

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

CHANGE 235

Alexandria, VA

1 July 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 July 2006 unless otherwise indicated.

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

STEPHEN W. ROCHON  
RADM, USCG  
Director of Personnel Management

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

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

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

JOHN O. AGWUNOBI  
ADM, USPHS  
Assistant Secretary for Health

This change includes all material written in MAP Items 1-06; 22-06; 30-06(E); 31-06(E); 35-06(E); 37-06(E); 42-06(E); 43-06(I) through 45-06(I); 50-06(I); 52-06(I); 54-06(I); and 59-06(I). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 234 cover page.

BRIEF OF REVISION

These are the major changes made by Change 235:

U1010-B; U2300-B; U5258. Authorizes allowances for travel of families in connection with the repatriation of a member held captive.

U1010-B; U2300-B; U3300-B; U5020; U5560; Chapter 5, Chapter 10, Table of Contents. Corrects and updates paragraph information.

U1500. Updates meal ticket rates.

U3415-C; T4030-C. Adds snow tires as a reimbursable expense when special conveyance use is authorized by the travel authorization/order and simplifies special conveyance language within the JFTR/JTR.

U4510-A2. Updates the itemization listing.

U5222-N; -N2; -N6. Clarifies dependents' travel and transportation allowances when the new CONUS PDS is declared a non-concurrent dependents' travel area while performing PCS travel to the new PDS.

U7205. Corrects and updates uniformed services and rejected applicant's language.

Appendix A1. Provides that the Per Diem Committee Principal member or the member's designated representative have authority to authorize allowances in the JFTR/JTR under the "Secretarial Process."

Appendix A2. Consolidates Appendices A, Part II, of the JFTR and JTR.

Appendix E. Updates Appendix E, Part I.

Appendix J2. Changes the method of payment of unique items from an addition to the daily COLA rate basis to a dollar for dollar reimbursement basis. The item also defines the criteria that an expense must meet before PDTATAC will approve the expense for reimbursement as a COLA Unique Expense.

Appendix Q. Adds accompanied-by-dependent tour footnotes information for Army uniformed personnel assigned to Camp Arijan, Kuwait.

Appendix S. Recertifies CENTCOM FEML locations, adds Beirut Lebanon to FEML list and changes relief destinations from Frankfurt Germany to Baltimore, Maryland.

Various paragraphs. Corrects and updates JFTR, pars. U5108, U5109, U7180 tables, and Chapter 5, Table of Contents.

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.

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
216	i	232	U3B-1	194	U4C-11	231	U5C-5	216	U5D-47
235	iii	232	U3B-3	220	U4D-1	232	U5C-7	227	U5D-49
235	v	228	U3B-5	220	U4D-3	231	U5C-9	232	U5D-51
226	vii	231	U3B-7	220	U4D-5	231	U5C-11	232	U5D-53
228	ix	230	U3B-9	193	U4E-1	231	U5C-13	232	U5D-55
228	xi	230	U3B-11	235	U4F-1	234	U5C-15	232	U5D-57
226	U-i	230	U3B-13	225	U4G-1	213	U5C-17	216	U5D-59
226	U-iii	230	U3B-15	232	U4H-1	235	U5C-19	232	U5D-61
226	U-v	230	U3B-17	230	U4H-3	235	U5C-21	219	U5D-63
228	U1-i	232	U3C-1	232	U4H-5	235	U5C-23	219	U5D-65
216	U1-iii	235	U3D-1	219	U4H-7	235	U5C-25	219	U5D-67
235	U1A-1	229	U3D-3	232	U4H-9	235	U5C-27	219	U5D-69
235	U1A-3	229	U3D-5	214	U4I-1	235	U5C-29	232	U5D-71
235	U1A-5	234	U3E-1	214	U4I-3	235	U5C-31	223	U5E1-1
193	U1B-1	235	U3E-3	202	U4J-1	234	U5C-33	216	U5E1-3
232	U1C-1	235	U3E-5	235	U5-i	234	U5C-35	216	U5E1-5
232	U1C-3	232	U3F-1	230	U5-iii	234	U5C-37	229	U5E1-7
235	U1D-1	201	U3F-3	234	U5-v	234	U5C-39	232	U5E1-9
231	U2-i	225	U3G-1	225	U5-vii	234	U5C-41	232	U5E1-11
231	U2-iii	233	U4-i	229	U5-ix	234	U5C-43	227	U5E1-13
230	U2A-1	216	U4-iii	225	U5-xi	235	U5C-45	232	U5E1-15
231	U2A-3	223	U4-v	232	U5-xiii	232	U5D-1	214	U5E2-1
221	U2B-1	232	U4-vii	225	U5-xv	232	U5D-3	214	U5E2-3
231	U2B-3	233	U4A-1	225	U5-xvii	230	U5D-5	232	U5E2-5
232	U2B-5	232	U4B-1	235	U5-xix	232	U5D-7	228	U5E2-7
232	U2C-1	233	U4B-3	229	U5-xxi	230	U5D-9	230	U5F-1
232	U2C-3	233	U4B-5	227	U5-xxiii	232	U5D-11	232	U5F-3
235	U2D-1	234	U4B-7	232	U5A-1	230	U5D-13	230	U5F-5
176	U2E-1	234	U4B-9	235	U5A-3	230	U5D-15	230	U5F-7
227	U2F-1	234	U4B-11	234	U5A-5	232	U5D-17	232	U5F-9
192	U2G-1	232	U4B-13	229	U5B-1	230	U5D-19	232	U5F-11
201	U2G-3	232	U4B-15	228	U5B-3	232	U5D-21	235	U5F-13
222	U2G-5	232	U4B-17	235	U5B-5	232	U5D-23	232	U5G-1
224	U2G-7	232	U4B-19	228	U5B-7	234	U5D-25	232	U5G-3
224	U2G-9	232	U4B-21	229	U5B-9	221	U5D-27	232	U5G-5
224	U2G-11	232	U4B-23	221	U5B-11	223	U5D-29	232	U5G-7
224	U2G-13	232	U4B-25	221	U5B-13	216	U5D-31	231	U5G-9
224	U2G-15	232	U4B-27	232	U5B-15	229	U5D-33	227	U5G-11
224	U2G-17	232	U4B-29	221	U5B-17	232	U5D-35	233	U5H-1
231	U2H-1	231	U4C-1	232	U5B-19	232	U5D-37	233	U5H-3
228	U3-i	231	U4C-3	221	U5B-21	216	U5D-39	233	U5H-5
229	U3-iii	231	U4C-5	232	U5B-23	232	U5D-41	233	U5H-7
214	U3A-1	231	U4C-7	231	U5C-1	216	U5D-43	233	U5H-9
232	U3A-3	204	U4C-9	231	U5C-3	216	U5D-45	184	U5I-1

223	U5J-1	234	U7G-9	234	U9C-21	217	F2-1	235	O-11
213	U5J-3	235	U7G-11	234	U9D-1	232	G-1	235	O-13
213	U5J-5	235	U7G-13	234	U9D-3	232	G-3	234	O-15
213	U5J-7	233	U7G-15	235	U10-i	233	G-5	234	O-17
215	U5J-9	227	U7H1-1	226	U10-iii	232	G-7	234	O-19
221	U5J-11	227	U7H1-3	230	U10A-1	217	H-i	234	O-21
213	U5J-13	232	U7H1-5	233	U10B-1	214	H1-1	234	O-23
222	U6-i	227	U7H1-7	233	U10B-3	214	H2A-1	234	O-25
234	U6-iii	227	U7H1-9	229	U10B-5	214	H2B-1	234	O-27
216	U6A-1	227	U7H1-11	229	U10B-7	232	H2C-1	234	O-29
232	U6A-3	227	U7H1-13	233	U10B-9	232	H2C-3	230	P-i
219	U6A-5	227	U7H1-15	232	U10C-1	214	H3A-1	216	P1-1
222	U6A-7	232	U7H2-1	232	U10C-3	220	H3B-1	230	P2-1
216	U6A-9	227	U7I-1	234	U10C-5	220	H3B-3	230	P2-3
231	U6A-11	221	U7I-3	234	U10C-7	221	U3B-5	233	P2-5
231	U6A-13	228	U7J-1	234	U10C-9	214	H4A-1	235	Q-1
216	U6A-15	231	U7J-3	234	U10C-11	214	H4B-1	235	Q-3
216	U6A-17	223	U7K-1	234	U10C-13	214	H4C-1	235	Q-5
216	U6A-19	216	U7L-1	234	U10C-15	214	H4D-1	230	Q-7
216	U6A-21	168	U7M-1	234	U10C-17	214	H4E-1	173	R-1
216	U6A-23	209	U7N-1	234	U10C-19	214	H4F-1	235	S-1
216	U6A-25	209	U7O-1	231	U10D-1	176	I-1	235	S-3
234	U6A-27	232	U7P-1	231	U10D-3	226	J-i	235	S-5
232	U6A-29	223	U7Q-1	224	A1-1	226	J1-1	216	T-i
234	U6B-1	232	U7R-1	221	A1-3	226	J1-3	216	T-1
234	U6B-3	185	U7S-1	224	A1-5	235	J2-1	216	T-3
234	U6B-5	160	U7T-1	229	A1-7	226	J3-1	213	U-1
231	U6B-7	213	U7U-1	229	A1-9	226	K-i	230	i-1
231	U6B-9	195	U7V-1	229	A1-11	226	K1-1		
231	U6B-11	193	U7W-1	229	A1-13	226	K1-3		
228	U6B-13	223	U7X-1	231	A1-15	226	K1-5		
228	U6B-15	232	U7Y-1	229	A1-17	233	K2-1		
228	U6B-17	232	U7Z1-1	223	A1-19	226	K2-3		
216	U6B-19	232	U7Z2-1	232	A1-21	217	K3-1		
216	U6B-21	232	U8-i	235	A1-23	228	K4-1		
216	U6B-23	227	U8-1	235	A1-25	217	L-i		
234	U6B-25	227	U8-3	221	A1-27	224	L-1		
216	U7-i	234	U8-5	235	A1-29	234	L-3		
233	U7-iii	234	U8-7	232	A1-31	229	L-5		
232	U7-v	234	U9-i	232	A1-33	229	L-7		
216	U7-vii	234	U9-iii	230	A1-35	229	L-9		
216	U7-ix	234	U9A-1	235	A2-1	229	L-11		
223	U7-xi	234	U9B-1	235	A2-3	226	M-1		
231	U7A-1	234	U9B-3	221	B-1	217	N-i		
235	U7B-1	234	U9B-5	138	C-1	233	N1-1		
189	U7C-1	234	U9C-1	221	D-1	233	N1-3		
168	U7D-1	234	U9C-3	234	E-i	233	N1-5		
168	U7E-1	234	U9C-5	235	E1-1	217	N2-1		
195	U7F1-1	234	U9C-7	235	E1-3	217	N2-3		
157	U7F2-1	234	U9C-9	235	E1-5	235	O-i		
199	U7F3-1	234	U9C-11	231	E2-1	229	O-1		
227	U7G-1	234	U9C-13	220	E2-3	227	O-3		
233	U7G-3	234	U9C-15	234	E3-1	235	O-5		
231	U7G-5	234	U9C-17	217	F-i	235	O-7		
234	U7G-7	234	U9C-19	234	F1-1	235	O-9		

## 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. Transportation 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.

