

VOLUME 1  
JOINT FEDERAL TRAVEL REGULATIONS  
CHANGE 238

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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 October 2006 unless otherwise indicated.

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This change includes all material written in MAP Items 28-06; 65-06(E); 72-06(E); 80-06(I) through 82-06(I); 84-06(I); 85-06(I); 88-06(I); 89-06(I); 90-06(I); and 93-06(I). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 237 cover page.

BRIEF OF REVISION

These are the major changes made by Change 238:

U3120; Appendix A1. Aligns the definitions of CTO, TMC, and TMS.

U3125-B4k. Authorizes business-class travel for personnel in the employ of a foreign Government traveling in the U.S. Government's interest when a foreign country's regulations, a memorandum of understanding, a memorandum of agreement, and/or a status of forces agreement require that the foreign government's employees travel via premium-class travel.

U5012. Corrects an incorrect cross-reference, to the JTR.

U5100. Indicates that when residence relocation is unnecessary because the PCS is a short distance move, the member "**must not**" instead of "**may not**" be paid MALT PLUS, unless ordered to perform TDY en route.

U5125-A1; U5225-A; U5340-E3; U5360-A; U5365-A. Clarifies that a member leaving the service may ship HHG between any points within CONUS at a cost not to exceed the cost to ship HHG in one lot from the last PDS to the HOR or PLEAD for a separating member, whichever is greater, or to the HOS for a retiring member.

U5246. Explains that transportation for one round-trip is authorized between the home of the family member and the location of the medical facility in which the member is hospitalized.

U5370-A2. Changes paragraph reference from par. U6010 to par. U6007.

U5380. Clarifies that the Government may pay the total transportation cost and other charges applicable to any excess weight at the member's request that exceeds a member's HHG weight allowance and collects reimbursement from the member in accordance with Service's regulations.

U7200-A1a. Explains when the member is authorized IPCOT leave travel.

T4040-A1e. Allows reimbursement for additional costs incurred by the host when a traveler lodges with friends or relatives incident to TDY or while authorized TQSE.

Appendix Q. Establishes tour lengths for service members assigned to the Office of Defense Cooperation, U.S. Embassy at Yerevan, Armenia; Baku, Azerbaijan; and Sarajevo, Bosnia-Herzegovina.

Various paragraphs. Defines the term "*policy-constructed airfare*" to replace the frequently used phrase of "*least expensive, unrestricted, economy/coach airfare that is not capacity controlled*".

**VOLUME 1**

**JOINT FEDERAL TRAVEL REGULATIONS**

Following is a list of sheets in force in Joint Federal Travel Regulations, Volume 1, that are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. Single sheets or entire monthly changes are available from the PDTATAC website.

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## CHAPTER 3

## PART B: TRAVEL BY COMMON CARRIER

## U3100 GENERAL

A. Transportation Policy

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

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

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

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

### U3105 COMMON CARRIER TRANSPORTATION PROCUREMENT

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

*Effective 25 August 2005*

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

***NOTE 1:*** Throughout par. U3110, users must remember that it is MANDATORY DOD policy to use CTOs for all official travel transportation requirements. The payment options provided below should in no way be interpreted to suggest that use of other than the CTO/TMC is authorized or encouraged. The payment options are provided for situations when the CTO/TMC cannot be used. See par. U1055 for those who violate policy.

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

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

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

\*B. Government/Government-contracted Transportation/In-house or CTO/TMC Is Available. When Government/Government-contracted transportation/in-house or CTO/TMC (see Appendix A for definition) services are available and the traveler procures common carrier transportation (including sleeping accommodations) at personal expense under a travel order, the traveler may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between authorized points. For air transportation, constructed costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. If a city-pair airfare is not available between origin and destination

(e.g., There is often no city-pair airfare connecting origin and destination. Several policy airfares (see Appendix A) (between several origins/destinations) must be combined to accomplish the travel from required origin to required destination. Even if all of the airfares being combined are city-pair airfares, the combined fares that eventually get the traveler from required origin to required destination does not constitute a city-pair airfare.), the constructed transportation cost is limited by the policy-constructed airfare (with the exception as noted in par. U3125-B1f). YCA city-pair airfare transportation is presumed available if there is a city-pair airfare established between the origin and destination points (as opposed to combining airfares, city-pair or otherwise between origin and destination).

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

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

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

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

## U3120 ARRANGING OFFICIAL TRAVEL

*Effective 31 July 2006*

### A. CTO/TMC Use

1. Mandatory Policy. ***It is DOD mandatory policy that a DOD Uniformed Service member use an available CTO/TMC to arrange official travel, including transportation and rental cars, except when authorized in accordance with par. U3110. Commands must not permit a CTO/TMC to issue premium-class tickets purchased at Government expense without prior proper authorization.***

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

### 3. Failure to Follow Regulations

- a. Commands/units are expected to take appropriate disciplinary action when a member and/or an AO fails to follow the regulations concerning CTO/TMC use. See par. U1055.
- b. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate means. Action must *not* be through refusal to reimburse. See par. U3120-A4 below for exceptions when reimbursement is *not* allowed.

#### *Effective 3 June 2005*

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

#### *Effective 31 July 2006*

### B. Requirements

1. When making travel arrangements, travelers should use the following:
  - a. A CTO/TMC (see Appendix A), or
  - b. In-house travel offices, or

#### *Effective 31 July 2006*

2. All travel arrangements must be made IAW:
  - a. DODD 4500.9 (Transportation and Traffic Management) at <http://www.dtic.mil/whs/directives/corres/html/45009.htm>;
  - b. DODI 4500.42 (DOD Passenger Transportation Reservation and Ticketing Services) at <http://www.dtic.mil/whs/directives/corres/html/450042.htm>; and
  - c. Service regulations that supplement the DODD and the DODI.

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

#### *Effective 25 August 2005*

### D. Transportation Reimbursement

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

\*2. CTO/TMC Not Available. When the AO certifies that a CTO/TMC was/is not available to arrange the required official transportation, reimbursement is for the actual cost of the authorized/approved transportation NTE the policy-constructed airfare (see Appendix A) airfare that meets mission requirements.

*Effective 31 July 2006*

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

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

## U3125 COMMERCIAL AIR TRANSPORTATION

*Effective 8 December 2004*

A. General. Transportation by common carrier air is generally the most cost efficient and expeditious way to travel. **Arrangement of official transportation through an available CTO is mandatory.** See par. U3110 for reimbursement for personally procured transportation (whether properly or improperly personally arranged) in lieu of using Government or Government-procured transportation under this Part. **NOTE:** *Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.*

### B. Service Class

1. General. Government policy is that:

- a. A member and/or dependents must be provided economy/coach-class airline accommodations for all official business travel (including PCS, TDY, COT leave, emergency leave, R&R, FEML, flights over 14 hours, personnel evacuation) unless proper documentation/justification is provided (ordinarily before travel, see par. U2000-A2a) and substantiated to justify premium-class transportation.
- b. Commands and members and/or dependents should determine travel requirements in sufficient time to reserve economy/coach-class accommodations.
- c. First-class accommodations may be used at Government expense only as permitted in par. U3125-B3.
- d. Business-class accommodations may be used at Government expense only as permitted in par. U3125-B4.
- e. See par. U2000-A2a regarding authorizing premium-class transportation before or after travel.

***Effective 1 June 2005***

f. If an airline flight has only two classes of service (i.e., two ‘cabins’), with two distinctly different seating types (i.e., girth and pitch) available and the front cabin is termed business-class by the airline and the tickets are fare-coded as business-class, then the front of the cabin is business-class. If an airline flight has only two cabins but equips both cabins with one type of seating (i.e., seating girth and pitch are the same), codes the airfares in the front of the airplane as full-fare economy-class, and only restricted economy fares are available in the ‘economy’ cabin, the entire aircraft is economy seating. In this second situation, qualifying for premium-class travel is not required to purchase a non-restricted economy-fare seat in the front of the aircraft as the entire aircraft is ‘economy’.

g. Less than minimum standards may be authorized as permitted in par. U3100.

***NOTE 1: Commands must not permit CTOs to issue travelers premium-class tickets without prior proper authorization.***

***NOTE 2: Specific justification and the paragraph reference number detailed to the “specific” reason for travel must be placed on a travel order (see par. U2000-A2a) for premium-class travel (e.g., JFTR, par. U3125-B4c (followed by details) (representative of first-class travel); JFTR, par. U3125-B3b (followed by details) (representative of business-class). (See APPENDIX A, BLANKET TRAVEL ORDER for an exception concerning Blanket Travel Orders that requires individual amendments for each trip requiring premium-class transportation to be provided.)***

**2. Officials Who May Authorize/Approve Premium-class Air Accommodations Use**

a. **First-class**. The officials listed below may authorize/approve first-class air accommodations use by a member and dependents if any of the criteria in par. U3125-B3 are met. (DODD 4500.9, par. 3.4.3.1, USD memo of 17 November 2003 for DOD members).

***Effective 18 January 2005***

(1) Office of the Secretary of Defense and Defense Agencies: Director, Administration and Management, with no further delegation.

(2) Military Departments: The Secretaries of the Military Departments. Approval authority may be re-delegated to Under Secretaries, Service Chiefs or their Vice and/or Deputy Chiefs of Staff, and four-star major commanders or their three-star vice and/or deputy commanders, and no further.

(3) Joint Staff and Combatant Commands: Director, Joint Staff, or as delegated. Re-delegation may be no lower than to the three-star major commanders.

(4) The Secretary of Health and Human Services (for Public Health Service officers).

(5) The Director, NOAA Corps (for NOAA Corps officers).

***Effective 22 September 2004***

(6) The Commandant or Vice-Commandant of the Coast Guard (for Coast Guard members).

b. **Business-class**. In addition to the officials with authority to authorize/approve first-class air accommodations as detailed in par. U3125-B2a, only flag officers at the two-star level or their civilian equivalents, to whom authority has been delegated by the first-class authorizing/approving authority, may

authorize/approve business-class transportation. *Delegation of authority for business-class travel below the two-star flag officer or civilian equivalent level is prohibited.* Business-class authorization/approval authorities must obtain authorization/approval for their own business-class travel from the next higher approval authority. See par. U2000-A2b.

**Effective 18 January 2005**

c. Premium Class Authorization/Approval Authorities

	<b>First Class (DODD 4500.9)</b>	<b>Business Class</b>
OSD and Defense Agencies	Director, Administration and Management with no further delegation	Same, except may be delegated no lower than to three-star or civilian equivalent level.
Joint Staff and Combatant Commands	Director Joint Staff or as delegated	Same, except may be delegated to two star or civilian equivalent level.
Military Departments	Secretary may re-delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, and four-star major commanders or their three-star deputy/vice commanders and no further.	Same, except may be delegated to two star or civilian equivalent level.

**Effective 16 August 2004**

3. First-class Air Accommodations Use. (OMB Bulletin 93-11, 19 April 1993) Only the officials listed in par. U3125-B2a may authorize/approve first-class air accommodations use when: (See Appendix H, Part II, Section C, for a first-class decision support tool.)

a. Lower class accommodations are not reasonably available. “Reasonably available” means that accommodations, other than first-class, are available on an airline scheduled to leave within 24 hours of the member’s proposed departure time, and scheduled to arrive within 24 hours before the member’s proposed arrival time. “Reasonably available” does not include a scheduled arrival time later than the member’s required reporting time at a duty site, or a scheduled departure time earlier than the time the member is scheduled to complete duty. When par. U3125-B3a is used to justify premium-class accommodations, the AO must cause the travel order to be clearly annotated as to when the TDY travel was identified, when travel reservations were made, and the cost difference between coach-class and first-class accommodations. “Not reasonably available” does not apply during official travel involving PCS, COT leave, emergency leave, R&R, FEML, or personnel evacuation and flights over 14 hours in duration, since arrival time/reporting time in these cases is not mission critical.

b. See Par. U2000-A2c for Medical Reasons. First-class may be considered for use when and if business-class transportation is not available.

c. Exceptional security circumstances require such travel. Examples are:

- (1) A member whose use of other than first-class accommodations would entail danger to the member's life or Government property.
- (2) Agents of protective details accompanying individuals authorized to use first-class accommodations.

- (3) Couriers and control officers accompanying controlled pouches or packages and business-class accommodations are not available.

**Effective 5 December 2005**

d. When required by the mission. This criterion is exclusively for use in connection with Federal advisory committees, special high-level invited guests, and U.S. armed forces attachés accompanying ministers of foreign governments traveling to the United States to consult with members of the Federal Government (*not applicable to NOAA*). For DOD, the approval authority is the Director, Administration and Management, Office of the Secretary of Defense, or as delegated by the Director. Business-class should be used if available.

**Effective 23 July 2004**

e. Regularly Scheduled Flights. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only business-class accommodations.

**Effective 23 July 2004**

f. Non-Federal Source. When a non-Federal source makes full payment for the transportation services in advance of travel (see the Joint Ethics Regulation (JER), DOD 5500.7-R, at <http://www.dtic.mil/whs/directives/corres/html/55007r.htm>, or [http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html), or Service regulations for the non-DOD Services.) One of the preceding criteria also must be met (see par. U3125-B3a, U3125-B3b, U3125-B3c, U3125-B3d, or U3125-B3e. The travel order must state that transportation services have been paid in advance by a non-federal source.

g. Congressional travel. Travel of a member of the armed forces accompanying a Member of Congress or a congressional employee on official travel under the authority in 31 USC §1108(g). See Chapter 7, Part U.

**Effective 16 August 2004**

4. Business-class Accommodations Use. (Only the officials listed in par. U3125-B2b may authorize/approve business-class accommodations.) Use of business-class accommodations must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. Business-class authorizing/approving officials (see par. U3125-B2b) must consider each request for business-class airline service individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. See par. U4325 about scheduling travel and **NOTE 1** in par. U4326 on rest periods. See par. U2000-A2. See Appendix H, Part III, Section C, for business-class decision support tool. Business-class accommodations may be authorized/approved when:

**Effective 1 June 2005**

a. Space is not available in economy/coach-class accommodations on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission, a purpose/mission that is so urgent it cannot be postponed. When “space is not available in economy/coach-class” is used to justify premium class accommodations, the business-class authorizing/approving official must require that the travel order be clearly annotated as to when the TDY travel was identified, when travel reservations were made and the cost difference between economy/coach and business class. (***Business-class accommodations may not be provided for official travel for PCS, COT leave, emergency leave, R&R, FEML, and personnel evacuations.***) When TDY travel in business-class accommodations is authorized/approved because the mission is “so urgent it cannot be postponed,” business-class accommodations may only be authorized to the TDY site. Economy/coach accommodations are to be used for the return flight if the return flight is not critical and the member can rest before reporting back to work. Each TDY order on which return transportation in premium-class accommodations is not required must require economy/coach class accommodations use for the return flight. See par. U2000-A2d.

- b. See par. U2000-A2c for medical reasons.
- c. Exceptional security circumstances require such travel. Examples are:
  - (1) A member whose use of other than business-class accommodations would entail danger to the member's life or Government property.
  - (2) Agents of protective details accompanying individuals authorized to use business-class accommodations.
  - (3) Couriers and control officers accompanying controlled pouches or packages.

***Effective 5 December 2005***

d. When required by the mission, this criterion is exclusively for use in connection with Federal advisory committees, special high-level invited guests, and U.S. armed forces attachés accompanying ministers of foreign governments traveling to the United States to consult with members of the Federal Government (*not applicable to NOAA*). The approval authority is the Director, Administration and Management, Office of the Secretary of Defense, or as delegated by the Director.

***Effective 23 July 2004***

- e. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations.
- f. When a non-Federal source makes full payment for the transportation services in advance of travel (see the Joint Ethics Regulation (JER), DOD 5500.7-R, at <http://www.dtic.mil/whs/directives/corres/html/55007r.htm>, [http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html), or Service regulations for the non-DOD Services.) The travel order must state that transportation services have been paid in advance by a non-federal source.
- g. Economy/coach-class accommodations on non-U.S.-certificated carriers do not provide adequate sanitation or meet health standards and non-U.S.-certificated flag carrier service use is authorized/approved in accordance with the Fly America Act. See par. U3125-C for rules governing U.S.-certificated carrier use.
- h. Use of the business-class accommodations would result in an overall savings to the Government based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting economy/coach-class accommodations. An actual cost-comparison must be made and the details made part of the travel order.
- i. TDY travel is between authorized origin and destination points (at least one of which is OCONUS), the scheduled flight time (including non-overnight airport stopovers and plane changes) is in excess of 14 hours, ***and the TDY purpose/mission is so unexpected and urgent it cannot be delayed or postponed, and a rest period cannot be scheduled en route or at the TDY site before starting work. See NOTE 2 below.***

***NOTE 1: The “length of flight (14, 20, 30, 40 hours)” in and of itself is not sufficient justification to authorize premium class accommodations. The justification must be that the TDY mission was so unexpected that traveler was unable to schedule a flight arriving the day prior to allow rest before starting work or a layover en route to allow rest before traveling on to the destination to begin work.***

*When using length of flight to justify business-class accommodations, the business-class authorizing/approving official must cause the travel order to be clearly annotated as to when the TDY travel was identified, when travel reservations were made, and the cost difference between economy/coach-class and business-class accommodations.*

**NOTE 2:** *The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify business-class accommodations for PCS, COT Leave, Emergency Leave, R&R, FEMLE, personnel evacuation, or any other transportation.*

**NOTE 3:**

(1) *The member or dependent is not eligible for business-class accommodations at Government expense, if:*

(a) *A ‘stopover’ en route (regardless of who pays the expenses during the ‘stopover’) is an overnight stay,*

(b) *A rest stop en route is authorized, or*

(c) *An overnight rest period occurs at the TDY location before beginning work.*

(2) *Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non-overnight time spent at airports during plane changes.*

(3) *On TDY travel, the 14-hour rule (in par. U3125-B4i above) only applies en route to the TDY site. Less than business-class (e.g., economy/coach) accommodations are to be used for the return flight if the return flight is not critical and the member can rest before reporting back to work.*

(4) *When use of business-class accommodations is authorized/approved, use of available business-class airfares provided under the Contract City Pair Program is mandatory.*

j. Congressional travel. Travel of a member of the armed forces accompanying a Member of Congress or a congressional employee on official travel under the authority in 31 USC §1108(g). See Chapter 7, Part U.

