

VOLUME 2  
JOINT TRAVEL REGULATIONS  
CHANGE 484

Alexandria, VA

1 February 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 February 2006 unless otherwise indicated.

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This change includes all material written in CAP Item 57-04 and civilian editorials C05064 and C05066 through C05069. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 483 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 484:

C2204-C1; Appendix A; T4060-B3. Clarifies when code share tickets are certified air carrier and when a non-availability document for U.S. flag carrier is needed.

C6058-A3. Corrects the paragraph reference in par. C6058-A3 from Chapter 4, Part E to par. C5085.

Appendix IB. Adds a note to advise readers that agencies may provide special allowances for subsistence expenses under 5 CFR 550.405(b) for employees and dependents who return to the PDS and whose homes are uninhabitable.

Appendix O, T4040-A. Explains that commands cannot limit reimbursement for lodging based on the fact that Government quarters are/were available at a 'nearby' Government facility.

Appendix P. Updates JTR, Appendix P (Parts I and II) with the current GSA Contract City-Pairs Program information found at [www.gsa.gov](http://www.gsa.gov) website.

Appendix S. Establishes FEML in Luanda, Angola with a destination of Frankfurt and recertifies FEML for Tirana, Albania and Belgrade, Serbia and Montenegro.

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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- b. *Rest stop en route is authorized, or*
  - c. *Overnight rest period occurs at the TDY location before beginning work.*
2. *Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non-overnight time spent at airports during plane changes.*

*Effective 1 June 2005*

3. *On TDY travel, the 14-hour rule (in par. C2204-B4i above) only applies en route to the TDY site. Coach (economy) accommodations are to be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.*

4. *When Government procurement of business-class airline accommodations is authorized/approved.*

- j. Congressional Travel. Travel of a DoD employee accompanying a Member of Congress or a member of the armed forces on official travel under the authority in 31 USC §1108(g). See Chapter 6, Part K.

*Effective 16 August 2004*

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

a. Travel Authorizations. See par. C2000-A2a.

b. Travel Certification. A traveler must certify on the travel authorization, or by attachment to the travel authorization the reason(s) for the use of premium-class airline accommodations. (*Circumstances justifying use of premium-class transportation accommodations are limited to those listed in pars. C2204-B3 and C2204-B4.*) Specific authorization/approval, including which of the specific conditions were met, and the cost difference between first-class and coach-class, must be attached to, or stated on, the travel authorization and kept as part of the record. When regularly scheduled flights between the authorized origin and destination (including connection) points provide only premium-class accommodations, the traveler must certify these circumstances on the attachment to the travel authorization. In the absence of specific authorization/approval from an authority designated in par. C2204-B2, the traveler is financially responsible for all additional costs resulting from premium-class airline accommodations use. Additional costs are the difference between the cost of the premium-class of transportation used and the transportation class for which the traveler was eligible.

C. U.S.-certificated Air Carrier Use

*Effective 6 September 2005*

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

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

***Effective 30 November 2005***

\*1. **Requirements.** Available U.S.-certificated air carriers must be used for all commercial foreign air transportation of persons/property when the U.S. Government funds the air travel (49 USC §40118 and B-138942, 31 March 1981). Except as provided in par. C2204-C3, U.S.-certificated air carrier service is available if:

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

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

2. **Exceptions.** When one of the following exceptions exists, U.S.-certificated air carrier service is not available.

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

***Effective 24 August 2005***

e. Air transportation on a non-U.S.-certificated flag air carrier is paid in full directly, or later reimbursed, by a foreign government (e.g., under a Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. (B-138942, 31 March 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: See the Security Assistance Management Manual, Chapter 4, par. C4.5.12 of the DoD 5105.38-M, when travel is on Security Assistance Business.***

f. If a U.S.-certificated air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S.-certificated air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 or more hours.

g. If a U.S.-certificated air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, a U.S.-certificated air carrier must be used on every route portion in which it provides service unless, when compared to using a non-U.S.-certificated air carrier, such use would:

- (1) Increase the number of foreign OCONUS aircraft changes made by 2 or more; or
- (2) Extend travel time by at least 6 hours or more; or
- (3) Require a connecting time of 4 hours or more at a foreign OCONUS interchange point.

h. The AO determines that a U.S.-certificated air carrier cannot provide the needed air transportation, or cannot accomplish the mission.

i. Non-U.S.-certificated air carrier use is necessary for medical reasons, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).

j. Non-U.S.-certificated air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats).

***NOTE: Approval based on an unreasonable safety risk must be in writing on a case-by-case basis. Determination and authorization/approval of non-U.S.-certificated air carrier use based on a threat against a U.S.-certificated air carrier must be supported by a travel advisory notice issued by the Federal Aviation Administration and the Department of State. Determination and authorization/approval of foreign air carrier use based on a threat against Government employees or other travelers must be supported by evidence of the threat(s) that forms the basis of the determination and authorization/approval.***

k. Only first class accommodations can be furnished by a U.S.-certificated air carrier but less than first-class accommodations are available on a non-U.S.-certificated air carrier (60 Comp. Gen. 34 (1980)).

l. The total delay, including delay travel initiation from a TDY point, in en route travel and additional time at the TDY station before the traveler can proceed with assigned duties, involves more than 48 hours per diem costs in excess of per diem that would be incurred if non-U.S.-certificated service was used (56 Comp. Gen. 216 (1977)).

m. The only U.S.-certificated air carrier service between foreign OCONUS points requires boarding/leaving the carrier between the hours of midnight and 6 a.m., or travel spanning those hours, and a non-U.S.-certificated carrier is available that does not require travel at those hours (the traveler may travel by non-U.S.-certificated carrier to the nearest practicable interchange point on a usually traveled route to connect with a U.S.-certificated air carrier) (56 Comp. Gen. 629 (1977)).

n. The traveler's transportation is paid for in full by a non-Federal source in accordance with the Joint Ethics Regulation (JER), DoD 5500.7-R, at [http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html).

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

4. Air Travel Schedule Selection

a. General. Schedules maximizing U.S.-certificated air carrier use must be selected. Schedule selection is made using the following guidelines. When:

- (1) U.S.-certificated air carrier service is available at origin, schedules providing service by a usually traveled route, between origin and destination, and originating with a U.S.-certificated air carrier must be used;
- (2) U.S.-certificated air carrier service is not available at origin or an interchange point, non-U.S.-certificated air carrier service should be used only from origin to the nearest practicable interchange point on a usually traveled route, between origin and destination, to connect with a U.S.-certificated air carrier;
- (3) Schedule selection leaves the traveler at a location from which there is no choice but to use non-U.S.-certificated air between the U.S. and another continent, the travel should be rerouted so that available U.S.-certificated air carriers are used.

b. Selecting a Schedule. The following example applies the guidelines shown in par. C2204-C4a. when selecting a schedule.