*Effective 17 April 2006*

\*B. Implementation Regulations. Each Service, or Services jointly, should issue implementing administrative and/or procedural directives for certain allowances. The listing below cites allowances that do or should have implementing instructions provided by Service regulations. There may be additional implementing instruction requirements 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 (Chapter 2, Part F);
2. Appropriate authority/approval level for business-class air travel (par. U3125-B2b);
3. Order endorsements related to foreign flag carrier use (par. U3125-C3);
4. Issuance, use, and care of meal tickets, and for the payment for meals procured with the tickets (par. U1500-B);

5. Procedures and conditions under which advance payments, authorized by these regulations including those in:
  - a. Permanent Duty Travel: Chapter 5, Parts - B (par. U5165), C (par. U5250), D (par. U5385), E2 (par. U5479), F (par. U5560), G (par. U5600), and H (par. U5725) may be paid IAW par. U5020.
  - b. Evacuation Allowances: Chapter 6, Parts A and B (pars. U6013-A, U6013-B, U6060-A and U6060-B);
  - c. TLA, par. U9190;
  - d. OHA, par. U10105-B ***NOTE: Advance MIHA is not authorized.***
6. Appropriate separation or retirement activities (pars. U5125-A3 and U5130-A3);
7. Required documentation for personally procured transportation reimbursement or POC travel for dependents in connection with a ship being constructed or undergoing overhaul or inactivation (pars. U5222-M5 and U7115-B);
8. Claims for personally procured HHG transportation (par. U5320-D);
9. Member financial responsibility (pars. U2010, item 3, U5340-A2, U5380-A, U5417-A1d, U5420-C, U5445, U5474, and U5520);
10. Personal emergency determination (par. U7205-A);
11. Transportation of the remains of deceased members and dependents (Chapter 7, Part R);
12. Currency loss/gain procedures for OHA (par. U10105-B);
13. Command sponsorship criteria (see Appendix A definition of DEPENDENT, COMMAND SPONSORED);
14. Establishing children's dependency (see Appendix A definition of DEPENDENTS);
15. CTO use policy (par. U3120); and
- \*16. Travel or transportation for family members incident to the repatriation of a member held captive (par. U5258).

#### **U1015 EXPENDITURE AUTHORITY**

Nothing in these regulations provides authority for expenditures for purposes not provided for in appropriations and/or in law.

#### **U1020 EFFECTIVE DATE OF REGULATION CHANGES**

Changes to this Volume are effective, unless otherwise noted, on the date of the published change in which they first appear. This date appears in the lower right corner of each reprinted page. When the effective dates are different from the date of the published change, those dates are indicated.

### **U1025 COMPTROLLER GENERAL (COMP. GEN.), DEFENSE OFFICE OF HEARINGS AND APPEALS (DOHA), GENERAL SERVICES ADMINISTRATION BOARD OF CONTRACT APPEALS (GSBCA), AND OFFICE OF THE SECRETARY OF DEFENSE (OSD) GENERAL COUNSEL (GC) DECISIONS**

The application of basic laws, appropriation acts, JFTR, JTR, and departmental instructions to specific circumstances of travel is subject to interpretation by the Comp. Gen., DOHA, occasionally GSBCA, and OSD GC. Comp. Gen., DOHA, GSBCA, and OSD GC decisions provide guidance for similar cases/situations involving the same circumstances.

### **U1030 TERMINOLOGY**

The terminology used in these regulations may be unique to this Volume. Consult the glossary in Appendix A, and the relevant Chapters and Parts, to determine the exact definition of specific terms. Definitions in this Volume are not necessarily applicable to other Volumes or to other Government regulations.

### **U1031 REIMBURSEMENT OF DEPARTMENT OF DEFENSE DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS FOR CERTAIN EXPENSES**

The Secretary of Defense may provide for reimbursement of a school board member for expenses incurred by the member for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses that the Secretary determines are reasonable and necessary for the performance of school board duties by the member. *See Department of Defense Domestic Dependent School Directives. Department of Defense Dependent Elementary and Secondary Schools (DDESS) funds and issues necessary travel orders.*

### **U1039 DOD TEST OF SIMPLIFIED ALLOWANCES**

Simplified travel and transportation allowance rules in Appendix O govern TDY for DOD Components listed in Appendix O and for those locations where DTS has been fielded, or DTS-Limited software with computation module is used, and at USAFE locations where FAST software is used to transition to DTS-Limited.

### **U1040 GAIN-SHARING PROGRAM**

The Gain-Sharing Program is a bonus-oriented incentive program designed to share Government travel and transportation cost savings with travelers. While authority exists in 5 USC, Chapter 45, Subchapter 1 for a Gain-Sharing Program for civilian employees, there is no known authority for such a program for uniformed personnel. Participation in a Gain-Sharing Program is not covered by, nor addressed in, the JFTR.

### **U1045 GOVERNMENT QUARTERS USE/AVAILABILITY**

A. Quarters Available. Members ordered to a U.S. Installation (as opposed to a geographic location like a town or city) are required to check 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, however, 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.*

**NOTE: FOR COAST GUARD, NOAA, AND PHS PERSONNEL ONLY: Government quarters are available only if use is directed in the order.**

B. Quarters Not Available. *Government quarters are not available:*

1. When a TDY/delay point is at other than a U.S. Installation;
2. When an AO determines that Government quarters use would adversely affect mission performance, except for:
  - a. Members attending service schools at an installation; and
  - b. Officers in grades O-7 through O-10 who determine their own quarters availability;
3. During all periods of en route travel;
4. For any TDY/delay of less than 24 hours at one location;
5. When travel is in connection with a PCS:
  - a. When per diem is payable under 'MALT Plus' (par. U5105);
  - b. When a member is authorized concurrent travel, and the family cannot lodge together in Government quarters at POEs/PODs; or
  - c. To a ship/afloat staff with an OCONUS home port, and;
    - (1) A member is accompanied by dependents authorized concurrent travel;
    - (2) Is put on TDY at the homeport while awaiting ship/staff arrival or onward transportation;and Government quarters are not available for the entire family; or
6. When a member is TDY at a medical facility as a non-medical attendant accompanying a dependent in an outpatient status (see par. U7551).

C. Travel Order/Voucher

1. Documentation. A travel order/voucher must document availability/non-availability by:
  - a. Confirmation number provided by the Service's lodging registration process;

b. The date the member attempted to make reservations, and the phone number and name of the billeting office PoC; or

c. Member certification that Government quarters were not available on arrival.

2. Authorization/Approval. When a member provides acceptable documentation on a travel order/voucher of Government quarters non-availability, the AO must authorize/approve reimbursement for commercial lodgings.

#### **U1050 CONFERENCES/TRAINING AT THE PDS**

Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS may not be paid as travel allowances per 37 USC, §404. For authority to pay related training costs at the PDS see 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, 13 January 1992). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority.

#### **U1051 HOTEL AND MOTEL FIRE SAFETY - APPROVED ACCOMMODATIONS**

Government policy is to save lives and protect property by promoting the use of fire safe hotels and other establishments that provide lodging. Each DOD component must ensure that not less than 90% of all members who use commercial lodgings while on official travel in the U.S. or non-foreign OCONUS areas are booked in fire-safe approved places of public accommodation. Lodgings that meet Government requirements are listed on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.htm>. Services are in compliance with the 90% requirement after 30 September 2002 if travel arrangements are made through use of an agency-designated Travel Management System (see Appendix A) whenever possible (5 USC §5707a).

#### **U1055 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR REGULATIONS**

Commands/units are expected to take appropriate disciplinary action when members and/or AOs fail to follow the regulations contained in this Volume. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate means. Action must *not* be through refusal to reimburse. See par. U3120-A4 for exceptions when reimbursement is *not* allowed.

**CHAPTER 1**

**PART D: ISSUANCE OF MEAL TICKETS**

**\*U1500 MEAL TICKETS**

A. Issuance. Meal tickets may be issued only:

1. As specifically authorized in Chapter 5 (for PCS), Chapter 4 (for TDY and for members traveling together under orders directing no/limited reimbursement), Chapter 7 (for persons in special categories), and
2. To members traveling together with no/limited reimbursement directed in the orders (see par. U4002-O) on commercial airline flights where courtesy meals are not served and prior arrangements have been made for the airline to serve meals in exchange for meal tickets.

B. Procedures. Service regulations apply (see par. U1010-B4).

C. Value. The maximum rate per meal per member must not exceed the applicable amount below. Meals may be acquired at lower cost.

Meal	Rate
Morning	\$ 9
Noon	\$ 9
Evening	\$18

**PAGE LEFT BLANK INTENTIONALLY**

## 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.

*Effective 17 April 2006*

\*B. Advance Payment 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 transportation, par. U5240-C6;
4. Dependent PCS, par. U5250;
5. Dependents' repatriation travel, par. U5258-F.
6. HHG transportation, par. U5385;
7. Mobile home transportation, par. U5560;
8. DLA, Chapter 5, Part G, and pars. U6013 and U6060;
9. Recruiting expenses, par. U7033 (DOD Services only);
10. SROTC members, par. U7150-E2d;
11. Attendants on behalf of member patients, par. U7252-A;
12. Escorts and attendants of dependents, par. U7555; and
13. Station (COLA and TLA) and housing (OHA & FSH) allowances, pars. U9190 and U10105. **NOTE:** *Advance MIHA is not authorized.*

**PAGE LEFT BLANK INTENTIONALLY**

## CHAPTER 3

## PART D: TRAVEL BY PRIVATELY OWNED CONVEYANCE

## U3300 TDY POC RULES

- A. Policy. Uniformed Service policy is to authorize/approve (as distinguished from permit) POC travel if acceptable to the member and advantageous to the Government, based on the facts in each case.
- B. Authorization/Approval. The AO should authorize/approve POC travel only if it is advantageous to the Government when compared to travel by Government conveyance or commercial carrier, and not solely for member convenience. POC use may be advantageous to the Government when, for example:
1. Its use is more efficient, or economical, or results in a more expeditiously accomplished mission;
  2. There is no practicable commercial transportation; or
  3. Common carrier use would be so time-consuming that it would delay the mission.

*Effective 17 April 2006*

*\*POC use cannot be directed*

- C. Official Distances. See par. U2020.
- D. PCS Travel by POC. See Chapter 5, Part B and Chapter 5, Part C.

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

- A. Mileage Plus Per Diem or AEA. Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls is authorized for POC travel over the most direct route between the stations involved. The member also is authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or Chapter 4, Part C, for the allowable travel time as computed under par. U3005-C. See par. U3335 for non-reimbursable expenses when a member is paid mileage.
1. Member Responsible for Paying POC Operating Expenses. The member responsible for paying the POC operating expenses (i.e., the cost or cost portion directly associated with POC use for official travel) is authorized mileage for the official ordered travel distance at a rate per mile for the POC type used. See par. U2600 for applicable mileage rates.
  2. Passengers Not Responsible for Paying POC Operating Expenses. A passenger in a POC, not responsible for paying the POC operating expenses, is not authorized mileage. The passenger is authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or Chapter 4, Part C, for the allowable travel time computed under par. U3005-C.

*Effective 15 July 2004*

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

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

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

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

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

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

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

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

##### A. Limitation

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

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. Special Conveyance (Includes Aircraft) Reimbursement. When the AO authorizes/approves special conveyance/rental vehicle use for official business, the following reimbursements are authorized per Appendix G, Part I. The AO may authorize/approve an appropriately sized vehicle in accordance with mission needs when a compact car (the 'standard' for TDY travel) does not meet requirements. ***It is mandatory to obtain a rental vehicle (except for an aircraft or a 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. Snow tires and similar non-standard equipment necessary for travel by the Government renter, may incur additional charges which are reimbursable when authorized in the travel order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment. A traveler who disregards a special conveyance arrangement made by a CTO/TMC must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO/TMC) is allowed. ***Reimbursement for purchase of snow tire and other non-standard items is not authorized.***

4. Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries.

5. 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).

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.*

**PAGE LEFT BLANK INTENTIONALLY**

## CHAPTER 4

## PART F: OCCASIONAL MEALS AND QUARTERS

## U4510 OCCASIONAL MEALS AND QUARTERS

*Effective 2 February 2005*

A. General. A member is authorized reimbursement for meals and/or quarters under par. U4510-B when the AO determines the member must execute one of the requirements in par. U4510-A1 (see below) *and* is in a status listed in par. U4510-A2. See below.