***Effective 14 July 2006***

\*k. Required by Foreign Government Regulations, MOU/MOA/SOFA. Travel of personnel employed by a foreign government if required by the foreign country’s regulations, a memorandum of understanding (MOU), a memorandum of agreement (MOA), and/or a status of forces agreement (SOFA) when travel is done in the U.S. Government’s interest.

***Effective 16 August 2004***

5. Documentation Requirements. (See Appendix H for document requirements/procedures.)

a. Orders. See par. U2000-A2a.

b. Travel Certification. The member must certify, on the travel order, or by travel order attachment, the reason(s) for the use of premium-class airline accommodations. ***Circumstances justifying use of premium-class transportation accommodations are limited to those listed in pars. U3125-B3 and U3125-B4*** Specific authorization/approval, including which of the specific conditions was met, and the cost

difference between the premium- and economy/coach-class, must be attached to, or stated on, the travel order and kept as part of the record. When regularly scheduled flights between the authorized origin and destination (including connection) points provide only premium-class accommodations, the member must certify these circumstances on the travel order attachment. In the absence of specific authorization/approval from an authority designated in par. U3125-B2, the member is financially responsible for all additional costs resulting from premium-class airline accommodations use. Additional costs are the difference between the cost of the premium-class of transportation used and the transportation class for which the member or dependent was eligible.

C. U.S.-certificated Air Carrier Use

***NOTE 1: Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by non-U.S.-certificated air carriers between two places in foreign areas even if U.S.-certificated air carriers are available. This authority does not apply to a Uniformed Service member (Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), DOD civilian employee, or their dependents. A Uniformed Service member, DOD civilian employee, and dependents are required to use available U.S.-certificated carriers for all commercial non-U.S.-certificated air transportation as indicated in par. U3125.***

***Effective 6 September 2005***

***NOTE 2: The 'Fly America Act' does not mandate travel across the CONUS when traveling between two OCONUS locations (e.g., Travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS. When it is determined that a U.S.-certificated air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a non-U.S.-certificated air carrier may be authorized/approved (adopted from GSBICA 16632-RELO, 15 July 2005)).***

1. Requirements. Available U.S.-certificated flag air carriers must be used for all commercial non-U.S.-certificated air transportation of persons/property when the U.S. Government funds the air travel (49 USC §40118 and B-138942, 31 March 1981). Except as provided in par. U3125-C3, U.S.-certificated flag air carrier service is available if the:

- a. Carrier performs the commercial non-U.S.-certificated air transportation required, and
- b. Service accomplishes the mission, even though:
  - (1) A comparable/different kind of service by a non-U.S.-certificated air carrier costs less,
  - (2) Non-U.S.-certificated air carrier service is preferred by the service/traveler,
  - (3) Non-U.S.-certificated air carrier service is more convenient for the service/traveler, or
  - (4) The only U.S.-certificated flag air carrier service available between points in the CONUS (or non-foreign OCONUS location) and foreign OCONUS points (49 USC §40102) requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non-work period not to exceed 24 hours, may be authorized/approved, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen. 629 (1977)).

***NOTE: When using code share flights involving U.S.-certificated flag air carriers and non-U.S.-certificated flag air carriers, the flight number of the U.S.-certificated air carrier must be used on the ticket to qualify as a U.S.-certificated air carrier. If the flight number of the non-U.S.-certificated air carrier is used on the ticket, the ticket is on a non-U.S.-certificated air carrier and a non-availability of U.S.-certificated air carrier document is needed.***

2. Exceptions. When one of the following exceptions exists, U.S.-certificated air carrier service is not available.
- a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Government and the another country's government are parties, and which the Department of Transportation has determined meets the Fly America Act requirements.
  - b. No U.S.-certificated air carrier provides service on a particular route leg, in which case non-U.S.-certificated air carrier service may be used, but only to or from the *nearest* interchange point on a usually traveled route to connect with U.S.-certificated air carrier service.
  - c. A U.S.-certificated air carrier involuntarily reroutes a traveler's travel on a non-U.S.-certificated air carrier; (if the traveler is given a choice as to substitute service, a U.S.-certificated air carrier should be selected if it does not unduly delay the travel) (59 Comp. Gen. 223 (1980)).
  - d. Non-U.S.-certificated air carrier service would be three hours or less, and U.S.-certificated air carrier use would at least double en route travel time.

***Effective 24 August 2005***

- e. Air transportation on a non-U.S.-certificated air carrier is paid in full directly, or later reimbursed, by a another country's government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. (B-138942, 31 March 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: See Security Assistance Management Manual, Chapter 4, par. C4.5.12 of the DOD 5105.38-M, when travel is on Security Assistance Business.***
- f. If a U.S.-certificated air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S.-certificated air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 or more hours.
- g. If a U.S.-certificated air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, U.S.-certificated air carrier must be used on every portion of the route in which it provides service unless, when compared to using a non-U.S.-certificated air carrier, such use would:
  - (1) Increase the number of foreign OCONUS location aircraft changes made by 2 or more; or
  - (2) Extend travel time by at least 6 hours or more; or
  - (3) Require a connecting time of 4 hours or more at a foreign OCONUS interchange point.
- h. The AO determines that a U.S.-certificated air carrier cannot provide the needed air transportation, or cannot accomplish the mission.
- i. Non-U.S.-certificated air carrier use is necessary for medical reasons, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).
- j. Non-U.S.-certificated air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats). ***NOTE: Approval based on an unreasonable safety risk must be in writing on a case-by-case basis. Determination and authorization/approval of non-U.S.-certificated air carrier use based on a threat against a U.S.-certificated air carrier must be supported by a travel advisory notice issued by the Federal Aviation Administration and the Department of State. Determination and authorization/approval of non-U.S.-certificated air carrier use based on a threat against Government employees or other travelers must be supported by evidence of the threat(s) that forms the determination basis and authorization/approval.***

- k. Only first class accommodations can be furnished by a U.S.-certificated air carrier but less than first-class accommodations are available on a non-U.S.-certificated air carrier (60 Comp. Gen. 34 (1980)).
- l. The total delay, including delay in initiation of travel from a TDY point, in en route travel and additional time at the TDY station before the traveler can proceed with assigned duties, involves more than 48 hours per diem costs in excess of per diem that would be incurred if non-U.S.-certificated service was used (56 Comp. Gen. 216 (1977)).
- m. The only U.S.-certificated air carrier service between foreign OCONUS points requires boarding/leaving the carrier between the hours of midnight and 6 a.m., or travel spanning those hours, and a non-U.S.-certificated carrier is available that does not require travel at those hours (the traveler may travel by non-U.S.-certificated carrier to the nearest practicable interchange point on a usually traveled route to connect with a U.S.-certificated air carrier) (56 Comp. Gen. 629 (1977)).
- n. The traveler's transportation is paid for in full by a non-Federal source in accordance with the Joint Ethics Regulation (JER), DOD 5500.7-R, at [http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html) or service regulations for non-DOD Services.

3. Non-availability Documentation. When the AO determines U.S.-certificated air carriers are unavailable, commercial air transportation on a non-U.S.-certificated air carrier may be authorized/approved. Documentation explaining why U.S.-certificated air carrier service is not available must be provided to the traveler. Endorsements on the travel order and/or Government travel procurement document, made in accordance with Service regulations, are acceptable. The documentation should include the name of traveler, non-U.S. flag ship(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing/approving official's title, organization and signature.

#### 4. Air Travel Schedule Selection

- a. General. Schedules maximizing U.S.-certificated air carrier use must be selected. Schedule selection is made using the following guidelines when:
  - (1) U.S.-certificated air carrier service is available at the origin, schedules providing service by a usually traveled route, between origin and destination, and originating with a U.S.-certificated air carrier must be used;
  - (2) U.S.-certificated air carrier service is not available at origin or an interchange point, non-U.S.-certificated air carrier service should be used only from origin to the nearest practicable interchange point on a usually traveled route, between origin and destination, to connect with a U.S.-certificated air carrier;
  - (3) Schedule selection leaves the traveler at a location from which there is no choice but to use non-U.S.-certificated air service between the CONUS (or non-foreign OCONUS) location, and a foreign OCONUS location, the travel should be rerouted so that available U.S.-certificated air carriers are used.
- b. Selecting a Schedule. The following example applies par. U3125-C4a when selecting a schedule.

#### **EXAMPLE**

Assuming there are no constraints on the departure or arrival time, a traveler requiring transportation between Ankara, Turkey, and Stuttgart, Germany, can accomplish required travel by any of the four schedules shown (schedules are for illustrative purposes only and do not reflect actual airline schedules):

**Schedule I**

Monday/Tuesday/Thursday/Saturday/Sunday

	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0830	Non-U.S.
Arrive:	Frankfurt	1210	
Leave:	Frankfurt	1325	Non-U.S.
Arrive:	Stuttgart	1410	

**Schedule II**

Wednesday/Friday/Saturday

	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0800	U.S.
Arrive:	Rome	1100	
Leave:	Rome	1650	Non-U.S.
Arrive:	Stuttgart	1940	

**Schedule III**

Wednesday/Friday/Saturday

	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0800	U.S.
Arrive:	Istanbul	0855	
Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Non-U.S.
Arrive:	Stuttgart	1730/2200	

**Schedule IV**

Daily (except Saturday)

	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	1130	Non-U.S.
Arrive:	Istanbul	1220	
Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Non-U.S.
Arrive:	Stuttgart	1730/2200	

Using par. U3125-C4a, the example schedule choice is limited to schedules II and III, because service is provided by a usually traveled route and originates with U.S.-certificated air carrier service. Schedule III provides U.S.-certificated air service from Ankara via Istanbul to Frankfurt, while U.S.-certificated air service is available under schedule II between Ankara and Rome. Schedule III should be selected because it uses U.S.-certificated air service to the farthest practical interchange point on a usually traveled route. If the schedules in this example were limited to those shown in schedules I and IV, schedule IV would be selected since it clearly involves more travel by U.S.-certificated air carriers than does schedule I (See 55 Comp. Gen. 1230 (1976)).

**Effective 29 June 2005**

5. **Reimbursement.** There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved non-U.S.-certificated air carrier service is used. *If U.S.-certificated air carrier service is available for an entire trip and the traveler uses a non-U.S.-certificated air carrier for any part, or all, of the trip, the transportation cost on the non-U.S.-certificated air carrier is not payable (41 CFR §301-10.143).*

**U3130 COMMERCIAL SHIP TRANSPORTATION**

A. General. Commercial transoceanic ship transportation may be directed only for operational reasons and may be authorized/approved only as prescribed in par. U3130-B. A member and/or dependents travel by car ferry IAW par. U5116-C3. Without authorization/approval, reimbursement for transoceanic ship transportation is based on constructed air transportation costs.

B. Commercial Ship Use Authorization. Commercial ship use may be authorized/approved by the AO when the travel can be:

1. Completed only by ship.
2. Performed more economically or efficiently by ship.

***NOTE: See par. U2000-A2c for medical reasons.***

C. Ship Accommodations. A member and/or dependents who travel by ship at Government expense must use the least costly first-class ship accommodations. More costly first-class ship accommodations at Government expense must be authorized/approved IAW par. U3130-D.

D. Authorization/Approval for more Costly First-class Ship Accommodations Use at Government Expense.

***NOTE: See par. U2000-A2b.***

1. Authorization/Approval. Use of more costly first-class accommodations, under the circumstances specified in par. U3130-E, may be authorized/approved in accordance with par. U3125-B2.
2. Requirements. Authorization for more costly first-class ship accommodations use at Government expense should be received in advance of the travel unless extenuating circumstances or emergency situations make advance authorization impossible. In these cases, the member must request written approval from the appropriate authority at the earliest possible time. See par. U2000-A2a.

***Effective 16 August 2004***

E. More Costly First-class Ship Accommodations Use. (OMB Bulletin 93-11, 19 April 1993) (See Appendix H for requirements/procedures.) More costly first-class accommodations at Government expense may be authorized/approved only when:

1. Less costly first-class accommodations are not available.
2. See par. U2000-A2c for medical reasons.
3. There are exceptional security requirements. Examples are:
  - a. A member or dependent whose use of least costly first-class accommodations would entail danger to the member's or dependent's life or Government property.
  - b. Agents of protective details accompanying individuals authorized to use more costly first-class accommodations.
  - c. Couriers and control officers accompanying controlled pouches or packages and a lower premium class is not available.

**F. Use of Ships of U.S. Registry**

1. **General.** Ships of U.S. registry must be used except as provided in pars. U3130-F2 and U3130-F3 (46 USC §1241 (a)). This applies to all official travel and accompanied baggage transportation without regard to the source of funds used to pay (57 Comp. Gen. 546 (1978)). When ship transportation is authorized/approved and a ship of U.S. registry cannot provide the transportation service required, transportation may be obtained aboard a foreign-registered ship (B-190575, 1 May 1978).
2. **Ship of U.S. Registry Use Impracticable.** When use of a ship of U.S. registry would seriously interfere with/prevent the performance of official business, the AO official may authorize/ approve foreign-registered ship use. Documentation required by par. U3125-C4 explaining why use of a ship of U.S. registry is impracticable must be provided to the traveler to justify transportation reimbursement. An order endorsement is acceptable.
3. **Ship of U.S. Registry Unavailable.** When a ship of U.S. registry is not available, the transportation/other appropriate officer may authorize/approve foreign-registered ship use. Documentation required by par. U3125-C3 is used explaining why a ship of U.S. registry is unavailable, and must be provided to the traveler to justify transportation reimbursement. An order endorsement is acceptable.
4. **Determination Required.** The authorizations/approvals referred to in pars. U3130-F2 and U3130-F3 must not be based on inconvenience in securing transportation on a ship of U.S. registry, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons.

*Effective 27 April 2005*

**U3135 TRAIN TRANSPORTATION**

A. **Policy.** The Government purchases and furnishes to official travelers, who travel by train, reserved coach-class accommodations except as noted in par. U3135. When adequate reserved coach-class accommodations are available, an AO must require those accommodations be provided. For overnight travel, a member must be provided slumber coach sleeping accommodations, or the lowest class of sleeping accommodations available on a train that does not offer slumber coach accommodations.

**B. Train Class Accommodations**

1. **Coach-class.** The basic class of accommodations offered by a rail carrier to passengers that includes a level of service available to all passengers regardless of the fare paid. Coach-class includes reserved coach accommodations as well as slumber coach accommodations when overnight train travel is involved.
2. **Slumber coach.** Includes slumber coach accommodations on trains offering such accommodations, or the least expensive level of sleeping accommodations available on a train that does not offer slumber coach accommodations.
3. **Business-class.** A class of service offered on AMTRAK Acela or Metroliner extra fare train service. Includes first-class train accommodations in foreign areas when the only difference between less-than-first-class and first-class is that the first-class accommodations have reserved seating and no other amenities are included in the first-class accommodations (e.g., food, drinks, club service).
4. **First-class.** Includes bedrooms, roomettes, club service, parlor car accommodations, or other premium accommodations.

