

VOLUME 2
JOINT TRAVEL REGULATIONS
CHANGE 483

Alexandria, VA

1 January 2006

These regulation changes are issued for all Department of Defense civilian employees. New or revised material is indicated by a star and is effective 1 January 2006 unless otherwise indicated.

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This change includes all material written in CAP Items 30-05(E); 38-05(E); 41-05(E); 44-05(E); 47-05(E); 48-05(E); and civilian editorials C05047; C05054 through C05063 and C05065. Insert the attached pages and remove the corresponding pages. Chapter 13 is deleted and moved to Chapter 5, Part H; replace new page C13-i and remove remaining pages. This cover page replaces the Change 482 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 483:

C1058. Adds wording to clarify The FedRooms Lodging Program is indicated by the use of an XVU code as opposed to a GOV code for Government Room Rates.

C1410. Authorizes reimbursement for certain expenses as a travel expense for responders to the Hurricane Katrina in Alabama, Louisiana, and Mississippi during the period 25 August 2005 to 31 January 2006 and Hurricane Rita in Louisiana and Texas during the period 23 September 2005 to 31 January 2006.

C2166. Changes the highest CONUS Meals and Incidental Expenses (M&IE) rate to \$64.00 effective 1 October 2005 based on GSA revisions.

C2500. Increases the TDY mileage rate from \$0.105 to \$0.125 for local and TDY travel when the member/employee is committed to use a Gov't-owned vehicle and a Government vehicle has been procured and is available for the member's/employee's use but the member/employee elects to use a POC.

C2500; C4661-A; C4661-B1a; C4661-B2a. Clarifies that cranes may be used in the pick-up and delivery of HHG and as such are not generally services for which members/employees are required to pay (the exception being boats).

C4550. Uses the U. S. Census Bureau website (<http://quickfacts.census.gov/cgi-bin/qfd/lookup>) as a secondary resource to help determine the correct per diem rates for TDY or new PDS locations, which are not listed in the per diem rates table.

C4553-D; -D1; -D2; C4565; C7006-E. Prescribes a method for computing per diem for student dependents while traveling between an employee's foreign PDS and a school in the U.S.

C5154; Appendix A. Clarifies that cranes may be used in the pick-up and delivery of HHG and as such are not generally services for which members/employees are required to pay (the exception being boats).

Chapter 5, Part H. Rewrites, reorganizes, and relocates to Chapter 5, all TQSE regulations.

Chapter 13. Deletes all current TQSE information and moves to Chapter 5, Part H.

C15002-B. Removes the note because the limited legislative authority has expired.

Appendix A. Adds a utility trailer as an item included as HHG and describes utility trailers.

Appendix I, Part B. Clarifies that there is no age limit for an employee's relative to be considered a dependent for evacuation purposes under the OPM regulations reproduced in JTR, Appendix I, Part B.

Appendix L. Makes minor revisions to App L, pars. B5 and C2.

Appendix O-T4000. Adds employees from other agencies traveling using JTR/DoD funds to Appendix O users.

Appendix Q. Inserts a note to indicate that the standard tours of duty, 36 months under initial, and 24 months under renewal, service agreements for employees assigned OCONUS apply unless an exception to those tours is prescribed in appendix Q for the location concerned.

Appendix S. Recertifies some FEML/adds some locations for EUCOM and recertifies Havana, Cuba. Also adds Keflavik, Iceland effective 14 October 2005.

VOLUME 2

JOINT TRAVEL REGULATIONS

Following is a list of sheets in force in Joint Travel Regulations, Volume 2 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. See "How to Get the JTR" in the Introduction. Single sheets are not available.

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480	C-iii	481	C2E-17	477	C4J-3	478	C4S-7
480	C-v	480	C2F-1	474	C4J-5	478	C4S-9
474	C1-i	468	C2G-1	471	C4J-7	478	C4S-11
480	C1-iii	473	C2G-3	483	C4K-1	478	C4S-13
470	C1-v	455	C2H-1	465	C4K-3	478	C4S-15
483	C1A-1	462	C2H-3	470	C4K-5	453	C4T-1
482	C1A-3	483	C2I-1	465	C4K-7	453	C4T-3
477	C1B-1	479	C2J-1	483	C4L-1	483	C5-i
477	C1B-3	475	C3-i	483	C4L-3	473	C5-iii
477	C1B-5	463	C3A-1	483	C4L-5	477	C5-v
483	C1B-7	463	C3A-3	483	C4L-7	483	C5-vii
476	C1B-9	463	C3B-1	483	C4L-9	483	C5-ix
475	C1B-11	475	C3B-3	483	C4L-11	483	C5-xi
477	C1B-13	473	C3C-1	481	C4L-13	483	C5-xiii
467	C1C-1	469	C3C-3	481	C4L-15	483	C5A-1
447	C1D-1	469	C3C-5	482	C4L-17	459	C5A-3
481	C1E-1	469	C3C-7	482	C4L-19	477	C5A-5
483	C1F-1	469	C3C-9	474	C4L-21	483	C5A-7
482	C1F-3	474	C3D-1	470	C4L-23	483	C5A-9
482	C1F-5	477	C3D-3	482	C4L-25	472	C5B-1
482	C1F-7	470	C3D-5	482	C4L-27	482	C5B-3
482	C1F-9	468	C3D-7	482	C4L-29	469	C5B-5
482	C1F-11	482	C4-i	483	C4L-31	469	C5B-7
471	C2-i	479	C4-iii	483	C4L-33	483	C5B-9
482	C2-iii	479	C4-v	482	C4L-35	483	C5B-11
480	C2-v	482	C4-vii	482	C4L-37	475	C5B-13
471	C2-vii	482	C4-ix	482	C4L-39	475	C5B-15
479	C2A-1	479	C4-xi	452	C4M-1	475	C5B-17
477	C2A-3	471	C4A-1	458	C4M-3	476	C5B-19
477	C2A-5	471	C4A-3	464	C4M-5	475	C5B-21
477	C2A-7	471	C4A-5	458	C4M-7	467	C5D-1
462	C2B-1	476	C4A-7	458	C4M-9	483	C5D-3
481	C2C-1	471	C4A-9	452	C4M-11	475	C5D-5
481	C2C-3	477	C4A-11	482	C4N1-1	478	C5D-7
481	C2C-5	482	C4A-13	483	C4N1-3	478	C5D-9
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477	C2D1-3	482	C4A-17	477	C4N1-7	467	C5D-13
471	C2D2-1	459	C4B-1	474	C4N2-1	471	C5D-15
483	C2D2-3	466	C4C-1	474	C4N2-3	483	C5D-17
482	C2D3-1	464	C4C-3	474	C4N2-5	481	C5D-19
478	C2E-1	463	C4D-1	474	C4N2-7	481	C5D-21
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481	C5E2-3	467	C6K-1	483	A1-25	471	L-3
481	C5E2-5	465	C6L-1	474	A1-27	483	L-5
481	C5E2-7	476	C6M-1	476	A2-1	483	L-7
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479	C5E3-1	476	C6M-5	475	B-1	483	L-11
477	C5F-1	479	C6M-7	479	C1-1	454	M-1
477	C5F-3	467	C6N-1	479	C2-1	454	N-1
477	C5F-5	466	C6N-3	479	C3-1	470	O-i
477	C5F-7	477	C6O-1	475	D-1	483	O-1
477	C5G-1	467	C6O-3	470	E-i	481	O-3
474	C5G-3	467	C6O-5	474	E1-1	482	O-5
474	U5G-5	467	C6P-1	470	E1-3	482	O-7
483	C5H1-1	462	C6P-3	470	E1-5	482	O-9
483	C5H1-3	467	C6Q-1	470	E1-7	482	O-11
483	C5H2-1	467	C6Q-3	474	E2-1	481	O-13
483	C5H2-3	477	C6R-1	474	E2-3	481	O-15
483	C5H2-5	473	C7-i	471	F-i	481	O-17
483	C5H2-7	473	C7-1	478	F1-1	481	O-19
483	C5H2-9	483	C7-3	471	F2-1	481	O-21
483	C5H3-1	474	C7-5	411	G-1	481	O-23
483	C5H3-3	474	C7-7	471	H-i	482	O-25
483	C5H4-1	483	C7-9	468	H1-1	482	O-27
477	C5K-1	456	C8-i	468	H2A-1	481	O-29
463	C5K-3	464	C9-i	468	H2B-1	481	O-31
473	C5K-5	477	C10-1	479	H2C-1	469	P-i
463	C5K-7	465	C11-1	479	H2C-3	470	P1-1
463	C5K-9	435	C12-i	468	H3A-1	470	P2-1
477	C5L-1	457	C12-1	474	H3B-1	469	P2-3
477	C5L-3	483	C12-3	474	H3B-3	469	P2-5
477	C5L-5	483	C13-i	475	H3B-5	438	Q-1
477	C5L-7	474	C14-i	468	H4A-1	478	Q-3
477	C5L-9	474	C14-1	468	H4B-1	463	R-1
477	C5L-11	469	C14-3	468	H4C-1	483	S-1
464	C5M-1	469	C14-5	468	H4D-1	483	S-3
464	C5M-3	469	C14-7	468	H4E-1	470	T-i
465	C5M-5	469	C14-9	468	H4F-1	470	T-1
483	C5M-7	469	C14-11	470	IA-1	470	T-3
482	C5N-1	474	C14-13	470	IA-3	467	U-1
477	C5O-1	469	C14-15	470	IA-5	447	i-1
483	C5O-3	476	C14-17	470	IA-7		
471	C5O-5	473	C14-19	470	IA-9		
474	C6-i	469	C14-21	470	IA-11		
463	C6-iii	472	C14-23	470	IA-13		
479	C6-v	455	C15-i	470	IA-15		
477	C6-vii	483	C15A-1	470	IA-17		
414	C6A-1	471	C15B-1	470	IA-19		
467	C6B-1	471	C15B-3	470	IA-21		
462	C6B-3	455	C15C-1	476	IA-23		
462	C6B-5	478	A1-1	470	IA-25		
462	C6C-1	482	A1-3	470	IA-27		
482	C6D-1	478	A1-5	470	IA-29		
462	C6E-1	478	A1-7	470	IA-31		
470	C6E-3	478	A1-9	470	IB-1		
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CHAPTER 1

DEPARTMENT OF DEFENSE (DOD) EMPLOYEE TRAVEL ADMINISTRATION

PART A: APPLICATION AND GENERAL RULES

C1001 APPLICATION

A. Inclusion. Except as indicated in par. C1001-B, the provisions in this Volume apply to:

1. DoD personal services contract employees (see 27 Comp. Gen. 695 (1948));
2. DoD civilian officials/employees and their dependents, ***NOTE: This includes direct hire foreign citizens employed by DoD in OCONUS areas, except as restricted and limited by OCONUS commands or by agreements with the local government.***;
3. Civilian marine personnel of Military Sealift Command to the extent provided in Civilian Marine Personnel Instruction 4650 (Navy);
4. Civilian officials and employees of other Federal Government departments and agencies who perform official assignments for and at the expense of DoD;
5. Persons who perform TDY under DoD ITAs involving Government business (including foreign citizen indirect hires);
6. National Guard technicians employed pursuant to 32 USC §709;
7. Persons employed intermittently as consultants or experts and paid on a when actually-employed (WAE) basis or persons serving without compensation or at one dollar a year for official travel away from home or regular place of business and while at place of employment or service for the Government; and
8. New appointees to the senior executive service and certain Presidential appointees.

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

C. Restrictions. This Volume does not apply to:

1. NAF officials and employees traveling on NAF business (unless adopted by the NAF activities),
2. Contractors' representatives and contractors' employees under contracts with DoD, and
3. DoD employees appointed under Section 625(d) of the Foreign Assistance Act of 1961, as amended.

D. Authorization Not Stated. There may be circumstances when the FTR authorizes a discretionary travel and transportation allowance but the JTR remains silent. A discretionary FTR authorization that is not addressed in the JTR is not implemented within DoD.

C1002 IMPLEMENTATION

Under DoDD 5154.29, the provisions in this Volume, and subsequent amendments thereto, are effective on the basis of promulgation by the PDTATAC, without further allowances implementation by the separate departments. The separate departments may issue related administrative procedures provided they do not contravene or unnecessarily duplicate the provisions in this Volume. ***NOTE: DoDD 5154.29 requires that PDTATAC staff review all written material that implements JTR provisions.***

C1003 DEPARTMENT OF STATE (DOS) TEMPORARY QUARTERS EXPENSE ALLOWANCE (TQSA)

An employee is authorized Temporary Quarters Subsistence Allowance (TQSA) for temporary quarters (including meals and laundry/dry-cleaning expenses) occupied after first arrival at a PDS in a foreign area or immediately preceding final departure from that PDS if the employee is eligible for a Living Quarters Allowance (LQA) under the provisions in DoD Civilian Personnel Management System Directive 1400.25-M, Subchapter 1250-E and DSSR Section 031.1. TQSA rules are in DSSR Section 120.

Effective 3 February 2005

C1004 DEPARTMENT OF STATE (DOS) FOREIGN TRANSFER ALLOWANCE (FTA) AND HOME SERVICE TRANSFER ALLOWANCE (HSTA)

A. Policy, Payment and Procedural Guidance. For FTA policy, payment and procedural guidance see the Department of State Standardized Regulations (DSSR), Section 240 at <http://www.state.gov/m/a/als/1737.htm>. For HSTA policy, payment and procedural guidance see the DSSR, Section 250 at <http://www.state.gov/m/a/als/1738.htm>.

*B. Transfers. Employees transferring from a CONUS/non-foreign OCONUS area PDS to a foreign country PDS are authorized an MEA under Chapter 5, Part G but *not* the FTA allowance in par. C1004-C1 below (DSSR, Section 242.6 at <http://www.state.gov/m/a/als/1737.htm>). Employees transferring from a foreign country PDS to a CONUS/non-foreign OCONUS area PDS may be authorized TQSE under Chapter 5, Part H1 but *not* the HSTA allowance in par. C1004-C3 below (DSSR, Section 252.6 at <http://www.state.gov/m/a/als/1738.htm>). Transferring employees are eligible for the Lease Penalty Expense Portion under both the FTA and HSTA.

C. Foreign Transfer Allowance (FTA) and Home Service Transfer Allowance (HSTA). The FTA/HSTA are DoS allowances (5 USC §§5924(2)(A) and 5924(2)(B), respectively) that reimburse certain expenses when an employee is appointed/PCSing to/reassigned from a foreign country PDS. The FTA/HSTA apply to employees as indicated below. ***New appointees are not eligible for any portion of the HSTA.*** The FTA and HSTA are composed of four elements:

1. Miscellaneous Expense. This portion is allowable *only* for DoD new appointees being assigned to the first PDS in a foreign area (FTA).
2. Wardrobe Expense. ***This portion is not allowable for DoD civilian employees.***

3. Pre-departure Subsistence Expense (FTA) and Subsistence Expense Portion (HSTA). ***NOTE: The subsistence portions of the FTA and HSTA are only for expenses incurred in the CONUS or non-foreign OCONUS areas – not in the foreign area.***

a. FTA. This portion is allowable for DoD employees PCSing from a PDS in CONUS/a non-foreign OCONUS area to a PDS in a foreign area and for new appointees traveling from an actual residence in CONUS/a non-foreign OCONUS area to their first PDS in a foreign area.

b. HSTA. ***This portion is not allowed for DoD civilian employees., and***

4. Lease Penalty Expense

a. FTA. This portion is allowable for all DoD employees (including new appointees) PCSing to a foreign area PDS or between foreign country PDSs.

b. HSTA. This portion is allowed ***only for reassigned employees (not new appointees)*** PCSing from a foreign country PDS to a CONUS/non-foreign OCONUS area PDS.

NOTE: For other allowances relevant to first duty station travel, see Chapter 5, Part B.

C1005 GAIN-SHARING PROGRAM

A Gain-Sharing Program is a bonus-oriented incentive program designed to share Government travel and transportation cost savings with travelers. Title 5 USC, Chapter 45, Subchapter 1 provides authority for this program. Since the Gain-Sharing Program exists as a 'Bonus' program and not a travel program, the discretionary participation in a Gain-Sharing Program is not covered by, nor addressed in, the JTR.

C1006 ADMINISTRATIVE PROCEDURES

Except as noted in Appendix O, the separate DoD components may issue administrative procedures for the judicious administration of the allowances in this Volume. ***Those procedures must not contravene or duplicate this Volume's provisions and must be reviewed IAW par. C1002.***

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.*

B. Quarters Not Available. Employees are not required to check Government quarters availability in the following circumstances. Government quarters are not available:

1. When TDY/delay is at other than a U.S. installation;
2. When an AO determines Government quarters use would adversely affect mission performance ***NOTE: Employees in Senior Level (SL) positions, Scientific and Professional (ST) positions and SES employees (including individuals described under 5 USC §5703) determine their own quarters availability.***
3. During en route travel periods; or
4. For TDY/delay of less than 24 hours at one location.

C. Authorization/Approval. Unless a reduced per diem rate is authorized on the travel authorization as indicated in par. C1055-A, the AO must authorize/approve reimbursement for the cost of commercial lodgings used not to exceed the locality per diem lodging rate (unless an AEA is authorized/approved).

C1057 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION (FTR §302-2.110)

All travel, including that for dependents, and transportation, including that for HHG allowed under these regulations, should be accomplished as soon as possible. Allowable travel and transportation must begin within 2 years from the effective date of an employee's transfer or appointment, except that the 2-year period:

1. Is exclusive of the time spent on furlough for an employee who begins active military service before the expiration of such period and who is furloughed for the duration of the assignment to the PDS for which transportation and travel expenses are allowed;
2. Does not include any time during which travel and transportation is not feasible due to shipping restrictions for an employee who is transferred or appointed to or from an OCONUS PDS; and
3. *(effective 19 February 2002)* Is extended for up to an additional 2 years when the original 2-year time limitation for residence transactions completion is extended under par. C14000-B. Even when an extension is approved, PCS allowances must be calculated by using the prescribed allowances in effect on the employee's effective date of transfer.

C1058 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL (FTR §301-70.1)

1. A traveler must exercise the same care and regard for incurring expenses to be paid by the Government as would a prudent person traveling at personal expense.

Effective 15 September 2005

2. A traveler must maintain records to validate individual expenses of \$75 or more and for all lodging costs. All receipts should be maintained as required by financial regulations.

3. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the traveler's financial responsibility.

Effective 3 November 2005

*4. Travelers are advised that the Army Lodging Success Program, Navy Elite Lodging Program, and GSA's FedRooms Lodging Program (***NOTE: The FedRooms Lodging Program is indicated by the use of an 'XVU' code as opposed to a 'GOV' or other code.***) provide quality lodging at or below per diem and properties often are close to worksites at TDY locations. Use of lodging facilities in these programs often results in cost savings to the Government. Not all programs are available to all travelers.

C1059 SCHEDULING TRAVEL

Travel should be by the scheduled transportation that most nearly coincides with the departure and arrival times needed to carry out the mission. Consideration should be given to:

1. Duty hours;
2. Duty requirements;
3. Lodging availability at points of origin, destination or intermediate stops;
4. The need for onward transportation;
5. The traveler's comfort and well being;
6. The traveler being scheduled for departures and arrivals between 0600 and 2400 unless travel between 2400 and 0600 is required by the mission;
7. Arranging transportation so that the traveler is scheduled to arrive the day before the TDY actually begins;
8. Scheduling the travel for a departure to enable an en route rest stop or an overnight rest period at the destination under the circumstances in par C1060-B or C1060-C;
9. Requiring travelers to identify travel requirements in sufficient time (if known) to arrange coach-class accommodations; and
10. Carefully reviewing requests for first- and business-class accommodations to determine if mission needs may allow for a change in travel dates to support a lower-class accommodation.

C1060 TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP

NOTE 1: When scheduling flights of 14 or more hours (see par. C2204-B4i), the first choice is always to fly the traveler in economy class and have the traveler arrive the day before the TDY is to begin to allow for appropriate rest. Second choice always is to fly the traveler in economy class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and clearly the most expensive option which should be avoided whenever possible, is to permit the traveler to travel in Government-funded business accommodations with arrival on the day the TDY starts.

PART F: MISCELLANEOUS REIMBURSABLE EXPENSES**C1400 GENERAL**

A. Scope. This Part provides guidance for reimbursement of the more commonly incurred miscellaneous expenses. ***Incidental Expenses (defined as part of per diem in Appendix A) are different than these expenses.*** Finance regulations should be consulted regarding any required description of the expense on the travel voucher.

B. Transportation Expenses Incurred in or around a PDS or TDY Location. Reimbursement of these expenses is covered in Chapter 2, Part H.

C1405 COMMUNICATION SERVICES (FTR §301-12.1)

Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. The AO may determine that certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. Charges for connections used for computers for official Government business also are reimbursable. The AO may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, 18 August 1998). See par. C1410-B4g.

***C1410 MISCELLANEOUS EXPENSES (FTR, §301-70.300, and §301-70.301)**

Effective for travel from 25 August 2005 to 31 January 2006

NOTE 1: Reimbursement is authorized for the miscellaneous expenses listed below in this note for responders to Hurricane Katrina in the states of Alabama, Louisiana, and Mississippi during the period beginning on 25 August 2005 to 31 January 2006 and Hurricane Rita in the states of Louisiana and Texas during the period beginning 23 September 2005 to 31 January 2006. The items listed should be claimed on the travel voucher:

- a. air mattress, folding cots and portable beds;*
- b. sleeping bags, blankets, sheets and pillows;*
- c. towels, wash cloths, sanitizing wipes/cloths and paper towels;*
- d. flashlights and batteries (for flashlights and alarm clocks only);*
- e. gasoline cans (when required to carry fuel for rental vehicles).*

Travelers should include claims for these items along with their regular travel vouchers. Approval for purchases listed above applies to purchases made by an individual for the individual's use only. Reimbursement is not authorized for items purchased in bulk and provided to others.

The above items are not considered to be accountable property by the Federal Government, but are the property of the command funding the order. Personal items such as bug repellent, bug spray, sun block or suntan lotion, sun glasses, soap, toothpaste and alarm clocks are not reimbursable on a travel voucher. They are included in the "I" of M&IE. Items such as tents, computer equipment, batteries (other than for flashlights) are not reimbursable under travel and must be purchased through appropriate acquisition procedures. Bottled water is not reimbursable as a miscellaneous expense as it is included in the "I" of M&IE.

Dual Lodging: Responders in Louisiana and Mississippi for the Hurricane Katrina response are authorized dual lodging when required. This authorization expires 31 January 2006.

Drop Off Fees for Rental Vehicles: The drop off fee is reimbursable for rental vehicles used for official business during the Hurricane Katrina response. This applies for travel to/from and within the State of Louisiana, Mississippi and Alabama.

The above modification to DoD travel policy expires on 31 January 2006. Normal policy and procedures for approvals and reimbursement resume on 1 February 2006 and apply to all claims for expenses incurred from that date forward.

NOTE 2: Mission-related or personal expenses are not reimbursable except as indicated in the circumstances in **NOTE 1** above. These include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees, and similar items.

A. **General for All Travel.** Travelers are authorized reimbursement for necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include:

1. The cost of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEAs, and/or travel expenses for the authorized travel;
2. Administrative fees for ATM use to obtain money with the Government-sponsored Contractor-issued Travel Charge Card (i.e., Government charge card) up to the amount authorized for an advance for the travel concerned. ***Administrative fees for ATM use to obtain money with an ATM or personal charge card are not reimbursable.***;

Effective 8 September 2004

3. Fees for passports, visas (including green cards, photographs for OCONUS travel (see par. C1415) and physical examinations required to obtain a visa if examinations could not be obtained at a Government medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (GSBCA 15435-RELO, 9 April 2001)).;

NOTE:

(1) A travel authorization may be issued to authorize/approve (see Chapter 3, Part B) travel and transportation at Government expense to a visa issuing office located outside the local area of the employee's PDS if the traveler's presence at that office is/was mandatory.

(2) A travel authorization may be issued to authorize/approve (see Chapter 3, Part B) travel and transportation at Government expense to undergo a physical examination required to obtain a visa if travel is/was required to a location outside the local area of the employee's PDS.;

Effective 5 July 05

- a. Expenses for legal services that include lawyer fees (except for retainer fees) for obtaining and/or processing applications for passports, visas (including green cards) for TDY, PCS or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications.;

2. Expenses

- a. Reimbursable Expenses. The following expenses are reimbursable: fuel; oil; and aircraft parking, landing, and tie-down fees.
- b. Non-reimbursable Expenses. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

C2164 PRIVATELY-OWNED MOTORCYCLE

A. The use of a privately owned motorcycle is advantageous to the Government for:

- 1. First duty station travel by a newly recruited employee or appointee,
- 2. PCS travel,
- 3. Separation travel, or
- 4. RAT

when travel costs at the applicable PCS mileage allowance rate, plus per diem for the travel period (not in excess of the time required to complete the trip at a rate of 350 miles per calendar day) are less than common carrier transportation.

B. Motorcycle travel reimbursement that is to the Government's advantage is paid at the appropriate TDY mileage rate in par. C2500.