1. Requirements

- a. Procure quarters from commercial, Government or non-appropriated fund sources;
- b. Use Government quarters and pay a service charge;
- c. Retain quarters at a prior TDY location when the retention is authorized/approved by appropriate authority; or
- d. Procure meals from commercial or non-appropriated funds sources;

\*2. Status

- a. Par. U4102-D (within PDS limits only for members escorting arms control inspection team/members while engaged in activities related to the implementation of arms control treaty or agreement during the in-country period referred to in the treaty or agreement);
- b. Par. U4102-E (TDY at a location near (but outside the limits of) the old or new PDS);
- c. Par. U4102-F (round trips within 12 hours);
- d. Par. U4102-G (members traveling together with no/limited reimbursement);
- e. Pars. U4102-J, U4102-K, and U4102-M (TDY or training duty aboard a ship);
- f. Par. U4102-L (field duty);
- g. Pars. U4102-O and U4102-P (Members and/or stragglers separated from others traveling together under an order directing no/limited reimbursement travel);
- h. Par. U4163 (Essential Unit Messing);
- i. Par. U5108-C (transportation mode directed to first duty station upon enlistment, reenlistment or induction);

- j. Par. U5120-D (PCS with TDY at a location near (but outside the limits of) the old or new PDS);
- k. Par. U7025 (travel incident to application processing);
- l. Par. U7125-D (bed-patient or inpatient);
- m. Par. U7150-A1 (Reserve Component Travel); or
- n. Par. U7150-E2g (lodging and meal expense at a point of delay for SROTC members performing travel to/from field training/practice cruises and delayed through no fault of their own at a location where no Government quarters/mess are available).

## B. Computation

### 1. Quarters

- a. The amount allowed is the member's cost for quarters up to the maximum amount for lodging within the per diem rate in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the TDY locality.
- b. In special/unusual circumstances when the amounts claimed exceed the lodging components of the applicable per diem rates, a request may be submitted under par. U4230 for an authorization/approval of reimbursement in greater amounts for the cost of occasional quarters.
- c. When a member is required to procure/retain unoccupied quarters or to procure/retain quarters at more than one location on any calendar day, reimbursement for the cost of such quarters is in par. U4135.

2. Meals. If the AO determines that a member is required to procure meals, the member is authorized the actual amount paid NTE the PMR (no incidental expenses) as in pars. U4149-C or U4151-C1 based on the per diem rate in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the TDY locality. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

## CHAPTER 5

### PERMANENT DUTY TRAVEL

#### **PART A: APPLICABILITY AND GENERAL RULES**

---

<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>U5000</b>	<b>SCOPE</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Travel Covered</li></ul>
<b>U5002</b>	<b>APPLICABILITY</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Special Categories</li><li>C. Persons Not Covered</li></ul>
<b>U5012</b>	<b>PCS ALLOWANCES</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Member and Dependent Travel and Transportation Allowances</li><li>C. HHG Transportation and Storage</li><li>D. Unaccompanied Baggage Transportation</li><li>E. POV Transportation</li><li>F. Mobile Home Allowances</li><li>G. DLA</li><li>H. TLE Allowance</li><li>I. Travel and Transportation Allowance Extensions when a Member Separates from the Service</li><li>J. Home of Selection</li><li>K. PCS Order</li></ul>
<b>U5015</b>	<b>MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Reimbursement for the Use of more than Two POCs</li></ul>

**PART B: MEMBER ALLOWANCES FOR TRANSPORTATION AND SUBSISTENCE**

---

<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>U5100</b>	<b>GENERAL</b>
<b>U5105</b>	<b>TRAVEL AND TRANSPORTATION OPTIONS</b> <ul style="list-style-type: none"><li>A. General</li><li>B. MALT PLUS for POC Travel</li><li>C. Reimbursement for Common Carrier Transportation Plus Per Diem</li><li>D. Transportation in Kind Plus Per Diem</li><li>E. Travel by Mixed Modes</li></ul>
<b>U5106</b>	<b>PCS EXAMPLES – LODGINGS AND MALT PLUS PER DIEM</b>
<b>U5107</b>	<b>POC TRAVEL PROHIBITED</b>
<b>U5108</b>	<b>ALLOWANCES WHEN TRANSPORTATION MODE OR TRAVEL WITH NO/LIMITED REIMBURSEMENT (CHAPTER 4, PART B) DIRECTED</b> <ul style="list-style-type: none"><li>A. Transoceanic Travel</li><li>B. Members Traveling Together under an Order Directing No/Limited Reimbursement</li><li>C. Transportation Mode Directed to First Duty Station upon Enlistment, Reenlistment, or Induction</li><li>D. Travel Reimbursement</li></ul>
<b>U5109</b>	<b>MISCELLANEOUS REIMBURSEMENT</b>
<b>U5113</b>	<b>PER DIEM FOR PCS TRAVEL WHEN GOVERNMENT OR COMMERCIAL TRANSPORTATION USED</b> <ul style="list-style-type: none"><li>A. Rate</li><li>B. Partial Travel Days</li><li>C. Travel Time</li><li>D. New PDS is a Ship</li></ul>

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

**U5510**

**GOVERNMENT-/PERSONALLY PROCURED MOBILE HOME TRANSPORTATION**

- A. Routing
- B. Personally Procured Commercial Transportation
- C. Movement other than by Commercial Transporter
- D. Government-procured Transportation
- E. Transportation Partly by Commercial Transporter and Partly by other Means

**U5515**

**MOBILE HOME TRANSPORTATION FACTORS**

- A. Mobile Home Allowance Applications
- B. Breakdown of, Damage to, or Destruction of a Mobile Home En Route
- C. Improper Shipments
- D. Orders Amended, Modified, Canceled or Revoked
- E. Mobile Home Transportation from a Prior PDS
- F. Transportation before an Order Is Issued
- G. HHG Removed from a Mobile Home to Meet Safety Requirements

**U5520**

**MOBILE HOME TRANSPORTATION EXCESS COSTS FOR A SEPARATED MEMBER, DECEASED MEMBER, OR HEIRS OF A DECEASED MEMBER**

**U5530**

**MOBILE HOME TRANSPORTATION FOR SHORT DISTANCE MOVES**

- A. General
- B. Reimbursable Expenses
- C. Non-reimbursable Expenses
- D. Cost Constraints
- E. Ownership

**U5540**

**MOBILE HOME TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES**

- A. When Dependents Travel before the Member's PCS due to Official/Personal Situations
- B. Mobile Home Transportation Incident to Alert Notice
- C. Mobile Home Transportation Incident to Tour Extension

**U5545 MOBILE HOME TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED DEAD, ILL, INJURED, OR REPORTED ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH**

- A. General
- B. Authorized Transportation
- C. Additional Moves—Member Reported as Missing for more than 1 Year
- D. Death of a Member

**U5555 TEMPORARY STORAGE**

- A. General
- B. Storage in Transit (SIT) Time Limits
- C. Orders Amended, Modified, Canceled or Revoked
- D. Another PCS Order Is Issued after the Member Arrives at the New PDS

**U5560 FUNDS ADVANCE**

**PART G: DISLOCATION ALLOWANCE (DLA)**

---

**Paragraph**

**Contents**

**U5600**

**PURPOSE**

**U5605**

**DEFINITION OF TERMS**

- A. Member with Dependents
- B. Member without Dependents

**U5610**

**ELIGIBILITY**

- A. Member with Dependents
- B. Member without Dependents

**U5615**

**DETERMINING AMOUNT PAYABLE**

- A. General
- B. Dependents Authorized to Relocate in Connection with PCS but Delay Their Travel

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, (Parts B, C, D, E2, F, G, and H) authorize advance payment of travel and transportation allowances for members and dependents, HHG and mobile home transportation, POV storage, and DLA and TLE (see par. U1010-B5). See par. U9190 for TLA and par. U10105-B for OHA advance payment.

**EXAMPLE 4**

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

1 Jul	Dep:	Old PDS	POC	
10 Jul	Arr:	POE		1,080 miles
11 Jul	Dep:	POE	TP	
	Arr:	POD		
	Dep:	POD	POC	120 miles
	Arr:	New PDS		

Member spends \$100 for lodging on 10 Jul.  
 POE per diem rate is \$145 (\$99 for lodging and \$46 for M&IE).  
 POD is not the local terminal for the new PDS.  
 M&IE for new PDS is \$82.  
 Standard CONUS per diem = \$99.

REIMBURSEMENT:		
7/01 – 7/9	3 days @ \$99 =	\$ 297.00
7/10	\$99 + \$46 =	145.00
7/11	75% x \$82 =	61.50
1,080 miles x \$0.15/mile =		162.00
120 miles x \$0.15/mile =		<u>18.00</u>
<b>Total Reimbursement =</b>		<b>\$683.50</b>

**NOTE:** Even though MALT is paid 11 July, pay ‘Lodgings-Plus’ per diem since the member also traveled by TP that day. This allows the member to also receive TLA on 11 July.

**U5107 POC TRAVEL PROHIBITED**

Each Service may issue regulations prescribing exigencies under which AOs may prohibit members from using a POC when traveling as individuals (as distinguished from members traveling together under an order directing no/limited reimbursement). **If there are no Service regulations, order prohibiting POC transportation are without effect.** Par. U5108 applies if the member's order states that POC travel is prohibited, or specifically directs a particular transportation mode (see par. U3002).

**\*U5108 ALLOWANCES WHEN TRANSPORTATION MODE OR TRAVEL WITH NO/LIMITED REIMBURSEMENT (CHAPTER 4, PART B) DIRECTED**

**NOTE:** Throughout par. U5108, users must remember that it is MANDATORY DOD policy to use CTOs for all transportation requirements.

A. Transoceanic Travel. When travel is directed (as opposed to being authorized) by Government/Government-procured transportation and the member performs transoceanic travel at personal expense, no reimbursement is authorized for the transoceanic travel. See par. U5116-D. **NOTE:** The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.

B. Members Traveling Together under an Order Directing No/Limited Reimbursement. When Service exigencies require that members perform PCS travel by traveling together with no/limited reimbursement, that requirement must be stated in the order. The TDY per diem rules in Chapter 4, Part B, also apply for PCS. ***NOTE: This form of travel may be directed for travel to the first duty station upon enlistment, reenlistment or induction IAW Service regulations.***

C. Transportation Mode Directed to First Duty Station upon Enlistment, Reenlistment, or Induction. Each Service may issue regulations permitting AOs to direct in travel orders the use of Government transportation or common carriers and/or meal tickets for travel of enlistees, re-enlistees, or inductees from the place of enlistment, reenlistment, or induction to the first station. See par. U3002 if the directed transportation mode is not used. When meal tickets are not available and meals and/or lodgings are required, reimbursement is authorized for occasional meals and quarters under par. U4510. If Government/Government-procured transportation and/or meal tickets are used, the member is authorized reimbursement of miscellaneous reimbursable expenses under Chapter 4, Part F and Appendix G.

D. Travel Reimbursement. Unless otherwise prohibited in this regulation, when a specific transportation mode is directed a member may be reimbursed for personally procured transportation up to the cost of the directed mode. ***NOTE: Member transoceanic PCS travel is a notable exception.***

**\*U5109 MISCELLANEOUS REIMBURSEMENT**

See Chapter 1, Part C; Chapter 5, Part I (regarding pets) and Appendix G.

**U5113 PER DIEM FOR PCS TRAVEL WHEN GOVERNMENT OR COMMERCIAL TRANSPORTATION USED**

A. Rate. The ‘new PDS’ per diem rate and the procedure in par. U4145 are used for PCS travel when transportation is personally procured (par. U5105-C), or furnished as transportation-in-kind (par. U5105-D), for separate legs of a journey (par. U3010). If there is an overnight stop or TDY en route, the per diem rate for the arrival day at the overnight stop/TDY site is the stopover or TDY location rate, as appropriate. The new PDS rate does not override the destination rate logic in par. U4145. M&IE for the new PDS arrival day is the new PDS rate whether or not there is a stopover. ***NOTE: See par. U5113-D when the new PDS is a ship.***

**EXAMPLE 1 (Crosses International Dateline)**

17 February	Dep:	Old PDS	GB
	Arr:	POE	
18 February	Dep:	POE	TP
	Arr:	POD	
19 February	Dep:	POD	TP
	Arr:	New PDS	

Member spends \$150 for lodging on 17 February.  
 POE per diem rate is \$291 (\$193 for lodging and \$98 for M&IE).  
 POE is not the local terminal for the old PDS.  
 Member spends \$100 for lodging on the second 18 February.  
 POD per diem rate is \$161 (\$110 for lodging and \$51 for M&IE).  
 M&IE for new PDS is \$39.

