point to which the member is authorized incident to retirement, release from active duty, etc., less any amount previously paid for dependents' travel and transportation to the waiting point.

U5237 DEPENDENTS' TRANSPORTATION WHEN TRANSPORTATION DOCUMENTS OR FUNDS ARE LOST OR STOLEN

Dependents traveling at Government expense, whether or not accompanied by the member, may be furnished transportation procurement documents when those dependents are stranded en route because their documents or funds needed to purchase authorized transportation have been lost or stolen. The member's consent must be obtained in accordance with Service regulations before transportation procurement documents may be furnished. The cost of the documents issued must be charged to the member in accordance with Service regulations.

U5240 DEPENDENT TRAVEL UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES

NOTE: For HHG transportation under unusual/emergency circumstances, see par. U5905-C2.

A. General

1. Par. U5240 covers dependent travel situations that are in:
 - a. Advance of the member's PCS, and
 - b. The Government's best interest.
2. These situations include changes in OCONUS duty station status; medical/dental travel; IPCOT PCS-like travel (for COT leave travel, see par. U7200); certain dependent travel ICW courts martial of members; tour extensions; and alerts.
3. An order authorizing dependents' travel and transportation must cite the specific par. U5240 cite (below) under which the travel is authorized.

4. For dependents' evacuation travel, see Chapter 6.
5. For early return of dependents, including dependents in CONUS whose member spouses are court-martialed OCONUS, see Part J.

B. PDS Changed to a Dependent-restricted Tour Station, or Sea Duty Changed to Unusually Arduous Sea Duty

1. General. When a member receives a PCS order to a PDS to which dependent travel is authorized and that PDS is later changed to a dependent-restricted tour station, or when there is a change in the designation of the duty aboard a ship, afloat staff, or afloat unit from sea duty to unusually arduous sea duty, authorization for dependents' travel and transportation allowances to a designated place under par. U5222-D1c is as prescribed in par. U5240-B. In par. U5240-B, "appropriate POE" is the port used for sea travel, if there is one; otherwise it is the aerial POE.
2. Restriction or Change in Designation Imposed after an Order Is Received. When the restriction or change in designation is imposed after the date the member first receives the PCS order but before dependents begin travel from the member's old PDS, the authorization for dependents' travel and transportation allowances is determined under par. U5222-D1.
3. Restriction or Change in Designation Imposed after Dependents Begin Travel. When the restriction or change in the designation is imposed after dependents begin travel, circuitously or otherwise, on or after the date the member first receives the PCS order, dependents' travel and transportation allowances are authorized from the old PDS to the place at which they received notification of the restriction or change in designation and from that place to a designated place authorized in par. U5240-B1. However, the authorization in such cases cannot exceed that accruing from the old PDS to the appropriate:
 - a. POE serving the member's OCONUS PDS and from the POE to a place authorized in par. U5240-B1 in the case of a change to a dependent-restricted tour, or
 - b. Homeport of the ship concerned and from the homeport to a place authorized in par. U5240-B1 in the case of a change in designation of the duty of a ship.
4. Restriction or Change in Designation Imposed while Dependents Are at a Designated Location. If the dependents are at a designated place authorized in par. U5240-B1 where they were located under prior orders on the date they receive notification of the restriction or change in designation, no dependents' travel and transportation allowances are authorized.
5. Restriction or Change in Designation Imposed after Dependents Leave the Designated Location. When the restriction or change in designation is imposed after dependents begin travel from a designated place authorized in par. U5240-B1, circuitously or otherwise, on or after the date the member first receives the PCS order, dependents' travel and transportation allowances are authorized from that designated place to the place at which they receive notification of the restriction or change in designation and from that place to the previous or a new designated place. However, the authorization in this case cannot exceed that from the designated place at which travel began to the homeport in CONUS or the appropriate POE serving the member's OCONUS PDS and from that homeport or that POE to the designated place last chosen.
6. Restriction or Change in Designation Imposed while En Route from Old PDS or Homeport. When the restriction or change in designation is imposed after dependents begin travel, but before they arrive at or in the vicinity of the member's OCONUS PDS or homeport, dependents' travel and transportation allowances are authorized from the old PDS or homeport where travel begins, to the place at which they receive notification of the restriction or change in designation and from that place to a:

- a. Designated place in CONUS;
- b. Temporary OCONUS location as may be authorized/approved through the Secretarial Process; or
- c. Designated place in a non-foreign OCONUS area if authorized/approved through the Secretarial Process.

7. Restriction or Change in Designation Imposed after Dependents Arrive at Member's Duty Station. When the restriction or change in designation is imposed after the dependents arrive at the member's OCONUS PDS or homeport, or the restriction or change in designation is not made known to them until their arrival at or in the vicinity of that PDS, dependents' travel and transportation allowances under par. U5240-B are authorized to the same locations and under the same conditions as set forth in par. U5240-B6. If dependents' evacuation is necessary, par. U6005 applies.

8. Subsequent Authorization. A member, otherwise authorized dependents' travel and transportation allowances under par. U5203-A:

- a. Whose duty station is again changed from one to which dependent transportation is not authorized or to one to which dependent transportation is authorized, or
- b. The duty of a ship, afloat staff, or afloat unit to which assigned is changed from unusually arduous sea duty, or
- c. Who is transferred to a station to which dependents' transportation is authorized,

is authorized dependents' travel and transportation allowances to the PDS or homeport of the ship concerned, up to those for travel from the place to which they were transported under par. U5240-B to the PDS or appropriate homeport. ***However, when dependents are in CONUS, their return transportation to the same or another OCONUS PDS or appropriate homeport may be authorized only when at least 12 months remain in the member's OCONUS tour following the estimated date of arrival of dependents at the PDS or homeport concerned or on the date command sponsorship is granted, whichever is later.*** If the member elects, the dependents may be retained at the place to which they traveled under pars. U5240-B1, U5240-B2, U5240-B3, U5240-B4, U5240-B5, U5240-B6 and U5240-B7 until further transportation is authorized. ***NOTE: Dependents may be retained at a temporary OCONUS location to which they were transported under par. U5240-B6 and par. U6005 only when authorized/approved through the Secretarial Process.*** Travel of dependents of members not authorized travel and transportation allowances under par. U5203-B is governed by par. U6005.

C. Dependents' Travel and Transportation OCONUS for Medical Care

1. Dependent Definition. As used in par. U5240-C, a "dependent" is ***any*** dependent located OCONUS who has an active duty sponsor and who has been authorized, through the Secretarial Process, medical care in a Service medical facility without reimbursement.

2. Local Medical/Dental Care Not Available

- a. Authorization/Approval. The commanding officer/other Service designee for a member on OCONUS active duty may authorize/approve dependent transportation if the dependent:

- (1) Is accompanying the member for more than 30 days; and
 - (2) Requires care not available in the member's OCONUS PDS area.
- b. Medical/Dental Care. A dependent may be provided travel and transportation for medical/dental care to the nearest appropriate medical/dental facility where adequate medical/dental care is available, except as par. U5240-C2c.
- c. Exceptions. A dependent participating under a dental plan established under 10 USC §1076a (currently TRICARE) may not be provided transportation to the nearest appropriate dental facility where adequate dental care is available *except for*:
- (1) Emergency dental care,
 - (2) Dental care provided at an OCONUS location, or
 - (3) Dental care not covered by the dental plan.
3. Elective Surgery. *Travel and transportation expenses are not authorized for a dependent who travels for elective surgery.*
4. Transportation to and from a Medical and/or Dental Facility. When practicable, Government transportation should be used for transportation authorized by par. U5240-C. When Government transportation is not available or its use is not practicable, dependent patients must be transported by:
- a. Government-procured commercial transportation,
 - b. Personally procured commercial transportation, or
 - c. POC.
- When personally procured commercial transportation is used, reimbursement for the actual cost of the transportation used is authorized. When a POC is used, reimbursement for the actual expenses incurred (e.g., gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to POC use) is authorized. *Mileage may not be paid*. However, reimbursement for the travel performed by personally procured commercial transportation or by POC is limited to what it would have cost had the transportation had been furnished by the Government (i.e., Government or Government-procured transportation). ***NOTE: This limit does not apply when Government or Government-procured transportation is not available.*** If a dependent is transported by POC and an attendant is authorized a transportation allowance, no additional transportation expense on behalf of the dependent is authorized.
5. Return Transportation. Upon hospitalization/medical/dental care termination, the dependent's transportation is authorized to the member's PDS or to another place determined appropriate by the AO.
6. Outpatient Transportation. Reimbursement is authorized for the actual expenses incurred for the dependent's transportation between transportation terminal, medical/dental facility, and lodging when the dependent is receiving outpatient care at a medical/dental facility outside the member's PDS area. Actual expenses incurred for transportation cost between medical/dental facility and lodging may be reimbursed for the number of trips the dependent must make between those two places. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When POC is the appropriate mode, reimbursement for the actual expenses incurred, as in par. U3305-B1, is authorized. *Transportation expenses may not be paid using a mileage allowance (B-202964, 23 February, 1982).*

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

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

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

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

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

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

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

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

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

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

E. Dependents' Travel and Transportation Incident to Tour Extension. A member on a tour of less than the prescribed tour length at a PDS, who used the dependents' travel and transportation allowances upon assignment to that PDS, is authorized dependents' travel and transportation allowances from the place dependents are located to that PDS. ***NOTE: The authorization limit is up to that from the old to the current PDS.*** Authorization under par. U5240-E is limited to the situation in which a member's tour is extended due to:

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

Authorization under par. U5240-E also is limited to the situation where a member did not move dependents to that PDS initially because of the anticipated short time of assignment (B-208861, 10 November 1982).

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

1. Travel and Transportation Allowances. A member (with dependents) stationed in CONUS who:

a. Is sentenced by a court martial to:

- (1) Confinement for more than 30 days,
- (2) Receive a dishonorable/bad-conduct discharge, or
- (3) Dismissal from a Uniformed Service, or

b. Receives an administrative discharge under other than honorable conditions,

is authorized dependents' PCS travel and transportation allowances.

2. Travel Authorization. Dependent travel and transportation allowances (including the payment of per diem under par. U5210) are authorized by a Service-designated authority who determines:

a. The authorized destination, and

b. That a reasonable relationship exists between the conditions/circumstances in the specific case and the authorized destination.

3. Travel Requests. Travel may be requested by:

a. The member,

b. The member's spouse, or

c. Another dependent (if the member has no spouse, or the spouse is not available).

4. Travel Destination. The dependents' destination must be a designated place, except that dependents who are foreign-born may be returned to their native country.

5. Travel and Transportation Reimbursement Payment. Travel reimbursement may be paid to the:
 - a. Member, or
 - b. Dependent or ex-spouse, (when the member authorizes payment to either of them (B-193430, 21 February 1979)).
6. Travel Time Limit. Except when additional time is authorized/approved by the Secretarial Process (see par. U5012-I), dependent travel must start within 180 days from the date:
 - a. The court-martial is completed, or
 - b. Of administrative discharge.

G. Dependents' Travel and Transportation Incident to an In Place Consecutive Overseas Tour (IPCOT). A member stationed OCONUS who is selected to serve an IPCOT is authorized dependents' travel and transportation allowances as follows:

NOTE: An IPCOT is not an extension; it is another full tour.

1. Unaccompanied to Accompanied Tour
 - a. Dependents' travel and transportation at Government expense from a designated place to the current PDS at which the IPCOT is to be served if the dependents are command-sponsored prior to travel to the current PDS at which the IPCOT is to be served.
 - b. A member who acquires dependents after the effective date of a PCS order, but before entering an IPCOT, is authorized dependents' travel and transportation allowances to the current PDS at which the IPCOT is to be served if the dependents are command-sponsored prior to travel to the current PDS at which the IPCOT is to be served. Travel and transportation allowances in this case are from the place the dependents are located to the current PDS.
2. Accompanied to Unaccompanied Tour. The provisions of par. U5222-C4 apply.
3. Accompanied-to-Accompanied Tour. A member who acquires dependents after the effective date of a PCS order, but before entering an IPCOT, is authorized dependents' travel and transportation allowances to the current PDS at which the IPCOT is to be served if the dependents are command-sponsored prior to travel to the current PDS at which the IPCOT is to be served. Travel and transportation allowances in this case are from the place the dependents are located to the current PDS.

Effective 24 February 2004

H. Travel and Transportation for Dependents Relocating for Personal Safety. See par. U5205

U5241 DEPENDENTS' TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, OR ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

A. General. Par. U5241-A applies to dependents of a member (without regard to command sponsorship (B-158661, 22 December 1966)) on active duty who is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status (37 USC §554), or who dies while entitled to basic pay (37 USC §406(f)).

B. Definitions

1. Dependent. See Appendix A. When a member entitled to basic pay dies while on OCONUS duty, "dependent" includes an unmarried child who was transported at Government expense to that member's PDS, incident to the member's assignment thereto, and became age 21 while the member was serving at that PDS (see par. U5215-B).
2. Transportation. "Transportation," as used in this paragraph, includes transportation-in-kind or reimbursement therefore under pars. U5203-A1b, and MALT under par. U5015-A.

C. Limitations

1. Destination. No travel may be authorized/approved under par. U5241-C unless a reasonable relationship exists between the circumstances of the dependents and the requested destination, as determined by the Service concerned.
2. Time. Authorization for dependents' travel and transportation allowances ends if the dependents do not begin travel to the final home within 1 year after the date of the official status report. However, travel at a later date may be authorized/approved through the Secretarial Process. See par. U5012-I. No travel and transportation allowances are authorized under par. U5241 when travel is delayed until after receipt of official notice that the member has returned to an active status. Effective for deaths occurring on or after 6 January 2006 the following apply:
 - a. A member dies on or after 6 January 2006 while serving in the active service and entitled to basic pay -- Secretary concerned must give the dependents not less than 3 years, beginning on the date of the death of the member to select a "home of selection" for the purposes of travel and transportation allowances.
 - b. Retirees dying on or after 6 January 2006 who had not yet made their selection at the time of death -- dependents or the retiree's executor if there are no dependents get 3 years from the member's date of retirement (when the member first accrued the right to select a home).

Examples:

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

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

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

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

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

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

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

D. When Authorized

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

- a. Dead; or
- b. Injured and/or ill and the anticipated period of hospitalization or treatment is expected to be prolonged as shown by a statement of the commanding officer at the receiving hospital; or
- c. Absent for a period of more than 29 days in a missing status.

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

2. Additional Moves

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

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

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

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

Effective 01 November 2004 **U5242 FUNERAL TRAVEL**

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

1. General. Eligible relatives are authorized round trip travel and transportation allowances to attend burial ceremonies for a deceased member who dies while on active or inactive duty. "Eligible relative", as used in this paragraph, means:
 - a. The deceased member's surviving spouse (including a remarried surviving spouse);
 - b. Children who are unmarried and
 - (1) Under age 21;
 - (2) Under age 23 and a student dependent meeting the requirements in item 6 of the Appendix A "Dependent" definition; or

- (3) Incapable of self-support, regardless of age, due to mental or physical impairments and who were in fact dependent on the deceased member for over one-half of their support.
- c. The parent or parents of the deceased member as defined in 37 USC §401(b)(2) (see NOTE 1 below);
- d. If no person described in par. U5242-A1a, U5242-A1b, or U5242-A1c is provided travel and transportation allowances; then
- (1) The person who directs the disposition of the remains of the deceased member under 10 USC §1482(c) (see NOTE 2 below) or, in the case of a deceased member whose remains are coming led and buried in a common grave in a national cemetery, the person who would have been designated under such section to direct the disposition of the remains if individual identification had been made; and
- (2) Up to two additional persons closely related to the deceased member who are selected by the person referred to in par. U5242-A1d(1) above.
2. Attendant or Escort. An attendant or escort (pars. U7550-A and U7550-B pertain) accompanying an eligible traveler provided travel and transportation allowances under par. U5242-A1 for travel to the burial ceremony for a deceased member also may be provided round trip travel and transportation allowances for travel to the burial ceremony if:
- a. The accompanied eligible traveler is unable to travel unattended or unescorted because of age, physical condition, or other justifiable reason acceptable to the AO; and
- b. There is no other eligible traveler of the deceased member, traveling to the burial ceremony, eligible for travel and transportation allowances under par. U5242-A1 and qualified to serve as the attendant or escort.
3. Allowances Limitations. Allowances under pars. U5242-A1 and U5242-A2 are limited to travel and transportation to attend burial ceremonies of a deceased member at a location determined through the Secretarial Process. Per diem is payable for:
- a. The time necessary to travel to the location concerned, plus
- b. Not to exceed 2 days at that location, and
- c. The time necessary for return travel from that location.

4. Travel and Transportation Allowances

- a. General. Individuals traveling under par. U5242-A are authorized one, or a combination, of the following for the authorized round trip travel:
- (1) Transportation-in-kind,
- (2) Reimbursement for the cost of personally procured commercial transportation,
- (3) Automobile mileage rate (see par. U2600) for the official distance traveled by POC.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- (1) presented with a flag of the U.S.; however, if the person designated by subsection (c) is other than a parent of the deceased member, a flag of equal size may also be presented to the parents, and
- (2) reimbursed by the Secretary concerned for the necessary expenses of a memorial service.

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

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

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

U5243 DEPENDENT STUDENTS’ TRANSPORTATION

A. General. A member permanently stationed OCONUS, who is authorized to have dependents reside at or in the vicinity of the PDS or the homeport of an OCONUS ship, and whose minor dependents (as defined in par. U5243) attend:

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

B. Dependent Students Attending Dormitory DODEA Schools

1. Definitions. The following definitions are specific to par. U5243.
 - a. Dependent. A "dependent" in par. U5243 (20 USC §932) is a minor individual who:
 - (1) Has not completed secondary schooling; and
 - (2) Is the child, stepchild, adopted child, ward, or spouse of a member or who is a resident in the household of a member who stands in loco parentis to such individual and who receives one-half or more support from the member.
 - b. DODEA School. A school operated by the Department of Defense under the Defense Dependents' Education Act of 1978 (20 USC §921 et seq.) for dependents in an OCONUS area which is operated, and which such dependents attend, on a 5- or 7-day-a-week dormitory basis.

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

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

a. Travel to Member's Residence

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

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

b. Travel to other than the Member's Residence

(1) Members authorized transportation under par. U5243-B for their dependents may be authorized transportation for a student to a location other than the member's residence if the member states, in writing, to the AO that travel to the other location is so the student may join the family at that location.

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

NOTE: For par. U5243-B, a location outside the 50 states, the District of Columbia, Puerto Rico, and U.S. possessions (excluding Midway) is "overseas".

4. Authorized Transportation is:

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

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

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

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

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

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

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

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

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

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

2. Reimbursement

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

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

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

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

1. Definitions. The following definitions are specific to par. U5243-D.

a. Formal education is:

(1) A secondary education;

(2) An undergraduate college education;

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

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

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

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

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

NOTE: The definition of "DODEA school" in par. U5243-A1b does NOT apply to par. U5243-D.

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

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

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

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

*Effective 14 February 2005*2. Transportation Allowances. A member:

- a. Permanently stationed OCONUS; and
- b. Accompanied by command-sponsored dependents at/or in the member's PDS vicinity (or the homeport of an OCONUS homeported ship) unless the only dependent is an unmarried dependent child under age 23 attending a school in the U.S. to obtain a secondary or undergraduate college education;

is authorized one annual round-trip for the dependent student at any time within a fiscal year (1 Oct - 30 Sep) between the member's OCONUS PDS and the dependent student's school in the U.S. For a dependent student who is attending a school outside the U.S. for less than one year under a program approved by the school in the U.S. at which the dependent is enrolled, the member may be reimbursed for one annual round-trip for the dependent student between the OCONUS school being attended by that student and the member's OCONUS PDS; however, reimbursement can not exceed the transportation allowances (*see NOTE below*) for that dependent's annual round trip between the school in the U.S. and the member's OCONUS PDS.

Effective 14 February 2005

3. Lodging. Reimbursement may be made for dependent lodging that is necessary due to an interruption in travel caused by extraordinary situations (including mandatory layovers, unscheduled stops, physical incapacity, and similar circumstances). The amount of the reimbursement is determined using the per diem lodging ceiling applicable to the location of such a circumstance. ***NOTE: If another entity (such as an airline) pays for the overnight lodging expense, no additional reimbursement is authorized (except for any lodging expense above that paid by the airline and within the per diem lodging ceiling for the location of the expense.)*** Lodging taxes on the authorized payment are also payable in a CONUS and non-foreign OCONUS location.

Effective 2 October 2005

NOTE: Authorization for a portion of a round-trip not taken during a fiscal year ordinarily does not carry over to a subsequent fiscal year. However, a Service-designated official may extend the fiscal-year travel period for not more than 30 calendar days because of an unusual or emergency circumstance (i.e., an early or late holiday recess or school closing).

*Effective 10 May 2005*4. Limitations. Par. U5243-D does not apply to a member:

- a. Assigned to a PDS/ship homeported in Alaska or Hawai'i who has an unmarried dependent child attending a school in the PDS state;
- b. Who has an unmarried dependent child attending a school in the U.S. to obtain a secondary education, if the:
 - (1) Child is eligible to attend a secondary school for dependents that is located at/or in the member's PDS vicinity and is operated under the Defense Dependents' Education Act of 1978 (20 USC §921); or
 - (2) Member is stationed in the Commonwealth of Puerto Rico or in Guam and the child is eligible to attend a DOD DDESS, formerly known as Section 6, secondary school, in the PDS/homeport vicinity;

- c. Assigned to a PDS or ship homeported in Alaska or Hawai'i who has an unmarried dependent child attending a CONUS school to obtain a secondary education; or
- d. Who has an unmarried dependent child attending a Service academy as a cadet or midshipman.

Effective 14 February 2005

5. Travel to a Location other than the Member's OCONUS PDS/Homeport

- a. Travel to a location other than the member's OCONUS PDS may be authorized if the member states, in writing to the AO, travel to the other location is so the student may join the family at that location.
- b. Reimbursement is limited to what it would have cost the Government for transportation from the school to the member's OCONUS PDS/homeport by the authorized transportation mode.

Effective 14 February 2005

6. Transoceanic Travel

- a. General. When AMC service is reasonably available, transoceanic travel must be on a space-required basis by AMC unless air travel is medically inadvisable. When AMC service is not reasonably available, Government-procured air transportation (from a CTO/TMC) for the transoceanic travel portion is to be used.
- b. Travel Performed at Personal Expense
 - (1) AMC Service Available. *No reimbursement is allowed for transoceanic travel at personal expense when AMC service is available, unless air travel is medically inadvisable.*
 - (2) AMC Service Not Available. Reimbursement (limited to the amount the Government would have paid for CTO/TMC-provided Government-procured transportation) is allowed for transoceanic (and other air and rail) travel at personal expense when AMC service is unavailable.
- c. Government-procured Transportation Not Available
 - (1) Reimbursement is authorized for transportation costs not to exceed the least costly unrestricted scheduled economy commercial air service over the direct route between origin and destination when CTO/TMC-provided Government-procured transportation is not available.
 - (2) Pars. U3125-B and U3125-C apply to dependent student travel.
 - (3) Reimbursement is limited to the least costly CTO/TMC-provided first-class passenger accommodations on a commercial ship if air travel is medically inadvisable. See par. C3130.

Effective 14 February 2005

7. Overland Travel

- a. Overland travel should be by CTO/TMC-provided Government-procured transportation, or, if a CTO/TMC is not available at personal expense on a reimbursable basis.

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

Effective 14 February 2005

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

Effective 14 February 2005

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

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

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

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

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

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

Effective 6 January 2006

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

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

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

b. While traveling directly to or from such training.

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

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

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

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

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

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

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

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

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

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

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

U5250 ADVANCE OF FUNDS

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

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2. Ordered from an OCONUS PDS. When a member is ordered to CONUS from an OCONUS PDS, HHG transportation may be from the PDS to the place in CONUS to which ordered to report. HHG transportation is permitted even though the place to which ordered to report may not be the new PDS, which is unknown. If an order to the new PDS is not available when HHG arrive at the place to which transported, the HHG may be placed in NTS. Upon receipt of the order naming the new PDS, the same HHG may be transported to that PDS. In these circumstances, the order involving detachment from the OCONUS PDS and the order naming the new PDS are one PCS order. ***However, if the member takes physical possession of the HHG, the Government must not transport the HHG (see par. U5318).***

3. Ordered from an OCONUS PDS to the U.S. or to a Non-foreign OCONUS Area for Separation Processing with HOS Authorized. When a member is ordered from an OCONUS PDS to a CONUS or non-foreign OCONUS area for separation processing with HOS authorized under par. U5365-A, HHG may be:

- a. Transported from the PDS to the place to which ordered to report, and/or
- b. Placed in NTS.

These HHG later may be transported under par. U5365-A. ***If the member takes possession of the HHG at the processing station, transportation of those HHG to the HOS from the processing station is still authorized. However, the member must agree to bear all costs in excess of HHG transportation in one lot directly from the OCONUS PDS to the HOS via (but without delivery at) the processing point (i.e., the costs of delivering the HHG to the member at the processing point, unpacking, re-packing, re-shipment, etc., are not part of the Government's cost obligation)*** (44 Comp. Gen. 826 (1965)). In determining excess costs, the cost of authorized temporary storage in transit is part of the cost of one shipment from origin to final destination. HHG in NTS, at a designated place or at a designated location during the OCONUS tour, may be transported to the processing station only if the member's HOS is at the same location as the processing station.