C. **AO Authorization/Approval.** The AO can authorize/approve the following:

1. Coach-class. Any 'standard' economy (lower than premium-class) train fares anywhere in the world. This includes slumber coach when overnight travel is involved.
2. AMTRAK Acela and Metroliner in CONUS. Travel by extra-fare trains in the CONUS may be authorized/approved by the AO when its use is advantageous to the Government or is required for security reasons. The lowest class of service available on any AMTRAK Acela Express or Metroliner train service (including Acela Express) is business-class and is advantageous to the Government. No further agency approval is needed except see note for U.S. Coast Guard. However, if the lowest class available is first-class, the AO still must comply with the requirements in par. U2000-A2 for premium-class travel orders. "Coach" class is the lowest available class on Amtrak Regional trains. AMTRAK Acela and Metroliner first class-accommodations may be authorized/approved only as provided in pars. U3135-D and U3135-E.
3. Train Service OCONUS. Travel by extra-fare trains OCONUS (e.g., 'bullet' trains in Japan and Korea) may be authorized/approved by the AO when its use is advantageous to the Government or is required for security reasons. The lowest service class available is advantageous to the Government and no further agency approval is needed. However, if the lowest class available is premium-class, the AO still must comply with the requirements in par. U2000-A2 for premium-class transportation annotation travel orders. If coach-class accommodations on any train OCONUS do not have assigned seating, the AO (see note for U.S. Coast Guard) can authorize the lowest-class accommodations (even if that is called 'first-class') that have assigned seating. All other premium-class train travel accommodations may be authorized/approved only as provided in pars. U3135-D and U3135-E.

***NOTE: Premium-class travel accommodations, regardless of transportation modes, must be authorized/approved by USCG Commandant or Vice-Commandant when Coast Guard funds are used for official travel.***

D. First-class Train Accommodations Use. (See Appendix H, Part II, Section C, for a first-class decision support tool and procedures.)

1. Authorization/Approval. The first-class authorizing/approving authority official in par. U3125-B2 may authorize/approve the first-class train accommodations use except for travel using Coast Guard funds. Only the Commandant/Vice Commandant of the Coast Guard may authorize/approve first-class accommodations use when Coast Guard funds are being used. See par. U2000-A2b.
2. Requirements. See par. U2000-A2a.

E. Circumstances. (OMB Bulletin 93-11, 19 April 1993) First-class train accommodations may be authorized/approved only when:

1. Advantageous to the Government and no coach-class train accommodations are reasonably available. "Reasonably available" means available coach-class train accommodations that are available and scheduled to leave within 24-hour period before the member's proposed departure time, or are scheduled to arrive within the 24-hour period before the member's proposed arrival time. In the case of a direct route that requires overnight travel, "reasonably available" must also be based on slumber coach sleeping accommodations availability. "Reasonably available" does not include accommodations with a scheduled arrival time later than the member's required reporting time at the duty site, or with scheduled departure time earlier than the time the member is scheduled to complete the duty.
2. See par. U2000-A2c and Appendix H, Part IV for medical reasons.
3. There are exceptional security requirements. Examples are:
  - a. A member whose coach-class accommodations use would entail danger to the member's life or Government property,

- b. Agents of protective details accompanying individuals authorized to use first-class accommodations, and
  - c. Couriers and control officers accompanying controlled pouches or packages and a lower premium class is not available.
4. Coach-class accommodations on a foreign country' rail carrier do not provide adequate sanitation or meet health standards.

**U3140 UNUSED GOVERNMENT-PROCURED TRANSPORTATION DOCUMENTS AND TICKETS**

A. General. A member who returns unused Government-procured transportation documents, complete tickets, or unused portions of tickets obtained on these documents is authorized travel and transportation allowances under this Chapter and Chapters 4 and 5 if otherwise authorized.

B. Cost to the Government Involved. When cost to the Government is involved, the cost for any sleeping or parlor car accommodations furnished and used, or the cost of shipping baggage on tickets without passenger must be deducted from the amount otherwise payable to the member in par. U3140-A for the travel involved.

**U3145 CITY-PAIR PROGRAM**

See Appendix P. ***NOTE: Regulations applicable to the Contract city-pair Program are found in DOD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at: <http://www.transcom.mil/j5/pt/dtr.html>.***

**B. Mileage and Per Diem Computation**

1. The TDY Mileage allowance is computed for the DTOD distance between authorized points.
2. Ferry fares; bridge, road, and tunnel tolls; and automobile parking fees (related to official business) are added to the amount in par. U3310-B1.
3. The per diem rate authorized in the travel order is used for computing per diem.

**C. Constructed Transportation Cost and Per Diem Computation**

- \*1. The Government's constructed transportation cost is computed on fares or charges for policy-constructed airfare (see Appendix A) between authorized points.
2. Air transportation constructed cost includes any taxes or fees the Government would pay if Government-procured transportation had been provided.
3. Taxi fares and excess baggage costs that would have been allowed are included.
4. The constructed POC transportation cost includes transportation expenses for:
  - a. The member claiming mileage, and
  - b. Persons performing official travel as passengers (uniformed members and civilian employees only) in the same conveyance.

**D. Comparison.** Computed POC TDY mileage and per diem are compared with the total constructed travel cost including per diem by common carrier. Reimbursement is made for the lesser amount.

**E. Passengers**

1. Passengers, accompanying the member claiming mileage, are not authorized TDY mileage.
2. Per diem for eligible passengers is computed by comparing the total per diem payable for the:
  - a. Travel performed, and
  - b. Appropriate common carrier constructed travel.

The lesser amount is reimbursed.

**F. Mixed Mode Transportation**

1. If the member is not authorized to travel by POC as advantageous to the Government and travels partly by:

- a. POC for personal convenience, and
  - b. Common carrier at personal expense,
- the member is authorized:
- c. Appropriate mileage plus per diem under par. U3305-A for the distance traveled by POC, plus
  - d. Transportation cost purchased with personal funds and per diem under Chapter 4, Part B, for actual travel.
2. The total amount is limited to the cost had Government-procured transportation been used, plus per diem under Chapter 4, Part B, for constructed travel time for the distance of the ordered travel.

### U3320 POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS

- A. Round-trip Expenses Incurred for Drop-off or Pick-up at a Transportation Terminal. When a POC is driven round trip to drop-off or pick-up a member at a transportation terminal, the member responsible for paying POC operating expenses is paid mileage for the round-trip distance and reimbursed parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.
- B. Expenses Incurred for Two One-way Trips to and from a Transportation Terminal. When a POC is used for one-way travel from a residence or duty station to a transportation terminal and then from the terminal to a residence or duty station when the TDY is completed, a member responsible for paying POC operating expenses is paid mileage and reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.
- NOTE: Transportation terminal parking fees while TDY may be reimbursed not to exceed the cost of two one-way taxicab fares, including allowable tips. In extenuating circumstances (for example, when a member's short TDY is unexpectedly extended after departure), the AO may waive this cost limitation.***
- C. Member Departs from PDS on TDY. When a POC is driven from a member's residence to the PDS on the day the member departs from the PDS on TDY requiring at least one night's lodging, and from the PDS to the residence on the day the member returns the member who paid the expenses of operating the POC is paid mileage, plus parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.
- D. Member Transports Other Official Travelers. When a member transports other official travelers to or from the same transportation terminal, mileage is authorized for the additional distance involved. Only one member may be paid mileage for the same trip. A member who pays a parking fee at the terminal may be reimbursed (the ***NOTE*** in par. U3320-B applies).

### U3325 POC USE BETWEEN RESIDENCE AND TDY STATION

When POC use is authorized/approved as advantageous to the Government for travel between the member's residence and a TDY station, instead of having the member report to the PDS and then to the TDY station, the member is authorized reimbursement for the distance traveled between the residence and the TDY station.

## CHAPTER 5

### PERMANENT DUTY TRAVEL

#### PART A: APPLICABILITY AND GENERAL RULES

##### U5000 SCOPE

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

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

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

**U5002 APPLICABILITY**

- A. General. This Chapter applies to PCS of all regular and Reserve Component members.
- B. Unique Categories. The following unique personnel categories are authorized PCS allowances as indicated.
1. A cadet or midshipman. See par. U7000.
  2. An applicant and a rejected applicant of the regular service. See par. U7025.
  3. A Reserve Component member. See par. U7150.
  4. A member whose enlistment has been voided. See par. U7375.
- C. Persons Not Covered. The following personnel categories are not authorized PCS allowances.
1. An absentees or straggler being returned to the PDS. See par. U7400.
  2. A member discharged under other than honorable conditions. See par. U7500.
  3. A prisoner. See par. U7451.

**U5012 PCS ALLOWANCES**

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

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

***Effective 2 August 2006***

\*C. HHG Transportation and Storage. A member directed to make a PCS is authorized HHG transportation and/or storage. A member's HHG weight allowance depends on the member's grade and dependency status. See par. U5310-B. The Service concerned may administratively limit the amount shipped. See par. U5315. For example, an E-6 with dependents may ship 11,000 pounds of HHG, if the member is transferred between two CONUS PDSs. However, only a portion of the member's PCS HHG weight allowance may be shipped if the member is transferred to a "weight restricted" OCONUS PDS. The remainder may be placed in NTS or transported to a designated place. Ordinarily, any portion of the PCS HHG weight allowance the member elects not to ship may be placed in NTS. HHG precluded from shipment due to an administrative weight restriction are placed in NTS until the next PCS. PCS HHG transportation authorizes a member to storage in transit unless prohibited, until the member arranges for a new permanent residence. Storage in transit may be authorized at any combination of origin, in transit, or destination. See Chapter 5, Part D. *See JTR, pars. C5000-C and C5154-J for HHG transportation for a DOD civilian employee married to a uniformed member when both are authorized HHG shipments to the same new PDS.*

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

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

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

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

H. TLE Allowance. TLE partially offsets the added living expenses within CONUS incurred by a member and 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 eligible travelers 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 travel and transportation allowances advance payment for a member 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.

## CHAPTER 5

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

*Effective 27 July 2006*

**\*U5100 GENERAL**

This Part prescribes a member's PCS travel and transportation allowances between the old and the new PDS. A member is authorized these allowances whether or not leave is taken en route.

***NOTE: When residence relocation is unnecessary because the PCS is a short distance move, the member must not be paid MALT PLUS, unless ordered to perform TDY en route.***

#### U5105 TRAVEL AND TRANSPORTATION OPTIONS

##### A. General

1. Allowable Travel and Transportation Options. A member may elect to:
  - a. Travel by POC (see par. U5105-B),
  - b. Procure common carrier transportation (see par. U5105-C), or
  - c. Be provided transportation in kind (see par. U5105-D),
2. Exceptions. A member may elect the travel and transportation options listed above except when:
  - a. Travel is performed partly at personal expense and partly by Government-procured transportation and/or Government conveyance (see par. U5105-E),
  - b. The transportation mode is directed (including members traveling together with no/limited reimbursement directed in the order) (see par. U5108),
  - c. Travel OCONUS is involved (see par. U5116),
  - d. There are special circumstances (see par. U5120 and Chapter 7), or
  - e. POV delivery/pickup is involved, (see par. U5413).

B. MALT PLUS for POC Travel. Other than for transoceanic travel, PCS travel by POC is advantageous to the Government. A member traveling by POC is authorized MALT PLUS. The MALT (see par. U2605) is paid on a "per mile" basis for the official distance of each portion of the ordered travel (see par. U3010). The PLUS (per diem) portion is paid on a whole day calendar basis for the allowable travel time. Lodgings Plus per diem or AEA (as prescribed in Chapter 4, Part B or Chapter 4, Part C) may not be paid for the same day as MALT PLUS per diem. However, a per diem or AEA is authorized for any necessary overnight delay or processing time at a transportation terminal or personnel processing center (except when prohibited by par. U5125-A3 or U5130-A3). On any day that MALT PLUS and a Lodgings Plus per diem are potentially payable (e.g., mixed transportation modes used on the same day, or when arriving by POC and remaining overnight near a transportation terminal), Lodgings Plus per diem is paid. In addition to Lodgings Plus per diem, the member is authorized the MALT for POC travel. See par. U5106 for examples.

***Effective 1 October 2004***

1. **MALT Rates**. The MALT rate (see par. U2605 for rates) depends on the number of authorized travelers in the POC. An authorized traveler is a member or dependent traveling IAW a PCS order and whose transportation is to be reimbursed using a PCS order as authority. If more than one member travels as an authorized traveler in the same POC, each is authorized a MALT of at least \$.15 per mile. One member is authorized \$.15 per mile. The other member is authorized MALT for self and all other dependent authorized travelers (excluding the member passengers) and reimbursable expenses.

**Example 1:** Member-married-to-member couple, each on a PCS order, and their two children travel together in one POC. One member is paid \$.15/mile MALT while the other may claim the two dependents and receive \$.19/mile MALT.

**Example 2:** Three unrelated members, each on a PCS order, travel together in one POC between two locations. Each receives \$.15/mile MALT.

**Example 3:** Member-married-to-employee, each eligible for travel and transportation allowances, and their child travel together in one POC. Either the member or the Government civilian employee may claim the child and receive \$.17 per mile while the other is paid \$.15 per mile.

Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls is authorized for the direct route between the official points involved. Only one authorized traveler may claim reimbursement for these expenses (i.e., duplicate payments for the same expenses are not permitted).

***NOTE: Charges for repairs, depreciation, replacements, grease, oil antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, a member may be eligible to submit a claim for repairs to POCs used for official travel, using Service procedures, under 31 USC §3721.***

***Effective 31 October 2005***

2. **Per Diem**. A flat per diem at the Standard CONUS per diem rate is paid for each PCS travel day between authorized points, up to the allowable travel time computed under par. U5160. ***If used, Government quarters and/or mess have no effect on the per diem amount paid.*** Each member traveling in a POC is authorized the Standard CONUS per diem rate.

C. **Reimbursement for Common Carrier Transportation Plus Per Diem**. ***It is MANDATORY DOD policy to use CTOs for all official transportation requirements.*** A member who, despite the DOD policy, procures common carrier transportation at personal expense for official travel is authorized reimbursement up to the amount authorized in pars. U3110, U3125, U3130, and U3135. However, reimbursement must not exceed the cost for the authorized transportation and accommodations over a usually traveled direct route in accordance with a schedule necessary to meet the requirements of the order. ***Reimbursement under par. U5105-C is based on the non-capacity-controlled city-pair fare (not the capacity-controlled city pair fare if both capacity-controlled and non-capacity-controlled fares are available) only if Government-procured transportation is available under par. U3120 (B-163758, 24 July 1972).*** Per diem is computed under par. U5113.

D. **Transportation in Kind Plus Per Diem**. When the Government provides transportation-in-kind at no cost, the member is authorized per diem under par. U5113.

**Travel by Mixed Modes**

1. **General**. If a member travels by mixed modes for a separate journey (see par. U3010), authorization is determined under par. U5105-E2.

D. Transoceanic Transportation Reimbursement Costs

1. Government/Government-procured Transportation Available. *When travel is directed by Government/Government-procured transportation and the member performs transoceanic travel at personal expense, reimbursement for the transoceanic travel is not authorized.* If Government/Government-procured transportation are both authorized and available, the member is authorized reimbursement for the transportation cost used up to the cost of the least costly transportation mode authorized and available. See also par. U5207-A4.

\*2. Government Transportation and Government-procured Transportation Not Available. When Government transportation and Government-procured transportation are not available, the member is authorized reimbursement for the cost of transportation used up to the policy-constructed airfare (see Appendix A) over the direct route between origin and destination. If aircraft travel is medically inadvisable for the member and/or an accompanying dependent, reimbursement is limited to the least costly available first-class passenger accommodations on a commercial ship.

3. Travel by Ships or Aircraft of Foreign Registry. *See Chapter 3, Part B, for the only circumstances when reimbursement is authorized for travel at personal expense on ships or aircraft of foreign registry.*

4. Travel by Privately-Owned Boat. *See par. U5116-C2b.*

E. Reimbursement when the Member Performs Indirect/Circuitous Travel. When a member, at personal expense and convenience, performs PCS travel over an indirect/circuitous route, the member is authorized:

1. MALT PLUS for land travel performed from the time the member departs the old PDS until the member reports to the new PDS;
2. Reimbursement for the cost of transoceanic U.S.-certificated transportation used and per diem; and
3. Reimbursement for transoceanic non-U.S.-certificated transportation used and per diem up to the cost the Government would have incurred for the member's transportation on the direct route if travel by non-U.S.-certificated carrier on the circuitous route is supported by the documentation required in Chapter 3, Part B, stating that a U.S.-certificated carrier was not available on the direct route and documentation stating that a U.S.-certificated carrier was not available on the circuitous route.

The total reimbursement must not exceed the amount the member would have been authorized under par. U5116-A via the direct route between the old and new PDSs. If transoceanic travel by Government/Government-procured transportation is directed in a member's order and the member travels by a different mode, the maximum cost computed under par. U5116-A must be reduced by the cost of the unused directed transportation mode. See Appendix A for definition of indirect/circuitous travel.

## U5120 TRAVEL AND TRANSPORTATION ALLOWANCE UNDER SPECIAL CIRCUMSTANCES

A. Travel when an Order to Active Duty Is Received at a Place other than That to which Addressed. When an order to active duty is received at, and travel begins from, a place other than that to which the order was addressed, PCS allowances are authorized from that place, not to exceed those from the place to which the order was addressed.

B. PCS Order Received at TDY Station. A member who receives a PCS order while on TDY, and returns to the old PDS, is paid PCS allowances from the TDY station to the old PDS, and then to the new PDS via any TDY station(s).