**EXAMPLE**

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

| <b><u>Schedule I</u></b>                |             |             |                    | <b><u>Schedule II</u></b> |             |             |                    |
|---|-------------|-------------|--------------------|---------------------------|-------------|-------------|--------------------|
| Monday/Tuesday/Thursday/Saturday/Sunday |             |             |                    | Wednesday/Friday/Saturday |             |             |                    |
|   | <u>City</u> | <u>Time</u> | <u>Air Carrier</u> |                           | <u>City</u> | <u>Time</u> | <u>Air Carrier</u> |
| Depart:                                 | Ankara      | 0830        | Non-U.S.           | Depart:                   | Ankara      | 0800        | U.S.               |
| Arrive:                                 | Frankfurt   | 1210        |                    | Arrive:                   | Rome        | 1100        |                    |
| Depart:                                 | Frankfurt   | 1325        | Non-U.S.           | Depart:                   | Rome        | 1650        | Non-U.S.           |
| Arrive:                                 | Stuttgart   | 1410        |                    | Arrive:                   | Stuttgart   | 1940        |                    |
| <b><u>Schedule III</u></b>              |             |             |                    | <b><u>Schedule IV</u></b> |             |             |                    |
| Wednesday/Friday/Saturday               |             |             |                    | Daily (except Saturday)   |             |             |                    |
|   | <u>City</u> | <u>Time</u> | <u>Air Carrier</u> |                           | <u>City</u> | <u>Time</u> | <u>Air Carrier</u> |
| Depart:                                 | Ankara      | 0800        | U.S.               | Depart:                   | Ankara      | 1130        | Non-U.S.           |
| Arrive:                                 | Istanbul    | 0855        |                    | Arrive:                   | Istanbul    | 1220        |                    |
| Depart:                                 | Istanbul    | 1430        | U.S.               | Depart:                   | Istanbul    | 1430        | U.S.               |
| Arrive:                                 | Frankfurt   | 1620        |                    | Arrive:                   | Frankfurt   | 1620        |                    |
| Depart:                                 | Frankfurt   | 1650/2120   | Non-U.S.           | Depart:                   | Frankfurt   | 1650/2120   | Non-U.S.           |
| Arrive:                                 | Stuttgart   | 1730/2200   |                    | Arrive:                   | Stuttgart   | 1730/2200   |                    |

Under the guidelines in par. C2204-C4a, the example schedule choice is limited to schedules II and III, because service is provided by a usually traveled route and originates with U.S.-certificated air carrier service. Schedule III provides U.S.-certificated air service from Ankara via Istanbul to Frankfurt, while U.S.-certificated air service is available under schedule II between Ankara and Rome. Schedule III should be selected because it uses U.S.-certificated air service to the farthest practical interchange point on a usually traveled route. If the schedules in this example were limited to those shown in schedules I and IV, schedule IV would be selected since it clearly involves more travel by U.S.-certificated air carriers than does schedule I (See 55 Comp. Gen. 1230 (1976)).

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

D. **Carrying Dangerous Weapons Aboard a Commercial Aircraft.** When compatible with the mission, any person in DoD whose official duties require carrying a dangerous weapon while a passenger aboard any aircraft operated by an air carrier must confidentially notify the airline station manager or other appropriate airline official of this fact before boarding the aircraft. Upon request from the airline official, the person must present appropriate credentials for identification purposes. Authorization for an employee to carry the weapon must conform to the regulations of the separate departments.

*Effective 1 March 2004*

#### **C2205 COMMERCIAL SHIP TRANSPORTATION**

A. **General.** Commercial transoceanic ship transportation may be directed only as prescribed in par. C2205-B. A traveler travels by car ferry IAW par. C2166. See par. C2000-A2b. Without authorization/approval, reimbursement for transoceanic ship transportation is based on constructed air transportation costs.

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

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

**NOTE:** See par. C2000-A2c for medical reasons.

C. **Ship Accommodations.** Travelers who travel by ship at Government expense must use the least costly first-class ship accommodations. More costly first-class ship accommodations at Government expense must be authorized/approved IAW par. C2205-D.

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

**NOTE:** See par. C2000-A2b.

1. **Authorization/Approval.** More costly first-class accommodations use, under the circumstances in par. C2205-E, may be authorized/approved in accordance with par. C2204-B2.
2. **Requirements.** See par. C2000-A2a.

***Effective 16 August 2004***

E. More Costly First-class Ship Accommodations Use. (OMB Bulletin 93-11, 19 April 1993) (See Appendix H, Part II, Section C, for a first-class decision support tool.) More costly first-class accommodations at Government expense may be authorized/approved only when:

1. Least costly first-class accommodations are not available.
2. See par. C2000-A2c for medical reasons.
3. There are exceptional security requirements. Examples are:
  - a. A traveler whose use of least costly first-class accommodations would entail danger to the traveler's life or Government property.
  - b. Agents of protective details accompanying individuals authorized to use more costly first-class accommodations.
  - c. Couriers and control officers accompanying controlled pouches or packages and a lower premium class is not available.

***Effective 1 April 2005***F. U.S. Registry Ship Use

1. General. U.S. Registry ships must be used except as provided in pars. C2205-F2 and C2205-F3 (46 USC §1241(a)). This applies to all official travel and accompanied baggage transportation without regard to the source of funds used to pay (57 Comp. Gen. 546 (1978)). When ship transportation is authorized/approved and a U.S. registry ship cannot provide the transportation service required, transportation may be obtained aboard a non-U.S. registry ship (B-190575, 1 May 1978).
2. U.S. Registry Ship Use Impracticable. When using a U.S. registry ship would seriously interfere with/prevent the performance of official business, the AO may authorize/approve non-U.S. registry ship use. Documentation required by par. C2204-B3 explaining why a U.S. registry ship is impracticable must be provided to the traveler to justify transportation reimbursement. Travel authorization endorsements are acceptable.
3. U.S. Registry Ship Unavailable. When a U.S. registry ship is not available, the transportation/other appropriate officer may authorize/approve non-U.S. registry ship use. Documentation required by par. C2204-B3 is used explaining why a U.S. registry ship is unavailable, and must be provided to the traveler to justify transportation reimbursement. Travel authorization endorsements are acceptable.
4. Determination Required. The authorizations/approvals referred to in pars. C2205-F2 and C2205-F3 must not be based on inconvenience in securing transportation on U.S. registry ships, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons.

**C2206 REIMBURSEMENT FOR USE OF OTHER THAN AUTHORIZED TRANSPORTATION MODE OR ROUTE**

A. General. This paragraph applies when reimbursement is limited by costs of travel by the authorized transportation mode over a usually traveled route (18 Comp. Gen. 447 (1938); 21 id. 116 (1941)). If there is doubt as to the applicable transportation mode for constructive cost purposes, an appropriate transportation officer must determine the applicable mode. Except for travel by POC for personal convenience, when a traveler travels by a route or transportation mode other than that authorized in a travel authorization, reimbursement is subject to the conditions and restrictions stated in this paragraph.