C. Travel time is as provided in par. C5060.

D. Reimbursement computation for travel by privately owned motorcycle is in par. C4661.

C2165 TRANSOCEANIC TRAVEL BY PRIVATELY OWNED BOAT

When an employee travels by POC using a personally owned boat, constructed or actual (fuel, oil, and docking fees) reimbursement is authorized NTE the airfare (contract city pair if available). Per diem and travel time are based on the air travel time. (59 Comp. Gen. 737 (1980)) The AO, in accordance with pars. C3104-D1e and C2206-B, must ensure a statement is on the travel authorization indicating that Government-procured air transoceanic travel is authorized and reimbursement for travel at personal expense (including per diem) cannot exceed the amount that would have been paid for the available Government-procured air transportation (plus appropriate per diem).

Effective 1 October 2005

***C2166 OCEAN-GOING CAR FERRIES**

A. Authorized Allowances. Travelers authorized to travel by POC over a route that requires use of one or more car ferries are authorized the allowances in pars. C2166-B, C2166-C and C2166-D below.:

B. PCS Mileage

1. PCS mileage (see par. C2505) is authorized for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS;

2. If more than one car ferry is used, PCS mileage is payable for overland travel between ferries;

C. Transportation. The employee/dependent(s) are authorized:

1. Government-procured ferry transportation; or

2. Reimbursement for personal transportation costs on the car ferry (limited to the Government-procured ferry transportation cost);

3. Meals and Incidental Expenses (M&IE) when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based and computed for the employee and dependents using the highest CONUS M&IE rate (currently \$64) for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is based on the:

a. Standard CONUS per diem rate (see <https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html> or par. C4550-F) if debarkation is in CONUS, and

b. Per diem rate for the new PDS if debarkation is OCONUS and travel ends on that day, or

c. Per diem rate for the en route location where employee/dependents obtain overnight lodging on that day while en route to the new OCONUS PDS.

NOTE 1: The percentages in par. C7006-A apply when computing per diem for dependents.

NOTE 2: If the ferry passage does not include an overnight, PCS per diem continues uninterrupted while on the ferry.

D. Ferry Fees. Reimbursement is authorized for ferry fees.

NOTE: See par. C2205-F3 for required documentation if U.S. flag ferries are not available.

PART I: MILEAGE RATES

***C2500 TDY & LOCAL TRAVEL**

TDY mileage rates for local and TDY travel are:

POC	Rate Per Mile
<i>Effective 1 September 2005</i>	
Airplane	\$1.07
Automobile (if no Government owned vehicle is available)	\$0.485
Motorcycle	\$0.305
<i>Effective 4 February 2005</i>	
POC use instead of a Gov't-furnished vehicle (if a Government owned vehicle is available) when use of a Gov't-furnished vehicle is advantageous to the Gov't	\$0.285
<i>Effective 4 February 2005</i>	
Partial reimbursement for POC use when the employee is committed to use a Gov't-owned vehicle and a Government vehicle has been procured and is available for the employee's use but the employee elects to use a POC	\$0.125

***NOTE:** Use of a privately owned aircraft other than an airplane (e.g., helicopter) and a privately-owned boat are not reimbursed on a TDY mileage basis. See pars. C2162-B and C2165.

C2505 PCS, HHT, FIRST DUTY STATION, AND SEPARATION TRAVEL

A. General. The mileage amount for the authorized use of a POC during official PCS travel depends on the:

1. Official distance for which mileage may be paid under the circumstances (as determined in accordance with the applicable provisions of this regulation); *and*
2. Number of authorized travelers transported.

B. PCS Rates. PCS mileage rates per authorized POC (see par. C2159-C) are:

Number of Authorized Travelers	Rate Per Mile
One Authorized Traveler	\$0.15
Two Authorized Travelers	\$0.17
Three Authorized Travelers	\$0.19
Four or More Authorized Travelers	\$0.20

Effective 1 October 2005

NOTE: See par. C5050-A2 if more than one employee travels as an authorized traveler in a POC.

C2510 CONVERTING KILOMETERS TO MILES

One kilometer equals .62 mile. To convert kilometers to miles, multiply the number of kilometers times .62 to give the equivalent number of miles. The equation for this would be *Kilometers x .62 miles/km = Miles.*

EXAMPLE: To convert 84 kilometers to miles, multiply 84 times .62 which equals 52 miles. The equation for this would be 84 km x .62 miles/km = 52 miles.

PART K: TRAINING COURSE ATTENDANCE

C4500 ALLOWANCES

A. General. An employee attending a TDY training course (5 USC §4104-4109) away from the PDS may be authorized one of the following:

1. Per diem (see par. C4530) or AEA (see par. C4600); or
2. Dependent and HHG transportation to and from the training location (see pars. C4505 and C4510).

B. In the PDS Area. An employee attending a TDY training course in the PDS area may be authorized the following IAW par. C2401:

1. TDY mileage and reimbursement of ferry fares; bridge, road, and tunnel tolls; and parking fees, and
2. Common carrier transportation costs reimbursement.

NOTE: Per diem or AEA is not payable when an employee is authorized travel reimbursement to and from the training location in par. C4500-B1 or for common carrier transportation in par, C4500-B2, except as provided in par. C4520, item 3.

C. Conferences/Training at the PDS as Training Expenses. Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS ***cannot be paid as travel and transportation allowances***. Authority to pay related training costs at the PDS is in 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be an integral to the training (39 Comp. Gen. 119 (1959); and B-244473, 13 January 1992). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority. ***These regulations are not the authority for this payment and the payment is not a travel and transportation allowance.***

C4505 DEPENDENT AND HHG TRANSPORTATION

NOTE: Dependent and HHG transportation allowances are authorized in Chapters 5 and 7.

A. Allowances Authorized

1. If the estimated total cost of round-trip transportation for dependents (***excluding per diem***) and HHG between the PDS and the training location is less than total per diem or AEA payments the employee could receive, the AO may authorize round-trip dependent and HHG transportation instead of per diem or AEA payments.
2. When round-trip dependent and HHG transportation is authorized and the employee and/or dependents travel by privately owned automobile, mileage reimbursement is authorized as in par. C5050-A.
3. Dependent and HHG round-trip transportation may be changed to authorize per diem or AEA payment any time before transportation begins. ***After transportation begins, the employee's allowances and Government obligation are fixed and may not be changed (39 Comp. Gen. 140 (1959)).***

B. Allowances Not Authorized. Dependent and HHG transportation authorized to a training location instead of per diem or actual expense reimbursement is not a PCS to the training location and the following allowances are *not* authorized:

1. Per diem payment for dependent travel,
2. A house-hunting trip,
- *3. TQSE payment (*see par. C5356-B*),
4. Miscellaneous expense reimbursement, and
5. Reimbursement for real estate transactions and/or unexpired leases.

C. Activity or Command Responsibility

1. Transportation expenses are the financial responsibility of the activity or command that funds the training assignment.
2. The activity or command having jurisdiction over the employee is responsible for travel authorization issuance.

C4510 NO RETURN TO OLD PDS

A. Dependent and HHG Transportation

NOTE: *Dependent and HHG transportation allowances are authorized in Chapters 5 and 7.*

1. An employee who attends a training program away from the PDS:
 - a. and is transferred to a new PDS after completing the program without returning to the old PDS, or
 - b. en route to a new PDS,

may be authorized (instead of per diem or actual expense reimbursement while at the training location) reimbursement for the cost of dependent and HHG transportation:

- c. (*but not per diem for dependents*) from the PDS to the training location up to the total per diem or AEA payments that would have been received at the training location; and
 - d. and per diem from the training location to the new PDS up to the cost of dependent and HHG transportation and per diem from the old to the new PDS.
2. When the employee is authorized per diem or AEA at the training location and dependents and HHG are moved to the training location and then to a new PDS, transportation at Government expense may not exceed the travel and transportation cost for the dependents (including en route per diem) and HHG from the old to the new PDS (52 Comp. Gen. 834 (1973)).

PART L: PER DIEM ALLOWANCES

C4550 PER DIEM RATES

A. General. Per diem prescribed in this Part is applicable for all TDY periods, except when an AEA, authorized under Part M, applies, and for all periods of PDT. ***The per diem rate is determined based on the traveler's TDY location, not the lodging location.*** If neither Government nor commercial quarters are available at the TDY location, see par. C4555-A.

****NOTE: When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky)), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables, the applicable per diem rate is based on the location of the front gate for the reservation, station or other established area. Refer to the U.S. Census Bureau website (<http://quickfacts.census.gov/cgi-bin/qfd/lookup>) which can help determine in which county a destination is located. If the specific location (e.g., city or town) is not listed in the per diem list, but the county is, then the county per diem rate is the rate for that entire county – including all encompassed cities and towns. If neither the city/town nor the county is listed, that area is a Standard CONUS per diem rate location. For the current Standard CONUS per diem rate, see <https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html> or par. C4550-F3.***

B. Responsibilities for Authorizing/Approving Rates. It is the responsibility of the head of each DoD component, or a designee, to ensure per diem allowances for travelers are sufficient to meet the necessary subsistence expenses for the official travel. ***Allowances in excess of need must be avoided.*** The per diem allowances prescribed in this Part are the maximums allowable. See par. C4550-C for information about requesting a reduced per diem rate. To avoid authorization/approval of amounts in excess of the needed amounts, consideration must be given to the following factors that tend to reduce employees' necessary expenses:

1. Actual arrangements or established cost experience at TDY locations showing that lodging and/or meals can be obtained without cost or at reduced cost to an employee;
2. Special accommodation rates availability for a particular meeting, conference, training or other TDY assignment;
3. An employee's familiarity with establishments providing lodging and meals at a lower cost in certain localities, particularly where repetitive travel or extended stays are involved;
4. Government-furnished lodging availability, such as Government quarters, or other lodging procured for the employee by means of a purchase order (see par. C4552-H).

C. Authorizing a Different Per Diem Rate. When it can be determined factually that the per diem rates prescribed in this Part are in excess of need for a particular duty assignment because of known reductions in lodging and/or meal costs resulting from pre-arrangement, special discounts, or other reasons (see also par. C4550-B), the AO should seek authority to prescribe a fixed per diem at a rate lower than the applicable rate prescribed in this Part. ***Such authority must be requested and authorized in advance of the travel.*** A fixed per diem may not exceed the locality per diem rates prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the

locality concerned. The request, including established lodging and meal costs, the traveler's name, travel dates, and TDY assignment location should be submitted to the appropriate office indicated in par. C4550-D or C4550-E. Include the name and telephone number for a PoC who may be contacted concerning the request. If the request is approved, a fixed per diem rate authorization is sent to the requesting official by the appropriate office listed in par. C4550-D or C4550-E. ***The authorized fixed per diem rate must be stated on the travel authorization before travel begins.*** This rate is the per diem rate payable on the travel voucher without any receipts and/or itemization by the employee. ***Except as indicated in pars. C4552-D, C4554-D and C4558-C, the appropriate office designated in par. C4550-D or C4550-E is the sole authority for substituting a fixed per diem rate for the otherwise applicable per diem allowance prescribed in this Part.***

D. Offices Designated to Authorize Increased Per Diem

1. General. The offices listed in pars. C4550-D2a, C4550-D2b, C4550-D2c, and C4550-D2d are designated to authorize (in advance) a:

- a. Fixed per diem rate in excess of the 55 percent limitation prescribed in par. C4561-A1, for long-term TDY, and in par. C4530-D1 for training assignments of more than 30 consecutive calendar days, up to the applicable maximum rate prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the TDY or training locality; or
- b. Per diem under the 'Lodgings-Plus' method prescribed in par. C4553 in lieu of the 55 percent limitation prescribed in par. C4561-A1 for long-term TDY, and in par. C4530-D1 for training assignments of more than 30 consecutive calendar days.

2. Designated Offices

- a. Army: Commander, major command, major subordinate command, or departmental elements and/or agencies not subordinate to a MACOM to which employee's employing activity reports--this authority may be re-delegated at the commander's discretion. In addition, commands may submit requests for employees attending the Inspector General Course to HQDA, USAIGA, ATTN: DAIG-TR, Humphreys Engineer Center, Casey Building, Room 112, Fort Belvoir, VA 20060-5581;
- b. Navy and Marine Corps: The head of the DON activity/command to which employee is permanently assigned for long-term training assignments, and Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451 for long-term TDY;
- c. Air Force: The commander, major command or separate operating agency for long-term TDY. Authority may be re-delegated at the commander's discretion. For training assignments, the office is AFPC/DPK, Randolph Air Force Base, TX 78150-4703;
- d. Office of the Secretary of Defense, Washington Headquarters Services, and other DoD components: Offices listed in Appendix L, par. B-1.

Effective 18 January 2005

NOTE: An increase to the 55 percent limitation prescribed in pars. C4530-D1 and C4561-A for a period of travel that has been completed can only be approved on an AEA basis based on the 55% per diem rate (e.g., 150% of the 55% per diem rate) under par. C4600 than 30 consecutive calendar days.

E. Offices Designated to Authorize Reduced Per Diem. The offices listed in pars. C4550-E1, C4550-E2, C4550-E3 and C4550-E4 are designated to authorize (in advance) a fixed reduced per diem rate in accordance with pars. C4550-B and C4550-C:

Effective 11 July 2005

1. Army: Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CP-PPD, Hoffman Building 1, Room 100, 2461 Eisenhower Avenue, Alexandria, VA 22331-3001;
2. Navy and Marine Corps: The head of the DON activity/command to which employee is permanently assigned for training assignments and Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451 for TDY;
3. Air Force: HQ USAF/DPPC, Washington, DC 20330-5060;
4. OSD/WHS/Defense Agencies: DoD Civilian Personnel Management Service, Field Advisory Service, Attn: Mr. Gary Pugh, 1400 Key Boulevard, Arlington, VA 22209-5144.

F. Standard CONUS Per Diem Rate

1. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>.
2. The Standard CONUS per diem rate is used for all CONUS locations when PDT is involved.
3. Effective 1 October 2005 the Standard CONUS per diem rate is:

LODGING	M&IE	TOTAL
\$60	\$39	\$99

C4551 REQUESTING REVIEW OF PER DIEM RATES

When travelers, commands, or AOs think that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent directly to:

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

NOTE: To cover one-time necessary expenses in excess of the prescribed per diem rate, see Chapter 4, Part M.

C4552 GENERAL RULES REGARDING PER DIEM

A. Per Diem Beginning and Ending. For per diem allowances, official travel begins on the day an employee leaves the place of abode, office or other authorized departure point and ends on the day the employee returns to the place of abode, office, or other authorized point at the TDY assignment conclusion.

B. Restriction in Establishing PDS. *Activities must not fix an employee's PDS at a place for the purpose of paying per diem when most official duties are performed at another place (31 Comp. Gen. 289 (1952)).*

C. Per Diem at the PDS

1. Per Diem Not Allowed

a. Per diem cannot be authorized or paid within the PDS limits (see definition, Appendix A), or at, or within the vicinity of, the place of abode (residence) from which the employee commutes daily to the official station except as provided in par. C4552-D.

b. Except as indicated in par. C4552-C2, per diem is not authorized or payable at the old or new PDS for TDY en route that is part of PCS travel.

c. Non-payment of per diem applies even if the traveler vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY period.

2. Per Diem Allowed

a. After PCS. An employee who departs PCS from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS, is authorized per diem at the old PDS (B-161267, 30 August 1967). Example: An employee departs the Pentagon (in Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1-31 July, returns TDY en route to the Pentagon 5-15 August, and then arrives PCS to Ft. Polk on 31 August. The employee is authorized per diem at the Pentagon (old PDS) 5-15 August. If the employee had departed on 15 June but performed TDY in Arlington, VA, first, no per diem is payable for the TDY in Arlington immediately after detachment.

b. During TDY. Per diem at the PDS must be paid if an employee's travel status is uninterrupted by a brief stay in the PDS vicinity (i.e., usual routing between two TDY locations has the employee passing back through the PDS airport and remaining overnight at a hotel in connection with a transportation connection as opposed to going 'home' or going to the workplace), **and** the employee is in transit from one TDY site to another (GSBCA 16144-TRAV, 14 November 2003).

D. TDY at Nearby Places outside the PDS. Per diem cannot be authorized when an employee does not incur additional subsistence expenses because of a TDY assignment in the vicinity of, but outside, the PDS. Subject to the limitation in par. C4552-F, and to the extent that additional subsistence expenses are incurred, an appropriate per diem may be authorized/approved by the AO.

E. Dependents Accompanying an Employee on TDY. The fact an employee's dependents may accompany the employee on TDY at personal expense does not affect the employee's prescribed per diem rate.

F. Travel of 12 or Fewer Hours (12-Hour Rule). *A per diem allowance is not allowed when the official travel period is 12 or fewer hours.* This also applies to permanent duty travel. For TDY travel, the prohibition applies if the total time en route and duty period from the departure time until the return time to the PDS is 12 or fewer hours.

G. Per Diem Relationship to Overseas Post Differential. Per diem is paid to defray necessary TDY expenses while traveling. The foreign or non-foreign OCONUS post differential provides additional compensation for employees assigned to OCONUS PDSs where environmental conditions require a recruitment and retention incentive. When an employee is assigned away from the PDS on detail or TDY to an OCONUS PDS classified as a differential post and is eligible for payment of the differential under the provisions of pertinent regulations while on the detail or TDY, payment of per diem is authorized concurrent with payment of the differential.

H. Lodging and/or Meals Obtained under Contract. A contracting officer may contract for rooms and/or meals for employees traveling on TDY. The total daily amount paid by the Government for the employee's lodging, meals, and incidental expenses may not exceed the applicable per diem rate authorized in Chapter 4, Part L. See par. C4525 for a training course exception. For AEA information, see Chapter 4, Part M. ***NOTE: There is NO reimbursement for any items rented for contract quarters that are rented with an "option to buy" (GSBCA 15890-TRAV, 29 July 2003).***

I. Extended TDY Assignments. Authorization should be sought for a reduced per diem rate under par. C4550-C when travel assignments involve extended periods at TDY locations and an employee is able to secure lodging and/or meals at lower costs (e.g., weekly or monthly rentals). Also see:

1. Par. C4560 for applicable per diem when TDY assignment is for more than 180 consecutive calendar days;
2. Par. C4430 concerning authorization for long-term TDY assignments; and
3. Pars. C4500 and C4530-C if the assignment is for training of more than 30 consecutive calendar days.

J. Meetings and Conventions. In the interest of uniform treatment of employees, whenever a meeting or conference is arranged which involves the travel of attendees from other DoD components, and reduced cost lodging accommodations are prearranged at the meeting or conference site, the component sponsoring the meeting or conference must recommend a reasonable per diem rate to the other participating agencies or components. See par. C4955 regarding attendance at meetings and registration fees.

K. Employee Dies or Is in a Missing Status while in a Travel Status. An employee's authorized per diem allowance terminates at the end of the calendar day that the employee is determined to be dead or is otherwise in a missing status under the Missing Persons Act.

C4553 'LODGINGS-PLUS' PER DIEM METHOD PER DIEM COMPUTATION

A. General. Per diem allowances for all official travel, including PCS, must be computed under the Lodgings-plus method except when:

1. A fixed per diem rate is authorized for the TDY or training assignment under the provisions in par. C4550-C;
2. A per diem for a TDY assignment in the vicinity of, but outside, the PDS area is authorized/approved under par. C4552-D;
3. A per diem rate prescribed in par. C4560 for long-term TDY assignments (more than 180 consecutive calendar days) applies;
4. A per diem rate prescribed in par. C4530-B for specific training courses, or par. C4530-C for training assignments of more than 30 consecutive calendar days, applies;
5. A per diem rate prescribed in par. C4558 for travel by ship applies;
6. The per diem prescribed in par. C4556 applies because meals and lodgings are furnished without cost to the employee;
7. A per diem is authorized under par. C4554-C for TDY at an OCONUS location where there is an absence of commercial establishments that prepare and serve meals;

8. Per diem is not payable as indicated in par. C4554-D when TDY is performed in support of military units while on field duty;
9. a per diem prescribed in par. C4562 for consultants, experts, and private individuals (including members of the ROTC) applies; or
10. an AEA has been authorized for the TDY assignment under par. C4600.

Under the 'Lodgings-plus' method, the per diem allowance for each travel day is the actual amount the traveler pays for lodgings plus an allowance for M&IE; the total may not exceed the applicable maximum per diem rate for the TDY location. Pars. C4553-B; C4553-C; C4553-D; C4553-E and C4553-F apply in the specific situations described.

B. Maximum Per Diem Rates

1. CONUS Travel. Maximum per diem rates for CONUS travel are at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>. For CONUS locations not specifically listed or encompassed by the boundaries of a listed location (county/area), the Standard CONUS per diem rate applies. See <https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html> or par. C4550-F3 for the current Standard CONUS per diem rate.
2. For OCONUS Travel. The maximum per diem rates prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> apply to OCONUS travel.
3. PDT
 - a. CONUS. The Standard CONUS per diem rate (see <https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html> or par. C4550-F3 for the current rate) is the applicable maximum per diem rate for CONUS travel in connection with:
 - (1) Travel to a first duty station for a newly recruited employee or appointee;
 - (2) Travel incident to a PCS;
 - (3) RAT;
 - (4) Separation travel; and
 - * (5) While occupying temporary lodging (except when TQSE(F) is authorized under Chapter 5, Part H3).

The locality rates listed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> apply for the entire trip while performing travel to seek a permanent residence (house-hunting) within CONUS.

b. OCONUS. The locality rates prescribed for OCONUS locations in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> apply for OCONUS:

- (1) Travel to a first duty station for a newly recruited employee or appointee;
- (2) Travel incident to a PCS;
- (3) RAT;
- (4) Separation travel;
- (5) Travel (for the entire trip) to seek permanent residence (house-hunting); and
- (6) While occupying temporary quarters at an OCONUS location.

4. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix)) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, the per diem rate is the rate applicable to the location of the front gate for the reservation, station or other established area.

C. Per Diem Allowance Elements

1. Maximum Lodging Expense Allowance. Per diem rates include a maximum amount for lodging expenses. Reimbursement may not exceed actual lodging costs up to the applicable maximum amount. **Receipts for lodging are required (see par. C1310).**

NOTE: The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas does not include an amount for lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS areas are a separately reimbursable travel expense. The maximum amount allowed for lodging in foreign OCONUS areas includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas are not separately reimbursable. See <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for world-wide locality per diem rates.

2. Meals and Incidental Expenses (M&IE) Allowance. Per diem rates include a fixed allowance for M&IE. The M&IE rate, or fraction thereof, is payable to a traveler without itemization of expenses or receipts. See par. C4557 for reduced incidental expense allowance when Government quarters are available on an OCONUS Government installation. Neither the PMR nor GMR (par. C4554) can be applied for the first and last travel days. ***NOTE: The cost for laundry, dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for laundry, dry cleaning and pressing of clothing is not separately reimbursable travel expense for travel OCONUS and is included as a reimbursable expense within the AEA authorized/approved for OCONUS travel.***

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*D. Per Diem Allowance Computations. The per diem allowance must be calculated using the rules in pars. C4553-D1 and C4553-D2.

1. TDY of More than 12 Hours but Not Exceeding 24 Hours. When the entire trip for which per diem has been authorized is more than 12 hours but less than or equal to 24 hours, per diem for the entire trip is calculated as indicated in pars. C4553-D1a and C4553-D1b. No deduction is made for meals.

a. Lodging Not Required. If lodging is not required, per diem for the entire trip, whether performed within one or two calendar days, is 75% of the TDY location M&IE rate for one day. If more than one TDY point is involved, per diem is calculated using the highest of the M&IE rates prescribed for the TDY locations (see par. C4565, examples 4 and 8). For student dependent travel the school location M&IE rate applies instead of the TDY location M&IE rate (see par. C4565, example 11).

NOTE: Per diem payment under par. C4553-D1a may be taxable (ref. IRS Rev. Rul. 68-663 & 26 CFR §162-2(a)).

b. Lodging Required. If lodging is required, the rules for travel of more than 24 hours apply.