C. PCS Order Received while on Leave

1. PCS Order Received while on Leave from TDY Station. A member who receives a PCS order while on leave from a TDY station, and returns to the old PDS, is paid PCS allowances from the leave point to the old PDS and then to the new PDS via any other TDY station(s), not to exceed the allowances from the TDY station to the old PDS and then to the new PDS via any other TDY station(s).

2. PDS Changed or Assigned while on Leave from the PDS. A member, who receives a PCS order while on leave from the old PDS, and begins PCS travel from that site, is authorized PCS allowances from the place at which the order is received to the new PDS, not to exceed allowances from the old to the new PDS.

D. PCS with TDY at a Location near (But outside the Limits of) the Old or New PDS. No per diem allowance is payable at a TDY location in connection with a PCS with TDY en route near the old or new PDS if the member commutes to the TDY from the quarters occupied while attached to the old PDS or the permanent quarters the member intends to occupy at the new PDS. This also applies when a member performs TDY at or near the homeport when the PDS is a ship or an afloat staff. *Quarters (residence, suite, room, cubicle, etc.) at the old PDS are no longer permanent quarters on/after the PCS HHG weight allowance transportation date. Quarters at the new PDS are permanent on/after the date the PCS HHG weight allowance is accepted.* Transportation expenses incurred in commuting between the quarters at the old PDS or quarters at the new PDS and the TDY location may be paid under Chapter 3, Part F, when travel is within the area defined in par. U3500-B, or paid under par. U3325 when travel is from outside that area. A member required to procure meals at personal expense outside the PDS limits must be reimbursed for the meal(s) under par. U4510. When travel outside the TDY location is required, travel, transportation, and per diem allowances under Chapter 4, Part B, are authorized.

**NOTE:** See par. U4102-D for TDY en route within the limits of the old or new PDS.

E. PCS Order Canceled, Amended or Modified En Route

1. PCS Order Canceled Returning Member to the Old PDS. If a PCS order is canceled, limited PCS allowances are authorized from the old PDS to the location at which cancellation notification was received and return to the old PDS. The amount payable is limited to travel from the old PDS, via any en route TDY locations, to the contemplated new PDS and return.

2. PCS Order Amended or Modified to Name a New PDS or En Route TDY Station. If a PCS order is amended or modified naming another new PDS or en route TDY station(s), limited PCS allowances are authorized from the old PDS to the location at which the amended order was received to the last-named new PDS. The amount payable is limited to travel from the old PDS to the last-named new PDS via any en route or added en route TDY locations and the first-named new PDS.

F. PCS Order Involving a Unit with a Homeport or PDS Location. PCS allowances for the travel described below may be authorized/approved by the official(s) designated by the Service concerned when the member must assist in the transportation of dependents and/or HHG, pick up personal items, or personally drive the member's POC.

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

***Effective 15 November 2005***

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

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

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

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

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

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

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

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

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

**U5125 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY**A. General

\*1. Travel in CONUS. A member on active duty, who:

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

is authorized travel and transportation allowances from the last PDS to the HOR or PLEAD, as the member elects. ***NOTE: See par. U5340-C for excess cost information and par. U5360-A for authorized HHG transportation.*** A member traveling to/between any/different location(s) is authorized allowances for travel performed up to the amount payable for travel from the last PDS to the HOR or PLEAD, whichever is greater.

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

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

is authorized travel and transportation allowances under par. U5116.

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

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

- a. Delay Anticipated to Be for Less Than 20 Weeks from the Member's Reporting Date. When the anticipated dependents travel delay is less than 20 weeks from the member's reporting date, dependents' movement to any other location at Government expense is not authorized.
- b. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date. When the Secretarial Process denies dependents' travel for 20 or more weeks from the member's reporting date, dependents are authorized to be moved from the old PDS to an authorized designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at that non-foreign OCONUS location desired as the designated place and the member or spouse continues to be a domiciliary of that non-foreign OCONUS location. The PCS order must reflect the authorized designated place.
- c. Travel Delayed while the Dependents are En Route to the New PDS. When the dependents are performing PCS travel and are en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependents enter into an awaiting further transportation status. See par. U2200-B3.

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

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

- a. Anticipated Delay in the United States or at a Non-foreign OCONUS PDS to Be for Less Than 20 Weeks from the Member's Reporting Date. Par. U5222-N6a applies to dependents (separately or as a family) who elect to travel, from the United States or a non-foreign OCONUS PDS from which the member is ordered, to a location, prior to the issuance of an amended/modified PCS order authorizing dependent travel to the new PDS, instead of remaining at the old PDS.
- b. Anticipated Delay at a Foreign OCONUS PDS to Be for Less Than 20 Weeks from the Member's Reporting Date. Par. U5222-N6b applies to dependents (separately or as a family) who travel from the foreign OCONUS PDS from which the member is ordered, to a location other than the designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.
- c. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date. Par. U5222-N6c applies to dependents (separately or as a family) who elect to travel, from the CONUS or OCONUS PDS from which the member is ordered, to a location other than the designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at a non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.

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

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

\*A. General. A member on active duty, who is separated from the Service or relieved from active duty under conditions other than those outlined in pars. U5225-B, U5225-C, U5225 D through U5225-E and par. U5230-A1, is authorized dependents' travel and transportation allowances up to the authorization for travel from the PDS or place to which dependents were last transported at Government expense to the place to which the member elects to receive travel allowances under par. U5125. ***NOTE: See par. U5340-C for excess cost information and par. U5360-A for authorized HHG transportation.***

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

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

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

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

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

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

E. Relief from Active Duty for a Reserve Component Member Called (or Ordered) to Active Duty for Less than 20 Weeks. A Reserve Component member who is ordered to:

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

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

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

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

*Effective 14 February 2005*

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

*Effective 2 October 2005*

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

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

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

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

***Effective 14 February 2005***

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

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

***Effective 14 February 2005***

6. Transoceanic Travel

- a. General. When AMC service is reasonably available, transoceanic travel must be on a space-required basis by AMC unless air travel is medically inadvisable. When AMC service is not reasonably available, Government-procured air transportation (from a CTO/TMC) for the transoceanic travel portion is to be used.

- b. Travel Performed at Personal Expense

- (1) AMC Service Available. *No reimbursement is allowed for transoceanic travel at personal expense when AMC service is available, unless air travel is medically inadvisable.*

- (2) AMC Service Not Available. Reimbursement (limited to the amount the Government would have paid for CTO/TMC-provided Government-procured transportation) is allowed for transoceanic (and other air and rail) travel at personal expense when AMC service is unavailable.

- c. Government-procured Transportation Not Available

- \* (1) Reimbursement is authorized for transportation costs not to exceed the policy-constructed airfare (see Appendix A) over the direct route between the origin and destination when:

- (2) Pars. U3125-B and U3125-C apply to dependent student travel.

- (3) Reimbursement is limited to the least costly CTO/TMC-provided first-class passenger accommodations on a commercial ship if air travel is medically inadvisable. See par. C3130.

***Effective 14 February 2005***

7. Overland Travel

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

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

***Effective 14 February 2005***

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

***Effective 14 February 2005***

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

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

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

A. General. Not more than three family members (*See par. U5246-B*) of a member described in par. U5246-A1 or U5246-A2 may be provided transportation for one round-trip and per diem under par. U5246 as determined by appropriate authority. In extenuating circumstances, the Secretarial Process may authorize transportation and per diem for more than three family members. See par. U1010-B1 for claims. ***NOTE: Limitation is transportation for one round-trip between the family member's home and the medical facility in which the member is hospitalized (37 USC §411h).***

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

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

***Effective 6 January 2006***

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

2. Reserve Component Member Entitled to Disability Pay and Allowances. Transportation for one round-trip and per diem is authorized to visit a Reserve Component member entitled to disability pay and allowances under 37 USC §204(g), who is physically disabled as the result of an injury, illness, or disease incurred or aggravated, or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world if that member became ill or injured or was diseased:

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

See DODFMR, Volume 7A, paragraph 80254, table 8-2-3 at <http://www.dtic.mil/comptroller/fmr/07a/index.html> or COMDTINST M7220.29 (series) par. 12-Q and figure 12-2 for Coast Guard members at <http://www.uscg.mil/hq/g-w/g-wp/g-wpm/g-wpm-2/PayMan.htm>

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

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

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

1. Uniformed Service member: The member is authorized TDY travel and transportation allowances.
2. Civilian Employee: A U.S. Government civilian employee is authorized allowances in regulation issued by the employee's agency or department for TDY. Allowances for a DOD civilian employee are in JTR, par. C6800 and a DOD civilian employee is issued a DD Form 1610 TDY travel authorization.
3. Other Persons: A person, other than a member or civilian employee, should be issued an ITA (Appendix E, Part I, par. A1). The individual is authorized the allowances in pars. U5246-C, U5246-D and U5246-E.

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

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

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

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

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

#### **U5250 FUNDS ADVANCE**

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

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

##### A. Definitions

1. "Eligible member" as used in par. U5258 is a member of a uniformed service who:
  - a. is serving on active duty;
  - b. was held captive, as determined by the Secretary Concerned; and
  - c. is repatriated to a site inside or outside the United States.
2. "Family members" as used in par. U5258 are the member's spouse, children (including step, adopted, and illegitimate children), the member's siblings and the member's parents (includes fathers and mothers through adoption and persons who have stood "in loco parentis" to the member for a period of not less than 1 year immediately before the member entered the Uniformed Service). However, only one father and one mother or their counterparts may be recognized in any one case.

B. Family Authorized Travel and Transportation

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

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

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

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

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

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

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

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

D. Transportation of Unauthorized Articles. Non-HHG articles (see “HHG” definition in Appendix A) must be transported apart from authorized HHG. The member should arrange for separate transportation. When non-HHG articles are disclosed, the member is financially responsible for all identifiable transportation costs for the articles. If the transportation cost of the articles cannot be established, the weight of the non-HHG articles is excess weight and the transportation cost is computed under par. U5340-B.

E. HHG Transportation with Special Routing or Services Provided. When special routing or services have been furnished at the member's request, the member is financially responsible for the transportation cost above the cost of transporting the HHG without the special routing or services. Subject to pars. U5340-A through U5340-D and upon the member's or heirs' (of a deceased member) written request and agreement to pay any additional cost, the member or heirs may:

1. Turn over the HHG to a transportation officer for transportation at different times to the same destination;
2. Have special services used, such as additional valuation, specific routing, special loading, and other special or accessorial services which may involve additional expenses;
- \*3. Have transportation between any points, limited to the cost in par. U5340-C. However, it must not be applied to HHG if the member is not authorized a HOS move;
4. Have HHG transportation of one final HHG shipment of articles legally awarded to a former-spouse incident to a divorce when a member has a transportation authorization under a PCS order, including separation and retirement (61 Comp. Gen. 180 (1981)).

**U5345 TRANSPORTATION UNDER VARIOUS TYPES OF PCS ORDERS**

(See par. U5222 for related dependent travel.)

A. Entrance into the Service

1. Initial Reporting. Commissioned, reinstated or warrant officers appointed or reappointed in the regular services, and persons enlisted from civil life or reserve components are authorized HHG transportation from the home or PLEAD to the first PDS (see U5345-A2)

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

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

when the member relocates during the extended tour.

For NTS, see par. U5380-G2b.

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

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

A. General. Except when a member is:

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

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

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

The member may elect to ship between any locations other than the authorized places if the member assumes financial responsibility for costs in excess of transportation from the authorized origin to the place the member elects under par. U5125. See par. U5340-C. ***NOTE: If, under par. U5340-C, the member elects HHG transportation to other than the place selected IAW par. U5125, excess costs are computed on the basis of the cost that would have been incurred by the Government for transportation of a like weight of HHG in one lot from the last PDS or the actual location of the HHG, whichever would result in a lower cost to the Government, to that place.***

B. Storage

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

***Effective 19 January 2006***

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

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

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

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

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

2. A designated place, or
3. An authorized place of storage

Transportation may be between other places. The member is responsible for payment of all transportation costs in excess of transportation from the authorized origin to one of the authorized destinations. The member is authorized storage as in par. U5360-B above.

K. Recalled to Active Duty after Separation from the Service or Relief from Active Duty. A member, authorized HHG transportation under par. U5360-A, who is recalled to active duty after separation from the Service or relief from active duty, and who has HHG in NTS under par. U5360-B, may have the NTS continued from the date the member is recalled to active duty until the date the member is again separated from the Service or relieved from active duty provided the member is otherwise authorized such storage. If the member is ordered on:

1. TDY incident to the recall, continued storage may be provided only if the member qualifies for special storage under par. U4770-B,
2. A PCS incident to the recall, continued NTS IAW an applicable item in par. U5380 may be authorized on the PCS order and provided to the member.

Regardless, if the member had HHG in NTS at the time of recall to active duty, when the member is again separated from the Service or relieved from active duty under honorable conditions, the member is authorized NTS under par. U5360-B and HHG transportation (par. U5360-A) to a location the member elects under par. U5125. However, the HHG must be turned over to a carrier for transportation within 180 days after the date the member is separated or released from active duty, following the recall to active duty. If the member dies after separation from the Service or relief from active duty following the recall, par. U5360-L applies.

L. Member Dies after Separation from Service or Relief from Active Duty

1. After Selecting a Location for HHG Transportation. If a member, authorized HHG transportation by par. U5360-A to a location selected by the member under par. U5125, dies after making the selection, but before the HHG are transported, the HHG may be transported, at the dependents' request, to the member-selected location or a dependents'-selected location, or partly to each. The dependents are personally financially responsible for all costs in excess of the HHG transportation cost in one lot to the member-selected location. If there are no surviving dependents, the HHG may be transported to the location of the person legally authorized to receive them. That person is personally financially responsible for all costs in excess of the transportation cost in one lot to the member-selected location. Par. U5360-L also applies when the member completed travel to the location the member selected under par. U5125.

2. Before Selecting a Location for HHG Transportation. If a member, authorized HHG transportation by par. U5360-A to a location selected by the member under par. U5125, dies before making the selection, or if the member made a selection, before HHG transport and member's travel to the location selected, the HHG may be transported at Government expense upon dependents' request to the member-selected location or a dependents'-selected location which would have been authorized under par. U5125-A, or partly to each. The dependents are personally financially responsible for all costs in excess of the transportation cost in one lot to the dependents'-selected location. If there are no surviving dependents, the HHG may be transported to the location of the person legally authorized to receive them.

3. Time Limits. The same time limits as prescribed for a member in par. U5360 apply to HHG transportation and NTS made by surviving dependents, or the person legally authorized to receive the HHG.

**U5365 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY**

(See pars. U5130 and U5230 for related member/dependent transportation.)

\*A. HOS Authorized. A member on active duty is authorized HHG transportation from the last or any previous PDS, from a CONUS designated place, from anywhere the member elects (subject to par. U5340), from storage, or any combination thereof, to the member's HOS (under par. U5130) when the member is:

1. Retired for physical disability or placed on the TDRL (without regard to length of service);
2. Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single service break of more than 90 days (B-160488, 14 February 1967);
3. Separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days; or
4. Involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days.

Except for a member undergoing hospitalization, medical treatment, education or training, or in other deserving cases (pars. U5365-D, U5365-E, and U5365-F), HHG must be turned over for transportation within 1 year following termination of active duty. HHG transportation is authorized to a place other than the member's HOS, or part to the HOS and part to some other place, provided the member bears all costs in excess of transportation in one lot to the HOS, HOR, or the PLEAD, whichever provides the greatest entitlement (54 Comp. Gen. 1042 (1975)).

L. Member Ordered Home to Await Disability Retirement. A member, found by a physical evaluation board unfit to perform the duties of the member's grade and who, for the Government's convenience, is ordered home or to a specific location to await further orders in connection with disability retirement, is authorized HHG transportation to the home or specific location. Shipments transported under par. U5365-L may be re-transported when a retirement or other order is ultimately issued. The maximum authorization is for the distance from the member's PDS at the time the member received the order to proceed in an awaiting-orders status, to the point to which the member is authorized incident to retirement, release from active duty, etc., less any amount previously paid for transportation of HHG to the waiting point (32 Comp. Gen. 348 (1953)).

#### **U5370 HHG TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES**

***NOTE:*** See par. U5240 for related dependent transportation.

A. General. Situations in par. U5370 are of an unusual or emergency nature. Authorization for HHG transportation under par. U5370 is contingent on dependents' transportation under par. U5240, unless otherwise provided for in par. U5370. When dependents' transportation under par. U5240 is involved, an order authorizing the dependent transportation also may authorize HHG transportation and should cite the specific par. U5370 authority under which the transportation is authorized. In other circumstances, an order issued under par. U5370 providing for HHG transportation (or consumable goods transportation under par. U5365-J) must cite the specific par. U5370 authority under which the transportation is authorized. For HHG transportation incident to an evacuation, see Chapter 6. Following are guidelines for administering the authorization for HHG transportation in par. U5370:

1. Ordinarily, authority to authorize/approve requests for transportation is exercised through the Secretarial Process.

***Effective 28 July 2006***

\*2. HHG transportation authorized in connection with dependents' transportation in advance of the member's PCS and under par. U5905-C2 precludes further HHG transportation during the member's current OCONUS tour, except as in par. U6007.