- 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 pars. U5120-F and 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. The 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.** A Service must modify/amend the PCS order to prescribe dependents' travel authorization separately from the member's directed travel.

a. 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.

b. The member selects 'awaiting transportation' location for the dependents when par. U5222-N3c, U5222-N4b, or U5222-N5c applies. See Chapter 3, Part F, Chapter 4, Part B and Chapter 5 for dependents' travel and transportation allowances for the authorized delay en route and PCS travel and transportation allowances. The member's new commanding officer may authorize/approve additional travel time when appropriate per the Service's policy (see par. U5160-E). **Pars. U5120-F and U5120-G are not applicable when the designated place has not been declared.**

Par. U5222-N2b example: Dependents had departed the old PDS en route to the new PDS when the Service declared the new PDS a non-concurrent travel area and directed the dependents to remain at a delay location. Dependents' travel and transportation allowances are authorized at the 'awaiting transportation' location are: TDY allowances and local transportation reimbursement at the; awaiting transportation' location; and/or PCS allowances from that location to a designated place and/or the new PDS at Government expense.

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. *Pars. U5120-F and U5120-G are 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 home port 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 home port. *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)).

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.

#### **\*U5258 TRAVEL AND TRANSPORTATION FOR FAMILY MEMBERS INCIDENT TO THE REPATRIATION OF A MEMBER HELD CAPTIVE**

##### A. Definitions

1. "Eligible member" as used in par. U5258 is a member of a uniformed service who:
  - a. is serving on active duty;

- b. was held captive, as determined by the Secretary Concerned; and
- c. is repatriated to a site inside or outside the United States.

2. "Family members" as used in par. U5258 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.

**B. Family Authorized Travel and Transportation**

1. Not more than three family members of a member (see par. U5258-A), or
2. Not more than two persons related to and selected by the member if no family members (as described in par. U5258-A) are able to travel to the repatriation site.

***NOTE: The Secretary Concerned may waive the limitation on the number of family members to whom travel and transportation allowances are provided in circumstances determined to be appropriate by the Secretary Concerned.***

C. Attendant. In addition to family members or other persons authorized to travel in pars. U5258-B1 and U5258-B2, the Secretary Concerned may provide travel and transportation allowances to an attendant to accompany a family member (see par. U5258-B1) if the Secretary Concerned determines that:

1. a family member is unable to travel unattended because of age, physical condition, or other reason determined by the Secretary Concerned; and
2. no other family member or person related to and selected by the member who is eligible for travel and transportation is able to travel to the repatriation site of the member.

D. Transportation. One, or a combination, of the following round-trip transportation methods may be provided between the family member's home (or home of the attendant or person provided transportation) and the repatriation site location at which the member is located:

1. Transportation-in-kind
2. Automobile mileage rate (see par. U2600) for the official distance traveled by POC.
3. Reimbursement for the commercial transportation cost not to exceed the cost of Government-procured round-trip air travel.

E. Per Diem. A per diem allowance or AEA, whichever applies, as prescribed in Chapter 4, Part B or Part C, for the allowable travel time computed under par. U3005-C is authorized for travel to, from, and while at the repatriation site for travel under par. U5258. Per diem rates are prescribed at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>.

F. Advance. An allowance under par. U5258 may be paid in advance. See par. U2300.

C. Orders Amended, Modified, Canceled or Revoked

1. Orders Amended/Modified. After the date the mobile home was released to a transportation service provider (TSP)/the Government for shipment/storage in transit, a member whose PCS order is amended/modified before the member arrives at the initially directed new PDS is authorized the storage type authorized under the original PCS order until the effective date of the amended/modified order. After that the amended/modified PCS order establishes the storage allowance.

2. Orders Canceled/Revoked. A member on a PCS order, which is canceled/revoked after the date a mobile home is released to a transportation service provider (TSP)/the Government for shipment/storage in transit, is authorized the storage type authorized under the original PCS order until the date of cancellation/revocation. After that the member is authorized storage in transit with mobile home return shipment/delivery to an authorized place.

D. Another PCS Order Is Issued after the Member Arrives at the New PDS. A member who receives another PCS order after arriving at a new PDS, and whose mobile home is in storage in transit when the PCS order is received, is authorized continued storage in transit (regardless of the time limit prescribed in par. U5555-B) until the new PCS order effective date or for 180 days, whichever occurs first. The new PCS order establishes a subsequent storage authorization.

*Effective 17 April 2006*

**\*U5560 FUNDS ADVANCE**

Mobile home transportation allowances may be paid in advance when mobile home transportation (including necessary incidental expenses) is personally procured. *The advance may not exceed the estimated amount allowable and may not be paid directly to a carrier.*

**PAGE LEFT BLANK INTENTIONALLY**

**CHAPTER 7****PART B: TRAVEL OF UNIFORMED SERVICES APPLICANTS  
AND REJECTED APPLICANTS****\*U7025 TRAVEL INCIDENT TO APPLICATION PROCESSING**

A. General. This Part applies to applicants and rejected applicants for the regular Services, the Reserve Components, and flight training. The term "applicant for flight training" includes civilian applicants for appointment as aviation cadets; Reserve Component officer and enlisted members not on active duty; and members of the SROTC.

B. Basic Transportation Authority. An applicant for a regular Service, a Reserve Component, or flight training is authorized transportation at Government expense from the place at which application is made, or from home, to the place of physical examination, and/or qualifying examination, and/or other processing, and acceptance into the Service. If an applicant is rejected or is accepted and ordered to return home to await further orders or a reporting date, the applicant is authorized return transportation at Government expense to home or place of application. Unless Service regulations are issued in accordance with par. U7025-C or U7025-D, PCS allowances (Chapter 5, Part B), and Miscellaneous Reimbursable Expenses (Chapter 1, Part C and Appendix G) are authorized.

C. Government-procured Transportation and Meal Tickets. Each Service may issue regulations that require use of Government-procured transportation and meal tickets. See par. U1500 regarding meal tickets. Expenses in Chapter 1, Part C and Appendix G are reimbursable. If the AO accepts the applicant's reason(s) for not using the Government-procured transportation and meal tickets:

1. The TDY automobile mileage rate is paid for POC travel for personal convenience (par. U3310-A1) for the official distance of the ordered travel, and/or
2. Reimbursement is provided for occasional meals and quarters (par. U4510) if meal tickets were not available and meals and/or lodgings were required.

Otherwise the traveler is reimbursed under par. U3110-A or U5108-A, as applicable.

D. Temporary Duty Allowances. Each Service may issue regulations that authorize travel and transportation allowance payment (including per diem or actual expense allowances) to applicants for travel in connection with applicant processing. The appropriate rates, provisions, and deductions in Chapter 4, Part B; Chapter 4, Part C; Chapter 1, Part C and Appendix G for members performing TDY are applicable.

**PAGE LEFT BLANK INTENTIONALLY**

**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 B). Otherwise, may be authorized reimbursement under Chap 3	Not authorized if Gov't qtrs & mess available
Member commutes, or is within the commuting area as designated by local commander	May be paid the automobile mileage for one-round trip only (provided the place of active duty and home are not in same city limits). Also may be authorized reimbursement under Chap 3, Part F	Not authorized - AEA may be authorized under par. U4510 (except for meal normally procured when commuting) if required to remain overnight (except if duty site and home are in same city limits)
Active duty for less than 20 weeks at one location	Chap 3 applies	Chap 4 applies
Additional periods beyond 20 weeks		If prospective extended period is less than 20 weeks per diem continues; if 20 or more weeks per diem stops on date of order directing additional duty
Physical examination in connection with active duty	Chap 5, Part B applies	Chap 5, Part B applies from place orders are received or addressed to place of physical and return, or to new PDS, or return and then to new PDS

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

1/ Applies to Reserve Component members called/ordered to active duty with pay under orders which provide for return to home or place from which called/ordered to active duty. Includes Retired Members called to active duty with or without pay (except for periodic physicals for members on the TDRL; see JFTR, par. U7250).

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

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

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

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

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

**ACTIVE DUTY WITH PAY (Continued)**

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

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

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

**\*ACTIVE DUTY WITHOUT PAY**

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

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

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

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

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

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

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

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

## CHAPTER 10

### OVERSEAS HOUSING AND FAMILY SEPARATION HOUSING ALLOWANCES

#### **PART A: DEFINITIONS**

---

<u>Paragraph</u>	<u>Contents</u>
U10000	<b>DEFINITION OF TERMS AS USED IN THIS CHAPTER</b> A. Member-with-Dependents B. Member-without-Dependents C. Sharer D. Owner-owned Multiple Occupancy Dwelling E. Vicinity F. Government Quarters

#### **PART B: GENERAL INFORMATION**

---

<u>Paragraphs</u>	<u>Contents</u>
U10100	<b>GENERAL</b> A. Purpose B. Precedence of Other Authorities C. Allowances Payable D. OHA Calculation
U10102	<b>DETERMINING MONTHLY RENT</b> A. General B. Sharers C. Private Sector Housing Owned D. Maximum Rental Allowance
U10103	<b>UTILITY/RECURRING MAINTENANCE ALLOWANCE</b> A. Monthly Allowance B. Rent Includes All, No, or Some Utilities
U10104	<b>MOVE-IN HOUSING ALLOWANCE (MIHA)</b> A. General B. Rules and Information
U10105	<b>ADVANCE PAYMENT OF OHA</b> A. Authorization B. Amount C. Liquidation D. Advance Rent Currency Rate Protection
U10106	<b>GEOGRAPHIC OHA LOCATIONS</b>
U10107	<b>COMPUTATION DATA</b>
U10108	<b>MEMBERS OCCUPYING GOVERNMENT TRAILERS OR RENTAL GUARANTEE HOUSING</b>

U10109	<b>OHA WHEN BOTH HUSBAND AND WIFE ARE MEMBERS AND SEPARATE HOUSEHOLDS ARE MAINTAINED</b>
U10110	<b>OHA CONTINUATION FOLLOWING MEMBER'S DEATH</b>
U10111	<b>OHA FOR A MEMBER IN A NONPAY STATUS</b>
U10112	<b>OHA FOR MEMBERS OF THE RESERVE COMPONENTS</b>
U10113	<b>ASSIGNMENT TO GOVERNMENT QUARTERS</b>
U10114	<b>MEMBER PROCESSING FOR RETIREMENT OR SEPARATION OR ON LEAVE AFTER PROCESSING</b>

## **PART C: OHA START/STOP**

---

<u>Paragraphs</u>	<u>Contents</u>
U10200	<b>OHA START/STOP</b> A. Start B. Stop C. Secretarial Determinations
U10201	<b>OHA INCIDENT TO A PCS BETWEEN PDSs IN CLOSE PROXIMITY</b>
U10202	<b>OHA FOR A MEMBER-WITHOUT-DEPENDENTS</b> A. Members Not on Sea Duty B. Members On Sea Duty C. No-cost/Low-cost PCS Move
U10203	<b>OHA FOR MEMBERS-WITH-DEPENDENTS</b> A. General Rule B. Member Paying Child Support and Assigned to Government Quarters C. Member-with-dependents Assigned to Duty Aboard a Ship or Other Fleet Unit D. Homeport Changes E. No-cost/Low-cost PCS Move
U10204	<b>ACQUIRED DEPENDENTS</b> A. General Rules B. Decision Logic Table
U10205	<b>DEFERRED DEPENDENT TRAVEL</b> A. General Rules B. Decision Logic Table
U10206	<b>MEMBER WITH-DEPENDENTS SERVES AN UNACCOMPANIED TOUR</b> A. General Rules B. Decision Logic Table

*Effective for TDY travel performed on or after 1 January 2001:*

- c. Personal laundry/dry-cleaning and pressing of clothing (*except when travel is within CONUS and requires at least 7 consecutive nights TDY lodging in CONUS – see NOTE 2, below*);
- d. Telegrams and telephone calls necessary to reserve lodging accommodations;
- e. Mailing costs associated with filing travel vouchers and payment of Government-sponsored contractor-issued travel charge card billings;
- f. In addition to the expenses in items 1 through 3e, any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) that are listed in the account;
- g. Potable water and ice (28 Comp. Gen. 627 (1949)); and
- h. Taxes and service charges on any of the expenses in items 2 through 3g.