H. Ordered on a PCS to a PDS in the Vicinity of Storage. A member, whose HHG are in NTS at Government expense when ordered on PCS to a PDS at or in the vicinity of the place of storage, is authorized NTS. HHG transportation from NTS to the residence also is authorized. If, because of conditions beyond the member's control, the HHG cannot be withdrawn during the first 90 days, an additional 90 days of NTS may be authorized/approved as in par. U5375-B2. Additional NTS beyond 180 days may be authorized/approved as in par. U5375-B3.

U5350 TRANSPORTATION UNDER A PCS ORDER TO OR FROM SEA DUTY OR OCONUS DUTY

(See par. U5222 for related dependent travel.)

A. Ordered to an OCONUS PDS to Which HHG Transportation Is Permitted

1. General. The member is authorized HHG transportation from the last or any previous PDS to any combination of the following locations:

- a. The new PDS,

- b. A CONUS location specified by the member,
- c. NTS.

Effective 16 March 2006

*The Government expense for the combination of transportation under pars. U5350-A1a and U5350-A1b is limited to that which would have been allowed on a like HHG weight transported in one lot from the old PDS, or other authorized location, to the new OCONUS PDS. Excess costs due to a combination of shipment(s) are determined under par. U5340. Upon a subsequent PCS between OCONUS PDSs, HHG transportation from the CONUS location specified by the member under par. U5350-A1b or NTS to the new PDS, or to the place to which dependents are authorized to travel under par. U5222-D1, U5222-E, U5222-F or U5222-G, may be made only if authorized/approved through the Secretarial Process.

2. Ordered to an OCONUS PDS to Which HHG Transportation Is to Be Authorized within 20 Weeks of Member's Port Reporting Month. When a member is ordered to an OCONUS PDS and is advised in writing that HHG transportation is to be authorized within 20 weeks after the member's port reporting month, the HHG the member indicates eventually are to be transported to the OCONUS PDS may be placed in NTS until transported. The remaining HHG may be transported for the duration of the OCONUS assignment to a CONUS location designated by the member or placed in NTS. When the total weight of unaccompanied baggage plus HHG transported and stored exceeds the authorized weight allowance, the cost of transporting the excess weight is at the member's expense. If the member is required to vacate Government quarters at the old PDS upon receipt of this order and desires to establish a temporary residence for dependents near the old PDS pending authority for movement to the new PDS, the member may transport:

- a. Or store the HHG not needed to establish the temporary residence; and
- b. At Government expense, the HHG the member may need to establish a temporary residence for the dependents to a place in the vicinity of the old PDS.

3. Ordered to an OCONUS PDS to Which HHG Transportation Will Not Be Authorized until 20 or More Weeks after the Member's Port Reporting Month

a. When a member is ordered to an OCONUS PDS, is to serve an accompanied tour, and is advised in writing that HHG transportation is to be authorized at some point 20 or more weeks after the member's port reporting month, HHG the member indicates eventually are to be transported to the OCONUS PDS may be placed in NTS until transported. The remaining HHG may be transported for the duration of the OCONUS assignment to a CONUS location designated by the member or placed in NTS. In addition, HHG transportation is authorized from the old PDS to a designated place in CONUS, or in a non-foreign OCONUS area if the member was:

PART B: AUTHORIZED OR ORDERED MOVEMENTS WITHIN THE CONTINENTAL UNITED STATES (CONUS)

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- A. Transportation of a POV Incident to Dependents Evacuation
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to the member's residence at or in the vicinity of the OCONUS PDS, or the member's HHG at the designated place may be placed in NTS for the remainder of the member's OCONUS tour, as appropriate. If the dependent(s)/ member requests HHG transportation to the member's OCONUS PDS from which evacuated, the HHG may be transported to the PDS only if at least 12 months remain on the member's tour after the date the HHG are scheduled to arrive there or if the Secretarial Process authorizes an exception to that 12-month requirement. The fact that HHG transportation from the designated place to the member's PDS from which evacuated may not be authorized due to less than 12-months remaining on the member's tour after the projected arrival of those HHG does not negate the authority to have the HHG at the designated place placed in NTS for the remainder of the member's OCONUS tour.

2. Member in Receipt of a PCS Order from an Evacuated Area. When a member receives a PCS order while dependents are at a designated place, the member is authorized HHG transportation from the designated place to which the dependents were evacuated under this Part to the destination(s) authorized in connection with the member's PCS order. The authorization that applies for the transportation accrues to the member on the PCS order.

U6008 TRANSPORTATION OF POV

A. Transportation of a POV Incident to Dependents' Evacuation

1. Transportation of a POV to Safe Haven. *Transportation of a POV at Government expense to a safe haven is not authorized.*

2. Transportation of a POV to the Designated Place. When dependents go to a designated place, competent authority may authorize/approve the transportation, including any overland transportation required, of one POV (owned by the member or a dependent of the member and for the member's personal use or for the use of the dependents) located in the PDS area, en route to the PDS, or at a port/VPC awaiting transportation to the designated place. *When dependents select a designated place outside the United States, any tax consequences (ex., import tax) that result from moving the POV there are the responsibility of the member/dependents.*

B. Subsequent Authorization when the Member Is Not in Receipt of a PCS Order from the Evacuated Area. When command-sponsored dependents are authorized to travel from the designated place to the member's PDS, transportation of a POV to the member's OCONUS PDS, including any overland transportation required, may be authorized/approved provided:

1. A POV had been transported to the designated place under par. U6008-A2, and
2. At least 12 months remain on the member's tour after the date the POV is delivered to the loading port/VPC or the Secretarial Process authorizes/approves an exception to that 12-month requirement.

C. Subsequent Authorization when the Member Is in Receipt of a PCS Order from the Evacuated Area. When a member receives a PCS order, while dependents are at a safe haven or designated place under this Part, the authorization to transportation of a POV from the safe haven or designated place is that authorized in connection with the member's PCS order.

D. Reimbursement of Rental Vehicle Cost when the POV Arrives Late. This applies to transportation of a POV incident to an evacuation of dependents. If the member's (or dependent's) POV, transported at Government expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary concerned must have the member reimbursed for expenses incurred to rent a POV for the member's and/or those dependents' use. Reimbursement, by law, may not exceed \$30 per day beginning the day a member first rents a POV after the designated (required) delivery date and runs for 7 days or until the date the member's POV is available for delivery to the member, whichever occurs first. ***NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the authorized ((required)) delivery date.*** ***The maximum reimbursement is \$210. See Examples in par. U5410-D.***

***U6009 STATION ALLOWANCES/OHA/FSH**

For continuation authorization of station allowances (COLA & TLA) and housing allowances (OHA/FSH) for members serving in an area from which dependents are evacuated, see pars. U9215 and U10209.

U6010 BASIC ALLOWANCE FOR HOUSING (BAH)

For continuation authorization for BAH for members serving at a PDS in Alaska or Hawai'i from which command-sponsored dependents are evacuated, and BAH authorization when command-sponsored dependents establish a permanent residence at a designated place in the United States following an evacuation from an OCONUS location, see DOD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," Chapter 26, for DOD members and Service pay regulations for members of non-DOD Services.

U6011 FAMILY SEPARATION HOUSING (FSH)

For authorization for FSH in connection with a dependents' evacuation, see par. U10209 for DOD members, Chapter 3 of the COMDTINST M7220.29 (Series), "U.S. Coast Guard Pay Manual" (for Coast Guard personnel) and Service pay regulations for NOAA and USPHS members.

Effective 4 April 2006

***U6012 DISLOCATION ALLOWANCE (DLA)**

DLA helps to cover the otherwise un-reimbursed expenses a member with dependents incurs in relocating the household incident to an evacuation. When command-sponsored dependents are evacuated to a designated place under par. U6004, a DLA (see Table U5G-1) is payable. DLA is also payable when return travel for command-sponsored dependents is authorized under par. U6007-E from the designated place to the member's PDS. ***A DLA is not payable incident to relocation of dependents to a safe haven.*** The prohibition in par. U5620 against payment of more than one DLA in a fiscal year does not apply when the second DLA is paid under par. U6012 authority incident to an evacuation. ***Members are not authorized a DLA on behalf of non-command-sponsored dependents.***

U6013 ADVANCE OF FUNDS

A. Travel and Transportation Allowances. The travel and transportation allowances (including per diem) prescribed in this Part may be paid in advance when an order is issued for the dependents' (or escorts') travel from

CHAPTER 6**PART B: AUTHORIZED OR ORDERED MOVEMENTS WITHIN THE CONTINENTAL UNITED STATES (CONUS)****U6050 GENERAL INFORMATION**

A. **General.** An evacuation or limited evacuation, as defined in pars. U6051-D and U6051-E, must be caused by unusual or emergency circumstances (such as war, riots, civil uprising or unrest, adverse political conditions, national or natural disasters, epidemics, or similar conditions of comparable magnitude). See pars. U6053-I (Transportation), U6054-D1 (Per Diem) for allowances applicable to an authorized or ordered limited evacuation. The evacuation and limited evacuation applies to dependent(s):

1. Who, at the time the evacuation is authorized/ordered, are residing at/in the vicinity of the member's PDS;
2. Who are en route to the member's PDS (or the vicinity of the member's PDS) to establish a residence with the member;
3. Who reside at/in the vicinity of a member's former duty station following the member's assignment elsewhere or who resides at/in the vicinity of a duty station (other than the member's duty station) incident to an order in connection with the member's unaccompanied tour of duty, if dependents' departure is authorized/ordered by competent authority from the duty station at/in the vicinity of which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority; and,
4. Of a member assigned to a CONUS PDS who dies before the dependents are evacuated from the PDS or while the dependents are in an evacuation status from there.

When a member whose dependent(s) are receiving evacuation allowances dies, the evacuation allowances continue for the dependent(s) in the same manner as if the member had not died.

NOTE: Title 37 USC §405a, the statute pertaining to evacuation of dependents, does not apply to uniformed members. Uniformed members who are ordered to depart an area being evacuated must be either in a TDY or PCS status.

B. **Funding.** The Joint Plan for DOD Noncombatant Repatriation contains the fund cites chargeable for evacuation allowances for dependents of members of each of the DOD Services. Questions relating to fund cites should be addressed to the proponent of the Joint Plan: HQDA, ODCSPER, ATTN: DAPE-PRO, 300 Army Pentagon, Washington, DC 20310-0300; telefax numbers: DSN (312) 223-2708 or COML (703) 693-2708 for unclassified material; phone DSN (312) 227-2186, COML (703) 697-2186.

C. **Evacuation Allowances Payment.** The allowances authorized by this Part may be paid to the following individuals:

1. The member's evacuated dependent spouse,
2. Any dependent age 18 or older if at a different location than the spouse or when there is no spouse present,

3. The member (as the natural guardian) for dependents who are under age 18, or
4. The member's dependent spouse, any dependent at least age 18 or the member (as the natural guardian) under the circumstances described in par. U6050-A3.

NOTE: Dependents are authorized evacuation allowances only if they actually evacuate their homes.

D. When Payments of Allowances May Be Made. Allowances authorized in this Part may be paid beginning on the date one of the officials described in par. U6051-B authorizes/orders an evacuation.

U6051 DEFINITION OF TERMS USED IN THIS PART

A. Designated Place. As used in this Part, a designated place is a location selected by evacuated dependents as a permanent residence when competent authority determines that their return to the PDS should not take place or is not expected to take place in the near future. Dependents transported to a designated place must establish a permanent residence thereat as soon as practicable.

B. Authorizing or Ordering an Evacuation or Limited Evacuation. The following officials are responsible for authorizing or ordering an evacuation or limited evacuation of the dependents of uniformed service personnel from any CONUS location:

1. The Secretary of Defense, or the Secretary's designated representative (USD (P&R) DSN (312) 224-2798, COML (703) 614-2798), for the dependents of DOD components, including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security;
2. The Secretary of Homeland Security, or the Secretary's designated representative (Commandant (CG-12) COML (202) 267-2247), for the dependents of Coast Guard personnel;
3. The Secretary of Health and Human Services, or the Secretary's designated representative, for the dependents of Public Health Service personnel;
4. The Secretary of Commerce, or the Secretary's designated representative, for the dependents of NOAA personnel;
5. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for the dependents of members of their respective Services (including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security);
6. The head of a DOD component (see definition in Appendix A) or designated representative;
7. The commander of a U.S. Installation (see definition in Appendix A) or Coast Guard District Commander (for the dependents of Coast Guard personnel) or designated representative; and
8. The commander, director, head, chief or supervisor of a U.S. Government organization or office.

C. Evacuated Dependent. A dependent (as defined in Appendix A) who is:

1. Residing at the member's PDS or in its vicinity, at the time of the evacuation;
2. Temporarily absent from the member's PDS or its vicinity;
3. En route to the member's PDS or its vicinity for the purpose of establishing a residence with the member; or
4. Residing at/in the vicinity of a member's former duty station following the assignment of the member elsewhere or who resides at/in the vicinity of a duty station (other than the member's duty station) incident to an order in connection with an unaccompanied tour of duty of the member, if a departure of dependents is authorized/ordered by competent authority from the duty station at/in the vicinity of which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority.

D. Evacuation. The authorized/ordered movement of dependents from a specific area in CONUS, when authorized/ordered by the appropriate authority indicated in par. U6051-A. Evacuation refers to movement or departure from one area to another (both areas may be in the same city or each may be in a different city).

E. Limited Evacuation. The authorized or ordered movement of members' dependents from their residences in CONUS to the nearest available accommodations (which may be Government quarters), when authorized/ordered by the appropriate authority indicated in par. U6051-B.

F. Safe Haven

1. When an Evacuation is Authorized/Ordered. A location anywhere in the world named in the evacuation order, or subsequent modification to that order, to which dependents are directed to relocate on a temporary basis to await a decision by competent authority to either return to the CONUS PDS or proceed to a designated place. If CONUS is named the safe haven in the evacuation order, evacuees must select the exact CONUS safe haven location to which they are traveling at Government expense.
2. When a Limited Evacuation is Authorized or Ordered. The nearest available accommodations (which may be Government quarters), determined to be suitable by the appropriate authority indicated in par. U6051-B who authorized ordered the limited evacuation, where dependents are directed to relocate on a temporary basis to await a decision by competent authority to return to their residences.

U6052 RESPONSIBILITIES

A. Authorizing or Ordering an Evacuation or Limited Evacuation. The decision to evacuate dependents from an area rests with the individuals designated in par. U6051-B.

B. Evacuation to a Safe Haven or a Designated Place. The anticipated evacuation duration is the key to determining if dependents should travel to a safe haven or a designated place. If the circumstances making an evacuation necessary are expected to improve to the extent that the evacuated dependents can return to the member's PDS, dependents are evacuated to a safe haven. If circumstances are not expected to improve, dependents are evacuated to a designated place.

1. Designation of the Original Safe Haven Location. The original safe haven location is normally designated by the Under Secretary of Defense (Personnel and Readiness) (USD(P&R)). When an evacuation or limited evacuation is authorized or ordered by a non-DOD Service, the authority to designate the original safe haven is vested in the Secretarial Process. If CONUS is named as the original safe haven in the evacuation order, evacuees must select the exact CONUS safe haven location to which they are traveling at Government expense.

2. Designation of an Alternate Safe Haven Location. For DOD Services, the USD(P&R) has the authority to authorize/approve an alternate safe haven for evacuated dependents and to authorize/approve transportation at Government expense from one safe haven to another safe haven when circumstances warrant. For non-DOD Services, that authority is vested in the Secretarial Process. For all Services, the Secretarial Process may authorize/approve an alternate location within a safe haven for evacuated dependents and transportation at Government expense thereto when circumstances warrant.

3. Designating an OCONUS Designated Place. The Secretarial Process must authorize/approve an OCONUS designated place.

C. Termination of Safe Haven Status and Directing Dependents to Select Designated Place. For DOD Services, the USD(P&R) has responsibility to determine when evacuated dependents at a safe haven must select a designated place and move thereto, or select their safe haven as their designated place. For non-DOD Services, that authority is vested in the Secretarial Process.

*D. Evacuation Status Termination

1. For DOD Services, the USD (P&R), or the USD(P&R) designated representative, terminates evacuation status and authorizes dependents' return to the duty station.

2. In limited evacuations involving DOD Services; the authority that authorized or ordered the evacuation, terminates evacuation status and authorizes dependents' return to their residence.

3. For non-DOD Services, authority is vested in the Secretarial Process in situations in which the USD(P&R) acts for the Defense Services, or the authority who authorized/ordered a limited evacuation.

4. In addition, for each Service in connection with a CONUS evacuation, the Secretarial Process-determined official on a case-by-case basis may direct the termination date of dependents' evacuation before the evacuation period termination date. The Secretarial Process-determined official may:

a. Permit the family to return to the PDS and terminate the evacuation allowances, or

b. Require the family to go to a designated place (from a safe haven) with the resulting evacuation allowances transition, or

c. Allow the evacuation status to continue until the ordered evacuation period is terminated.

*E. Evacuation Per Diem Allowance Policy. Each Service is authorized to manage evacuation allowances based on the Service's needs during the authorized evacuation period. Each Service is expected to pay evacuation allowances consistent with the status of the dependents and the conditions at the evacuated location as noted below.

1. Evacuation allowances are paid at the rate of 100 percent for each dependent age 12 or older and 50 percent for each dependent under age 12 for the first 30 days. Effective day 31, those rates are reduced to 60 percent and 30 percent respectively.
2. On a case-by-case basis, based on written justification from the family in question, continued payment of evacuation allowances may be authorized/approved at 100 percent/50 percent beyond 30 days for a specific duration.

Each Service selects the authority for per diem determinations through the Secretarial Process. The authority must be an O-6/GS-15 or above at Service Headquarters level, with no further delegation of authority below that grade or staff component level.

U6053 TRANSPORTATION OF DEPENDENTS

A. General. Par. U6053 provides for the necessary relocation of dependents incident to an evacuation (See par. U6053-I regarding transportation for dependents incident to a limited evacuation), to include dependents of a member assigned to a PDS in CONUS who dies before or during an evacuation of the PDS. Authorization for dependents' transportation under par. U6053-A is the same as that authorized for PCS. The accompanied baggage allowed in connection with such dependent travel is limited to the free checkable baggage allowed by the carrier. However, if the carrier providing the transportation allows excess accompanied baggage, the individual acting in the capacity of the transportation officer in the area being evacuated, or the AO, as appropriate, may authorize/approve excess accompanied baggage on the applicable transportation document when deemed necessary by the circumstances.

B. Dependents at the PDS at the Time an Evacuation Is Authorized or Ordered. Dependents who are at, or in the vicinity of, the member's PDS when the evacuation is authorized/ordered, are authorized transportation to a safe haven or to a designated place if competent authority directs such travel. Any dependent transported under par. U6053-B who turns age 21 at the safe haven or designated place while the member is serving at the PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the member's PDS in CONUS under par. U6053-H.

C. Dependents Residing at or in Vicinity of a Duty Station (Other Than Member's Duty) at the Time an Evacuation Is Authorized or Ordered. Dependents who reside at or in the vicinity of a member's former duty station following the assignment of the member elsewhere, or who reside at or in the vicinity of a duty station (other than the duty station of the member) incident to an order in connection with an unaccompanied tour of duty of the member, when an evacuation of the duty station at/near which the dependents reside is authorized/ordered, are authorized transportation to a safe haven or to a designated place if such travel is directed by competent authority. A dependent, who was moved at Government expense to the member's former duty station or a duty station (other than the duty station of the member) and who became age 21 is a dependent for transportation under par. U6053-C.

D. Dependents Temporarily Absent from the Member's PDS when an Evacuation Is Authorized or Ordered. Dependents who have established a residence at or in the vicinity of the member's PDS in CONUS but who are temporarily absent from the PDS for any reason when the evacuation is authorized/ordered, is retained in a safe haven status at the place at which located when the evacuation is authorized/ordered is furnished transportation to another safe haven or a designated place, whichever is considered appropriate by competent authority. Only one departure is permitted an evacuee under an evacuation order. Any subsequent evacuation order for the same locality applies only to evacuees departing under that subsequent order.

E. Dependents En Route to the Member's PDS in CONUS when an Evacuation Is Authorized or Ordered. When an evacuation of the member's PDS in CONUS is authorized/ordered, the member's dependents, who have disestablished their residence and moved to temporary accommodations in preparation for performing such travel to the member's PDS, are requested to remain where they are located (their interim safe haven) awaiting a decision to authorize their onward travel to the PDS, to another safe haven, or to a designated place. The dependents are authorized transportation from the place they received notification of the evacuation to the safe haven or designated place, whichever is considered appropriate by the Service, DOD Agency or OSD official implementing evacuation instructions for the dependents concerned. A dependent, who has disestablished a residence in preparation for the authorized PCS travel to the member's PDS, and who has moved or must move to temporary accommodations before beginning the travel to the member's PDS in CONUS, is considered as having departed from the former residence and en route to the member's PDS. "Disestablishment of a residence" includes situations such as where a house is sold and a contract signed which specifies a date for moving out and closing the sale of the house or where a lease has been terminated and cannot be reinstated. ***Dependents who have not received an authorization to travel to the member's PDS are not authorized any transportation under this Part.*** See par. U6054-F for per diem payable.

F. Dependents at Safe Haven Ordered or Authorized to Move to Another Safe Haven or to a Designated Place. When competent authority directs/authorizes a dependent evacuated to a safe haven under par. U6053 to move from that safe haven to another safe haven or to a designated place, dependents' transportation is authorized to that new safe haven or designated place.

G. Allowances for an Escort for Dependent(s) Incapable of Traveling Alone due to Age, Physical or Mental Incapacity, or Other Extraordinary Circumstances

1. General. Travel and transportation allowances provided in par. U6054-G2 are payable to a member, a U.S. Government civilian employee, or a person who travels under an official order or travel authorization as an escort for a dependent evacuated under this Part who is incapable of traveling alone between the member's PDS and the safe haven or designated place, whichever applies, due to age, physical or mental incapacity, or other extraordinary circumstances. Round-trip transportation, one-way transportation, or transportation via the point to which the dependent must be escorted, as applicable, is authorized. The travel and transportation allowances authorized by par. U6053-G may be paid in advance.

2. Travel and Transportation Allowances

a. Member as Escort. While a member is performing escort duty under par. U6053-G to escort the dependent(s) between the CONUS PDS and the safe haven or designated place, the member is authorized travel and transportation allowances as prescribed for all other TDY.

b. U.S. Government Civilian Employee as an Escort. While a U.S. Government civilian employee is performing escort duty under par. U6053-G, the employee is authorized the allowances prescribed in TDY regulations issued by the agency or department funding the travel. For travel and transportation allowances for a U.S. Government civilian employee designated as an escort funded by DOD, see JTR, par. C6150.

c. Person other than Member or Civilian Employee as Escort. A person other than a member or U.S. Government civilian employee, whose travel is authorized as an escort for a dependent(s) under par. U6053-G, is issued an Invitational Travel Authorization (ITA) (see Appendix E). Individuals designated to travel as escorts are authorized travel and transportation allowances in the same manner as those allowances are authorized for U.S. Government civilian employees.

Member arrives at destination:1 Jan

Member rents a car:2 Jan

Member is notified vehicle is ready for P/U1 Feb

Reimbursement Amount Authorization:\$60.00

(2 days vehicle rental @\$30 a day = \$60.00)

(authorization does not start until after the RDD)

U6058 BASIC ALLOWANCE FOR HOUSING (BAH)

For authorization for BAH continuation for members serving at a CONUS PDS from which dependents are evacuated, and authorization for BAH when dependents establish a permanent residence at a designated place in the United States following an evacuation from a CONUS location, see DOD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," Chapter 26, for DOD members and Service pay regulations for members of non-DOD Services.

Effective 4 April 2006

***U6059 DISLOCATION ALLOWANCE (DLA)**

DLA helps to cover the otherwise un-reimbursed expenses a member with dependents incurs in relocating the household incident to an evacuation. When dependents are evacuated to a designated place under par. U6053, a DLA (see Table U5G-1) is payable. DLA is also payable when return travel for dependents is authorized under par. U6053-H from the designated place to the member's PDS. ***A DLA is not payable incident to relocation of dependents to a safe haven.*** The prohibition in par. U5620 against payment of more than one DLA in a fiscal year does not apply when the second DLA is paid under par. U6059 authority incident to an evacuation.

U6060 ADVANCE OF FUNDS

A. Travel and Transportation Allowances. The travel and transportation allowances (including per diem) prescribed in this Part may be paid in advance when an order is issued for dependents' (or escorts') travel from the evacuation area. An advance of per diem allowances authorized under par. U6054 may not exceed the estimated authorization for 30 days at the safe haven or designated place, as applicable. Transportation advances (see par. U1010-B4) must be issued solely to provide sufficient funds to cover the necessary expenses the dependents might incur while traveling to and at the safe haven/designated place or which the escort might incur in traveling to and from the safe haven/designated place, as applicable.