B. Government and Government-procured Air Transportation Available. When Government/Government-procured air transportation use is required under pars. C2001-D3 through C2001-D6, but a traveler elects to travel by a different transportation mode at personal expense, reimbursement for the transportation cost must not exceed the amount that would have been paid for the available Government/Government-procured air transportation. Constructed costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. If a city-pair airfare is not available between origin and destination, the constructed cost is limited by the least expensive unrestricted economy/coach-class airfare (with the exception noted in par. C2204-B1f). City-pair airfare transportation is presumed available if there is city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

**NOTE: Government and Government-procured air transportation are not available when:**

- 1. An AO determines that Government and/or Government-procured air transportation use for travel involves a total delay (including delay in initiation of travel from a PDS or TDY point, en route travel, and additional time at a TDY station before a traveler can proceed with assigned duties) of more than 48 hours;***
- 2. Government and/or Government-procured air transportation use would involve circuitous travel or undue inconvenience; or***
- 3. Travel via aircraft is inadvisable medically.***

The lower-priced transportation mode is the reimbursement limit if appropriate Government transportation and Government-procured transportation are both available. If only Government-procured transportation is available, its cost is the reimbursement limit.

C. Government and Government-procured Air Transportation Not Available. When Government and Government-procured air transportation are not available, or Government air transportation is not available, reimbursement for the transportation used must not exceed the least expensive unrestricted economy/coach airfare available for scheduled commercial air service over the usually traveled direct route between the origin and destination. If travel by aircraft is medically inadvisable, reimbursement is limited to the least expensive first-class passenger accommodations on a commercial ship.

D. Use of Non-U.S.-certificated Air Carriers or Non-U.S. Registry Ships. ***There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved non-U.S.-certificated/registry carrier (or ship) service is used. If U.S.-certificated/registry carrier or ship service is available for an entire trip and the traveler uses a non-U.S.-certificated/registry carrier or ship for any part, or all, of the trip, the transportation cost on the non-U.S.-certificated/registry carrier or ship is not payable (FTR §301-10.143).***

E. Computation. Except as prohibited in pars. C2206-C and C2206-D, reimbursement for travel by a transportation mode or route other than that authorized is limited to the cost the Government would have paid for the authorized transportation mode and route, or the cost actually paid by the traveler, whichever is less. The authorized transportation mode means the transportation mode that would have been furnished in accordance with this Volume. Constructed reimbursement for taxicab fares, plus tip or other appropriate local transportation facility expense, must not exceed the amount that would have been incurred by the authorized transportation mode. The per diem allowance is limited to the amount that would have been payable for travel by the authorized transportation mode. The constructed transportation cost and the normal scheduled travel time for the carrier must be obtained from the appropriate transportation officer or other authentic tariff source.

F. Dependent Travel Limited to the Government-offered Air Transportation Cost. Dependent travel reimbursement is subject to the limitation on the travel authorization, if any, under par. C2001-D1.

*Effective 27 April 2005*

**C2208 TRAIN ACCOMMODATIONS**

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

B. Train Class Accommodations

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

C. AO Approval. The AO can approve the following:

1. Coach-class. Any 'standard' economy (lower than premium-class) train fares anywhere in the world. This includes slumber coach when overnight travel is involved.

2. AMTRAK Acela and Metroliner in CONUS. Travel by extra-fare trains in the CONUS may be authorized/approved by the AO when its use is advantageous to the Government or is required for security reasons. The lowest class of service available on any AMTRAK Acela Express or Metroliner train service (including Acela Express) is business-class and is advantageous to the Government. No further agency approval is needed. However, if the lowest class available is first-class, the AO still must comply with the requirements in par. C2000-A2 for premium-class travel orders. "Coach" class is the lowest available class on Amtrak Regional. AMTRAK Acela and Metroliner first class-accommodations may be authorized/approved only as provided in pars. C2208-D and C2208-E.

3. Train Service OCONUS. Travel by extra-fare trains OCONUS (e.g., 'bullet' trains in Japan and Korea) may be authorized/approved by the AO when its use is advantageous to the Government or is required for security reasons. The lowest service class available is advantageous to the Government and no further agency approval is needed. However, if the lowest class available is premium-class, the AO still must comply with the requirements in par. C2000-A2 for premium-class travel authorizations. If coach-class accommodations on any train OCONUS do not have assigned seating, the AO can authorize the lowest-class accommodations (even if that is called 'first-class') that have assigned seating. All other premium-class train travel accommodations may be authorized/approved only as provided in pars. C2208-D and C2208-E.

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

1. Authorization/Approval. See par. C2000-A2b.
2. Requirements. See par. C2000-A2a.

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

1. Advantageous to the Government and no coach-class train accommodations are reasonably available. "Reasonably available" means coach-class train accommodations that are available and scheduled to leave within the 24-hour period before the traveler's proposed departure time, or are scheduled to arrive within the 24-hour period before the traveler's proposed arrival time. In the case of a direct route that requires overnight travel, "reasonably available" also must be based on slumber coach sleeping accommodations availability. ***"Reasonably available" does not include accommodations with a scheduled arrival time later than the traveler's required reporting time at the duty site, or with scheduled departure time earlier than the time the traveler is scheduled to complete the duty.***
2. See par. C2000-A2c for medical reasons.
3. There are exceptional security requirements. Examples are:
  - a. A traveler whose use of coach-class train accommodations would endanger the traveler's life or Government property.
  - b. Agents in charge of protective details who are accompanying individuals authorized to use first-class train accommodations.
  - c. Couriers and control officers accompanying controlled pouches or packages and a lower premium class is not available.
4. Coach-class accommodations on a foreign rail carrier do not provide adequate sanitation or do not meet health standards.



5. When a weight restriction is imposed for HHG shipped into a non-foreign OCONUS area, the weight restriction does not apply to shipments from that location as long as the new PDS is not a weight-restricted area.

***NOTE: Appropriate storage, or transportation to a designated place, is authorized for the remainder of an employee's weight allowance.***

C. Shipment from a Weight-restricted Area. If an employee is transferred from an OCONUS weight-restricted PDS to a PDS where Government-owned furnishings are not provided, HHG transportation may be authorized from the old PDS, storage, and/or the designated place to the new PDS as long as the total HHG transportation does not exceed the authorized weight limit for the new PDS.

#### **C5158 RE-TRANSPORTATION OF THE SAME HHG**

HHG returned to CONUS/the actual residence and then reshipped back to the OCONUS PDS during a continuous OCONUS employment period must be:

1. For reasons beyond the employee's control, and
2. Authorized/approved by the Headquarters of the DoD Agency concerned.

If HHG are shipped back to the OCONUS PDS, a new service agreement is not required.