3. When a non-command-sponsored dependent is present in an OCONUS area, HHG transportation cannot be authorized except when the AO determines, for that specific case, that the unusual or emergency circumstances of the particular case justify the expenditure of public funds for this purpose.

#### **B. HHG Transportation Located in CONUS when Disciplinary Action is Taken against a Member Stationed OCONUS**

1. General. HHG may be transported from any location and/or from NTS to a designated place or, if the dependents are foreign-born, to a destination in the dependents' native country. The member also is authorized NTS or continued NTS under par. U5380-C. Otherwise, an order may be issued providing for HHG transportation before the member's PCS only if authorized/approved under pars. U5370-B2 and U5905-C2.

*Effective 18 June 2004*

2. HHG Transportation when Disciplinary Action Is Taken against a Member Stationed OCONUS or a Member Is Discharged under Other-Than-Honorable Conditions or Sentenced to Confinement with or without Discharge. A member whose PDS is OCONUS, and who is not provided HHG transportation from the OCONUS PDS because the member has no dependents or the dependents performed travel at personal expense without an order, etc., may be provided HHG transportation when the member is:

- a. Sentenced by a court-martial to be confined or to receive a punitive discharge (includes a bad conduct discharge, dishonorable discharge and dismissal);
- b. Sentenced to confinement in a foreign or U.S. civil confinement facility;
- c. Discharged OCONUS under other than honorable conditions;
- d. Returned to CONUS for discharge under other than honorable conditions;
- e. Returned to CONUS to serve a sentence of confinement in civil or military confinement facilities;
- f. Serving OCONUS and is dropped from the rolls, sent to prison under sentence, or transferred as a prisoner to a place of detention;
- g. Serving OCONUS and is transferred to a different ship or station to await trial by court-martial as a deserter or straggler;
- h. Discharged under other than honorable conditions after surrendering to military authorities in CONUS following a period of absence without leave from the OCONUS PDS; or
- i. Convicted by a court-martial and placed on leave involuntarily while awaiting completion of appellate review. When HHG are transported to HOR or PLEAD, or to some other place on a not-to-exceed basis under par. U5370-B2, that is the final separation HHG transportation unless the member is restored to duty (63 Comp. Gen. 135 (1983)).

The officer exercising special or general court-martial jurisdiction over the member may authorize/approve HHG transportation in the above circumstances. HHG transportation should be authorized/approved when in the Government's best interest. When authorized/ approved, the member is provided transportation of the authorized weight allowance of the grade held at the time the HHG are transported, or the authorized weight allowance of the grade held when ordered to OCONUS duty, whichever is greater. If the member has dependents, HHG transportation under pars. U5370-B2a, U5370-B2b, U5370-B2c, U5370-B2d, U5370-B2e, U5370-B2f, U5370-B2g, and U5370-B2h may be authorized up to the Government cost from the member's last or former OCONUS PDS or the place to which last transported at Government expense, as applicable, to the

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

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

3. Examples

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

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

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

#### U5380 NONTEMPORARY STORAGE

\*A. General. NTS is all storage other than SIT. See par. U4770-B. NTS includes any shipment, move, packing/unpacking, and crating/uncrating necessary to place the HHG in the designated storage facility. The total HHG weight transported plus the weight of the HHG in NTS at Government expense on the same PCS order should not exceed the weight allowance in par. U5310-B.

1. If the weight of the HHG in NTS plus the weight of the HHG transported on the same order exceeds the weight allowance, the member is financially responsible for the excess cost. See par. U1010-B9.

2. At the member's request, the Government may pay the total transportation cost and other charges applicable to any excess weight that exceeds the member's HHG weight allowance and collect reimbursement for the excess cost from the member. Payment for the shipment and collection from the member for excess charges are in accordance with Service regulations. See par. U5340.

NTS may be authorized by the official designated by the Service concerned in facilities determined to provide best value to the Government. Any transportation cost to and from a selected storage facility is at Government expense. See par. U5320-D for personally-procured NTS.

B. Place of NTS

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

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

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

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

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

## CHAPTER 7

### PART F1: TRAVEL WHILE ON DUTY WITH PARTICULAR UNITS

#### U7100 CERTAIN MOBILE UNITS

A. Entitlement. While away from the PDS, a member on duty with, or under training for:

1. The Air Mobility Command,
2. Marine Corps Transport Squadrons,
3. Fleet Logistics Support Squadrons,
4. Naval Aircraft Ferrying Squadrons, or
5. Any other unit determined by the Secretary concerned to be performing duties similar to the duties performed by such command or squadrons,

is authorized travel and transportation allowances under Chapter 4, without a specific travel order (47 Comp. Gen. 477 (1968)). Chapter 3, Parts C and E apply at locations other than the PDS.

B. Approval. A member's commanding officer, or the designated representative, must approve per diem and transportation claims.

#### U7105 DUTY ABOARD COMMERCIAL CARRIERS

A member who performs duty aboard commercial carriers (e.g., military police, train guards, railway car commanders, military train conductors, Coast Guard marine inspectors) while en route are authorized the allowances prescribed in Chapter 4, Part B or C, as applicable. Mileage is not payable when carriers provide transportation.

#### U7110 RIVER AND HARBOR AND FLOOD CONTROL ACTIVITIES

The Chief of Engineers, Department of the Army, may prescribe the temporary travel allowances within the maximum per diem or AEAs authorized in Chapter 4, Part B or C, consistent with activity requirements, for officers engaged in river and harbor and flood control activities, if meals and/or lodgings are furnished on a floating plant or on shore.

**U7115 SHIP CONSTRUCTED, OVERHAULED OR INACTIVATED AT OTHER THAN HOME PORT**

A. Authorization. A member with dependents is authorized to the following authorized transportation allowances for the member or dependents while on permanent duty aboard a ship being constructed, overhauled or inactivated.

1. Overhaul or Inactivation. If the overhaul or inactivation is at a location other than the home port, round-trip transportation is authorized between that location and the home port. If the home port is changed to the overhaul or inactivation location, round-trip transportation is authorized between the new and old home ports in lieu of PCS travel and transportation allowances for dependents if, for personal reasons (e.g., necessary dependent medical care not available), dependents do not relocate to the new home port. In either case, the dependents must reside in the vicinity of the original homeport (i.e., within the normal daily commuting area).

2. Construction. If construction is at a location other than the ship's designated future home port or place dependents reside, round-trip transportation is authorized between the construction location and the future home port or place at which the dependents reside. A member's dependents must not reside at the construction location.

B. Authorized Transportation Allowances

1. Authorized transportation allowances are:

- a. Transportation in kind,
- b. Reimbursement for member or dependent-procured transportation, or
- c. The automobile mileage rate for the official distance.

\*2. Government transportation must be used, if practicable. Reimbursement under par. U7115-B1b is subject to par. U3110 (or par. U5203-A, first item 2) for overland travel and par. U5116-D or U5207 for transoceanic travel. Mixed mode overland travel reimbursement is in par. U5105-E. Payments under pars. U7115-B1b and U7115-B1c must not exceed the policy-constructed airfare (see Appendix A) for the member between the:

- a. Overhaul or inactivation location and the original home port under par. U7115-A1, or
- b. Construction location and future home port or location where dependents reside under par. U7115-A2.

***NOTE: See par. U5222-M for dependent travel. If dependents travel instead of the member, the transportation cost for the family is limited to the cost of Government procured commercial round trip travel for the member.***

3. If two or more members travel together by POC, only the POC operator is authorized mileage.
4. Per diem, meal tickets, or reimbursement for meals and lodging are not authorized.

**C. Conditions**

1. The transportation allowance authorization under par. U7115 accrue on the 31<sup>st</sup> day (and every 60<sup>th</sup> day thereafter) after the later of the day the:
  - a. Ship enters the overhaul or inactivation port, or
  - b. Member is permanently assigned to the ship.
2. A member must be permanently assigned to the ship for more than 30 consecutive days.
3. A member who does not use one or more of the accrued travel opportunities, retains all opportunities, but all travel under par. U7115 must begin before the ship departs the construction, overhaul or inactivation location.
4. If a member elects dependent transportation allowances for one opportunity, member transportation allowances are not authorized. Each opportunity, however, as it is used is an independent election, and a member may alternate member or dependent travel as desired.

**U7120 AERIAL SURVEYS**

A member assigned to duties involving aerial surveys of rivers and harbors or governmental projects, other than those pertaining to the Service, and otherwise authorized either through enactments providing for such activities generally or enactments authorizing a particular project, is authorized a per diem or AEA for the entire period a travel status exists at the rates otherwise prescribed for a member in a travel status (see Chapter 4, Part B or C, as applicable).

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## CHAPTER 7

PART H1: LEAVE TRAVEL AND TRANSPORTATION  
EFFECTIVE FOR COT TRAVEL STARTED ON OR AFTER 19 APRIL 2002

## U7200 LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS (COT)

\*A. Authorization. An eligible member for personal travel and on behalf of eligible dependents, if any, is authorized the travel and transportation allowances in Chapter 5, Part B and Chapter 5, Part C, respectively for COT leave travel between authorized locations. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal) may be reimbursed. *See par. U3320, and Chapter 3, Part E.* A member and dependents may travel together or independently. ***NOTE: No cruise or tour packages.***

1. Eligible Member. An eligible member is one stationed OCONUS who is ordered to:
  - a. Consecutive tour of duty at the same (old) PDS (see Appendix A for IPCOT definition), or
  - b. Make a PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:
    - (1) One of the tours is unaccompanied, or

***Effective 18 June 2004***

- (2) Both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for the PDSs (DODI 1315.7, Procedures for Military Personnel Assignments at <http://www.dtic.mil/whs/directives/corres/ins1.html>).
2. Eligible Dependent. An eligible dependent is one who:
  - a. Is a dependent as defined in Appendix A (except a child described in item 8 of the definition) on the:
    - (1) Last day of the member's first tour at the old OCONUS PDS; or
    - (2) Effective date of the member's PCS order to the new OCONUS PDS; and
  - b. Is command-sponsored for both tours;
  - c. Is/was (in the case of deferred leave travel and evacuated dependents) located at or in the vicinity of the member's old OCONUS PDS; and
  - d. Accompanies the member during both tours.

***NOTE: COT leave travel and transportation allowances are authorized for a command-sponsored dependent born during a COT leave deferral period.***

3. Authorized Locations. The authorized locations listed below are official travel locations, and therefore available contract city-pair airfares *are authorized*.

a. Travel between authorized locations is travel:

- (1) Between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS;
- (2) From the old to the new OCONUS PDSs via an authorized destination; or
- (3) Between the new OCONUS PDS and an authorized destination, and return, if deferred IAW par. U7200-B.

b. An authorized destination is the member’s HOR or an alternate authorized place to which travel is no more expensive than to the HOR. *If travel to the selected alternate place is more expensive than travel to the HOR, the member is financially responsible for the additional cost unless travel to the more expensive alternate place is authorized/approved by the Secretarial Process.* If the member travels to a more expensive alternate place (and the Secretarial Process has not authorized/approved travel to that destination) city-pair airfares are not authorized to that alternate place.

<b>*Example 1</b>	
Member’s PDS is in Germany and the HOR is Ames, IA. There is no city-pair airfare to Ames, IA.	
The policy-constructed airfare (see Appendix A) (incorporating some city-pair airfare connections):	\$1,200
Member desires to utilize COT leave to Boston, MA.	
City pair airfare to Boston:	\$1,400
Least cost non-city pair airfare to Boston:	\$1,600
Since travel to Boston, MA, is more expensive than travel to Ames, Iowa, the city pair airfare may not be used to Boston.	
The member is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400).	
The member is <i>not responsible</i> for the additional \$200 cost if travel to Boston, MA, is authorized/approved by the Secretarial Process making the city pair fare to Boston available.	

<b>Example 2</b>	
Member's PDS is in Germany and the HOR is Washington, DC.	
City pair airfare trip cost:	\$980
Member desires to utilize COT leave to St. Louis, MO.	
City pair fare to St. Louis:	\$840
Since travel to St. Louis, MO, is less expensive than travel to the HOR in Washington, DC, the member is authorized city pair airfare to St. Louis (\$840) NTE the \$980 cost to HOR.	

c. Eligible travelers (member and/or dependents) may return to the old PDS at Government expense from an authorized destination to drive a POC to a new PDS.

d. The Secretarial Process may authorize/approve travel and transportation allowances for a member who travels via a designated place as prescribed in par. U5120-G.

e. When eligible travelers (member and/or dependents) are temporarily absent from the PDS and do not return before beginning COT leave travel, see pars. U5120-B and U5120-C (member) and U5218 (dependents).

*Effective for any member in a deferred COT leave status on 2 December 2002 or any member who becomes authorized to a COT leave travel on or after 2 December 2002*

B. Scheduling. COT leave travel should occur between the OCONUS tours, in conjunction with PCS travel, if any.

1. Member's HOR in CONUS

a. PCS Travel through CONUS. A member whose HOR is in CONUS, and the member's dependents, who must travel through CONUS to get to the new PDS, may defer COT leave travel until after PCS travel is completed only if deferred COT leave travel is authorized/approved in accordance with Service regulations.

b. PCS Travel Not through CONUS. A member whose HOR is in CONUS, and the member's dependents, who do not travel through CONUS to get to the new PDS, may elect to defer COT leave travel until after PCS travel is completed. No Service authorization/approval is required.

2. Member's HOR OCONUS. The member may elect to defer COT leave travel.

3. Deferred Travel. Unless deferred due to duty in a contingency operation, COT leave travel must be completed prior to the end of the new tour, otherwise the COT leave travel expires. ***Under the provisions of DODI 1327.5, deferred COT leave travel may not be taken in connection with any other funded leave transportation program or official travel unless authorized/approved by the PDUSD (P&R) or IAW Service regulations for the non-DOD Services.***

***Exception to Time Limit for Contingency Operation:*** If unable to travel before completing the new tour because of duty in connection with a contingency operation, the member (and eligible dependents) may defer travel until not more than one year after the contingency operation duty ends. In this case, the member is still authorized leave travel from the new PDS (i.e., the PDS after departure from the OCONUS location from which deferred travel could not be taken) to an authorized location. The cost limitation for travel from this 'new' PDS and return is the cost from the PDS from which deferred travel could not be taken to the HOR and return.

C. Reimbursement

1. Member Procured Transportation

a. An eligible member, when directed to use available Government or Government-procured transportation for the transoceanic portion of COT leave travel, who procures transportation at personal expense for personal travel, must not be reimbursed for the transoceanic travel. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

<b>Example 1</b>	
<b><i>NOTE: Costs in this transportation example are not actual costs and are used for illustration only.</i></b>	
Member's PDS is in Honolulu, HI, and the HOR is San Francisco, CA.	
City-pair airfare one-way transoceanic trip cost:	\$775.00
Member elects not to use the CTO/TMC (in violation of policy and par. U1055) for COT leave travel from the PDS to the HOR.	
Traveler purchased a one-way transoceanic ticket:	\$500.00
<b><i>Transoceanic airfare reimbursement (\$500.00) is not authorized.</i></b>	

b. Reimbursement to a member on behalf of an eligible dependent who procures common carrier transportation at personal expense cannot exceed the Government or Government-procured transportation cost, as appropriate, for the official distance (see par. U5105-C). **NOTE: Since use of the CTO/TMC is mandatory for all official travel, this should almost never occur.**

<b>Example 2</b>	
<b>NOTE: Costs in this transportation example are not actual costs and are used for illustration only.</b>	
Member's PDS is in Agana, Guam and the HOR is Bakersfield, CA.	
Government-procured transoceanic trip cost (one way):	\$1,900.00
An eligible dependent, not told to use the CTO/TMC for airfares elects not to use the CTO/TMC for COT leave travel from the PDS to the HOR.	
The dependent purchased a one-way transoceanic ticket:	\$2,300.00
The member, on behalf of the traveler, is reimbursed \$1,900.00, the Government cost for the transoceanic trip cost plus necessary ground transportation to the HOR. <b>The traveler is financially responsible for the additional cost of \$400.00 (one way).</b>	

\*c. When the Service concerned authorizes/approves POC use, the member is authorized to MALT PLUS on behalf of eligible travelers (member and/or dependents) under par. U5105-B and/or par. U5203. If the Service does not authorize/approve POC use, reimbursement is limited to the policy-constructed airfare (see Appendix A)

<b>Example 3</b>	
<b>NOTE: Costs in this example are not actual transportation costs and are used for illustration only.</b>	
Member's PDS is in Anchorage, AK, and the HOR is San Francisco, CA.	
City-pair airfare cost (one way):	\$ 599.00
Member elects (no Service authorization) POC transportation mode to San Francisco – 3,063 miles one way	
POC MALT: 3,063 miles @ \$.15/mile = \$459.45.	\$ 459.45
Per Diem: 9 travel days (3,063 miles/350 miles/day) @ \$91.00/day	\$ 819.00
Total MALT PLUS costs for POC travel:	<u>\$1,278.45</u>
Total cost of POC use above air use	\$ 679.45
The member is <b>not responsible</b> for the additional \$679.45 cost if POC travel to the HOR or an alternate COT location if authorized/approved by the Secretarial process. See par. U7200-C1c.	
The city-pair airfare cost to San Francisco, CA, is less expensive than POC 'MALT PLUS' travel to the HOR. The member's reimbursement would be limited to the authorized city-pair airfare of \$599.00 if the Service did not authorize/approve POC use. <b>The member is financially responsible for the additional cost (\$1,278.45 - \$599.00) of \$679.45 each way if POC use is not authorized/approved.</b>	

***NOTE:*** There is no authority for one-way emergency leave transportation from OCONUS back to the CONUS PDS if a member or dependent(s) is on personal leave OCONUS when the emergency occurs.