B. DLA. The DLA authorized in par. U6058 may be paid to the dependent designated by the member in advance (see par. U1010-B4) of the dependent(s)' travel to the designated place.

C. Pay. An advance of pay in conjunction with an evacuation from a CONUS PDS is only authorized when the Secretary of Defense specifically designates an evacuated area as an advance pay eligible location (37 USC §1006). The advance of pay furnishes evacuated dependents with funds to cover the cost of travel, food, and other needs. The member designates the amount of the advance, not to exceed 2-month's basic pay. It is payable in advance to the dependents in one or more installments. The Service Secretaries may waive recovery of not more than 1-month's basic pay advanced thereunder when such recovery would be against equity and good conscience or against the public interest. For details, see the DOD 7000.14-R "Military Pay, Policy, and Procedures," Volume 7, Part A (DOD Military Pay and Allowances Entitlements (DODFMR Vol. 7A)), or the COMDTINST M7220.29 (series), U. S. Coast Guard Pay Manual" (for Coast Guard personnel) and for implementing procedures, the pay and allowances manual of the Service concerned, as appropriate.

U6061 CONUS COLA

For authorization for CONUS COLA during an evacuation, see par. U8014.

6. Reimbursement of Service Charges for Transient Government Housing Use. Members of the Reserve Components not authorized per diem or AEA, who occupy transient Government housing (while performing inactive duty training with pay) may be reimbursed for the lodging service charges, or they may be provided lodgings in kind. *Reimbursement for other than service charges for the use of Government quarters (see Appendix A) is not authorized.*

D. Inactive Duty Training without Pay

1. Standby Reserves. There is no authority for travel and transportation allowances for Armed Forces' Standby Reserve members who voluntarily perform inactive duty training without pay.

2. Other than Standby Reserves. Other Armed Forces' Reserve Component members authorized to perform inactive duty training without pay are authorized the travel and transportation allowances in par. U7150-C.

Reserve Components members not authorized per diem or AEA, who occupy transient Government housing while performing inactive duty training without pay, may be reimbursed for lodging service charges, or they may be provided lodgings in kind. *Reimbursement for other than service charges for the use of Government quarters (see Appendix A) is not authorized.*

E. SROTC Members

1. Applicability. Par. U7150-E applies to designated SROTC applicants and members appointed under 10 USC §2104 and §2107.

2. Advanced Training (10 USC §2104)

a. Transportation for Field or At-Sea Training. SROTC Advanced Training members or designated applicants are authorized transportation between home or the location of the SROTC unit, as specified in the orders, and the authorized field or at-sea training site.

b. Transportation for Examination or to Observe. SROTC Advanced Training members or designated applicants may be furnished transportation and subsistence, or be paid mileage as prescribed in pars. U7150-E2c and U7150-E2d for travel to and from installations: (1) for medical or other examinations, (2) to observe military functions or operations, or (3) for other observations deemed appropriate by the Service concerned.

c. Transportation and Meals. Government or Government-procured transportation and Government-supplied meals are authorized.

d. Mileage. In lieu of transportation and meals, the automobile mileage rate (no per diem) is authorized for travel performed under par. U7150-E2a or U7150-E2b at personal expense. It may be paid in advance of return from the activity site. When transportation for part of the journey is personally procured, the automobile mileage rate (no per diem) is authorized for travel between home and the nearest appropriate public transportation terminal thereto, and between the activity site and the nearest appropriate public transportation terminal thereto.

e. Mixed Modes. If travel under par. U7150-E2a or U7150-E2b is by mixed modes, authorization is for the automobile mileage (no per diem) for the distance of the ordered travel up to the constructed cost of Government-procured transportation plus Government-supplied meals for travel between the authorized points (minus the cost of any Government-procured transportation and/or Government-supplied meals).

f. Per Diem Not Authorized. *Per diem is not authorized for members and designated applicants appointed under 10 USC §2104 (53 Comp. Gen. 957 (1974)).*

g. Lodging and Meal Expense at Point of Delay. Reimbursement for lodging/meal expenses is authorized for a member when traveling to/from field training/practice cruises when, through no fault of the member, a delay occurs at a place where no Government quarters or mess are available (B-195791, 31 March 1980). Reimbursement for the cost of occasional meals/quarters is made in accordance with par. U4510.

3. Financial Assistance Program for Cadets or Midshipmen in SROTC (10 USC §2107)

a. Travel to Accept Appointment. A person who travels to an educational institution to accept an appointment as a cadet or midshipman in the Financial Assistance Program is entitled to PCS allowances in Chapter 5, Part B, but they may not exceed those payable from the appointee's permanent residence, home, school, or duty station at the time travel begins to the educational institution. Eligibility for reimbursement is demonstrated by a notice of selection for appointment or other evidence showing the travel is or was in connection with appointment.

b. Travel under TDY Orders. TDY travel and transportation allowances are the same as the travel and transportation allowances prescribed for cadets and midshipmen of the Service academies in par. U7001 for TDY, except while performing field or at-sea training when both Government quarters (other than temporary lodging facilities) and Government mess are available. This includes travel from home or the SROTC unit location (as specified in the orders) to the place designated for field or at-sea training and return. For the purpose of par. U7150-E3, a Government mess is a facility designated for use by officers except when other messing facilities have been designated for use by the SROTC members. MALT may be paid before members depart from the field or at-sea training site for the return trip home or to the SROTC unit location (as specified in the orders).

c. Travel upon Discharge. Upon discharge from the Financial Assistance Program, members are authorized the allowances in Chapter 5, Part B, for travel from the educational institution to the authorized home, or military station. If the member continues scholastic instruction at the same institution after discharge no travel allowances are authorized.

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).

Effective 1 January 2006

*3. Called/Ordered to Active Duty - for a 30- or Fewer-Day Period. A Reserve Component member called/ordered to active duty from an OCONUS location for a 30- or fewer-day period is:

a. not authorized station allowances under Chapter 9 except:

- (1) if the call/order to active duty is in support of a contingency operation (see Appendix A for definition of "contingency operation") the member is authorized station allowances under Chapter 9; or
- (2) whenever there is no per diem authority the member is authorized station allowances under Chapter 9; and

b. not authorized OHA under Chapter 10 except if the call/order to active duty is in support of a contingency operation (see Appendix A for definition of "contingency operation") (see DODFMR for Reserve Component member BAH).

When the member is authorized station allowances and/or OHA, it is 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.

(6) Assigned to indeterminate TDY, or TDY pending further orders; or

(7) Directed (with dependents) to reside in government quarters in a high cost area which is not the PDS.

d. In addition to the specific cases above, the Secretarial Process, may determine that circumstances or conditions require the primary dependent to reside at a separate location and it would be inequitable for the member to draw CONUS COLA based on the PDS location. This determination is made only in cases in which the necessity to reside separately is caused by conditions at the PDS. ***This does not cover a member's or primary dependent's personal election as the reason for residing separately.***

2. **Rates Applicable.** The rate applicable to the primary dependent's permanent residence location are effective on the date the primary dependent arrives at the new residence location or the date the member reports to the new PDS in connection with the transfer, whichever is later. CONUS COLA authorization based on the rate payable for the primary dependent's old permanent residence location, or the member's old PDS, continues through the day before the day the rate applicable for the new permanent residence location begins, less the number of travel days authorized under par. U5160 for direct travel between the old and new PDSs. If the primary dependent does not relocate, authorization for the CONUS COLA based on the rate payable for the primary dependent's permanent residence location, or the member's old PDS, continues, except the authorization is reduced by the number of travel days the member is authorized under par. U5160 for direct travel between the old and new PDSs. When the primary dependent's permanent residence is in an area that has a different rate than the old PDS, and the member's authorization was based on the rate payable for the old PDS, the rate applicable to the primary dependent's permanent residence location begins on the member's reporting day to the new PDS. The old PDS rate continues through the day before the day the rate applicable for the primary dependent's permanent residence location begins, but authorization for the allowance is reduced by the number of travel days the member is authorized under par. U5160 for direct travel between the old and new PDSs.

U8006 DEPENDENTS ARRIVE AT OVERSEAS PDS AFTER MEMBER

A member, assigned to an OCONUS PDS and authorized CONUS COLA on behalf of dependents residing separately from the member in the CONUS, is authorized CONUS COLA while the dependents visit at or near the member's PDS continuously for 90 or fewer days. Facts must show the dependents are merely visiting (not changing residence). If the visit exceeds 90 days, a member is not authorized CONUS COLA on behalf of dependents residing separately from the member beginning on the 91st day, unless the visit is extended because of illness or other emergency, or the member is authorized CONUS COLA on behalf of the primary dependent who is not visiting the member.

U8007 MEMBER IN NONPAY STATUS

CONUS COLA authorization may be continued for the same period and under the same conditions as authorization to BAH when a member is in a non-pay status (see DOD 7000.14-R, "Military Pay, Policy, and Procedures," Volume 7, Part A (DOD Military Pay and Allowances Entitlements (DODFMR, Vol. 7A), paragraph. 30251 for DOD members and Service pay regulations for members of non-DOD services). Payment is made directly to dependents and not to the member, when the member's BAH is paid directly to dependents.

U8008 AUTHORIZATION WHEN THE MEMBER IS HOSPITALIZED

For the purpose of CONUS COLA authorization, the hospital to which a member is transferred is the member's PDS when it is determined prolonged hospitalization is required and an appropriate order associated with the prolonged hospitalization determination is issued. This paragraph applies if a member is transferred from a PDS inside or outside the United States to a hospital in the United States for observation and treatment.

***U8009 CONCURRENT PAYMENT OF OCONUS COLA AND CONUS COLA**

A member assigned to an OCONUS PDS may be paid an appropriate OCONUS COLA at the without-dependent rate (Chapter 9), and a CONUS COLA at the with-dependent rate applicable for the CONUS high cost area at which the primary dependent resides. ***This may occur only if there are no command-sponsored dependents residing OCONUS with the member.*** If a member is authorized an extension of OCONUS COLA on behalf of dependents at their place of residence in accordance with par. U9105-B, after the member departs the member may be paid the OCONUS COLA at the with-dependent rate, and a CONUS COLA at the without-dependent rate based on the new PDS, through the day authority for OCONUS COLA terminates. OCONUS COLA terminates the day before the dependents leave their OCONUS place of residence. See par. U9130-A. On the following day, the member may be paid CONUS COLA at the with-dependent rate for the CONUS PDS.

U8010 MEMBER PAYING CHILD SUPPORT

A member with dependents authorized:

1. BAH at the with-dependent rate (grandfathered members who were assigned Government quarters and receiving BAQ at with-dependent rate based solely on the payment of child support on 4 December 1991); or
2. BAH-DIFF solely because the member is paying child support, is authorized CONUS COLA at the without-dependent rate.

Effective 11 August 2005

U8011 RESERVE COMPONENT MEMBERS

A. Called or Ordered to Active Duty for 140 or More Days. A Reserve Component member called or ordered to active duty for 140 or more days at one location is authorized CONUS COLA at the rate prescribed for the PLEAD, beginning on the day the member is authorized BAH (66 Comp. Gen. 453 (1987)). The initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. CONUS COLA authorization at the rate prescribed for the PDS location begins on the day the member reports at that location. The member's CONUS COLA authorization is reduced by the number of travel days allowed under par. U5160 for direct travel from the PLEAD to the active duty location and return.

B. Called or Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days but Not Authorized HHG Transportation. Except when HHG transportation is authorized, a Reserve Component member called or ordered to active-duty-for-other-than-training for more than 180 days at one location is authorized CONUS COLA at the rate prescribed for the principal place of residence at the time called or ordered to active duty. HHG transportation under a TDY order in accordance with Chapter 4, Part H, do not affect this authorization.

C. Called or Ordered to Active-Duty-for-Training for Less Than 140 Days or 180 or Fewer Days for Other Than Training. A Reserve Component member called or ordered to ADT for less than 140 days or 180 or fewer days for other than training is not authorized CONUS COLA unless the call or order to active duty is in support of a contingency operation (see Appendix A for definition of "contingency operation.") A member called or ordered to active duty in support of a contingency operation is authorized CONUS COLA at the rate prescribed for the principal place of residence at the time called or ordered to active duty.

U8013 CONUS COLA AT WITH DEPENDENT RATE FOR MEMBERS WITH PHYSICAL CUSTODY OF CHILDREN

Generally, a divorced or legally separated member with legal custody of a child or children of the marriage is authorized CONUS COLA at the with-dependent rate. However, a member parent who has physical custody, but not legal custody, of at least one child is authorized CONUS COLA at the with-dependent rate when the following conditions are met:

1. The member must be authorized BAH, and
2. Physical custody must be for a minimum of 90 consecutive days (a break, or breaks if for 5 days or less, are not considered an interruption of the 90-day period).

NOTE:

1. If the divorce or separation involves two members, it is possible for both members to be authorized CONUS COLA at the with-dependent rate. This is the case when each parent has physical custody of one or more children at the same time. Both members cannot draw BAH at the with-dependent rate based on physical custody of the same child(ren) at the same time.

2. In cases wherein the child or children are in the physical custody of a member paying child support for more than 90 consecutive days (excluding a break or breaks for 5 or fewer days), the member is not receiving BAH at the with-dependent rate solely because of child support payment (69 Comp. Gen 407, (1990)).

U8014 CONUS COLA INCIDENT TO EVACUATION OF MEMBER'S PDS**A. Members with Dependents**

1. Continuation of CONUS COLA at the Member's PDS. A member, whose dependents are evacuated and who was authorized CONUS COLA at the with-dependent rate prescribed for the member's PDS on the date of such evacuation, is authorized to continue to be paid such allowances while the member's PDS remains unchanged, unless the Secretarial Process issues a determination, under the provisions in par U8005-B, that it is necessary for the dependents to maintain a permanent residence in an area other than the one in which the PDS is located. When such a determination is issued, authority for CONUS COLA at the with-dependent rate, based on the location of the designated place for the primary dependent, begins on the day after the day on which per diem at the designated place (authorized in par. U6054-E) terminates.

2. CONUS COLA at a Designated Place. When a member's command sponsored dependents are residing at a designated place in the CONUS incident to an evacuation, the member is authorized CONUS COLA at the with-dependent rate beginning on the day after the day on which per diem at the designated place (authorized in par. U6005-E) terminates. The rate applicable is based on the location of the designated place for the primary dependent.

B. Members without Dependents. A member without dependents, who was authorized CONUS COLA at the PDS on the date an evacuation is ordered, continues to be authorized CONUS COLA until the day before the day the member reports at the new PDS.

Effective 10 January 2006

***U8015 EARLY/ADVANCE DEPENDENTS' RETURN**

A member is authorized CONUS COLA when all dependents are early/advance-returned at Government expense to CONUS before the member, from the member's OCONUS PDS. CONUS COLA at the with-dependent rate begins on the arrival day of one or more dependents at the permanent residence location or the day all the dependents have departed the member's OCONUS PDS, whichever is later. ***OCONUS COLA at the with-dependents' rate terminates the day before the dependents leave/the last dependent leaves the member's old PDS. See par. U9130-A4.*** To be eligible for CONUS COLA, the member must be authorized to receive BAH on behalf of those dependents at that location. The applicable CONUS COLA rate is based on the location at which the dependents establish a permanent residence.

CHAPTER 9

STATION ALLOWANCES (OCONUS COLA AND TLA)

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CHAPTER 9

STATION ALLOWANCES (OCONUS COLA AND TLA)

PART A: DEFINITIONS

U9000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

Effective 1 November 2005

A. Member with Dependents. In this Chapter, a member who:

1. Is authorized to have dependents reside at or in the vicinity of the member's PDS outside CONUS, and whose dependents do so reside, or
2. Is joined by or who acquires dependents while serving outside CONUS, provided the dependents are command sponsored. The requirement to be command sponsored does not apply to members whose PDSs are in non-foreign OCONUS areas if the dependents who join or are acquired by the member are bona fide residents of the respective non-foreign OCONUS area, or are officers or employees of the U.S. stationed in the non-foreign OCONUS area, as the case may be, or
3. On the effective date of a PCS order had a member spouse who was later released from active duty, or separated/retired from the Service, and remained in the vicinity of the first member's former PDS.

Effective 1 November 2005

B. Member without Dependents. In this Chapter, a member without dependents means a member:

1. Who has no dependents, or
2. Whose dependents do not reside in the PDS vicinity, or
3. Who is not a "member-with-dependents" under par. U9000-A, during the remainder of a tour in which dependents join or are acquired by the member, or
4. Who has non-command-sponsored dependents residing in the PDS vicinity, or
5. Who does not have legal custody and control of the dependents (B-131142, 3 June 1957). ***NOTE: For COLA/TLA purposes a member paying child support is a member without dependents unless the member has command-sponsored dependents at the PDS other than the dependents on whose behalf the member is paying child support.***

NOTE: A member assigned to an unaccompanied tour or unusually arduous sea duty whose dependents remain at the member's old OCONUS PDS or are at a designated place at an OCONUS location IAW par. U5222-D1 is a member without dependents at the member's unaccompanied/unusually arduous PDS for station allowance purposes and is eligible for station allowances at the with-dependents rate for the dependents' location. See par. U5222-D1d if a foreign-born spouse is returned to a foreign country and par. U5222-F3 when dependents are at a designated place. Other than dependents described in pars. U5222-D1 or U5222-F3, dependents must be command-sponsored to receive station allowances.

C. Station Allowances

1. COLA authorized in Part B, and
2. TLA authorized in Part C.

*D. Vicinity. In this Chapter, the country, state (when in Alaska or Hawaii), or U.S. territory or possession within which the member's PDS is located. When a member resides with the dependent(s) and commutes to the PDS the dependents are deemed to be residing in the PDS vicinity even if they are at a place in an adjacent country or state. If the member's new PDS is in the same country, state (when in Alaska or Hawaii), or U.S. territory or possession as the designated place, if the member is required to maintain two separate households (i.e., the member cannot commute daily from the dependents' location to the PDS) a second station allowance may be approved through the Secretarial Process. In this case, the dependents are not in the "vicinity" of the member's PDS even though they are located in the same country, state or U.S. territory or possession. Except as provided in par. U9130-A1, temporary absences of dependents from the member's residence, including absences of dependent children attending school in another OCONUS location, do not affect COLA if the member maintains family-type quarters/housing during their absence.

E. Government Dining Facility/Mess and Government Quarters

1. Government Meals. In addition to Government Dining Facility/Mess as defined in Appendix A, Government dining facility/mess, for COLA purposes, also includes a facility providing meals to Uniformed Service members, with or without charge, under agreement with the U.S. Government.
2. Government Quarters. In addition to Government Quarters as defined in Appendix A, Government Quarters include individual quarters furnished with or without charge under agreement with the U.S. Government.

F. Command-sponsored Dependent. See DODI 1315.18, Procedures for Military Personnel Assignments, for DOD Services and/or Service regulations for dependent command sponsorship criteria (see par. U1010-B13).

CHAPTER 9

PART B: COST-OF-LIVING ALLOWANCE (COLA)

U9100 COLA

A. Purpose. COLA is authorized to assist a member in maintaining the purchasing power of the discretionary portion of spendable income while assigned to an OCONUS PDS. COLA is derived by comparing the OCONUS cost-of-living with the CONUS cost-of-living. *Allowances to cover official entertainment expenses are not authorized by 37 USC §405 and are not included in this Volume.*

*B. Allowances Payable. The COLA index for each OCONUS location is shown in Appendix J. COLA rates are based on the member's PDS except when the ship's home port is the PDS for COLA purposes, see par. U9200; when dependents reside at a location other than the PDS in conjunction with an unaccompanied assignment, see par. U9205; or when dependents are evacuated, see par. U9215.

C. COLA Calculation. COLA is prescribed as a daily rate. It is computed by using the member's annual income (as determined by the member's grade, years of service, and dependency status) to identify the member's annual spendable income (as determined by the number of command sponsored dependents) which, when multiplied by the authorized COLA index determines the annual COLA. For detail computation steps, see Appendix J.

D. COLA Unique Expenses. In some OCONUS locations members incur expenses for items that are not incurred in CONUS. Under the procedures in Part II, Appendix J, reimbursement may be authorized for specific locations and specific types of expenses.

***U9105 COLA START/STOP**

A. Start. COLA generally starts on the day a member reports to a new PDS or the day dependents arrive prior to their sponsor, as specified in par. U9220. COLA starts on the day after the member's reporting day if, on the reporting day, a member is authorized MALT PLUS per diem.

B. Stop. COLA stops:

1. The day before the member departs in compliance with a PCS order, or
2. On the homeport change effective date (from OCONUS) of the ship or unit to which the member is assigned,

Unless:

1. An extension is authorized through the Secretarial Process under par. U9220, or
2. COLA is authorized during a PCS between PDSs in close proximity under par. U9110,

***U9110 COLA INCIDENT TO PCS BETWEEN PDSs IN CLOSE PROXIMITY**

When a member is ordered on a PCS between PDSs located in close proximity and, at the new PDS, the member continues to commute from the residence occupied while at the old PDS, COLA continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited. A member ordered on PCS with TDY en route is paid COLA during that period. If the COLA rate differs between the old and new PDSs, the rate for the old PDS is paid through the day before the member reports to the new PDS.

U9115 COLA FOR A MEMBER WITHOUT DEPENDENTS*A. Government Dining Facility/Mess Availability**

NOTE: For COLA purposes - If the member purchases meals, or receives meals at no cost at a Government dining facility/mess (see par. U9000-F and Appendix A), then a Government dining facility/mess is available. Payment of BAS is independent of the reality of the Government dining facility/mess being available.

1. Member with Government Quarters and Government Dining Facility/Mess Available. A member who has Government quarters available at the PDS (including aboard a ship) and a Government dining facility/mess available, is authorized COLA at 47 percent (rounded to the closest penny) of the rate computed as indicated in Appendix J for a member with 0 dependents. The presence of non-command-sponsored dependents at or near the PDS is not a reason for a member to not use available Government quarters and/or Government dining facility/mess. In that situation, the member is still only authorized COLA at the 47 percent rate.
2. Member with Government Quarters Available but without a Government Dining Facility/Mess Available. A member who has Government quarters available but who does not have a Government dining facility/mess available for 3 meals a day at the PDS is authorized COLA at the rate specified in Appendix J for a member with 0 dependents.
3. Member with Government Quarters Available but for Whom Government Dining Facility/Mess Use is Impractical. A member who has Government quarters available, but whose commanding officer, or the commanding officer's designee, furnishes a statement that Government dining facility/mess use is impractical, is authorized the COLA computed as indicated in Appendix J for a member with 0 dependents.
4. Enlisted Member Authorized to Mess Separately. An enlisted member for whom Government quarters are not available and who is authorized to mess separately (i.e., away from a Government dining facility/mess), is authorized COLA computed as indicated in Appendix J for a member with 0 dependents.
5. Member-Married-to-Member Couple Maintaining a Joint Residence. A member, who is authorized to mess separately and who maintains a joint residence with the spouse who also is a member, is authorized COLA computed as indicated in Appendix J for a member with 0 dependents. Also see par. U9210.

6. Member Authorized to Occupy Other Than Government Quarters. A member in grade E-7 or higher, who has no dependents, has elected to not occupy Government quarters, and who is occupying private sector housing is authorized the COLA computed as indicated in Appendix J for a member with 0 dependents.

7. Member-without-Dependents Who Elects Not to Occupy Inadequate Government Quarters. A member in grade E-6, who has no dependents, has elected to not occupy *inadequate* Government quarters, and who is occupying private sector housing is authorized the COLA computed as indicated in Appendix J for a member with 0 dependents.

8. Member Who Has No Dependents and Is Assigned to a Ship. A member who:

- a. Has no dependents,
- b. Is assigned to permanent duty aboard a ship,
- c. Is in grade E-6 or above and elects not to occupy assigned shipboard Government quarters, or in the grade of E-4 or E-5 and is authorized to not occupy assigned shipboard Government quarters, and
- d. Occupies private sector housing ashore,

is authorized COLA computed as indicated in Appendix J for a member with 0 dependents.

9. Both Spouses below Grade E-6 Assigned to Sea Duty. Both members of a dual military couple (both below grade E-6) are authorized COLA as specified in Appendix J for a member with 0 dependents if the spouses:

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

10. Member in Confinement. A member without dependents is not authorized COLA while in a confinement status serving a sentence as a result of disciplinary action.

B. Leave Periods. If a member without dependents takes leave in CONUS, COLA continues for the first 30 days and stops as of day 31. If COLA is stopped, it starts again the day the member returns from leave. If a member without dependents takes leave OCONUS, COLA continues during the entire leave period.

*** U9120 NON-COMMAND-SPONSORED DEPENDENTS IN PDS VICINITY**

A member, who is serving an unaccompanied tour at an OCONUS PDS, but is accompanied or joined by non-command sponsored dependents, is not authorized COLA as a member with dependents because the presence of the dependents leads the member to choose to not use an available Government dining facility/mess. The member is authorized a COLA the same as any other member without dependents under par. U9115-A under the same conditions. If the member changes the tour election and agrees to serve the accompanied tour, COLA as a member with dependents under par. U9130 starts on the date dependents are command-sponsored.