#### **C5160 TRANSPORTATION METHODS (FTR §302-7.100-201)**

***Effective 26 May 2005***

A. HHG. The official designated by the Service/Defense Agency must authorize/approve the HHG transportation method. A cost comparison must be completed in connection with each PCS travel authorization prior to authorizing a transportation method on that PCS travel authorization. ***The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate methods of HHG transportation.***

#### B. Unaccompanied Baggage

##### 1. General

- a. Unaccompanied baggage weight is part of the total authorized HHG weight allowance.
- b. Unaccompanied baggage is defined in Appendix A.
- c. Express and freight shipments made by the Government must be made under Government transportation policy and procedures.

2. Weight Allowance. Except as in par. C5160-B4, the unaccompanied baggage weight allowance is 350 pounds net weight for each adult and dependent age 12 or older, and 175 pounds net weight for each child under age 12 (see par. C5170).

3. Transportation. Except as in par. C5160-B4, unaccompanied baggage must be transported under Government transportation policy and procedures. The employee or employee's agent should contact the servicing transportation officer as soon as possible before travel begins to make arrangements for unaccompanied baggage transportation.

4. Air Transportation (Expedited Mode) to/from/between OCONUS PDSs

a. General

(1) The total amount of unaccompanied baggage transported by air (or any expedited mode) must not exceed 1,000 pounds net weight.

(2) Air transportation is not authorized when an employee performs RAT, except when the additional tour of duty is served at a PDS in another OCONUS area.

(3) Unaccompanied baggage may be transported by air from the old PDS to the appropriate POE to arrive before the departure time of the employee's or dependent's transportation.

b. Conditions. Unaccompanied baggage may be transported by air when:

(1) Shipment by the lowest overall cost mode cannot provide the required service,

(2) The employee certifies the unaccompanied baggage is necessary to carry out the assigned duties, or

(3) The AO determines that expedited transportation is necessary to prevent undue hardship to the employee and/or dependents.

***Effective 7 November 2005***

\*C. Actual Expense (FTR §302-7.200)

1. Government-procured. The Government contracts, negotiates, audits and pays Transportation Service Providers (TSPs)/carriers directly for transportation. A PCS travel authorization must state:

a. The HHG transportation authorization,

b. That the HHG are to be transported by a Government-arranged move, and

c. That unauthorized charges are the employee's financial responsibility.

2. Personally Procured. The employee must make the necessary HHG. Reimbursement is limited to actual expenses incurred by the employee, not to exceed the cost of a Government-arranged move for the same weight of HHG. See par. C5160-C3.

3. Government-arranged Move Cost. The Government-arranged transportation cost in CONUS is determined by using the lowest applicable tariff rate plus the applicable packing allowance rate times) the actual HHG weight transported (not to exceed maximum weight (18,000 lbs) The OCONUS cost is constructed using the single factor rate. Rates can be obtained from the SDDC website at: <http://www.sddc.army.mil>. Click on "Personal Property/POV".

D. Commuted Rate (FTR §302-7.13)

1. Applicability. The commuted rate system may be used only for HHG shipments between CONUS PDSs.

2. Arrangements. When authorized/approved by the official designated by the authorizing/order-issuing command, the employee makes arrangements for HHG transportation (other than by shipping the HHG within a mobile home).

**CHAPTER 5****PART F: MOBILE HOME TRANSPORTATION (FTR PART §302-10)****C5250 GENERAL (FTR, §302-10.1)**

1. This Part prescribes mobile home allowances and transportation for employees authorized to make PCS moves.
2. See Appendix A for definition of a mobile home.
3. Allowances for transporting a mobile home (including mileage when towed by the employee) are in addition to the reimbursement of per diem, mileage, and transportation expenses for the employee and dependents (FTR, §302-10.6).
4. The mobile home may be moved at Government expense only if it will be used as the residence at the new PDS (FTR, §302-10.6).

**C5255 AUTHORIZED TRANSPORTATION**

An employee authorized HHG transportation at Government expense may be authorized mobile home transportation allowances in lieu of HHG transportation when:

1. The mobile home is acquired on/before the effective date of the employee's PCS/TCS travel authorization;
2. The employee certifies that the employee/dependents intend to use the mobile home as a primary residence at the location to which it is being moved (FTR, §302-10.2);
3. The mobile home body and chassis, including tires and tubes, have been placed in fit condition at the employee's expense and to the Government's/transporter's satisfaction to withstand transportation; and
4. The employee is authorized to make a PCS move between places in par. C5260.

**C5260 GEOGRAPHIC LIMITATIONS (FTR, §302-10.4)**

A. Authorized Origin/Destination Points. Mobile home transportation allowances may be authorized only for transportation:

1. Within CONUS,
2. Within Alaska, and
3. Between a CONUS and an Alaskan PDS,

4. Through Canada en route between Alaska and CONUS,
5. Through Canada between one CONUS point and another (e.g., between Buffalo, NY, and Detroit, MI),
6. From the old CONUS or Alaska PDS to a border crossing point/appropriate port, or
7. From a border crossing point/appropriate port in CONUS to a new CONUS PDS or in Alaska or from a border crossing point/appropriate port in Alaska to a new Alaska PDS.

***NOTE: Appropriate port is a port within CONUS or Alaska ordinarily used when a mobile home is transported at personal expense between a port in CONUS or Alaska and a PDS neither in CONUS nor Alaska. Border crossing point is a crossing point between CONUS (or Alaska) and Canada (or Mexico) ordinarily used for mobile home movement.***

B. Alternate Origin/Destination Points. Transportation allowances within prescribed limits may be paid even though the transportation originates, terminates, or passes through locations not covered, provided that the allowance amount is computed on the basis of the transportation part that is:

1. Within CONUS,
2. Within Alaska,
3. Through Canada en route between Alaska and CONUS, or
4. Through Canada between one CONUS point and another.

C. Transportation Limitations (FTR, §302-10.3)

1. Mobile home transportation for an authorized employee is between the old and new PDS or between any other two points subject to the Government's transportation cost liability to transport 18,000 pounds of HHG between the old and new PDS plus 90 days of HHG SIT.

2. Any *'unused' mobile home transportation cost may not be used to ship HHG.*

## C5265 ALLOWANCES

A. General

1. The measure for mobile home transportation is the transportation cost of the employee's PCS HHG weight allowance (18,000 pounds) plus 90 days of HHG SIT between the authorized points.

2. Example: An employee moves from a PDS in NC to a PDS in CA. The mobile home is moved from NC to MO. The cost of the mobile home transportation from NC to MO is compared to the PCS HHG weight allowance (plus 90 days of HHG SIT) cost from NC to CA.

### ***Effective 7 November 2005***

\*3. The employee's maximum allowances are determined by using the lowest tariff rate plus the applicable packing allowance times the maximum weight (18,000 lbs). Rates can be obtained from the SDDC website at: <http://www.sddc.army.mil>. Click on "Personal Property/POV".

