

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

CHANGE 237

Alexandria, VA

1 September 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 August 2006 unless otherwise indicated.

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

STEPHEN W. ROCHON
RADM, USCG
Director of Personnel Management

LYNDA DAVIS
Deputy Assistant Secretary of
the Navy (Military 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 47-06(E); 57-06(E); 60-06(E); 61-06(E); 63-06(I); 68-06(I); 69-06(I); 71-06(I); 76-06(I). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 236 cover page.

BRIEF OF REVISION

These are the major changes made by Change 237:

Introduction. Updates NOAA Corps address. Also advises that JFTR/JTR copies can not be ordered, but may be copied down from the PDTATAC website and printed.

Introduction Table of Contents. Aligns the JFTR Introduction Title Table of Contents (TOC) with the Chapters and Parts of the respective regulations.

U1010-B; -B2; U6052-D4; U6054-B2; -D2. Allows the Secretarial Process the authority to continue evacuation allowances for dependents at safe haven after a member's PCS when justified.

U1010-B; U7970-H; U7980-D; Appendix E. Clarifies that Services must use their own order-preparation procedures to create "orders" for foreign uniformed members.

U5012-I4, -I5; U5130-B4. Explains that Services must use their own order-preparation procedures to create "orders" for foreign uniformed members.

U9130; U9150; U9160; U9220. Deletes JFTR, par. U9130-B since the OCONUS COLA start rules in par. U9105 now also apply to advance travel of dependents, addresses TLA for dependents following Secretarial approval of advance/delayed dependent travel, and adds reference and informational notes and makes editorial changes.

Appendix E. Clarifies that Services must use their own order-preparation procedures to create “orders” for foreign uniformed members.

Appendix L. Updates AEA approval authority in Appendix L for USEUCOM.

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								
216	i	232	U3B-1	194	U4C-11	231	U5C-5	216	U5D-47
237	iii	232	U3B-3	220	U4D-1	232	U5C-7	227	U5D-49
237	v	228	U3B-5	220	U4D-3	236	U5C-9	232	U5D-51
226	vii	231	U3B-7	220	U4D-5	231	U5C-11	232	U5D-53
237	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
237	U-i	230	U3B-13	225	U4G-1	213	U5C-17	216	U5D-59
237	U-iii	230	U3B-15	232	U4H-1	235	U5C-19	232	U5D-61
237	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
237	U1A-3	229	U3D-5	214	U4I-1	235	U5C-29	232	U5D-71
237	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
236	U2-i	225	U3G-1	225	U5-vii	234	U5C-41	232	U5E1-11
236	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
236	U2D-1	234	U4B-7	232	U5A-1	230	U5D-13	230	U5F-5
176	U2E-1	234	U4B-9	237	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
236	U2G-5	232	U4B-17	235	U5B-5	232	U5D-23	232	U5G-1
236	U2G-7	232	U4B-19	228	U5B-7	234	U5D-25	232	U5G-3
236	U2G-9	232	U4B-21	229	U5B-9	221	U5D-27	232	U5G-5
236	U2G-11	232	U4B-23	221	U5B-11	223	U5D-29	232	U5G-7
236	U2G-13	232	U4B-25	221	U5B-13	216	U5D-31	231	U5G-9
236	U2G-15	232	U4B-27	232	U5B-15	229	U5D-33	227	U5G-11
236	U2G-17	232	U4B-29	221	U5B-17	232	U5D-35	236	U5H-1
231	U2H-1	231	U4C-1	237	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-13
213	U5J-3	235	U7G-11	234	U9D-1	233	G-1	234	O-15
213	U5J-5	235	U7G-13	237	U9D-3	233	G-3	234	O-17
213	U5J-7	233	U7G-15	236	U10-i	233	G-5	234	O-19
215	U5J-9	227	U7H1-1	226	U10-iii	233	G-7	234	O-21
221	U5J-11	227	U7H1-3	230	U10A-1	217	H-i	234	O-23
213	U5J-13	236	U7H1-5	233	U10B-1	214	H1-1	234	O-25
222	U6-i	236	U7H1-7	233	U10B-3	214	H2A-1	234	O-27
234	U6-iii	236	U7H1-9	229	U10B-5	214	H2B-1	234	O-29
216	U6A-1	236	U7H1-11	236	U10B-7	232	H2C-1	230	P-i
232	U6A-3	227	U7H1-13	236	U10B-9	232	H2C-3	216	P1-1
219	U6A-5	227	U7H1-15	232	U10C-1	214	H3A-1	230	P2-1
222	U6A-7	232	U7H2-1	232	U10C-3	220	H3B-1	230	P2-3
216	U6A-9	227	U7I-1	234	U10C-5	220	H3B-3	233	P2-5
231	U6A-11	221	U7I-3	236	U10C-7	221	U3B-5	235	Q-1
231	U6A-13	236	U7J-1	236	U10C-9	214	H4A-1	235	Q-3
216	U6A-15	231	U7J-3	234	U10C-11	214	H4B-1	235	Q-5
216	U6A-17	223	U7K-1	234	U10C-13	214	H4C-1	230	Q-7
216	U6A-19	216	U7L-1	234	U10C-15	214	H4D-1	173	R-1
216	U6A-21	168	U7M-1	234	U10C-17	214	H4E-1	236	S-1
216	U6A-23	209	U7N-1	234	U10C-19	214	H4F-1	235	S-3
216	U6A-25	209	U7O-1	231	U10D-1	176	I-1	236	S-5
234	U6A-27	232	U7P-1	231	U10D-3	226	J-i	216	T-i
232	U6A-29	223	U7Q-1	224	A1-1	226	J1-1	216	T-1
236	U6B-1	232	U7R-1	221	A1-3	226	J1-3	216	T-3
237	U6B-3	185	U7S-1	224	A1-5	236	J2-1	213	U-1
236	U6B-5	160	U7T-1	229	A1-7	226	J3-1	230	i-1
237	U6B-7	213	U7U-1	229	A1-9	226	K-i		
237	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	237	U7Z1-1	223	A1-19	217	K3-1		
216	U6B-19	237	U7Z2-1	232	A1-21	228	K4-1		
216	U6B-21	232	U8-i	235	A1-23	217	L-i		
216	U6B-23	227	U8-1	235	A1-25	224	L-1		
234	U6B-25	227	U8-3	221	A1-27	234	L-3		
216	U7-i	234	U8-5	235	A1-29	237	L-5		
236	U7-iii	234	U8-7	232	A1-31	229	L-7		
232	U7-v	237	U9-i	232	A1-33	236	L-9		
216	U7-vii	234	U9-iii	230	A1-35	229	L-11		
237	U7-ix	234	U9A-1	235	A2-1	226	M-1		
223	U7-xi	234	U9B-1	235	A2-3	217	N-i		
231	U7A-1	234	U9B-3	221	B-1	233	N1-1		
235	U7B-1	237	U9B-5	138	C-1	233	N1-3		
189	U7C-1	237	U9C-1	221	D-1	233	N1-5		
168	U7D-1	237	U9C-3	234	E-i	217	N2-1		
168	U7E-1	237	U9C-5	237	E1-1	217	N2-3		
195	U7F1-1	237	U9C-7	237	E1-3	235	O-i		
157	U7F2-1	237	U9C-9	235	E1-5	229	O-1		
199	U7F3-1	237	U9C-11	231	E2-1	227	O-3		
227	U7G-1	237	U9C-13	220	E2-3	235	O-5		
233	U7G-3	237	U9C-15	234	E3-1	235	O-7		
231	U7G-5	234	U9C-17	217	F-i	235	O-9		
234	U7G-7	234	U9C-19	234	F1-1	235	O-11		

Paragraph: U5310-B2a(1)(a)

- Volume 1
- Chapter 5
- Paragraph 310
- Subparagraphs

References and citations to the JFTR should be in the following format:

- JFTR, par. U5310
- JFTR, par. U5310-A
- JFTR, par. U5310-A1
- JFTR, par. U5310-A1a
- JFTR, par. U5310-A1a(1)(a)
- JFTR, pars. U5310-U5350

Paragraphs and subparagraphs may contain itemizations. Reference to a specific item should be in the following format:

- JFTR, par. U5310-A2
- JFTR, par. U5310-B4a

The most specific unit of reference should be used.