***U9125 FRACTIONAL COLA FOR A MEMBER-WITHOUT-DEPENDENTS**

A member without dependents:

1. On duty at a PDS where a Government dining facility/mess is available, and
2. Whose duty, as distinguished from a travel status, requires the member's absence from the PDS (including a ship or other fleet unit having an assigned homeport outside CONUS) during one or more meals,

is authorized a pro rata share of the member-without-dependents COLA for each meal not furnished in a Government mess in addition to the 47 percent rate COLA authorized in par. U9115-A1. The commanding officer, or an officer designated by the commanding officer for that purpose, must authorize payment of the additional allowance. The amount payable is obtained by applying the percentages indicated in the following table for the meals involved to the daily COLA rates computed in accordance with Appendix J for a member with 0 dependents for the PDS, or in the case of a member assigned to a ship or other fleet unit having an assigned OCONUS homeport, the COLA for the place where the meals are taken.

| <u>Meal Involved</u> | <u>Applicable Percentage</u> |
|----------------------|------------------------------|
| Morning | 10% |
| Noon | 20% |
| Evening | 20% |

Effective 10 January 2006

***U9130 COLA FOR MEMBER WITH DEPENDENTS**

A. General. A member with dependents is authorized COLA based on the number of command-sponsored dependents at the PDS (see par. U9210 for authorization for member-married-to-member couples) regardless of Government dining facility/mess availability (including aboard ship), except:

1. For any day in excess of 30 consecutive calendar days that a member accompanied by *all* dependents is on leave in CONUS;
2. When one or more, or all, dependents return to CONUS for a temporary period in excess of 30 consecutive calendar days, the COLA payment beginning on the 31st day that a dependent is in CONUS is reduced to the rate specified in Appendix J for the number of dependents remaining at the PDS;
3. When one or more dependents depart the PDS vicinity and return to CONUS to attend school, the payment is reduced as of the day following the departure day to the rate specified in Appendix J for the number of dependents remaining at the PDS; or
4. When one or more dependents (but not all) depart the PDS vicinity and early/advance-return to CONUS, the OCONUS COLA payment is reduced as of the day following the dependents departure to the rate specified in Appendix J, for the number of dependents remaining. If all the dependents early return or advance-return to CONUS, the member becomes a member without dependents and the OCONUS COLA at the with-dependents' rate terminates the day before the dependents depart the member's PDS. See par. U8015 for CONUS COLA payment when all the dependents early/advance return at Government expense.
5. When in a confinement status as a result of disciplinary action. In this case the member is authorized COLA for dependents only at the rate specified in Appendix J for the number of dependents who continue to reside in the PDS vicinity.

B. Dependents Arrive at or in the Vicinity of the OCONUS PDS before the Member. When dependents arrive at or in the OCONUS PDS vicinity in advance of a member following Secretarial approval of early arrival under par. U10208, the COLA start date depends on the location of the old PDS:

1. Old PDS OCONUS. If the old PDS is OCONUS, COLA begins on the day one or more dependents arrive, except that COLA is not paid for any day before the date the PCS order is issued.
2. Old PDS in CONUS. COLA begins on the dependents' arrival day, or the date the member departs CONUS, whichever is later. ***NOTE: If a ship having an OCONUS homeport is at a CONUS port on the date a member reports for duty, the reporting date is the departure day from CONUS.***

C. Homeport Changes. If a member:

1. Is currently assigned to a ship or other fleet unit with an announced homeport change, or
2. Is in receipt of a PCS order to a ship or other fleet unit with an announced homeport change, and
3. Dependents are authorized to travel to the new homeport,

the new homeport is the member's PDS for COLA purposes (65 Comp. Gen. 888 (1986)).

D. PCS Order Amendment Changes the PDS. When, before joining dependents who have arrived at a new PDS OCONUS and are authorized COLA, a member receives a PCS order amendment naming a different PDS, COLA at the original location ends the day the dependents depart for the newly designated PDS. COLA at the initial PDS cannot extend beyond 60 days after the effective date of the amended order unless specifically approved through the Secretarial Process. COLA at the new PDS based on the number of command sponsored dependents begins on the dependents' arrival day.

***U9135 GEOGRAPHIC COLA LOCATIONS**

The PDS geographic location governs the COLA index payable unless otherwise specified. Geographic locations are determined as outlined in Appendix J, Part I, par. A. For specific COLA indexes, follow the instructions in Appendix J to access COLA Tables on the PDTATAC website at: <https://secureapp2.hqda.pentagon.mil/perdiem/>.

***U9140 COLA REPORT SUBMISSION**

For COLA report submission, see Appendix M.

Effective 11 August 2005

***U9145 COLA FOR RESERVE COMPONENT MEMBERS**

See par. U7150-H4 regarding station allowances for Reserve Component members called or ordered to active duty, or active duty for training.

CHAPTER 9

PART C: TEMPORARY LODGING ALLOWANCE (TLA)

U9150 GENERAL

A. Purpose. TLA is provided to partially reimburse a member for the more than normal expenses incurred while occupying temporary lodgings:

1. Upon initial arrival (reporting) at an OCONUS PDS (includes reporting for TDY at an activity within the new OCONUS PDS limits (B-208740, 31 January 1983)) and waiting for Government quarters assignment, or while completing arrangements for other private sector housing when Government quarters are not available;
2. When based on the OCONUS TLA Authority's written guidance, the appropriate official determines that for reasons beyond the member's control (does not include a ship entering any type of maintenance availability), it is necessary for a member, once established in permanent Government quarters/private sector housing in the PDS vicinity, to vacate the permanent Government quarters/private sector housing permanently or temporarily, and to use temporary lodgings in the PDS vicinity while looking for other permanent Government quarters/private sector housing or waiting to reoccupy the vacated permanent Government quarters/private sector housing;
3. While seeking permanent Government quarters/private sector housing following a TDY period when a member-without-dependents vacated permanent Government quarters/private sector housing before a TDY assignment of 90 or more days (59 Comp. Gen. 486 (1980));

Effective 26 July 2005

4. While house-hunting after the member arrives at the new PDS and reports for duty in conjunction with a PCS;
5. Immediately preceding PCS departure from an OCONUS PDS (includes reporting for TDY at a location within the old OCONUS PDS limits (B-208740, 31 January 1983) after Government quarters are/private sector housing is vacated in connection with a PCS order; or
6. During a member's hospitalization period while en route between PDSs when dependents are required to use OCONUS temporary lodgings during the hospitalization period.

Effective 16 December 2004

NOTE 1: A member who retires/separates, stays in the PDS area, and then moves at a later date is not eligible for TLA.

NOTE 2: TLA is not intended, and must not be allowed to be used, for the personal enrichment of a member by extending TLA allowances for other than the purpose intended. Disciplinary action addressed in par. U1055 applies when TLA allowances are used for inappropriate reasons.

B. Implementation

1. In countries/areas where only one Service is represented, the senior commander (OCONUS TLA Authority) must issue written TLA guidance for the country/area.
2. In countries/areas where more than one Service is represented, the senior commander/designee (i.e., the OCONUS TLA Authority) must issue written guidance for all Services in the country/area. The OCONUS TLA Authority may delegate authority as determined appropriate to judiciously administer TLA.

3. *A copy of the written material, and changes to/re-issuances of the written material implementing this authority, must be provided to:*

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

for review IAW DODD 5154.29 before implementation. This written material must be coordinated in the country/area with the Uniformed Services present there, must be consistent with this paragraph, and must be designed to uniformly authorize TLA to members of all Uniformed Services.

C. OCONUS TLA Authority Responsibilities

1. TLA Authorization Determination

- a. The OCONUS TLA Authority causes the determination to be made whether or not it is necessary for the member and/or dependent(s) to occupy temporary lodgings when they first arrive at, or immediately before they leave, an OCONUS PDS.
- b. If temporary lodgings occupancy is necessary, the requirements below, in par. U9150-C1e(1) through (8) must be met before TLA payment.
- c. If Government quarters are not available, the member should be prepared to provide written certification to support any voucher documentation submitted if required by finance regulations.
- d. *When Government quarters are available and other lodgings are used, lodging reimbursement is limited to the Government quarters' cost (see par. U1045).*
- e. It is the OCONUS TLA Authority's responsibility to ensure that the member is advised:
 - (1) Upon arrival, of the responsibility to aggressively seek permanent Government quarters/private sector housing (not applicable when it is known that the member is to be assigned Government quarters), and to follow up and review (at intervals of 15 or fewer days as determined by the TLA Authority) the member's progress in obtaining permanent Government quarters/private sector housing;
 - (2) Upon arrival, of the requirement to register with an official and to keep that official periodically informed (at intervals of 15 or fewer days as determined by the TLA Authority) of progress in obtaining permanent Government quarters/private sector housing. ***NOTE: The member does not have to report progress in obtaining permanent private sector housing when it is known that the member is assigned Government quarters.***;
 - (3) Of the responsibility to furnish a statement to the official described above in par. U9150-C1e(2) indicating TLA commencement and/or termination;
 - * (4) Of any limit on the number of authorized TLA days (for arrival or departure) and of any written justification requirement for an allowance extension to the maximum number of days in pars. U9160 and U9170;
 - (5) Of the requirement to relocate to other permanent Government quarters/private sector housing or to reoccupy the Government quarters/private sector housing formerly occupied, as soon as practical if the conditions in par. U9150-A2 apply;

- (6) That TLA authorization depends on the expenses incurred at the temporary lodgings (excluding lodging expenses when staying with friends or relatives) and of the need to obtain and keep receipts for lodging expenses to support TLA payment;
- (7) Of the list of recommended temporary lodgings and provided encouragement to use these recommended facilities; and
- (8) That lodging expenses are not allowed while staying with friends/relatives.

If under written guidance of the OCONUS TLA Authority a determination is made that the member has not complied with the TLA requirements or has failed to submit acceptable reasons for noncompliance, TLA payment or further TLA authorization must be denied.

2. Determining Additional TLA Periods

*a. In addition to the responsibilities in par. U9155-B1, before authorizing/approving additional TLA periods upon initial arrival (par. U9160-F), delayed departure (par. U9170-C), or early permanent Government quarters/private sector housing termination (par. U9170-D), the OCONUS TLA Authority's written guidance is used to determine whether or not an undue financial hardship can result if an additional TLA period is not authorized/approved.

b. *Personal inconvenience to a member/dependents is never a determining factor.*

c. Applications for additional TLA periods must establish the need for continuance.

d. In the written guidance regarding making the continuation determination, the OCONUS TLA Authority must direct consideration of the daily amount of:

- (1) TLA the member has received or will receive;
- (2) Current and estimated expenses for temporary lodgings occupancy;
- (3) Housing allowance for members who have one or more command-sponsored dependents in the OCONUS PDS vicinity, on whose behalf the member is authorized TLA, and for those with no dependents;

NOTE: Housing allowance is not a consideration when it is paid for dependents at a place other than the member's PDS, or at the with-dependent rate to a member receiving TLA for the member only.

- (4) FSH.

e. If a member is not expected to incur any excess costs or suffer undue financial hardship, the OCONUS TLA Authority's written guidance should require disapproval of any additional TLA period.

3. Economical TLA Administration

a. TLA costs should be minimized by effective OCONUS TLA Authority guidance and management attention at all levels to:

- (1) Preclude the need for TLA,
- (2) Shorten the authorization period, and

- (3) Reduce the amount payable.
- b. The following duties should be emphasized in the OCONUS TLA Authority's written guidance to help the member locate permanent quarters. The guidance should ensure that:
- (1) Existing Government transient facilities are used to the fullest possible extent by members and/or dependents upon PDS arrival and/or departure by usage policy that makes the Government transient facilities more available to members in a TLA status and/or their dependents;
 - (2) Leased quarters furnished and equipped for housekeeping for temporary occupancy by families upon arrival/departure are used when practical;
 - (3) Contact with the local private sector permanent housing market is maintained and incoming families are furnished with reliable, realistic, and current information concerning private sector permanent housing location, availability, description, and cost;
 - (4) Use of temporary lodgings, with facilities for preparing and consuming meals, is promoted;
 - (5) Members are aware of Government-owned furniture, maintained for temporary loan to arriving and departing families to occupy permanent Government quarters and/or private sector housing before the HHG arrive and continue occupancy after the HHG have been picked up for shipment before the member and/or dependents depart;
 - (6) Permanent Government quarters are/private sector housing is occupied as soon as possible upon arrival and not vacated sooner than necessary upon departure, and cause TLA termination on the day before the date permanent Government quarters/private sector housing could reasonably be occupied, when permanent Government quarters are/private sector housing is not occupied;
 - (7) That requirements for dependent travel authorizations contain advice to the member about appropriate items for inclusion unaccompanied baggage (e.g., blankets, linens, kitchen utensils, dishes, and tableware); and
 - (8) An up-to-date list of approved temporary lodgings is maintained, and that lodging inspections are provided at appropriate intervals.

***U9155 GENERAL TLA PAYMENT CONDITIONS**

- A. TLA may be authorized when the TLA Authority determines it is mandatory that a member and/or dependents occupy temporary lodgings at personal expense.
- B. Non-occupancy of accommodations during a portion of the authorized TLA period does not prevent authorization for other days during the TLA period.
- C. An initial TLA period and an additional authorized TLA period do not have to be continuous.
- D. A member serving an unaccompanied tour is not authorized TLA when an available Government dining facility/mess is not used and/or available Government quarters are not occupied because non-command-sponsored dependents are in the PDS vicinity.
- E. TLA *may be paid*, in addition to TQSE or TQSA for civilian employees, (see JTR, Chapter 5, Part H) as long as TLA and TQSE/TQSA 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)).***

U9160 INITIAL ASSIGNMENT*A. General**

*1. TLA authorization for an OCONUS PDS assignment requiring a residence change ordinarily should not exceed 60 days. A period in addition to 60 days may be authorized/approved for the specific reasons in par. U9160-F. The 60-day period begins on the same date as COLA. TLA days do not have to be consecutive (e.g., TDY, hospitalization, or leave taken away from the PDS).

2. At the end of the first 15 or fewer day TLA period specified in par. U9150-C1e(1), or the longer period authorized under extenuating circumstances, the OCONUS TLA Authority's guidance should address review of the member's situation to determine the progress in obtaining permanent housing.

3. If the member's efforts appear deficient, the member must be reminded of responsibilities in the matter. Unexcused failure to comply with the diligent search requirement should result in TLA termination (not applicable when it is known the member is awaiting assignment to Government quarters).

4. The member's absence from the PDS due to TDY, maneuvers, being aboard ship, sickness, hospitalization, serious illness of dependents, or other acceptable reasons, excuses the member's failure to aggressively seek permanent housing during the absence, illness, etc., and postpones the date for submitting information required by par. U9150-C1. This applies when evaluating the member's progress toward obtaining permanent Government quarters/private sector housing and in determining TLA authorization/approval during each succeeding period.

*5. TLA accrual provisions (par. U9185-E) are applied in computing TLA upon arrival.

B. TLA Start When Authorized MALT PLUS Flat Per Diem. *When MALT PLUS flat per diem is payable on the reporting day to a new PDS, TLA for the member/dependent(s) is not authorized for that day.*

C. TLA Start When Authorized Per Diem (Chapter 4, Part B)

1. Reporting Day to PDS. When a member and/or dependents occupy temporary lodgings on the reporting day to the new PDS, the member may be authorized TLA for the member and/or dependents.

2. Period while Awaiting the Ship's Arrival

a. When a member is in a per diem status at the OCONUS homeport awaiting arrival of the ship to which assigned, TLA on the member's behalf is not payable during the waiting period beginning the arrival day at the homeport and extending through the day before the actual reporting day aboard the ship as the member is in a TDY status awaiting the ship's arrival and eligible for per diem. ***NOTE: This is because the ship is the member's PDS for personal travel and until reporting to the ship, the member has not reached the new PDS.***

*b. Except on the reporting day to the ship (par. U9160-C1), lodging costs for quarters jointly occupied by the member and dependents are apportioned 50% for the member and 50% for dependents (regardless of the number of family members) when a member in a per diem status is receiving TLA for dependents while at the homeport.

c. On the actual reporting day aboard the ship, the lodging allowance costs for quarters jointly occupied by the member and dependents is not divided between the member and the dependents; the entire lodging cost (100%) is included as a TLA expense.

d. The number of dependents occupying temporary lodgings in the PDS area, or the homeport when the new PDS is a ship, determines the TLA rate payable on behalf of dependents for days when a member is authorized per diem.

3. TDY/Deployment Period while Away from New PDS. A member receiving TLA who is ordered on TDY after arrival at a new PDS, or who is ordered on deployment from the homeport or permanent duty location of the ship, staff or afloat unit, may continue to receive TLA on the member's behalf and may include the member's share of the temporary lodging cost as a TLA expense when, because of the member's military assignment, those temporary quarters must be retained at the new PDS or the homeport or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's order must be annotated with, or have attached to it, certification that retaining the TLA quarters was because of military necessity and not because of the member's personal choice/convenience.

*D. TLA when a Member Arrives before Dependents. When a member arrives at an OCONUS PDS before the dependents, the member may be authorized TLA if the conditions in par. U9155-A are met. Upon the dependents' arrival, TLA also may be authorized/approved for the member and/or dependents for the period the member/dependents are required to use temporary lodgings. If the dependents arrive after the initial 60-day period in par. U9160-A expires, an additional TLA period may be authorized under par. U9160-F whether or not TLA was paid during the initial 60-day period.

E. Dependents Arrive at or in the Vicinity of the OCONUS PDS before the Member. When dependents arrive at or in the OCONUS PDS vicinity in advance of a member following Secretarial approval of early arrival under par. U10208, the TLA start date depends on the location of the old PDS:

1. Old PDS OCONUS. If the old PDS is OCONUS, TLA begins on the day one or more dependents arrive, except that TLA is not paid for any day before the date the PCS order is issued.
2. Old PDS in CONUS. TLA begins on the dependents' arrival day, or the date the member departs CONUS, whichever is later. ***NOTE: If a ship having an OCONUS homeport is at a CONUS port on the date a member reports for duty, the reporting date is the departure day from CONUS.***

F. TLA during Hospitalization Period. A member receiving TLA, who is hospitalized after arrival at a new PDS, may continue to receive TLA on the member's behalf and may include the member's share of temporary lodging cost as a TLA expense, when, because of the member's hospitalization, those quarters must be retained at the new PDS. The member's order must be annotated, or have attached to it, certification that retaining the TLA quarters was because of military necessity (i.e., the member's hospitalization) and not because of the member's personal choice/convenience.

G. Additional TLA Period. The OCONUS TLA Authority's authorizing/approving official(s) (par. U9150) may authorize/approve a period in addition to the initial 60-day maximum which may follow immediately after the initial period or begin at some later date after expiration of the initial 60-day period. The additional period may be authorized/approved when any of the following reasons exist and the reason(s) are determined to be beyond the member's/dependents' control:

1. Non-arrival of HHG;
2. Delay in availability of/assignment to Government quarters due to Service requirements;
3. Acts of God, fire, flood, earthquake, riot, civil unrest, or other disturbances that make normally available or anticipated Government quarters or private sector housing temporarily or permanently uninhabitable or unavailable;

4. Withdrawal of private sector housing from the market by a landlord;
5. The member is unable to secure private sector housing considered by the housing officer to be suitable to the member's needs, in an acceptable location, and comparable to and within the price range of housing currently being used by other members in the area. ***NOTE: This does NOT mean the housing lease cost cannot exceed the OHA ceiling; it can.***
6. The member is/dependent(s) are hospitalized or the member's duties require the member to be away from the PDS (homeport, if attached to a ship) resulting in curtailment of opportunities to arrange for permanent Government quarters/private sector housing. The additional TLA period is authorized/approved in increments of 15 or fewer days.

*H. TLA Stop. Unless TLA is terminated sooner for one of the reasons in par. U9150-C1e or elsewhere in this Part, TLA authorization upon initial arrival stops on the day before the day a member occupies permanent Government quarters or private sector housing. With the exception of the extra lodging charges allowable (see pars. U9185-A2, U9185-C and U9185-D), no expenses incurred on the permanent Government quarters/private sector housing occupancy day are allowable in computing TLA. ***NOTE: In any case, TLA must stop the day HHG are delivered.***

***U9165 ALLOWANCE UNDER SPECIAL CONDITIONS**

A. Member Must Vacate Established Permanent Government Quarters/Private Sector Housing in the PDS Vicinity

1. The TLA period for situations in par. U9150-A2, is for the entire period the member is required to use temporary lodgings if authorized/approved by the OCONUS TLA Authority.
2. TLA begins the day temporary lodgings are first used and ends on the day before the day permanent Government quarters are/private sector housing is reoccupied or when the OCONUS TLA Authority determines the allowance is no longer justified.
- *3. TLA computation does not include any expenses incurred before the TLA period begins or after it ends, except for extra lodging charges authorized in par. U9185-A2, U9185-C, or U9185-D.
4. TLA is to be terminated if the OCONUS TLA Authority determines that TLA is no longer necessary (i.e., no excess costs, or the member fails to accept adequate permanent Government quarters or the member stops diligently searching for permanent private sector housing).

B. Deployment Period while Away from PDS. A member receiving TLA who is ordered on deployment from the homeport of the ship, staff or afloat unit, is authorized to continue to receive TLA on the member's behalf and may include the member's share of temporary lodging cost when, because of the member's assignment, those temporary quarters must be retained at the homeport or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's order must be annotated with, or have attached to it, certification that retaining the TLA quarters was because of military necessity and not because of the member's personal choice/convenience.

C. TLA when Tour Is Converted. A member whose tour is converted to an accompanied tour may be eligible for TLA for the member and command-sponsored dependents who were dependents on the effective date of the PCS order to the OCONUS PDS if par. U9150-C conditions are met. The member must make every reasonable effort to find suitable permanent Government quarters/private sector housing for the dependents before they arrive. TLA may be authorized/approved for the member and dependents only if the member, for reasons beyond the member's control, is unable to find suitable permanent Government quarters/private sector housing for the dependents before they arrive.

D. Member Acquires Dependent(s). A member serving an OCONUS tour who had no dependents on arrival but who acquires dependents during that tour is not eligible for TLA for those dependents upon arrival at the PDS because the member was without dependents on the effective date of the PCS order (B-186628, 17 September 1976). A member may be authorized TLA for the member, when eligible, and/or for dependents acquired while serving at an OCONUS PDS if the dependents are command-sponsored at the PDS from which departing.

E. PCS Order Cancelled/Revoked. When the member's PCS order is cancelled/revoked after the member occupies temporary lodgings, the member may receive TLA reimbursement up to the maximum number of days allowable.

***U9170 ALLOWANCE UPON DEPARTURE**

A. General

1. The TLA period upon departure should not exceed the last 10 days before the day the member departs the PDS in compliance with a PCS order, except when:
 - a. One or more dependents remain in the old PDS vicinity IAW par. U9205-B1 or U9220. TLA must not exceed the last 10 days preceding the day the last dependent departs, without regard to the effective date of the PCS order from that PDS;
 - b. A longer TLA period is authorized due to delayed departure (par. U9170-C) or early termination of permanent Government quarters/private sector housing (par. U9170-D);
 - c. The member/dependent(s) is hospitalized or the member's duties require the member to be away from the PDS (homeport, if attached to a ship).
2. The effective date of a PCS order is defined in Appendix A.
3. The TLA accrual provisions (par. U9185-E) apply in computing TLA upon departure.
4. Expenses incurred on the departure day are not considered except that TLA for the preceding day may be increased under par. U9185-A2, U9185-C, or U9185-D as a result of lodgings costs imposed for the temporary lodging vacating day.

B. Dependents Depart before the Member. When dependents depart an OCONUS PDS before the member, TLA may be authorized for the member and dependents when the conditions in par. U9155-A are met. TLA incident to the dependents' departure must not exceed the last 10 days before the last dependent departs, and must not begin earlier than the issue date of the PCS order, or official alert notice. Upon departure of the member at a later date, TLA may again be authorized/approved for the member as in par. U9170-A.

C. Delayed Departure. When the period authorized by par. U9170-A has begun and actual departure is delayed through no fault of the member or dependents (to include dependents' delay due to the member's death, see par. U10110), TLA may be authorized/approved by the authorizing/approving official (see par. U9150), in increments of 10 or fewer days, for the entire period that temporary lodgings must be used.

D. Early Termination of Permanent Housing. When, for reasons beyond the control of the member and/or dependents, permanent Government quarters/private sector housing must be relinquished more than 10 days before the estimated departure date, the authorizing/approving official (see par. U9150) may authorize/approve TLA beginning the day the permanent Government quarters/private sector housing is relinquished for reasons such as the following:

1. The transportation officer determines it necessary to ship HHG, after considering anticipated leave, necessary travel time, HHG shipping transit times, compliance with requirements of local packing/crating/shipping agencies, meeting shipping schedules, and other requirements related to HHG shipments;
2. Expiration/termination of lease/rental agreement occurs after a member has the PCS order or alert notice;
3. The landlord withdraws private sector housing from the market;
4. The authorizing/approving official (see par. U9150) determines that an Act of God, fire, flood, earthquake, riot, civil unrest, or other disturbance makes occupancy of permanent Government quarters/private sector housing inadvisable;
5. The member is required by lease, custom, or law to vacate private sector housing in advance of the lease expiration to permit inspection, finalization of utility bills and deposits, redecoration, and/or adjudication of damage claims;
6. The lease, custom, or law requires that private sector housing be surrendered at a fixed date more than 10 days before the scheduled departure;
7. Housing authorities require the member to vacate permanent Government quarters for the Government's convenience to permit its readying for, and/or assignment to, another member;
8. The OCONUS TLA Authority determines that permanent Government quarters/private sector housing must be relinquished under circumstances/reasons other than those stated in pars. U9170-D1, U9170-D2, U9170-D3, U9170-D4, U9170-D5, U9170-D6, and U9170-D7.