*Effective 31 May 2006*

**\*U7206 PERSONAL EMERGENCIES FOR A MEMBER ON TDY OR AWAY FROM HOME PORT**

A. Member TDY or Away from the Home Port. A member on TDY away from the PDS, or assigned to a ship or unit operating away from its home port, is authorized round-trip (if applicable) personal emergency travel and transportation allowances (including per diem while in a travel status but not while at the emergency leave location) between the TDY/unit location or ship and the:

1. PDS,
2. Home port, or
3. Other location if authorized emergency leave as determined under DODI 1327.6 (Leave and Liberty Procedures) <http://www.dtic.mil/whs/directives/corres/html/13276.htm> for DOD Services and/or Service regulations. See par. U1010-B9.

B. Transportation. Space-required Government transportation must be used if reasonably available; otherwise travel and transportation allowances are the same as if traveling on TDY. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply if Government transportation is reasonably available and not used.***

C. Reimbursement. Travel and transportation cost reimbursement for travel between the TDY/unit location and another location is limited to the travel and transportation cost between the TDY/unit location and the PDS or home port.

D. Cost Construction. If emergency travel to another location is appropriate for the member from the TDY/unit location and the member's return to the TDY/unit location is no longer required at the conclusion of the personal emergency, the member's travel and transportation cost to the PDS directly from the other location is limited to the balance of the travel and transportation cost from the TDY/unit location to the PDS not used under par. U7206-A3 (i.e., cost from TDY site to another location to PDS cannot exceed cost from TDY site to PDS).

E. City-pair Airfare Use. The locations listed in par. U7206-A are official travel locations (including par. U7206-A3 location'), and therefore available contract city pair airfares may be available for use. ***If the member travels to a more expensive 'other location' city pair airfares are not authorized to the other location.***

F. One-way Emergency Leave Travel. There is no authority for one-way emergency leave travel and transportation to the ship's location if the member departed on emergency leave while the ship was in its home port. If the member departed the ship on emergency leave while it was operating away from home port, return travel and transportation to the ship at its home port is authorized subject to the limitations in par. U7206-D. See par. U7215 for travel and transportation allowances when a ship relocates during the member's authorized absence.

***NOTE:*** The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs. Even though payable, per diem and transportation costs to and from terminals are not included in the examples.

<b>*Example 1</b>	
A member's PDS is Ft. Belvoir, VA. The member is TDY to Ft. Campbell, KY, and the member's emergency leave destination is Denver, CO.	
There is no city-pair airfare from Ft. Campbell to Ft. Belvoir and the policy-constructed airfare (see Appendix A) (incorporating some city-pair airfare connections) is \$400.	
City pair airfare from Ft. Campbell to Denver	\$500
Policy-constructed airfare to Denver	\$600
Since travel to Denver is more expensive than travel to Ft. Belvoir the city-pair airfare may not be used to Denver. The member is financially responsible for the additional cost (\$600 - \$400 = \$200).	

<b>Example 2</b>	
A member's PDS is Ft. Belvoir, VA. The member is TDY to Ft. Hood, TX, and the member's emergency leave destination is Atlanta, GA.	
City pair airfare trip cost from Ft. Hood to Ft. Belvoir	\$320
City pair air fare to Atlanta	\$280
Since travel to Atlanta, GA, is less expensive than travel to the PDS (Ft Belvoir) the member is authorized city pair airfare to Atlanta (\$280) NTE the cost to Ft. Belvoir (\$320).	

*Effective 31 May 2006*

**U7207 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEMLE) TRANSPORTATION**

A. Policy. FEMLE policy is established in DOD Instruction 1327.6 (Leave and Liberty Procedures), subsection 6.16.

B. Eligibility

1. Member. A member is eligible for FEMLE if stationed at an authorized FEMLE PDS (see Appendix S) for 24 consecutive months or more.
2. Dependents. Dependent(s) of a uniformed member serving an accompanied tour at the FEMLE PDS are eligible for FEMLE if they:
  - a. Are command sponsored, and
  - b. Reside with the member at the FEMLE PDS (a dependent student (see par. U5243) attending school away from the PDS (e.g., in the CONUS) resides with the member for FEMLE authorization).

***NOTE: Travel from the school to the designated FEMLE location or an alternate destination to join the family while on FEMLE may be authorized. The transportation cost from the school to the designated FEMLE destination or to an alternate location may not exceed the Government's cost had the dependent traveled from the OCONUS PDS to the designated FEMLE destination.***

C. Limitation

1. Number of FEMLE Trips
  - a. The number of FEMLE trips an eligible member/dependents may take depends on the member's tour length, as shown in the table below:

Tour Length	Number of FEML Trips Authorized
a. at least 24 months, but less than 36 months	1
(1) tour <i>extended</i> at least 12 months	1 additional
b. at least 36 months.	2
(1) tour <i>extended</i> for any length of time	0 additional

b. No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.

c. Personnel taking IPCOT assignments are authorized additional FEML trips based on the above table. For example, if the member's tour was 36 months, two FEML trips were authorized during that 36-month tour. If the member then serves a 36-month IPCOT, the member would be eligible for two FEML trips during that second 36-month tour.

2. Time Limitation. FEML travel by a member/dependents should not be performed within 6 months of the beginning or the end of the 24- or 36-month tour. FEML travel by a member/dependents should not be performed within 3 months of the beginning or the end of a 12-month extension to a 24-month/less than 36-month tour. Major commands are authorized, on a case-by-case basis, to waive the six-month or three-month rule when appropriate. **NOTE: Major Commands are those ordinarily commanded by 4-star (3-star for Marine Corps) flag officers.**

3. FEML Cannot Be Combined with other Travel. **Under the provisions of DODI 1327.6, FEML may not be taken in connection with any other funded leave transportation program or official travel unless authorized/approved by the PDUSD (P&R) or IAW Service regulations for the non-DOD Services.**

D. FEML Locations/Destinations. A list of USD (P&R) authorized FEML locations/destinations is in Appendix S.

1. FEML Location. A PDS, from which FEML is authorized, listed in Appendix S.

2. Authorized Destination. The destination authorized for a FEML PDS is listed in Appendix S. Locations shown are 'authorized' until removed from the list (regardless of the re-certification date shown next to the destination). **NOTE: Changes made to the JFTR, but not in print may be found at <https://secureapp2.hqda.pentagon.mil/perdiem/> under the 'Travel Regulation' tab and 'immediate changes'.**

3. Alternate Destination(s). A destination location, or multiple destination locations, (other than the authorized destination listed in Appendix S) a member selects. Travel to and from the alternate location(s) is official travel, and therefore contract city pair fares *may* be available for use. **If the member travels to a more expensive alternate destination city pair fares are not authorized to the alternate destination.**

**NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.**

*Example 1	
A member's PDS is in Bahrain and the authorized destination is Frankfurt, Germany.	
There is no city-pair airfare to Frankfurt, Germany.	
The policy-constructed airfare (see Appendix A) (incorporating some city-pair airfare connections) is \$1,200.	
The member desires to utilize FEML to Boston, MA.	
City-pair airfare to Boston:	\$1,400
Policy-constructed airfare to Boston:	\$1,600
Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany the city-pair airfare may not be used to Boston. The member is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400).	

<b>Example 2</b>	
A member's PDS is in Brazil and the authorized destination is Miami, FL.	
City pair trip cost:	\$980
The member desires to utilize FEML to St. Louis, MO.	
City-pair airfare to St. Louis is:	\$840
Since travel to St. Louis, MO, is less expensive than travel to the Miami FL, the member is authorized city-pair airfare to St. Louis (\$840) NTE the \$980 cost to Miami.	

4. Location Designation/Recertification

a. Designating Authorities. The following are designating authorities for FEML locations/destinations:

- (1) DOD Services: USD (P&R);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Office of the Assistant Secretary for Health (OSG, DCP); and
- (4) U.S. Coast Guard: Commandant (CG-12), U.S. Coast Guard.

b. Designation Requests. DOD Services forward designation requests through Combatant Command channels to USD (P&R) IAW DODI 1327.6 (Leave and Liberty Procedures). Guidance on re-certification of FEML location/destination designations is in DODI 1327.6.

c. Recertification Requests. Forward recertification requests through Combatant Command channels to reach USD (P&R) *before* the indicated recertification date shown in Appendix S.

E. Transportation

1. Member/Dependent. The member and dependents may travel together or independently.

2. Restrictions. A member/dependent(s) taking a FEML trip:

- a. Must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or
- b. May use commercial air transportation if military air transportation is not reasonably available, and
- c. May not use cruise or tour packages.

***NOTE: Commanders must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the member) that affect scheduling FEML.***

3. Procurement. The Government or the member may purchase commercial air transportation. See par. U3120.

## CHAPTER 7

## PART J: REST AND RECUPERATION (R&amp;R) LEAVE AND SPECIAL REST AND RECUPERATIVE (SR&amp;R) ABSENCE TRANSPORTATION

## U7300 FUNDED REST AND RECUPERATIVE (R&amp;R) LEAVE TRANSPORTATION

*Effective 31 May 2006*

A. Policy. The policy for designating locations eligible for funded R&R leave transportation is established in DOD Instruction 1327.6, subsection 6.15, dated April 22, 2005 (37 USC §411c). ***Under the provisions of DODI 1327.6, R&R transportation may not be combined with any other funded leave transportation program or official travel unless authorized/approved by the PDUSD (P&R) or IAW Service regulations for the non-DOD Services.***

B. Eligibility. A member is eligible if assigned to a designated location outside the U.S. The number of R&R leave transportations authorized is:

1. Standard Tour: One per 12-month period.
2. Contingency Tour: One per contingency tour. A contingency tour is in connection with and directly tied to a contingency operation (see Appendix A, Part I: Definitions). R&R is for a member who is serving a tour length under a TDY order for duty of 180 or more consecutive days (to include extensions), and who has served at least 60 consecutive days in one or more of the locations listed in Appendix U. ***NOTE: The R&R may be taken after 60 consecutive days are completed. The R&R may not be combined with TDY travel away from the contingency tour area.***

*Effective 6 September 2005*

C. R & R Locations/Destinations. See Appendix U for a list of authorized R&R locations/destinations.

*Effective 31 May 2006*

1. R&R Location. To qualify a location must meet the requirements of DODI 1327.6 as follows:
  - a. A dependent-restricted tour area; and
  - b. Designated for hostile fire or imminent danger pay (***NOTE: This would include a member serving aboard a ship operating away from the home port for a period of a year or more in support of these areas.***); and
  - c. In an area in which entry of a member on official or unofficial travel is controlled; and
  - d. An area where ordinary annual leave programs are restricted for reasons of military necessity.
2. R&R Destination. The R&R destination authorized for an R&R location listed in Appendix U.
3. Alternate Destination. The R&R destination authorized for an R&R location listed in Appendix U that a member selects. The alternate location is an official travel location, and therefore available contract city pair fares may be available for use. ***If the member travels to a more expensive alternate destination city pair fares are not authorized to the alternate destination.***

***NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.***

<b>*Example 1</b>		
A member's PDS is in Albania and the authorized destination is Frankfurt, Germany.		
There is no city-pair airfare to Frankfurt, Germany and the policy-constructed airfare (see Appendix A) (incorporating some city-pair airfare connections) is:		\$1,200
Baltimore, MD is the authorized CONUS destination. The city-pair airfare to Baltimore is:		\$1,000
The member desires to utilize R&R to Boston, MA. City pair to Boston is:		\$1,400
Policy-constructed airfare to Boston is:		\$1,600
Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany or Baltimore, MD, the city-pair airfare may not be used to Boston. Since travel to Frankfurt is more expensive than travel to Baltimore the cost to Frankfurt is used for cost comparison.		
The member is financially responsible for the additional cost):	\$1,600 - \$1,200 =	\$400

<b>Example 2</b>		
A member's PDS is in Croatia and the authorized destination is Frankfurt, Germany.		
City-pair airfare to Frankfurt is:		\$980
Baltimore, MD, is the authorized CONUS destination. The city-pair airfare to Baltimore is:		\$1,400
The member desires to utilize R&R to St. Louis, MO. The city-pair airfare to St. Louis is:		\$1,200
Since travel to St. Louis, MO, is less expensive than travel to Baltimore, MD, the member is authorized the city-pair airfare to St. Louis (\$1,200) <i>NTE the \$1,400 cost to Baltimore.</i>		

4. Location Designation/Re-designation

a. Designating Authorities. The following may designate R&R locations/destinations:

- (1) DOD Services: DUSD (MPP);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Office of the Assistant Secretary for Health (OSG, DCP);
- (4) U.S. Coast Guard: Commandant (G-WPM), U.S. Coast Guard.

b. Designation Requests. DOD Services must send designation requests through Combatant Command channels to DUSD (MPP). DUSD (MPP) must re-designate R&R location/destination designations every two years.

c. Re-designation Requests. DOD Services must send re-designation requests through Combatant Command channels to reach DUSD (MPP) before the indicated re-designation date.

D. Transportation

1. Uniformed Members only

2. Restrictions. A member taking a R&R trip may use:

4. An office, agency or other establishment in the judicial branch; and
5. The Government of the District of Columbia.

B. Does NOT include a/an:

1. Government-controlled corporation;
2. Member of Congress; or
3. Office or committee of either House of Congress or of the two Houses.

**ANNUAL TRAINING DUTY.** Active duty required of the Ready Reserve to satisfy the training requirements of the member's annual reserve assignment (See DOD and Service regulations). ***NOTE: The primary purpose of annual training is to provide readiness training, but annual training also may support active component missions and requirements; i.e., operational support.***

**AUTHORIZING/ORDER-ISSUING OFFICIAL (AO).** The official who directs travel and has responsibility for the funding.

**APPROVED.** The ratification or confirmation of an act already done.

**ARMED FORCES.** The Army, Navy, Air Force, Marine Corps, and Coast Guard (see 37 USC §101(4)).

**ATTENDANT.** An attendant:

1. Is a member, employee, or other person who, IAW a travel order/ITA, accompanies a member authorized to travel to/from a medical facility for required medical attention that is not available locally;
2. Takes care of and waits upon the member patient in response to the patient's needs;
3. May travel with the patient and attend to the patient's needs at the destination medical facility; and
4. Is appointed by competent medical authority.

***Effective 17 September 2004***

**AUTHORIZED.**

- a. The giving of permission before an act.
- b. The giving, through these regulations, of an allowance to an eligible individual requiring no other action.

(Example: When the regulation states that an allowance is authorized, – the regulation means that an eligible individual has that allowance without further action by any other activity.)

**AUTOMATED TELLER MACHINE (ATM) SERVICES.** Contractor-provided services that allow cash withdrawals from participating ATMs to be charged to a contractor-issued charge card.

**AUTOMOBILE MILEAGE RATES.** See ***MILEAGE (ALLOWANCE)***.

**BAGGAGE.** Personal effects of a traveler that are needed in connection with official travel and immediately upon arrival at the point of assignment. Material belonging to the Government may be included. ***NOTE: Baggage may accompany a traveler (accompanied baggage) or be transported separately from the traveler (unaccompanied baggage).***

**BAGGAGE, ACCOMPANIED.** Baggage that is not part of the HHG weight allowance and consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler on a transportation ticket.

**BAGGAGE, UNACCOMPANIED.** That part of a member's prescribed weight allowance of HHG that:

1. Is not carried free on a ticket used for personal travel,
2. Ordinarily is transported separately from the major bulk of HHG, and
3. Usually is transported by an expedited mode because it's needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.