*Effective for TDY travel performed on or after 1 January 2001:*

**NOTE 2:**

- 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/AEA authorized/approved for OCONUS travel.*

**PER DIEM, REDUCED.** See **REDUCED PER DIEM.**

*Effective 27 April 2006*

**\*PER DIEM TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE.** The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations. The Committee is chartered by the Uniformed Services and operates under the policy guidance of the Department of Defense (DOD). Its members are a Deputy Assistant Secretary from each of the military departments, the Director of the National Oceanic and Atmospheric Administration Corps (NOAA Corps), the Director of Personnel Management of the Coast Guard (USCG), and the Assistant Secretary for Health of the Public Health Service (USPHS). The Committee Chairman is the Deputy Under Secretary of Defense (Military Personnel Policy (MPP)).

*(The purpose of the Committee is to ensure that uniform travel and transportation regulations are issued pursuant to Title 37, United States Code, other applicable laws, and decisions of the Comptroller General of the United States, for members of the seven Uniformed Services. In connection with civilian employees of the Department of Defense, the primary purpose of the Committee is to issue uniform regulations implementing the Federal Travel Regulations (FTR), Statutory requirements, Executive orders, and decisions of the Comptroller General of the United States. (PDC Charter 20 April 1988; LAW 37 USC §§ 411 and 1001; DOD Directive 5154.29, 9 March 1993.)*

**PERMANENT CHANGE OF STATION (PCS).** In general, the assignment, detail, or transfer of a member or unit to a different PDS under a competent order that do not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS; included are:

1. (for DLA), Relocation of a household due to military necessity or Government convenience within the corporate limits of the same city or town in connection with a transfer between activities;
2. A change in the homeport of a ship or mobile unit;
3. Change from home or from the PLEAD to the first PDS upon:
  - a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from a Reserve component;
  - b. Call to active duty for 20 or more weeks or call to active duty for training (see par. U2146 for exceptions) for 20 or more weeks;
  - c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
  - d. Enlistment or induction into the Service (regular or during emergency); and
  - e. Change from the last PDS to home upon:
    - (1) Discharge, resignation, or separation from the Service under honorable conditions;
    - (2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;
    - (3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
    - (4) Retirement; and
    - (5) Temporary disability retirement.

**PERMANENT DUTY STATION (PDS).** *Also called OFFICIAL STATION.* The post of duty or official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of the member's unaccompanied baggage located on board the ship). The homeport of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, CONUS COLA, and geography-based station allowances and OHA.

***NOTE 1: The geographic limits of the PDS are:***

- a. ***For members.*** *The limits of the post of duty or official station are the ship (for the specified purposes), or the corporate limits of the city or town in which the member is stationed. If the member is not stationed in a ship or in an incorporated city or town, the official station limits are the reservation, station, or other established area, including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries, within which the designated post of duty is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) 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), it is not in either one for PDS purposes. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

**b. For invitational travelers**

1. *The corporate limits of the city or town in which the home or principal place of business is located; or*
2. *If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries in which the home or principal place of business is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) 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), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

**NOTE 2:** *Arlington County, VA, is a PDS. The Pentagon and other Government activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawai'i. Each of those seven Districts is a separate and unique PDS (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).*

**NOTE 3:** *When a member is ordered to attend a course (or courses) of instruction at a school or installation the scheduled duration of which is 140 or more days (20 or more weeks), the school or installation location is the PDS regardless of the terms of the order, except when the course is authorized as TDY under par. U2146. See par. U2146 for examples of scheduled duration and extensions.*

The following are PDSs for transportation and storage of HHG and mobile homes:

1. The home of a member at the time of:
  - a. Appointment to regular Service from civilian life or from a reserve component;
  - b. Being called to active duty (including for training) for 20 or more weeks;
  - c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability); or
  - d. Enlistment or induction into the Service (regular or during emergency); or
  - e. Temporary disability retirement.
2. The place to which a member actually is assigned for duty, including a place from which the member commutes daily to the assigned station. For a member assigned to a ship or ship-based staff, it is the homeport of the ship or ship-based staff to which the member is assigned (except as noted in the basic definition);
3. the place where a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the homeport assigned to the ship is the new station;

4. The member's home upon:
  - a. Retirement;
  - b. Transfer to a Reserve component, the Fleet Reserve, or the Fleet Marine Corps Reserve;
  - c. Release from active duty;
  - d. Discharge, resignation, or separation, all under honorable conditions; or
  - e. Temporary disability retirement.

**PERMANENT DUTY TRAVEL.** PCS and COT/IPCOT travel.

**PLACE FROM WHICH CALLED (OR ORDERED) TO ACTIVE DUTY (PLEAD).**

1. The place of acceptance in current enlistment, commission, or appointment of members of the regular Services, or of members of the Reserve components when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it's the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.
2. In the case of a Reservist who is not enlisted, commissioned, or appointed for immediate active duty, the place to which orders to active duty are addressed.
3. *Effective 1 January 1983:* In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place where the member attains a military status or where the member enters the Service. ***NOTE: Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).***

***NOTE: The PLEAD changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service.***

**PLACE OF PUBLIC ACCOMMODATION.** See **ACCOMMODATIONS, PUBLIC.**

**PLACE OF STORAGE.** Residence or authorized storage location.

**PORT CALL.** Official notification or instructions that require a traveler to report for transoceanic transportation; it designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and other instructions relevant to the transportation arrangements.

**PORT OF DEBARKATION.**

1. Travel by air: the destination airport at which the traveler leaves an international/transoceanic flight.
2. Travel by ship: the place at which the traveler leaves a ship after the journey of 24 or more hours.

**PROPORTIONAL MEAL RATE.** The average of the standard Government meal rate and the meals portion of the applicable M&IE rate (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>), rounded to the nearest dollar.

**REDUCED PER DIEM.** Per diem rate that is reduced when authorized by an agency when there are known reductions in lodging and meal costs or when the subsistence costs can be determined in advance and are lower than the prescribed per diem rate.

**REPEAT TRAVEL ORDERS.** See *BLANKET TRAVEL ORDERS*.

**RESERVE COMPONENT.** The

1. Army National Guard of the United States,
2. Army Reserve,
3. Naval Reserve,
4. Marine Corps Reserve,
5. Air National Guard of the United States,
6. Air Force Reserve,
7. Coast Guard Reserve, and
8. Reserve Corps of the Public Health Service.

**RESIDENCE-TYPE QUARTERS.** Quarters that are not hotel or hotel-like accommodations.

*Effective 27 April 2006*

**\*SECRETARIAL PROCESS.** Action by the Per Diem Committee Principal member or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) in administrative and/or procedural directives issued under par. U1010-B.

**SECRETARY CONCERNED.** As defined in 37 USC §101(5), the Secretary of:

1. The Army, with respect to matters concerning the Army;
2. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;
3. The Air Force, with respect to matters concerning the Air Force;
4. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;

5. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
6. Health and Human Services, with respect to matters concerning the Public Health Service.

*When this term is used in the JFTR, the Secretary concerned may authorize action by the PDTATAC Principal, without further delegation.*

**SEPARATED FROM THE SERVICE.** Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

**SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS.** Cost of maid service and fee for electricity.

**SERVICES.** See *UNIFORMED SERVICES*.

**SHORT DISTANCE MOVE.** A move:

1. Involving HHG drayage or shipment for a short distance between residences;
2. To or from a NTS facility in the member's PDS area;
3. In the member's last PDS area when the member is authorized a final move during a separation or retirement;
4. Incident to reassignment or PCS to a new PDS near the old PDS;
5. Between residences within a metropolitan area; or
6. Not during a PCS, a move between residences within the daily commuting distance of the PDS.

***NOTE:*** *A short distance HHG move includes necessary packing, crating, hauling, unpacking and uncrating.*

**SPARE PARTS FOR A POV.** See *POV, SPARE PARTS*.

**SPECIAL CONVEYANCE.** Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

**SPECIAL NEEDS.** Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include the weight or height of the traveler, and similar characteristics.

**STANDARD CONUS PER DIEM RATE.** The per diem rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates at

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

**STANDARD GOVERNMENT MEAL RATE.** See definition of "Government Meal Rate" for current rates. The daily rate charged for meals in a Government dining facility including the operating cost.

## APPENDIX A

(C) means applicable only to JTR (U) means applicable only to JFTR

## PART II: ACRONYMS

AEA	Actual Expense Allowance
AMC	Air Mobility Command
AO	Authorizing/Order-Issuing Official or Approving Official
AOR	Area of Responsibility
AT	Annual Training (U)
ATM	Automated Teller Machine
AWOL	Absent Without Leave (U)
BAH	Basic Allowance for Housing (U)
BAS	Basic Allowance for Subsistence (U)
BRAC	Base Realignment and Closure
CAP	Civilian Advisory Panel
CBA	Centrally-billed Account
CFR	Code of Federal Regulations
COLA	Cost-of-Living Allowance
CONUS	Continental United States
CONUS COLA	Continental United States Cost of Living Allowance (U)
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour (U)
CSRS	Civil Service Retirement System (C)
CTD	Civilian Travel Determination (C)
CTO	(Contracted) Commercial Travel Office
CWT	Hundred weight
DDESS	Domestic Dependent Elementary and Secondary School
DLA	Dislocation Allowance (U)
DOD	Department of Defense
DODDS	Department of Defense Dependents Schools (C)
DODEA	Department of Defense Education Activity
DOHA	Department of Defense Office of Hearings and Appeals (U)
DOJ	Department of Justice (U)
DPM	Direct Procurement Method (U)
DSSR	Department of State Standardized Regulations (C)
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
DTS	Defense Travel System
EUM	Essential Unit Messing
EVT	Emergency Visitation Travel (C)
FAM	Foreign Affairs Manual (C)
FAST	Federal Automated System for Travel
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FERS	Federal Employees Retirement System (C)
FHA	Federal Housing Administration (C)
FTA	Foreign Transfer Allowance (C)
FSH	Family Separation Housing (U)

FTR	Federal Travel Regulation
FUTA	Federal Unemployment Tax Allowance (C)
FVT	Family Visitation Travel (C)
FWS	U.S. Fish and Wildlife Service (C)
GAO	Government Accountability Office
GARS	Government Administrative Rate Supplement
GMR	Government Meal Rate
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHS	Health and Human Services (U)
HHT	House Hunting Trip (C)
HOR	Home of Record
HOS	Home of Selection (U)
HP	Home Port (U)
HSTA	Home Service Transfer Allowance (C)
IADT	Initial Active Duty for Training (U)
IBA	Government-sponsored, contractor-issued <i>Individually Billed Travel Charge Card Account</i> ( <b>NOTE: Does not apply to any other form of personal credit card.</b> )
IPCOT	In-Place Consecutive Overseas Tour (U)
IRC	Internal Revenue Code (C)
IRS	Internal Revenue Service (C)
ITA	Invitational Travel Authorization
ITDY	Indeterminate TDY (U)
ITO	Installation Transportation Officer
ITRA	Income Tax Reimbursement Allowance (C)
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
JTR	Joint Travel Regulations
LPDCI	Living Pattern Data Collection Instrument (U)
LPQ	Living Pattern Questionnaire (U)
LPS	Living Pattern Survey (U)
LWOP	Leave Without Pay (C)
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MAP	Military Advisory Panel
MARS	Military Affiliate Radio System
MEA	Miscellaneous Expense Allowance (C)
MIA	Missing in Action
MIHA	Move-in Housing Allowance (U)
MILAIR	Military Aircraft
MSC	Military Sealift Command (C)
NIST	National Institute of Standards and Technology (C)
NOAA	National Oceanic and Atmospheric Administration ( <i>Same as USNOAA</i> )
NTE	Not to exceed
NTS	Non-temporary Storage ( <i>also referred to as Extended Storage</i> )
OCONUS	Outside the Continental United States