B. Transportation. Transportation ("transport") in this Part includes packing, pickup, line-haul or drayage, delivery and unpacking.

**PART B: DEATH CASES ALLOWABLE EXPENSES (FTR Chapter 303 Part 303-70)**

***NOTE:*** See Chapter 6, Part O for Emergency Visitation Travel (EVT).

**C6050 GENERAL**

A DoD component must provide assistance in arranging, and must pay expenses, for:

1. The preparation and transportation of the remains of an employee who dies while:
  - (a) traveling on official business or on a TDY assignment anywhere in the world, or
  - (b) assigned to an OCONUS PDS or traveling to or from that PDS, or
  - (c) absent from duty as indicated in par. C6053, or
  - (d) reassigned away from the actual residence under a mandatory mobility agreement executed as a condition of employment;
2. The preparation on a reimbursable basis (see par. C6055) and transportation of the remains of a dependent who dies while residing (a) at an employee's OCONUS PDS or while traveling to or from that PDS, or (b) away from the employee's HOR pursuant to a mandatory mobility agreement executed as a condition of employment; and
3. Transportation of the deceased employee's and surviving dependents' baggage, HHG, and POV while (a) assigned to an OCONUS PDS, or (b) assigned away from the employee's actual residence pursuant to a mandatory mobility agreement executed as a condition of employment.

This Part applies whether or not: (1) an employee's death is work related, and (2) the employee is serving under a transportation agreement, including locally hired employees at an OCONUS PDS.

**C6051 RESPONSIBILITY**

A commander, or designee, upon being informed of an employee's death covered by this Part, must immediately:

1. Inform the decedent's next of kin or legal representative of the entitlements under this Part;
2. Render every reasonable assistance in arranging for the preparation and transportation of the remains of the decedent when death occurs during travel status, TDY assignment, or at an OCONUS PDS (or CONUS in the case of an employee residing away from the HOR pursuant to a mandatory mobility agreement executed as a condition of employment); and
3. Provide necessary assistance for the return of the decedent's dependents' baggage, HHG and POV to the actual residence when the decedent's PDS was OCONUS (or CONUS in the case of an employee reassigned away from the HOR under a mandatory mobility agreement).

Departmental regulations apply with regard to care and disposition of remains of deceased persons, reporting and notification procedure, and disposition of personal property.

**C6052 DEATH RELATED TO THE PERFORMANCE OF OFFICIAL DUTY**

When an employee's death results from injuries sustained while actually performing official duty, the expenses for preparation and transportation of the remains properly are payable under regulations issued by the Secretary of Labor under authority contained in 5 USC §8134. For further information contact the Department of Labor, Federal Employees' Compensation Division, 200 Constitution Avenue, NW, Washington, DC 20210-0002.

**C6053 DEATH DURING AN ABSENCE FROM DUTY**

Death related expenses must be paid for an employee who dies while on leave or on a non-workday while on TDY or assigned at an OCONUS PDS. Payment cannot exceed the amount allowed if death had occurred at the TDY station or the OCONUS PDS.

**C6054 PREPARATION OF EMPLOYEE REMAINS**

The DoD component must pay all actual costs including:

**A. Preparation of Remains**

1. Embalming or cremation;
2. Necessary clothing;
3. Casket or container suitable for shipment to burial place;
4. Expenses necessary to comply with local laws at the port of entry in the U.S.; and
5. Similar expenses.

**B. Transportation of Remains.** Transportation of remains by common carrier (that is ordinarily used for transportation of remains), hearse, or other means, or a combination thereof, from the TDY station or OCONUS PDS (or CONUS in the case of an employee reassigned away from the HOR under a mandatory mobility agreement) to the employee's actual residence, PDS, or burial place, including

1. Movement from place of death to a mortuary and/or cemetery;
2. Shipping permits;
3. Outside case for shipment and sealing of the case if necessary;
4. Removal to and from the common carrier;
5. Ferry fares, bridge tolls; and
6. Similar expenses.

***NOTE: Costs for an outside case are not authorized when transportation is by hearse. Cost for transportation by hearse or other means cannot exceed the cost of common carrier (that is ordinarily used for transportation of remains). Transportation costs to burial place cannot exceed the actual cost of transportation to the actual residence.***

**C6055 PREPARATION OF THE REMAINS OF AN EMPLOYEE'S DEPENDENT**

When an employee's dependent dies while residing with an employee stationed OCONUS or while in transit to that PDS, if requested by the employee, the DoD component concerned must furnish mortuary services and supplies on a reimbursable basis when:

1. Local commercial mortuary facilities and supplies are not available; or
2. In the opinion of the commander concerned, the cost of available mortuary facilities and supplies is prohibitive.

Reimbursement for the cost of mortuary services and supplies furnished under this paragraph are collected and credited to current appropriations available for the payment of these costs.

**C6056 TRANSPORTATION OF EMPLOYEE REMAINS**

When an employee dies while performing official travel/duties anywhere or while assigned at an OCONUS PDS (or CONUS in the case of an employee reassigned away from the HOR under a mandatory mobility agreement), payment is authorized for the cost of transporting the remains to the employee's actual residence, PDS, or interment place. The cost of transportation may not exceed the cost to the actual residence or PDS, whichever is more distant.

**C6057 TRANSPORTATION OF THE REMAINS OF AN EMPLOYEE'S DEPENDENT**

When an employee's dependent dies while residing with the employee stationed OCONUS or while in transit to the PDS, if requested by the employee, the DoD component must pay the cost for transportation of the dependent's remains to the dependent's actual residence. If the employee elects an alternate destination, which is approved by the commander or designee, expenses paid cannot exceed the cost of transportation to the dependent's actual residence. Burial expenses may not be paid when an immediate family member, residing with the employee, dies while the employee is stationed OCONUS.

**C6058 TRANSPORTATION OF DEPENDENTS, BAGGAGE AND HHG****A. While Performing Duties OCONUS**

1. General. The cost of return transportation of a deceased employee's dependents, baggage, and HHG (and that of the decedents) must be paid when an employee dies at or while in transit to or from the OCONUS PDS (or CONUS PDS in the case of an employee reassigned away from the HOR under a mandatory agreement). Allowable transportation costs shall not exceed the costs of returning the dependents, baggage, and HHG from the place where official duties were performed or were to be performed, by the most direct route, to the decedent's actual residence or to any other place the commander concerned or designee designates. However, the Government's cost shall not exceed the cost of transportation to the decedent's actual residence.
2. Time Limitation. Travel of the dependents and HHG transportation must begin within 1 year from the date of the employee's death. The commander concerned or designee may grant a one-year extension if requested by the family before the end of the one-year limit.
- \*3. Transportation of Dependents and HHG. Except for the limitation imposed in par. C6058-A2, dependents and HHG transportation under this Part is provided to the same extent as in par. C5085, for dependents of employees eligible for separation travel and transportation from OCONUS duty.