2. Travel of More than 24 Hours. The applicable maximum per diem rate for each calendar travel day is determined by the traveler's travel status and TDY location at 2400 (midnight) and whether or not lodging is required at the location. When lodging is required (and the traveler is still en route), the applicable maximum per diem rate is the maximum rate prescribed for the TDY location, or a stopover point at which lodging is obtained while en route to, from, or between TDY locations (see par. C4553-B3 for maximum per diem rates applicable to PCS travel and par. C4555-A for rules on lodging location). Only one maximum rate can be applicable to a calendar day. Pars. C4553-D2a; C4553-D2b; C4553-D2c; C4553-D2d; C4553-D2e, C4555-C (lodging obtained after midnight), and C4558-C (travel by commercial ship) apply in calculating the allowable per diem for travel of more than 24 hours.

a. Day Travel Begins

(1) Lodging Required. When lodging is required on the day travel begins (departure day from the PDS, home, or other authorized point), the per diem allowance is the actual lodging cost incurred by the traveler, up to the stopover point or TDY location maximum lodging rate (as appropriate), plus the applicable M&IE rate prescribed for that location as provided in par. C4553-D2e. If the traveler arrives at a TDY location on the first day, the TDY location per diem rate applies. ***NOTE: Lodging reimbursement at the destination (e.g., the school location) is not allowed for student dependents and the school location M&IE applies in lieu of the TDY location per diem rate for the arrival day.***

(2) Lodging Not Required. When lodging is not required on the day travel begins (departure day from the official station, home or other authorized point), the per diem allowance is the TDY destination M&IE rate, except that for student dependent travel the school location M&IE rate applies in lieu of the TDY destination rate, as provided in par. C4553-D2e.

b. Full Calendar Travel Days

- (1) Lodging Required. For each full calendar day a traveler is in a travel status and lodging is required (whether en route or at the destination (**NOTE: The destination lodging cost (e.g., the school location) is not allowed for a student dependent.**)), the per diem allowance is the actual lodging cost incurred by the traveler, up to the applicable stopover point or TDY location maximum lodging rate (**NOTE: The destination lodging cost (e.g., the school location) is not allowed for a student dependent.**), plus the applicable M&IE rate.
- (2) Lodging Not Required. For each full calendar day a traveler is in a travel status and lodging is not required (such as when a traveler is en route overnight to the next destination), the per diem allowance is the destination M&IE rate.
- c. Returning from Travel
- (1) Lodging Required. For each full calendar travel day when lodging is required at an en route location while the traveler is returning to the PDS, home, or other authorized point, the per diem allowance is the actual lodging cost, up to the applicable stopover point or TDY location maximum lodging rate (as appropriate), plus the applicable M&IE rate.
- (2) Lodging Not Required. For any full calendar travel day when lodging is not required while the traveler is en route overnight returning to the PDS, home, or other authorized point, the per diem allowance is the M&IE rate applicable to the preceding calendar day (for a student dependent the rate applicable to the preceding calendar day is the M&IE rate for the location of the student dependent's school unless lodging en route was required).
- (3) Day Travel Ends. For the day travel ends (return day to the PDS, home, or other authorized point), the per diem allowance is the M&IE rate applicable to the last TDY or authorized delay point (for a student dependent the M&IE rate is the rate applicable to the student dependent's school location unless lodging en route was required) (see par. C4553-D2e).
- (4) Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging allowance is based on the locality rate, or AEA if appropriate, for the en route TDY site.
- d. PDT

NOTE: The per diem rates prescribed for PDT in par. C4553-B3 apply when computing per diem in pars. C4553-D2d(1) House-hunting Trip, C4553-D2d(2) En Route Travel to the New PDS, C4553-D2d(3) RAT, and C4553-D2d(4) Separation Travel.

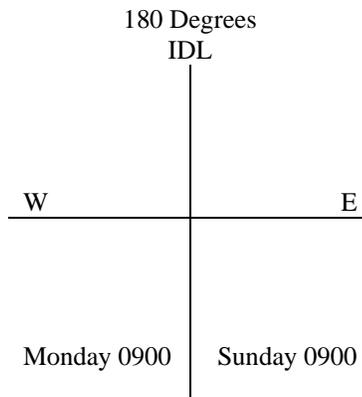
- (1) House-hunting Trip. Pars. C4553-D2a, C4553-D2b, and C4553-D2c apply when computing per diem allowances for house-hunting trips (see Chapter 5, Part M), except for determining the applicable rates (see **NOTE** above).
- (2) En Route Travel to the New PDS. Except for determining the applicable rate (see **NOTE** above), the rules in pars. C4553-D2a and C4553-D2b apply when computing per diem allowances for en route travel to a new PDS. The M&IE rate (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the current rate), applicable to the new PDS on the day of arrival at that location, or the Standard CONUS M&IE rate, as appropriate, applies as provided in par. C4553-D2e. When travel begins and ends on the same day, the rule in par. C4553-D2a(2) applies and the M&IE rate applicable to the new PDS, or the Standard CONUS M&IE rate (See <https://secureapp2.hqda.pentagon.mil/perdiem/conusperdiemrates.html> or par. C4550-F3 for the current rate), as appropriate, also applies in par. C4553-D2e.

(3) RAT. Except for determining the applicable rate (see **NOTE** above), the rules in pars. C4553-D2a; C4553-D2b; and C4553-D2c apply when an employee performs RAT to the actual residence and return to the old or new PDS. Employees are authorized per diem for RAT only while traveling to the actual residence and from the actual residence to the old or new PDS, but not while at the actual residence. When the provisions in par. C4553-D2c(1) do not apply and pars. C4553-D2c(2) and C4553-D2c(3) are used to compute per diem incident to return from RAT, the M&IE rate applicable to the employee's actual residence (see par. C4553-B3 for applicable rates) applies in lieu of the rate applicable to the preceding calendar day.

(4) Separation Travel. Except for determining the applicable rate (see **NOTE** above), the rules in pars. C4553-D2a and C4553-D2b apply when computing per diem allowances for all en route travel to the actual residence incident to separation. The M&IE rate applicable to the actual residence on the arrival day at that location, or the Standard CONUS M&IE rate (see <https://secureapp2.hqda.pentagon.mil/perdiem/conusperdiemrates.html> or par. C4550-F3 for the current rate), as appropriate, applies as provided in par. C4553-D2e. When travel begins and ends on the same day, the rule in par. C4553-D2a(2) applies and the M&IE rate applicable to the actual residence, or the Standard CONUS M&IE rate (see <https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html> or par. C4550-F3 for the current rate), as appropriate, also applies as provided in par. C4553-D2e.

e. Departure Day and Return Day to PDS. The applicable M&IE rate prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> is authorized at a flat 75% of the TDY location M&IE on the departure day from, and the return day to, the PDS in connection with TDY (for student dependent travel the school location M&IE applies in lieu of the TDY location M&IE). In connection with PCS travel M&IE is authorized at a flat 75% of the applicable M&IE rate indicated in par. C4553-B3 for the new PDS on the departure day from the old PDS and the arrival day at the new PDS. ***If travel begins and ends on the same day, and is longer than 12 hours, per diem is 75% of the appropriate M&IE rate.***

E. Computing Per Diem when Crossing the International Dateline (IDL). Actual elapsed time is used rather than calendar days in computing per diem when crossing the IDL (180th meridian). The IDL is a hypothetical line along the 180th meridian where each calendar day begins. For example, when it is Sunday just east of the IDL it is Monday just west of the IDL. (See 39 Comp. Gen. 853 (1960).)



See par. C4565, Example 3, for per diem computation method.

F. Mixed Travel Reimbursement. "Mixed travel" occurs when official travel within a single trip is subject to payment of per diem under the 'Lodgings-plus' method and an AEA under the actual expense method. Reimbursement is computed under only one method for each calendar day except when par. C4710 or C4622-C, applies. When actual subsistence expense reimbursement for certain travel days is intermittent with the per diem method for others, par. C4624-D governs.

Effective 1 October 2003

C4554 PER DIEM RULES CONCERNING MEALS

A. Determination of M&IE Rate

1. Full Day

a. CONUS. The

(1) Applicable locality rate in

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

(2) Standard GMR, plus \$3 for incidental expenses on any day all three meals are consumed in a Government mess, or

(3) PMR on any day when at least one, but not all three, meals are consumed in a Government mess. The PMR plus \$3 for incidental expenses.

b. OCONUS. The

(1) Applicable locality rate in

<https://www.secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, (use \$3.50 for the incidental rate, when quartered on a U.S. Installation even if a Government mess is not used, instead of the incidental expense rate for the locality concerned see NOTE below on incidental expense));

(2) Standard GMR for meals in a Government mess plus the incidental expense rate (see NOTE below) on any day all three meals are consumed in a Government mess, or;

(3) PMR plus the incidental expense rate (see NOTE below). The PMR applies on any day when at least one, but not all three meals, are consumed in a Government mess.

NOTE: The incidental expense rate OCONUS is the applicable locality rate in <https://www.secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, or \$3.50 when the employee is TDY to a U.S. Installation and Government quarters are available. There are two exceptions, the AO can determine:

1. \$3.50 to be adequate when the employee is not lodged on a U.S. Installation. The OCONUS incidental expense of \$3.50 may be authorized and must be stated in the travel authorization.

2. *That \$3.50 is not adequate on a U.S. Installation and authorize/approve the applicable locality incidental expense rate in <https://www.secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>. In this case, payment of the locality incidental expense rate must be stated in the travel authorization.*

c. Joint Task Force (JTF) Operations. See Chapter 4, Part I.

2. Partial Days. On partial days (days of departure from and days of return to PDS), the GMR or PMR do not apply.

3. Schoolhouse Training (Formal Courses of Instruction). The schoolhouse commander is authorized to determine the appropriate meals rate (GMR, PMR or locality meals rate) regardless of what the AO may put in a TDY travel authorization to the contrary. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be part of the travel authorization. If that information is not available prior to travel authorization issuance, the information must be provided to the traveler upon arrival at the school and submitted with the travel voucher authority can authorize the PMR for that day.

B. Deductible Meals. The PMR prescribed in par. C4554-A above applies on any day when one or two deductible meals are provided (see par. C4955-E3). A deductible meal is a meal:

1. Made available pursuant to an agreement between a DoD Component or agency and any organization, if the travel authorization indicates the facility providing the meal(s) is available;
2. Included in a registration fee ultimately paid by the Government;
3. Furnished at no cost to the traveler by a school while attending a course of instruction if the cost of the meal is ultimately paid for by the Government; or
4. Furnished by the Government at no cost to the traveler.

The following are not deductible meals:

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1. Box lunches (which include such things as C Rations, K Rations, MREs) -- except when MREs and/or box lunches are the *only method* of providing adequate subsistence to travelers ***NOTE: See Chapter 4, Part I, for travelers on TDY within a Combatant Command or Joint Task Force Area of Operations,***
2. In-flight meals,
3. Rations furnished by the Government on military aircraft,
4. Government meals paid for by the traveler and consumed in a Government mess,
5. Meals furnished on commercial aircraft, or
6. Meals provided by private individuals.

NOTE: If all three meals are provided/consumed at no cost to the traveler only the incidental expenses for that day (\$3 in CONUS; or the locality incidental expenses in <https://www.secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> or \$3.50 OCONUS) are payable.

The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$99 prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html> or par. C4550-F3 (\$39 M&IE rate plus lodging not to exceed \$60). In this case, the lodging costs for 2 nights exceeded the maximum allowable amount of \$60 and lodging reimbursement was therefore limited to \$60. For the 1st day (departure day) the applicable per diem rate is 75% of the M&IE rate (\$39) for a total of \$29.25. For days 2 and 4, the applicable per diem rate is the M&IE rate (\$39) plus lodging cost not to exceed \$60 for a total of \$99 for each day. For days 3 and 5, the applicable per diem rate is the M&IE (\$39) rate for each day plus lodging cost (\$0) for a total of \$78. For the 6th day (arrival day at the new PDS) the applicable per diem rate is 75% (\$29.25) of the Standard CONUS M&IE rate (\$39). In this case, since per diem for the actual travel time (\$334.50) did not exceed the maximum allowable (\$396.00), the employee is authorized the lesser amount and the authorization for dependents is $\frac{3}{4}$ and $\frac{1}{2}$ respectively of the \$334.50 due the employee.

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EXAMPLE 7
(PCS Travel)

NOTE: See <https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html> or par. C4550-F3 for the current Standard CONUS per diem rate.

An employee performed PCS travel from Los Angeles, CA, to Washington, DC, in 15 days. The employee and spouse elected to travel by privately owned automobile. They departed their place of abode at 0700 on the first day and arrived at the new PDS at 1300 on the 15th day. The official distance traveled was 2,615 miles. The employee may be paid per diem for up to 8 days (See par. C5060). Lodgings were occupied for 14 nights, 4 of which were spent at the homes of friends at no cost. The employee certified that the single rate, applicable to the rooms occupied with the spouse, were 10 nights at \$60 a night, and 4 nights at no cost. Per diem is computed as follows:

Per Diem for Actual Travel Under the 'Lodgings-Plus' Method

Maximum allowable per diem for 8 days @ \$99 (Standard CONUS per diem rate)=		\$ 792.00
1 st day	75% of \$39 (Standard CONUS M&IE rate) plus \$60 (lodging)	\$ 89.25
2 nd through 10 th day	\$39 (M&IE rate) plus \$60 (lodging) x 9 =	\$ 891.00
11 th through 14 th day	\$39 (M&IE rate) plus \$0 (lodging) x 4 =	\$ 156.00
15 th day	75% of \$39 (Standard CONUS M&IE rate) =	+ \$ 29.25
Total		\$ 1,165.50
Per diem for accompanying spouse at $\frac{3}{4}$ of the amt due the employee (\$792.00) =		+ \$ 594.00
Total amount payable to employee (\$792 + \$594) =		\$1,386.00

Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,615 ÷ 350 = 7 days with a remaining distance of 165 miles (2,615 – 2,450). One additional day is allowed for the 165 miles since it exceeds the minimum 51 miles set in par. C5060 for a total of 8 days.

The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$99 prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html> or par. C4550-F3 (\$39 M&IE rate plus lodging not to exceed \$60). In this case, the lodging cost for each of the first 10 nights exceeded the maximum allowable amount of \$60. For the 1st day (departure day), the applicable per diem rate is 75% of the M&IE rate (\$39) plus lodging cost not to exceed \$60 for a total of \$89.25. For days 2 through 10, the applicable per diem rate is the M&IE rate (\$39) plus lodging cost not to exceed \$60, times the number of days (9) at that rate for a total of \$891. For days 11 through 14, the applicable per diem rate is the M&IE rate (\$39) plus lodging cost (\$0) times the number of days (4) at that rate for a total of \$156. For the 15th day (arrival day at the new PDS) the applicable per diem rate is 75% (\$29.25) of the M&IE rate (\$39). Since per diem for the actual travel time (\$1,165.50) exceeded the maximum allowable (\$792.00), the employee is authorized \$792.00. Authorization for the dependent is $\frac{3}{4}$ of the \$792.00 due the employee.

<i>Effective 1 October 2005</i> EXAMPLE 8 (PCS/Separation Travel)	
NOTE: See https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html or par. C4550-F3 for the current Standard CONUS per diem rate.	
1. PCS/separation travel from Stuttgart, GE, to Atlanta, GA.	
2. 9/1: Depart residence in Stuttgart, GE at 0830. Arrive at residence in Atlanta at 2000.	
3. The employee is authorized per diem since actual travel time exceeds 12 hours (see par. C4552-F).	
4. Since travel begins and ends on same day, the rule in par. C4553-D1 applies (see also par. C4553-D2d(4)).	
5. Maximum per diem rate at time of travel \$99 (M&IE rate \$39, maximum lodging amount \$60). (The destination rate applicable for PCS and separation travel to CONUS is the Standard CONUS per diem rate.)	
6. Reimbursement for 9/1 is \$29.25 (75% of \$39).	
7. Per diem payable for the spouse is $\frac{3}{4}$ of the \$29.25 due to the employee if, in the above example, the spouse accompanied the employee on PCS travel.	
8. Per diem is not payable for dependents on separation travel.	

<i>Effective 1 October 2004</i> EXAMPLE 9 (PCS Travel - More than 12 Hours But Not Exceeding 24 Hours)		
DEP	Old PDS (Washington, DC)	1 May
ARR	New PDS (Paris, France)	2 May
Actual travel time 16 hours M&IE rate applicable to the new PDS location \$78.00 at the time of travel.		
REIMBURSEMENT		
75% x \$78.00 (M&IE) rate for new PDS locations) =		<u>\$58.50</u>
Total reimbursement =		<u>\$58.50</u>
Per diem for an accompanying spouse if $\frac{3}{4}$ of the amount due the employee (\$58.50) =		\$43.88
Per diem for an accompanying child age 12 or older is $\frac{3}{4}$ of the amount due the employee (\$58.50) =		\$43.88
Per diem for accompanying child under age 12 is $\frac{1}{2}$ of the amount due the employee (\$58.50) =		\$29.25

<i>Effective 1 October 2005</i> EXAMPLE 10 (Renewal Agreement Travel)		
NOTE: See https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html or par. C4550-F3 for the current Standard CONUS per diem rate.		
1. Employee and spouse performed RAT from Frankfurt, GE, to Chicago, IL, and return to Frankfurt.		
2. Itinerary:	9/1	Depart residence in Frankfurt GE at 0730 Arrive residence in Chicago at 2230
	9/2 - 9/30	Leave
	10/1	Depart residence in Chicago at 1400
	10/2	Arrive residence in Frankfurt, GE at 1015
3. The employee is authorized per diem since actual travel time exceeds 12 hours (see par. C4552-F).		
4. Maximum per diem rate at time of travel \$99 (M&IE rate \$39, maximum lodging amount \$60). (The destination per diem rate applicable for RAT to CONUS is the Standard CONUS per diem rate.)		

5. <u>Reimbursement:</u>	9/1	75% of \$39 (M&IE)	\$29.255
	9/2 - 9/30	no per diem	0.00
	10/1 - 10/2	75% of \$39 (M&IE)	+ \$29.25
Total Reimbursement			\$58.50
6. The rule in par. C4553-D2a(2) applies and the destination M&IE rate (\$39) is used for computing per diem for that day since travel from Frankfurt to Chicago began and ended on the same day.			
7. On the return trip, the M&IE rate applicable to the actual residence for RAT is used for computing per diem (par. C4553-D2d(3)).			
8. Per diem for dependents is not authorized for RAT.			

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*EXAMPLE 11			
Per Diem Computation for Student Dependent Authorized Travel under DSSR Section 280 (See pars. C4553-D, C7005 and C7006-E)			
NOTE: See https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html for per diem rates.			
1. Student Dependent travels from Frankfurt, GE, to school in Detroit, MI, and return to Frankfurt.			
2. Itinerary:	8/14/05	Depart residence in Frankfurt GE at 0730	
	8/14/05	Arrive at lodging in Detroit at 2130	
	8/15/05	Per diem is not authorized.	
	5/15/05		
	5/16/05	Depart lodging in Detroit at 1300	
	5/17/05	Arrive residence in Frankfurt, GE. at 0915	
3. The student dependent is authorized per diem while traveling to and from school since actual travel time in each direction exceeds 12 hours (see par. C4552-F).			
4. The Locality per diem rate for Detroit, MI at time of travel \$158 (M&IE rate \$51, Maximum lodging \$107).			
5. <u>Reimbursement:</u>	8/14/05	75% of \$51 (M&IE)	\$38.25
	8/15/05 – 5/15/05	no per diem	0.00
	5/16/05 – 5/17/05	75% of \$51 (M&IE)	\$38.25
Total Reimbursement			\$76.50
6. The rule in par. C4553-D1a applies for the day of departure from Frankfurt and the destination M&IE rate (\$51) is used for computing per diem for that day. The trip from Frankfurt to Detroit was for longer than 12 hours but less than 24 hours.			
7. The rule in par. C4553-D1a applies to the return trip from Detroit to Frankfurt which was for more than 12 hours but not exceeding 24 hours over 2 calendar days. The Detroit M&IE rate applies for the return trip.			
8. Per diem for student dependent travel is computed using the same rates that are applicable to an employee on TDY travel.			

C4566 QUICK REFERENCE TABLES - PER DIEM AUTHORIZATIONS

The following tables are for reference purposes only. For applicable rules see Chapter 4, Part L. See Chapter 4, Part I for meal allowances when JTF operations are involved.

Quick Reference - Per Diem Authorizations						
TDY Travel of More Than 24 Hours						
(1) Departure Day from PDS						
Abbreviations used:	Govt. = Government	GMR = Government meal rate	NTE = Not to exceed	PMR = Proportional meal rate		
Footnotes: See table # 4						
	a	b	c	d	e	F
	Arrived at TDY location (not on U.S. installation) on same day as departed PDS.	Arrived at TDY location (on U.S. Installation) on same day as departed PDS. Traveler occupied Govt. quarters.	Arrived at TDY location (on U.S. Installation - Govt. quarters available) on same day as departed PDS. Traveler elected not to occupy available Govt. quarters.	Traveled overnight – no lodging required.	Overnight lodging required at a stopover en route to TDY.	Arrived at a long-term TDY or training location on same day as departed PDS.
Per Diem for Departure Day from PDS ^{6/}	75% of M&IE Rate for TDY Locality ^{1/} plus lodging cost NTE maximum lodging prescribed for TDY locality. ^{2/, 5/}	75% of M&IE rate for TDY locality ^{1/} plus cost of Govt. quarters NTE maximum lodging prescribed for TDY locality.	75% of M&IE rate for TDY locality ^{1/} plus cost of lodgings occupied NTE maximum lodging amount prescribed for TDY locality. ^{8/}	75% of M&IE Rate for destination TDY Locality ^{1/} for departure day.	75% of M&IE rate for en route stopover locality plus lodging cost NTE maximum lodging amount prescribed for stopover locality. ^{2/, 5/}	75% of M&IE rate for long-term TDY/training location plus cost of lodging NTE rate prescribed for that location. (The fixed reduced or 55% rate authorized for long-term TDY/training does not apply on travel day to that location.)

C4656 EMPLOYEES TRAVELING TOGETHER

1. POC mileage reimbursement is paid only to the employee incurring the operating expenses.
2. No deduction is made from the mileage payable to the employee authorized to be reimbursed because other passengers (Government or non-Government employees) travel with the employee and contribute to paying operating expenses.

C4657 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 an employee at a transportation terminal, the employee paying POC operating expenses is paid TDY mileage for the round-trip distance and reimbursed for ferry fares, road, bridge and/or tunnel tolls, and parking fees for the most direct route.

B. Expenses Incurred for Two One-way Trips to and from a Transportation Terminal

1. When a POC is used for one-way travel from a residence or PDS to a transportation terminal and then from the transportation terminal to a residence or PDS when the TDY is completed, the employee incurring the POC operating expenses is paid TDY mileage and reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.
2. Terminal parking fees while TDY may be reimbursed not to exceed the cost of two one-way taxicab fares, including allowable tips.

C. Employee Departs from PDS on TDY. There are occurrences when a POC is driven from an employee's residence to the PDS on the day the employee departs from the PDS on TDY (requiring at least one night's lodging) and from the PDS to the residence on the day the employee returns. The employee who pays the POC operating expenses is paid TDY mileage, and reimbursed for parking fees, ferry fares, road, bridge, and tunnel tolls for the most direct route from and to the residence.

D. Two or More Employees Travel in the Same POC

1. When an employee transports other travelers to or from the same transportation terminal, TDY mileage is authorized for the additional distance involved.
2. Only one traveler is paid TDY mileage for a trip.
3. Terminal parking fees may be reimbursed (to the employee who pays the fee) not to exceed the cost of two one-way taxicab fares, including allowable tips.

C4659 PER DIEM FOR POC TRAVEL

A. POC Use Advantageous to the Government. When POC use is advantageous to the Government, per diem is computed under par. C5060-A in the same manner as for travel by POC on PDT.

B. POC Use Not Advantageous to the Government

1. When POC use is not advantageous to the Government, per diem is limited under par. C4661-B except for travel when a POC is used instead of a Government-furnished automobile (see par. C2180).

2. When a POC is used under the conditions in par. C2158, per diem is reimbursed under par. C4661.

C4660 TRAVEL TIME

When travel is by POC, travel time is allowed for the necessary travel time when POC use is advantageous to the Government (see par. C4659-A). Constructed common carrier scheduled travel time is used in computing per diem when TDY travel by POC is not advantageous to the Government (except for travel under par. C2180).

C4661 COMPUTING REIMBURSEMENT FOR POC TRAVEL

A. Advantageous to the Government. When POC travel is advantageous to the Government, reimbursement for the official distance is computed at the authorized mileage rate, and per diem is computed for the travel time under par. C4659 (see par. C4654 for other allowable costs).

***NOTE 1:** *Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses. Repairs to POCs used for official travel may be allowed separately but claims must be submitted using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 USC §240-243).*

***NOTE 2:** *If a traveler uses a privately owned aircraft, other than airplane, or a privately owned boat, reimburse the actual transportation costs as described in pars. C2162 and C2165, instead of paying mileage and other reimbursable expenses.*

*B. Not Advantageous to the Government

1. Limitation

- a. When, for personal preference, a POC is used for official travel instead of common carrier transportation, travel reimbursement is computed at the TDY mileage rate in par. C4651 plus per diem. **NOTE:** *If a traveler uses a privately owned aircraft, other than airplane, or a privately owned boat, reimburse the actual transportation costs as described in pars. C2162 and C2165, instead of paying mileage and other reimbursable expenses.*

- b. The total allowable payment is limited to the total constructed cost of common carrier transportation including constructed per diem for that transportation method.

- c. This paragraph does not apply to travel performed under par. C2180 (B-183480, 4 September 1975).

2. Mileage and Per Diem Computation

- a. The TDY mileage allowance is computed for the DTOD distance between authorized points. **NOTE:** *If a traveler uses a privately owned aircraft, other than airplane, or a privately owned boat, reimburse the actual transportation costs as described in pars. C2162 and C2165, instead of paying mileage and other reimbursable expenses.*

- b. Ferry fares; bridge, road, and tunnel tolls; and automobile parking fees (related to official business) are added to the amount in par. C4661-B2a.

- c. The per diem rate authorized in the travel authorization is used for computing per diem.