CHANGES

DOD Uniformed Travel Determinations (UTDs) initiate changes to the JFTR. A UTDs is effective on its indicated date. A UTD may be effective on the date published in the JFTR, on the date of signature by the PDTATAC Chairman, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by law, some other date. When an effective date is earlier than the date assigned to the printed change page, changes reflect the specific effective date.

Per diem Bulletins make changes in the non-foreign OCONUS per diem rates contained in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>. Per diem bulletins are published in the Federal Register.

Printed changes are numbered consecutively and ordinarily are issued monthly. They contain the text and rate changes directed in determinations. The determinations memoranda included in a printed change are shown on the cover sheet of the printed change.

New or revised provisions appearing on a change page are indicated by a * symbol placed next to the new or revised portion.

FEEDBACK REPORTING

Recommendations for changes in the JFTR should contain an explanation of and rationale for the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates in accordance with par. U4179.

Suggestions that would improve this Volume are encouraged. Route them as follows:

1. Army - Through appropriate command channels to: HQDA (DAPE-PRR-C), 300 Army Pentagon, Washington, DC 20310-0300;
2. Navy - Through appropriate command channels to: Deputy Chief of Naval Operations (M&P); Washington Staff/Chief of Naval Personnel (N130E), 2000 Navy Pentagon, Washington, DC 20350-2000;
3. Marine Corps - Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103;
4. Air Force - Through appropriate command channels to: HQ AF/DPDF, 1040 AF Pentagon, Washington, DC 20330-1040;
5. Coast Guard - Directly to: Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street, SW, Washington, DC 20593-0001;

Effective 10 June 2006

*6. NOAA Corps - Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333;

Effective 10 November 2004

7. U.S. Public Health Service - Directly to: Office of Commissioned Corps Force Management, Office of the Director, 1101 Wootton Parkway, Tower Building, Plaza Level, Rockville, MD 20852; or
8. Office of the Secretary of Defense and other DOD Components - Directly to: Per Diem, Travel and Transportation Allowance Committee, Hoffman Building 1, Room 836, 2461 Eisenhower Avenue, Alexandria, VA 22331-1300.

Effective 22 June 2006***HOW TO GET THE JFTR**

Printed paper JFTR copies and changes can no longer be ordered. You can download and print copies by accessing the following website: <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>.

JOINT FEDERAL TRAVEL REGULATIONS (JFTR)

VOLUME 1

UNIFORMED SERVICE PERSONNEL

CHAPTER 1

APPLICABILITY AND GENERAL INFORMATION

PART A	APPLICABILITY AND GENERAL INFORMATION
PART B	GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM COMMERCIAL SOURCES
PART C	MISCELLANEOUS REIMBURSABLE EXPENSES
PART D	ISSUANCE OF MEAL TICKETS

CHAPTER 2

ADMINISTRATION AND GENERAL PROCEDURES

PART A	TRAVEL POLICY
PART B	TRAVEL ORDERS
PART C	TRAVEL STATUS
PART D	ADVANCE OF FUNDS
PART E	RESERVED
PART F	TRAVEL CLAIMS AND RECEIPTS
PART G	CONFERENCES
PART H	MILEAGE AND MALT RATES

CHAPTER 3

TRANSPORTATION, ACCOMPANIED BAGGAGE, AND LOCAL TRAVEL

PART A	APPLICABILITY AND GENERAL RULES
PART B	TRAVEL BY COMMON CARRIER
PART C	TRAVEL BY GOVERNMENT CONVEYANCE
PART D	TRAVEL BY PRIVATELY OWNED CONVEYANCE
PART E	TRAVEL BY TAXICAB, SPECIAL CONVEYANCE, BUS, STREETCAR, SUBWAY OR OTHER PUBLIC CONVEYANCE
PART F	LOCAL TRAVEL IN AND AROUND PDS OR TDY STATION
PART G	PARKING EXPENSES FOR CERTAIN MEMBERS

CHAPTER 4

TEMPORARY DUTY TRAVEL (TDY)

PART A	RESERVED
PART B	PER DIEM ALLOWANCE
PART C	ACTUAL EXPENSE ALLOWANCE (AEA)
PART D	ALLOWABLE TRAVEL TIME FOR TDY TRAVEL
PART E	GOVERNMENT MESS USE/AVAILABILITY
PART F	OCCASIONAL MEALS AND QUARTERS
PART G	TRAVEL AND TRANSPORTATION ALLOWANCES FOR TRAVEL OF DEPENDENTS WHEN MEMBER ORDERED ON INDETERMINATE TDY
PART H	HHG SHIPMENT AND STORAGE UNDER TDY ORDERS
PART I	REIMBURSEMENT OPTIONS FOR MEMBERS ON TDY WITHIN A COMBATANT COMMAND OR JOINT TASK FORCE AREA OF OPERATIONS
PART J	TRAVEL ADVANCES

CHAPTER 5

PERMANENT DUTY TRAVEL

PART A	APPLICABILITY AND GENERAL RULES
PART B	MEMBER ALLOWANCES FOR TRANSPORTATION AND SUBSISTENCE
PART C	DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES
PART D	HOUSEHOLD GOODS (HHG) TRANSPORTATION AND NONTEMPORARY STORAGE (NTS)
PART E	POV TRANSPORTATION AND STORAGE
PART E1	POV TRANSPORTATION
PART E2	POV STORAGE WHEN POV TRANSPORTATION TO A FOREIGN/NON- FOREIGN OCONUS (SEE PAR. U5462) PDS IS NOT AUTHORIZED OR STORAGE IN CONNECTION WITH CONTINGENCY OPERATION TDY
PART F	MOBILE HOMES TRANSPORTATION
PART G	DISLOCATION ALLOWANCE (DLA)
PART H	TEMPORARY LODGING EXPENSE (TLE) ALLOWANCE WITHIN CONUS
PART I	PET QUARANTINE
PART J	EARLY RETURN OF DEPENDENTS

CHAPTER 6

EVACUATION ALLOWANCES

PART A	AUTHORIZED OR ORDERED MOVEMENTS OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS)
PART B	AUTHORIZED OR ORDERED MOVEMENTS WITHIN THE CONTINENTAL UNITED STATES (CONUS)