B. While Stationed in CONUS. When an employee stationed in CONUS dies while on TDY, transportation expenses may not be authorized for dependents or HHG. The deceased employee's baggage at the TDY point must be transported to the employee's PDS or actual residence as determined by the employee's dependents.

#### **C6059 BAGGAGE TRANSPORTATION**

The DoD Component must pay transportation costs to return Government property and the deceased employee's personal baggage to the employee's PDS or actual residence. Expenses for baggage transportation by a POC, that would not have been incurred if the baggage had been transported by common carrier, are not reimbursable. Reimbursement for loss or damage to baggage during transit and charges for insurance are not allowed.

#### **C6060 POV TRANSPORTATION**

POV transportation may be authorized when an employee dies while stationed at an OCONUS PDS or while in transit to/from the PDS. Transportation may be authorized at Government expense, not to exceed the cost, including overland transportation, from the employee's OCONUS PDS to the employee's actual residence. For transportation to be authorized, a determination must have been made that it was in the Government's interest for the employee to have a POV at the OCONUS PDS. When an employee dies while on TDY in the U.S., the employee's commanding officer or designee may authorize return POV transportation expenses if the employee was authorized to use the POV as being advantageous to the Government while on the TDY assignment (66 Comp. Gen. 677 (1987)).

#### **C6061 PER DIEM TERMINATION**

Authorized per diem allowance terminates at the end of the calendar day on which an employee dies. Any travel expense advance in excess of the earned entitlement is subject to collection.

#### **C6062 ESCORT(S) FOR EMPLOYEE REMAINS**

A. Authorization. Escort(s) for employee remains may be authorized when an employee's death occurs while:

1. In a travel status away from the U.S. PDS,
2. Performing official duties OCONUS, or
3. In transit to/from OCONUS.

B. Limitations. Travel expenses may be authorized for no more than two escorts.

C. Travel Expenses. Round-trip travel expenses for the escort(s) of the employee remains may be authorized from/to:

1. The actual residence/PDS of the deceased; or
2. Any other place appropriate for burial as determined by the AO.

D. Travel Authorizations for Escort(s)

1. Government Employee. If an authorized escort is a Government employee, a TDY travel authorization must be issued for travel and transportation at Government expense.
2. Other than Government Employee. If an authorized escort is not a Government employee, an ITO should be issued for travel and transportation at Government expense IAW par. C3106 and Appendix E.

**E. Arranging Transportation**

1. Government Employee. If an authorized escort is a Government employee, transportation must be arranged IAW par. C2203.
2. Other than Government Employee. If an authorized escort is not a Government employee:
  - a. The AO should provide transportation through a contract CTO, or
  - b. *Economy class* transportation may be arranged directly with the common carrier if transportation is not provided by the AO through the contract CTO.

***NOTE: Family members traveling together as escorts should not be separated.***

**C6063 PCS EXPENSES**

A DoD component must continue payment of PCS expenses for an employee's immediate family when an employee dies while in transit to a new CONUS PDS if the immediate family chooses to continue the PCS and is included on the employee's PCS travel authorization. The DoD component also must continue payment of PCS expenses for an employee's immediate family when an employee dies after reporting to a new CONUS PDS, but the family was in transit to the new PDS or had not begun en route travel, if the family chooses to continue the PCS and is included on the employee's travel authorization. When the immediate family chooses to continue the PCS, the following expenses must be authorized:

1. Travel to the new PDS;
2. Travel to an alternate destination, selected by the immediate family, not to exceed the remaining constructive cost of travel to the new PDS;
3. TQSE not to exceed 60 days, to be paid at the per diem rate for an unaccompanied spouse and immediate family;
4. Shipment of HHG to the new or old PDS or to an alternate destination selected by the immediate family. However the cost may not exceed the constructive cost of transportation between the old and new PDSs;
5. Storage of HHG not to exceed 90 days;
6. Reimbursement of real estate expenses incident to the PCS;
7. Shipment of POV to the new or old PDS, or to an alternate destination, selected by the immediate family. However, the cost may not exceed the constructive cost of transportation between the old and the new PDSs.

***Effective 1 December 2002***

**C6064 PAYMENT**

Payment of allowable expenses may be made directly to the person performing the services or by reimbursement to any person making the original payment. Claims for reimbursement must be supported by required receipts. Payment should be made on the appropriate voucher forms.

**C6065 PROHIBITION OF PAYMENT WHEN OTHER LAWS APPLY**

Payment of allowances provided in this Part is prohibited if any other law of the U.S. authorizes payment. However, the allowances provided by this Part may not be denied because the deceased employee is eligible for burial benefits as a veteran of the Armed Forces of the U.S.

**C6066 EXPENSES INCIDENT TO DEATH OF AN EMPLOYEE SERVING IN A CONTINGENCY OPERATION**

In addition to the allowances in this Part for the preparation and transportation of an employee's remains, the DoD Component concerned may pay the following expenses incident to the death of an employee who dies while serving with the Armed Force in a contingency operation (see Appendix A):

1. Round trip transportation and associated per diem for one person to escort the remains of the employee to the place authorized in par. C6056;
2. Presentation of a flag of the United States to the next of kin of the employee;
3. Presentation of a flag of equal size to the flag presented under par. C6066-2 to the employee's parents(s), if the person to be presented a flag under par. C6066-2 is other than the employee's parent.

**TRAVEL, EMERGENCY.** Travel that results from:

- A. The traveler becoming incapacitated by illness or injury not due to personal misconduct;
- B. The death or serious illness of a member of the traveler's family; or
- C. A catastrophic occurrence or impending disaster, such as fire, flood, or act of God, that directly affects the traveler's home.

**\*TRAVEL, INVITATIONAL.** Authorized travel of individuals either not employed by the Government, or employed (under 5 USC §5703) intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed basis. It is also used for individuals serving without pay or at \$1 a year when they are acting in a capacity that is directly related to, or in connection with, official Government activities. Travel and transportation allowances authorized for these persons are the same as those ordinarily authorized for civilian employees in connection with TDY, except as provided by par. C6203 for interview travel and by par. A2, item m of Appendix E, Part I. See Appendix E.

**TRAVEL MANAGEMENT SYSTEM (TMS). (FTR §301-73.100-103)** A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a travel management center, CTO, and an electronic travel management system or other commercial method of arranging travel.

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

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

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

**TRAVEL REQUEST.** A written statement for travel authorization that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

**TRAVEL-REQUESTING OFFICIAL.** The individual who initiates the request for a travel authorization and who has full knowledge of the purpose of, and requirements for, the travel mission. DoD components may permit travelers to be travel-requesting officials for their own travel authorizations. However when travelers are permitted to be travel-requesting officials for their own travel authorizations, under no circumstances may the travel-requesting official also be the travel-approving/directing and/or AO for the travel. ***NOTE:*** A travel request is subject to approval/disapproval by a travel-approving/directing official.