CHAPTER 5

PERMANENT DUTY TRAVEL

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CHAPTER 5

PERMANENT DUTY TRAVEL

PART A: APPLICABILITY AND GENERAL RULES

C5000 SCOPE

A. General (FTR §302-1.1). This Chapter covers all permanent duty changes. Permanent duty changes include transfer of a/an:

1. New appointee from actual residence to the first PDS to begin work.
2. Employee on PCS travel transferring in the Government's interest from one PDS to another without a break in Federal Government employment.
3. Employee on RAT, between serving consecutive tours of duty without a break in service, from an OCONUS PDS to the actual residence for leave purposes and return to OCONUS (return can be to the same/another OCONUS PDS).
4. Employee separating from an OCONUS PDS and returning to the actual residence.
5. Former employee (separated because of a reduction-in-force/transfer of function) who is re-employed within 1 year of separation under non-temporary appointments at a PDS other than the one at which separated.
6. Employees who qualify for "last move home" travel and transportation allowances upon separation from Government service.
7. Career Senior Executive Service (SES) appointee (including a prior SES appointee who elected to retain SES retirement travel and transportation allowances) upon retirement and return to the appointee's elected residence.
8. Employee who, without a break in service of more than 3 days, transfers from a DoD non-appropriated fund position to an appropriated fund position.
9. U.S. Postal Service employee transferred under 39 USC §1006 to a DoD component (FTR §302-1.2(a)(2) & 5 USC §5734). See par. C5080-C for a DoD employee transferring to the U.S. Postal Service.

B. Two or More Family Members Employed (FTR §302-3.2)

1. Travel and Transportation Allowance Alternatives. When two or more employees, who are members of the same immediate family, are transferred in the Government's interest, they may elect to receive the travel and transportation allowances authorized under this Chapter as one of the following:
 - a. Each as an employee separately. In this situation, each employee is eligible for travel and transportation allowances as an employee but is not treated as a dependent of the other employee.
 - b. Only one as an employee. In this situation, the one employee is eligible for travel and transportation allowances on behalf of the others as dependents.
2. Non-employee Dependents. When employees elect separate travel and transportation allowances under par. C5000-B1a, duplicate benefits must not be paid to both employees on behalf of non-employee dependents.

3. Procedures. An election under par. C5000-B1 must be in writing and signed by all affected employees. When employees elect separate benefits under par. C5000-B1a, the election also must specify to which employee allowances are to be paid for non-employee family members.

*C. Employee Married to Uniformed Service Member. An employee is authorized PCS allowances when transferred in the Government's interest, even if the employee's uniformed service member spouse is also transferred at the same time to the same place. ***The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).*** See pars. C5310-E3 and C5358 regarding duplicate payments.

D. Travel Authorization Issuance. See Chapter 3 for travel authorization issuance.

E. Funding Responsibility. See par. C1052-B.

C5005 PCS TRAVEL ELIGIBILITY

A. PCS Travel in the Government's Interest

1. General. Travel and transportation allowances are payable when it is in the Government's interest to fill a position by moving an employee from one PDS to another. This PCS movement authority extends between Government agencies. ***There must be no break in Government service when making the PCS unless the employee was separated from Government service because of RIF/transfer of function.***

2. DoD Component Responsibility. It is each DoD component's responsibility to make decisions that balance an employee's rights and the prudent use of appropriated funds. For instance, an activity may determine that well qualified candidates exist within a particular geographical area and therefore restrict the recruitment area in the recruitment announcement and/or indicate that PCS allowances are not offered. Travel and transportation allowances are not automatically tied to a vacancy announcement issued pursuant to a Merit Promotion Program (61 Comp. Gen. 156 (1981)).

B. PCS Allowance Eligibility. When a PCS is authorized in accordance with par. C3000, PCS allowances must be paid (see par. C5050) to an employee transferred from one PDS to another for permanent duty if the transfer is in the Government's interest. Guidelines for making a determination of "Government's interest" are:

1. Management Directed. If a DoD component recruits/requests an employee to transfer (i.e., RIF, transfer of function, agency career development program, or agency directed placement); the transfer is in the Government's interest.

2. PCS Moves Not in the Government's Interest. If an employee pursues, solicits or requests (not in response to a vacancy announcement) a position change resulting in a geographic move from one PDS to another, the transfer is for the employee's convenience and benefit. The gaining activity must formally advise the employee at the time an offer is extended that the transfer is in the employee's interest, not in the Government's interest, and that the Government does not pay the PCS expenses.

3. PCS Allowances Payment/Nonpayment Notification

a. PCS Allowances Determination. When a DoD component recruits for a vacancy, the appropriate official should determine prior to advertising the vacancy whether or not it is in the Government's interest to pay PCS allowances. This information should be provided during the advertisement period. The determination regarding payment/nonpayment of PCS allowances also may be made after applicants have been referred to the selecting official.

b. Determination Factors. The PCS allowances determination is to be based on factors such as cost effectiveness, labor market conditions, and difficulty in filling the vacancy. ***Budget constraints do not justify PCS allowances denial.***

TABLE 3. NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED TO FIRST OFFICIAL STATION OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS)

Column 1—Relocation allowances that a DoD component must pay or reimburse <i>when the DoD component elects to pay movement costs to the employee’s first PDS.</i> ¹	Column 2—Relocation allowances that a DoD component has discretionary authority to pay or reimburse <i>when the DoD component elects to pay movement costs to the employee’s first PDS.</i>
<ol style="list-style-type: none"> 1. Transportation of employee & immediate family member(s) (JTR, Chap. 5 Part A) (FTR, Part 302–4). 2. Per diem employee only (JTR, par. C7006-B) (FTR, Part 302–4). 3. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7). 4. Non-temporary (extended) storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–8). 5. The miscellaneous expense portion of the FTA is authorized for new appointees assigned to first foreign PDS (DSSR, Sec. 241.2). DSSR available at: http://www.state.gov/m/a/als/. 5. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17). 	<ol style="list-style-type: none"> 1. Shipment of privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302–9). 2. Temporary quarters subsistence allowance (TQSA) may be authorized for temporary quarters occupied at the foreign PDS under the Department of State Standard Regulations (DSSR) (Government Civilians - Foreign Areas, Sec. 120). 3. Foreign Transfer Allowance (FTA) (Subsistence Expense), (DSSR Sec. 242.3) may be authorized for quarters occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign OCONUS area. 4. Use of Relocation Service Companies, Property Management Services and Home Marketing Incentive Payments are not authorized for new appointees assigned to first PDS (JTR, Chap. 15, Part A) (FTR, Part 302–12).

¹ **Note to Column 1 heading:**

*(a) Temporary Quarters Subsistence Expense (TQSE) in Chapter 5, Part H is *not* authorized for new appointee movement to first PDS.

(b) The Miscellaneous Expense Allowance (MEA) in Chapter 5, Part G is not authorized for new appointees to first PDS.

(c) Use of Relocation Service Companies, Property Management Services and Home Marketing Incentive Payments are not authorized for new appointees assigned to first PDS (JTR, Chapter 15) (FTR, Part 302–12).

TABLE 4. TRANSFER BETWEEN OFFICIAL STATIONS IN THE CONTINENTAL UNITED STATES (CONUS)

Column 1—Relocation allowances that a DoD Component must pay or reimburse when the Component authorizes PCS allowances.	Column 2—Relocation allowances that a DoD Component has discretionary authority to pay or reimburse when the Component authorizes PCS allowance.
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302–4). 2. Miscellaneous Expense Allowance (MEA) when moving household (JTR, Chap. 5, Part G) (FTR, Part 302–16). 3. Sell or buy residence transactions or lease termination expenses (JTR, Chap. 14) (FTR, Part 302–11). 4. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7). 5. Non-temporary (extended) storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–8).¹ 6. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Chap. 5, Part F) (FTR, §302–10). 7. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17). 	<ol style="list-style-type: none"> 1. House-hunting, per diem, & transportation, employee & spouse only (JTR, Chap. 5, Part M) (FTR, Part 302–5). 2. Temporary quarters subsistence expense (TQSE) (JTR, Chap. 5, Part H) (FTR, Part 302–6). 3. Shipment of privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302–9, subpart B). 4. Use of relocation service companies (JTR, Chap. 15, Part A) (FTR, Part 302–12). 5. Property management services (JTR, Chap. 15, Part B) (FTR, Part 302–15). 6. Home marketing incentives (JTR, Chap. 15, Part C) (FTR, Part 302–14).

¹ **Note to Column 1, Item 5:** Only when assigned to a designated isolated official station in CONUS.

TABLE 5. TRANSFER FROM CONUS TO AN OFFICIAL STATION OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS)

Column 1—Relocation allowances that a DoD Component must pay or reimburse when the Component authorizes PCS allowances.	Column 2—Relocation allowances that a DoD Component has discretionary authority to pay or not pay when the Component authorizes PCS allowances.
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302–4). 2. Miscellaneous Expense Allowance (JTR, Chap. 5, Part G) (FTR, Part 302–16). 3. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7). 4. Non-temporary (extended) storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–8). 5. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17)¹. 	<ol style="list-style-type: none"> 1. Temporary quarters subsistence expense (TQSE) under JTR, Chap. 5, Part H may be authorized for a PCS to a PDS in a non-foreign area outside CONUS but may not be authorized for a PCS to a PDS in a foreign area. 2. The Foreign Transfer Allowance (FTA), Pre-Departure Subsistence Expense Portion (DSSR, Sec. 242.3) may be authorized for quarters occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign area. 3. Temporary Quarters Subsistence Allowance (TQSA) (DSSR, Sec. 120) may be authorized for temporary quarters occupied at the foreign PDS upon arrival. 4. Shipment of a privately owned vehicle (JTR, Chap. 5, Part E) (FTR, Part 302–9). 5. Property management services may be authorized for an employee who qualifies under JTR, Chap. 15, Part B (FTR, Part 302–15). 6. Use of relocation service companies may be authorized when transfer is to non-foreign OCONUS PDS (JTR, Chap. 15, Part A) (FTR, Part 302–12). 7. Home marketing incentives may be authorized when transfer is to a non-foreign OCONUS PDS (JTR, Chap. 15, Part C) (FTR, Part 301–14).

¹ **Note to Column 1, item 5:** Allowed when old and new official stations are located in CONUS and/or a non-foreign OCONUS location.

TABLE 6. TRANSFER FROM OCONUS OFFICIAL STATION TO AN OFFICIAL STATION IN CONUS

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302–4). 2. Miscellaneous Expense Allowance (JTR, Chap. 5, Part G) (FTR, Part 302–16). 3. Sell & buy residence transaction expenses or lease termination expenses (JTR, Chap. 14) (FTR, Part 302–11) ¹. 4. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7). 5. Non-temporary (extended) storage of household goods only when assigned to a designated isolated official station in CONUS (JTR, par. C5195-A) (FTR, Part 302–8). 6. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17). 	<ol style="list-style-type: none"> 1. Shipment of a privately owned vehicle (JTR, Chap. 5, Part E) (FTR, Part 302–9). 2. Temporary quarters subsistence expense (TQSE) (JTR, Chap. 5, Part H) (FTR, Part 302–6) may be authorized for temporary quarters occupied at the old PDS and new PDS. However, a Temporary Quarters Subsistence Allowance (TQSA) under DSSR Sec. 120 may be authorized for temporary quarters occupied at a foreign OCONUS PDS before departure from that PDS while TQSE may be authorized for temporary quarters occupied in CONUS. ¹

¹ **Note to Column 1, item 3:** Allowed when old and new official stations are located in CONUS and/or in a non-foreign OCONUS area. Also allowed when instead of being returned to the former non-foreign OCONUS area official station, an employee is transferred in the Government’s interest to a different non-foreign OCONUS area official station than from the official station from which transferred when assigned to the foreign OCONUS official station.

TABLE 7. TRANSFER BETWEEN OCONUS OFFICIAL STATIONS

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302-4). 2. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302-7). 3. Miscellaneous Expense Allowance (JTR, Chap. 5, Part G) (FTR, Part 302-16). 4. Non-temporary (extended) storage of household goods (JTR, par. C5195-A) (FTR, Part 302-8). 5. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302-17). 	<ol style="list-style-type: none"> 1. Shipment of a privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302-9). 2. Property management services (JTR, Chap. 15, Part B) (FTR, Part 302-15). 3. Temporary quarters subsistence expense (TQSE) if new PDS is in the U.S. (JTR, Chap. 5, Part H) (FTR, Part 302-6)¹.

¹ **Note to Column 2, item 3:** TQSA may be authorized under the DSSR, Sec. 124 if transfer involves a foreign OCONUS PDS.

TABLE 8. TOUR RENEWAL AGREEMENT TRAVEL (JTR, Chap. 5, Part K) (FTR, §302-3.209)

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302-4). 2. Per diem for employee only (JTR, par. C5530) (FTR, Part 302-4). 	<ol style="list-style-type: none"> 1. HHG shipment to PDS (JTR, par. C5539). 2. Dependent Transportation to PDS (JTR, par. C5518).

TABLE 9. RETURN FROM OCONUS OFFICIAL STATION TO PLACE OF ACTUAL RESIDENCE FOR SEPARATION

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302-4). 2. Per diem for employee only (JTR, par. C5085) (FTR, Part 302-4). 3. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302-7). 	<ol style="list-style-type: none"> 1. Shipment of a privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302-9).

TABLE 10. LAST MOVE HOME FOR SES CAREER APPOINTEES UPON SEPARATION (JTR, par. C5090) (FTR, §302-3.304)

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302-4). 2. Per diem for the employee only (JTR, Chap. 5, Part B) (FTR, Part 302-4). 3. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302-7). 4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Chap. 5, Part F) (FTR, §302-10). 	<ol style="list-style-type: none"> 1. Shipment of a privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302-9, subpart B).

TABLE 11. TEMPORARY CHANGE OF STATION (TCS) (JTR, Chap. 5, Part O) (FTR, §302-3.400)

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & dependent(s) (JTR, Chap. 5, Part O) (FTR, Part 302-4). 2. Miscellaneous Expense Allowance (MEA) (JTR, Chap. 5, Part G) (FTR, Part 302-16). 3. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302-7). 4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Chap. 5, Part F) (FTR, §302-10). 5. Transportation of a privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302-9, subpart B). 6. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302-17). 7. Property management services (JTR, Chap. 15, Part B) (FTR, Part 302-15). 	<ol style="list-style-type: none"> 1. House-hunting trip expenses (JTR, Chap. 5, Part M) (FTR, Part 302-5). 2. Temporary quarters subsistence expense (TQSE) (JTR, Chap. 5, Part H) (FTR, Part 302-6).

**TABLE 12. ASSIGNMENT UNDER THE GOVERNMENT EMPLOYEES TRAINING ACT (5 USC §4109)
¹(JTR, par. C4500)**

<ol style="list-style-type: none"> 1. Transportation of employee & immediate family member(s) (JTR, par. Chap. 4, Part K) (FTR, Part 302-4). 2. Per diem for the employee (JTR, Chap. 4, Part K) (FTR, Part 302-4). 3. Movement of household goods & temporary storage (JTR, Chap. 5, Part D) (FTR, Part 302-7).

¹ **Note to Table 12:** The allowances listed in Table 12 may be authorized in lieu of per diem or actual expense allowances. *This is not a PCS.*

b. Travel before Appointment

(1) Authorized expenses may be paid even though the individual concerned has not been appointed at the time travel to the first PDS is performed.

(2) Travel and transportation for Presidential Transition Team personnel (see par. C5080-A1a(3)), may take place at any time following the most recent Presidential election, but expense reimbursement cannot occur until the individual's actual appointment.

(3) Par. C5080 does not limit the Chapter 6, Part E provisions allowing the payment of pre-employment interview travel.

c. Prior Payment. *A student trainee may not receive payments at the time of assignment if travel and transportation expenses were paid when the trainee was appointed as a student trainee.*

5. Allowable Expenses. The following expenses are payable when travel to the first PDS at Government expense is authorized/approved by the hiring DoD component. Not all of the listed items are applicable in each situation covered by this Part.

a. Travel and transportation, including per diem, for the appointee/student trainee (see par. C4553-B3).

NOTE: AEA in Chapter 4, Part M, may not be authorized/approved for first duty station travel.

b. Transportation for the appointee's/student trainee's dependents (see Chapter 7).

c. PCS mileage if a POC is used (see par. C5050).

d. HHG transportation and temporary storage (see Chapter 5, Part D).

e. NTS of HHG if appointed to an isolated location or assigned to an OCONUS PDS (see Chapter 5, Part D).

f. Mobile home transportation (see Chapter 5, Part F).

g. Shipment of a POV when authorized by the DoD component (see Chapter 11).

6. Expenses Not Allowable. The following expenses are not allowable to appointees and student trainees.

a. Per diem for dependents;

b. A house-hunting trip (HHT);

*c. Temporary Quarters Subsistence Expense Allowance (TQSE) (Chapter 5, Part H);

d. Miscellaneous Expense Allowance (MEA) (Chapter 9); ***NOTE: Chapter 9 does not authorize MEA for first duty station travel. The authority in DSSR, section 241.2 at <http://www.state.gov/m/a/als/1737.htm> may be used to authorize MEA for an employee on first duty station travel to a foreign OCONUS area duty station.***

e. Residence sale and purchase expenses (Chapter 14);

f. Lease-breaking expenses (except as in par. C1004-C4); and

g. Relocation services (Chapter 15).

7. Alternate Origin and/or Destination

a. The travel and transportation expense limit is the cost of allowable travel and transportation directly between the individual's actual residence at the time of selection/assignment and the PDS to which appointed/assigned.

b. For Presidential Transition Team personnel (see par. C5080-A1a(3)), the actual residence, at the time of first duty station travel following the most recent Presidential election, is used.

c. Travel may be from and/or to other locations, but the new appointee/student trainee is financially responsible for any excess cost involved.

8. Funds Advance. An advance for allowable expenses may be made to appointees/student trainees under Chapter 1, Part C.

C. Movement of Employees or Reemployed Former Employees Affected by Reduction in Force (RIF)/Transfer of Function (FTR §302–3.206)

1. General. An involuntary transfer due to a RIF/transfer of function is in the Government's interest (FTR §302-3.205). PCS allowances are authorized.

2. Placement Prior to Separation. When an employee is assigned to any new duty station due to a RIF/transfer of function prior to separation, travel and transportation allowances are from the old PDS to the new PDS.

3. Placement after Separation. If a former employee was separated due to a RIF/transfer of function, and is reemployed:

a. In the Federal Government,

b. Within 1 year of the separation date,

c. Under a non-temporary appointment, and

d. At a different duty station from the one at which the original separation occurred,

the travel and transportation allowances are from the old PDS at which separated to the new PDS provided the new PDS meets the distance requirements in par. C5080-F for a short distance transfers.

4. Agreement Requirement. PCS allowances authorized under par. C5080 may be allowed when an employee, who is transferred due to a RIF/transfer of function, agrees in writing to remain in Government service for 12 months (beginning the date the employee reports for duty at the new PDS). If the employee violates the written agreement, including failure to report for duty at the new PDS, any Government funds spent for allowances authorized under par. C5080 become the individual's personal financial responsibility. See par. C4001 for agreement requirements when a transfer is to an OCONUS position.

5. Employees Transferring to the U.S. Postal Service. The allowances under par. U5080 may also be authorized for an employee of the DoD (5 USC §5735) who:

- a. Is scheduled for separation from DoD, other than for cause;
- b. Is selected for appointment to a continuing position with the U.S. Postal Service; and
- c. Accepts the appointment.

6. Travel Authorization Issuance. Travel authorization issuance is covered in Chapter 3.

7. Funding. For funding of allowances authorized under this paragraph, see par. C1052.

8. Example: An Employee Separated due to Transfer of Function. An employee in California declined to relocate with a transfer of function and was separated. The employee sold the residence within 2 months, stored HHG and departed with the spouse for Washington, D.C., in a privately owned automobile, towing a house trailer. Upon reemployment in a permanent position in Washington 4 months later, the employee signed a transportation agreement and was issued a PCS travel authorization that authorized the same PCS allowances that would have been authorized had the employee transferred without a break in service. The employee was reimbursed for the residence sale, HHG storage and shipment, PCS mileage and per diem for travel to Washington with the spouse prior to reemployment, including TQSE and the MEA. Reimbursement for towing the house trailer was not allowed since reimbursement is allowed for shipping HHG or moving a house trailer, but not both (51 Comp. Gen 27 (1971) and B-172824, 28 May 1971).

D. Return from Military Duty

1. Mandatory Restoration. A civilian employee:

- a. Authorized mandatory restoration under FPM 353,
- b. Returning from military duty, and
- c. Finding that an appropriate vacancy does not exist at the PDS at which the employee resigned to enter the Armed Forces,

is restored to the PDS at which the employee resigned to enter the Armed Forces.

2. Travel and Transportation Allowances. Travel and transportation allowance payment is in the Government's interest from the restoration place to a place where a suitable DoD vacancy is available (B-170987, 14 December 1970 and 25 Comp. Gen. 293 (1945)).

3. Real Estate Expenses

a. Reimbursement is allowable in Chapter 14 for real estate expenses required to be paid by the employee in connection with residence:

- (1) Sale (or unexpired lease settlement) at the former civilian PDS; and
- (2) Purchase at the new PDS (the criteria in par. C5080-F concerning change of station within the same city or area applies).

b. Reimbursement is prohibited for any:

- (1) Sale,
- (2) Settlement of an unexpired lease, or
- (3) Purchase transaction

that occurs prior to the employee being officially notified that the employee would be assigned to a different PDS than the one at which the employee resigned to enter the Armed Forces.

4. Travel and Transportation Allowances

a. An employee returning from the location at which released from duty in the Armed Forces directly to the new civilian PDS (other than the one from which the employee resigned or entered LWOP-US to enter the Armed Forces) has separate and distinct travel and transportation allowances.

b. Based on the employee's status the employee is authorized the below travel and transportation allowances:

- (1) Service Member Being Discharged. The employee is authorized travel and transportation allowances under the JFTR from the place released from the Armed Forces to the HOR, or PLEAD.
- (2) Civilian Employee. The employee is authorized travel and transportation allowances for self, dependents, and HHG from the civilian PDS at which the employee resigned to enter the Armed Forces to the new civilian PDS.

c. The employee is authorized:

- (1) The Miscellaneous Expense Allowance (see Chapter 5, Part G),
- (2) Reimbursement of expenses incurred in connection with the sale/purchase of a residence or an unexpired lease (see Chapter 14),
- (3) A HHT, but only if authorized in the travel authorization, under Chapter 5, Part M, and
- * (4) TQSE, but only if authorized in the travel authorization under Chapter 5, Part H.

4. Administratively Restricted HHG Weight

- a. When an employee is assigned to an administratively weight-restricted OCONUS PDS, PBP&E shipment is authorized under pars. C5154-C2 and C5154-C3.
- b. PBP&E weight is in addition to a restricted weight allowance shipped to an OCONUS PDS. (Example: The typical administratively limited weight allowance is 4,500 pounds. The employee has 1,000 pounds of PBP&E. The PBP&E is shipped in addition to the 4,500 pounds of HHG.)
- c. PBP&E weight, when added to the weight of other HHG authorized for shipment and for NTS and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance unless the PBP&E is shipped under par. C5154-C2 and C5154-C3.

D. Additional Consumable Goods (FTR §300-3.1)

1. An employee, assigned to an OCONUS PDS designated in Appendix F as one to which additional consumable goods may be shipped, is authorized a shipping allowance for such consumable items in addition to the 4,500 pounds HHG net weight allowance.
2. HHG weight, when added to the weight of other HHG authorized for shipment transportation and for NTS and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance.
3. The employee's PCS travel authorization should show the consumable items authorized weight allowance in Appendix F.
4. Consumable goods are transported like HHG.

Effective 1 October 2003

E. Weight Additive Articles (FTR §302-7.20). When HHG include an article, boat or trailer of reasonable size, for which a carrier assesses a weight additive (as prescribed in the applicable tariff), the weight additive is not charged against the weight allowance in par. C5154-B (ex., when a weight additive of 700 pounds is imposed by a HHG carrier on a 65 pound canoe, only 65 pounds is charged against the employee's 18,000 pounds weight allowance) (GSBCA 16131-RELO, 21 July 2003). Special packing, crating and handling expenses for these articles are the employee's financial responsibility.

*F. HHG Transportation Expenses

1. Government-paid Expenses. Incident to HHG transportation, the following services are allowed NTE the cost associated with the authorized weight limit:
 - a. Packing, crating, unpacking, uncrating, drayage, and hauling (as necessary).
 - b. Special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).
 - c. Use of special rigging and equipment (e.g., cranes for HHG other than boats) for heavy or delicate articles and handling.
 - d. Storage in transit (SIT) NTE 90 days, as applicable. See par. C5190-B1.

NOTE: Delivery out of storage is authorized at Government expense, regardless of time in storage within the 2-year authorization period. This includes shipments that have been converted to storage at the employee's financial responsibility. In addition, delivery out of SIT at Government expense may be extended for the time period of an extension granted under par. C14000-B.

Effective 4 February 2005

2. Employee-paid Expenses. The employee is financially responsible for all transportation costs as a result of:

- a. Exceeding the authorized weight allowance;
- b. Transportation between other than authorized locations;
- c. Transportation of articles that are not HHG, (See Appendix A, definition of Household Goods);
- d. Transportation in more than one lot (other than an unaccompanied baggage shipment authorized under par. C5160-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. C5165-E);
- e. Special services requested by the employee, i.e., the cost of increased valuation liability; and.
- f. Transportation related costs that are incurred by the Government due to the employee/employee's agent's negligence, i.e., attempted pickup and/or delivery charges. ***See DoD 4500.9-R (DTR, Part IV) Chapter 401; website http://www.transcom.mil/j5/pt/dtr_part_iv.html.***

G. HHG Transportation and Storage Documentation (FTR §302-7.104)

1. Form and Voucher Preparation. See DoDFMR, Volume 9, for information on submitting travel vouchers and the forms to be used. (website: <http://www.dtic.mil/comptroller/fmr/>).