CHAPTER 7

TRAVEL AND TRANSPORTATION ALLOWANCES UNDER SPECIAL CIRCUMSTANCES AND CATEGORIES

PART A	TRAVEL OF SERVICE ACADEMY CADETS/MIDSHIPMEN
PART B	TRAVEL OF UNIFORMED SERVICES APPLICANTS AND REJECTED APPLICANTS
PART C	REIMBURSEMENT FOR RECRUITING EXPENSES
PART D	TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY
PART E	TRAVEL OF WITNESSES
PART F1	TRAVEL WHILE ON DUTY WITH PARTICULAR UNITS
PART F2	TRAVEL WHEN PER DIEM NOT AUTHORIZED
PART F3	MEMBERS ASSIGNED TDY AS OBSERVERS TO UN PEACEKEEPING ORGANIZATIONS
PART G	TRAVEL OF MEMBERS OF RESERVE COMPONENTS AND RETIRED MEMBERS CALLED (OR ORDERED) TO ACTIVE DUTY
PART H1	LEAVE TRAVEL AND TRANSPORTATION EFFECTIVE FOR COT TRAVEL STARTED ON OR AFTER 19 APRIL 2002
PART H2	REIMBURSEMENT FOR LODGING WHILE ON LEAVE
PART I	MEMBER TRAVEL IN CONNECTION WITH PHYSICAL EXAMINATION OR ILLNESS
PART J	REST AND RECUPERATIVE (R&R) LEAVE AND SPECIAL REST AND RECUPERATIVE (SR&R) ABSENCE TRANSPORTATION
PART K	TRAVEL AND TRANSPORTATION TO RECEIVE A NON-FEDERALLY SPONSORED HONOR AWARD
PART L	RESERVED (SEE PAR. U1005)
PART M	MEMBER WHOSE ENLISTMENT IS VOIDED
PART N	ABSENTEE, STRAGGLER, OR OTHER MEMBER WITHOUT FUNDS
PART O	MEMBER TRAVEL AND TRANSPORTATION INCIDENT TO DISCIPLINARY ACTION AND TRAVEL OF PRISONERS AND THEIR GUARDS
PART P	TRANSPORTATION OF MEMBERS DISCHARGED FROM SERVICE UNDER OTHER THAN HONORABLE CONDITIONS
PART Q	TRAVEL OF ESCORTS AND ATTENDANTS OF DEPENDENTS
PART R	TRANSPORTATION OF REMAINS OF DECEASED MEMBERS AND DECEASED DEPENDENTS
PART S	TRAVEL EXPENSES OF MEMBERS NOT PAYABLE BY GOVERNMENT
PART T	SEE APPENDIX E
PART U	REIMBURSEMENT FOR TRAVEL AND TRANSPORTATION EXPENSES WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL STAFF
PART V	MEMBERS AUTHORIZED TO TRAIN FOR, ATTEND, AND PARTICIPATE IN ARMED FORCES, NATIONAL, AND INTERNATIONAL AMATEUR SPORTS COMPETITIONS

PART W RESERVED
PART X RESERVED
PART Y TRAVEL ALLOWANCES TO SPECIALTY CARE OVER 100 MILES
PART Z1 TRAVEL ALLOWANCES - BILATERAL OR REGIONAL COOPERATION PROGRAM
PART Z2 TRAVEL AND TRANSPORTATION ALLOWANCES - COALITION LIAISON OFFICERS

CHAPTER 8 **COST-OF-LIVING ALLOWANCE FOR MEMBERS ASSIGNED TO HIGH-COST AREAS IN CONUS (CONUS COLA)**

CHAPTER 9 **STATION ALLOWANCES**

PART A DEFINITIONS
PART B COST OF LIVING ALLOWANCE (COLA)
PART C TEMPORARY LODGING ALLOWANCE (TLA)
PART D MISCELLANEOUS CONDITIONS AFFECTING ALLOWANCE PAYMENTS

CHAPTER 10 **OVERSEAS HOUSING AND FAMILY SEPARATION HOUSING ALLOWANCES**

PART A DEFINITIONS
PART B GENERAL INFORMATION
PART C OHA START/STOP
PART D FAMILY SEPARATION HOUSING ALLOWANCE

APPENDIX A

PART I DEFINITIONS
PART II ACRONYMS

APPENDIX B **OCONUS MAXIMUM PER DIEM RATES**

APPENDIX C **RESERVED**

APPENDIX D **CONUS MAXIMUM PER DIEM RATES**

APPENDIX E **INVITATIONAL TRAVEL AUTHORIZATIONS**

PART I INVITATION TO TRAVEL
PART II SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION
PART III GOVERNMENT CONTRACTOR'S/CONTRACTOR EMPLOYEES' TRAVEL

APPENDIX F **CONSUMABLE GOODS ALLOWANCES**

PART I LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES
PART II CRITERIA FOR ESTABLISHING A CONSUMABLE GOODS ALLOWANCE

APPENDIX G

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL

APPENDIX H

**TRAVEL PURPOSE IDENTIFIERS AND PREMIUM CLASS
TRANSPORTATION**

PART 1	TRAVEL PURPOSE IDENTIFIERS
PART 2A	REPORTING DATA ELEMENTS AND PROCEDURES FORMAT
PART 2B	FIRST-CLASS AIR ACCOMMODATIONS CODES
PART 2C	FIRST-CLASS DECISIONS SUPPORT TOOL
PART 3A	BUSINESS-CLASS AIR ACCOMMODATIONS CODES
PART 3B	BUSINESS-CLASS DECISIONS SUPPORT TOOL
PART 4A	PREMIUM-CLASS ACCOMMODATIONS FOR DISABILITY OR OTHER SPECIAL MEDICAL NEEDS REASONS
PART 4B	RESERVED
PART 4C	RESERVED
PART 4D	RESERVED
PART 4E	RESERVED
PART 4F	PREMIUM-CLASS ACCOMMODATIONS DETERMINATION FORMAT

APPENDIX I

RESERVED

APPENDIX J

COST-OF-LIVING ALLOWANCE (COLA)

PART I	INTRODUCTION
PART II	COLA UNIQUE EXPENSES
PART III	COST-OF-LIVING ALLOWANCE TABLES

APPENDIX K

OVERSEAS HOUSING ALLOWANCE (OHA)

PART I	GENERAL INFORMATION
PART II	BRIEFING SHEET
PART III	MOVE-IN HOUSING ALLOWANCE (MIHA)/MISCELLANEOUS EXPENSES
PART IV	RENTAL ADVANCE PROTECTION

<u>APPENDIX L</u>	<u>ACTUAL EXPENSE ALLOWANCE (AEA) SUBMISSION CHANNELS</u>
<u>APPENDIX M</u>	<u>STATION ALLOWANCE/OHA AND TRAVEL PER DIEM REPORTING PROCEDURES AND COMMAND/SENIOR OFFICER/COUNTRY ALLOWANCE COORDINATOR RESPONSIBILITIES</u> (see http://141.116.74.201/cola/appm/appm.pdf)
<u>APPENDIX N</u>	<u>MOVE-IN HOUSING ALLOWANCE (MIHA)</u>
Part I	MOVE-IN HOUSING ALLOWANCE (MIHA)
Part II	MIHA SECURITY LOCATIONS
<u>APPENDIX O</u>	<u>TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES</u>
<u>APPENDIX P</u>	<u>CITY-PAIR PROGRAM</u>
Part I	CITY-PAIR PROGRAM
Part II	FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM
<u>APPENDIX Q</u>	<u>OVERSEAS TOUR LENGTHS</u>
<u>APPENDIX R</u>	<u>RESERVED</u>
<u>APPENDIX S</u>	<u>AUTHORIZED FEML LOCATIONS/DESTINATIONS</u>
<u>APPENDIX T</u>	<u>STANDARD DATA ELEMENTS FOR TRAVEL</u>
<u>APPENDIX U</u>	<u>AUTHORIZED REST AND RECUPERATION (R&R) LOCATIONS/DESTINATIONS</u>

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 (Appendix A definition of DEPENDENT),
15. CTO use policy (par. U3120),
16. Travel or transportation for family members incident to the repatriation of a member held captive (par. U5258);

Effective 27 June 2006

- *17. Procedures for extending safe haven allowances incident to an evacuation (par. U6054-D2); and

Effective 5 July 2006

- *18. Order writing procedures for foreign uniformed members (Chapter 7, Parts Z1 and Z2).