**TRAVEL STATUS.** The employee's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel authorization, including time en route waiting for transportation connections and delays en route beyond the control of the traveler.

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

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

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

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

*Effective 30 November 2005*

**\*U.S.-CERTIFICATED AIR CARRIER.** A U.S.-certificated air carrier that holds a certificate under 49 USC §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S.-certificated air carrier service also includes service provided under a code share agreement with a foreign (non-.U.S.-certificated) air carrier in accordance with Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S.-certificated air carrier's designator code and flight number.

*Effective 30 November 2005*

**\*U.S. FLAG AIR CARRIER.** *See U.S.-CERTIFICATED AIR CARRIER.*

**U.S. INSTALLATION.** A base, post, yard, camp or station:

- A. Under the local command of a uniformed service,
- B. With permanent or semi-permanent-type troop shelters and a Government mess, and
- C. Where there are U.S. Government operations.

***NOTE:*** *This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the installation.*

**WARD.** A person, especially an infant, placed by authority of law under the care of a guardian.

**WEIGHT ADDITIVE.** *See HOUSEHOLD GOODS-WEIGHT ADDITIVE.*

APPENDIX I

PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE

PART B: EVACUATIONS IN THE UNITED STATES

(See Chapter 12 for additional information)

DOD Implementation of OPM regulations in 5 CFR § 550-401 through § 550-408 regarding payments during an evacuation

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\*indicates changed effective 7 August 2000

**Sec. 550.401 Purpose, Applicability, Authority, and Administration.**

**\*(a) Purpose.** This part provides regulations to administer title 5 Code of Federal Regulations (CFR), section 550-401 through 550.408 within the Department of Defense. Those sections implement subchapter III (except sections 5524a and 5525) of chapter 55 of title 5, United States Code, and provide for Government wide uniformity in making payments during an evacuation to employees or their dependents, or both, who are evacuated in the United States because of natural disasters or for military or other reasons that create imminent danger to their lives. These regulations generally adopt the section numbering scheme of the corresponding CFR provisions that contain similar subject matter.

**(b) Who May Order an Evacuation from a Location in the United States.**

(See the definition of "United States" below.)

The following officials may order an evacuation from any location in the United States and certain non-foreign areas:

1. The Secretary of Defense, or the Secretary's designated representative (USD (P&R) DSN 224-2798, COML (703) 614-2798), for employees and dependents of DOD components;
2. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for civilian employees and dependents of their respective Services;
3. The head of a DOD component (see definition in Appendix A) or designated representative;
4. The commander of a U.S. installation (see definition in Appendix A) or designated representative; and
5. The commander, director, head, chief or supervisor of an organization or office.

Allowances may be paid as soon as one of the above officials orders an evacuation. (The officials in item 5 were Delegated the authority to order evacuations by USD (Personnel and Readiness) Memo Subject: Evacuation of Civilian Employees dated 29 July 1994.)

(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 Marianna 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.

- (b) (1) **The amount of advance payments** must cover a time period not to exceed 30 days or a lesser number of days, as determined by the authorizing official designated by the Secretarial Process.
- (2) **Evacuation payments** must cover the time period during which the evacuation order remains in effect, unless terminated earlier, but cannot exceed 180 days. When feasible, evacuation payments should be paid on the employee's regular paydays.
- (c) When an **advance payment** has been made to or for the account of an employee, the amount of the advance payment must not diminish the amount of the evacuation payments that would otherwise be due the employee.
- (d) (1) **For full-time and part-time employees**, the amount of an advance payment or an evacuation payment is computed on the basis of the number of regularly scheduled workdays for the time period covered.
- (2) **For intermittent employees**, the amount of an advance payment or evacuation payment is computed on the basis of the number of days on which the employee would be expected to work during the time period covered. The number of days must be determined, whenever possible, by approximating the number of days per week ordinarily worked by the employee during an average 6-week period, as determined by the DoD component.

**Sec. 550.405 Determination of Special Allowances.**

*Effective 16 November 2005*

**\*NOTE: Agencies may provide special allowances for subsistence expenses under 5 CFR 550.405(b) for an employee who returns to the PDS and who does not occupy the uninhabitable home (e.g., single family home, apartment, etc.) used before the evacuation. See Example 1 of Addendum A-3, at <http://www.opm.gov/oca/compmemo/2005/2005-18AD.asp>. Agencies may also use the same authority to provide special allowances for dependents who return to the PDS with the employee and who do not occupy the uninhabitable home. Additional guidance is available in OPM's "Handbook On Pay and Leave Benefits For Federal Employees Affected By Severe Weather Emergencies or Other Emergency Situations" at <http://www.opm.gov/oca/compmemo/2005/2005-18hb.pdf> (OPM email - *Employee & Dependents Return to PDS But their Residence Uninhabitable (11-17-05).*)**

In determining the direct added expenses that may be payable as special allowances, the following must be considered:

- (a) **The travel expenses and per diem** for an evacuated employee and the travel expenses for the dependents are as prescribed for TDY travel in the JTR, whether or not the employee or dependents would actually be covered or subject to the JTR. In addition, per diem is authorized for dependents of an evacuated employee at a rate equal to the rate payable to the employee, as

determined in accordance with the JTR (except that the rate for dependents under age 12 is one half of this rate), whether or not the employee or dependents actually would be covered or subject to the JTR. Per diem for an employee and dependents is payable from the departure date from the evacuated area through the arrival date at the safe haven, including any en route delay period that is beyond an evacuee's control or that may result from evacuation travel arrangements.

(b) **Subsistence expenses** for an evacuated employee or dependents are determined at applicable per diem rates for the safe haven or for a station other than the safe haven that has been approved by the responsible official designated by the Secretarial Process. Such subsistence expenses begin to be paid on the date following arrival and may continue until terminated. The subsistence expenses are computed on a daily rate basis, as follows:

***Effective 22 September 2005***

- (1) The applicable maximum per diem rate is computed as shown in the example in JTR, par. C4567-C for the employee and each dependent who is age 12 or older. For each dependent under age 12, the per diem rate is one-half of the applicable maximum per diem rate for employees and dependents who are age 12 or older. These maximum rates may be paid for a period not to exceed the first 30 days of evacuation.
  - (2) If after expiration of the 30 day period, the evacuation has not been terminated, the per diem rate is computed at 60 percent of the rates prescribed in paragraph (b)(1) of this section until a determination is made by the responsible official designated by the Secretarial Process that subsistence expenses are no longer authorized. This rate may be paid for a period not to exceed 180 days after the effective date of the order to evacuate.
  - (3) The daily rate of the subsistence expense allowance actually paid an employee is either a rate determined in accordance with paragraphs (b) (1) and (2) of this section or a lower rate determined by the responsible official designated by the Secretarial Process to be appropriate for necessary living expenses.
- (c) Payment of subsistence expenses is decreased by the applicable per-person amount for any period during which the employee is authorized regular travel per diem in accordance with the JTR.