2. Documents

a. PCS Travel Authorization. Travelers should be prepared to attach one or more copies of the PCS travel authorization to the voucher. Follow procedures in DoDFMR regarding numbers of copies.

b. Documentation

(1) If required by financial regulations, the following documentation should be attached to the voucher:

- (a) Paid receipts (for \$75 or more) for SIT, packing, hauling, or drayage bill, if applicable;
- (b) Paid carrier's original bill of lading/certified copy; ***NOTE: If a bill of lading is not available, other evidence showing origin, destination, and weight must be submitted;*** and
- (c) An official weight certificate/authenticated weight designation.

transporting an employee's HHG from NTS to the alternate destination may not exceed the constructed cost of transporting the HHG in NTS to the actual residence indicated in the employee's transportation agreement. When an employee retires at the OCONUS PDS, reimbursement for moving HHG in NTS is also limited to the constructed cost of transporting the HHG to the actual residence in the employee's transportation agreement (GSBCA 16265-RELO, 19 December 2003).

(3) The employee is financially responsible for any excess cost (63 Comp. Gen. 281 (1984)).

(4) PBP&E transported as an administrative expense to an OCONUS location may be returned as an administrative expense to an employee's actual residence for an employee separating from Government service (FTR §§302-7.17 & 302-7.303). See also par. C5154-C. The PBP&E may also be returned to an alternate destination as an administrative expense anywhere in the world but reimbursement for the transportation may not exceed the constructed cost of transporting the PBP&E in one lot from the OCONUS PDS to the actual residence indicated in the employee's transportation agreement.

d. Evacuation. When the conditions in Chapter 12 exist, HHG may be moved at Government expense to the same location designated for dependent evacuation (5 USC §5725). If it is necessary and practical, HHG may be transported later at Government expense from a safe haven location to the evacuated employee's assigned PDS.

Effective 4 January 2005

C5190 TEMPORARY STORAGE/STORAGE IN TRANSIT (SIT)

NOTE: *The maximum total time limit for temporary storage/SIT is 180 days (FTR §302-7.8).*

A. General (FTR §302-7.107). Temporary storage/SIT is short-term storage that is part of HHG transportation. Temporary storage/SIT may be at any combination of the origin, destination, and en route locations. SIT is not authorized for HHG moves between local quarters when no PCS exists.

B. Time Limitation

1. General. SIT (in connection with authorized HHG transportation) should not exceed 90 days unless the employee requests (in writing) an additional period, NTE 90 days, that is authorized/approved by a Service/Defense Agency designated official. If no additional storage is authorized/approved, the employee is financially responsible for the additional storage expense (FTR §302-7.8).

2. Justification (FTR §302-7.9). Acceptable justification for an additional SIT period (see par. C5190-B1 and **NOTE** after par. C5190 heading) includes:

- a. An intervening TDY or long-term training assignment,
- b. Non-availability of suitable housing,
- c. Completion of residence under construction,
- d. Serious employee illness,
- e. Dependent illness or death,

- f. Strikes,
- g. Acts of God,
- h. Other circumstances beyond the employee's control, or
- i. Similar reasons.

***NOTE:** *The cost of removing HHG from SIT for delivery to temporary lodging for the purpose of furnishing the temporary lodging is a TQSE expense. See par. C5370.*

C. Reimbursement (FTR §302-7.107-110). SIT reimbursement cannot exceed the employee's actual storage costs. Receipts, or certified copies of warehouseman's bills, are required for individual expenses of \$75 or more. See par. C1310.

Effective 25 August 2005

**C5191 EXTENSION OF THE 180 DAY LIMIT ON TEMPORARY STORAGE/SIT
(GSA Waiver Memo 28 June 2005)**

The authorized 180-day maximum temporary storage/SIT limit in par. C5190 is generally adequate. However, 180 days may be insufficient for employees on a PCS to a new PDS with en route TDY assignments to locations such as Iraq and Afghanistan. In such cases the PDTATAC may authorize/approve extensions of the 180-day period for temporary storage/SIT for the duration of the TDY assignment plus 90 days on a case-by-case basis.

Requests for temporary storage/SIT extensions must be submitted by the employee's agency/command to:

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

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

or from the agency/command by email to sit-extensions@perdiem.osd.mil

C5195 NON-TEMPORARY STORAGE (NTS)

A. NTS of HHG for Duty at an Isolated CONUS PDS (FTR §§302-8.100-108)

1. Eligibility. Employees who perform PCS travel or new appointee travel (par. C5080-B) to a designated isolated CONUS PDS are eligible for NTS of HHG.
2. Agreement and Liability Conditions
 - a. Expenses for NTS of HHG at Government expense may be allowed for employees transferring to/within CONUS when the employee agrees, in writing, to remain in Government service for 12 months (beginning the date the employee reports for duty at the new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned.

CHAPTER 5

PART H: TEMPORARAY QUARTERS SUBSISTENCE EXPENSE (TQSE) – ACTUAL EXPENSE AND FIXED

*PART H1: GENERAL

C5350 PURPOSE

TQSE is a *discretionary, not mandatory*, allowance intended to partially reimburse an employee for reasonable subsistence expenses incurred when it is necessary for the employee and/or the employee's dependent(s) to occupy *temporary lodging incident to a PCS move*.

C5352 GENERAL

A. TQSE Types. There are two TQSE allowances prescribed in this Part:

1. TQSE (AE). Actual expense reimbursement - see Parts H2 and H4, and
2. TQSE(F). Fixed amount payment - see Part H3.

B. Foreign Transfer Allowance (FTA). See DSSR Section 240 as stated in par. C1004 for TQSE as a component of the FTA.

C. Subsistence Expenses. Subsistence expenses are the expenses of lodging, food, and other necessities incurred while an employee and/or dependent(s) occupy temporary lodging incident to a PCS.

D. Restrictions

1. The AO, *not the employee*, determines if TQSE is necessary.
2. TQSE must be authorized *before* temporary lodging is occupied and *may not be approved after the fact for any days that have passed before TQSE is initially authorized (FTR §302-6.7)*.
3. After the employer determines that TQSE is necessary, TQSE(AE) cannot be denied because the employee does not want TQSE(F).

C5354 TEMPORARY LODGING

A. Definition. Temporary lodging is private sector lodging occupied temporarily at the old and/or new PDS after a PCS is authorized. A permanent residence is "constructively vacated" and is "temporary" for TQSE purposes when the HHG have been packed for moving and are unavailable to the residents (GSBCA 14888-RELO, 10 May 1999).

B. Limitations

1. Lodging occupied temporarily, within the allowable time limit, is temporary lodging when employee-arranged permanent private sector housing:
 - a. Remains occupied by the present tenant, or
 - b. Requires repairs/alternations that have not been completed. ***NOTE: This does not include home construction.***
2. The AO may determine that temporary lodging initially occupied that eventually become an employee's permanent private sector housing was temporary lodging for a specific time period after considering:
 - a. Lease duration,
 - b. HHG movement into the lodging,
 - c. Lodging type,
 - d. Expressions of intent,
 - e. Attempts to secure permanent private sector housing, and
 - f. Time length the employee occupied the lodging.

NOTE: See GSBICA 15986-RELO, 24 February 2003 for one set of circumstances in which a claimant's apartment was determined to be temporary lodging for a time period and not permanent private sector housing.

C5356 ELIGIBILITY

- A. Conditions. The AO may authorize TQSE for an employee and/or each dependent if all of the following conditions are met:
1. The employee signs a written service agreement;
 2. A PCS is authorized and the ***new*** PDS is located in CONUS or in a non-foreign OCONUS area. ***The old PDS may be anywhere in the world.***
 3. The old and new PDSs are 50 or more miles apart, according to map distances along a usually traveled surface route;
 4. Temporary lodging occupancy is for a PCS transfer, not for an evacuation or other reason unrelated to the transfer;

5. The temporary lodging location is within reasonable proximity of the old PDS (which may be anywhere in the world) and/or the new PDS (which must be in CONUS or in a non-foreign OCONUS area); and
6. TQSE starts no later than 2 years after the employee reports for duty at the new PDS, unless that time is extended as in par. C1057.

B. TQSE in Other Locations

1. Authorized Locations. TQSE in locations not in reasonable proximity of the old and/or new PDS may be authorized *only* if the AO is convinced that the circumstances:

- a. Are unique to the individual employee and/or dependents,
- b. Are reasonably related to the transfer,
- c. Have been adequately reviewed, and
- d. Justify TQSE payment (FTR §302-6.9).

2. Unauthorized Locations. *A TQSE allowance may not be authorized for vacation purposes or other reasons unrelated to the PCS (FTR §302-6.302).*

C. Exclusions. *TQSE is not authorized for a/an: (Also, see par. C4505-B3.)*

1. New appointee assigned to a first PDS;
2. Employee transferred to a foreign PDS;
3. Employee performing RAT, except when return is to a different non-foreign OCONUS PDS;
4. Employee assigned to an OCONUS PDS returning to the actual residence for separation;
5. Employee authorized/approved dependent and/or HHG transportation to/from a training location instead of per diem or AEA while at the training location under the provisions of par. C4500; or
6. Employee to occupy permanent private sector housing (with rental furniture) while HHG are en route (GSBCA 15569-RELO, 12 July 2001).

D. Restrictions. *As a general policy, AOs should deny TQSE, or if temporary lodging are justified, authorize only a necessary TQSE period if:*

1. The employee and/or spouse make a HHT; or
2. Previous TDY or permanent assignments at the new PDS enable the employee to make arrangements for adequate, permanent private sector housing.

C5358 ALLOWANCE DUPLICATION**A. TQSE Payment**

1. Authorized. TQSE *may be paid* in addition to:

a. COLA payable under the Department of State Standardized Regulations (DSSR) (5 USC §5941); and

b. Any BAH, OHA, or BAS paid to a member of the Uniformed Services who is the spouse of an employee authorized PCS expenses and allowances (52 Comp. Gen. 962 (1973)).

c. TLA (see JFTR, Chapter 9, Part C) and TLE (see JFTR, Chapter 5, Part H) as long as payments cover different expenses. *Duplication of allowances is not authorized. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).*

2. Unauthorized. *TQSE is not paid when the employee is receiving any other subsistence expense allowances (FTR §302-5.16).*

B. TQSA Payment. When TQSA is paid based in a foreign country, TQSE may:

1. *Not be paid* for that location, *but*

2. *Be paid* for the new CONUS or non-foreign OCONUS PDS area.

C. Restrictions. TQSA:

1. And TQSE cannot be paid for the same time period.

2. Paid on behalf of dependents in a foreign country must not extend beyond the date preceding the employee's arrival date at the new CONUS or non-foreign OCONUS area PDS (DSSR 124.2).

D. Temporary Change of Station (TCS). The employee may be authorized TQSE in connection with a TCS. See Chapter 5, Part O.

PART H2: TQSE ACTUAL EXPENSE (TQSE(AE))*C5360 TQSE(AE) OPTION**

A. General. TQSE(AE) is an actual expense allowance based on the:

1. **\$99** Standard CONUS per diem rate for temporary lodging occupied in *any* CONUS locality (*effective 1 October 2005*), or
2. PDS locality (not the lodging location) per diem rate (<https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) for temporary lodging occupied in OCONUS localities.

B. AEA. *AEA in Chapter 4, Part M may not be authorized/approved for TQSE(AE).*

C5362 AUTHORIZATION

A. General. The AO, *not the employee*, determines if TQSE(AE) is necessary.

B. Considerations. The following factors must be considered before authorizing TQSE(AE). TQSE(AE):

1. May be authorized only for the time period determined necessary by the AO, and
2. Authorization is made on a case-by-case basis.

C5364 LIMITATIONS

A. Payment Limitation. *Under no circumstances may TQSE(AE) be paid for more than a total of 120 days.*

B. Time Limitations

1. Initial TQSE(AE) Period. TQSE(AE) may be authorized for any number of days, not to exceed 60 consecutive days, but only for the time that temporary lodging occupancy is necessary.
2. Additional TQSE(AE) Period. AOs may authorize TQSE(AE) for the necessary number of days not to exceed an additional 60 consecutive days (*i.e., no more than a total of 120 days, including the initial TQSE(AE) may be authorized*). Each of the following factors must be considered when authorizing an additional period of TQSE(AE):
 - a. The AO must determine there are compelling reasons (due to circumstances beyond the employee's control) for the continued temporary lodging occupancy. Examples of circumstances that might be considered as being beyond the employee's control include:

- (1) Delayed HHG shipment and/or delivery to the new permanent private sector housing due to extended transit time incident to ocean transportation, strikes, customs clearance, hazardous weather, fires, floods, or other Acts of God;
 - (2) Delayed occupancy of new permanent private sector housing because of unanticipated problems (e.g., unforeseen delays in permanent private sector housing settlement/closing, ***but not a delay in new dwelling construction***);
 - (3) Inability to locate permanent private sector housing adequate for family needs because of new PDS housing conditions;
 - (4) Sudden illness, injury, or death of the employee or of an immediate family member; and
 - (5) Similar factors.
- b. Before an additional TQSE(AE) period is allowed, the employee must provide acceptable written justification and documentation.
 - c. TQSE(AE) period extensions are not automatic and must be held to a minimum.
 - d. ***TQSE(AE) must never be paid for more than a total of 120 days.***

C. **Additional TQSE(AE) Period Justification.** The employee must provide the AO with written justification that clearly describes the circumstances warranting the extension that are beyond the employee's control. The employee's justification, accompanied by documentation from the AO indicating the reasons for authorizing or denying the requested extension must be retained in a file designated for that purpose in personnel regulations.

D. **Occupancy Limitations.** If an employee moves HHG into temporary lodging occupied initially at a new PDS and continues occupancy indefinitely, the temporary lodging is permanent private sector housing, unless par. C5354-B1 or C5352-B2 applies, from the date the HHG are delivered.

C5366 ELIGIBILITY PERIOD

A. **Starting Temporary Lodging Occupancy.** Temporary lodging occupancy:

1. May start as soon as TQSE allowances have been authorized in a PCS travel authorization and the employee has signed a service agreement.
2. Must begin within 2 years after the employee reports for duty at the new PDS, unless that time is extended as indicated in par. C1057.

B. **Temporary Lodging Occupancy Time Period**

1. **General.** The temporary lodging occupancy period runs concurrently for the employee and all dependents. The employee may occupy temporary lodging at one location while dependents occupy temporary lodging at another location.

2. Temporary Lodging Occupancy Interruptions. Once begun, the TQSE period continues to run whether or not the employee and/or dependents occupy temporary lodging except if occupancy is interrupted for:

- a. Travel between the old and new PDS (actual travel time);
- b. Necessary official duties such as an intervening TDY assignment/military duty; or
- c. Non-official necessary interruptions such as hospitalization, approved leave (sick but not annual), or other reasons beyond the employee's control that are acceptable to the AO.

3. Temporary Lodging Occupancy Resumption. Under the circumstances cited in par. C5366-B2 above:

- a. The absence period is excluded from the authorized time for temporary lodging occupancy;
- b. The employee is eligible for TQSE(AE) when temporary lodging occupancy at the new PDS resumes; and
- c. Eligibility continues for the balance of the authorized time, if necessary.

4. Temporary Lodging Occupancy Interrupted by Official Travel

- a. Exceptions are not made if dependents occupy temporary lodging at the employee's new PDS, or another location, during the employee's TDY or military duty training assignment.
- b. When temporary lodging occupancy is interrupted by official travel, the actual time en route, not in excess of the authorized allowable travel time, is excluded from the eligibility period, which resumes when temporary lodging is reoccupied.
- c. When an employee retains temporary lodging while on TDY, the cost is reimbursed as part of the TQSE(AE) allowance (in addition to per diem received for the TDY) if the AO determines that the employee acted reasonably in retaining the temporary lodging (69 Comp. Gen. 72 (1989)).

C. Ending Temporary Lodging Occupancy. Temporary lodging occupancy ends when the:

1. Employee or any dependent occupies permanent private sector housing, or
2. Authorized time period expires,

whichever occurs first.

C5368 RECEIPTS AND SUPPORTING DOCUMENTATION

A. Receipts and Supporting Statement

1. General. Receipts and a written supporting statement must accompany a TQSE(AE) claim as prescribed in pars. C5368-A2 and C5368-A3.

2. Receipts. Receipts are required for:
 - a. Lodging costs paid, showing location, dates, and by whom occupied;
 - b. Any single expense of \$75 or more (including a single meal expense of \$75 or more).
 3. Supporting Statement. The supporting statement must include:
 - a. The cost of each meal, for each day, by date, and where and by whom consumed;
 - b. Travel status and temporary lodging occupancy (for subsistence expense purposes) that occur the same day, the date and the arrival and/or departure time at the temporary lodging location; and
 - c. The date that permanent private sector housing occupancy starts, or the date that HHG are moved into permanent private sector housing.
- B. Submitting TQSE(AE) Claims. For convenience, AOs may require claimants to use the suggested format, shown in Part H4 for claiming reimbursement and to record actual subsistence expenses.

C5370 PAYMENT

A. General. TQSE(AE) reimbursement is made for the lesser of the actual allowable expenses total incurred for each day of the prescribed period or the maximum allowable amount payable for that same period. TQSE(AE) is:

1. Not paid for local transportation expenses;
2. Limited to actual expenses incurred, up to the maximum authorized, providing the expenses are:
 - a. Directly related to temporary lodging occupancy;
 - b. A reasonable amount; and
 - c. Substantiated.

NOTE: The AO may deny reimbursement of any claimed expenses that appear to be unreasonable if the traveler cannot justify the expenses (GSBCA 16076-RELO, 27 August 2003).

- B. Actual Expenses Allowed. TQSE(AE) daily allowable expenses include:
1. Temporary lodging (including lodging taxes or, if temporary lodging is located in a foreign OCONUS area, the value added tax (VAT) relief certificate cost if the certificate is used to avoid paying the lodging taxes);
 2. Meals and/or groceries;
 3. Fees and tips incident to meals and lodging;

4. Laundry;
5. Cleaning and pressing of clothing;
6. The cost of moving HHG to the temporary lodging for the sole purpose of furnishing the temporary lodging (B-217435, 29 August 1985), ***NOTE: The cost of removing HHG from temporary storage and delivering them to the temporary lodging for the sole purpose of furnishing temporary lodging is a TQSE expense.***; and
7. The cost of moving the HHG from the temporary lodging to permanent private sector housing (B-217435, 29 August 1985).

C. Excess Expenses. Allowable expenses exceeding the total authorized TQSE(AE) amount are the employee's financial responsibility.

D. Lodging with Friends or Relatives. The 'zero-lodging cost' provisions of par. C4555-B3 apply when an employee and/or dependents obtain temporary lodging from friends or relatives.

E. Itemization. Actual expenses must be itemized in a manner that permits a review of amounts spent daily for lodging, meals and other allowable items of subsistence expenses. The AO may require use of the "Claim for TQSE," illustrated in Part H4.

F. Conditions Affecting Reimbursement

1. Partial Days of TQSE(AE). Temporary lodging occupancy for less than a whole day is the same as 1 full calendar day for TQSE(AE) reimbursement.
2. En Route Travel. Reimbursement may not be paid under both TQSE(AE) and another subsistence expenses allowance within the same calendar day, ***unless*** TQSE is claimed on the same day that en route travel per diem ends. In this case, en route travel per diem is computed under applicable partial day rules and TQSE reimbursement is computed for expenses incurred after 6:00 p.m. of that day (FTR §302-6.110). See par. C5358 for limitations on duplication of allowances.
3. Temporary Lodging Occupancy in All Other Cases. The TQSE(AE) period starts at 0001 of the calendar day that TQSE(AE) reimbursement is claimed, provided temporary lodging is occupied during that calendar day.
4. Temporary Lodging Eligibility Period Termination. The temporary lodging period ends at midnight of the last day of eligibility.
5. Meal Preparation in Temporary Lodging. If the temporary lodging has meal preparation facilities available and those facilities are used, the cost for groceries consumed on a daily basis is allowable. Claims must show the total amount for each daily meal.

C5372 COMPUTATION

A. TQSE(AE) Calculation

1. HHT Deduction. If an employee is paid/reimbursed for HHT days and TQSE(AE) is subsequently authorized and claimed for more than 30 days, the actual number of HHT days paid/reimbursed (on either a 'Lodgings-Plus' or fixed-amount basis) are deducted from the first authorized 30 or fewer -day TQSE(AE) period. See Chapter 5, Part M for HHT. For example, if an employee is:

- a. Paid for 5 or 6.25 days of a HHT, then deduct 5 days from the first authorized 30 or fewer -day TQSE(AE) period (since the extra 1.25 'days' is actually meant to provide meals and incidentals for the accompanying spouse for the 5 paid days); or
- b. Reimbursed for a 10-day HHT, then deduct 10 days from the first authorized 30 or fewer -day TQSE(AE) period.

EXAMPLES

1. Authorized 10 days for HHT ('Lodgings-Plus' Method) and 60 days TQSE(AE). 9 days were used and reimbursed for the HHT. Pay 9 days for the HHT and reimburse actual expenses for 51 days (60 - 9 day HHT) TQSE(AE) (*Since TQSE(AE) was authorized and claimed for more than 30 days, the 9 days paid for the HHT must be deducted from the first 30-day authorized TQSE(AE) period.*

First 21 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed for the first 30 days in par. C5372-A2c.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5370B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days.

Employee was authorized an additional 60 days TQSE(AE) under par. C5364-B2. Employee occupied temporary lodging for the additional 60 days. Reimburse actual expenses (par. C5370-B) for each of these 60 days in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the 2nd 30 days.

NOTE: The deduction for the 9-day HHT is made from the first 30 days authorized for TQSE(AE). The employee was paid for a 9-day HHT and reimbursed for 111 (51 + 60) days TQSE(AE).

2. Authorized 10 days for HHT ('Lodgings-Plus' Method) and 30 days for TQSE(AE). 5 days were used and reimbursed for the HHT and temporary lodging was occupied for 27 days.

Pay 5 days for the HHT and reimburse actual expenses for 27 days TQSE(AE) that temporary lodging was occupied (authorization for TQSE(AE) was up to 30 days – no deduction is made for the 5 days reimbursed for the HHT since authorized TQSE(AE) was not for more than 30 days).

27 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days.

3. Authorized a HHT (Fixed Amount) for the spouse (paid at the 5 multiplier rate (par. C5624-B2b)) and 60 days for TQSE(AE). 10 days were used and reimbursed for the HHT and temporary lodging was occupied for 58 days. Pay HHT allowances as authorized under par. C5624-B2b and TQSE(AE) for 55 days (since TQSE(AE) was authorized for more than 30 days, the 5 days paid for the HHT must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 5 days when HHT(Fixed Amount) is paid under par. C5624-B2b).

First 25 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days.

NOTE: The number of days authorized for TQSE(AE) is reduced for the entire family when either the employee or spouse or both make a house-hunting trip.

4. Authorized a HHT (Fixed Amount) for the employee and spouse (paid at the 6.25 multiplier rate (par. C5624-B2a)) and 60 days for TQSE(AE). 10 days were used and reimbursed for the HHT and temporary lodging was occupied for 65 days. Pay HHT allowances as authorized under par. C5624-B2a and reimburse actual expenses for TQSE(AE) for 55 days (since TQSE(AE) was authorized for more than 30 days, the 5 days (the extra 1.25 'days' pays the meals and incidentals for the accompanying spouse) paid for the HHT (Fixed Amount) must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 6 days in this instance when HHT(Fixed Amount) is paid under par. C5624-B2a).

First 25 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days.

5. Authorized a HHT (Fixed Amount) for employee and spouse (par. C5624-B2a) and 25 days TQSE(F) for the employee and dependents. 8 days were used and reimbursed for the HHT and temporary lodging was occupied for 20 days. Since there are no HHT deductions from TQSE(F) and the actual number of days spent in temporary lodging is not relevant, pay HHT (Fixed Amount) as indicated in par. C5624-B2a and TQSE(F) for 25 days as indicated in par. C5392.

NOTE: (a) There is no deduction from the number of days authorized for TQSE(F) for the number of days paid under HHT (Fixed Amount) or reimbursed under HHT ('Lodgings-Plus' Method) for a HHT, and (b) TQSE(F) is paid for the number of days authorized not the number of days temporary lodging was occupied.

6. Initially Authorized a 10-day HHT ('Lodgings-Plus' Method) and 30 days for TQSE(AE) and then authorized an additional 30 days TQSE(AE) under par. C5364-B2. 10 days used and reimbursed for a HHT and temporary lodging was occupied for 58 days.

Pay HHT allowances for 10 days and reimburse actual expenses for TQSE(AE) for 50 days (since TQSE(AE) was authorized for more than 30 days, the 10 days paid for the HHT must be deducted from the first authorized 30-day TQSE(AE) period).

First 20 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days.