The principles in par. U9150-C2 must be applied in determining the need for TLA. TLA is authorized/approved only for the number of days needed to prevent undue financial hardship to the member during the period involved, as determined by the OCONUS TLA Authority.

E. Member Detaches from a Ship Away from Homeport. When a member detaches on a PCS from an OCONUS homeported ship while the ship is away from its homeport and returns to the homeport, the member may be authorized TLA on the member's behalf unless authorized per diem. If the member is authorized per diem at the homeport, no TLA authorization exists for the member and only the dependents occupying temporary lodgings at the homeport are considered in determining the rate payable under par. U9185-A.

F. Period of TDY/Deployment while Away from Old PDS. A member receiving TLA preceding PCS departure, who is ordered on TDY away from the PDS, or who is ordered on deployment from the homeport or permanent duty station of the ship, staff or afloat unit, may continue to receive TLA on the member's behalf. The member's temporary lodging cost share is to be included as a TLA expense when, because of the member's military assignment, temporary quarters must be retained at the old PDS or the homeport or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's order must be annotated with, or have attached to it, certification that retaining the TLA quarters was because of military necessity and not because of the member's personal choice/convenience.

G. TLA Authorization before PCS Order Issuance

1. A member may be authorized TLA before a PCS order is issued based on a written statement from the PCS AO, or the designated representative, that the member was advised before the PCS order was issued that such an order would be issued. The member must be prepared to provide this statement if finance procedures require that the voucher be supported by the statement.

2. The length of time between when the PCS order is issued and the member receives written advice that the order is to be issued may not exceed the relatively short period between the time when a PCS order determination is made and the date when the order is actually issued.

3. General information concerning orders issuance before the determination is made to actually issue the order, such as the date of eventual release from active duty, expiration of term of service, retirement eligibility, expected rotation from OCONUS duty, etc., is not advice that the order is to be issued (52 Comp. Gen. 769 (1973)).

H. TLA Authorization during a Hospitalization Period. A member who is receiving TLA before PCS departure, and who is hospitalized, may continue to receive TLA on the member's behalf and may include the member's share of the temporary lodging cost as a TLA expense when because of the hospitalization, temporary quarters must be retained at the old PDS. The member's order must be annotated with, or have attached to it, certification that retaining the TLA quarters was because of the hospitalization and not because of the member's personal choice/convenience.

Effective 26 July 2005

***U9175 LEAVE/PERMISSIVE TDY EFFECT ON TLA**

TLA is not payable for any day a member is on leave or permissive travel *away from* the PDS vicinity, except when one or more dependents remain in the PDS vicinity. In that case, the number of dependents who continue to occupy temporary lodgings determines the rate payable. In either case, postponement of TLA pending return is not authorized (See par.U9150-A4).

***U9180 OLD AND NEW PDS IN CLOSE PROXIMITY OR IN THE SAME COUNTRY**

A. General. Except as provided in par. U9180-B, the fact that a member's old and new PDSs are in close proximity to each other or in the same country does not change the TLA authorization.

B. New PDS within Commuting Distance. When a member's new PDS is within commuting distance of the Government quarters/private sector housing occupied while at the old PDS, the member may not be authorized TLA unless the member's commanding officer approves temporary lodgings occupancy based on a change of residence being necessary for reasons beyond the member's control.

***U9185 RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES**

A. General

1. Determining the Number of Persons Occupying Temporary Lodgings. In determining the number of persons in the family occupying temporary lodgings, the member is not counted for any day when the member is not authorized TLA in the member's own behalf (pars. U9160-B and U9160-C).

2. Extra Room Charge Payment. Except as provided in pars. U9185-C and U9185-D, when the member and/or dependents check into/out of temporary lodgings at a time of day which results in the payment of room charges for the calendar day before checking-in or for the checking-out calendar day, the rates of 65%, 100%, 35%, and 25% shown in par. U9185-E are 97.5%, 150%, 52.5%, and 37.5%, respectively, for the calendar day of checking-in or the calendar day preceding the checking-out day.

B. Temporary Lodging Not Available at PDS. When Government/commercial temporary lodgings are not available at the PDS and the member must obtain Government/commercial temporary lodgings at a nearby place, the maximum daily TLA amount is determined by multiplying the accommodations location per diem rate in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>.

by the percentage in par. U9185-E if the accommodations diem rate is higher than that for the PDS. Otherwise, the PDS locality per diem rate is used. Finance regulations might require that payments made under this subparagraph be supported by a statement of the member's commanding officer/or designee, that the accommodations used were the nearest suitable accommodations available to the member's PDS.

C. Temporary Lodgings Furnished by Government Contractors. When a Government contractor furnishes temporary lodgings, TLA is computed under par. U9185-E. When the member and/or dependents check into/out of Government contractor temporary lodgings at a time of day that results in the payment of a lodging charge for the calendar day before checking-in or the checking-out calendar day, the daily amount of TLA for the check-in calendar day or the calendar day preceding the check-out day is to be increased by the extra amount of quarters charge paid.

D. Temporary Lodging Occupied in Facilities under Government Jurisdiction. When temporary lodgings are occupied in guest houses, exchange hotels, temporary lodging facilities, or transient facilities such as visiting officer's quarters, under Government jurisdiction (operated with appropriated or non-appropriated funds), TLA is computed per par. U9185-E. When the member and/or dependents check into/out of this type of quarters at a time of day which results in the payment of a rental/service charge for the calendar day before checking-in or for the checking-out calendar day, the daily TLA amount for the check-in calendar day or the calendar day preceding the check-out day is increased by the amount of the extra rental/service charge paid.

E. General TLA Computation. Except when more than one TLA rate applies within the computation period as in par. U9185-A or U9185-B, and except as in pars. U9185-F, and U9185-G, TLA computations are made in increments of 15 or fewer days when TLA ceases to exist before the end of a (15 or fewer days) period. Computations are as follows:

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

| Number of Eligible Persons Occupying Temporary Lodging | 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% |

***NOTE 1:** Use the above percentage factors for both lodging and M&IE unless:

- a. A TLA - Special has been authorized for lodging. See par. U9195.
- b. Temporary lodgings are not available at the PDS. See par. U9185-B.
- c. Permanent Government quarters are being renovated, or lack a stove and/or refrigerator. See par. U9185-F.
- d. Temporary quarters contain cooking facilities. See par. U9185-G).
- e. A member, authorized a temporary lodging cost at the new PDS under par. U9160-C3 as a TLA expense during a TDY/deployment period, is included in the number of persons occupying the temporary lodgings for lodging but not M&IE. Determine the member's share of the meal allowance by dividing the M&IE amount determined in this step by the number of persons in the member's family, including the member, occupying the temporary lodgings. Deduct the member's share from the M&IE.

NOTE 2: To compute the correct total percentage for a family unit, add the percentage associated with each dependent starting with the oldest dependent to compute the correct percentage rate. This is shown in Example 6. A member with two dependents, one over age 12 and one under age 12 starts with 125% (member and dependent over 12 is 100%, dependent under 12 is 25%). A member-married-to-member couple on active duty that has dependents occupying temporary lodging can claim the dependents for TLA reimbursement as shown in Examples 5 and 6.

****NOTE 3:*** Exception occurs when temporary lodgings are not available at the PDS (see par. U9185-F), while renovating Government quarters (see par. U9185-F), or when permanent quarters lack a stove and/or refrigerator. See par. U9185-F.

Step 2: Determine Lodging Cost

- a. Compare the actual daily lodging cost to the Step 1 lodging cost ceiling. Include in the lodging cost any lodging taxes, or the cost of a value added tax (VAT) relief certificate if the certificate is used to avoid paying the lodging taxes (and any lodging cost authorized under par. U9160-C3).
- b. Receipts, invoices, or statements from the lodging provider are required to verify lodging expenses. See par. U2510. See par. U9190 regarding TLA advances.
- c. If the member is in a TDY status (no matter how much per diem is being received), reduce the lodging expense by the lodging cost used to determine the member's per diem rate.
- d. ***When staying with friends/relatives, lodging cost is not allowed and is always zero.***

Step 3: Determine Daily TLA Amount. Add the Step 2 result to the Step 1 M&IE rate. This is the daily TLA amount. For TLA computation examples see pars. U9185-H and U9195 (TLA – Special).

F. TLA while Government Quarters Are Being Renovated, or if Government Quarters Lack/Private Sector Housing Lacks a Stove and/or Refrigerator. When a member and/or dependents:

1. Occupy Government quarters while the kitchen is being renovated, or
2. Occupy Government quarters/private sector housing during utility loss, or
3. Initially occupy permanent Government quarters/private sector housing without a stove and/or refrigerator and meals cannot be prepared,

the member may be authorized TLA to cover restaurant meals cost.

*Determine TLA by multiplying the par. U9185-E, Step 1 percentage times the total meals amount in the locality M&IE per diem rate.

G. Temporary Quarters Contain Facilities for Preparing and Consuming Meals

- *1. When temporary lodgings have facilities and space for preparing and eating meals, the daily TLA rate is computed using par. U9185-E, except that the M&IE amount is reduced by one-half.
2. The reduced (one-half) M&IE amount based on cooking facilities does not apply when lodging is provided by a friend/relative, or to the first and last days of TLA.
3. The presence of a cook stove, work area (table, counter, etc.), refrigerator, sink, water, table, chairs, and cooking and eating utensils (i.e., all of the foregoing items) is evidence of adequate cooking and eating facilities.

*4. When the member shows, to the satisfaction of the official designated in the local TLA regulations (see par. U9150), that the facilities for preparing and consuming meals are inadequate or for other reasons may not be used for all or part of the period involved, the member may be authorized TLA per par. U9185-E without the M&IE reduction. The member's explanation for facilities non-use, endorsed by the OCONUS TLA Authority's designated official supports TLA payment under these circumstances.

5. To facilitate TLA administration, the OCONUS TLA Authority's designated official should ensure that a current list of available accommodations is maintained and made available to incoming and departing personnel.

H. TLA Computation Examples. The following TLA computation examples are provided to assist in ensuring TLA computation uniformity among all of the Uniformed Services.

EXAMPLE 1

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

A member, with spouse, is assigned to an OCONUS location. The locality per diem rate at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> is \$150 (\$76 lodging ceiling & \$74 M&IE). The member and spouse arrive at the OCONUS location (the new PDS) on 1 April by POC and move into temporary lodgings the same day.

4/2 -- The member is advised upon reporting in to aggressively seek permanent Government quarters/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent quarters at least every 10 days.

4/11 -- The member submits a lodging expense report of \$1,140 (\$114 per day, including lodging taxes) for 4/1 thru 4/10. The member's progress in obtaining permanent Government quarters/private sector housing is reviewed. It is determined that the member has complied with JFTR and the OCONUS TLA Authority requirements. TLA is extended for another 10-day period.

*4/21 -- The member submits a lodging expenses report of \$1,140 (\$114 per day including lodging taxes) for 4/11 thru 4/20. The member was TDY and receiving per diem on 4/15 thru 4/18. Lodging costs at the PDS for 4/15, 4/16 and 4/17 were authorized for the member as a TLA expense under par. U9160-C3. The member moves into permanent quarters on 4/21. TLA is authorized only for the number of days the member actually remained in TLA accommodations.

TLA Computation for 1 April. Since 'MALT PLUS' per diem was paid on 1 April (OCONUS location arrival date) for the member and spouse, TLA is not payable for 1 April.

| <u>TLA COMPUTATION FOR 2-10 APRIL</u> | |
|--|---|
| 1. Determine the maximum rates (given percent x locality rate). M&IE Lodging | 100% x \$74 = \$74.00 100% x \$76 = \$76.00 |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser. | \$114.00 vs. \$76.00 \$76.00 |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay \$150 each day. | \$74 + \$76 = \$150.00 \$150.00 x 9 = \$1,350.00 |

| <u>TLA COMPUTATION FOR 11-14 APRIL</u> | |
|--|---|
| 1. Determine the maximum rates (given percent x locality rate). M&IE Lodging | 100% x \$74 = \$74.00 100% x \$76 = \$76.00 |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser. | \$114.00 vs. \$76.00 \$76.00 |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay \$150 each day. | \$74 + \$76 = \$150.00 \$150.00 x 4 = \$600.00 |

| <u>TLA COMPUTATION FOR 15-17 APRIL</u> | |
|---|--|
| 1. Determine the maximum rates (given percent x locality rate). M&IE Lodging | 100% x \$74 = \$74.00 100% x \$76 = \$76.00 |
| 2. Determine the member's share of the M&IE. Divide the Step 1 M&IE result by the number of occupants (including the member), then subtract that amount from the Step 1 result. | \$74 divided by 2 = \$37 \$74 - \$37 = \$37 |
| 3. Compare the actual daily lodging cost (including lodging taxes) to the Step 1 maximum lodging rate. Use the lesser. | \$114 vs. \$76 \$76.00 |
| 4. Add the Step 2 M&IE to the selected Step 3 lodging amount. Pay \$113.00 each day. | \$37 + \$76 = \$113.00 \$113 x 3 = \$339.00 |

| <u>TLA COMPUTATION FOR 18-20 APRIL</u> | |
|--|--|
| 1. Determine the maximum rates (given percentage x locality rate). M&IE Lodging | 100% x \$74 = \$74.00 100% x \$76 = \$76.00 |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser. | \$114.00 vs. \$76.00 \$76.00 |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging cost. Pay \$150.00 each day. | \$74 + \$76 = \$150.00 \$150 x 3 = \$450.00 |

EXAMPLE 2

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

A member, with spouse, is assigned to an OCONUS homeported ship. The locality per diem rate at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> is \$132 (\$66 lodging ceiling & \$66 M&IE). The member and spouse arrive at the OCONUS homeport 10/1 while the ship is away. They occupy temporary Government quarters. The temporary accommodations do not contain facilities for preparing and eating meals. On 10/6 the ship returns to the OCONUS homeport and the member reports aboard for duty at 1900 that day. The ship remains in port until 11/7. The member moves into permanent quarters on 10/11.

10/2 -- The member is advised upon reporting in to aggressively seek permanent Government quarters/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent quarters at least every 10 days.

10/6 -- The member submits a lodging expenses report of \$490 (\$98 per day) for the member and spouse from 10/1 thru 10/5. The member submits a lodging expenses report of \$490 (\$98 per day) from 10/6 thru 10/10. The member has complied with the JFTR and command OCONUS TLA Authority requirements. TLA is extended for another 10-day period.

| <u>TLA COMPUTATION FOR 1-5 OCTOBER</u> | |
|--|---|
| *Since the member is waiting for a ship and is in a per diem status (awaiting transportation), TLA is <i>not</i> payable to the member for 1 - 5 October (see par. U9160-C). However, TLA is payable on behalf of the spouse. | |
| 1. Determine the maximum rates (given percent x locality rate). M&IE Lodging | 65% x \$66 = \$42.90 65% x \$66 = \$42.90 |
| *2. Determine Lodging cost. Divide the allowable daily lodging cost (including lodging taxes) by 2, because the member is in a per diem status (par. U9160-C). | \$98 divided by 2 = \$49. |
| 3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser. | \$49.00 vs. \$42.90 \$42.90 |
| 4. Add the Step 1 M&IE to the selected Step 3 lodging amount. Pay \$85.80 each day. | \$42.90 + \$42.90 = \$85.80 \$85.80 x 5 = \$429.00 |

| <u>TLA COMPUTATION FOR 6-10 OCTOBER</u> | |
|--|--|
| 1. Determine the maximum rates (given percent x locality rate). M&IE Lodging | 100% x \$66 = \$66.00 100% x \$66 = \$66.00 |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser. | \$98.00 vs. \$66.00 \$66.00 |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging cost. Pay \$132 each day. | \$66 + \$66 = \$132.00 \$132 x 5 = \$660.00 |

EXAMPLE 3

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

A member and 3 dependents (spouse, and two children under 12 years old) occupy temporary lodgings that contain facilities for preparing and consuming meals. The locality per diem rate at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> = \$150 (\$76 lodging ceiling & \$74 M&IE). The lodging expense is \$138 per night, including lodging taxes.

| TLA Computation when Temporary Lodgings Contain Facilities for Preparing and Consuming Meals | |
|--|--|
| 1. Determine the maximum rates (given percent x locality rate). M&IE Lodging | 150% x \$74 = \$111.00 150% x \$76 = \$114.00 |
| 2. Multiply the Step 1 M&IE times one-half due to cooking facilities. | \$111.00 x ½ = \$55.50 |
| 3. Compare the actual daily lodging cost (including lodging taxes) to the Step 1 maximum lodging rate. Use the lesser. | \$138.00 vs. \$114.00 \$114.00 |
| 4. Add the Step 2 M&IE to the selected Step 3 lodging amount. Pay \$169.50 each day. | \$55.50 + \$114.00 = \$169.50 Pay \$169.50 for each day |

EXAMPLE 4

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

Member-married-to-member couple, each is without dependents, are assigned to the same OCONUS PDS. They arrived at the new OCONUS PDS on 1 April by POC and move into the same temporary lodging on the same day. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> is \$150.00 (\$76 lodging ceiling & \$74 M&IE).

4/2 – The members are advised upon reporting in to aggressively seek permanent Government quarters/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent quarters at least every 10 days.

4/11 – Each member submits a separate lodging expense report of \$570.00 (\$114.00 per day including taxes divided in half, \$57.00) for shared temporary lodging. They move into permanent quarters on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).

TLA Computation for a Member-married-to-member Couple in the Same Temporary Lodging

Temporary Lodging without facilities for Preparing and Consuming Meals

(A member IAW 37 USC §421 may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204).

| | <u>Member 1</u> | <u>Member 2</u> |
|--|--|--|
| 1. Determine the maximum rates (given percent x locality rate). M&IE Lodging | 65% x \$74 = \$48.10 65% x \$76 = \$49.40 | 65% x \$74 = \$48.10 65% x \$76 = \$49.40 |
| 2a. Member 1, multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available. | \$48.10 x 100% = \$48.10 | \$48.10 x 100% = \$48.10 |
| 2b. Member 2, multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available. | (2a) | (2b) |
| 3. Compare the actual daily lodging cost (including lodging taxes) to the Step 1 maximum lodging rate. Use the lesser. | \$49.40 vs. \$57.00 \$49.40 | \$49.40 vs. \$57.00 \$49.40 |
| 4. Add the Step 1 M&IE to the selected Step 3 lodging amount. Pay the lesser amount of Step 1 and Step 4. | \$48.10 + \$49.40 = \$97.50 \$97.50 x 10 = \$975.00 | \$48.10 + \$49.40 = \$97.50 \$97.50 x 10 = \$975.00 |

EXAMPLE 5

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

A member without dependents married to another member claiming two dependents (for housing allowance purposes), one over age 12 and one under age 12, are assigned to the same OCONUS location. They arrived at the new OCONUS PDS on 1 April by POC and move into the same temporary lodging on the same day. Preparation and cooking facilities are available in the temporary lodging. The locality per diem rate at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> is \$160.00 (\$86 lodging ceiling & \$74 M&IE).

4/2 – The members are advised upon reporting in to aggressively seek permanent Government quarters/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent quarters at least every 10 days.

4/11 – Each member submits a separate lodging expense report of \$850.00 (\$170.00 per day including lodging taxes divided in half, \$85.00) for shared temporary lodging. They moved into permanent quarters on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).

| TLA Computation for a Member-married-to-member Couple with Dependents in Separate Temporary Lodgings Preparation and Cooking Facilities are available for each Member <i>(A member IAW 37 USC §421 may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204).</i> | | |
|--|---|---|
| 1. Determine the maximum rates (given percent x locality rate). M&IE Lodging | <u>Member 1 with one dependent</u> 100% x \$74 = \$74.00 100% x \$86 = \$86.00 | <u>Member 2 with one dependent</u> 100% x \$74 = \$74.00 100% x \$86 = \$86.00 |
| 2a. Member with one dependent, Multiply the Step 1 M&IE times 50% since preparation and cooking facilities are available. 2b. Member with one dependent, Multiply the Step 1 M&IE times one-half as preparation and cooking facilities are available. | \$74.00 x 50% = \$37.00 (2a) | \$74.00 x 50% = \$37.00 (2b) |
| 3. Compare the actual daily lodging cost (including lodging taxes) to the Step 1 maximum lodging rate. Use the lesser. | \$85.00 vs. \$86.00 \$85.00 | \$85.00 vs. \$86.00 \$85.00 |
| 4. Add the Step 1 M&IE to the selected Step 3 lodging amount. Pay the lesser amount of Step 1 and Step 4. | \$37.00 + \$85.00 = \$122.00 \$122.00 x 10 = \$1,220.00 | \$37.00 + \$85.00 = \$122.00 \$122.00 x 10 = \$1,220.00 |
| <p>NOTE: <i>Locality per diem rates used in this example may not be the rates currently in effect and are for illustration purposes only.</i></p> | | |

EXAMPLE 6

A member-married-to-member with four dependents, two children age 12 or older and two dependents under age 12, are assigned to the same OCONUS location. They arrived at the new OCONUS PDS on 1 April by POC and move into two rooms for temporary lodging on the same day. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> is \$200.00 (\$125 lodging ceiling & \$75 M&IE).

4/2 – The members are advised upon reporting in to aggressively seek permanent Government quarters/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent quarters at least every 10 days.

4/11 – Each member submits a separate lodging expense report of \$1,200.00 (\$120.00 per day including lodging taxes). They moved into permanent quarters on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).

| TLA Computation when Member-Married-to-Member Couple with Dependents in Separate Temporary Lodgings | | |
|---|--|--|
| Preparation and Cooking Facilities are not Available | | |
| <i>IAW 37 USC §421 a member may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204.</i> | | |
| 1. Determine the max rates (given percent x locality rate). | Member 1 (w/2 depts over 12) | Member 2 (w/2 depts under 12) |
| M&IE | 135% x \$75 = \$101.25 | 125% x \$75 = \$93.75 |
| Lodging | 135% x \$125 = \$168.75 | 125% x \$125 = \$156.25 |
| Total | \$101.25 + \$168.75 = \$270.00 | \$93.75 + \$156.25 = \$250.00 |
| 2a. <u>Member 1 (w/ 2 dep over 12)</u> . Multiply step 1 M&IE x 100% since preparation and cooking facilities are not available. | \$101.25 x 100% = \$101.25 | |
| 2b. <u>Member 2 (w/ 2 dep under 12)</u> . Multiply step 1 M&IE x 100% since preparation and cooking facilities are not available. | | \$93.75 x 100% = \$93.75 |
| 3. Compare the actual daily lodging cost of \$120 (including lodging taxes) to the Step 1 max lodging rate. Use the lesser. | \$168.75 vs. \$120.00 \$120.00 | \$156.25 vs. \$120.00 \$120.00 |
| 4. Add Step 1 M&IE to the Step 3 lodging amount. | \$101.25 + \$120.00 = \$221.25 | \$93.75 + \$120.00 = \$213.75 |
| 5. Pay the lesser amount of Step 1 and Step 4. | \$221.25 | \$213.75 |
| 6. Multiply the amount in Step 5 by the number of authorized TLA days (10). | \$221.25 x 10 = \$2,212.50 | \$213.75 x 10 = \$2,137.50 |
| 7. Total Amount Paid to Each Member | \$2,212.50 | \$2,137.50 |

***U9190 ADVANCE PAYMENT**

An advance may be paid for the number of authorized TLA days, after authorization is provided based on the appropriate directive(s) issued under par. U9150.

***U9195 TLA-SPECIAL**

The percentage factors (65%, 100%, 35%, and 25%) authorized in par. U9185-E generally are adequate. However, these percentages may be insufficient for a particular future time period because lodging costs are anticipated to escalate due to a special event. Examples of one-time circumstances that may warrant a TLA-Special include:

1. Natural disasters,
2. Summit meetings,
3. Strikes,
4. World's Fairs,
5. Conventions, or
6. Other similar events.

Under special/unusual circumstances a higher lodging percentage factor may be authorized in advance only by means of a determination of a TLA-Special issued by the Director, PDTATAC. Requests for higher lodging percentage factors only must be submitted by the member's command to:

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

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

or from the command by email to sla.specials@perdiem.osd.mil

Requests must be sent before the fact (i.e., before the days on which the higher rate will be needed) and should include event dates (dates a TLA-Special is required), hotel prices before and anticipated during the event, and locations affected.