OHA	Overseas Housing Allowance ( <i>U</i> )
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment ( <i>also referred to as PRO-Gear</i> )
PCS	Permanent Change of Station
PDS	Permanent Duty Station ( <i>U</i> )
PDT	Permanent Duty Travel ( <i>C</i> )
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PDUSD (P&R)	Principal Deputy Under Secretary of Defense (Personnel & Readiness)
PEB	Physical Evaluation Board ( <i>U</i> )
PHS	Public Health Service ( <i>Same as USPHS</i> )
PLEAD	Place from Which Entered (or Called) to Active Duty ( <i>U</i> )
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PRO-Gear	Professional Gear ( <i>also referred to as PBP&amp;E</i> )
RAT	Renewal Agreement Travel ( <i>C</i> )
RDD	Required Delivery Date ( <i>U</i> )
RIT	Relocation Income Tax ( <i>C</i> )
RPDCI	Retail Price Data Collection Instrument ( <i>U</i> )
SDDC	(Military) Surface Deployment and Distribution Command
SEA	Subsistence Expense Allowance ( <i>C</i> )
SES	Senior Executive Service ( <i>C</i> )
SIT	Storage in Transit
SMA	Separate Maintenance Allowance ( <i>C</i> )
SR&R	Special Rest and Recuperative Absence ( <i>U</i> )
SROTC	Senior Reserve Officers' Training Corps
SSN	Social Security Number
STB	Surface Transportation Board ( <i>C</i> )
TCS	Temporary Change of Station ( <i>C</i> )
TDRL	Temporary Disability Retired List ( <i>U</i> )
TDY	Temporary Duty
TLA	Temporary Lodging Allowance ( <i>U</i> )
TLE	Temporary Lodging Expense ( <i>U</i> )
TMC	Travel Management Center
TMS	Travel Management System
TQSA	Temporary Quarters Subsistence Allowance ( <i>C</i> )
TQSE	Temporary Quarters Subsistence Expenses ( <i>C</i> )
TQSE(AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses ( <i>C</i> )
TQSE(F)	Fixed Amount Reimbursement for Temporary Quarters Subsistence Expenses ( <i>C</i> )
UN	United Nations
U.S.	United States
USC	United States Code

---

USNOAA	United States National Oceanic and Atmospheric Administration ( <i>same as NOAA</i> )
USPHS	United States Public Health Service ( <i>same as PHS</i> )
USSM	Under Secretary of State for Management ( <i>C</i> )
UTD	Uniformed Travel Determination ( <i>U</i> )
VA	Department of Veterans Affairs ( <i>C</i> )
VAMC	Veterans Affairs Medical Center ( <i>U</i> )
VPC	Vehicle Processing Center
WAE	When Actually Employed ( <i>C</i> )

## APPENDIX E

## \*PART I: INVITATION TO TRAVEL

A. To Whom and when Invitational Travel is Applicable

1. Invitational travel is the term applied to authorize travel by an individual when the person is acting in a capacity that is related directly to, or in connection with, official DOD activities. The person must:

- a. Not be employed by the Government,
- b. Be only Intermittently employed by the Government as a consultant or expert (***NOTE: This does not include contractors' employees traveling in the performance of the contract.***) and paid on a daily when-actually-employed basis under 5 USC §5703,
- c. Be serving without pay or at \$1 a year, or
- d. Be a volunteer covered by 10 USC §1588 (see par. A2r).

Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for employees on TDY, except as provided by par. A2m below for spouse/dependents invitational travel. (***Effective 18 January 2005***)

2. Invitational travel may be authorized by use of an ITA when:

- a. It is in the DOD component's interest to invite a college or university official or a representative of industry to observe the work performed by, or the operations of, an activity;
- b. An individual is requested to lecture, instruct, or give a demonstration at an activity in connection with a DOD operation or program;
- c. An individual or as part of a group, who confers on an official DOD matter with DOD officials and who performs a direct service such as providing advice or guidance to DOD. ***An ITA is not authorized for an individual merely to attend a meeting or conference, even if hosted by a DOD component on a matter related to the component's official business (see 55 Comp. Gen. 750 (1976));***
- d. An individual's attendance at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)). ***Travel and transportation allowances to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C5;***
- e. An individual is an attendant for an employee with special needs or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended (55 Comp. Gen. 800 (1976));

- f. An individual is attending as a sponsor or in a similar official ceremony that is related directly to a DOD component's interest;
- g. An individual is authorized pre-employment interview travel under JTR, par. C6200;
- h. The individual is serving without compensation on a Board of Visitors as provided for in DOD governing regulations consistent with statutory authority;
- i. A witness is called to testify in administrative proceedings directed against a Government civilian employee or Uniformed Service member in an adverse action case. The testimony can be on behalf of the Government, the civilian employee, or the Uniformed Service member. The presiding hearing officer must determine that the witness's testimony is substantial, material, and necessary for proper case disposition and that an affidavit from the desired witness cannot adequately accomplish the same objective;
- j. An individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832;
- k. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, 28 February 1974);
- l. An individual is an attendant for one of the following employees:
  - (1) Employee with a special need on official travel (56 Comp. Gen. 661 (1977)); or
  - (2) Employee who interrupts TDY because of incapacitating illness or injury (JTR, par. C6454); and the employee is incapable of traveling alone. Per diem allowances may not exceed 14 calendar days unless a longer period is authorized/approved by the DOD component on a case-by-case basis. See par. C6454-A;
- m. Dependents' Invitational Travel is for a family member and all pertinent conditions in items (1) through (5) below must be met before allowances are authorized/approved:
  - (1) The AO determines that a dependent may travel with the sponsor, at Government expense when:
    - (a) To attend an unquestionably official function in which the dependent participates in an official capacity, or
    - (b) The travel is in the national interest because of a diplomatic or public relations benefit to the U.S. which requires the spouse's presence in a non-participatory role. Participation ordinarily is limited to spouses and is representational in nature.
  - (2) Travel is allowed on a mission noninterference basis only, and must be supported with an ITA that ordinarily authorizes reimbursement of only transportation costs.
  - (3) The AO may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is unquestionably mission essential and there is a benefit for DOD beyond fulfilling a representational role.

(4) On a case-by-case basis, Code 2 civilians, 4-star general/flag officers, and certain 3-star general/flag officers serving as OCONUS or combatant commanders (as specified in DOD 4515.13-R, "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses. Spousal travel when authorized/approved must adhere to the criteria in DODD 4500.56, DOD Policy on the Use of Government Aircraft and Air Travel. ***This authority does not constitute blanket approval authority.***

(5) AOs for all other travel under this item are the:

(a) Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DOD;

(b) Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;

(c) Combatant Commands Commanders or their designees for requests from members and employees within their commands. Joint or dual-hatted personnel traveling on behalf of the joint command must obtain approval through the joint command approval authority and not through the individual's 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 civilian 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.

Except when par. A2m(3) applies, an ITA issued under the authority of par. A2m 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 desire 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 the Chairman's designated representative for personnel assigned to the Joint Staff and/or to 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));

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;

p. Travel and transportation 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."***; or

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.”***

r. An individual performing a direct service for the U. S. Government, consistent with 10 USC §1588. (See 5 USC §§ 5701(2), 5703; JTR, Appendix A; 55 Comp. Gen. 750 (1976)).

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

1. Non-appropriated fund officials or employees traveling on non-appropriated fund business;
2. Transportation of dependents and/or HHG (including freight and parcel post mail) or other property of an individuals to whom an ITA is issued;
3. Federal Government employees or Uniformed Services members (Federal employees and Uniformed members on active duty are given regular TDY travel authorizations/orders) unless the individual is:
  - a. A retired Federal Government employee or Uniformed Services member (may include retired military personnel from foreign countries), or
  - b. Authorized pre-employment interview travel under JTR, par. C6200 and employee/member is in a leave status during such travel (B-219046, 29 September 1986)); or
  - c. An employee/member, traveling as a non-medical attendant, included on an ITA issued to a patient; or
4. Contractors (see Appendix E, Part III).

C. Allowance Expenses

1. General. An ITA provides for travel and transportation of an individual from the business place or home to the place at which that individual's services are required, and return to the origin.
2. Transportation Modes. Authorization of transportation modes, routing, and accommodations should be consistent with the provisions in JTR, Chapter 2 and JFTR, Chapter 3 (see pars. A2p and q above) 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, is authorized travel and transportation allowances under Service administrative regulations, except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832 (see par. A2j).
4. Participants in Annual National Matches Sponsored under 10 USC §4312. Title 10, USC §4312 authorizes TDY mileage allowance payment to civilian competitors while traveling to and from the National Matches. The TDY mileage allowance for the return trip may be paid in advance. Provisions for transportation allowance payment are in Army Regulation (AR) 920-30. The ITA also may authorize a subsistence allowance for the competition duration. The allowance rate is set by the Director for Civilian Marksmanship and must be stated in the ITA issued to each competitor.

### 5. Attendance at an Award Ceremony

a. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony provided the:

- (1) Travel and transportation is authorized by the head of the DOD component concerned or designee; and,
- (2) Individual is a person of the award recipient's choosing who is related by blood, marriage or whose close association with the award winner, as viewed by the DOD component, is the equivalent of a family relationship.

Examples of award ceremonies are: a Presidential award ceremony, an agency or major organizational component annual award ceremony, or a prestigious honorary award ceremony sponsored by a non-Federal organization.

b. Reimbursement for travel and transportation expenses is authorized in par. C when the award winner and guest are geographically distant from the ceremony site, rather than in instances in which the award winner's residence is in the same area as the ceremony.

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.

c. The DOD component concerned may allow attendance at Government expense of more than one individual when the award winner requires assistance because of a disability condition.

Reimbursement for transportation is limited to direct travel to and from the ceremony location (including travel between common carrier terminals and hotel where applicable and the ceremony site). Per diem is allowed for direct travel to and from the award ceremony location and for the ceremony day.

### 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 employed by the Government, 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 transportation expenses, (not a TDY mileage allowance), are payable when a POC is the authorized transportation 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 JFTR/JTR, Appendix G, Part I for employees or members under pars. A2p and A2q may be authorized/approved.

**PAGE LEFT BLANK INTENTIONALLY**

## APPENDIX J

## COST-OF-LIVING ALLOWANCE INDEXES

## PART II: COLA UNIQUE EXPENSES

A. Purpose. In some OCONUS areas members and/or dependents incur significant mandatory and excessive expenses for items that CONUS-based members never purchase. Since the expenses are not incurred in CONUS they cannot be made a part of the ordinary COLA index calculation. For these expenses, payment is a dollar-for-dollar reimbursement for a specifically authorized expense at designated authorized locations.

B. Criteria. A mandatory and excessive expense must meet all of the criteria below to be an authorized COLA - Unique Expense eligible for reimbursement. ***PDTATAC does not accept requests from individual members for COLA - Unique Expense authorization.*** All requests must be forwarded through the Major Command level then via the applicable Service representative (indicated under the heading "Feedback Reporting" in the JFTR introduction) to PDTATAC.

Each individual mandatory and excessive expense must be:

1. Incurred by a clear **majority** of members assigned at a duty station, and
2. An item/expense that exceeds 1% of Spendable Income for the typical uniformed member, and
3. An item/expense that is not purchased or paid by CONUS-based members, and
4. Specifically authorized/approved by PDTATAC for reimbursement are listed in par. C below, and
5. Verified by a valid receipt, and
6. Paid on or after 1 July 2006. No expenses paid before this date can be reimbursed.

\*C. Authorized Locations. Locations authorized a COLA-unique expense reimbursement (no other locations or expenses authorized) are:

1. Gibraltar. Mandatory and excessive Television License fees may be reimbursed once per calendar year. Mandatory and excessive Vehicle Excise Tax (Road Tax) for one POV may be reimbursed once per calendar year.
2. Singapore. Mandatory and excessive Road Tax for one POV may be reimbursed once per calendar year. Mandatory and excessive Registration/Transfer fees for one POV may be reimbursed once per calendar year.
3. United Kingdom. Mandatory and excessive Television License fees may be reimbursed once per calendar year. Mandatory and excessive Vehicle Excise Tax (Road Tax) for one POV may be reimbursed once per calendar year.