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 left or 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.

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.

Effective 27 June 2006

*I. Travel and Transportation Allowance Extensions when a Member Separates from the Service. A written time limit extension may be authorized/approved using the Secretarial Process. An explanation of the circumstances justifying the extension must include the following:

1. The specific additional time period.
2. A description of the circumstances that prevent use within the prescribed time. ***NOTE: The extension must be for the shortest time appropriate under the circumstances.***
3. Acknowledgement that the extension is not being granted merely to accommodate personal preferences or convenience (DOD/GC #99-1).
4. ***An extension must 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 member's certified on-going medical condition prevents relocation of the member for longer than 6 years from the separation/retirement date.***
5. ***An extension must 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 member's certified on-going medical condition prevents relocation of the dependent(s) for longer than 6 years from the notification date.***

NOTE: An extension under 'Other Deserving Cases' (see par. U5130-B4) for any reason may not be for more than 6 years from the date of separation or release from active duty or retirement.

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.

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

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

a. Is retired without pay;

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

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

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

B. Time Limitations

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

2. Member Undergoing Hospitalization or Medical Treatment

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

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

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

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

Effective 27 June 2006

*4. Other Deserving Cases. An extension of the 1-year time limit prescribed in par. U5130-B1 may be authorized/ approved by the Secretarial Process for a period NTE six years when an unexpected event beyond the member's control prevents the member from moving to the HOS within the specified time limit. An extension of the time limit also may be authorized/approved by the Secretarial Process for a period NTE six years if it is in the Service's best interest, or substantially to the benefit of the member and not costly or otherwise adverse to the Service. These extensions are authorized/approved for the specific period of time, NTE six years, that the member anticipates is needed to complete the move. If additional time beyond the 6-year limit is required because of a member's certified on-going medical condition, the member may request a further extension (see par. U5012-I) using the Secretarial Process. See B-126158, 21 April 1976 available at: <http://141.116.74.201/regs/comp-gen-dec/B-126158.txt>. The delayed travel authorized under par. U5130-B4 must be incident to the member's separation from the Service. See B-207157, 2 February 1983 available at: <http://141.116.74.201/regs/comp-gen-dec/B-207157.txt>.

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

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

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

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

U5160 ALLOWABLE TRAVEL TIME COMPUTATION

A. General. A member performing PCS travel is authorized the travel time allowable to complete the PCS move. ***A member reassigned between activities at the same PDS is allowed no travel time. See par. U5100 for proximity PCS.*** The maximum travel time that may be allowed under par. U5160 is that which would have been allowed

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

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

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

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

F. Safe Haven

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

U6052 RESPONSIBILITIES

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

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

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

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

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

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

D. Evacuation Status Termination

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

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

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

Effective 27 June 2006

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

- a. Permit the family to return to the PDS and terminate the evacuation allowances, or
- b. Require the family to go to a designated place (from a safe haven) with the resulting evacuation allowances transition,
- c. Allow the evacuation status to continue until the ordered evacuation period is terminated, or
- d. Allow one or more of the dependents to remain at the evacuation site with evacuation allowances as outlined in par. U6052-E if justified and authorized/approved on a case-by-case basis through the Secretarial Process.

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

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

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

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

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

U6054 DEPENDENT SAFE HAVEN ALLOWANCES

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

NOTE:

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

B. General

1. 'LODGINGS-Plus' Per Diem Computation Method Applicability to Evacuated Dependents. Evacuated dependents are authorized a safe haven allowance under the 'Lodgings-Plus' per diem computation method for each day they are in an evacuation status. ***Actual expense allowances described in Chapter 4, Part C, do not apply to an evacuation.*** The 'Lodgings-Plus' per diem computation method consists of a lodging allowance and a M&IE allowance. For an explanation of the items of expense the per diem allowance is intended to cover, see Appendix A definition of "Per Diem Allowance" and Chapter 4, Part B. The maximum lodging reimbursement for a dependent family is the actual total daily lodging cost incurred by the family, not to exceed the sum of the daily lodging portion of the locality per diem rate authorized for each dependent concerned. Because many evacuated dependents stay with friends/relatives while at a safe haven, it is noted that the rule in par. U4129-E applies to them. ***That is, if an evacuated dependent stays with friends or relatives while at a safe haven, no cost for lodging is allowed, whether or not any payment for lodging is made to the friend or relative.*** This restriction

does not apply when the dependent leases a house, apartment (i.e., lodgings) from a friend or relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated dependent is authorized the M&IE portion of the per diem allowance even if not authorized the lodging portion of the per diem allowance for any given day. (See computations in par. U6054-G). Government mess or open mess availability/use has no effect on per diem allowances for dependents even though such facilities may be or are used without charge to the dependent. Safe haven allowances payable under par. U6054 may be paid in advance as prescribed in par. U6060-A.

Effective 27 June 2006

***2. Authorization Termination**

a. Authorization for safe haven allowances may:

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

b. If not terminated under par. U6054-B2a(1) or U6054-B2b(2), above, safe haven allowances, authorized in par. U6054-B, terminate on the date the member detaches/departs from the PDS from which the dependents' evacuation was authorized/ordered except when the:

- (1) Authorization for evacuation safe haven allowances is extended by the Secretarial Process; or,
- (2) Member dies. See par. U6050-A.

c. Per diem at a safe haven may not extend beyond the earliest of the:

- (1) 180-consecutive-day period unless extended by the USD (P&R) for dependents of DOD service members, and by the Secretarial Process for dependents of non-DOD Service members;
- (2) Date dependents depart the safe haven for the PDS or designated place (or convert the safe haven to the designated place); or
- (3) Expiration date established by the USD (P&R) for dependents of DOD service members, and by the Secretarial Process for dependents of non-DOD Service members.

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

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

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

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

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

D. Safe Haven Allowances while at Safe Haven

Effective 27 June 2006

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

<https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the area concerned. Dependents age 12 or older are authorized the full safe haven allowance, while those under age 12 are authorized not to exceed 50 percent of the safe haven allowance rate computed based on the per diem rate prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the area concerned. The safe haven allowance rate is increased for those dependents reaching age 12 while located at a safe haven beginning on the twelfth birthday. After the 30-consecutive-day period expires, and unless otherwise authorized or approved in a determination issued by the USD (P&R) for dependents of DOD members and/or the Secretary Concerned for dependents of non-DOD members, the safe haven allowance rate is computed for not to exceed 180 consecutive days (unless extended for time and/or safe haven allowance rate percentage by the USD (P&R) for dependents of DOD members, and by the Secretary Concerned for dependents of non-DOD members under par. U6052-D) at:

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

Situations may arise in which the reduced safe haven allowance does not cover the additional costs involved in maintaining specific dependents at a safe haven (i.e., the additional expenses for lodging, meals and incidental expenses exceed the reduced rate amount). The specific dependents receiving the safe haven allowances, or the individual receiving the safe haven allowances on dependent(s)' behalf, on a case-by-case basis may forward a request for approval through the Secretarial Process requesting an increased safe haven allowances rate.