***NOTE 1: Unaccompanied baggage in connection with permanent duty and COT/IPCOT travel consists of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances or furniture must not be included in unaccompanied baggage.***

***NOTE 2: In connection with an extended TDY assignment, unaccompanied baggage is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.***

**BLANKET TRAVEL ORDER.** (Also called Unlimited Open, Limited Open, or Repeat Travel Order.) An order issued to a member who regularly and frequently makes trips away from the PDS within specific geographical limits for a specific time period within a fiscal year in performance of regularly assigned duties. ***Also see TRAVEL ORDER.***

***NOTE 1: Blanket travel orders are not used in DTS.***

***NOTE 2: A blanket travel order for TDY travel can only authorize economy -class travel. If premium-class travel becomes necessary for a specific trip, an amendment to the order for each such trip must be issued.***

**BUSINESS-CLASS.** Travel and accommodations/service that fall between first-class and coach-class accommodations. Business-class accommodations usually, but do not have to, have their own cabin/facilities between first-class and coach-class accommodations. ***See par. U3125-B2b for business-class transportation authority (restricted to the two-star flag level and civilian equivalents).***

**CALENDAR DAY.** The 24-hour period from one midnight to the next midnight. ***NOTE: The calendar day technically begins one second after midnight (reflects as 0001) and ends at midnight (2400.)***

**\*CAPACITY CONTROLLED CITY-PAIR AIRFARE.** See the CITY-PAIR AIRFARE CONTRACT at <http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8211&channelPage=%2Fep%2Fchannel%2FgsaOverview.jsp&channelId=-13029>. ***These fares are not used in cost-construction.***

**CERTIFICATED AIR CARRIER.** ***See U.S. Flag Air Carrier.***

**CIRCUITOUS TRAVEL.** Travel by a route other than the one that ordinarily would be prescribed by a transportation officer between the places involved. ***Also referred to as Indirect Travel.***

**\*CITY-PAIR AIRFARE.** See the CITY-PAIR AIRFARE CONTRACT at <http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8211&channelPage=%2Fep%2Fchannel%2FgsaOverview.jsp&channelId=-13029>.

**COMMAND, COMBATANT.** An organization with a broad continuing mission under a single commander established and so designated by the President, through the Secretary of Defense with the advice and assistance of the Chairman, Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities.

**COMMANDANT'S PAROLE.** The conditional release (parole) from confinement of a prisoner from a disciplinary barracks whose parole the Secretary concerned has authorized and whose court-martial sentence has not been ordered executed because appellate review of the case has not been completed. ***NOTE: The prisoner must remain under the supervision of the Commandant of a U.S. disciplinary barracks.***

**COMMAND SPONSORED DEPENDENT.** See **DEPENDENT, COMMAND SPONSORED.**

**COMMERCIAL POV STORAGE FACILITY.** Any commercial fee-for-service facility open to the public for daily or long-term storage of motor vehicles.

**COMMERCIAL TRANSPORTER.** A transporter operating under the Interstate Commerce Commission Termination Act of 1995 (Public Law 104-88) in interstate commerce or under appropriate State statutes in intrastate commerce.

**COMMON CARRIER.** Private-sector supplier of air, rail, bus, or ship transportation.

**CONFERENCE.** A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under 5 CFR §410.404. ***NOTE: This does not include regularly scheduled courses of instruction conducted at a Government or commercial training facility.***

**CONSECUTIVE OVERSEAS TOUR (COT).** (Also see **IN PLACE CONSECUTIVE OVERSEAS TOUR.**) The PCS reassignment of a member from one OCONUS PDS to another OCONUS PDS.

**CONTINENTAL UNITED STATES (CONUS).** The 48 contiguous States and the District of Columbia.

**CONTINGENCY OPERATION.** A military operation that:

1. Is designated by the Secretary of Defense as an operation in which armed forces members are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or
2. Results in the call or order to, or retention on, active duty of members of the Uniformed Services under 10 USC §688, §12301(a), §12302, §12304, §12305, or §12406; Chapter 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

**CONTRACT CARRIERS.** U.S. certificated air carriers that are under contract with the Government to furnish Federal employees and other persons authorized to travel at Government expense with passenger transportation service. This also includes GSA's scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

*Effective 31 July 2006*

**\*(CONTRACTED) COMMERCIAL TRAVEL OFFICE/TRAVEL MANAGEMENT CENTER (CTO/TMC).** A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the Government.

**DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD).** The DOD standard source for worldwide distance information based on city-to-city distance (*not* zip code to zip code) replacing all other sources used for computing distance (except airplanes). For more information refer to the DTOD website at <http://dtod1.sddc.army.mil>.

**DEPARTMENT OF DEFENSE (DOD) COMPONENTS.** (Also ref: <http://www.defenselink.mil/pubs/almanac/> and/or <http://www.gov.com/agency/dod/agency.html>)

The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff)  
Department of the Army  
Department of the Air Force  
Department of the Navy (including the Marine Corps)  
DOD Inspector General  
United States Court of Appeals for the Armed Forces

**DOD FIELD ACTIVITIES:**

American Forces Information Service  
Defense Prisoner of War/Missing Personnel Office  
Defense Technology Security Administration  
DOD Counterintelligence Field Activity  
DOD Education Activity  
DOD Human Resources Activity  
Office of Economic Adjustments  
TRICARE Management Activity  
Washington Headquarters Services

**DEFENSE AGENCIES:**

Defense Advanced Research Projects Agency  
Defense Commissary Agency  
Defense Contract Audit Agency  
Defense Contract Management Agency  
Defense Finance and Accounting Service  
Defense Information Systems Agency  
Defense Intelligence Agency  
Defense Legal Services Agency  
Defense Logistics Agency  
Defense Security Cooperation Agency  
Defense Security Service  
Defense Threat Reduction Agency  
Missile Defense Agency  
National Geospatial Intelligence Agency  
National Geospatial Intelligence College  
National Security Agency/Central Security Service  
Pentagon Force Protection Agency

**JOINT SERVICE SCHOOLS:**

Joint Military Intelligence College  
Defense Acquisition University  
National Defense University  
Joint Professional Military Education Colleges  
Uniformed Services University of the Health Sciences

*or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one for PDS purposes. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

**b. For invitational travelers**

1. *The corporate limits of the city or town in which the home or principal place of business is located; or*
2. *If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries in which the home or principal place of business is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

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

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

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

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

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

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

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

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

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

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

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

**\*POLICY-CONSTRUCTED AIRFARE.** The least expensive, unrestricted economy/coach airfare. A capacity controlled city-pair airfare is not included when policy-constructing the airfare for comparison purposes.

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

**PORT OF DEBARKATION.**

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

**TRANSPORTATION, POV.** Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.

***NOTE 1:*** *The term does not include land transportation to or from such ports, except when transportation of POV is authorized by 37 USC §554 and is in accordance with Service regulations.*

***NOTE 2:*** *Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the member's responsibility.*

***Effective 28 July 2005***

**TRANSPORTATION REQUEST.** A written request of the United States Government (including a GTR – see definition) to procure transportation, accommodations, or other services chargeable to the Government from a commercial provider, in connection with official travel.

**TRANSPORTATION TERMINAL.** A transportation terminal is a common carrier or Government transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

**TRAVEL.** The term “travel” relates to movement of persons from place to place and includes authority for the use of quarters facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume. When used ICW ‘travel allowances’, the term refers to per diem or AEA.

**TRAVEL ADVANCE.** Prepayment of estimated travel expense.

**TRAVEL AUTHORIZATION (ORDER).** *See TRAVEL ORDER.*

**TRAVEL CLAIM (VOUCHER).** A written request supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of any official travel.

***Effective 27 January 2006***

**TRAVEL, INVITATIONAL.** Authorized travel by individuals either not employed by the Government or employed (under 5 USC §5703) intermittently in the Government's service as consultants or experts and paid on a daily when-actually-employed basis. It is also used for individuals serving without pay or at \$1 a year when they are acting in a capacity directly related to, or in connection with, official Government activities. Travel and transportation allowances authorized for these persons are the same as those ordinarily authorized for civilian employees in connection with TDY, except as provided by item A2m in Appendix E, Part I for spouse invitational travel. See Appendix E.

***Effective 31 July 2006***

**\*TRAVEL MANAGEMENT CENTER (TMC).** *See (CONTRACTED) COMMERCIAL TRAVEL OFFICE/TRAVEL MANAGEMENT CENTER (CTO/TMC) and TRAVEL MANAGEMENT SYSTEM (TMS).*

***Effective 31 July 2006***

**\*TRAVEL MANAGEMENT SYSTEM (TMS).** A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a CTO/TMC, and an electronic system or other commercial method of arranging travel.

**TRAVEL, OFFICIAL.** Authorized travel and assignment solely in connection with business of the DOD or the Government.

***NOTE 1:*** *Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence; to, from, or between PDSs; and to, from, at, and between TDY assignment locations.*

***NOTE 2: Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places in connection with personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.***

**TRAVEL ORDER.** A written instrument issued or approved by person(s) to whom authority has been delegated directing a member or group of members to travel. There are four basic types of orders:

1. **Unlimited Open.** This is a form of blanket travel order allowing a member to travel anywhere on official business without further authorization for a specified period of time within a fiscal year. See **NOTE** below for restrictions.
2. **Limited Open.** This is a form of blanket travel order allowing a member to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year. See **NOTE** below for restrictions.
3. **Repeat.** This is a form of blanket travel order allowing a member to travel on official business without further authorization to a specific destination for a specified period of time within a fiscal year. See **NOTE** below for restrictions.
4. **Trip-by-trip.** This is a travel order allowing an individual or group of individuals to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs.

***NOTE: Unlimited Open, Limited Open, and Repeat Travel Orders (also called Blanket Travel Orders) are not used in DTS. The blanket travel order type is restricted to economy-class travel authorization. If premium-class transportation becomes necessary for a specific trip, an amendment to the travel order for each such trip must be issued.***

**TRAVEL STATUS.** The member's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel order, including time en route waiting for transportation connections and delays en route beyond the control of the traveler. **NOTE: See par. U2200 for more detail.**

**UNACCOMPANIED BAGGAGE.** See **BAGGAGE, UNACCOMPANIED.**

**UNACCOMPANIED MEMBER.** A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

**UNIFORMED SERVICES.** The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

**UNIT.** A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

**UNITED STATES.** The 50 states and the District of Columbia.

c. Service regulations.

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

*Effective 25 August 2005*

D. Transportation Reimbursement

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

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

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

#### T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)

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

*Effective 27 April 2005*

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

C. Special Conveyances (Includes Aircraft) Reimbursement. When the AO authorizes special conveyance/rental vehicle use for official business, the following reimbursements are authorized per Appendix G, Part I. The AO may authorize an appropriately sized vehicle in accordance with mission needs when a compact rental car (the "standard" for TDY travel), does not meet requirements. ***It is mandatory to obtain rental vehicles (except for aircraft or bus) through the CTO/TMC per TRANSCOM policy, when the CTO/TMC is available.***

1. Rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to and from the rental facility.
2. Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); any per-day administrative fee called for in the SDDC rental car agreements; garage (POC parking is a separate reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.
3. Snow tires and similar non-standard equipment necessary for travel by the Government renter, may incur additional charges which are reimbursable when authorized in the travel order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment. A traveler who disregards a special conveyance arrangement made by a CTO/TMC must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO/TMC) is allowed.  
***Reimbursement for purchase of snow tire and other non-standard items is not authorized.***
4. Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries.
5. A claim for damage to a rental vehicle, while the vehicle is being used for official business, is reimbursable to the traveler or the rental car company when appropriate as miscellaneous transportation expenses. The claim must be adjudicated as payable per the DOD Financial Management Regulation (Volume 9, Chapter 4) (found at <http://www.dtic.mil/comptroller/fmr/>) (or appropriate Service directives for the non-DOD Services).

When the AO has not authorized/approved special conveyance use, reimbursement is limited to the POC mileage rate in JTR, par. C2500 and JFTR, par. U2600 plus constructed per diem for the official distance not to exceed the Government's constructed cost. See JTR, par. C2150, item 8 or JFTR, par. U3310-A1.

**NOTE:**

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

***Effective 28 April 2005***

**D. Government Transportation**

1. The TO arranges international Government airlift under AMC contract/control, when it is available and satisfies mission requirements.

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

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

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

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

***Effective 18 November 2004***

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

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

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

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

#### **T4040 LIVING EXPENSES (PER DIEM)**

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

##### **A. Lodging Overnight Required - Business Travel Standards**

###### **1. Sleeping**

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

b. Uniformed Member – A member ordered to a U.S. Installation (as opposed to a geographic location like a town or city) is required to check the Government quarters availability (e.g., through the CTOs/TMCs) at the U.S. Installation to which assigned TDY. The AO may direct adequate available Government quarters use for a uniformed member 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. A member should use adequate available Government quarters on the U.S. Installation at which assigned TDY; *however, when adequate Government quarters are available on the U.S. Installation to which a member is assigned TDY and the member uses other lodgings as a personal choice, lodging reimbursement is limited to the Government quarters cost on the U.S. Installation to which assigned TDY (44 Comp. Gen. 626 (1965)). Per diem cannot be limited based on the presence of ‘nearby’ Government quarters (i.e., not on the U.S. Installation to which the member is assigned TDY but on another ‘nearby’ U.S. Installation or other uniformed facility). The documentation of non-availability indicated in par. U1045-C is required only for Government lodging ‘AT’ the U.S. Installation at which the member is assigned TDY.*

c. Civilian Employees

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

(2) The head of a DOD component (see Appendix A) concerned may authorize zero per diem or per diem rates in lesser amounts than those prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DOD component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the DOD component concerned or to a commander/head of DON activity, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel order before travel begins (or part of an order amendment covering a prospective period after the order modification), travel orders, modified after the fact, prescribing per diem rates different from those prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> are without effect. The locality rates in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS. See **NOTE 1** (applicable to civilian employees) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry cleaning/pressing of clothing.

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

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

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

**Effective 19 July 2006**

\*e. Lodging with Friends or Relatives

(1) Applicable to a Uniformed Service Member. ***Reimbursement of lodging cost when staying with friends or relatives is not authorized.***

(2) Applicable to Civilian Employees. When a traveler lodges with friend(s) or relative(s) (with or without charges) the traveler may be reimbursed for additional costs the host incurs in accommodating the traveler (as a lodging expense) only if the traveler is able to substantiate the costs and the AO determines the costs to be reasonable. ***The traveler may not be reimbursed the cost of comparable***

*conventional lodging in the area or a flat “token” amount.* See GSBCA 16836-RELO, 5 June 2006 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA16836.PDF>) A traveler who lodges with friends or relatives is authorized an allowance for meals and incidental expenses at the M&IE rate prescribed for the TDY location.

***NOTE 1:*** *If the friend or relative is in the business of renting on a regular basis the quarters involved – for example, if that individual is operating a hotel or apartment house – the “friends or relatives” provision does not apply. See GSBCA 14398-TRAV, 24 Feb 1998 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA14398.txt>).*

***NOTE 2:*** *Shortly after being transferred to a new PDS, an employee was sent TDY to the old PDS where the employee stayed at the former residence which was not yet sold. GSBCA ruled that the employee was not authorized reimbursement for lodging at the former residence. See GSBCA 15600-TRAV, 7 March 2002. (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA15600.PDF>).*

***NOTE 3:*** *A traveler assigned at Avon Park Air Force Range (AFR), Florida lives in the Avon Park area during the week at a location approximately fifteen miles from the PDS and commutes to and from the family residence near Orlando, Florida, approximately 100 miles from the AFR, on weekends. The traveler had to attend a meeting near Orlando at 8 a.m. on Wednesday, 23 February. The meeting location was approximately twelve miles from the family residence. The meeting was to run until Friday, 25 February. The traveler began TDY travel to the Orlando area on the evening of Tuesday, 22 February. GSBCA ruled that the traveler should be authorized travel expenses both to and from the TDY location and M&IE even though the traveler lodged at the family residence in the TDY area. GSBCA also indicated that for the first and last days of the TDY, 22 and 25 February (unless the traveler was authorized to return on the 26th) the traveler is authorized 75% of the applicable M&IE rate for each day. M&IE for the days between the first and last days is authorized at the full rate. Adopted from GSBCA 16652-TRAV, 26 August 2005 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA16652.PDF>).*

***Effective 6 February 2006***

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

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

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

(a) Mortgage interest;

(b) Property tax; and

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

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

***Effective 6 February 2006***

***NOTE: A member/employee who purchases or rents and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. See GSBGA 16699-TRAV, 17 August 2005 (This decision is available at: [http://141.116.74.201/regs/comp-gen-dec/GSBGA\\_16699.htm](http://141.116.74.201/regs/comp-gen-dec/GSBGA_16699.htm)).***

***Effective 20 September 2004***

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

2. Eating

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

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

***Effective 29 June 2005***

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

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

***Effective 22 December 2005***

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

***Effective 1 October 2003***

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

***NOTE 1: Applicable to civilian employees:***

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

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

***NOTE 2: Applicable to a uniformed member:***

***a. The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.***

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

**B. Lodging Overnight Required - Schoolhouse Training Standards**

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

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

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

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

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

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

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

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

4. TDY aboard Ships

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

**JOINT TASK FORCE OPERATIONS TDY OPTIONS**

**SUBSIST ASHORE**

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

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

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

- 1/ Full Meal Rate = Food costs plus operating expenses.
- 2/ Discount Meal Rate = Food costs only.
- 3/ A member/civilian employee deployed who is ordered to subsist ashore – see “Subsist Ashore” (above table) for order type and payment guidelines.