2. Per Diem Rates. The per diem rates used for computation are:
- a. CONUS. **\$99**, Standard CONUS per diem rate (*effective 1 October 2005*).
 - b. OCONUS (non-foreign OCONUS and foreign area). The PDS locality (not the lodging location) per diem rate in effect on the days temporary lodging is occupied. See (<https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>).
 - c. First 30 Days
 - (1) Employee/Unaccompanied Spouse. The daily rate cannot exceed the maximum per diem rate for an employee/unaccompanied spouse (the spouse must occupy temporary lodging in a location separate from employee's).
 - (2) Spouse Accompanying the Employee. The daily rate cannot exceed 75% of the daily maximum per diem rate for a spouse who accompanies an employee.
 - (3) Dependents 12 or Older. The daily rate cannot exceed 75% of the daily maximum per diem rate for each dependent, other than a spouse, who is 12 or older.
 - (4) Dependents under Age 12. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent who is under age 12.

NOTE: The maximum daily rates for the first 30 days (based on the daily per diem rate of \$99) in pars. C5372-A2a, C5372-A2b, C5372-A2c and C5372-A2d are \$99, \$74.25, \$74.25, and \$49.50, respectively, if the temporary lodging is occupied in CONUS.

- d. Second Thirty Days. The maximum allowable daily rate for the second thirty days is:
 - (1) Employee/Unaccompanied Spouse. The daily rate cannot exceed 75% of the daily maximum per diem rate for an employee/unaccompanied spouse (the spouse must occupy temporary lodging in a location separate from employee's).
 - (2) Spouse Accompanying the Employee. The daily rate cannot exceed 50% of the daily maximum per diem rate for a spouse who accompanies the employee.
 - (3) Dependents 12 or Older. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent, other than a spouse, who is 12 or older.
 - (4) Dependents under Age 12. The daily rate cannot exceed 40% of the daily maximum per diem rate for each dependent under age 12.

NOTE: If the temporary lodging is in CONUS, the maximum daily rates for additional days (based on the daily per diem rate of \$99) in pars. C5372-A2a, C5372-A2b, C5372-A2c and C5372-A2d are \$74.25, \$49.50, \$49.50, and \$39.60 respectively.

e. 60-120 Days. When the AO authorizes a time extension (in TQSE(AE)) for temporary lodging occupancy beyond the first 60 days (*never to exceed an additional 60 days*) the additional days must be computed at the same rates allowed for the second 30-day period in par. C5372-A2d above. **The total time period for which TQSE(AE) may be paid may never exceed 120 days.**

B. Computation Examples

1. TQSE(AE) Calculation Chart. The \$99 per diem rate used in the following chart is the current Standard CONUS per diem rate which applies when temporary lodging is in CONUS. Use the applicable locality per diem rate in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> when temporary lodging is located OCONUS.

CONUS Per Diem Rate:	First 30 Days		After 30 Days	
	Formula	Maximum Reimbursement	Formula	Maximum Reimbursement
\$91				
Employee or Unaccompanied Spouse	\$99	\$99	\$99 X .75	\$74.25
Accompanied Spouse	\$99 X .75	\$74.25	\$99 X .50	\$49.50
Dependent 12 and older	\$99 X .75	\$74.25	\$99 X .50	\$49.50
Dependents under 12	\$99 X .50	\$49.50	\$99 X .40	\$39.60

2. TQSE(AE) Example 1. An employee resides in temporary lodging at a new PDS in Omaha, NE, for 5 days and incurs daily expenses of \$44.50, \$43.20, \$44.20, \$46.20 and \$45.20. The total is \$223.30. The applicable per diem rate of \$99 times 5 days, totals \$495. Since the actual expenses are less than the maximum amount authorized, TQSE(AE) is \$223.30. If the actual subsistence expenses amount to more than the maximum authorized, (e.g., \$500) TQSE(AE) is limited to \$495. An amount per day is apportioned in a situation where an employee pays allowable subsistence expenses on a weekly, biweekly, or monthly basis.

3. TQSE(AE) Example 2. The AO authorizes TQSE(AE) not to exceed 60 days. An employee's dependents delay temporary lodging occupancy until 31 days after the employee starts temporary lodging occupancy. The per diem amount limitation for the first 30 days applies to the employee's allowable expenses. The per diem amount limitations for the second 30-day period apply to the employee and dependents. This applies when the employee and dependents occupy temporary lodging at the same or at different locations.

4. TQSE(AE) Example 3. An employee and dependents vacate permanent private sector housing at the old PDS and occupy temporary lodging at that location for 3 days. They then travel to the new PDS. The allowable travel time is 6 days. They are en route 5 days. Upon arrival at the new PDS, they occupy temporary lodging. For determining the TQSE(AE) maximum amount, temporary lodging occupancy resumption at the new PDS is counted as the 4th day. Travel time is excluded.

5. TQSE(AE) Example 4. An employee and dependents vacate permanent private sector housing at the old PDS and occupy temporary lodging. After 3 days, the employee begins travel to the new PDS. The dependents remain in temporary lodging. The employee is en route 5 days and upon arrival at the new PDS occupies temporary lodging. For determining the TQSE(AE) maximum amount, the employee's temporary lodging occupancy resumption is the 9th day, since dependents continued their temporary lodging occupancy, and the time runs concurrently for all.

PART H3: FIXED TQSE (TQSE(F))*C5380 TQSE(F) OPTION**

TQSE(F) is a lump sum payment that is *always is based on the PDS location maximum per diem rate.*

C5382 AUTHORIZATION

- A. General. The AO, *not the employee*, determines if TQSE(F) is to be offered.
- B. Considerations. The following factors must be considered before authorizing TQSE(F):
1. General
 - a. When TQSE is authorized, the AO may offer employees, on a case-by-case basis, a TQSE(F) amount, instead of TQSE(AE).
 - b. TQSE(F) may be authorized for the number of days the AO determines necessary, up to 30 days.
 2. Administration Ease. No review of claims, receipts, and supporting statements, for the validity, accuracy, and reasonableness of each expense amount is required for TQSE(F) because receipts and supporting statements are not required.
 3. Cost Considerations
 - a. *TQSE(F) is limited to no more than 30 days, with no extensions under any circumstances.*
 - b. *TQSE(F) always is based on the new PDS location maximum per diem rate.*
 4. Employee Choice
 - a. TQSE(F) is based on a specific percentage of the locality per diem rate.
 - b. If the AO offers an employee the TQSE(F) option, the employee must choose between it and TQSE(AE) and that election must be documented on the travel authorization.
 - c. The TQSE(F) option is only an offer and the employee is not obligated to accept it. An employee may decline the TQSE(F) offer and choose to be reimbursed by TQSE(AE).
 - d. *If the AO inadvertently fails to offer an employee TQSE(F) and the employee's PCS travel authorization reflects TQSE as authorized but does not clearly reflect the actual expense (TQSE (AE)) method, the agency may correct the employee's PCS travel authorization to permit the TQSE(F) option if requested by the employee. (GSBCA 15902-RELO, 21 March 2003)*

C5384 LIMITATIONS**A. Payment Limitation**

1. *Under no circumstances may TQSE(F) be paid for more than a total of 30 days.*
2. *The employee may not be paid any additional TQSE if the TQSE(F) is not adequate to cover TQSE expenses.*
3. TQSE(F) is a lump-sum payment based on the new PDS locality per diem rate in effect when the TQSE(F) offer is accepted by the employee. The lump-sum payment amount is not changed by any PDS per diem rate increase or decrease after the employee accepts the offer.

B. Time Limitation. *The agency cannot impose limitations on when TQSE(F) begins (GSBCA 16267-RELO, 10 December 2003).*

C. Erroneous Advice. Incident to a PCS, an employee selected reimbursement for temporary subsistence expenses under the TQSE(F) method and was authorized TQSE for 30 days. The employee later informed the agency that there would be a delay in settling on the new residence and was told that there was no (TQSE(F)) problem. The employee stayed in temporary lodging for twelve days beyond the allowed 30 days. *The employee may not be paid for the additional twelve days. Erroneous advice provided by Government officials cannot provide a basis for reimbursement where no independent authority for such reimbursement exists.* (GSBCA 16437-RELO, 22 September 2004))

C5386 ELIGIBILITY PERIOD

The AO determines what TQSE(F) time period is necessary and authorized for *up to 30 days*.

C5388 RECEIPTS AND SUPPORTING DOCUMENTATION

Receipts and supporting documentation are not required for TQSE(F) payment.

C5390 PAYMENT

If the TQSE(F) amount is more than adequate to cover the employee's TQSE expenses, any balance belongs to the employee (GSBCA 16208-RELO, 24 October 2003/GSBCA 16408-RELO, 14 July 2004/GSBCA 16420-RELO, 15 July 2004).

C5392 COMPUTATION

A. HHT. *The number of days paid or reimbursed for a HHT are not deducted from TQSE(F).* See Chapter 5, Part M for HHT.

B. Payment Basis. TQSE(F) payment is based on the total number (employee and dependents) *actually moving* to the new PDS, *not* the number of individuals actually occupying temporary lodging.

Example 1: An employee remains at the old PDS while the dependent spouse and 2 dependent children move to the new PDS. The TQSE(F) payment is based on the employee plus 3 dependents.

Example 2: An employee and 1 dependent child remain at the old PDS while the dependent spouse and 1 dependent child move to the new PDS. The dependent child who remained with the employee ultimately does *not* move to the new PDS. The TQSE(F) payment is based on the employee plus 2 dependents. If payment was initially made for the employee and 3 dependents, but only 2 dependents actually move to the new PDS, then the employee must pay back the TQSE(F) attributable to the dependent who did not move.

C. TQSE(F) Per Diem Rates/Percentages. *The per diem rates used in the following example(s) are for illustrative purposes only. Please check <https://www.secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for current per diem rates.*

1. Per Diem Rate Used. The per diem rate used for TQSE(F) payment is the maximum new PDS locality per diem rate (CONUS or OCONUS).
2. Percentage Paid. The maximum allowable daily amount is:
 - a. Employee. For an employee, the daily rate is 75% of the maximum per diem rate. *Example: If the new PDS is in a locality at which the per diem rate is \$100, the maximum daily rate = \$75 (based on the daily per diem rate of \$100).*
 - b. Each Dependent. For a dependent, the daily rate is 25% of the daily maximum per diem rate. *Example: If temporary lodging is used at a new PDS locality at which the per diem rate is \$100, the maximum daily rate = \$25 (based on the daily per diem rate of \$100).*

D. TQSE(F) Computation Chart

Authorized Traveler	Locality Per Diem Rate (for new PDS)	Percentage Rate Authorized	Days Authorized	Number of Travelers	Formula	Total Payment
Employee	\$120	.75	30	1	$((\$120 \times .75) \times 30) \times 1$	\$2,700
Dependent	\$120	.25	30	4	$((\$120 \times .25) \times 30) \times 4$	\$3,600
					Total TQSE(F) Pmt	\$6,300

E. TQSE(F) Computation Example. The following is an example of how TQSE(F) payment is calculated.

1. Data Used
 - a. Number of days authorized for TQSE(F) = 30 days.
 - b. Locality per diem rate = \$90 (lodging) + \$31 (M&IE) = \$121 total per diem.

- c. Employee percentage = 75%.
- d. Dependent percentage = 25%.
- e. Number of dependents = 4.

2. Employee Calculation

- a. Multiply the maximum per diem rate (\$121) by .75. $\$121 \times .75 = \90.75 .
- b. Multiply the answer in par. C5392-E2a (\$90.75) by the number of days authorized (30). $\$90.75 \times 30 = \$2,722.50$.
- c. In this example, the employee's TQSE(F) payment is **\$2,722.50**.

3. Dependents Calculation

- a. Multiply the maximum per diem rate (\$121) by .25. $\$121 \times .25 = \30.25 .
- b. Multiply the answer in par. C5392-E3a (\$30.25) by the number of days authorized (30). $\$30.25 \times 30 = \907.50 .
- c. In this example, each dependent's TQSE(F) payment is **\$907.50**.
- d. In this example, the four dependents total TQSE(F) payment is **\$3,630**. $4 \times \$907.50 = \$3,630$.

4. Total Payment. In this example the employee's TQSE(F) payment is \$2,722.50 for the employee and \$3,630 for four dependents, for a total TQSE(F) payment of \$6,352.25. $\$2,722.50 + \$3,630 = \$6,352.25$.

***PART H4: SUGGESTED TQSE(AE) FORMATS**

C5398 SUGGESTED FORMATS

For convenience, the suggested formats shown on the following pages may be used for claiming reimbursement, and also to record actual subsistence expenses.

<p>This suggested format is for use in summarizing and claiming daily actual subsistence expenses incurred during occupancy of temporary quarters incident to a transfer.</p>			
<p><u>CLAIM FOR:</u> Temporary Quarters Subsistence Expense Allowance (TQSE) Submit with Travel Voucher or Subvoucher (DD Form 1351-2)</p>			
<p>Employee Name: _____</p>		<p>Grade: _____</p>	
<p>Date Reported for Duty: _____</p>		<p>Date TQSE Began: _____</p>	
<p>New PDS: _____</p>			
<p>Date Vacated Old Residence: Employee: _____ Dependents: _____</p>		<p>Date Occupied New Residence: Employee: _____ Dependents: _____</p>	
<p>Name(s) and Ages of Dependent(s) Included in Claim: (Show only eligible members of family included in travel authorization)</p>			
<u>Name</u>	<u>Age</u>	<u>Name</u>	<u>Age</u>
1.		5.	
2.		6.	
3.		7.	
4.		8.	
<p><u>INSTRUCTIONS:</u></p>			
<p>1. All expenses are to be itemized and only actual expenses claimed. Home meal cost is accumulated and averaged for all meals prepared at home.</p>			
<p>2. If claimed expenses are for temporary lodgings occupied at different locations by the employee and dependent(s), use separate expense itemization sheets for each location. Payment for temporary lodging occupied at other than the old or new PDS location must be justified to, and approved by, the AO.</p>			
<p>3. If other claims are made for temporary lodging expenses in connection with this PCS move, explain. Attach copies of vouchers for paid claims.</p>			
<p>4. If a separate claim was made for PCS travel from old to new PDS, explain. Attach copies of vouchers for paid claims.</p>			
<p>5. If official TDY was performed during the TQSE reimbursement claim period, explain. Attach copies of vouchers for paid claims.</p>			
<p>6. Receipts are required for all lodging expenses and any single expenses of \$75 or more. If applicable, attach copy of lease.</p>			
<p>Remarks or Explanations:</p> 			
<p>_____</p> <p style="text-align: center;">Employee Signature</p>		<p>_____</p> <p style="text-align: center;">Date</p>	

<u>Spouse's Per Diem</u>		
Using par. C7006-C, the maximum amount allowable is 100% of the per diem rate to which the employee is authorized under par. C4553.		
Travel day to Arlington:	75% x \$51 = \$38.25 plus \$130 (single lodging cost) =	\$ 168.25
4 days in the Arlington Area:	\$51 (M&IE) + \$130 (Lodging) = \$181 x 4 days =	\$ 724.00
Travel day back to the PDS:	75% x \$51 =	+ \$ 38.25
Total Per Diem for Employee		\$ 930.50
<u>Total Per Diem Payment</u>		
Employee's per diem		\$1,111.50
Spouse's per diem		+ \$ 930.50
Total Per Diem for Employee and Spouse		\$2,042.00

C5626 EXPENSE DOCUMENTATION

1. To receive reimbursement for HHT transportation expenses, an employee must itemize the transportation expenses and have appropriate receipts (see par. C1310).
2. An employee paid per diem under par. C5624-B1, using the Lodgings-plus method must itemize lodging expenses and have lodging receipts (see par. C1310).
3. An employee paid for a HHT using the fixed amount computation under par. C5624-B2, does not require itemization or receipts for payment.

C5628 STATUS WHILE ON HHT

An employee is in a travel status (see Appendix A) while performing house-hunting travel during the authorized absence period.

C5630 NO RETURN TO OLD PDS

A house-hunting trip consists of travel to the new PDS vicinity to locate permanent housing and return to the old PDS before performing en route PCS travel to the new PDS. If a house-hunting trip is authorized under the Lodging-plus method (HHT(AE)) and the employee reports for duty at the new PDS instead of returning to the old PDS, TQSE allowances, if authorized, are payable in lieu of house-hunting subsistence for the days spent seeking permanent housing up to the day before reporting for duty at the new PDS, not to exceed the number of days authorized for the house-hunting trip. The one-way transportation is PCS travel (GSBCA 16339-RELO, 18 February, 2004). (Under the circumstances in this paragraph an employee is *not* in a duty status while house-hunting. See DoD 1400.25-M, SC630.7.4.3 about granting an excused absence for PCS purposes.)

C5632 HHT ADVANCE (FTR §302–5.16)

1. An advance may be paid for HHT expenses if a HHT under the ‘Lodgings-plus’ method is offered and elected.
2. The advance may not exceed the sum of the anticipated transportation costs and the maximum per diem allowable under the Lodgings-plus method in par. C5624-B1 for the location and duration of the HHT.
3. If a HHT using the fixed amount under par. C5624-B2 is offered and elected, payment of the ‘subsistence-related’ expenses does not constitute an advance and may be made before travel is performed whereas the transportation-related expenses may be paid in advance just as for the HHT under the ‘Lodgings-plus’ method.
4. See also par. C1101-G for house-hunting travel and transportation advances.

C5634 HHT IN CONNECTION WITH TQSE ALLOWANCE

*A. TQSE(AE). If an employee is paid/reimbursed for HHT days and TQSE(AE) is subsequently authorized, and claimed for more than 30 days, the actual number of HHT days (NTE 10) paid/reimbursed (on either a ‘Lodgings-Plus’ or fixed amount basis) are deducted from the first authorized 30-day TQSE(AE) period. See par. C5372. For an authorized:

1. 5-day HHT, deduct 5 days from the first authorized TQSE(AE) 30 or fewer day period,
2. 6.25-day HHT, deduct 6 days from the first authorized TQSE(AE) 30 or fewer day period, or
3. 10-day HHT, deduct 10 days (or the actual number of days used, whichever is less) from the first authorized TQSE(AE) 30 or fewer day period.

*B. TQSE(F). *The number of days paid/reimbursed for a HHT are not deducted from TQSE(F)*. See par. C5392.

F. Distance Requirement (FTR §302-3.409). No minimum distance between a PDS and TCS location is required to qualify for a TCS.

C5715 TCS ALLOWANCES (FTR §302-3.412, §302-3.413)

A. Basic Allowances. *TDY travel and transportation allowances including per diem are not paid while at the TCS location.* An employee is authorized:

1. PCS mileage if a POC is used (see par. C5050);
2. Employee's travel and transportation expenses (see par. C4553-B3);
3. Transportation and per diem for dependents (see Chapter 7);
4. HHG transportation, storage-in transit, (see Chapter 5, Part D);
5. Miscellaneous expense allowance (MEA) (see Chapter 5, Part G);
6. Mobile home transportation instead of HHG transportation (see Chapter 5, Part F);
7. POV(s) transportation (see Chapter 5, Part E); and
8. RIT allowance (RITA) (see Chapter 16).

NOTE: *AEA (see Chapter 4, Part M) may not be authorized/approved for a TCS*

B. Discretionary Allowances. The employee may be authorized:

1. A HHT (see Chapter 5, Part M);
- *2. TQSE while occupying temporary lodging (see Chapter 5, Part H);
3. NTS of HHG *when necessary during the assignment* (FTR §§302-3.414, §302-3.415, §302-3.416, and §302-3.417) (see Chapter 5, Part D).
 - a. HHG may be in NTS for the TCS duration.
 - b. The transportation officer determines the NTS location.
 - c. The total weight of HHG stored plus the weight of HHG transported cannot exceed 18,000 pounds. The employee is personally financially responsible for all excess costs if the total weight of stored and transported HHG exceeds 18,000 pounds.; and

4. Property Management Services for the Employee's Residence at the Old PDS for the TCS Duration. See Chapter 15. (FTR §302-3.418, §302-3.19, §302-3.420).

Effective 29 October 2004

NOTE: *PM services may be authorized only for a residence at the employee's PDS in CONUS or in a non-foreign OCONUS area from which the employee was assigned to the TCS location (GSBCA 16138-RELO, 30 September 2003)*

C. Allowances upon Assignment Completion. The employee is authorized all of the allowances in pars. C5415-A and C5415-B, except property management services (par. C5420-B6) and a HHT (par. C5420-C1) when returning to the original PDS (FTR §302-3.422).

D. TCS Allowances vs. Per Diem (FTR §302-3.422). If a TCS is authorized, an employee may not elect payment of per diem expenses instead of a TCS.

C5720 THE TEMPORARY OFFICIAL STATION BECOMES THE PDS (FTR §§302-3.426, 302-3.427, 302-3.428, and §302-3.429)

A. Allowance Duration. TCS allowances (see par. C5415) stop on the day the temporary official station becomes the PDS.

B. Payable Allowances. The following allowances are payable when the temporary official station becomes the PDS:

1. Travel, including per diem for the employee (see par. C4553-B), and dependents (see Chapter 7) who relocated to the temporary official station for one round-trip between the temporary official station and old PDS;
2. Transportation and per diem (see Chapter 7) for one-way travel from the old PDS for those dependents not previously relocated to the temporary official station;
- *3. TQSE while occupying temporary lodging (see Chapter 5, Part H) *may be authorized but is not mandatory* in extraordinary circumstances;
4. Real estate expenses (see Chapter 14);
5. Residence-related relocation services expenses (see Chapter 15);
6. Property management expenses (see Chapter 15);
7. Transportation of HHG not previously transported to the temporary official station (18,000 pound maximum applies);
8. Transportation of POVs not previously transported, if authorized, in Chapter 5, Part E (for a CONUS to CONUS TCS being converted to a PCS); and
9. Short distance HHG move (not to exceed 18,000 pounds) if the residence at the new PDS changes.

from the old PDS to the OCONUS PDS by a usually traveled route unless otherwise authorized in Chapter 12. If an employee executing a renewal agreement was a new appointee at the time of original OCONUS employment, dependent travel may be authorized from the actual residence established at the time of initial appointment, provided the dependents did not accompany the employee to the OCONUS area on the preceding tour.

C. Concurrent Travel. Concurrent dependent travel with the employee from CONUS is authorized automatically to some OCONUS areas. In instances where prior OCONUS command approval is necessary, the responsible CONUS recruiting office/other appropriate office must secure the authority for concurrent travel from the appropriate OCONUS command and, when appropriate, advise the activity responsible for processing the employee. When dependent travel is authorized concurrently with the employee or within 60 days after the employee's reporting date at the Army, Navy, or Air Force CONUS transportation terminal, the activity responsible for processing the employee must take action regarding passport, visas, immunizations, port calls, and transportation. When dependent travel is authorized by the OCONUS command subsequent to the employee's arrival at the OCONUS PDS, the employee's travel authorization must not provide for dependent travel, but should be amended to provide for dependent travel at the time of dependent travel. The procedures prescribed in AR 55-46 in connection with the priority system must be followed for Army employees.

D. Transportation Mode and Routing. Dependent transportation may be authorized by any mode specified in Chapter 2. The Chapter 2 instructions must be followed.

E. Expenses Authorized. Commercial transportation costs not covered by Government-procured transportation and PCS POC mileage are authorized, subject to the reimbursement conditions and limitations for travelers in Chapter 2. The expenses listed in pars. C1410-A and C1410-C may be reimbursed.

F. Travel Authorization. Authorization for dependents' travel must be included in the travel authorization issued for the employee, or may be included when a travel authorization is amended or a supplemental travel authorization is issued in accordance with par. C7002-C.

G. Time Limit

1. General. Dependent travel must begin within 2 years after the effective date of the employee's PCS/initial appointment to the OCONUS area. If an employee enters active military duty any time before the end of the 2-year period, the time spent in military service is not included in the 2 years. When employees are assigned to OCONUS duty, the 2-year period excludes time that travel restrictions/administrative embargoes (e.g., the lack of family housing in an OCONUS area which precludes dependent travel is an administrative embargo) make dependent travel impossible. Every possible effort should be made to complete the travel at the earliest practicable date. When an administrative embargo is removed, the overseas command must notify all affected employees in writing. The 2-year time limit 'clock' resumes on the embargo removal date.

2. Remaining Service Requirement. Dependent travel to the OCONUS area within the initial 2-year period, or any subsequent 2-year period established as a result of a renewal agreement, must not be authorized unless at least 1 year of the agreed minimum service period remains or the employee agrees to serve 1 year after dependent arrival in the OCONUS area.

3. Transfers without a Break in Service. When an employee of another Federal department/agency stationed OCONUS is transferred to a position in a DoD OCONUS activity without a break in service, dependent travel from the old OCONUS PDS to the new OCONUS PDS is authorized if the move is primarily for the Government's benefit. If the employee's dependents have not joined the employee in the OCONUS area, travel from the last PDS/actual residence, as applicable, in the U.S. or other country of actual residence may be authorized subject to the time limit in par. C7002-G2.

4. Local Hire Employees. The time limit in par. C7002-G2 applies to travel of dependents of employees hired locally who execute an agreement at the time of original appointment or who enter into a renewal agreement for an additional tour of duty.