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

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

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

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

Effective 21 December 2005

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

PART X: NOT USED

PART Y: TRAVEL ALLOWANCES TO SPECIALTY CARE OVER 100 MILES

Paragraph

Contents

U7960

TRAVEL TO SPECIALTY CARE OVER 100 MILES

- A. General
- B. Applicability
- C. Transportation
- D. Lodging and Meals
- E. Reimbursable Expenses
- F. Administrative Provisions

U7961

ATTENDANT'S TRAVEL FOR SPECIALTY CARE OVER 100 MILES

- A. General
- B. A Member as an Attendant
- C. A Civilian Employee as an Attendant
- D. Other Person as an Attendant

PART Z1: TRAVEL ALLOWANCES – BILATERAL OR REGIONAL COOPERATION PROGRAM

<u>Paragraph</u>	<u>Contents</u>
U7970	TRAVEL ALLOWANCES FOR DEFENSE PERSONNEL OF DEVELOPING COUNTRIES <ul style="list-style-type: none">A. GeneralB. Travel within the Area of Responsibility of a Combatant CommandC. Travel when the Combatant Command is located within the U.S.D. Personnel of a Developing Country that is not a Member of the North Atlantic Treaty Organization (NATAO)E. Maximum Expenses that May Be PaidF. Payment of Additional ExpensesG. Payment under this Part is in Addition to Payments under 10 USC §1050H. Travel Orders

PART Z2: TRAVEL AND TRANSPORTATION ALLOWANCES – COALITION LIAISON OFFICERS

<u>Paragraph</u>	<u>Contents</u>
U7980	TRAVEL AND TRANSPORTATION ALLOWANCES – COALITION LIAISON OFFICERS (10 USC §1051a) <ul style="list-style-type: none">A. GeneralB. Maximum Allowances that May Be PaidC. DefinitionD. <u>Travel Orders</u>E. Authority Termination

CHAPTER 7

PART Z1: TRAVEL ALLOWANCES - BILATERAL OR REGIONAL COOPERATION PROGRAM

U7970 TRAVEL ALLOWANCES FOR DEFENSE PERSONNEL OF DEVELOPING COUNTRIES

Effective 8 December 2004

NOTE: *Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.*

A. General. Transportation, per diem/AEA, and miscellaneous expenses listed in App G, Part I may be authorized/approved for defense personnel of developing countries in connection with the attendance of such personnel at a bilateral or regional conference, seminar, or similar meeting if it is determined that the attendance of such personnel at a conference, seminar, or similar meeting is in the national security interests of the U.S.

B. Travel within the Area of Responsibility of a Combatant Command. Except as provided in pars. U7970-C and U7970-D, expenses authorized to be paid under par. U7970-A may be paid on behalf of personnel from a developing country only in connection with travel within the area of responsibility of the combatant command (as defined in 10 USC §161(c)) in which the developing country is located or in connection with travel to Canada or Mexico. As defined in 10 USC 161(c), the term "combatant command" means a military command which has broad, continuing missions and which is composed of forces from two or more military departments.

C. Travel when the Combatant Command Is Located within the U.S. In a case in which the unified combatant command's headquarters is located within the U.S., expenses authorized to be paid under par. U7970-A may be paid for the travel of defense personnel of developing countries to the U.S. to attend a bilateral or regional conference, seminar, or similar meeting.

D. Personnel of a Developing Country that Is Not a Member of the North Atlantic Treaty Organization (NATO). In the case of defense personnel of a developing country that is not a member of NATO but that is participating in the Partnership for Peace program of NATO, expenses authorized to be paid under par. U7970-A may be paid for the travel of personnel to any of the countries participating in the Partnership for Peace or the territory of any NATO member country.

E. Maximum Expenses that May Be Paid. Expenses authorized to be paid under par. U7970-A may not, in the case of any individual, exceed the amount that would be paid to a member of the U.S. armed forces (of a comparable grade) for authorized travel of a similar nature.

F. Payment of Additional Expenses. In addition to the expenses authorized to be paid under par. U7970-A, payment may be authorized/approved by the Secretarial Process for other expenses incurred in connection with any conference, seminar, or similar meeting that are in the U.S.'s national security interests.

G. Payment under this Part is in Addition to Payments under 10 USC §1050. Payment of expenses under this Part is in addition to the payment of certain expenses and compensation of officers and students of Latin American countries under 10 USC §1050. *(that currently states: - Latin American cooperation: payment of personnel expenses - The Secretary of Defense or the Secretary of a military department may pay the travel, subsistence, and special compensation of officers and students of Latin American countries and other expenses that the Secretary considers necessary for Latin American cooperation.)*

Effective 5 July 2006

*H. Travel Orders. Travel Orders issued under individual Service regulations are to be used for authorizing the allowances under this Part. See par. U1010-B.

PAGE LEFT BLANK INTENTIONALLY

CHAPTER 7

PART Z2: TRAVEL AND TRANSPORTATION ALLOWANCES - COALITION
LIAISON OFFICERSU7980 TRAVEL AND TRANSPORTATION ALLOWANCES - COALITION LIAISON OFFICERS (10
USC §1051a)

Effective 8 December 2004

NOTE: *Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.*

*A. General. Under the authority in 10 USC §1051a, the Secretary of Defense may authorize travel (per diem/AEA), transportation, and miscellaneous expenses listed in App G, Part I required for the performance of duties by a liaison officer of a developing country involved in a coalition with the United States while the liaison officer is assigned temporarily to the headquarters of a United States combatant command, component command, or subordinate operational command in connection with the planning for, or conduct of, a coalition operation. The Secretary of Defense may authorize payment of the above-described allowances for a liaison officer of a developing country in connection with the assignment of that officer to the headquarters of a combatant command if the assignment is requested by that combatant command commander. To the extent determined appropriate, the Secretary of Defense may authorize the allowances with or without reimbursement from (or on behalf of) the recipients.

B. Maximum Allowances that May Be Paid. Allowances authorized to be paid under par. U7980-A may not, in the case of any individual, exceed the amount that would be paid to a member of the United States armed forces (of a comparable grade) for authorized travel of a similar nature.

C. Definition. The term 'coalition' means an ad hoc arrangement between or among the United States and one or more other nations for common action.

Effective 5 July 2006

*D. Travel Orders. Travel Orders issued under individual Service regulations are to be used for authorizing the allowances under this Part. See par. U1010-B.

E. Authority Termination. The authority for authorizing the allowances in par. U7980 expires on September 30, 2007.

PAGE LEFT BLANK INTENTIONALLY

CHAPTER 9

STATION ALLOWANCES (OCONUS COLA AND TLA)

PART A: DEFINITIONS

<u>Paragraph</u>	<u>Contents</u>
U9000	DEFINITION OF TERMS AS USED IN THIS CHAPTER A. Member with Dependents B. Member without Dependents C. Station Allowances D. Vicinity E. Government Dining Facility/Mess and Government Quarters F. Command-sponsored Dependent

PART B: COST OF LIVING ALLOWANCE (COLA)

<u>Paragraphs</u>	<u>Contents</u>
U9100	COLA A. Purpose B. Allowances Payable C. COLA Calculation D. COLA Unique Expenses
U9105	COLA START/STOP A. Start B. Stop
U9110	COLA INCIDENT TO PCS BETWEEN PDSs IN CLOSE PROXIMITY
U9115	COLA FOR A MEMBER WITHOUT DEPENDENTS A. Government Dining Facility/Mess Availability B. Leave Periods
U9120	NON-COMMAND SPONSORED DEPENDENTS IN PDS VICINITY
U9125	FRACTIONAL COLA FOR A MEMBER-WITHOUT DEPENDENTS
U9130	COLA FOR A MEMBER WITH DEPENDENTS A. General B. Home Port Changes C. PCS Order Amendment Changes the PDS
U9135	GEOGRAPHIC COLA LOCATIONS
U9140	COLA REPORT SUBMISSION
U9145	COLA FOR RESERVE COMPONENT MEMBERS

PART C: TEMPORARY LODGING ALLOWANCE (TLA)