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

Table 1. Deployment - Joint Operations TDY Options

## APPENDIX P

## PART I: CITY-PAIR PROGRAM

Regulations applicable to the Contract City-Pair Program are found in DOD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at <http://www.transcom.mil/j5/pt/dtr.html>. Following is an edited extract from that regulation.

A. Policy (DOD 4500.9-R, Part L. Chap. 103, par. B2)

1. GSA Airline City-Pairs Program. Each year, under the Airline City-Pairs program, the GSA Federal Supply Service awards contracts for air transportation for travelers on official government travel. The contracts are awarded competitively based on the best overall value to the Government. The best value decision is based on considerations of the type, distribution and number of flights, the average flight time, and the offered price. For more information, access "Travel on Government Business and Air Travel/City-Pairs" on the GSA website: <http://www.gsa.gov>.

*Effective 8 September 2004*

2. Some GSA routes may offer "dual airfares"; one airfare is an unrestricted airfare (fare basis code "YCA") and the other an unrestricted capacity-controlled airfare (fare basis code "\_CA"). The unrestricted capacity-controlled airfare differs from the unrestricted airfare only in that the airline can limit the number of seats offered under the unrestricted capacity-controlled, or "\_CA" fare basis (referred to as "capacity controlled"). The unrestricted airfare, or "YCA", has a last seat on the aircraft availability to the traveler. Neither airfare basis requires advance purchase and has no minimum nor maximum stay requirements, travel time limits, or blackout periods. The unrestricted capacity-controlled airfare is, in many cases, significantly less expensive than the unrestricted airfare. DOD travelers are encouraged to make reservations as far in advance as possible to increase the chance of obtaining an unrestricted capacity-controlled GSA Airline City-Pairs airfare on the routes offering the dual airfare structure. Local CTOs can provide information on what routes offer dual airfares.

3. *Government contractors are not authorized to use GSA city-pairs airfares.*

*Effective 8 September 2004*

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

5. Non-mandatory Users. A non-mandatory user may request contract service, or have contract service requested, on an optional basis. Contract carriers may, but are not required to, furnish any requested service to non-mandatory users. Non-mandatory users are:

- a. All members and employees of the U.S. Congress; employees of the Judicial Branch of the Government; employees of the U.S. Postal Service; U.S. Foreign Service Officers; and employees of any agencies who are not subject to the provisions of 5 USC §5701-5709.
- b. DOD recruits traveling from Military Entrance Processing Stations (MEPS).
- c. Groups of 21 or more passengers.

*Effective 8 September 2004*

6. Exception to the Use of Contract Carriers: One or more of the following travel conditions, which must be certified on the travel order/authorization, travel voucher, or other document provided by the traveler or AO, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route.

a. Space on a scheduled contract flight (including a confirmed pet space (see **NOTE**)) is not available in time to accomplish the travel purpose, or contract service use would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip.

**NOTE: when pet shipment is the determining factor for non-use of the lower cost GSA Airline City-Pairs airfares, the traveler and not the Government is responsible for costs exceeding the most economical travel routing. See DTR, Part I, Chapter 103, par. B.2.c (note) for the source of this NOTE.**

b. The contract carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours (see JFTR, par. U3006/JTR, par. C1059);

c. A non-contract (DOD-approved) carrier offers a lower airfare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. **NOTE: This exception does not apply if the contract carrier offers a comparable airfare and has seats available at that airfare, or if the lower airfare offered by a non-contract carrier is limited to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), Government-sponsored Contractor-issued travel charge card, or through a centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar airfares).**

d. Rail service is available and that service is cost effective and consistent with mission requirements.

e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft is not acceptable to the traveler.

B. Scheduled Air Carriers (DOD 4500.9-R, Part L. Chap. 103, par. A2)

\*1. Contract air service between city-pairs should be used for all domestic travel, and for international travel when AMC Category B/Patriot Express is not available or does not meet the mission requirement. **If a contract city-pair airfare is not available**, the policy-constructed airfare (see Appendix A) (including a lower airfare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare and the traveler retains the ability to seek a lesser airfare. **NOTE: foreign military personnel are not authorized to use GSA city-pair airfares.**

2. **Government contractor personnel must never be in possession of ITAs while in the performance of their contracts and are prohibited from using Government discount airfares provided in the Contract City-Pair Program when purchasing commercial airline tickets.**

**NOTE: See JTR, par. C2001-A2c for policy regarding Rail or Bus service use.**

## \*APPENDIX Q

## OVERSEAS TOUR LENGTHS

TABLE 1 - DOD

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

*Effective 1 February 2006*

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

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

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
ALASKA (except as indicated) ( <b>NOTE 1</b> )	36	36
Marine Corps Security Forces	24	12
Fort Greely ( <i>eff 1 May 2004</i> )	24	12
Adak, Clear, Galena, King Salmon and Eareckson	NA	12
ALBANIA, Tirana	24	12
ALGERIA ( <i>eff 7 December 2004</i> )	24	12
AMERICAN SAMOA	NA	12
ARGENTINA	36	24
ARMENIA, Yerevan ( <b>NOTE 7, eff 6 July 2006</b> )		
Personnel assigned to the ODC	24	18
ARUBA	24	18
AUSTRALIA (except as indicated)	36	24
Alice Springs	36	24
Exmouth	24	24
Learmonth	24	15
Woomera	24	15
AUSTRIA	36	24
AZERBAIJAN, Baku ( <b>NOTE 7, eff 6 July 2006</b> )		
Personnel assigned to the ODC	24	18
AZORES (See PORTUGAL)		
BAHAMAS, Andros Island	24	24
BAHRAIN ( <b>NOTE 5</b> )	24	12
BANGLADESH	24	18
BELGIUM (except as indicated)	36	24
Bertrix	NA	12
BELIZE ( <i>eff 17 September 2004</i> )	24	18
BENIN	24	12
BERMUDA	36	24
BOLIVIA	24	18
BOSNIA-HERZEGOVINA, Sarajevo ( <b>NOTE 7, eff 6 July 2006</b> )		
Personnel assigned to the ODC	24	18
BOTSWANA	24	12
BRAZIL	36	24
BRITISH INDIAN OCEAN TERRITORY, Diego Garcia	NA	12

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

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
GREENLAND (see DENMARK)		
GUAM (eff 12 October 2004)	36	24
GUATEMALA	36	24
GUYANA	24	18
HAWAII (except as indicated) (NOTE 1)	36	36
Kauai	30	18
Pohakuloa Training Area	24	18
HONDURAS (except as indicated)	24	18
Soto Cano AB	NA	12
HONG KONG	36	24
HUNGARY, Budapest	36	24
ICELAND (except as indicated below – eff 4 October 99)	30	18
USAF (not assigned to a joint activity)	24	12
USMC (not assigned to a joint activity)	24	12
INDIA	24	12
INDONESIA	24	12
IRELAND	36	24
ISRAEL	24	12
ITALY (except as indicated)	36	24
Ghedi, Martina Franca, Mt. Corna, Mt. Venda, and Rimini	24	18
Mt. Vergine, and Crotone	24	15
Poggio Renatico	24	12
Mt. Finale Ligure, Mt. Limbara, Mt. Nardelo, Mt. Paganella, Paino di Cors	NA	12
Sardinia		
La Maddalena	24	24
Decimomannu Air Base (AB)	24	15
Sicily		
Sigonella	36	24
Comiso	24	12
JAMAICA	24	12
JAPAN (except as indicated) (NOTE 3)	36	24
Akizuki Kure, Kumamoto, Osaka, Itami (Sapporo), and Sendai (eff 7 December 2004)	24	12
Ie Shima, Okuma, and Seburiyama	NA	12
Ryukyu Islands (Okinawa) (except as indicated)	36	24
MCAS Futenma, MCAS Iwakuni, and MCB Butler	36	12
Kuma Shima	NA	12
JOHNSTON ATOLL	NA	12
JORDAN (except as indicated)	24	12
Amman	24	18
KENYA (except as indicated)	24	12
Nairobi	24	18
KOREA (except as indicated) (NOTE 4)	NA	12
Camp Carroll, Camp Humphreys, Camp Market, Camp Red Cloud, Camp Walker, Chinhae, Hialeah, K-2 AB, Kimhae, Osan AB, Pusan, Pyongtaek, Seoul, Suwon, Taegu, and Yongsan	24	12
KUWAIT (NOTE 6)	24	12
KYRGYZSTAN	24	12

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
LAOS	NA	12
LATVIA, Riga	24	12
LIBERIA	24	18
LITHUANIA, Vilnius	24	12
LUXEMBOURG	36	24
MACEDONIA	24	18
Skopje	24	12
MADACASCAR	24	12
MALAYSIA	36	24
MARSHALL ISLANDS		
Enewetok	NA	12
Kwajalein	24	18
MEXICO	24	18
MIDWAY ISLANDS	NA	12
MOLDOVA, Chisinau	24	18
MONGOLIA	24	24
MOROCCO (except as indicated)	24	15
Casablanca	24	12
Errachidia	NA	12
NETHERLANDS	36	24
NETHERLANDS ANTILLES, Curacao	NA	12
NEW ZEALAND	36	24
NICARAGUA	24	18
NIGER	24	12
NORWAY (eff 7 July 2004)	36	24
OKINAWA (See JAPAN)		
OMAN	24	12
PAKISTAN	24	12
PANAMA (except as indicated)	36	24
Galeta Island	NA	12
PARAGUAY	24	18
PERU (except as indicated)	36	24
Lima MAAG	30	18
PHILIPPINES (except as indicated)	NA	12
Metropolitan Manila	24	18
POLAND		
Bydgoszcz (eff 21 October 2005)	24	24
Szczecin (eff 21 October 2005)	24	24
Warsaw	36	24
PORTUGAL (except as indicated)	36	24
Azores Islands	24	15
PUERTO RICO (except as indicated)	36	24
Caguas, Isabela, Juana Diaz, Ponce (Ft Allen), and Yauco	36	18
Vieques Island	NA	12
QATAR	24	12
ROMANIA, Bucharest	24	24
SAINT HELENA (Ascension Island)	24	12
SAIPAN (See COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS)		
SARDINIA (See ITALY)		

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
SAUDI ARABIA ( <i>NOTE 5</i> )	24	12
SCOTLAND (See UNITED KINGDOM)		
SEYCHELLES	24	12
SICILY (See ITALY)		
SINGAPORE	36	24
SLOVAKIA, Bratislava	36	24
SLOVENIA, Ljubljana	24	12
SPAIN ( <b>except as indicated</b> )	36	24
Alcoy, Constantina, Elizondo, Rosas, and Villatobas	30	18
El Ferrol	24	24
Sonseca	24	15
Moron AB	24	15
Santiago	NA	18
Balearic Islands and Gorremandi	NA	15
Adamuz, Ciudad Real, and Estaca De Vares	NA	12
SUDAN	24	12
SURINAME	24	18
SWEDEN, Stockholm	36	24
TAJKISTAN	24	12
THAILAND ( <b>except as indicated</b> )	24	18
Bangkok	36	24
TUNISIA	24	18
TURKEY ( <b>except as indicated</b> )	24	15
Elmadag, Karatas, Malatya	24	12
Balikesir, Cakmakli, Corlu, Erhac, Eskisehir, Erzurum, Iskendrum, Istanbul, Izmir, Izmit, Murted, Oratakoy, Pirincli, Sahihtepe, Sinop, and Yumurtalik	NA	12
TURKMENISTAN	24	12
UKRAINE, Kiev	24	12
UNITED ARAB EMIRATES	24	12
UNITED KINGDOM ( <b>except as indicated</b> ) ( <i>NOTE 3</i> )	36	24
RAF Fylingdales, RAF Machrihanish (Scotland)	24	18
URUGUAY	36	24
UZBEKISTAN	24	12
VENEZUELA	24	18
VIETNAM ( <i>eff 1 December 2003</i> )	24	12
VIRGIN ISLANDS	36	24
WAKE ISLAND	NA	12
WALES (See UNITED KINGDOM)		
WEST INDIES		
Anguilla	24	18
Antigua	24	12
Barbados	36	24
St. Lucia	NA	12
YUGOSLAVIA, FED REP (See MACEDONIA)		

**NOTES:**

1. Tour-length policies for a service member assigned to duty stations within Alaska and Hawai'i are outlined in DODI 1315.7, paragraph E3.1.4.
2. Dependents are permitted only when Government quarters are available.
3. A maximum of a 48-month tour is permitted for Navy personnel.
4. Not every member is eligible to serve an accompanied-by-dependents tour in those locations where such tours are authorized. Eligibility is contingent upon the member's actual duty assignment and is controlled by U.S. Forces Korea. Members, not eligible to serve accompanied-by-dependents tours, serve dependent-restricted tours. Command-sponsored dependents for members assigned to Suwon are required to reside at Osan AB.
5. *Due to threat levels, dependents are not currently authorized at this location.*
6. Not all members are eligible to service an accompanied-by dependents tour in locations where such tours are authorized. Eligibility is contingent upon the member's actual duty assignment and is controlled by USCENTCOM. Members, not eligible to serve accompanied-by-dependents tours, serve dependent-restricted tours.
- \*7. OSD (P&R/OEPM) memo dated 6 July 2006 established tour lengths for members assigned to the Office of Defense Cooperation, U.S. Embassy located in Yerevan, Armenia; Baku, Azerbaijan; and Sarajevo, Bosnia-Herzegovina.

**TABLE 2 - NOAA (effective 31 January 2005)**

Tour lengths are established by NOAA/CPC. Submit changes to tour lengths to NOAA/CPC. *Do not submit tour length changes to PDTATAC.*

The following are overseas tour lengths *for NOAA members only*:

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
ALASKA	36	36
AMERICAN SAMOA	NA	12
ANTARCTICA	NA	12
AUSTRALIA (LEARMONTH)	36	36
FRANCE	36	36
HAWAII	36	36
SWITZERLAND	36	36

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## APPENDIX U

## AUTHORIZED REST AND RECUPERATION (R&amp;R) LOCATIONS/DESTINATIONS

**NOTE 1:** See JFTR, par. U7300 (uniformed members) and JTR, par. C6750 (civilian employees) for regulations concerning Funded Rest And Recuperative (R&R) Leave Transportation.

**NOTE 2:** The footnoted locations are authorized R&R for specific missions only!

The following are authorized Rest and Recuperation (R&R) locations/destinations *for members of the Uniformed Services and for civilian employees:*

Authorized R&R Location	Command Region	Authorized OCONUS Destination	Authorized CONUS Destination	Re-certification Due Date
Afghanistan 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Albania	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Bahrain 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Bosnia-Herzegovina	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Croatia	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Djibouti 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Hungary	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Iraq 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Joint Task Force - South West Asia (JTF-SWA) 1/	Central	Frankfurt, Germany	Baltimore, Maryland	31 Dec 2002
Jordan 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Kuwait 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Kyrgyzstan 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Macedonia, Former Yugoslavia, Republic of	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Montenegro	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Oman 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005

Pakistan 2/	Central	Airport closest to leave point	Airport closest to leave point	<i>30 Sep 2005</i>
Qatar 2/	Central	Airport closest to leave point	Airport closest to leave point	<i>30 Sep 2005</i>
Saudi Arabia 2/	Central	Airport closest to leave point	Airport closest to leave point	<i>30 Sep 2005</i>
Serbia	European	Frankfurt, Germany	Baltimore, Maryland	<i>31 Mar 2002</i>
Slovenia	European	Frankfurt, Germany	Baltimore, Maryland	<i>31 Mar 2002</i>
Tajikistan 2/	Central	Airport closest to leave point	Airport closest to leave point	<i>30 Sep 2005</i>
United Arab Emirates 2/	Central	Airport closest to leave point	Airport closest to leave point	<i>30 Sep 2005</i>
Uzbekistan 2/	Central	Airport closest to leave point	Airport closest to leave point	<i>30 Sep 2005</i>
Yemen 2/	Central	Airport closest to leave point	Airport closest to leave point	<i>30 Sep 2005</i>

1/ Only for the mission of Operation Southern Watch.

***Effective 21 June 2004***

2/ Only for those providing support to Operations ENDURING FREEDOM and IRAQI FREEDOM. Before 19 December 2003, the authorized destination was the APOD. Effective 19 December 2003 the authorized destination became the APOD with funded transportation authorized from the APOD to the airport closest to the leave point. Effective 5 Feb 2004 the Coalition Forces Land Component Commander was permitted to authorize R&R participants to travel via commercial air from the commercial airport nearest their AOR duty locations to the commercial airport nearest their leave locations.

*\*Per PDUSD(P&R) memo dated 21 June 2004, as of that date, a member of the U.S. Armed Forces who took R&R leave between 25 September 2003 and 18 December 2003 and personally procured transportation from the APOD in the U.S. to the leave point and return to the APOD, is authorized reimbursement retroactively for the transportation expenses actually incurred. Since a CTO/TMC and city-pair airfares were not available at that time, the member is authorized reimbursement of transportation costs NTE the policy-constructed airfare (see Appendix A) (JFTR, par. U3120-D2). This authority for retroactive reimbursement does not extend to civilian employees.*