TLA-SPECIAL EXAMPLE

*A member, spouse, and 2 children under age 12 are due to arrive and occupy temporary lodging that does not contain facilities for preparing and consuming meals. The family occupies temporary quarters 1-20 September before moving into permanent quarters 21 September. The locality per diem rate at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> is \$269 (\$186 Max Lodging, \$83 M&IE). Due to a national convention, room prices are anticipated to escalate for some part (or all) of the family's anticipated TLA period. *PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase.* PDTATAC issued a determination that the lodging factor would be 150% for one person and 75% for each additional dependent for 25 August – 5 September. The percentages (see par. U9185-E, Step 1) for the M&IE portion of TLA remain at the ordinary levels. Lodging expense is \$650 per night for 1-5 September and \$300 per night for 6-20 September.

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

| TLA-SPECIAL COMPUTATION FOR 1-5 SEPTEMBER | |
|--|--|
| 1. Determine maximum rates (given percent x locality rate). M&IE Lodging | 150% x \$83 = \$124.50 375% x \$186 = \$697.50 |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser. | \$650.00 vs. \$697.50 \$650.00 |
| 3. Add the Step M&IE to the selected Step 2 lodging amount. Pay \$774.50 each day | \$124.50 + \$650 = \$774.50 \$774.50 x 5 = \$3,872.50 |

| TLA-SPECIAL COMPUTATION FOR 6-20 SEPTEMBER | |
|--|--|
| 1. Determine the maximum rates (given percent x locality rate). M&IE Lodging | 150% x \$83 = \$124.50 150% x \$186 = \$279.00 |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser. | \$300.00 vs. \$279.00 \$279.00 |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay \$403.50 each day | \$124.50 + \$279.00 = \$403.50 \$403.50 x 15 = \$6,052.50 |

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CHAPTER 9**PART D: MISCELLANEOUS CONDITIONS AFFECTING ALLOWANCE PAYMENTS****U9200 MEMBER ASSIGNED TO SHIPS OR FLEET UNITS**

A. Member with Dependents Assigned to Duty Aboard a Ship. For a member assigned to a ship, the home port is the PDS for station allowances. Since dependents cannot be “assigned” to a ship, when dependents are authorized to accompany the member to a ship with an OCONUS home port, station allowances for the dependents are based on the home port location. Station allowances are payable even though the member is being fed, quartered, or both, in kind aboard ship or with the member's fleet unit.

B. Member Assigned to Duty Aboard a Two-crew Submarine (SSBN)

1. When a Member Reports to the Home Port before Reporting on Board. When a member is assigned to a two-crew nuclear submarine (SSBN), reports to the ship's home port before reporting aboard because the ship is deployed, the member is authorized station allowances. When determining the rates payable and the rule applicable, the ship's home port is the member's PDS. See pars. U2200-C3 and U4102-I (57 Comp. Gen. 178 (1977)).

2. Member without Dependents Ordered to TDY at Home Port. Par. U9200-B2 applies only to COLA (53 Comp. Gen. 535 (1974)). COLA is authorized for a member without dependents assigned to a two-crew nuclear submarine (SSBN) after reporting on board, while the member is performing TDY ashore, for training and rehabilitation for periods of more than 15 days at the ship's OCONUS home port. The ship's home port is the member's duty station for station allowances.

*C. Fractional COLA for Member-without-Dependents. A member without dependents assigned to duty aboard a ship or other fleet unit having an assigned OCONUS home port is authorized a fractional COLA as prescribed in par. U9125 when the member is not in a travel status but whose duty requires the member to be absent from the PDS during one or more meals (54 Comp. Gen. 333 (1974)).

Effective 6 January 2006

***U9205 MEMBER SERVING AN UNACCOMPANIED TOUR OR ON UNUSUALLY ARDUOUS SEA DUTY**

A. General. A member with-dependents serving an unaccompanied tour, or assigned to unusually arduous sea duty, is authorized station allowances at the with-dependents rate based on the dependents' location if the dependents are outside CONUS and/or dependents relocate in conjunction with the PCS, or based on the old PDS if they did not relocate.

B. Member Serves an Unaccompanied Tour/on Unusually Arduous Sea Duty at the First PDS. When a member serves an unaccompanied tour/on unusually arduous sea duty at the first PDS, station allowances are authorized for the dependents location if the dependents are approved to reside there through the Secretarial Process (see pars. U5222-D1, U5222-D1b, U5222-D1c, and or U5222-D1d).

C. Reassignment from an Unaccompanied Tour/Unusually Arduous Sea Duty to Another Unaccompanied Tour/Unusually Arduous Sea Duty

1. Dependents Continue to Remain at the Member's Prior OCONUS PDS or Previously Designated Place. A member transferred between unaccompanied tours and/or unusually arduous sea duty assignments, with dependents who do not move and are authorized station allowances, continues to be authorized station allowances during the second tour.

2. Dependents Move from Member's Prior PDS to a Designated Place or from a Designated Place to Another Designated Place. If dependents choose to relocate in conjunction with a member's transfer between consecutive unaccompanied tours/unusually arduous sea duty PCS assignments, station allowances are authorized for the new designated place under the same conditions and approval authorities as listed in par. U9205-B.

D. Member's PDS Declared an Unaccompanied Tour Area. When dependents are residing in the member's PDS vicinity (home port for unusually arduous sea duty) at the time the PDS is declared to be an area in which dependents may not reside, station allowances are authorized under par. U9205-B if the dependents move to a designated place, or under par. U9215 if their initial move from the PDS was under evacuation conditions.

E. Entry Permission Withdrawn while Dependents Are en Route. If dependents are en route to a member's OCONUS PDS, or to a designated place to which transportation at Government expense has been authorized, and the new PDS (home port for unusually arduous sea duty) is declared an unaccompanied tour area or a further PCS order or order amendment is issued assigning the member to another unaccompanied tour area/unusually arduous sea duty assignment, station allowances are authorized based on the place to which dependents are diverted, starting on the dependents' arrival date there and stopping on their departure date. A statement from the member's commanding officer, or an officer designated by the commanding officer for that purpose, should support that the dependents were notified that permission to complete their travel had been withdrawn and that the dependents were directed to proceed to a specified place to await further instructions.

F. Subsequent Reassignment to an Accompanied Tour Area. Upon subsequent PCS to an accompanied tour area PDS to which transportation of dependents is authorized (see par. U5222-D4), COLA and TLA under par. U9205 terminates as provided in par. U9105-B.

G. Payment of Allowances to Member at Unaccompanied Tour/Unusually Arduous Sea Duty Station. During the period a member is authorized station allowances for dependents under par. U9205, the member is also authorized COLA, and TLA, if any, prescribed for a member without dependents at the new PDS.

*H. Dependents Relocate from a Designated Place at Personal Expense. If dependents relocate from a designated place (see Appendix A) at personal expense, stop station allowances based on the old location the day before the dependents departed. *Station allowances are not authorized at another OCONUS location to which the dependents relocate at personal expense since this location is not a designated place.*

***U9210 STATION ALLOWANCES WHEN BOTH HUSBAND AND WIFE ARE MEMBERS**

A. When Separate Households are Maintained. When both husband and wife are members and separate households are maintained at/in the vicinity of their OCONUS PDS or PDSs, each is individually authorized station allowances as a member with- or without-dependents, as applicable, based on whether the member concerned has a dependent at or in the vicinity of the OCONUS PDS.

*B. Cost-of-Living Allowance when a Joint Household Is Maintained. When both spouses are members and a joint household is maintained at/in the vicinity of their OCONUS PDS(s), only one member is authorized to receive COLA at a rate based on the number of dependent(s) present, if any. The other member is authorized to receive COLA at the 0-dependent rate. For COLA for member-married-to-member E-5 and below serving on sea duty, see par. U9115-A9. *In no case is a spouse, who also is a member on active duty, a dependent for allowance purposes.*

***U9215 COLA INCIDENT TO EVACUATION OF THE MEMBER'S PDS**

NOTE: *TLA is not payable incident to an evacuation.*

A. Members with Command Sponsored Dependents

1. Cost-of-Living Allowance. COLA at the with-dependents rate is terminated effective on the dependents' departure date incident to the evacuation. Thereafter, until return of the dependents to the member's PDS, the member is without-dependents for COLA.

2. COLA at Designated Place. A member is authorized COLA at the with-dependents rate for the designated place location beginning the day after per diem terminates when dependents are evacuated from OCONUS or CONUS and they reside at an authorized/approved OCONUS designated place.

*See par. U9105-B for COLA termination.

B. Members with Non-Command Sponsored Dependents. Station allowances are not payable for non-command sponsored dependents.

Effective 6 January 2006

***U9220 STATION ALLOWANCES WHEN ADVANCE OR DELAYED DEPENDENT TRAVEL IS AUTHORIZED/APPROVED**

A. Delayed Travel. Secretarial authorization/approval of housing allowance continuation for delayed travel of dependents from an OCONUS PDS under par. U10208 also authorizes continuation of COLA for the same time period without separate action. TLA for dependents may be authorized/approved; see par. U 9154. *This paragraph applies whether the member's new PDS is in CONUS or OCONUS.*

*B. Advance Arrival. Secretarial authorization/approval of housing allowance changes based on advance arrival at an OCONUS PDS under par. U10208 also authorizes/approves COLA payment based on the number of dependents at the new PDS without separate action. TLA for dependents may be authorized/approved under the same conditions for initial arrival under par. U9160.

C. Assigned to Government Quarters. When dependents are assigned to Government quarters in connection with advance arrival at a member's OCONUS PDS or during delayed departure from a members OCONUS PDS, a Secretarial decision to pay/continue payment of station allowances is made at the same approval level as designated for housing allowance approvals. When dependents are residing in Government quarters, no specific housing allowance authorization/approval is required since a housing allowance in such case is not authorized.

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U10205 DEFERRED DEPENDENT TRAVEL

Effective 23 March 2006

*A. General Rules

1. When the Government defers dependents' travel *at Government expense* to a member's new CONUS/OCONUS PDS pending *housing* availability, a with-dependents housing allowance continues to be paid at the old PDS rate or the rate for the dependents' location if the dependents relocate. Obtaining housing is the decision key for authorization of dependent travel to the duty station.
2. FSH-O/FSH-B for the member's location starts when the member obtains private sector housing.
3. The payment of the with-dependents allowance and FSH-O/FSH-B continues for 60 days after dependent travel is authorized. If the 60-day time period expires, dependents have not arrived at the member's PDS, and an extension to the 60-day period has not been granted through the Secretarial process, the member is only authorized a with-dependents allowance at the with-dependents rate for the PDS location. *A housing allowance is not authorized for the dependents' location.*

Effective 23 March 2006
 B. Decision Logic Table

| <i>*Changes When Dependents' Travel to an OCONUS Duty Station is Deferred</i> | | | | |
|---|--|--|---|--|
| R U L E | Expected Travel Delay | Dependents Relocated at Gov't Expense | Dependents Arrive Within 60 Days of Travel Authorization | Then |
| 1 | More than 60 Days but Less than 20 Weeks | No | Yes | Upon member's departure, continue the with-dependents allowance based on the old PDS |
| | | | | Start FSH-O/FSH-B as of the date private sector housing is acquired at the new PDS |
| 2 | | | No | Stop FSH as of the day before dependent arrival |
| | | | | Stop the with-dependents allowance based on the old PDS as of day before dependent arrival |
| 3 | | No | Yes | Start OHA (or BAH in Alaska or Hawai'i) with-dependents rate as of dependents' arrival date |
| | | | | Upon member's departure, continue the with-dependents allowance based on the old PDS |
| 4 | 20 or More Weeks | No | No | Start FSH-O/FSH-B as of date private sector housing is acquired at the new PDS |
| | | | | Stop FSH as of day 61 after the date travel is authorized to begin |
| 5 | | Yes | Yes | Change the with-dependents allowance from based on the old PDS to based on the new PDS as of day 61 |
| | | | | Upon member's departure, continue the with-dependents allowance based on the old PDS |
| 6 | | Yes | No | Start FSH-O/FSH-B as of the date private sector housing is acquired at the new PDS |
| | | | | Stop FSH as of day before dependent arrival |
| 7 | | No | Yes | Stop the with-dependents allowance based on dependents location on day before dependent arrival at the member's PDS |
| | | | | Start OHA (or BAH in Alaska or Hawai'i) at the with-dependents rate as of dependents' arrival date at the member's PDS |
| 8 | | No | No | Start OHA (or BAH in Alaska or Hawai'i) at the with-dependents rate for the member's PDS on the dependents' arrival date at the member's PDS |
| | | | | Change the with-dependents allowance based on old PDS to a with-dependents allowance based on the designated location on the date dependents arrive at the designated location |
| 9 | | Yes | Yes | Start FSH-O/FSH-B on the date private sector housing is acquired at PDS |
| | | | | Stop FSH as of day before dependent arrival |
| 10 | | No | No | Stop the with-dependents allowance based on the old PDS to based on the new PDS as of day 61 |
| | | | | Change the with-dependents allowance from based on the old PDS to based on the new PDS as of day 61 |

Table U10C-2

| <i>*Changes When Dependents' Travel to a CONUS Duty Station is Deferred</i> | | | | |
|---|--|---|---|--|
| R U L E | Expected Travel Delay | Dependents Relocated at Government Expense | Dependents Arrive Within 60 Days of Travel Authorization | Then |
| 1 | Less than 20 weeks and the Old PDS is in the United States | No | Yes | Upon the member's departure, continue the with-dependents allowance based on the old PDS |
| | | | | Start FSH-B as of the date private sector housing is acquired at the new PDS |
| 2 | | | No | Stop FSH as of the day before dependent arrival |
| | | | | Stop the with-dependents allowance based on the old PDS as of day before dependent arrival |
| 3 | | No | Yes | Start BAH at the with-dependents rate as of dependents' arrival date at the member's PDS |
| | | | | Upon member's departure, continue the with-dependents allowance based on the old PDS |
| 4 | 20 or More Weeks and the Old PDS is in the United States, or any Length of Time and the Old PDS is Outside the United States | No | No | Start FSH-B as of date private sector housing is acquired at the new PDS |
| | | | | Stop FSH as of day 61 after the date travel is authorized to begin |
| 5 | | Yes | Yes | Change the with-dependents allowance from being based on the old PDS to being based on the new PDS as of day 61 |
| | | | | Change the with-dependents allowance based on old PDS to a with-dependents allowance based on the designated location on the date dependents arrive at the designated location |
| 6 | | | No | Start /FSH-B on the date private sector housing is acquired at PDS |
| | | | | Stop FSH as of day before dependent arrival at the member's PDS |
| | | | Yes | Stop the with-dependents allowance based on dependents location on the day before dependent arrival at the member's PDS |
| | | | | Start BAH at the with-dependents rate for the member's PDS on the dependents' arrival date at the member's PDS |
| | | | No | Change the with-dependents allowance based on old PDS to a with-dependents allowance based on the designated location on the date dependents arrive at the designated location |
| | | | | Start FSH-B on the date private sector housing is acquired at the new PDS |
| | | | Yes | Stop FSH-B as of day 61 after travel is authorized to begin |
| | | | | Change the with-dependents allowance from being based on the dependents' location to being based on the new PDS as of day 61 |

Table U10C-2A

U10206 MEMBER WITH-DEPENDENTS SERVES AN UNACCOMPANIED TOUR

Effective 10 January 2006

A. General Rules

1. A member with dependents who serves an “unaccompanied” tour is authorized a housing allowance at the with-dependents rate based on the dependents’ location if dependents relocate in conjunction with the PCS, or based on the old PDS if they did not relocate and are not in Government quarters.
2. If single-type Government quarters are not available for the member at the PDS, and dependents do not reside at or near the PDS, then FSH-O/FSH-B is also authorized.
3. Dependents may visit the member at the PDS without affecting the with-dependent allowance or FSH.
NOTE: When the visit exceeds 90 days, the dependents are residing at the PDS and the dependent location housing allowance and FSH stop. In this event, the member is then authorized a with-dependent allowance based on the PDS.
4. If dependents depart the PDS after day 90, FSH, if otherwise payable, and the with-dependents allowances previously authorized are reinstated as of the departure day.
5. When a member serves an unaccompanied tour at the first PDS, payment of a with-dependents housing allowance is based on the locations described in par. U5222-D1, U5222-D1b, U5222-D1c, or U5222-D1d, if the dependents have been authorized/approved to reside at the locations described in those paragraphs.
6. A member transferred between unaccompanied tours, where dependents do not move, continues to be authorized a with-dependents rate based on the dependents’ location.
7. A member transferred between unaccompanied tours whose dependents move from the member’s PDS before being assigned on the first unaccompanied tour to a designated place, or from a designated place to another designated place if the move is authorized under par. U5222-F1, is authorized a with-dependents rate based on the dependents’ new location.
8. If dependents relocate from a designated place at personal expense to a location that is not at or near the member’s PDS, start OHA based on the new location effective the date private sector housing is obtained once the required documentation is provided. If the new location is in a BAH area, start BAH on the arrival date. Stop the with-dependents allowance based on the initial designated place effective the day before dependents departed that location.

NOTE: If all of a member’s dependents arrive at a member’s OCONUS PDS and stay beyond 90 days, the member is not authorized OHA simply because the dependents are present. To be paid OHA the member must provide the required documentation (a completed OHA report (DD Form 2367) that is approved.) for private sector leased/owned housing. For BAH, see Table U10C-3.

B. Decision Logic Table

| <i>Changes When a Member With Dependents Serves an “Unaccompanied” Tour</i> | | | | | |
|--|--|--------------------------------------|---|--|--|
| R U L E | Member on an Unaccompanied Assignment | Government Quarters Available | Dependents Visit for More Than 90 Days | Then | |
| 1 | In Alaska or Hawai'i (BAH Area) | Yes | No | No Action Required | |
| 2 | | | Yes | Yes | Stop with-dependents allowance based on dependent location on day 90 |
| | | | | | Start with-dependents allowance based on PDS on day 91 |
| | | | | | If dependents depart the PDS after day 91, reinstate the with-dependents allowance based on dependent location as of the departure day |
| 3 | | No | No | No | Start FSH-B based on the PDS as of the date private sector housing is acquired at the PDS |
| 4 | | | | Yes | Stop with-dependents allowance based on dependent location on day 90 |
| | | | | | Stop FSH-B on day 90 |
| | | | | | Start BAH at the with-dependents rate based on PDS on day 91 |
| If dependents depart the PDS after day 91, reinstate the with-dependents allowance based on dependent location and FSH-B as of the departure day | | | | | |
| 5 | Yes | Yes | No | No Action Required | |
| 6 | | | Yes | Stop with-dependents allowance based on dependent location on day 90 | |
| | | | | Start OHA at the with-dependents rate based on the member's PDS on day 91 | |
| If dependents depart the PDS after day 91, reinstate the with-dependents allowance based on dependent location as of the departure day | | | | | |
| 7 | Outside CONUS, Alaska, or Hawai'i (OHA Area) | No | No | Start FSH-O based on the PDS on the date private sector housing is acquired | |
| 8 | | | Yes | Stop with-dependents allowance based on dependent location on day 90 | |
| | | | | Stop FSH-O on day 90 | |
| | | | | Start OHA at the with-dependents rate based on the member's PDS as of day 90 | |
| If dependents depart the PDS after day 91, reinstate the with-dependents allowance based on dependent location and FSH-O as of the departure day | | | | | |

Table U10C-3

U10207 EARLY RETURN OF DEPENDENTS**A. At Government Expense**

1. When all of a member's dependents are returned from an OCONUS PDS at Government expense not due to a PCS, regardless of the reason for the return, the member is authorized a housing allowance at the with-dependents rate based on the dependents' permanent residence location effective on the arrival day. If the dependents' location is in an OHA area, start OHA on the date private sector housing is acquired.

2. OHA, or BAH in Alaska or Hawai'i, at the with-dependents rate for the member's OCONUS PDS stops on the previous day. If the member resides in private sector housing after dependents' departure, FSH-O/FSH-B for the member's PDS location is authorized effective on the same day that BAH at the with-dependents rate begins. If the member is assigned Government quarters following dependents' departure, no housing allowance is payable for the member's PDS.

B. At Personal Expense. When all of a member's dependents are returned early from an OCONUS PDS at personal expense, the member is not authorized a second housing allowance and the with-dependents rate housing allowance based on the member's PDS continues without change. If the member vacates family type Government quarters that were occupied by the dependents before their departure, the member is authorized a with-dependents rate allowance for the member's PDS.

C. Decision Logic Table

| <i>Changes Incident to Early Return of Dependents</i> | | | |
|---|--|---|--|
| R U L E | Dependents Returned from OCONUS PDS | Member Assigned Family Government Quarters at OCONUS PDS | Then |
| 1 | Return Is At Government Expense | Yes | If the dependents' location is in an BAH area, start with-dependent allowance based on dependent residence location as of dependent's arrival date at their destination. If the dependents' location is in an OHA area, start OHA on the date private sector housing is acquired for the dependents. If the member later terminates Gov't family type quarters assignment, start FSH effective the termination date or date private sector housing for the member is acquired, whichever is later, if single type Gov't quarters are not available. |
| 2 | | No | If the dependents' location is in a BAH area, start with-dependent allowance based on dependent residence location as of dependent's arrival date at their destination. If the dependents' location is in an OHA area, start OHA on the date private sector housing is acquired. Stop the with-dependents rate based on the PDS on the day before dependent's location allowance starts. Start FSH-O/FSH-B the day dependent's location allowance starts |
| 3 | Return Is Not At Government Expense | Yes | No housing changes required If the member later terminates Gov't quarters assignment: If in a BAH area, start with-dependent BAH based on the PDS as of the date of termination. If in an OHA area, start with-dependent OHA based on the PDS as of the date private sector housing is acquired or the date of termination, whichever is later. |
| 4 | | No | No housing changes required |

Table U10C-4

Effective 16 November 2005

U10208 DEPENDENT TRAVEL - ADVANCE AND DELAYED

A. General. When a PCS order has been issued, some member's families perform PCS travel at a different time than the member.

1. Example of Advance Travel. A member stationed in England receives a PCS order in July for reassignment to Norfolk with a November reporting date. The member's family returns in August to get settled before school starts in September.
2. Example of Delayed Travel. A member stationed in Chicago receives a PCS order in January to report to Japan in April. The member's family remains in Chicago until the school year ends in June.

B. Housing Allowance Based on Dependents' Location or Old PDS. Unless otherwise authorized/approved, a member's housing allowance is based on the PDS. A member may be authorized a housing allowance based on the location where the dependents maintain a permanent residence, or the old PDS, if authorized/approved through the Secretarial Process. Examples of separation situations that are routinely authorized/approved include:

1. The member is assigned to a PDS in an area where sufficient quantities of housing do not exist;
2. The member is assigned to unusually arduous sea duty and the dependents reside at or relocate to a designated place in the United States;
3. The member is assigned or is in receipt of a PCS order to a ship entering overhaul involving a homeport change and dependents are not relocated incident to the homeport change;
4. The member is in receipt of a PCS order to a unit with a promulgated change of homeport and dependents relocate to the announced homeport (or designated place in the United States if appropriate) before the effective date of the homeport change;
5. The member is disadvantaged as a result of reassignment for reasons of improving mission capability and readiness of the unit, in receipt of a PCS order between duty stations located in the same proximity, and disallowed movement of HHG (see par. U5355). (The Secretarial Process must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to movement of the individual for purposes of improving mission capability and unit readiness); or
6. The member is assigned to indeterminate TDY, or TDY pending further orders.

C. Secretarial Determinations. In addition to the example situations in 1 through 6 above, the Secretary concerned may determine that a member's assignment to a PDS or the circumstances of that assignment require the dependents to reside separately and approve payment of housing allowances based on the dependent's location or the old PDS through the Secretarial Process.

D. Rates Applicable

1. If dependents relocate, the rate applicable to the dependents' location is effective on the date one or more dependents arrive at the location of the new residence.
2. If the dependents do not relocate, the with-dependent allowance is based on the higher of the rates for the dependents' location or the member's old PDS and continues until the dependents depart the authorized/approved location.
3. Members are generally authorized an In-transit Housing Allowance while on leave and travel between permanent stations. However, in situations where the Secretary concerned has authorized/approved an advance or delayed travel situation, the authorized/approved with-dependent allowance rate applies. In delayed travel

situations, when the dependents depart the authorized/approved location, the allowance changes to the new PDS if the member has already arrived there, or changes to the In-transit Housing Allowance if the member is still in transit. See DODFMR for DOD Services or service directives for non-DOD services.