<u>Paragraphs</u>	<u>Contents</u>
U9150	GENERAL <ul style="list-style-type: none">A. PurposeB. ImplementationC. OCONUS TLA Authority Responsibilities
U9155	GENERAL TLA PAYMENT CONDITIONS
U9160	INITIAL ASSIGNMENT <ul style="list-style-type: none">A. GeneralB. TLA Start when Authorized MALT Plus Flat Per DiemC. TLA Start when Authorized Per Diem (Chapter 4, Part B)D. TLA when a Member Arrives before DependentsE. Dependents Arrive at or in the OCONUS PDS Vicinity before the MemberF. Dependents' Delayed Departure Authorized/Approved by Secretarial ProcessG. TLA during Hospitalization PeriodH. Additional TLA PeriodI. TLA Stop
U9165	ALLOWANCE UNDER SPECIAL CONDITIONS <ul style="list-style-type: none">A. Member Must Vacate Established Permanent Quarters/Private Sector Housing in the PDS VicinityB. Deployment Period while away from PDSC. TLA when Tour Is ConvertedD. Member Acquires Dependent(s)E. PCS Order Cancelled/Revoked
U9170	ALLOWANCE UPON DEPARTURE <ul style="list-style-type: none">A. GeneralB. Dependents Depart before the MemberC. Delayed DepartureD. Early Termination of Permanent HousingE. Member Detaches from a Ship away from HomeportF. Period of TDY/ Deployment while Away from Old PDSG. TLA Authorization before PCS Order IssuanceH. TLA Authorization during a Hospitalization Period
U9175	LEAVE/PERMISSIVE TDY EFFECT ON TLA
U9180	OLD AND NEW PDS IN CLOSE PROXIMITY OR IN SAME COUNTRY <ul style="list-style-type: none">A. GeneralB. New PDS within Commuting Distance

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

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

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

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

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

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

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

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

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

U9120 NON-COMMAND-SPONSORED DEPENDENTS IN PDS VICINITY

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

U9125 FRACTIONAL COLA FOR A MEMBER-WITHOUT-DEPENDENTS

A member without dependents:

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

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

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

Effective 1 June 2006

***U9130 COLA FOR MEMBER WITH DEPENDENTS**

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

1. For any day in excess of 30 consecutive calendar days that a member accompanied by *all* dependents is on leave in CONUS;
2. When one or more, or all, dependents return to CONUS for a temporary period in excess of 30 consecutive calendar days, the COLA payment beginning on the 31st day that a dependent is in CONUS is reduced to the rate specified in Appendix J for the number of dependents remaining at the PDS;
3. When one or more dependents depart the PDS vicinity and return to CONUS to attend school, the payment is reduced as of the day following the departure day to the rate specified in Appendix J for the number of dependents remaining at the PDS; or

4. When one or more dependents (but not all) depart the PDS vicinity and early/advance-return to CONUS, the OCONUS COLA payment is reduced as of the day following the dependents departure to the rate specified in Appendix J, for the number of dependents remaining. If all the dependents early/advance-return to CONUS, the member becomes a member without dependents and the OCONUS COLA at the with-dependents' rate terminates the day before the dependents depart the member's PDS. See par. U8015 for CONUS COLA payment when all the dependents early/advance return at Government expense.

5. When in a confinement status as a result of disciplinary action. In this case the member is authorized COLA for dependents only at the rate specified in Appendix J for the number of dependents who continue to reside in the PDS vicinity.

B. Home Port Changes. If a member:

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

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

C. PCS Order Amendment Changes the PDS. When, before joining dependents who have arrived at or in the vicinity of a new PDS OCONUS and on whose behalf COLA has been authorized, a member receives a PCS order amendment naming a different PDS, COLA at the original PDS rate ends on the dependents' departure day for the newly designated PDS. COLA at the initial PDS can extend beyond 60 days after the effective date of the amended order only if specifically authorized/approved through the Secretarial Process. COLA at the new PDS rate based on the number of command sponsored dependents begins on the dependents' arrival day.

U9135 GEOGRAPHIC COLA LOCATIONS

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

U9140 COLA REPORT SUBMISSION

For COLA report submission, see Appendix M.

Effective 11 August 2005

U9145 COLA FOR RESERVE COMPONENT MEMBERS

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

CHAPTER 9

PART C: TEMPORARY LODGING ALLOWANCE (TLA)

U9150 GENERAL

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

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

Effective 26 July 2005

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

Effective 16 December 2004

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

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

Effective 1 June 2006

****NOTE 3:*** See par. U9220 reference authorizing/approving TLA in connection with dependents' advance arrival and/or delayed travel.

B. Implementation

1. In countries/areas where only one Service is represented, the senior commander (OCONUS TLA Authority) must issue written TLA guidance for the country/area.

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

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

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

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

C. OCONUS TLA Authority Responsibilities

1. TLA Authorization Determination

a. The OCONUS TLA Authority causes the determination to be made whether or not it is necessary for the member and/or dependent(s) to occupy temporary lodgings when they first arrive at, or immediately before they leave, an OCONUS PDS.

b. If temporary lodgings occupancy is necessary, the requirements below, in par. U9150-C1e(1) through (8) must be met before TLA payment.

c. If Government quarters are not available, the member should be prepared to provide written certification to support any voucher documentation submitted if required by finance regulations.

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

e. It is the OCONUS TLA Authority's responsibility to ensure that the member is advised:

(1) Upon arrival, of the responsibility to aggressively seek permanent Government quarters/private sector housing (not applicable when it is known that the member is to be assigned Government quarters), and to follow up and review (at intervals of 15 or fewer days as determined by the TLA Authority) the member's progress in obtaining permanent Government quarters/private sector housing;

(2) Upon arrival, of the requirement to register with an official and to keep that official periodically informed (at intervals of 15 or fewer days as determined by the TLA Authority) of progress in obtaining permanent Government quarters/private sector housing. ***NOTE: The member does not have to report progress in obtaining permanent private sector housing when it is known that the member is assigned Government quarters.***;

(3) Of the responsibility to furnish a statement to the official described above in par. U9150-C1e(2) indicating TLA commencement and/or termination;

(4) Of any limit on the number of authorized TLA days (for arrival or departure) and of any written justification requirement for an allowance extension to the maximum number of days in pars. U9160 and U9170;

- (5) Of the requirement to relocate to other permanent Government quarters/private sector housing or to reoccupy the Government quarters/private sector housing formerly occupied, as soon as practical if the conditions in par. U9150-A2 apply;
- (6) That TLA authorization depends on the expenses incurred at the temporary lodgings (excluding lodging expenses when staying with friends or relatives) and of the need to obtain and keep receipts for lodging expenses to support TLA payment;
- (7) Of the list of recommended temporary lodgings and provided encouragement to use these recommended facilities; and
- (8) That lodging expenses are not allowed while staying with friends/relatives.

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

2. Determining Additional TLA Periods

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

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

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

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

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

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

- (4) FSH.

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

3. Economical TLA Administration

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

- (1) Preclude the need for TLA,
- (2) Shorten the authorization period, and
- (3) Reduce the amount payable.

b. The following duties should be emphasized in the OCONUS TLA Authority's written guidance to help the member locate permanent quarters. The guidance should ensure that:

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

U9155 GENERAL TLA PAYMENT CONDITIONS

A. TLA may be authorized when the TLA Authority determines it is mandatory that a member and/or dependents occupy temporary lodgings at personal expense.

B. Non-occupancy of accommodations during a portion of the authorized TLA period does not prevent authorization for other days during the TLA period.