**PAGE LEFT BLANK INTENTIONALLY**

## APPENDIX O

### TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

<u>Paragraph</u>	<u>Contents</u>
<b>T4000</b>	<b>INTRODUCTION</b>
<b>T4005</b>	<b>APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS</b>
<b>T4010</b>	<b>REIMBURSEMENT RATE</b>
<b>T4020</b>	<b>TDY TRAVEL POLICY</b> A. Criteria for TDY Travel B. Traveler Rights and Responsibilities
<b>T4025</b>	<b>ARRANGING OFFICIAL TRAVEL</b> A. CTO Use B. Requirements C. Foreign Ship or Aircraft Transportation D. Transportation Reimbursement
<b>T4030</b>	<b>GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)</b> A. Type of Travel B. Commercial Transportation C. Special Conveyances (Includes Aircraft) <u>Reimbursement</u> D. Government Transportation E. Private Vehicle F. Rest Stops G. Insurance Coverage in Foreign Areas H. Allowable Travel Days I. Authorized Trips Home during Extended Business or Training TDY J. Voluntary Return Home during Intervening Weekend/Holidays
<b>T4040</b>	<b>LIVING EXPENSES (PER DIEM)</b> A. Lodging Overnight Required -Business Travel Standards B. Lodging Overnight Required - Schoolhouse Training Standards C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY Aboard Ships D. Lodging Overnight Not Required E. Miscellaneous Expenses F. Reimbursement for Travel Expenses at the TDY Location

- T4045 TRAVEL ALLOWANCES FOR RESERVE COMPONENT PERSONNEL (48 Comp. Gen. 301 (1968))**
- A. General
  - B. Inactive Duty Training
  - C. Travel for Annual Training (AT)
  - D. Per Diem Not Payable
  - E. Per Diem
  - F. Funeral Honors Duty
- T4050 TAKING A TYPICAL BUSINESS TRIP**
- A. Before the Trip
  - B. During the Trip
  - C. After the Traveler Returns
- T4060 AUTHORIZING OFFICIAL'S RESPONSIBILITIES**
- A. General
  - B. What's Allowable and Not Allowable
- T4070 TDY GLOSSARY**

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. Special Conveyances (Includes Aircraft) Reimbursement. When the AO authorizes special conveyance/rental vehicle use for official business, the following reimbursements are authorized per Appendix G, Part I. The AO may authorize an appropriately sized vehicle in accordance with mission needs 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. Snow tires and similar non-standard equipment necessary for travel by the Government renter, may incur additional charges which are reimbursable when authorized in the travel order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment. A traveler who disregards a special conveyance arrangement made by a CTO/TMC must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO/TMC) is allowed.  
***Reimbursement for purchase of snow tire and other non-standard items is not authorized.***
4. Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries.
5. 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 the AO has not authorized/approved special conveyance use, 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-A1.

**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 for 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 GSBCA 16699-TRAV, 17 August 2005 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA 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**

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

**SUBSIST ABOARD U.S. GOVERNMENT SHIP 3/**

	<b>SUBSISTENCE</b>	<b>PER DIEM</b>	<b>REMARKS</b>
TDY	Government Lodging and Government Meals	None	Civilian pays for Meals

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

2/ Discount Meal Rate = Food costs only.

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

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

Table 1. Deployment - Joint Operations TDY Options

**APPENDIX Q**  
**OVERSEAS TOUR LENGTHS**

**TABLE 1 - DOD**

Tour lengths are established IAW DODI 1315.18, par. E3.1. Submit changes to tour lengths IAW DODI 1315.7, par. E3.1.2. *Do not submit tour length changes to PDTATAC.*

*Effective 1 February 2006*

**NOTE:** *If a tour length is not listed in this table for a specific OCONUS location or country, for assignment-selection purposes only, the tour length is 36 months accompanied and 24 months unaccompanied. See DODI 1315.18, Par. E3.1.3 (12 January 05).*

The following are overseas tour lengths *for members of the DOD Services only (other than the Defense Attaché System):*

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
ALASKA (except as indicated) ( <i>Note 1</i> )	36	36
Marine Corps Security Forces	24	12
Fort Greely	<i>24 (eff 1 May 2004)</i>	12
Adak, Clear, Galena, King Salmon and Eareckson	NA	12
ALBANIA, Tirana	24	12
ALGERIA ( <i>effective 7 December 2004</i> )	24	12
AMERICAN SAMOA	NA	12
ARGENTINA	36	24
ARUBA	24	18
AUSTRALIA (except as indicated)	36	24
Alice Springs	36	24
Exmouth	24	24
Learmonth	24	15
Woomera	24	15
AUSTRIA	36	24
AZORES (See PORTUGAL)		
BAHAMAS, Andros Island	24	24
BAHRAIN ( <i>Note 5</i> )	24	12
BANGLADESH	24	18
BELGIUM (except as indicated)	36	24
Bertrix	NA	12
BELIZE ( <i>eff 17 September 2004</i> )	24	18
BENIN	24	12
BERMUDA	36	24
BOLIVIA	24	18
BOTSWANA	24	12
BRAZIL	36	24
BRITISH INDIAN OCEAN TERRITORY, Diego Garcia	NA	12
BULGARIA, Sofia	24	12
BURKINA FASO	24	12
CAMBODIA	NA	12

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
CANADA (except as indicated)	36	24
Argentina, Newfoundland; Goose Bay, Labrador	24	12
CHAD	24	12
CHILE	36	24
COLUMBIA	24	18
COMMONWEALTH of the NORTHERN MARIANA ISLANDS (Saipan)	24	12
COSTA RICA	36	24
CROATIA, Zagreb	24	12
CUBA		
Guantanamo Bay ( <i>Note 2</i> )	30	18
Marine Barracks	24	12
CYPRUS (except as indicated)	24	18
Akrotiri	24	12
CZECH REPUBLIC, Prague	36	24
DEMOCRATIC REPUBLIC OF CONGO (Zaire)	24	12
DENMARK (except as indicated)	36	24
Greenland (Kalaallit Nunaat)	NA	12
DOMINICAN REPUBLIC	36	24
ECUADOR	36	18
Manta	NA	12
EGYPT (except as indicated)	24	18
Ismailia	24	12
Beni Suef, Cairo (ETSS personnel only), Jiyanklis New, Sinai	NA	12
EL SALVADOR	NA	12
SAO Personnel	24	18
ENGLAND (See UNITED KINGDOM)		
ERITREA	24	12
ESTONIA, Tallinn	24	24
FRANCE	36	24
GEORGIA, Tbilisi	24	18
GERMANY (except as indicated)	36	24
Donaueschingen	24	12
Geilenkirchen	36	36
GIBRALTAR	36	24
GREECE (except as indicated)	36	24
Athens, Thessalonki	24	15
Parnis, Patras	30	18
Crete, Souda Bay	24	18
Larissa	24	12
Argyroupolis, Drama, Elefsis, Horiatis, Levkas, Perivolaki, Yiannitsa	NA	12
GREENLAND (see DENMARK)		
GUAM ( <i>effective 12 October 2004</i> )	36	24
GUATEMALA	36	24
GUYANA	24	18

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
HAWAII (except as indicated) ( <i>Note 1</i> )	36	36
Kauai	30	18
Pohakuloa Training Area	24	18
HONDURAS (except as indicated)	24	18
Soto Cano AB	NA	12
HONG KONG	36	24
HUNGARY, Budapest	36	24
ICELAND ( <i>except as indicated below - effective 4 Oct 99</i> )	30	18
USAF (not assigned to a joint activity)	24	12
USMC (not assigned to a joint activity)	24	12
INDIA	24	12
INDONESIA	24	12
IRELAND	36	24
ISRAEL	24	12
ITALY (except as indicated)	36	24
Ghedi, Martina Franca, Mt. Corna, Mt. Venda, and Rimini	24	18
Mt. Vergine, and Crotone	24	15
Poggio Renatico	24	12
Mt. Finale Ligure, Mt. Limbara, Mt. Nardelo, Mt. Paganella, Paino di Cors	NA	12
Sardinia		
La Maddalena	24	24
Decimomannu Air Base (AB)	24	15
Sicily		
Sigonella	36	24
Comiso	24	12
JAMAICA	24	12
JAPAN (except as indicated) ( <i>Note 3</i> )	36	24
Akizuki Kure, Kumamoto, Osaka, Itami (Sapporo), and Sendai ( <i>effective 7 December 2004</i> )	24	12
Ie Shima, Okuma, and Seburiyama	NA	12
Ryukyu Islands (Okinawa) (except as indicated)	36	24
MCAS Futenma, MCAS Iwakuni, and MCB Butler	36	12
Kuma Shima	NA	12
JOHNSTON ATOLL	NA	12
JORDAN (except as indicated)	24	12
Amman	24	18
KENYA (except as indicated)	24	12
Nairobi	24	18

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
KOREA (except as indicated) ( <i>Note 4</i> )	NA	12
Camp Carroll, Camp Humphreys, Camp Market, Camp Red Cloud, Camp Walker, Chinhae, Hialeah, K-2 AB, Kimhae, Osan AB, Pusan, Pyongtaek, Seoul, Suwon, Taegu, and Yongsan	24	12
*KUWAIT ( <i>Note 6</i> )	24	12
KYRGYZSTAN	24	12
LAOS	NA	12
LATVIA, Riga	24	12
LIBERIA	24	18
LITHUANIA, Vilnius	24	12
LUXEMBOURG	36	24
MACEDONIA	24	18
Skopje	24	12
MADACASCAR	24	12
MALAYSIA	36	24
MARSHALL ISLANDS		
Enewetok	NA	12
Kwajalein	24	18
MEXICO	24	18
MIDWAY ISLANDS	NA	12
MOLDOVA, Chisinau	24	18
MONGOLIA	24	24
MOROCCO (except as indicated)	24	15
Casablanca	24	12
Errachidia	NA	12
NETHERLANDS	36	24
NETHERLANDS ANTILLES, Curacao	NA	12
NEW ZEALAND	36	24
NICARAGUA	24	18
NIGER	24	12
NORWAY ( <i>effective 7 July 2004</i> )	36	24
OKINAWA (See JAPAN)		
OMAN	24	12
PAKISTAN	24	12
PANAMA (except as indicated)	36	24
Galeta Island	NA	12
PARAGUAY	24	18
PERU (except as indicated)	36	24
Lima MAAG	30	18
PHILIPPINES (except as indicated)	NA	12
Metropolitan Manila	24	18
POLAND		
Bydgoszcz ( <i>effective 21 October 2005</i> )	24	24
Sczcecin ( <i>effective 21 October 2005</i> )	24	24
Warsaw	36	24

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
PORTUGAL (except as indicated)	36	24
Azores Islands	24	15
PUERTO RICO (except as indicated)	36	24
Caguas, Isabela, Juana Diaz, Ponce (Ft Allen), and Yauco,	36	18
Vieques Island	NA	12
QATAR	24	12
ROMANIA, Bucharest	24	24
SAINT HELENA (Ascension Island)	24	12
SARDINIA (See ITALY)		
SAUDI ARABIA ( <i>Note 5</i> )	24	12
SCOTLAND (See UNITED KINGDOM)		
SEYCHELLES	24	12
SICILY (See ITALY)		
SINGAPORE	36	24
SLOVAKIA, Bratislava	36	24
SLOVENIA, Ljubljana	24	12
SPAIN (except as indicated)	36	24
Alcoy, Constantina, Elizondo, Rosas, and Villatobas	30	18
El Ferrol	24	24
Sonseca	24	15
Moron AB	24	15
Santiago	NA	18
Balearic Islands and Gorremandi	NA	15
Adamuz, Ciudad Real, and Estaca De Vares	NA	12
SUDAN	24	12
SURINAME	24	18
SWEDEN, Stockholm	36	24
TAJKISTAN	24	12
THAILAND (except as indicated)	24	18
Bangkok	36	24
TUNISIA	24	18
TURKEY (except as indicated)	24	15
Elmadag, Karatas, Malatya	24	12
Balikesir, Cakmakli, Corlu, Erhac, Eskisehir, Erzurum, Iskendrum, Istanbul, Izmir, Izmit, Murted, Oratakoy, Pirincliik, Sahihtepe, Sinop, and Yumurtalik	NA	12
TURKMENISTAN	24	12
UKRAINE, Kiev	24	12
UNITED ARAB EMIRATES	24	12
UNITED KINGDOM (except as indicated) ( <i>Note 3</i> )	36	24
RAF Fylingdales, RAF Machrihanish (Scotland)	24	18