E. Decision Logic Table

| <i>Changes When Dependents Travel in Advance Of The Member</i> | | | | | |
|--|---|--|---|--|---|
| R U L E | Dependents Perform PCS Travel in Advance of the Member | New PDS Location | Assigned Gov't Qtrs at the Old PDS | Has HA for Dependent's Location Been Authorized/ Approved by Secretarial Process? | Then |
| 1 | Old PDS In CONUS, Alaska, Hawai'i (BAH Area) | New PDS In CONUS, Alaska, or Hawai'i (BAH Area) | Yes | Yes | Start BAH at the with-dependents rate based on the dependent's location on the arrival date, or the date Gov't quarters assignment is terminated, or effective date specified by the authorizing/ approving document, whichever is later |
| 2 | | | | No | Do not start BAH |
| 3 | | | No | Yes | Start BAH at the with-dependents rate based on the dependent's location on the arrival date or effective date specified by the authorizing/approving document, whichever is later |
| | | | | No | Stop BAH based on the current PDS as of the day before BAH starts based on dependent's location |
| 4 | | New PDS Outside CONUS, Alaska, Hawai'i (OHA Area) | Yes | Yes | Start OHA at the with-dependents rate based on the dependent's location on the date they obtain private sector housing at the new PDS, or the date Gov't quarters assignment is terminated, or effective date specified by the authorizing/approving document, whichever is later |
| 6 | | | | No | Do not start OHA |
| 7 | | | No | Yes | Start OHA at the with-dependents rate based on the dependent's location on the date they obtain private sector housing or effective date specified by the authorizing/approving document, whichever is later |
| | | | | No | Stop BAH based on the current PDS as of the day before OHA starts based on the dependents location |
| 8 | No | Continue BAH based on current PDS until member's departure | | | |

Table U10C-5

| <i>Changes When Dependents Travel in Advance Of The Member (Continued)</i> | | | | | |
|--|---|---|--|--|---|
| R U L E | Dependents Perform PCS Travel in Advance of the Member | New PDS Location | Assigned Gov't Qtrs at the Old PDS | Has HA for Dependent's Location Been Authorized/ Approved by Secretarial Process? | Then |
| 9 | Old PDS Outside CONUS, Alaska, Hawai'i (OHA Area) | New PDS In CONUS, Alaska, or Hawai'i (BAH Area) | Yes | Yes | Start BAH at the with-dependents rate based on the dependent's location on the arrival date, or the date Gov't quarters assignment is terminated, or effective date specified by the authorizing/approving document, whichever is later |
| 10 | | | | No | Do not start BAH |
| 11 | | | No | Yes | Start BAH at the with-dependents rate based on the dependent's location on the arrival date or effective date specified by the authorizing/approving document, whichever is later |
| | | | | | Stop OHA based on the current PDS as of the day before BAH starts based on dependent's location |
| 12 | | | No | Continue OHA based on current PDS until member's departure | |
| 13 | | | New PDS Outside CONUS, Alaska, Hawai'i (OHA Area) | Yes | Yes |
| | | No | | | Do not start OHA |
| 15 | | No | | Yes | Start OHA at the with-dependents rate based on the dependent's location on the date they obtain private sector housing or effective date specified by the authorizing/approving document, whichever is later |
| | | | | | Stop OHA based on the current PDS as of the day before OHA starts based on the dependents location |
| 16 | | No | | Continue OHA based on current PDS until member's departure | |

Table U10C-5

| <i>Changes When Dependents Travel After The Member</i> | | | | | |
|--|---|---|---|--|---|
| R U L E | Dependents Perform PCS Travel After the Member | New PDS Location | Assigned Gov't Qtrs at the Old PDS | Has HA for Dependent's Location Been Authorized/ Approved by Secretarial Process? | Then |
| 1 | Old PDS In CONUS, Alaska, Hawai'i (BAH Area) | New PDS In CONUS, Alaska, or Hawai'i (BAH Area) | Yes | Yes | Start BAH based on the higher of the old PDS or the dependent's location rates on the date Gov't quarters assignment is terminated or the effective date specified by the authorizing/approving document, whichever is later As of dependents departure date, change to allowance based on new PDS if member has arrived or In-transit allowance if still in transit |
| 2 | | | | No | Start BAH based on the new PDS rate when Gov't quarters assignment is terminated if member has arrived or In-transit allowance if still in transit |
| 3 | | | No | Yes | Continue BAH based on the higher of the old PDS or dependent's location rates as of the member's departure date from the old PDS, or the effective date specified by the authorizing/approving document, whichever is later As of dependents departure date, change to allowance based on new PDS if member has arrived or In-transit allowance if still in transit |
| 4 | | | | No | Stop BAH as of the day before the member's departure |
| 5 | | New PDS Outside CONUS, Alaska, Hawai'i (OHA Area) | Yes | Yes | Start BAH based on the higher of the old PDS or the dependent's location rates on the date Gov't quarters assignment is terminated or the effective date specified by the authorizing/approving document, whichever is later As of dependents departure date, change to allowance based new PDS if member has arrived or In-transit if allowance still in transit |
| 6 | | | | No | Start OHA based on the new PDS rate when Gov't quarters assignment is terminated if member has arrived or In-transit allowance if still in transit |
| 7 | | | No | Yes | Start BAH based on the higher of the old PDS or the dependent's location rates as of the member's departure date from the old PDS, or the effective date specified by the authorizing/approving document, whichever is later As of dependents departure date, change to allowance based on new PDS if member has arrived or In-transit allowance if still in-transit |
| 8 | | | | No | Stop BAH as of the day before the member's departure |

Table U10C-6

| <i>Changes When Dependents Travel After The Member (Continued)</i> | | | | | |
|--|---|---|---|--|--|
| R U L E | Dependents Perform PCS Travel After the Member | New PDS Location | Assigned Gov't Qtrs at the Old PDS | Has HA for Dependent's Location Been Authorized/ Approved by Secretarial Process? | Then |
| 9 | Old PDS Outside CONUS, Alaska, Hawai'i (OHA Area) | New PDS In CONUS, Alaska, or Hawai'i (BAH Area) | Yes | Yes | If dependents move to the new PDS after Gov't quarters are terminated, start BAH based on new PDS if member has arrived or In-transit allowance if still in transit |
| 10 | | | | | If dependents move to private sector housing after Gov't quarters are terminated, start OHA based on the old PDS on the date quarters are terminated, or the date private sector housing is obtained, or the effective date specified by the authorizing/approving document, whichever is later As of dependents departure date, change to BAH based on new PDS if member has arrived or In-transit allowance if still in transit |
| 11 | | | | No | Start BAH based on the new PDS rate when Gov't quarters assignment is terminated if member has arrived or In-transit allowance if still in transit |
| 12 | | | No | Yes | Continue OHA based on the old PDS as of the member's departure date from the old PDS, or the effective date specified by the authorizing/approving document, whichever is later As of dependents departure date, change to BAH based on new PDS if member has arrived or In-transit allowance if still in transit |
| 13 | | | | No | Stop OHA as of the day before the member's departure |

Table U10C-6

| <i>Changes When Dependents Travel After The Member (Continued)</i> | | | | | |
|--|---|---|---|--|---|
| R U L E | Dependents Perform PCS Travel After the Member | New PDS Location | Assigned Gov't Qtrs at the Old PDS | Has HA for Dependent's Location Been Authorized/ Approved by Secretarial Process? | Then |
| 14 | Old PDS Outside CONUS, Alaska, Hawai'i (OHA Area) | New PDS Outside CONUS, Alaska, or Hawai'i (OHA Area) | Yes | Yes | If dependents move to the new PDS after Gov't quarters are terminated, start OHA based on new PDS if member has arrived or In-transit allowance if still in transit |
| 15 | | | | | If dependents move to private sector housing after Gov't quarters are terminated, start OHA based on the old PDS on the date quarters are terminated, or the date private sector housing is obtained, or the effective date specified by the authorizing/approving document, whichever is later |
| 16 | | | | | As of dependents departure date, change to OHA based on new PDS if member has arrived or In-transit allowance if still in transit |
| 17 | | | No | Yes | Continue OHA based on the old PDS as of the member's departure date from the old PDS, or the effective date specified by the authorizing/approving document, whichever is later |
| 18 | | | | | No |
| | | | | No | Stop OHA as of the day before the member's departure |

Table U10C-6

Effective 16 November 2005

U10209 EVACUATION OF MEMBER'S PDS

A. Member-with-dependents

1. Command Sponsored (for COLA purposes) Dependents

- a. A member, whose command sponsored dependents are evacuated and who was authorized a with-dependents housing allowance on the evacuation date, continues to be paid such allowance while the member's PDS remains unchanged and the member continues to maintain private sector housing, as long as the command sponsored dependents are receiving evacuation per diem allowances.
- b. If return of dependents to the PDS is not authorized/approved, they are directed to select a designated place and continue to receive evacuation per diem until they establish a permanent residence. A member is authorized a with-dependents allowance based on the designated place location beginning the day after evacuation allowance per diem terminates.
- c. If Government quarters are not available for the member at an OCONUS PDS, start FSH based on the PDS on the same day as the with-dependent allowance based on the designated place starts.

2. Non-Command Sponsored Dependents

- a. If the evacuation occurs less than 90 days after dependents arrived at the member's OCONUS PDS and the member is still being paid a with-dependents allowance based on the dependents' permanent residence (designated place) location and FSH-O/FSH-B based on the OCONUS PDS rate; no changes in housing allowances are required.
- b. If the evacuation occurs 90 or more days after dependents arrived at the member's OCONUS PDS and the member is now being paid a with-dependents allowance based on the OCONUS PDS, see par. U10206, reinstate OHA/BAH based on the dependents' prior permanent residence (designated place) location on the dependents' departure day from the PDS. Reinstate FSH on the same day if Government quarters are not available for the member, and stop the OHA/BAH based on the OCONUS PDS on the day before.

B. Members-without-Dependents. A member without-dependents, who was authorized OHA/BAH at the PDS on the date an evacuation is ordered or authorized and who continues to maintain private sector bachelor quarters, continues to be authorized such allowances even though the member temporarily may be required to occupy Government quarters for all or any portion of the period involved. When the commanding officer believes the member will not be permitted to return to the private sector housing in the foreseeable future, the commander must encourage the member to terminate the private sector housing at the earliest practical date and terminate OHA concurrent with the private sector housing termination.

C. Decision Logic Table

| <i>Changes Incident to an Evacuation</i> | | | | |
|--|--|--|---|--|
| R U L E | Dependents Evacuated from PDS | Member Assigned Quarters at the PDS | Dependents Authorized to Return to the PDS | Then |
| 1 | | Yes | Yes | No housing actions required |
| 2 | | | No | Start with-dependents allowance based on the dependents' designated place as of day following termination of evacuation allowances |
| 3 | Dependents Are Command Sponsored for OCONUS COLA | No | Yes | No housing allowance actions required |
| 4 | | | No | Start with-dependents allowance based on the dependents' designated place as of day following termination of evacuation allowances |
| | | | No | Stop with-dependents allowance based on the PDS as of day prior to the day the allowance based on the designated place starts Start FSH-O/FSH-B on the day the allowance based on the designated place starts |
| 5 | Dependents Are <i>Not</i> Command Sponsored for OCONUS COLA | Yes | N/A | If a with-dependent allowance is being paid based on the dependent's designated place (visit less than 90 days), no action required |
| 6 | | | | If the with-dependent allowance has been changed to be based on the PDS (visit over 90 days): a. Start a with-dependent allowance based on dependent's designated place on the day the dependents depart the PDS b. Stop with-dependents allowance based on the PDS as of day prior to the day dependents depart the PDS |
| 7 | | No | N/A | If a with-dependent allowance is being paid based on the dependent's designated place (visit less than 90 days), no action required |
| 8 | | | | If the with-dependent allowance has been changed to be based on the PDS (visit over 90 days): a. Start a with-dependent allowance based on dependent's designated place on the day the dependents depart the PDS b. Stop with-dependents allowance based on the PDS as of day prior to the day dependents depart the PDS c. Start FSH based on the PDS on the date the dependents depart the PDS if Gov't quarters are not available for the member |

Table U10C-7

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APPENDIX E**INVITATIONAL TRAVEL AUTHORIZATIONS**

***JFTR/JTR NOTE:** Travel and transportation allowances under Invitational Travel Authorizations are prescribed in JTR, Appendix E, for the DOD Services and in agency regulations for non-DOD Services. The Invitational Travel Authorization provisions in JTR, Appendix E, are reproduced in JFTR, Appendix E, for convenience. See Part III, Invitation to Travel, for information concerning travel by a contractor and a contractor's employees.*

PART I: INVITATION TO TRAVEL

Paragraph Contents

- A. To Whom and When Invitational Travel is Applicable
- B. Restrictions
- C. Allowance Expenses

PART II: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION

PART III: GOVERNMENT CONTRACTOR'S/CONTRACTOR EMPLOYEES' TRAVEL

- A. Travel of Government Contractor's/Contractor Employees
- B. Government's Travel and Transportation Program Restrictions
- C. Government Contractor Letter of Authorization/Identification

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- (b) Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;
- (c) Commanders of Combatant Commands, or their designees, for requests from members and employees within their commands. (When joint or dual-hatted personnel are traveling on behalf of their joint commands, approval must be obtained through their joint command approval authority and not through their individual Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4-star flag officers.***);
- (d) Secretaries of the Military Departments, or their designees, for requests from their staffs;
- (e) Service Chiefs, or their designees, for requests from members and employees within their Services (This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials.).

An ITA issued under the authority of this item, that authorizes Government-funded transportation only (i.e., no per diem or actual expense allowances) for the dependent, must include the following statement: ***“This travel authorization authorizes the dependent to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowances for the dependent. If the dependent does not want to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization is canceled”***;

- n. A determination is made using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff or designated representative for personnel assigned to the Joint Staff and Combatant commands that the spouse of a civilian employee or uniformed member may travel at Government expense to attend a Service-endorsed training course or briefing and subsequent voluntary service incident to such training or briefing (71 Comp. Gen. 6 (1991)); or
- o. Travel is by an individual who serves as an organ donor for a Uniformed Services member, when the donation is authorized under Service regulations;

Effective 1 January 2003

- p. Travel allowances are authorized for Defense Personnel of Developing Countries in accordance with JFTR, par. U7970; ***NOTE: The ITA should state “JFTR vice JTR allowances are used.”***

Effective 1 January 2003

- q. A Coalition Liaison Officer from a developing country is authorized travel and transportation allowances in accordance with JFTR, par. U7980. ***NOTE: The ITA should state “JFTR vice JTR allowances are used.”***

*B. Restrictions. Invitational travel must not be authorized for:

1. Non-appropriated fund officials or employees traveling on non-appropriated fund business;
2. Contractor employees (see Part III);
3. Transportation of dependents and/or HHG or other property of individuals for whom ITAs are issued;
4. Either of the following:
 - a. Federal Government employees; or

b. Uniformed Services members, excluding retired persons (Federal employees and Uniformed members on active duty are given regular TDY travel authorizations unless authorized pre-employment interview travel under par. C6200 and employee/member is in a leave status during such travel (B-219046, 29 September 1986)). An employee/member may be included on an ITA issued to a patient when traveling as a non-medical attendant.

C. Allowance Expenses

1. General. An ITA provides for travel and transportation of an individual from the business place or home to the place where that individual's services are required, and return to the origin point.
2. Transportation Modes. Authorization of transportation modes, routing, and accommodations should be consistent with the provisions in JTR, Chapter 2 as appropriate to mission requirements.
3. Witness at a Military Court martial. A person not in the Government's employ, when called as a witness before a military court martial (except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832; see par. A-10), is authorized travel and transportation allowances under Service administrative regulations.
4. Participants in Annual National Matches Sponsored under 10 USC §4312. Title 10, USC §4312 authorizes payment of a mileage allowance to civilian competitors while traveling to and from the National Matches. The mileage allowance for the return trip may be paid in advance. Provisions for payment of the travel allowances are in AR 920-30. The ITAs also may authorize a subsistence allowance for the duration of the competition. The rate of the allowances is set by the Director for Civilian Marksmanship and stated in the ITA issued to each competitor.
5. Attendance at an Award Ceremony. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony (for example, a Presidential award ceremony, an annual award ceremony of the agency or major organizational component, or a prestigious honorary award ceremony sponsored by a non-Federal organization) provided the:
 - a. Travel and transportation is authorized by the head of the DoD component concerned or designee; and,
 - b. Individual is a person of the award recipient's choosing who is related by blood or affinity or whose close association with the award winner is the equivalent of a family relationship.

The reimbursement authorized in par. C is intended to cover instances, in which the award winner and guest are geographically distant from the site of the ceremony, rather than in instances in which the award winner's residence is in the same area as the ceremony. (For example: The award winner and spouse live in Denver, CO, and the ceremony is in Washington, DC. Travel and transportation allowances may be authorized for both the winner and spouse.) Reimbursement under this paragraph also may be authorized if the guest must travel from a location geographically distant from the ceremony site but different from the award winner's location. The DoD component concerned may allow attendance at Government expense of more than one individual when the award winner requires assistance because of a handicapping condition. Reimbursement for transportation is limited to direct travel to and from the location of the ceremony (including travel between common carrier terminals and hotel where applicable and the site of the ceremony). Per diem is allowed for direct travel to and from the location of the award ceremony and for the day of the ceremony.

6. Travel of DoD Education Agency (DoDEA) Students for Academic Competitions and Co-curricular Activities. See JTR, par. C7005 and JFTR, par. U5243-D.

7. Travel and Transportation for Funeral Honors Detail. A person not in the Government employ, who participates in funeral honors detail for a veteran (see 10 USC §1491), may be authorized transportation or transportation reimbursement and expenses. The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. ***Actual expenses, and not a mileage allowance, may be paid when a POC is the authorized mode.*** Reimbursement for POC actual expenses is limited to: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for miscellaneous expenses in App G, Part I may be authorized/approved.

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Effective 30 March 2006

PART III

GOVERNMENT CONTRACTOR'S/CONTRACTOR EMPLOYEES' TRAVEL

A. Travel of Government Contractor's/Contractor Employees. This Part directs Government contractors and contractor's employees to other resources for travel and transportation information. Neither the JFTR nor the JTR may be used as official contractor travel regulations as they apply to uniformed personnel and Defense Department civilian employees and contain provisions, the use of which is illegal by contractors. ***Travel costs of Government contractors and contractor employees are governed by the rules in the Federal Acquisition Regulations (FAR) §31.205-46, available at <http://www.arnet.gov/far/pdf/frame.html>. For these reasons, contractors are not eligible for Invitational Travel Authorizations (ITAs) in the execution of their contracts.*** See DODI 3020.41 for information regarding contractors (<http://www.dtic.mil/whs/directives/corres/html/302041.htm>).

B. Government's Travel and Transportation Program Restrictions. Commercial vendors are under no obligation to extend Government rates for the Government's travel and transportation programs listed below to contractors working on behalf of the Federal Government. Contractors' employees must contact their contracting agency or the Government Contracting Office Representative (COR) regarding the use of the Government's travel and transportation programs for official travel. A Government Contractor Official Travel Letter of Identification signed by the authorizing Government's contracting officer (see par. C) may be required before a vendor opts to extend rates to contractors and their employees that are reserved for Government employees.

1. Contract City-Pair Air Passenger Transportation Program and Other Government Fares. Use of GSA contract city-pair air passenger fares is governed by GSA's contracts with the airlines and by the Defense Transportation Regulation (DOD 4500.9-R), Part I, Chapter 103. Use of other airfares reserved for Government employees on official business is governed by the airlines fare structure and rules. Government contractors are not eligible to participate in the GSA city-pairs program for air passenger transportation services as of 1 October 1998.

2. Rail Service. Commercial passenger rail vendors may voluntarily offer discount rates to contractors who are on official Government business at the vendor's discretion.

3. Lodging Programs. GSA (i.e., Fedrooms) and Services' lodging programs may voluntarily offer discount rates to contractors who are on official Government business at the vendor's discretion.

4. Car Rental Program. The Military Surface Deployment and Distribution Command (SDDC) negotiates special rate agreements with car rental companies available to all Government employees and uniformed personnel while traveling on official Government business. Some commercial car rental companies may voluntarily offer similar discount rates to Government contractors at the vendor's discretion.

C. Government Contractor Letter of Authorization/Identification. See DODI 3020.41 for information regarding contractors (<http://www.dtic.mil/whs/directives/corres/html/302041.htm>).

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APPENDIX F

PART I: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES

A *member*, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year* (*i.e., 12-month tour–1,250 lbs; 18-month tour – 1,875 lbs, etc.*). **NOTE: Two shipments of consumable goods (totaling 1,250 pounds) per year are allowed if the consumable allowance is authorized.**

A *civilian employee*, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year* (*i.e., 12-month tour– 1,250 lbs; 18-month tour– 1,875 lbs, etc.*). **NOTE: Two shipments of consumable goods (totaling 1,250 pounds) per year are allowed if the consumable allowance is authorized.** This allowance is in addition to the 4,500 pounds weight allowance authorized in JTR, par. C5156. **In no event may the total weight of HHG shipped and/or stored at Government expense exceed 18,000 pounds. The 18,000 pounds includes the weight of HHG shipped at Government expense, consumable goods shipments, and the weight of HHG stored.**

Requests for increased weight allowances for consumable goods shipments must be justified in writing and sent through the appropriate organizational channels to the PDTATAC for approval. In no event may the maximum weight allowance for consumable goods shipment exceed 2,000 pounds per year.

| LOCATIONS | | |
|-------------------------------------|---|--|
| Afghanistan, Kabul | Estonia | Niger, Niamey |
| Albania, Tirana | Ethiopia, Addis Ababa | *Nigeria, Abuja; Lagos |
| Algeria, Algiers | Gabon, Libreville | Norway, Bodo |
| Angola, Luanda | Georgia, Tbilisi | Oman, Muscat |
| Armenia, Yerevan | Ghana, Accra | Pakistan, Islamabad, Quetta |
| Azerbaijan, Baku | *Grenada, St. George's | Philippines, Manila |
| Bangladesh, Dhaka | *Guinea, Conakry | Poland, Warsaw |
| Belarus, Minsk | *Guyana, Georgetown | Romania, Bucharest |
| *Benin, Cotonou | Haiti | *Russia, Moscow; St. Petersburg; Vladivostok; Yekaterinburg |
| Bolivia, La Paz | *India, Calcutta; Chennai; Mumbai; New Delhi | Rwanda, Kigali |
| Bosnia & Herzegovina, Federation of | Indonesia | Senegal |
| Botswana | *Ivory Coast (<i>See Cote d'Ivoire</i>) | *Serbia & Montenegro, Republics of, Belgrade; Podgorica |
| Bulgaria, Sofia | Kazakhstan, Almaty (Alma-Ata); Astana (Aqmola) | Sierra Leone, Freetown |
| *Burkina Faso, Ouagadougou | Kenya | Somalia, Mogadishu |
| Burma, Rangoon | Kyrgyzstan, Bishkek | Sri Lanka, Colombo |
| Burundi, Bujumbura | Laos | Sudan, Khartoum |
| Cambodia, Phnom Penh | Latvia, Riga | Suriname, Paramaribo |
| Cameroon, Yaounde | Liberia, Monrovia | Syria, Damascus |
| *Cape Verde, Praia | Lithuania, Vilnius | *Tajikistan, Dushanbe |
| Central African Republic, Bangui | Macedonia, The Former Yugoslav Republic of, Skopje | Tanzania, Dar es Salaam |

| | | |
|---|--------------------------|------------------------------|
| Chad, N'Djamena | Madagascar, Antananarivo | Togo, Lome |
| *China, Beijing; Chengdu; Guangzhou; Shanghai; Shenyang | Malawi, Lilongwe | Turkmenistan, Ashkhabat |
| *Congo, Democratic Republic of the Brazzaville; Kinshasa | Mali, Bamako | Uganda, Kampala |
| Cote d'Ivoire, Abidjan | Mauritania, Nouakchott | Ukraine, Kiev |
| Cuba, Havana | *Micronesia, Kolonia | Uzbekistan, Tashkent |
| Cyprus, Nicosia | Mongolia, Ulaanbaatar | Vietnam |
| Djibouti | Moldova | Yemen, Sanaa |
| East Timor | Mozambique, Maputo | Zambia, Lusaka |
| Ecuador, Quito | Nepal, Kathmandu | *Zaire, (<i>See Congo</i>) |
| Eritrea, Asmara | Nicaragua, Managua | Zimbabwe |

p. Department of Defense Education Activity
Attn: Comptroller
4040 Fairfax Drive
Arlington, VA 22203-1613

q. Department of Defense Human Resources Activity
Attn: Assistant Director
4040 Fairfax Drive, Suite 200
Arlington, VA 22203-1613

Effective 13 March 2006

*r. Department of Defense Office of Inspector General
Attn: Travel Office
400 Army Navy Drive
Arlington, VA 22202-4704

s. National Imagery and Mapping Agency
Attn: Administrative Office
8613 Lee Highway
Fairfax, VA 22031-2137

t. National Security Agency/Central Security Service
Attn: M6
Ft. George G. Meade, MD 20755-6000

u. Office of Economic Adjustments
Attn: Administrative Officer
400 Army Navy Drive, Suite 200
Arlington, VA 22202-2884

v. TRICARE Management Activity
Attn: TMA Budget Officer
5111 Leesburg Pike, Suite 810
Falls Church, VA 22041-3206

w. Uniformed Services University of the Health Sciences
Attn: Resource Management
4301 Jones Bridge Road
Bethesda, MD 20814-4799

x. United States Court of Appeals for the Armed Forces
Attn: Clerk of the Court
450 "E" Street, NW
Washington, DC 20442-0002

2. Army

a. For DA Staff and Field Operating Agencies not specifically listed: AEA authority is delegated to the AO. Personnel assigned to the Major Army Commands (MACOMs) listed below submit requests to the authority indicated for each MACOM (***MACOM Commanders may delegate AEA authority to the lowest practicable level, but not beyond the level of AOs. If MACOM not listed the AEA authority has been delegated to the AO.***);

Effective 10 November 2004

b. Headquarters, Army Materiel Command, Attn: G1-F, 9301 Chapek Road, Ft. Belvoir, VA 22060-5527. Message address: CDRAMC FT BELVOIR VA//AMCPE//. Telephone: DSN (312) 656-8157, Commercial (703) 806-8157;

c. Headquarters, Military Surface Deployment and Distribution Command (SDDC), Attn: SDDCRM-F, Hoffman Building II, Room 11S67, 200 Stovall Street, Alexandria, VA 22332-5000; Message Address: CDRSDDC ALEXANDRIA VA//SDDCRM-F//; Telephone: DSN (312) 328-2350, Commercial (703) 428-2350;

d. Commander, Eighth U.S. Army (USAEIGHTH), Attn: FKCS, APO AP 96205-0010; Message Address: CDRUSAEIGHTH SEOUL KOR//FKCS//; Telephone: DSN (315) 723-5241;

e. Commander, U.S. Army Information Systems Command (USAISC), Attn: ASRM-F-MA, Fort Huachuca, AZ 85613-5000; Message Address: CDRUSAISC FT HUACHUCA AZ//ASRM-F-MA//; Telephone: DSN (312) 879-6446, Commercial (520) 538-6446;

f. Headquarters, U.S. Army South (USARSO), Financial Services Division, Attn: SORM, PO Box 34000, Fort Buchanan, PR 00934;

g. Commander, Military District of Washington (MDW), Attn: ANRM-Z, 103 Third Avenue, Fort McNair, Washington, DC 20319-5058; Message Address: CDRMDW WASHINGTON DC//ANRM-Z//; Telephone: DSN (312) 335-2048, Commercial (202) 475-2048;

h. Commander, U.S. Army Training and Doctrine Command (TRADOC), Attn: ATRM-AT, Fort Monroe, VA 23651-5000; Message Address: CDRTRADOC FT MONROE VA//ATRM//, Telephone: DSN (312) 680-4221; Commercial (757) 788-4221; ***NOTE: Delegated to Installation and Major Subordinate Commanders with further delegation authorized.***

i. Commander, U.S. Army Criminal Investigation Command (USACIDC), Attn: CISP-RM, 6010 6th Street, Fort Belvoir, VA 22060-5506; Message Address: CDRUSACIDC WASHINGTON DC//CISP-RM//; Telephone: DSN (312) 656-0194, Commercial (703) 806-0194, e-mail address: CISP-RMP@belvoir.army.mil;

j. Commander, U.S. Army Medical Command (MEDCOM), Attn: MCRM-F, 2050 Worth Road, Fort Sam Houston, TX 78234-6000; Message Address: CDRUSAHSC FT SAM HOUSTON TX//MCRM-F//; Telephone: DSN (312) 471-8141, Commercial (515) 221-8141 or 221-7298;

k. Commander, U.S. Army Pacific (USARPAC), Attn: APRM-BAA, Fort Shafter, HI 96858-5100; Message Address: CDRUSAPAC FT SHAFTER HI//APRM-BAA//; Telephone: DSN (314) 438-2710 or 438-2918;

c. Service regulations.