C. An initial TLA period and an additional authorized TLA period do not have to be continuous.

D. A member serving an unaccompanied tour is not authorized TLA when an available Government dining facility/mess is not used and/or available Government quarters are not occupied because non-command-sponsored dependents are in the PDS vicinity.

E. TLA *may be paid*, in addition to TQSE or TQSA for civilian employees, (see JTR, Chapter 5, Part H) as long as TLA and TQSE/TQSA payments cover different expenses. ***Duplicate payment for the same expenses is not authorized. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).***

U9160 INITIAL ASSIGNMENT

A. General

1. TLA authorization for an OCONUS PDS assignment requiring a residence change ordinarily should not exceed 60 days. A period in addition to 60 days may be authorized/approved for the specific reasons in par. U9160-F. The 60-day period begins on the same date as COLA. TLA days do not have to be consecutive (e.g., TDY, hospitalization, or leave taken away from the PDS).
2. At the end of the first 15 or fewer day TLA period specified in par. U9150-C1e(1), or the longer period authorized under extenuating circumstances, the OCONUS TLA Authority's guidance should address review of the member's situation to determine the progress in obtaining permanent housing.
3. If the member's efforts appear deficient, the member must be reminded of responsibilities in the matter. Unexcused failure to comply with the diligent search requirement should result in TLA termination (not applicable when it is known the member is awaiting assignment to Government quarters).
4. The member's absence from the PDS due to TDY, maneuvers, being aboard ship, sickness, hospitalization, serious illness of dependents, or other acceptable reasons, excuses the member's failure to aggressively seek permanent housing during the absence, illness, etc., and postpones the date for submitting information required by par. U9150-C1. This applies when evaluating the member's progress toward obtaining permanent Government quarters/private sector housing and in determining TLA authorization/approval during each succeeding period.
5. TLA accrual provisions (par. U9185-E) are applied in computing TLA upon arrival.

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

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

1. Reporting Day to PDS. When a member and/or dependents occupy temporary lodgings on the reporting day to the new PDS, the member may be authorized TLA for the member and/or dependents.
2. Period while Awaiting the Ship's Arrival
 - a. When a member is in a per diem status at the OCONUS homeport awaiting arrival of the ship to which assigned, TLA on the member's behalf is not payable during the waiting period beginning the arrival day at the homeport and extending through the day before the actual reporting day aboard the ship as the member is in a TDY status awaiting the ship's arrival and eligible for per diem. ***NOTE: This is because the ship is the member's PDS for personal travel and until reporting to the ship, the member has not reached the new PDS.***

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

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

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

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

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

*E. Dependents Arrive at or in the OCONUS PDS Vicinity before the Member. When dependents arrive at or in the OCONUS PDS vicinity in advance of a member following Secretarial authorization for/approval of advance dependent arrival under par. U10208, the TLA start date is the date dependents arrive. Par. U9160-E applies whether the member's old PDS is in CONUS or OCONUS. See par. U9220. If there is no Secretarial authorization/approval for advance arrival of dependents under par. U10208, the dependents' TLA start date is the day TLA is authorized for the member provided the dependents are command-sponsored as indicated in par. U9000-A2.

*F. Dependents' Delayed Departure Authorized/Approved by Secretarial Process. When dependents depart the OCONUS PDS vicinity after the member following Secretarial authorization/approval of delayed travel under par. U10208, TLA for the dependents is authorized under the same conditions as applicable to a member.

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

*H. Additional TLA Period. The OCONUS TLA Authority's authorizing/approving official(s) (par. U9150) may authorize/approve a period in addition to the initial 60-day maximum which may follow immediately after the initial

period or begin at some later date after expiration of the initial 60-day period. The additional period may be authorized/approved when any of the following reasons exist and the reason(s) are determined to be beyond the member's/dependents' control:

1. Non-arrival of HHG;
2. Delay in availability of/assignment to Government quarters due to Service requirements;
3. Acts of God, fire, flood, earthquake, riot, civil unrest, or other disturbances that make normally available or anticipated Government quarters or private sector housing temporarily or permanently uninhabitable or unavailable;
4. Withdrawal of private sector housing from the market by a landlord;
5. The member is unable to secure private sector housing considered by the housing officer to be suitable to the member's needs, in an acceptable location, and comparable to and within the price range of housing currently being used by other members in the area. ***NOTE: This does NOT mean the housing lease cost cannot exceed the OHA ceiling; it can.***
6. The member is/dependent(s) are hospitalized or the member's duties require the member to be away from the PDS (homeport, if attached to a ship) resulting in curtailment of opportunities to arrange for permanent Government quarters/private sector housing. The additional TLA period is authorized/approved in increments of 15 or fewer days.

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

U9165 ALLOWANCE UNDER SPECIAL CONDITIONS

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

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

B. **Deployment Period while Away from PDS**. A member receiving TLA who is ordered on deployment from the homeport of the ship, staff or afloat unit, is authorized to continue to receive TLA on the member's behalf and may include the member's share of temporary lodging cost when, because of the member's assignment, those temporary

quarters must be retained at the homeport or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's order must be annotated with, or have attached to it, certification that retaining the TLA quarters was because of military necessity and not because of the member's personal choice/convenience.

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

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

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

U9170 ALLOWANCE UPON DEPARTURE

A. General

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

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

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

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

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

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

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

F. Period of TDY/Deployment while Away from Old PDS. A member receiving TLA preceding PCS departure, who is ordered on TDY away from the PDS, or who is ordered on deployment from the homeport or permanent duty station of the ship, staff or afloat unit, may continue to receive TLA on the member's behalf. The member's

temporary lodging cost share is to be included as a TLA expense when, because of the member's military assignment, temporary quarters must be retained at the old PDS or the homeport or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's order must be annotated with, or have attached to it, certification that retaining the TLA quarters was because of military necessity and not because of the member's personal choice/convenience.

G. TLA Authorization before PCS Order Issuance

1. A member may be authorized TLA before a PCS order is issued based on a written statement from the PCS AO, or the designated representative, that the member was advised before the PCS order was issued that such an order would be issued. The member must be prepared to provide this statement if finance procedures require that the voucher be supported by the statement.
2. The length of time between when the PCS order is issued and the member receives written advice that the order is to be issued may not exceed the relatively short period between the time when a PCS order determination is made and the date when the order is actually issued.
3. General information concerning orders issuance before the determination is made to actually issue the order, such as the date of eventual release from active duty, expiration of term of service, retirement eligibility, expected rotation from OCONUS duty, etc., is not advice that the order is to be issued (52 Comp. Gen. 769 (1973)).

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

Effective 26 July 2005

U9175 LEAVE/PERMISSIVE TDY EFFECT ON TLA

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

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

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

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

U9185 RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES

A. General

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

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

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

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

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

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

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

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

Number of Eligible Persons Occupying Temporary Lodging	Percentage Applicable
Member or 1 dependent	65%
Member and 1 dependent, or 2 dependents only	100%
For each additional dependent age 12 and over, add	35%
For each additional dependent under age 12, add	25%

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

a. A TLA - Special has been authorized for lodging. See par. U9195.

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

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

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

Step 2: Determine Lodging Cost

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

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

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

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

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

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

G. Temporary Quarters Contain Facilities for Preparing and Consuming Meals

1. When temporary lodgings have facilities and space for preparing and eating meals, the daily TLA rate is computed using par. U9185-E, except that the M&IE amount is reduced by one-half.
2. The reduced (one-half) M&IE amount based on cooking facilities does not apply when lodging is provided by a friend/relative, or to the first and last days of TLA.
3. The presence of a cook stove, work area (table, counter, etc.), refrigerator, sink, water, table, chairs, and cooking and eating utensils (i.e., all of the foregoing items) is evidence of adequate cooking and eating facilities.
4. When the member shows, to the satisfaction of the official designated in the local TLA regulations (see par. U9150), that the facilities for preparing and consuming meals are inadequate or for other reasons may not be used for all or part of the period involved, the member may be authorized TLA per par. U9185-E without the M&IE reduction. The member's explanation for facilities non-use, endorsed by the OCONUS TLA Authority's designated official supports TLA payment under these circumstances.
5. To facilitate TLA administration, the OCONUS TLA Authority's designated official should ensure that a current list of available accommodations is maintained and made available to incoming and departing personnel.