C7003 TRAVEL FROM AN OCONUS AREA

A. General. Authority for dependent travel from OCONUS either derives from an employee's eligibility for such movement or from a determination by the appropriate OCONUS command that the Government's best interest is served by the early return of one or more of the dependents. When an employee violates an agreement, or otherwise is not authorized return travel, dependents are also ineligible. If dependents elect to remain in the OCONUS area after an employee's return, the constructed cost of the unused allowance must not be authorized. If an employee's dependent becomes age 21 while the employee is assigned OCONUS, the employee is authorized return travel for the former dependent to the employee's actual residence in the U.S. provided the last OCONUS travel was at Government expense as the employee's dependent. The former dependent's travel is authorized when the employee is assigned to a PDS in the U.S.; travels to the actual residence in the U.S. for separation; or travels to the U.S. pursuant to renewal agreement. See pars. C7003-C, C7003-D1a, C7003-D2, and C7004. In any other situation, the authority for return to the U.S. is under the provisions applicable to early return of a dependent (other than for compassionate reasons). In any case, return of a former dependent must be not later than when the employee next is eligible for travel or by the end of the tour under the current agreement. Except when travel is authorized under early return provisions, return travel authorization for a former dependent is contingent upon authorized travel of the employee to the U.S.

B. When Authorized. Dependent travel may be authorized in connection with a PCS, or with the return for separation, of certain employees as indicated in par. C7003-C.

C. Travel Origin and Destination

1. Reassignment or Transfer of a Current Employee from an OCONUS PDS to a CONUS PDS. When a current employee is reassigned/transferred from an OCONUS PDS to a CONUS PDS, dependent travel may originate at the employee's OCONUS PDS, some other place, or partially at both. The destination may be the CONUS PDS or an alternate CONUS destination specified at the time of transfer. The Government's cost liability must not exceed the cost by the usual transportation mode and route from the OCONUS PDS to the CONUS PDS.

2. Return of an Employee for Separation

a. Employee Who Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Government. When an employee returns for separation after completing the minimum service period or for other reasons acceptable to the Government, dependent travel is authorized from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS. Travel costs to an alternate destination anywhere in the world may be allowed. Costs to an alternate destination must not exceed the constructed cost for travel from the OCONUS PDS to the country and actual residence. Any excess costs must be borne by the employee (63 Comp. Gen. 281 (1984)). Dependent travel costs are not reimbursable if an employee separates from a PDS in the same geographical locality as the actual residence.

b. Employee Appointed Locally OCONUS Who Executed an Agreement and Who Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Government. When an employee appointed locally OCONUS returns for separation after completing the agreed minimum service period or for other reasons acceptable to the Government, dependent travel is authorized as in par. C7003-C2a.

3. Of an employee assigned to an OCONUS PDS returning to the actual residence for separation; or
4. Authorized transportation to/from an employee's training location when that transportation is authorized in lieu of per diem or AEAs for the employee while at the training location under par. C4500.

C. Round-trip Travel to Seek a Permanent Residence. When an employee's spouse travels independently pursuant to Chapter 5, Part M, the per diem rate for the spouse is the same as the employee's would be under par. C4553. When the employee and spouse travel together under Chapter 5, Part M, the per diem rate for the spouse is three-fourths of the employee's per diem rate computed under par. C4553. *A comparison must be made to ensure that the separate HHT trips do not exceed the cost of a single HHT trip made together by them.*

D. Evacuation Travel. When dependents are evacuated, per diem is payable in accordance with the provisions of Chapter 12 and Appendix I.

Effective 27 October 2005

*E. Student Dependent Travel to Attend School. When a student dependent in a foreign area travels to/from school under par. C7005, per diem is authorized for the time required to travel by the authorized transportation mode in accordance with par. C4553-D. The maximum per diem rates prescribed in par. C7006-A does not apply to student dependent travel to/from school. The prohibition in par. C4552-F is applicable.

C7008 PER DIEM FOR TRAVEL TO A NEW PDS WHEN RENEWAL AGREEMENT TRAVEL (RAT) IS INVOLVED

In cases of RAT when return travel is to a new OCONUS PDS in a different geographical locality from the old PDS, per diem for dependent travel (which relates to the PCS, not the RAT) must be computed on the basis of the constructed travel time between the old and new PDS.

EXAMPLE 1

An employee on permanent duty in Frankfurt, Germany, is authorized RAT to the actual residence in CONUS with onward travel to a new PDS in Hawai'i. The employee is accompanied by dependents. Travel is by air. The per diem allowance for the dependents while en route is limited to the constructed travel time by air between the old and new PDS.

EXAMPLE 2

An employee at a PDS in Frankfurt, Germany, is authorized RAT to the actual residence in CONUS, with return to a new PDS in London, England. The employee is accompanied by the spouse. Travel is by air. A dependent son, 18 years old, does not accompany the employee but proceeds by POC from Germany to the employee's new PDS in England. The per diem for the spouse is limited to that payable for the constructed travel time from the old PDS to the new PDS. The son is eligible for per diem and PCS mileage while en route.

C7009 TRANSPORTATION OF STUDENTS WITH DISABILITIES FOR DIAGNOSTIC AND EVALUATION PURPOSES

Transportation and per diem or AEAs, as applicable, to the same extent as prescribed in this Volume for travel by TDY employees, are authorized for space-required and space-available tuition-free DoDEA students who have disabilities, or may be considered as having disabilities, under DoDI 1342.12 when competent medical/educational authorities request a diagnosis/evaluation under the provisions in DoDI 1342.12, and travel is necessary to get the diagnosis/evaluation. If the medical/educational authority(ies) request that one or both of the student's parents/guardians be present, either to participate in the diagnosis/evaluation or to escort the student, transportation and per diem or AEA are similarly authorized for the parents/guardians.

- c. Return to actual residence (applicable to employees serving a prescribed tour of duty at an OCONUS location under a transportation agreement).

If it is known at the time of evacuation or later, when a determination is made, that the employee and/or dependents are not to return to the evacuated PDS, transportation for the employee and/or dependents and HHG may be authorized from the PDS or safe haven to the employee's next PDS (or actual residence if there is no PCS for employees serving at an OCONUS PDS under a transportation agreement). Transportation from the initial safe haven to a final safe haven may be authorized through the Secretarial Process.

3. **Limited Evacuation.** A limited evacuation is intended for those circumstances when it is necessary to evacuate employees and/or dependents temporarily from the vicinity of the PDS to the nearest suitable accommodations. When an official designated in par. C12000-C1 authorizes or orders a limited evacuation, transportation allowances are limited to:

- a. Transportation for one round trip from the employee's evacuated residence to the nearest available accommodations (which may be Government quarters) and return; or,
- b. Reimbursement on a mileage basis, at the applicable rate prescribed in par. C2500, when a POC is used for one round trip from the evacuated residence to the nearest available accommodations (which may be Government quarters) and return. (Reimbursement for use of a POC is to the operator. No reimbursement is allowed for passengers.)

4. **Per Diem/Subsistence Expense.** Applicable per diem/subsistence expense allowances are prescribed in Appendix I Part B, section 550.405. **NOTE: AEA in Chapter 4, Part M may not be authorized/approved for evacuations from locations in the United States or non-foreign OCONUS areas.**

Effective on 29 April 2004

D. **Safe Haven.** In case of evacuation from an OCONUS foreign area, see the definition of safe haven in Appendix I, Part A, par. 610(1); in case of evacuation within CONUS or from a non-foreign OCONUS area, see the definition of safe haven in Appendix I, Part B, par. 550.402(g). If the fifty United States and the District of Columbia are named in the evacuation authorization/order as the safe haven, evacuees must select the exact safe haven location within the fifty United States and the District of Columbia to which they are going to travel at Government expense. When a limited evacuation is authorized/ordered (see par. C12000-C3), the safe haven is the location of the nearest available accommodations, which may be Government quarters, determined to be suitable by the appropriate authority indicated in par. C12000-C1 who authorized/ordered the limited evacuation.

E. **Emergency POV Storage Incident to an Evacuation from an OCONUS PDS.** See par. C5236.

F. **POV Shipment.** There is no authority to ship a POV in connection with an evacuation. A POV may be shipped at Government expense in accordance with the provisions in Chapter 5, Part E in connection with a traveler's PCS to a new PDS or upon return of the traveler serving under a transportation agreement to the actual residence following separation from the OCONUS PDS.

*G. **Temporary Quarters Subsistence Expense.** *TQSE (Chapter 5, Part H) is not authorized for an evacuation.*

C12001 ADVERSE CONDITIONS

A. **Legal Basis.** Title 5 USC §5725 provides authority for transportation at Government expense for employees' dependents and HHG to an alternate location when, by proper command policy, dependents are not permitted to accompany an employee to a PDS location because of adverse conditions.

B. Determination Responsibility. An activity or area commander, in coordination with commanders of other service activities in an area and upon approval by the jurisdictional Headquarters command, may establish a policy precluding dependents from accompanying an employee to an OCONUS PDS and restricting the movement of HHG to such location because of dangerous or adverse living conditions.

C. Transportation to an Alternate Location. When an employee's dependents are not allowed to accompany the employee to an OCONUS PDS to which the employee is assigned or transferred, transportation of dependents and HHG may be authorized to an alternate destination point designated by the employee (or by the dependents when it is impracticable to secure the employee's designation). The dependents and HHG may be moved later from the alternate point to the employee's duty station when the restriction is lifted or to an unrestricted duty station to which the employee is subsequently assigned or transferred. Except as otherwise provided in this Volume, transportation of dependents or HHG to an OCONUS PDS is not authorized under this subparagraph unless:

1. At least 1 year remains in the employee's tour of duty at that PDS on the date of scheduled arrival of the dependents at the employee's PDS;
2. The employee agrees to serve for 1 year after arrival of dependents at the OCONUS PDS; or
3. The transportation is authorized through the Secretarial Process.

CHAPTER 13

RESERVED

(All TQSE regulations are moved to Chapter 5, Part H)

CHAPTER 15

PART A: USE OF RELOCATION SERVICE COMPANIES

C15000 AUTHORITY

DoD has a contract with a private firm under which DoD components may offer relocation services to employees described in this Chapter. Examples of these services are:

1. Home sale programs;
2. Home finding assistance;
3. Home marketing assistance;
4. Property management (PM) services (see Part B); and
5. Mortgage finding assistance.

C15001 DOD COMPONENTS' RESPONSIBILITIES

Each DoD component must determine: 1) whether, to what extent, and under what conditions relocation services are offered to its employees who transfer within or between components or between DoD components and other agencies; and 2) which employees are offered relocation services.

C15002 GENERAL ELIGIBILITY CONDITIONS AND LIMITATIONS

A. Employees Covered. Relocation services may be offered if an employee:

1. Transfers from one official station to another in the Government's interest (not primarily for the employee's convenience or benefit, or at the employee's request), and
2. Signs a transportation agreement (see NOTE 1) as required in par. C4001 (see NOTE 2).

NOTE 1: If the employee violates the agreement terms, the Government reserves the right to recover from the employee all payments made on the employee's behalf to the relocation company (see Chapter 5, Part L).

NOTE 2: A transportation agreement is not required for PM services under par. C15053 for a TCS.

Effective 1 April 1999

*B. Persons Not Covered. Relocation services must not be offered to:

1. Any new appointee;
2. Employees assigned under the Government Employees Training Act (5 USC §4109); or
3. Employees assigned/transferred to/from a duty station in a foreign area except (a) employees eligible for residence transaction expenses reimbursement as provided in par. C14000-C, and (b) employees eligible for property management services under Part B.

C15003 PROCEDURAL REQUIREMENTS AND CONTROLS

- A. Employee Option. Employees offered relocation services must be given the option to accept or reject the offer.
- B. Dual Benefits Prohibited. Once an employee accepts relocation services, reimbursement to the employee must not be allowed for expenses, authorized in other Parts of this regulation, that are analogous or similar to expenses or the cost for services the DoD component pays under the relocation service contract.
- C. Payments on Behalf of Ineligible Individuals. An eligible employee must meet the title requirements in par. C14000-E. Components must not make payment to relocation companies that benefit ineligible individuals. For example, there is joint residence ownership by an eligible employee and a non-Government employee; the benefits derived from relocation services accrue proportionally to the eligible and ineligible parties. Only that share applicable to the eligible employee may be paid. This situation is addressed for direct reimbursement of real estate expense under par. C14000-F; the same logic and provisions apply regarding relocation services.

Effective on 30 June 2005

- D. Maximum Home Value. The maximum home value under the DoD relocation contract for which home sale services are payable is \$750,000, unless waived by the paying activity. If a home is sold under a home sale program at a price exceeding \$750,000, the employee is responsible for any additional costs unless the maximum is waived in accordance with component regulations.

NOTE: *In-flight snack meals purchased at the member's/employee's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a Government dining facility/mess.*

GOVERNMENT-FURNISHED AUTOMOBILE. An automobile (or "light truck," as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

1. Owned by an agency;
2. Assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or
3. Leased by the Government for 60 or more days from a commercial firm.

GOVERNMENT-FURNISHED VEHICLE. A Government-furnished automobile or a Government aircraft.

GOVERNMENT MEAL RATE.

The daily rate (discount or standard) charged for meals in a Government dining facility.

Effective 1 January 2005

1. Discount Government Meal Rate: \$7.55 per day
2. Standard Government Meal Rate: \$8.90 per day

NOTE: *Also see DISCOUNT GOVERNMENT MEAL RATE.*

GOVERNMENT MESS. *See GOVERNMENT DINING FACILITY/GOVERNMENT MESS.*

GOVERNMENT-PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate Government official.

GOVERNMENT QUARTERS.

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the U.S. Government;
2. Lodgings or other quarters obtained by U.S. Government contract;
3. Quarters in a state-owned National Guard camp;
4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;
5. Temporary lodging facilities as defined in this Appendix;
6. Lodging facilities on a U.S. Installation, owned and operated by private corporation, if the use of these facilities is directed by Service regulations;
7. Family-type housing owned or leased by the U.S. Government (does **not** include privatized housing).

NOTE 1: Government quarters include guest houses, officers clubs, bachelor quarters, visiting officers' quarters, or similar quarters facilities located at a military activity, quarters aboard a Corps of Engineers floating plant and a Navy Mine Defense Laboratory offshore platform. Also included are family-type quarters owned or leased by the U.S. Government, whether occupied as a guest or as a principal.

NOTE 2: Adequacy standards are prescribed by the Office, Secretary of Defense in DoD 4165.63-M DoD Housing Management (See http://www.dtic.mil/whs/directives/corres/pdf/416563m_0993/p416563m.pdf), and implemented by appropriate DoD component regulations.

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the U.S. Government for transportation on land, water, or in the air. (*Also see Government Conveyance.*)

Effective 28 July 2005

GOVERNMENT TRANSPORTATION REQUEST (GTR) (Standard Form 1169). An accountable Government document used to procure common carrier transportation services. The document obligates the Government to pay for transportation services provided. See **TRANSPORTATION REQUEST**.

NOTE: A GTR may be issued and used only for official travel. A GTR must not be issued or used for personal travel regardless of the reason, even on a reimbursable basis.

GROUP MOVEMENT. A movement of 2 or more official travelers traveling as a group, under the same travel authorization (either PCS or TDY) for which transportation will be furnished by Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the travel authorization.

HOUSEHOLD GOODS (HHG) (FTR, § 300-3.1). Items (*except those listed in B and C*) associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date of transfer or appointment (see the definition in this Appendix) that legally may be accepted and transported by a commercial HHG carrier.

A. HHG include:

1. PBP&E needed and not needed for the performance of official duties at the next or a later destination (PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (see par. C5154-C1) and therefore must be weighed separately and identified on the inventory at origin as PBP&E.);
2. Spare parts for a POV (see the definition in this Appendix) and a pickup tailgate when removed;
3. Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), and miscellaneous associated hardware);
4. Consumable goods for employees with PCS travel authorization to locations listed in Appendix F;
5. Vehicles other than POVs (such as motorcycles, mopeds, hang gliders, golf carts, jet skis and snowmobiles ((and/or their associated trailers)) of reasonable size, that can fit into a moving van);
6. Boats (and/or their associated trailers) of reasonable size that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat); and

Effective 19 February 2002

7. Ultralight vehicles (defined in 14 C.F.R. Sec 103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).

*8. Utility trailers, with or without tilt beds, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).

B. HHG *do not* include:

1. Personal baggage when carried free on commercial transportation;
2. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (see Chapter 5, Part E for POV shipment);
3. Live animals including birds, fish and reptiles;
4. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);
5. HHG for resale, disposal or commercial use;
6. Privately owned live ammunition (B-130583, 8 May 1957); and
7. Boats (other than those in A6 above); and
8. Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks. See DoD 4500.9-R, DTR, Part IV, for examples of hazardous materials.

C. Law or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include articles:

1. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
2. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);
3. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless;
 - a. Shipment is to be transported not more than 150 miles and/or delivery accomplished within 24 hours from the time of loading,
 - b. No storage is required, and
 - c. No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

HOUSEHOLD GOODS TRANSPORTATION. See *TRANSPORTATION, HHG*.

Effective 13 September 2002

HOUSEHOLD GOODS-WEIGHT ADDITIVE. A weight added to the net weight of the household goods shipment to compensate for the excessive van space used by the item. ***NOTE: The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.***

HOUSE-HUNTING TRIP (HHT). Round trip travel between the old and new PDS for the purpose of seeking a permanent residence.

IMMEDIATE FAMILY. See *DEPENDENT/IMMEDIATE FAMILY*.

INTERVIEWEE. An individual who is being considered for employment by an agency. The individual may currently be a Government employee.

INVITATIONAL TRAVEL. See *TRAVEL, INVITATIONAL*.

ITINERARY, VARIATION IN. A change in routing of travel or points of TDY in connection with official business, justified by the mission nature and requirements.

LOCALITY RATES. Maximum per diem rates prescribed for specific localities.

LODGINGS-PLUS PER DIEM SYSTEM. The method of computing per diem allowances for official travel in which the per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

MEMBER (UNIFORMED SERVICES). A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. ***NOTE: "Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.***

MILEAGE (ALLOWANCE) - PERMANENT CHANGE OF STATION (PCS) TRAVEL, FIRST DUTY STATION TRAVEL, HOUSE HUNTING TRIP (HHT) AND SEPARATION TRAVEL. A rate per mile for the authorized use of a privately owned automobile during official PCS travel. The amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined in accordance with the applicable provisions of this regulation) and the number of authorized travelers transported. See par. C2505 for current rates.

MILEAGE (ALLOWANCE) - FOR LOCAL AND TDY TRAVEL. A rate per mile in lieu of reimbursement of actual POC operating expenses. See par. C2500 for current rates.

MISSING STATUS. The absence status of an employee who officially is carried or determined to be:

1. Missing;
2. Missing in action;
3. Interned in a foreign country;
4. Captured, beleaguered, or besieged by a hostile force; or
5. Involuntarily detained in a foreign country.

MIXED MODES. Travel using a POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

1. Personally-procured commercial transportation (see par. C2203),
2. Government-procured commercial transportation,
3. Government transportation.

- E. Guam
- F. Howland Island
- G. Jarvis Island
- H. Johnston Atoll
- I. Kingman Reef
- J. Midway Islands
- K. Navassa Island
- L. Palmyra Atoll
- M. Virgin Islands
- N. Wake Island

TERRITORY OF THE UNITED STATES. (*Also see TERRITORIES AND POSSESSIONS OF THE UNITED STATES.*) An incorporated or unincorporated territory over which the United States exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to the jurisdiction of the United States. **NOTE:** *"Incorporated" territories refer to any areas that Congress has "incorporated" into the United States by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.*

TRANSOCEANIC TRAVEL. Travel, that if performed by surface means of commercial transportation over a usually traveled route, requires oceangoing ships.

TRANSPORTATION. The means of moving people or things (particularly HHG) from one place to another.

TRANSPORTATION EXPENSES. The costs related to transportation. (See Chapter 4, Part O.)

***TRANSPORTATION, HHG.** The shipment, packing, crating, drayage, temporary storage, uncrating, and unpacking of HHG at Government expense. See Chapter 5, Part D for specific regulations governing HHG transportation.

TRANSPORTATION-IN-KIND. Transportation provided by the Government without cost to the traveler. It includes transportation by Government aircraft, ship, or vehicle, and Government-procured transportation via commercial carriers.

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 a POV is authorized by 5 USC §5564 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 employee's financial 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.

TRANSPORTATION, USUAL MODE OF. A transportation mode that is authorized, required, or furnished for usual travel by direct route, including common carrier facilities within CONUS or commercial and Government transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.

TRAVEL. The term “travel” relates to movement of persons from place to place and includes authority to the use of quarters facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume.

TRAVEL-APPROVING/DIRECTING OFFICIAL. Individuals who direct and approve/disapprove travel requests and vouchers prior to claim settlement. They ensure the necessity and justification for travel authorizations.

Effective 1 March 2004

TRAVEL AUTHORIZATION. (*Also referred to as a travel order.*) A written instrument issued or approved by person(s) to whom authority has been delegated authorizing a traveler or group of travelers to travel. There are four basic types travel authorizations:

A. Unlimited Open. This is a form of blanket travel authorization allowing an employee to travel anywhere on official business without further authorization for a specified period of time within a fiscal year. See **NOTE** below for restrictions.

B. Limited Open. This is a form of blanket travel authorization allowing an employee 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.

C. Repeat. This is a form of blanket travel authorization allowing an employee 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.

D. Trip-by-trip. A travel authorization 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 Authorizations (also called Blanket Travel Authorizations) are not used in DTS. The blanket travel authorization type is restricted to economy-class travel authorization. If premium-class transportation becomes necessary for a specific trip, an amendment to the travel for each such trip must be issued.

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.

(c) **Applicability.** This part applies to—

- (1) The Department of Defense (DoD) and DoD components;
- (2) Employees of a DoD component who are U.S. citizens or who are U.S. nationals;
- (3) Employees of a DoD component who are not U.S. citizens or U.S. nationals, but who were recruited with a transportation agreement that provides return transportation to the area from which recruited; and
- (4) Alien employees of a DoD component hired within the United States.

(d) **Authority.** Advance payments, evacuation payments and payments of special allowances as provided by this part may be made by the responsible official designated by the Secretarial Process (See definition in Appendix A).

(e) **Administration.** The responsible official designated by the Secretarial Process for the DoD component concerned having employees subject to this part is responsible for the proper administration of this part. Advance payments and evacuation payments and any required adjustments shall be made in accordance with the DoD component's procedures.

Sec. 550.402 Definitions.

- (a) **Agency** means an Executive agency, as defined in section 105 of title 5, United States Code.
- (b) **Day** means a calendar day.

Effective 13 October 2005

- * (c) **Dependent** means a relative (with no age limitation) of the employee residing with the employee and dependent on the employee for support. (OPM Evac - No age limit on dependent (11 Oct 2005 email)).
- (d) **Designated representative** means a person 16 years of age or over who is named by an employee for the purpose of caring for a dependent.
- (e) **Evacuated employee** means an employee of a DoD component who has received an order to evacuate.
- (f) **Order to evacuate** means an oral or written order to evacuate an employee from an assigned area.
- (g) **Safe haven** means a designated area to which an employee or dependent will be or has been evacuated.

- (h) **United States** means the 50 States, the District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and any territory or possession of the United States. This definition is equivalent to the definition of the United States and Non-foreign OCONUS area in JTR, Appendix A. See JTR, Appendix A for listing of territories and possessions of the United States.

Sec. 550.403 Advance Payments; Evacuation Payments; Special Allowances

- (a) **An advance payment of pay, allowances, and differentials** may be made to an employee who has received an order to evacuate, if, in the opinion of the responsible official designated under the Secretarial Process, advance payment is required to help the employee defray immediate expenses incidental to the evacuation.
- (b) **Evacuation payments of pay, allowances, and differentials** may be made to an employee during an evacuation and shall be paid on the employee's regular pay days when feasible.
- (c) **Special allowances, including travel expenses and per diem**, may be paid to evacuated employees to offset any direct added personal expenses or dependents' expenses that are incurred as a result of the evacuation.
- (d) **An advance payment or an evacuation payment** may be paid to the employee, a dependent 16 years of age or over, or a designated representative. When payment is made to someone other than the employee, prior written authorization by the employee must have been provided to the authorizing official designated by the Secretarial Process.
- (e) Any DoD component may make payments in an evacuation situation to an employee of another Federal agency/DoD component (or the employee's dependent(s) or personal representative) who has received an order to evacuate. When a payment is made under this part by a DoD component other than the employee's agency/DoD component, the DoD component making the payment shall immediately report the amount and date of the payment to the employee's agency/DoD component so that prompt reimbursement may be made.

Sec. 550.404 Computation of advance payments and evacuation payments; time periods

- (a) Payments shall be based on the rate of pay (including allowances, differentials, or other authorized payments) to which the employee was entitled immediately before the issuance of the evacuation order. All deductions authorized by law, such as retirement or social security deductions, authorized allotments, Federal withholding taxes, and others, when applicable, shall be made before advance payments or evacuation payments are made.