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

Effective 25 August 2005

D. Transportation Reimbursement

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

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

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

T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)

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

Effective 27 April 2005

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

*C. Rental Vehicles (Includes Aircraft). When the AO authorizes rental vehicle use for official business, the following reimbursements are authorized per JFTR/JTR, Appendix G, Part I. The AO may authorize an appropriate size vehicle accordance to the mission when a compact rental car (the "standard" for TDY travel), does not meet requirements. ***It is mandatory to obtain rental vehicles (except for aircraft or bus) through the CTO/TMC per TRANSCOM policy, when the CTO/TMC is available.***

1. Rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to and from the rental facility.
2. Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); any per-day administrative fee called for in the SDDC rental car agreements; garage (POC parking is a separate reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.
3. Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries.
4. A claim for damage to a rental vehicle, while the vehicle is being used for official business, is reimbursable to the traveler or the rental car company when appropriate as miscellaneous transportation expenses. The claim must be adjudicated as payable per the DOD Financial Management Regulation (Volume 9, Chapter 4) (found at <http://www.dtic.mil/comptroller/fmr/>) (or appropriate Service directives for the non-DOD Services).

When special conveyance use is not authorized/approved by the AO, reimbursement is limited to the POC mileage rate in JTR, par. C2500 and JFTR, par. U2600 plus constructed per diem for the official distance not to exceed the Government's constructed cost. See JTR, par. C2150, item 8 or JFTR, par. U3310-A.

NOTE:

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

Effective 28 April 2005

D. Government Transportation

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

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

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

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

Effective 18 November 2004

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

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

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

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

T4040 LIVING EXPENSES (PER DIEM)

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

A. Lodging Overnight Required - Business Travel Standards

1. Sleeping

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

b. Uniformed Members - Members ordered to a U.S. Installation (as opposed to a geographic location like a town or city) are required to check the Government quarters availability (e.g., through their CTOs) at the U.S. Installation to which they are assigned TDY. The AO may direct adequate available Government quarters use for uniformed members on a U.S. Installation only if the uniformed member is TDY to that U.S. installation. The commander responsible for the quarters determines their adequacy based on DOD and Service directives. Only adequate quarters are to be offered through the reservation system. Availability/non-availability must be documented as indicated in par. U1045-C. Members should use adequate available Government quarters on the U.S. Installation at which they are assigned TDY; *however, when adequate Government quarters are available on the U.S. Installation to which a member is assigned TDY and the member uses other lodgings as a personal choice, lodging reimbursement is limited to the Government quarters cost on the U.S. Installation to which assigned TDY (44 Comp. Gen. 626 (1965)). Per diem cannot be limited based on the presence of 'nearby' Government quarters (i.e., not on the U.S. Installation to which the member is assigned TDY but on another 'nearby' U.S. Installation or other uniformed facility). The documentation of non-availability indicated in par. U1045-C is required only for Government lodging 'AT' the U.S. Installation at which the member is assigned TDY.*

c. Civilian Employees

(1) *Employees may not be ordered/required to use Government quarters, nor may the lodging reimbursement simply be limited to the Government quarters cost.* In compliance with the requirement to exercise prudence when incurring expenses, employees should check for Government quarters availability (e.g., through their CTOs), and are encouraged to use those quarters when TDY to a U.S. Installation. *However, if Government quarters are available on that installation for an employee TDY to a U.S. Installation, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the Government quarters cost. Reduced per diem rates can only be established before travel begins.*

(2) The head of a DOD component (see Appendix A) concerned may authorize zero per diem or per diem rates in lesser amounts than those prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DOD component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the DOD component concerned or to a commander/head of DON activity, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel order before travel begins (or part of an order amendment covering a prospective period after the order modification), travel orders, modified

after the fact, prescribing per diem rates different from those prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> are without effect. The locality rates in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS. See **NOTE 1** (applicable to civilian employees) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry cleaning/pressing of clothing.

d. Commercial lodging reimbursement is based on the single occupant rate, up to the maximum of the TDY site or stopover location. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of \$110 (\$76 for lodging and \$34 M&IE). The AO could authorize up to \$296 for lodging (300% x \$110 = \$330 - \$34 = \$296). These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized **only in advance** by PDTATAC or 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.*

***NOTE:** *A traveler assigned at Avon Park Air Force Range (AFR), Florida lives in the Avon Park area during the week at a location approximately fifteen miles from the PDS and commutes to and from the family residence near Orlando, Florida, approximately 100 miles from the AFR, on weekends. The traveler had to attend a meeting near Orlando at 8 a.m. on Wednesday, 23 February. The meeting location was approximately twelve miles from the family residence. The meeting was to run until Friday, 25 February. The traveler began TDY travel to the Orlando area on the evening of Tuesday, 22 February. GSBCA ruled that the traveler should be authorized travel expenses both to and from the TDY location and M&IE even though the traveler lodged at the family residence in the TDY area. GSBCA also indicated that for the first and last days of the TDY, 22 and 25 February (unless the traveler was authorized to return on the 26th) the traveler is authorized 75% of the applicable M&IE rate for each day. M&IE for the days between the first and last days is authorized at the full rate. Adopted from GSBCA 16652-TRAV, 26 August 2005 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA16652.PDF>).*

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 (par. T4040-F and App. G) 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.

JOINT TASK FORCE OPERATIONS TDY OPTIONS

SUBSIST ASHORE

| TDY OPTION | SUBSISTENCE | PER DIEM | REMARKS |
|------------------------|--|------------------|--|
| Business Travel | Commercial Lodging and Commercial Meals | Lodging and M&IE | Member/Employee Pays for Lodging and Meals |
| | Government Lodging and Government Meals – Permanent U.S. Installation | Lodging and M&IE | Member/Employee Pays for Lodging and Full Meal Rate 1/ for Government Meals |
| | Government Lodging and Government Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation | Lodging and M&IE | Member/Employee Pays for Lodging and for Government Meals at Discount Meal Rate 2/ |
| | Government Lodging and Commercial Meals | Lodging and M&IE | Member/Employee Pays for Lodging and Meals |
| | Commercial Lodging and Government Meals (In AOR only) | Lodging and M&IE | Member/Employee Pays for Lodging and Full Meal Rate for Government Meals |
| Essential Unit Messing | Government Lodging and Use of Government Meals is Essential for Training and Readiness Purposes | IE | Civilian Pays for Government Meals at Full Meal Rate |
| Field Duty | Government Lodging, Meals and Incidentals Provided | None | Civilian pays for Government Meals at Full Meal Rate |

SUBSIST ABOARD U.S. GOVERNMENT SHIP 3/

| | SUBSISTENCE | PER DIEM | REMARKS |
|-----|---|-----------------|-------------------------|
| TDY | Government Lodging and Government Meals | None | Civilian pays for Meals |

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ Members/employees deployed who are ordered to subsist ashore – see “Subsist Ashore” (above table) for order type and payment guidelines.

NOTE: For BAS see DODFMR, Volume 7A, Chapter 25 or Coast Guard, COMDTINST M7220.29 (series), Chapter 3.

Table 1. Deployment - Joint Operations TDY Options

D. Lodging Overnight Not Required

1. Transportation. Travelers should arrange for transportation through the CTO, even though overnight lodging is not required. If the travel is in the local area (see JFTR, par. U3500 and JTR, par. C2400-B) around the PDS, a Government vehicle, public transportation paid for by the command, or a private vehicle may be used. If a private vehicle is used to and from home, the traveler is authorized the standard mileage rate for the distance driven, minus the normal distance driven to and from work. If the traveler does not drive to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work. The AO decides the reimbursement amount based on the premise that a traveler is to be paid the difference between the cost of using the vehicle and the traveler's normal cost to get to work. In addition, travelers are authorized reimbursement for other expenses such as tolls and parking when using their private vehicles. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

2. Meals. With two limited exceptions (see par. T4060-B11), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (using the highest rate if there is more than one TDY location). *No per diem is authorized when TDY is for 12 or fewer hours.* However, the AO may authorize reimbursement of the actual amount paid, up to the PMR (not including incidental expenses) for the TDY location, when a uniformed member spends more than the cost of normal meal arrangements during travel outside the PDS limits (*see JFTR, par. U4510 for occasional meals authority*).

NOTE: Mission-related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for childcare, house care, pet care, hotel concierge, or workout room/gym fees, and similar expenses.

E. Miscellaneous Expenses. See Appendix G.

F. Reimbursement for Travel Expenses at the TDY Location

Effective 28 April 05

1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses see par. T4030.

2. Use of a Government vehicle/special conveyance is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):

- a. Duty sites,
- b. Lodgings,
- c. Dining facilities,
- d. Drugstores,
- e. Barber shops,
- f. Places of worship,
- g. Cleaning establishments, and
- h. Similar places required for the traveler's subsistence, health or comfort

3. If a Government vehicle/special conveyance is not authorized, the traveler is authorized reimbursement for necessary public transportation costs.
4. If private vehicle use is authorized, reimbursement is the automobile mileage rate times the miles driven for the necessary travel around the TDY location.
5. Travelers must note the required miles driven.

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

Effective 11 August 2005

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

B. Inactive Duty Training. Reserve Component personnel commit to an obligation to participate in 48 scheduled training periods (inactive duty training (IDT) unit drills) a year. Services have different terms for these drills, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location where the member normally performs "drill" (the armory, reserve center, assembly location, etc.). They receive no reimbursement for that commute. For purposes of par. T4045-B, *Assigned Unit* is a Reserve Component member's designated post of duty and *TDY Station* is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

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

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

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

1. Reservist Component members at an AT site when both Government quarters and meals are available, but the member is authorized reimbursement for the Government quarters cost. If Government quarters and/or meals are not available, per diem is payable under par. T4040-A;

2. Reservist Component members on active duty without pay;
3. Newly enlisted members undergoing training when both Government quarters and meals are available;
4. Public health service Officers called to active duty for Commissioned Officer Student Extern Program (COSTEP);
5. Reservists who commute daily or AO determines members can commute except for authority under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;
6. Reservists on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient Government housing, reimbursement for actual lodging cost is authorized;
7. Standby Reserve Component members voluntarily performing without pay.

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

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

Effective 11 August 2005

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

Effective 11 August 2005

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

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

SUMMARY OF ALLOWANCES FOR RESERVE COMPONENTS PERSONNEL**ACTIVE DUTY WITH PAY 1/**

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

ACTIVE DUTY WITHOUT PAY

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

1/ Applies to Reserve Component members called/ordered to active duty with pay under orders that provide for return to home or place from which called/ordered to active duty. Includes retired members called to active duty with or without pay (except for periodic physicals for members on the TDRL, see JFTR, par. U7250).

2/ Except as noted in JFTR, par. U2146.

3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.

- 4/ Reservist component members may not be paid for commuting from home to duty - only one round-trip may be paid.
- 5/ Since a training location is the PDS, no per diem is payable when Government quarters & mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.
- 6/ Temporary lodging facilities are not Government quarters for purposes of this table.
- 7/ Reservist component members on active duty for training not otherwise authorized per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.
- 8/ Reservist component members on active duty for training not otherwise authorized per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/

| SITUATION | TRANSPORTATION | PER DIEM |
|--|--|---------------------|
| Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home. | 1. May be authorized reimbursement under par. T4040-F. 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit. | Not authorized. |
| Travel from home/assigned unit to TDY Station. | Par. T4030 applies limited to travel cost from the assigned unit. | Par. T4040 applies. |
| Travel from a location other than home/ assigned unit to TDY Station. | Par. T4030 applies limited to travel cost from the assigned unit. | Par. T4040 applies. |
| Travel from a location other than home/ assigned unit to alternate site within the local commuting area. | The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit. | Not authorized. |
| Reserve Component Standby Reserve members voluntarily performing without pay. | Not authorized. | Not authorized. |

Table is for informational purposes only. Allowances are prescribed in par. T4045.

- 1/ For travel allowance purposes, the assigned unit is the designated post of duty.
- 2/ TDY station is alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home for the purposes of this paragraph.
- 3/ Reservist component members on inactive duty for training who are not otherwise authorized per diem and who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

Table 2. TDY Allowances for Reserve Component Members

T4050 TAKING A TYPICAL BUSINESS TRIP

A. Before the Trip

1. Getting a Cost Estimate. Travelers should get a CTO should-cost estimate for the trip. It is the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including taxes), and rental car (if authorized) fees. The estimate also must reflect the per diem rate broken out by M&IE and lodging. A traveler may ask the CTO to estimate the amount for using a private vehicle or other commercial transportation.
2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's should-cost estimate (as the AO approves for mission reasons) is the reimbursement baseline.
3. Getting Authorization for Travel. The AO authorizes the TDY, the arrangements, and obligates funds to pay for the trip. The CTO updates the Trip Record with the fund cite provided by the AO. The resulting document is the travel authorization.

Effective 28 July 2005

4. Getting the Travel Packet. The CTO gives the traveler the Trip Record with the confirmed reservations and commercial tickets. The TO provides the documents needed for Government transportation if the CTO does not provide this service. ***Travelers must safeguard tickets, if issued, carefully at all times.*** However, the traveler must immediately report to the issuing CTO if the ticket is lost or stolen. The traveler is financially responsible to purchase a replacement ticket. If the Government pays for the lost/stolen ticket, the traveler must not be reimbursed for the purchase of a replacement ticket until the Government has received a refund for the lost/stolen ticket. ***If the traveler paid for both tickets, reimbursement is authorized initially only for the first ticket purchased.*** If that first ticket is recovered, turned in for refund, and the Government repaid, reimbursement may then be made for the second ticket, NTE the cost of the first ticket. The traveler must return unused tickets to the CTO. ***NOTE: SF-1170, Redemption of Unused Tickets, found at: <http://www.gsa.gov>, is usable, if authorized in Service regulations, for use in connection with turning in unused tickets.***
5. Paying for Arranged Services and Getting Cash to Pay for Expenses while Traveling. The CTO must charge airline tickets, lodging, and rental car reservations on the traveler's individual or unit Government travel card; airline tickets in some cases may be charged to a CBA. While on the trip, travelers should charge other expenses incident to official travel on their individual or unit Government travel cards whenever possible. For official travel-related expenses that cannot be charged, travelers can avoid using their own money by using their individual IBA to obtain cash advances or travelers checks. Advances are not an option on unit travel cards.

B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO's 24-hour 1-800 number, if possible, to have the needed changes made. The CTO must update the traveler's Trip Record. The AO may approve the changes after the trip is complete. However, it is best if the traveler gets the AO's authorization up-front, and has the Trip Record updated. In any case, the traveler is reimbursed only for changes the AO approves on the Trip Record.
2. Receipts. Travelers must keep all receipts for lodging and receipts for any individual official travel expense of \$75 or more.

C. After the Traveler Returns

1. Filling out the Expense Report. A traveler should fill out and turn in the expense report portion of the Trip Record within 5 working days after returning from the trip. The receipts are to be attached to the expense report. Electronic Fund Transfer (EFT) is the preferred method of reimbursement. Within EFT, the traveler has two options. The traveler may request (a) direct electronic transfer to the Government travel card company of the authorized expenses charged to the IBA with the remainder going to the traveler's personal bank account, or (b) an electronic transfer of the full amount to the traveler's personal bank account. Under option (a), the traveler must not have to write a check to the Government travel card company for official expenses charged.
2. Getting It Approved. The AO must approve the expenses on the Trip Record for the traveler to get paid. This includes reviewing the required receipts.
3. Turning in the Expense Report. A finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid is the amount the AO approves.
4. Random Audits. Random audits of travel expense reports are conducted.

T4060 AUTHORIZING OFFICIAL'S RESPONSIBILITIES

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

1. The CTO generates a Trip Record. On it, the CTO prepares a should-cost estimate that reflects standard arrangements made in compliance with travel policies using Government negotiated airline, lodging, and rental car rates. If the standard arrangements do not meet the needs of the mission, the CTO provides other travel options to satisfy mission requirements, and conform to law, regulation, policy, and contractual obligations. Use the should-cost estimate to determine if the travel budget can support the travel. Authorize CTO identified should-cost standard arrangements, unless additional or unusual cost options are required to complete the mission and they make good overall business sense.
2. The CTO and TO must have available information on policies relating to transportation and travel arrangements. Get other needed travel-related information from command channels or Service headquarters. Use management information from the CTO and the travel card company to assist in future travel decisions.
3. Make sure travelers have access to the unit's travel card if they do not have individually issued cards. Refer inquiries about card usage to the local card program coordinator.
4. Adhere to policies and procedures discussed in this regulation, use good judgment in obligating unit funds, and ensure travelers receive adequate reimbursement under policies established in this regulation.

B. What's Allowable and Not Allowable

1. Transportation

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

Effective 24 August 2005

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

Effective 27 April 2005

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

NOTE:

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

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

Effective 30 November 2005

3. Using U.S.-certificated Carriers. Available U.S.-certificated air carriers must be used for all commercial foreign air transportation of persons/property when the U.S. Government funds the air travel (49 USC §40118 and B-138942, 31 March 1981). See JFTR, par. U3125-C and JTR, par. C2204-B. ***U.S.-certificated carriers are not “available” if:***

- a. Use of a U.S.-certificated air carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;

- b. Use of a U.S.-certificated air carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
- c. Use of a non-U.S.-certificated air carrier would eliminate two or more aircraft changes en route on a trip between points in foreign areas (i.e., the travel is not through the U.S. or a non-foreign OCONUS location);
- d. The elapsed travel time by a non-U.S.-certificated air carrier is three hours or less and travel by a U.S.-certificated air carrier would be at least twice the time;
- e. The travel can only be financed with excess foreign currency and available U.S.-certificated air carriers do not accept the currency;
- f. Only first class accommodations are available on a U.S.-certificated air carrier while less-than-first-class accommodations are available on a non-U.S.-certificated air carrier; or

Effective 24 August 2005

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

Effective 6 September 2005

NOTE 1: The 'Fly America Act' does not require travel across the CONUS when traveling between two OCONUS locations (e.g., Travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS. When it is determined that a U.S.-certificated air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a non-U.S.-certificated air carrier may be authorized/approved (adopted from GSBICA 16632-RELO, 15 July 2005)).

NOTE 2: When using code share flights involving U.S.-certificated air carriers and non-U.S.-certificated air carriers, the flight number of the U.S.-certificated air carrier must be used on the ticket. If the flight number of the non-U.S.-certificated air carrier is used on the ticket, the ticket is a non-U.S.-certificated air carrier and a non-availability of U.S.-certificated air carrier document is needed.

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

5. Lodging Selection

- a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effectiveness.
- b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement must be based on the locality rate, or AEA if appropriate, for the en route TDY site.

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

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

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

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

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

Effective 9 August 2004

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

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

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

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

- a. Under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and,

- b. To uniformed members escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

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

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

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

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

Effective 11 August 2005

18. TDY and Reserve Component Active Duty Time Limits for Per Diem Purposes

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

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

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

Effective 23 October 2004

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

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

22. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables (<https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>), the per diem rate is the rate applicable to the location of the front gate for the reservation, station or other established area.

Effective 16 November 2004

T4070 TDY GLOSSARY

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

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

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.

Activities Authorized To Use Appendix O

| DOD Component | Organization/Location | Effective Date |
|--------------------------|---|---------------------------------|
| U.S. Army | Training & Doctrine Command, Ft. Leavenworth, KS | May 13, 1996 |
| | U.S. Army Forces Command, Ft. McPherson, GA | August 13, 1996 |
| | U.S. Army Europe, U.S. Army Military Community comprised of Boblinger, Echterdingen, Mohringen, Stuttgart, and Vaihingen, GE | June 25, 1996 |
| | U.S. Army Missile Command, Huntsville, AL (also includes Corps of Engineers Waterways Experiment Station, Vicksburg, MS) | May 1, 1996 |
| | Selected other tenants of Redstone Arsenal, AL, and selected personnel of the Simulation, Training and Instrumentation Command (STRICOM) Huntsville, AL, and Orlando, FL, and the Space and Strategic Defense Command (SSDC), Huntsville, AL) | June 17, 1996 |
| | Corps of Engineers, Ohio River Div., Cincinnati, OH | Never Initiated [1] |
| | HQ Army Audit Agency, Alexandria, VA | October 1, 1996 |
| U.S. Navy | USS Eisenhower <i>Discontinued</i> | June 20, 1996 March 31, 1997 |
| | PSA, Norfolk, VA | June 20, 1996 |
| | HQ, CINCLANTFLT (N00IG; N02; N6 and N1) Norfolk, VA | June 20, 1996 |
| | Naval Command, Control & Ocean Surveillance System Center, (RDT&E), San Diego, CA | June 20, 1996 |
| | NPGS, Monterey, CA | June 20, 1996 |
| | Naval Undersea Warfare Center Div, Newport, RI | June 20, 1996 |
| | HQ, CINCPACFLT, Pearl Harbor, HI <i>Discontinued</i> | June 20, 1996 March 31, 1997 |
| U.S. Marine Corps | Marine Corps Air Station, Beaufort, SC | Never Initiated [1] |
| | Marine Corps Air Station, New River, NC | Never Initiated [1] |
| | Marine Corps Air Station, Cherry Point, NC | Never Initiated [1] |
| | Marine Forces Reserve, New Orleans, LA | Never Initiated [1] |
| | Second Marine Expeditionary Force, Camp Lejeune, NC | Never Initiated [1] |
| | Marine Corps Recruit Depot, Parris Island, SC | Never Initiated [1] |
| | Headquarters, U.S. Marine Corps, Washington, DC | Never Initiated [1] |
| | Sixth Marine Corps District, Atlanta, GA | Never Initiated [1] |
| | | |
| U.S. Air Force | 11th Wing, Bolling AFB, Washington, DC | May 2, 1996 |
| | Dover AFB, DE | April 23, 1996 |
| | Peterson AFB, CO | March 1, 1997 |
| | Randolph AFB, TX | April 15, 1997 |
| | Air Combat Command HQ and 1st Wing, Langley AFB, VA | June 5, 1996 |

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

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

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

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

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