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

EXAMPLE 1

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

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

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

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

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

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

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

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

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

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

EXAMPLE 2

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

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

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

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

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

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

EXAMPLE 3

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

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

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

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

U9215 COLA INCIDENT TO EVACUATION OF THE MEMBER'S PDS

NOTE: TLA is not payable incident to an evacuation.

A. Members with Command Sponsored Dependents

1. Cost-of-Living Allowance. COLA at the with-dependents rate is terminated effective on the dependents' departure date incident to the evacuation. Thereafter, until return of the dependents to the member's PDS, the member is without-dependents for COLA.
2. COLA at Designated Place. A member is authorized COLA at the with-dependents rate for the designated place location beginning the day after per diem terminates when dependents are evacuated from OCONUS or CONUS and they reside at an authorized/approved OCONUS designated place.

See par. U9105-B for COLA termination.

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

Effective 1 June 2006

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

A. Delayed Travel. Secretarial authorization/approval of housing allowance continuation for delayed travel of dependents from an OCONUS PDS under par. U10208 also authorizes continuation of COLA for the same time period without separate action. TLA for dependents may be authorized/approved; see par. U9170. ***Par. U9220 applies whether the member's new PDS is in CONUS or OCONUS.***

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

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

***NOTE:** Prior to a change to 37 USC §405 authorized by the FY06 NDAA, station allowances for a member's dependents located at an OCONUS location could be authorized only for a member assigned at an OCONUS PDS. The FY06 NDAA changed 37 USC §405 by adding a new section (e) titled "Payment of allowances based on overseas location of dependents." The new section permits Secretarial authorization/approval for station allowances payment based on dependents' OCONUS location, even if the member is assigned inside CONUS.*

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: under (1) and (2), or is an escort for a Uniformed Service member's dependent(s) (under (3)) note in JTR, par. C6150 or JFTR, par. U7551.
- (1) An employee with a special need on official travel (56 Comp. Gen. 661 (1977));
 - (2) An employee who interrupts TDY because of an 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.; or
 - (3) A Uniformed Service member's dependent(s) when competent authority determined dependent(s)' travel is necessary because the dependent(s) is/are incapable of traveling alone due to age, mental or physical incapacity, or other extraordinary circumstances under JFTR, pars. U5240-C, U5241-D, U5242, U5243-C, U6004, and U6053. Round-trip transportation and travel allowances (per diem) may be authorized/approved including travel advances which may be paid per the Service's policy IAW 10 USC §1036.
- 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; or

p. 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.

l. Commander, U.S. Army Special Operations Command (USASOC), Attn: AOFI-RM, Fort Bragg, NC 28307-5200; Message Address: CDRUSASOC FT BRAGG NC//AOFI-RM//; Telephone: DSN (312) 239-2022, Commercial (910) 432-2022;

m. Department of the Army, Army National Guard, Attn: NGB-ARC, 111 S. George Mason Drive, Arlington, VA 22204-1382; Message Address: CNGB WASHINGTON DC//NGB-ARC//; Telephone: DSN (312) 327-7563, Commercial (703) 607-7563; ***NOTE: Delegated to USPFOs.***;

n. Commander/Deputy to the Commander, U.S. Army Central Identification Laboratory, Hawai'i, 310 Worchester Avenue, Hickam AFB, HI 96853-5530;

Effective 20 May 2004

o. Commander, Forces Command (FORSCOM), ATTN: AFRM-B-O, 1881 Hardy Avenue, Fort McPherson, GA 30330-6000. MSG ADDRESS; CDRFORSCOM FT MCPHERSON GA//AFRM-B-O//; Telephone DSN (312) 367-7422 Commercial (404) 464-7422.

3. Navy

a. Military Personnel: AOs;

b. Civilian Employees: Heads of Activities/commands or their designees.

4. Marine Corps

a. Military Personnel: AOs;

b. Civilian Employees: Heads of Activities/Commands or their designees.

Effective 1 February 2005

5. Air Force

a. Wing Commander or equivalent, ***who may delegate no lower than the Group Commander*** (lodging, meals, and incidentals) and AOs (lodging only);

b. Direct Reporting Unit (DRU) and Field Operating Agency (FOA) FMs or equivalents for their assigned personnel who may delegate no lower than Wing Commander equivalents (lodging, meals, and incidentals) and AOs (lodging only);

c. HQ USAF. AOs;

Effective 26 October 2005

d. Reserve Component:

(1) Individual Mobilization Augmentees (IMA) on RPA funded orders – ARPC/FM, 6760 E. Irvington Place, Denver, CO 80280-3000 who may delegate no lower than AOs (lodging only);

(2) HQ AFRC – two-digit staff Directors i.e., DP, CE, FM, etc., for their assigned personnel;

(3) For Guard/Reserve Units – Wing commander or equivalent, ***who may delegate no lower than the group commander*** (lodging, meals, and incidentals) and AOs (lodging only).

6. Coast Guard (Military Personnel). AO.
 7. National Oceanic and Atmospheric Administration Corps. AO.
 8. Public Health Service. Director, Division of Commissioned Personnel, PSC, Attn: PDTATAC MAP Member, Room 4A15, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-0002.
 9. Combatant Commands
 - a. United States Central Command (CENTCOM), Attn: CCCO, 7115 South Boundary Boulevard, MacDill AFB, FL 33621-5101;
 - b. Commander, U.S. Pacific Command (PACOM), Attn: Comptroller, Box 64037, Camp H.M. Smith, HI 96861-4037; Telephone: DSN (315) 477-6681, Commercial (808) 477-6681;
 - c. United States Northern Command (USNORTHCOM), Comptroller, 250 S. Peterson Boulevard, Peterson AFB, CO 80914-3302;
 - d. North American Aerospace Defense Command (NORAD), Joint Secretary (JS), 250 S. Peterson Boulevard, Sta 116, Peterson AFB, CO 80914-3010;
 - e. Commander, Joint Forces Command (JFCOM), Chief of Staff (J02), 1562 Mitscher Avenue, Suite 200, Norfolk, VA 23551-2488; Telephone: DSN (312) 836-5487, Commercial (757) 836-5487;
 - f. Chief of Staff, United States Strategic Command (USSTRATCOM), 901 SAC BLVD STE 2A3, Offutt AFB, NE 68113-6000;
 - g. United States Transportation Command (USTRANSCOM), Attn: TCJ8-B, 508 Scott Drive, Scott AFB, IL 62225-5357;
 - h. United States Southern Command (USSOUTHCOM), Attn: SCCM, 3511 Northwest 91st Avenue, Miami, FL 331721216; and
- Effective 5 June 2006***
- *i. United States European Command (USEUCOM), Attn: Comptroller, APO AE 09131, Patch Barracks.
10. Special Operation Commands
 - a. Commander, Naval Special Warfare Command, Attn: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN (312) 577-0916, Commercial (619) 437-0844;
 - b. Commander, Air Force Special Operations Command, Attn: FM, 100 Bartley Street, Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN (312) 579-2815, Commercial (904) 884-2325;