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
URUGUAY	36	24
UZBEKISTAN	24	12
VENEZUELA	24	18
VIETNAM ( <i>effective 1 December 2003</i> )	24	12
VIRGIN ISLANDS	36	24
WAKE ISLAND	NA	12
WALES (See UNITED KINGDOM)		
WEST INDIES		
Anguilla	24	18
Antigua	24	12
Barbados	36	24
St. Lucia	NA	12
YUGOSLAVIA, FED REP (See MACEDONIA)		

**NOTES:**

1. Tour-length policies for service members assigned to duty stations within Alaska and Hawai'i are outlined in DODI 1315.7, paragraph E3.1.4.
2. Dependents are permitted only when Government quarters are available.
3. A maximum of a 48-month tour is permitted for Navy personnel.
4. Not all service members are eligible to serve an accompanied-by-dependents tour in those locations where such tours are authorized. Eligibility is contingent upon the service member's actual duty assignment and is controlled by U.S. Forces Korea. Those not eligible to serve accompanied-by-dependents tours are serving dependent-restricted tours. (Command-sponsored dependents for service members assigned to Suwon are required to reside at Osan AB.)
- \*5. Due to threat levels, dependents are not currently authorized at this location.**
- \*6. Not all service members are eligible to service an accompanied-by dependents tour in those locations where such tours are authorized. Eligibility is contingent upon the service member's actual duty assignment and is controlled by USCENTCOM. Those not eligible to serve accompanied-by-dependents tours serve dependent-restricted tours.

## APPENDIX S

## AUTHORIZED FEML LOCATIONS/DESTINATIONS

The following are authorized FEML locations/destinations *for members (and their command-sponsored dependents) and, effective 2 Nov 2002, for civilian employees and their dependents*:

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Albania, Tirana	European	Frankfurt	30 Nov 2007
Angola, Luanda ( <i>eff 30 Nov 2005</i> )	European	Frankfurt	30 Nov 2007
Argentina	Southern	Miami	30 Apr 2007
Armenia, Yerevan	European	Frankfurt	31 Jul 2007
Australia, Alice Springs	Pacific	Honolulu	<b>31 Mar 2006</b>
Australia, Exmouth	Pacific	Perth	<b>31 Mar 2006</b>
Australia, Learmonth	Pacific	Perth	<b>31 Mar 2006</b>
Azerbaijan, Baku	European	Frankfurt	31 Oct 2007
*Bahrain ( <i>eff 28 March 2006</i> )	Central	Baltimore	31 Mar 2008
Bangladesh, Dhaka	Pacific	Honolulu	<b>31 Mar 2006</b>
Barbados	Southern	Miami	30 Apr 2007
Belarus, Minsk	European	Frankfurt	31 Jul 2007
Belize	Southern	Miami	30 Apr 2007
Bolivia	Southern	Miami	30 Apr 2007
Bosnia, Sarajevo ( <i>eff 29 Jul 2005</i> )	European	Frankfurt	31 July 2007
Botswana, Gaborone	European	Frankfurt	31 Jul 2007
Brazil	Southern	Miami	30 Apr 2007
Bulgaria, Sofia	European	Frankfurt	31 Oct 2007
Burma, Rangoon	Pacific	Honolulu	<b>31 Mar 2006</b>
Cambodia, Phnom Penh	Pacific	Honolulu	<b>31 Mar 2006</b>
Cameroon, Yaounde	European	Frankfurt	31 Jul 2007
Chad, N' djamena	European	Frankfurt	31 Jul 2007
Chile	Southern	Miami	30 Apr 2007
China, Beijing	Pacific	Honolulu	<b>31 Mar 2006</b>
Columbia	Southern	Miami	30 Apr 2007

Cote D'Ivoire, (formerly Ivory Coast), Abidjan	European	Frankfurt	31 Jul 2007
Costa Rica, San Jose	Southern	Miami	<b>30 Apr 2006</b>
Croatia, Zagreb	European	Frankfurt	31 Jan 2008
Cuba, Guantanamo Bay	Southern	Jacksonville	31 Dec 2006
Cuba, Havana ( <i>for Coast Guard uniformed members only</i> )	USCG	Miami	31 Dec 2007
Cyprus, Nicosia	European	Frankfurt	31 Jul 2007
Democratic Republic of Congo, Kinshasa	European	Frankfurt	31 Jul 2007
*Djibouti ( <i>eff 28 March 2006</i> )	Central	Baltimore	31 Mar 2008
Dominican Republic	Southern	Miami	30 Apr 2007
Ecuador	Southern	Miami	30 Apr 2007
*Egypt ( <i>eff 28 March 2006</i> )	Central	Baltimore	31 Mar 2008
El Salvador	Southern	Miami	30 Apr 2007
*Eritrea, Asmara ( <i>eff 28 March 2006</i> )	Central	Baltimore	31 Mar 2008
Estonia, Tallinn	European	Frankfurt	31 Jul 2007
*Ethiopia, Addis Ababa ( <i>eff 28 March 2006</i> )	Central	Baltimore	31 Mar 2008
Fiji	Pacific	Honolulu	<b>31 Mar 2006</b>
Gabon, Libreville	European	Paris	30 Jun 2007
Georgia, Tbilisi	European	Frankfurt	31 Oct 2007
Ghana, Accra	European	Frankfurt	31 Jul 2007
Greece, Athens	European	Frankfurt	31 Oct 2007
Greece, Larissa	European	Frankfurt	31 Jul 2007
Greenland, Thule 1/	European	Baltimore	<b>31 May 2006</b>
Guatemala	Southern	Miami	30 Apr 2007
Guinea, Conakry	European	Paris/Frankfurt	31 Jul 2007
Guyana	Southern	Miami	30 Apr 2007
Haiti	Southern	Miami	30 Apr 2007
Honduras	Southern	Miami	30 Apr 2007
Hong Kong	Pacific	Los Angeles	<b>31 Mar 2006</b>
Iceland ( <i>eff 14 October 2005</i> )	European	Frankfurt	30 Sep 2007
India, New Delhi	Pacific	Honolulu	<b>31 Mar 2006</b>
Indonesia, Jakarta	Pacific	Honolulu	<b>31 Mar 2006</b>
Israel, Tel Aviv	European	Frankfurt	31 Jul 2007

Ivory Coast, (See Cote D'Ivoire)			
Jamaica	Southern	Miami	30 Apr 2007
*Jordan ( <i>eff 28 March 2006</i> )	Central	Baltimore	31 Mar 2008
*Kazakhstan, Almaty ( <i>eff 28 March 2006</i> )	Central	Baltimore	31 Mar 2008
*Kenya ( <i>eff 28 March 2006</i> )	Central	Baltimore	31 Mar 2008
*Kuwait ( <i>eff 28 March 2006</i> )	Central	Baltimore	31 Mar 2008
*Kyrgyzstan, Bishkek ( <i>eff 28 March 2006</i> )	Central	Baltimore	31 Mar 2008
Laos, Vientiane ( <i>eff 29 October 2004</i> )	Joint POW/MIA	Honolulu	31 Oct 2006
Latvia, Riga	European	Frankfurt	31 Jul 2007
*Lebanon, Beirut ( <i>eff 28 March 2006</i> )	Central	Baltimore	31 Mar 2008
Lithuania, Vilnius	European	Frankfurt	31 Jul 2007
Macedonia, The Former Yugoslavia Republic of Macedonia, Skopje	European	Frankfurt	31 Jul 2007
Madagascar, Antananarivo ( <i>eff 28 May 2004</i> )	Pacific	Frankfurt	<b>31 May 2006</b>
Malaysia, Kuala Lumpur	Pacific	Sydney	<b>31 Mar 2006</b>
Mali, Bamako	European	Frankfurt	31 Jul 2007
Marshall Islands, Majuro	Pacific	Honolulu	<b>31 Aug 2003</b>
Mexico	Northern	San Antonio	<b>30 Aug 2005</b>
Moldova, Chisnau	European	Frankfurt	31 Jul 2007
Mongolia, Ulaanbaatar	Pacific	San Francisco	<b>31 Mar 2006</b>
Morocco, Rabat	European	Frankfurt	31 Jul 2007
Mozambique, Maputo	European	Frankfurt	31 Jul 2007
Namibia, Windhoek	European	Frankfurt	31 Oct 2007
Nepal, Kathmandu	Pacific	Honolulu	<b>31 Dec 2004</b>
Nicaragua	Southern	Miami	30 Apr 2007
Niger, Niamey	European	Frankfurt	31 Jul 2007
Nigeria, Abuja	European	Frankfurt	31 Oct 2007
Nigeria, Lagos	European	Frankfurt	31 Oct 2007
*Oman ( <i>eff 28 March 2006</i> )	Central	Baltimore	31 Mar 2008
*Pakistan ( <i>eff 28 March 2006</i> )	Central	Baltimore	31 Mar 2008

Panama	Southern	Miami	30 Apr 2007
Paraguay	Southern	Miami	30 Apr 2007
Peru	Southern	Miami	30 Apr 2007
Philippines, Metro Manila	Pacific	Honolulu	<b>31 Mar 2006</b>
Poland, Warsaw	European	Frankfurt	31 Oct 2007
*Qatar ( <i>eff 28 March 2006</i> )	Central	Baltimore	31 Mar 2008
Romania, Bucharest	European	Frankfurt	31 Jul 2007
Russia, Moscow	European	Frankfurt	31 Jul 2007
Rwanda, Kigali	European	Frankfurt	31 Jul 2007
*Saudi Arabia ( <i>eff 28 March 2006</i> )	Central	Baltimore	31 Mar 2008
Senegal, Dakar	European	Frankfurt	31 Jul 2007
Serbia and Montenegro, Belgrade	European	Frankfurt	30 Nov 2007
Singapore	Pacific	Honolulu ( <i>eff 14 Apr 2004</i> )	<b>31 Mar 2006</b>
South Africa, Pretoria	European	Frankfurt	31 Jul 2007
Sri Lanka, Columbo	Pacific	Frankfurt	<b>31 Mar 2006</b>
Suriname	Southern	Miami	30 Apr 2007
Syria, Damascus	Central	Frankfurt	<b>31 Oct 2005</b>
Tanzania, Dar Es Salaam	European	Frankfurt	31 Oct 2007
Thailand, Bangkok	Pacific	Honolulu	<b>31 Mar 2006</b>
Thailand, Chiang Mai	Pacific	Honolulu	<b>31 Mar 2006</b>
Trinidad and Tobago	Southern	Miami	30 Apr 2007
Tunisia, Tunis	European	Frankfurt	31 Jul 2007
Turkey, Ankara	European	Frankfurt	31 Jul 2007
*Turkmenistan, Ashgabat ( <i>eff 28 March 2006</i> )	Central	Baltimore	31 Mar 2008
Uganda, Kampala	European	Frankfurt	31 Jul 2007
Ukraine, Kiev	European	Frankfurt	31 Jul 2007
*United Arab Emirates ( <i>eff 28 March 2006</i> )	Central	Baltimore	31 Mar 2008

Uruguay	Southern	Miami	30 Apr 2007
*Uzbekistan, Tashkent ( <i>eff 28 March 2006</i> )	Central	Baltimore	31 Mar 2008
Venezuela	Southern	Miami	30 Apr 2007
Vietnam, Hanoi	Pacific	Honolulu	<b>31 Mar 2006</b>
*Yemen ( <i>eff 28 March 2006</i> )	Central	Baltimore	31 Mar 2008
Zambia, Lusaka	European	Frankfurt	31 Jul 2007
Zimbabwe, Harare	European	Frankfurt	31 Jul 2007

1/ Exception to the 24-month tour requirement approved by ASD(FMP) on 18 Mar 2002 memo.

**PAGE LEFT BLANK INTENTIONALLY**