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

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

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

Effective 20 May 2004

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

3. Navy

a. Military Personnel: AOs;

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

4. Marine Corps

a. Military Personnel: AOs;

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

Effective 1 February 2005

*5. Air Force

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

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

c. HQ USAF. AOs;

Effective 26 October 2005

d. Reserve Component:

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

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

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

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

- c. Commander, Joint Special Operations Command, Attn: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: (312) 236-0141, Commercial (901) 396-0141;
 - d. Commander, United States Special Operations Command; Attn: Comptroller (SORR-RC); 7701 Tampa Point Boulevard; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SORR-RC//. Telephone: DSN (312) 299-5469, Commercial (813) 828-5469;
 - e. Joint Special Operations University, Attn: RM; 357 Tully Street, Hurlburt Field, FL 32544-5000. Message address: JSOU HURLBURT FLD FL//RM//. Telephone: DSN (312) 579-2649, Commercial (850) 884-2649. Email address: jsou.pres@hurlburt.af.mil;
 - f. Commander, Special Operations Command Pacific, Attn: RM, PO Box 64046, Camp H.M. Smith, HI 96961-4046. Message address: COMSOPAC HONOLULU HI//RM//J1//. Telephone: DSN 315-477-2603, Commercial (808) 477-3923;
 - g. Commander, Special Operations Command, Joint Forces Command, Attn: RM, 1721 Piersey Street, NAS, Norfolk, VA 23511-5692. Message address: COMSOFJCOM NORFOLK VA//RM/J4//. Telephone: DSN (312) 646-5841, Commercial (757) 443-5854. Email address: j41director@socjcom.navy.mil;
 - h. Commander, Special Operations Command Europe, Attn: RM, CMR, Box 1000, APO AE 09128-4209. Message address: COMSOCEUR VAIHINGEN GE//RM//. Telephone: DSN 314-430-4488, Commercial 011-49-711-680-4488. Email address: ECSO-J8.PG@EUCOM.MIL;
- Effective 10 August 2004***
- i. Commander, Special Operations Command South, Attn: RM, 29350 Coral Sea Boulevard, Homestead, ARB, FL 33039-. Message address: COMSOCSOUTH HOMESTEAD ARB FL//RM/J4//. Telephone: DSN (312) 791-6303, Commercial (305) 224-6303. Email address: J8@socso.southcom.mil;
 - j. Commander, Special Operations Commander Central, Attn: RM, Bldg. 1105, MacDill AFB, FL 33608-5261. Message address: COMSOCCENT MACDILL AFB FL//RM/COMP//. Telephone: DSN (312) 299-6547, Commercial (813) 828-6547. Email address: soccomp@soccent.centcom.mil; and
 - k. Commander, Special Operations Command Korea, Attn: RM, Unit 15622, Box 97, APO AP 96205-0328. Message address: COMUSKOREA SEOUL KOREA//RM/COS/FKSO//. Telephone: DSN 315-723-8009, Commercial 011-822-7913, Ext. 8009.

11. Schools

- a. Uniformed Services University of the Health Sciences, Attn: Vice President for Resource Management, 4301 Jones Bridge Road, Bethesda, MD 20814-4799;
- b. Department of Defense, National Defense University, Attn: Director, Resource Management, 100 Fort McNair, Washington, DC 20319-0001; and

c. NATO Defense College: U.S. Senior National Representative, Viale della Civiltà del Lavoro, 38 00144, Rome, Italy.

12. Strategic Defense Initiative Organization, Pentagon, Room 1E1034, Washington, DC 20301-7100.

13. Office of the Supreme Allied Command (USACEUR). Executive/Executive Assistant to the Supreme Allied Commander Europe, Attn: SHG, APO AE 09705.

14. Joint Service Conferences, Symposiums, Seminars, or Professional Meetings. The sponsoring Uniformed Service/Defense Agency may authorize/approve AEAs for all attendees regardless of Service/Defense Agency affiliation.

C. AEA Requests above 150% but Not Exceeding 300%. AEA requests for more than 150% of per diem but not exceeding 300% (see JFTR, par. U4240 or JTR, par. C4616) are submitted to the appropriate office listed below.

1. Army. A General Officer/SES within the Command listed in par. A2 above for subordinate units. For all activities belonging to Commands not specifically listed in A2 above, authority rests with the General Officer/SES for their own travel and the travel of those under their supervision. ***This authority must not be further delegated.***

Effective 1 February 2005

2. Air Force

a. MAJCOM/FMs, FOA and DRU FMs or equivalents who may delegate no lower than AOs (lodging only) provided that official has also been delegated authority under B5a or B5b above;

b. 11th Wing/FM for HQ USAF personnel who may delegate no lower than AOs provided that official has also been delegated authority under B5c above;

Effective 26 October 2005

*c. Reserve Component:

(1) Individual Mobilization Augmentees (IMA) on RPA funded tours – ARPC/FM, 6760 E Irvington Place, Denver, CO 80280-3000 who may delegate no lower than AOs (lodging only) provided that official has also been delegated authority under B5d(1);

(2) HQ AFRC and reserve units – HQ AFRC/FM, 155 Richard Ray Blvd, Robins AFB, GA 31098-1635 who may delegate no lower than AOs (lodging only) provided that official has also been delegated authority under B5d(3) above;

(3) Air National Guard Bureau and Guard Units – ANG/FM, 1411 Jefferson Davis Highway, Arlington, VA 22202 who may delegate no lower than AOs (lodging only) provided that official has also been delegated authority under B5d(3) above.

This authority must not be further delegated.

3. Navy

Effective 16 February 2005

- a. Military Personnel: See par. B3 above for authorization/approval authority.
- b. Civilian Personnel: Navy Civilian Advisory Panel Member, Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451.

4. Special Operations Commands

- a. Commander, Naval Special Warfare Command, Attn: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN (312) 577-0916, Commercial (619) 437-0844;
 - b. Commander, Air Force Special Operations Command, Attn: FM, 100 Bartley Street, Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN (312) 579-2815, Commercial (904) 884-2325;
 - c. Commander, Joint Special Operations Command, Attn: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: (312) 236-0141, Commercial (901) 396-0141;
 - d. Commander, United States Special Operations Command; Attn: Chief of Staff (SOCS); 7701 Tampa Point Boulevard; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SOCS//. Telephone: DSN (312) 299-5122, Commercial (813) 828-5122;
 - e. Joint Special Operations University, Attn: Chief of Staff, 357 Tully Street, Hurlburt Field, FL 32544-5000. Message address: JSOU HURLBURT FLD FL//COS//. Telephone: DSN (312) 579-2649, Commercial (850) 884-2649;
 - f. Commander, Special Operations Command Pacific, Attn: Chief of Staff, PO Box 64046, Camp H.M. Smith, HI 96961-4046. Message address: COMSOCPAC HONOLULU HI//COS/J4//. Telephone: DSN (315) 477-3923, Commercial (808) 477-3923;
 - g. Commander, Special Operations Command, Joint Forces Command, Attn: Chief of Staff, 1721 Piersey Street, NAS, Norfolk, VA 23511-5692. Message address: COMSOCJFCOM NORFOLK VA//COS/J4//. Telephone: DSN (312) 646-5841, Commercial (757) 443-5854;
 - h. Commander, Special Operations Command Europe, Attn: Chief of Staff, CMR, Box 1000, APO AE 09128-4209. Message address: COMSOCEUR VAIHINGEN GE//COS//. Telephone: DSN 314-430-4488, Commercial 011-49-711-680-4488;
- #### ***Effective 10 August 2004***
- i. Commander, Special Operations Command South, Attn: Chief of Staff, 29350 Coral Sea Boulevard, Homestead, ARB, FL 33039-. Message address: COMSOC SOUTH HOMESTEAD ARB FL//COS/J4//. Telephone: DSN (312) 791-6303, Commercial (305) 224-6303;

j. Commander, Special Operations Commander Central, Attn: Chief of Staff, Bldg. 1105, MacDill AFB, FL 33608-5261. Message address: COMSOCCENT MACDILL AFB FL//COS//. Telephone: DSN (312) 299-6547, Commercial (813) 828-6547; and

k. Commander, Special Operations Command Korea, Attn: Chief of Staff, Unit 15622, Box 97, APO AP 96205-0328. Message address: COMUSKOREA SEOUL KOREA//COS/FKSO//. Telephone: DSN 315-723-8009, Commercial 011-822-7913, Ext. 5585.

5. Defense Agencies, Marine Corps, Coast Guard, NOAA, PHS, Combatant Commands, Schools, Strategic Defense Initiative Organization, and Supreme Allied Commander Europe. See par. B1, B4, B6-B9, and B11-B13 above for authorization/approval authority.

D. Officials Who May Authorize/Approve AEAs for Their Own Travel and Travel of Accompanying Uniformed Members/Travelers. The following officials may authorize/approve AEAs up to 300% for their own official travel and for accompanying uniformed service members and travelers covered by these regulations. JTR, par. C4612 provisions (for travelers covered by these regulations) are not applicable to this paragraph.

The Secretary, the Deputy, the Under, the Deputy Under and Assistant Secretaries of Defense
 The Secretary, Under Secretary, or Assistant Secretaries of Army, Navy, and Air Force
 The Assistant to the Secretary of Defense (Legislative Affairs)
 The Assistant to the Secretary of Defense (Atomic Energy)
 The General Counsel of the Department of Defense
 The Defense Advisor, U.S. Mission to NATO
 Directors of Defense Agencies
 President, Uniformed Services University of the Health Sciences
 Director Operational Test & Evaluation
 DoD Inspector General
 Director, Defense Research & Engineering
 Commander/Deputy Commanders of Air Force Major Commands
 Chairman/Vice Chairman, Joint Chiefs of Staff,
 Chiefs/Vice Chiefs of Staff, U.S. Army and U.S. Air Force,
 Chief/Vice Chief of Naval Operations,
 Commandant/Assistant Commandant, U.S. Marine Corps,
 Commandant/Vice Commandant, U.S. Coast Guard,
 Director, NOAA Corps,
 Surgeon General/Deputy Surgeon General, U.S. Public Health Service,
 Assistant/Deputy Assistant Secretary for Health, U.S. Public Health Service,
 Commanders/Deputy Commanders of combatant Commands and Directors of Defense Agencies.

E. Travel with Certain Dignitaries. Without further demonstration of unusual/extraordinary requirements AEA is authorized for a member/employee who is directed to travel as part of the party of any of the following dignitaries:

1. The U.S. President/Vice President, or members of their families;
2. U.S. Congress members;
3. U.S. cabinet members;

4. Department Secretaries, Deputy Secretaries, Under Secretaries, or Assistant Secretaries;
5. Supreme Court Justices;
6. Chairman/Vice Chairman of the Joint Chiefs of Staff;
7. The Chief of Staff, U.S. Army; the Chief of Staff, U.S. Air Force; the Chief of Naval Operations; the Commandant, U.S. Marine Corps; the Commandant, U.S. Coast Guard; the Administrator, National Oceanic and Atmospheric Administration; and the Surgeon General, U.S. Public Health Service;
8. U.S. Ambassadors, Ministers, and Consuls to foreign countries;
9. U.S. Delegates to international conferences/meetings;
10. Very Important Persons (VIPs) as specified by the President/Vice President of the U.S.;
11. Candidates for the office of President and Vice President of the U.S. and their family members, including the persons elected to those offices; and
12. Other U.S./foreign dignitaries equivalent in rank to any of those mentioned above.

APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

*T4000 INTRODUCTION

This Appendix describes the travel and transportation allowances and responsibilities of travelers who perform the most common TDY travel types as authorized by law for uniformed members, DoD civilian employees and other non-DoD Government employees who are working for DoD and paid travel allowances funded by DoD. The activities authorized to use this Appendix are listed at the end of this Appendix, and under the conditions cited in Joint Federal Travel Regulations, Volume 1 (JFTR), par. U1039, and Joint Travel Regulations, Volume 2 (JTR), par. C1001-B. This Appendix covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together with or without no/limited reimbursement. The provisions in this Appendix are to be used in place of TDY allowances in the JFTR and JTR (with exceptions and references as noted herein), except that the provisions in JFTR, Chapter 7 for uniformed travelers and JTR, Chapter 6 for civilian employees are to be used for travel of:

1. Senior ROTC,
2. Reserve Component Member travel for medical and dental care,
3. Retirees called to active duty,
4. Ready Reserve Component members authorized muster duty allowance,
5. Midshipmen and cadets,
6. Patients/for health care, and escorts and attendants,
7. Pre-employment travel;
8. When accompanying members of Congress and Congressional Staff;
9. Employees with a disability when additional travel and transportation expenses are incurred;
10. UN Peacekeeping;
11. Prisoners and their guards or for disciplinary action; and
12. For rules that apply when emergency situations occur while TDY is being performed.

Rules on per diem for uniformed members who are inpatients in a hospital are in JFTR, par. U7125-D. For travel of civilian consultants and experts, see JTR, par. C4975. TDY performed as part of a PCS move continues to be paid as prescribed for TDY travel in JFTR and JTR Chapters 4. Except where differences are identified, the allowances and responsibilities in this Appendix apply equally to uniformed members and DoD civilian employees and other non-DoD Government employees who are working for DoD and paid travel allowances funded by DoD. In this Appendix, "authorizing official" or "AO" means the individual who controls the mission, authorizes the trip, and controls funds for TDY travel. Definitions specific to this Appendix are found in par. T4070. *The provisions of this Appendix must not be supplemented.*

NOTE 1: See JFTR/JTR, Appendix E for Invitational Travel Authorizations.

NOTE 2: This Appendix is not used for evacuations.

T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS

Commands/units are expected to take appropriate disciplinary action when travelers and/or AOs fail to follow the regulations contained in this Volume. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed personnel), or other personnel means (civilian employees). Action must *not* be through refusal to reimburse. See par. T4025-A4 for exceptions when reimbursement is *not* allowed.

T4010 REIMBURSEMENT RATE

Rates for private vehicle mileage reimbursement rates are found in JFTR, par. U2600, and JTR, par. C2500. Government mess food and operating expense rates are found in JFTR, pars. U4149 and U4151 and JTR, par. C2510. Per diem rates by location showing the lodging, meals and incidental expense components are published in website <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, or provided under separate issuance by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). These rates also are available from the (Contracted) Commercial Travel Office (CTO).

T4020 TDY TRAVEL POLICY

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, AOs must choose that method.

B. Traveler Rights and Responsibilities

1. Travelers are to follow the policies and procedures in this regulation, and use good judgment in incurring official travel-related expenses, as if traveling on their personal money (see JFTR, par. U2010 and JTR, par. C1058).
2. Travelers are provided transportation, lodging, and food, or they must be reimbursed promptly for reasonable and necessary authorized expenses if they purchase them. AOs must authorize reimbursement for other travel-related expenses appropriate to the mission.
3. It is *mandatory* that travelers arrange commercial transportation, rental cars (if authorized), through an available CTO or in-house travel arranger in accordance with TRANSCOM policy. Government and/or commercial lodging should also be arranged through the CTO. The CTO estimates the total cost for the trip (a “should-cost” estimate) forming the reimbursement basis.
4. It is *mandatory* that travelers make their official travel and transportation arrangements through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO should the CTO not be used. Travelers:
 - a. Who do not use a CTO or the Government travel card to purchase transportation must forward the ticket coupon, and/or the receipt for the excess baggage costs, with the Trip Record for reimbursement,
 - b. Must use coach-class for all official travel, unless premium-class accommodations are authorized prior to travel by the appropriate level listed in par. U3125-B2a or U3125-B2b.

APPENDIX Q

TOURS OF DUTY FOR DOD CIVILIAN EMPLOYEES

(See Chapter 5, Part A for Applicable Regulations)

***NOTE 1:** *Standard tours of duty are, 36 months under initial, and 24 months under renewal, service agreements apply for employees assigned OCONUS unless an exception to the standard tours for the location concerned is prescribed in this Appendix. See par. C4005-C.*

NOTE 2: *The 24-, 18- and 12-month tours prescribed in pars. A, B and C apply to the entire listed country or state for employees accompanied or not accompanied by dependents unless a statement appears beside the country or state name limiting applicability to (a) specific area(s) within that country or state, (b) employees authorized and accompanied by dependents, or employees not authorized dependent(s), and/or (c) employees serving on a renewal agreement tour.*

NOTE 3: *For a location at which one tour length is prescribed for employees authorized and accompanied by dependents and a shorter tour is prescribed for employees not authorized dependents, the shorter tour length applies if the employee is authorized, but is not accompanied by, dependents.*

NOTE 4: *The tour lengths listed below are for both the initial tour and the renewal tour.*

Effective 9 May 2005

A. 24-Month Tour of Duty Areas. 24-month tour-of-duty areas are:

Afghanistan
Australia (Northwest Cape)
Azores
Bahamas: Andros Island
Bahrain Island, for employees authorized, and accompanied by, dependents
Bosnia-Herzegovina
Burma
Canada: Newfoundland (Argentina) only, for employees authorized, and accompanied by, dependents
Croatia
Cuba (Guantanamo Bay), for employees authorized, and accompanied by, dependents
Dominican Republic
Egypt, for employees authorized, and accompanied by, dependents
Finland (all locations outside Helsinki)
Greece
Guam
Haiti, for employees authorized, and accompanied by, dependents
Hong Kong
Iceland, for all employees on initial agreements authorized, and accompanied by, dependents
Iran (Tehran and Isfahan only)
Israel, for employees authorized, and accompanied by, dependents
Italy: La Maddalena and Sicily (Comiso, and Ragusa), for employees on initial tour authorized, and accompanied by, dependents
Japan (Kure and Wakkanai and Ryukyu Islands), for employees authorized, and accompanied by, dependents
Johnston Island, for all employees on initial agreements authorized, and accompanied by, dependents
Jordan
Korea, for employees authorized, and accompanied by, dependents
Kuwait for employees authorized, and accompanied by, dependents
Kwajalein Atoll
Laos

Liberia
Mexico: Coatzacoalcos, Vera Cruz, for employees authorized, and accompanied by, dependents
Morocco
Nigeria, for employees authorized, and accompanied by, dependents
Northern Mariana Islands: Saipan, only
Oman, for employees authorized, and accompanied by, dependents
Panama
Philippines
Puerto Rico
Qatar, for employees authorized, and accompanied by, dependents
Russia, Moscow
Saudi Arabia, for employees authorized, and accompanied by, dependents
Serbia-Montenegro
Taiwan
Thailand, for employees authorized, and accompanied by, dependents
Turkey, except as indicated in par. C
Venezuela
Yemen Arab Republic: Sanaa only, for employees on initial agreements authorized, and accompanied by, dependents
Zaire

B. 18-Month Tour of Duty Areas. 18-month tour-of-duty areas are:

Bahrain, for employees not authorized dependents
Canada: Newfoundland (Argentia) only, for employees not authorized dependents
El Salvador, for employees not authorized dependents
Greenland
Honduras, for employees not authorized dependents
Israel, for employees not authorized dependents
Italy: La Maddalena and Sicily (Sigonella, Comiso, and Ragusa) for employees on initial tour not authorized dependents; and for all employees serving a renewal agreement tour
Libya
Mexico: Coatzacoalcos, Vera Cruz, for employees not authorized dependents and for all employees serving a renewal tour
Pakistan (Except as indicated in par. C)
Somali Republic

C. 12-Month Tour of Duty Areas. 12-month tour-of-duty areas are:

Alaska: Adak; Aleutian Islands, isolated mainland bases, Kodiak Island
Ascension Island
Canada: Newfoundland: Gander, Labrador, St. Anthony, only, and Northwest Territories
Christmas Island
Cuba (Guantanamo Bay), for employees not authorized dependents
Diego Garcia Island, Chago Archipelago, Indian Ocean
Egypt, for employees not authorized dependents
Eniwetok Atoll
Ethiopia
Haiti, for employees not authorized dependents
Iceland, for all employees not authorized dependents and all employees serving on a renewal agreement
Indonesia, for all employees not authorized dependents
Iran (all places except Tehran and Isfahan)
Iwo Jima
Japan (Kure and Wakkanai), for employees not authorized dependents

APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

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

Effective 1 November 2005

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Albania, Tirana	European	Frankfurt	1 Jan 2003
Argentina	Southern	Miami	30 Apr 2007
Armenia, Yerevan	European	Frankfurt	31 Jul 2007
Australia, Alice Springs	Pacific	Honolulu	31 Mar 2006
Australia, Exmouth	Pacific	Perth	31 Mar 2006
Australia, Learmonth	Pacific	Perth	31 Mar 2006
*Azerbaijan, Baku	European	Frankfurt	31 Oct 2007
Bahrain	Central	Frankfurt	31 Oct 2005
Bangladesh, Dhaka	Pacific	Honolulu	31 Mar 2006
Barbados	Southern	Miami	30 Apr 2007
Belarus, Minsk	European	Frankfurt	31 Jul 2007
Belize	Southern	Miami	30 Apr 2007
Bolivia	Southern	Miami	30 Apr 2007
Botswana, Gaborone	European	Frankfurt	31 Jul 2007
Brazil	Southern	Miami	30 Apr 2007
*Bulgaria, Sofia	European	Frankfurt	31 Oct 2007
Burma, Rangoon	Pacific	Honolulu	31 Mar 2006
Cambodia, Phnom Penh	Pacific	Honolulu	31 Mar 2006
Cameroon, Yaounde	European	Frankfurt	31 Jul 2007
Chad, N' djamena	European	Frankfurt	31 Jul 2007
Chile	Southern	Miami	30 Apr 2007
China, Beijing	Pacific	Honolulu	31 Mar 2006
Columbia	Southern	Miami	30 Apr 2007
Cote D'Ivoire, (formerly Ivory Coast), Abidjan	European	Frankfurt	31 Jul 2007
Costa Rica, San Jose	Southern	Miami	30 Apr 2006
Croatia, Zagreb	European	Frankfurt	31 Mar 2005

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

Kazakhstan, Almaty	Central	Frankfurt	31 Oct 2005
Kenya	Central	Frankfurt	31 Oct 2005
Kuwait	Central	Frankfurt	31 Oct 2005
Kyrgyzstan, Bishkek	Central	Frankfurt	31 Oct 2005
Laos, Vientiane (<i>eff 29 October 2004</i>)	Joint POW/MIA	Honolulu	31 Oct 2006
Latvia, Riga	European	Frankfurt	31 Jul 2007
Lithuania, Vilnius	European	Frankfurt	31 Jul 2007
Macedonia, The Former Yugoslavia Republic of Macedonia, Skopje	European	Frankfurt	31 Jul 2007
Madagascar, Antananarivo (<i>eff 28 May 2004</i>)	Pacific	Frankfurt	31 May 2006
Malaysia, Kuala Lumpur	Pacific	Sydney	31 Mar 2006
Mali, Bamako	European	Frankfurt	31 Jul 2007
Marshall Islands, Majuro	Pacific	Honolulu	31 Aug 2003
Mexico	Northern	San Antonio	30 Aug 2005
Moldova, Chisnau	European	Frankfurt	31 Jul 2007
Mongolia, Ulaanbaatar	Pacific	San Francisco	31 Mar 2006
Morocco, Rabat	European	Frankfurt	31 Jul 2007
Mozambique, Maputo	European	Frankfurt	31 Jul 2007
*Namibia, Windhoek	European	Frankfurt	31 Oct 2007
Nepal, Kathmandu	Pacific	Honolulu	31 Dec 2004
Nicaragua	Southern	Miami	30 Apr 2007
Niger, Niamey	European	Frankfurt	31 Jul 2007
*Nigeria, Abuja	European	Frankfurt	31 Oct 2007
*Nigeria, Lagos	European	Frankfurt	31 Oct 2007
Oman	Central	Frankfurt	31 Oct 2005
Pakistan	Central	Frankfurt	31 Oct 2005
Panama	Southern	Miami	30 Apr 2007
Paraguay	Southern	Miami	30 Apr 2007
Peru	Southern	Miami	30 Apr 2007
Philippines, Metro Manila	Pacific	Honolulu	31 Mar 2006
*Poland, Warsaw	European	Frankfurt	31 Oct 2007
Qatar	Central	Frankfurt	31 Oct 2005

Romania, Bucharest	European	Frankfurt	31 Jul 2007
Russia, Moscow	European	Frankfurt	31 Jul 2007
Rwanda, Kigali	European	Frankfurt	31 Jul 2007
Saudi Arabia	Central	Frankfurt	31 Oct 2004
Senegal, Dakar	European	Frankfurt	31 Jul 2007
Serbia and Montenegro, Belgrade	European	Frankfurt	30 Jun 2005
Singapore	Pacific	Honolulu (<i>eff 14 Apr 2004</i>)	31 Mar 2006
South Africa, Pretoria	European	Frankfurt	31 Jul 2007
Sri Lanka, Columbo	Pacific	Frankfurt	31 Mar 2006
Suriname	Southern	Miami	30 Apr 2007
Syria, Damascus	Central	Frankfurt	31 Oct 2005
*Tanzania, Dar Es Salaam	European	Frankfurt	31 Oct 2007
Thailand, Bangkok	Pacific	Honolulu	31 Mar 2006
Thailand, Chiang Mai	Pacific	Honolulu	31 Mar 2006
Trinidad and Tobago	Southern	Miami	30 Apr 2007
Tunisia, Tunis	European	Frankfurt	31 Jul 2007
Turkey, Ankara	European	Frankfurt	31 Jul 2007
Turkmenistan, Ashgabat	Central	Frankfurt	31 Oct 2005
Uganda, Kampala	European	Frankfurt	31 Jul 2007
Ukraine, Kiev	European	Frankfurt	31 Jul 2007
United Arab Emirates	Central	Frankfurt	31 Oct 2005
Uruguay	Southern	Miami	30 Apr 2007
Uzbekistan, Tashkent	Central	Frankfurt	31 Oct 2005
Venezuela	Southern	Miami	30 Apr 2007
Vietnam, Hanoi	Pacific	Honolulu	31 Mar 2006
Yemen	Central	Frankfurt	31 Oct 2005
Zambia, Lusaka	European	Frankfurt	31 Jul 2007
Zimbabwe, Harare	European	Frankfurt	31 Jul 2007

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