**Sec. 550.406 Work Assignments During Evacuation; Return to Duty**

- (a) Evacuated employees at safe havens may be assigned to perform any work considered necessary or required to be performed during the evacuation period without regard to the employees' grades or titles. Failure or refusal to perform assigned work may be a basis for terminating further evacuation payments.

- (b) When part-time employees are given assigned work at the safe haven, records of the number of hours worked must be maintained so that payment may be made for any hours of work that are greater than the number of hours on which evacuation payments are computed.
- (c) Not later than 180 days after the effective date of the evacuation order, or when the emergency or evacuation situation is terminated, whichever is earlier, an employee must be returned to the regular duty station, or appropriate action must be taken to reassign the employee to another duty station.

**Sec. 550.407 Termination of Payments During evacuation**

Advance payments or evacuation payments terminate when the responsible official designated by the Secretarial Process determines that:

- (a) The employee is assigned to another duty station outside the evacuation area;
- (b) The employee abandons or is otherwise separated from the assigned position;
- (c) The employee's employment is terminated by transfer to retirement rolls or other type of annuity based on cessation of civilian employment;

***Effective 28 August 2005***

- (d) The employee has resumed duties at the duty station from which evacuated; ***NOTE: TDY allowances are not payable for an employee working at the PDS. However, if incident to an evacuation, an employee's home is not habitable but the employee is required to work at the PDS, the special allowance authority in 5 CFR §550.405 may be used to pay lodging and M&IE expenses for the employee while on duty at the PDS and per diem for dependents at the safe haven (OPM email 26 September 2005).***
- (e) Payments are no longer warranted; or
- (f) The employee is covered by the Missing Persons Act (50 USC App. §1001 et seq.), unless payment is earlier terminated under these regulations.

**Sec. 550.408 Review of Accounts; Service Credit**

- (a) The payroll office having jurisdiction must review each employee's account for the purpose of making adjustments at the earliest possible date after the evacuation is terminated (or earlier if the circumstances justify), after the employee returns to the assigned duty station, or when the employee is reassigned officially.

- (b) The employee's pay must be adjusted on the basis of the rates of pay, allowances, or differentials, if any, to which he or she would otherwise have been entitled under all applicable statutes other than 5 USC §5527. Any adjustments in the employee's account must also reflect advance payments made to the employee under §550.403(a) of this part.
- (c)(1) After an employee's account is reviewed as required by paragraph (a) of this section, if it is found that the employee is indebted for any part of an advance payment, recovery of the indebtedness must be effected by the payroll office having jurisdiction over the employee's account, unless a waiver of recovery has been approved. Repayment of the indebtedness may be made either in full or in partial payments, as determined by the responsible official designated by the Secretarial Process.
- (2) Recovery of indebtedness for advance payment is not required when it is determined by the responsible official designated by the Secretarial Process that the recovery would be against equity or good conscience or against the public interest. Findings that formed the basis for waiver of recovery must be filed in the employee's personnel folder on the permanent side.
- (d) For the period or periods covered by any payments made under this part, the employee is performing active Federal service in the assigned position without a break in service.

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

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

***Effective 18 November 2004***

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

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

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

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

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

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

\*A. Lodging Overnight Required - Business Travel Standards

1. Sleeping

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

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

c. Civilian Employees

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

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

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

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

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

e. *Reimbursement of lodging cost when staying with friends or relatives is not authorized.*

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

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

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

(a) Mortgage interest;

(b) Property tax; and

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

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

***Effective 20 September 2004***

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

2. Eating

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

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

***Effective 29 June 2005***

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

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

***Effective 1 October 2003***

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

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

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

**NOTE 2: Applicable to uniformed members:**

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

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

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if use of Government quarters by uniformed members is directed and if one of the two M&IE rates based on Government mess availability is appropriate. *Use of Government quarters and/or Government mess may not be directed for civilian employees (par. T4040-A1c).*
2. In some situations, the Secretary concerned may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires Government mess use. When EUM applies, members get incidental expense reimbursement, civilians get incidental expense reimbursement and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full day of EUM and ends at 2400 on the last full day of EUM. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.
3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expense or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

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

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

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

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

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

4. TDY aboard Ships

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

2. The CTO and TO must have available information on policies relating to transportation and travel arrangements. Get other needed travel-related information from command channels or Service headquarters. Use management information from the CTO and the travel card company to assist in future travel decisions.
3. Make sure travelers have access to the unit's travel card if they do not have individually issued cards. Refer inquiries about card usage to the local card program coordinator.
4. Adhere to policies and procedures discussed in this regulation, use good judgment in obligating unit funds, and ensure travelers receive adequate reimbursement under policies established in this regulation.

## B. What's Allowable and Not Allowable

### 1. Transportation

- a. What AOs may direct. AOs may direct the traveler to use a particular mode of travel, except for private or rental vehicle. Only direct a specific mode when it is essential to mission success.

*Effective 24 August 2005*

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

*Effective 27 April 2005*

2. Authorizing Business-class Transportation Accommodations. Only the officials listed in JTR, pars. C2204-B2b and C2208-C (trains only), and JFTR, pars. U3125-B2b and U3135-C (trains only) may authorize/approve business-class accommodations use (two-star level or civilian equivalent). Examples of reasons for use of business-class accommodations are found in JTR, par. C2004-B4 and JFTR, par. U3125-B4 (the reason must be recorded on the Trip Record).

### NOTES:

1. *If business-class seating is provided at Government expense, the traveler is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at Government expense.*
2. *Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.*
3. *The 14-hour rule only (in par. T4060-B1c(6) above) applies en route to the TDY site. On a return flight to the PDS, a business-class transportation authorization should not be provided.*
4. *When use of business-class accommodations is authorized/approved, use of business-class fares provided under the Contract City-Pair Program is mandatory.*
5. *When scheduling flights of 14 or more hours, the first choice is always to fly the member in economy class and have the member arrive the day before the TDY is to begin to allow for appropriate rest. Second choice always is to fly the member in economy class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and clearly the most expensive option which should be avoided whenever possible, is to permit the member to travel in Government-funded business accommodations with arrival on the day the TDY starts.*

***NOTE:*** Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by foreign air carriers between two places in foreign areas even if U.S. flag air carriers are available. This authority does not apply to uniformed Service members (The Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), DoD civilian employees, or their dependents. Uniformed Service members, DoD civilian employees, and dependents are required to use available U.S. flag carriers for all commercial foreign air transportation as indicated in this paragraph.

***Effective 30 November 2005***

\*3. **Using U.S.-certificated Carriers.** Available U.S.-certificated air carriers must be used for all commercial foreign air transportation of persons/property when the U.S. Government funds the air travel (49 USC §40118 and B-138942, 31 March 1981). See JFTR, par. U3125-C and JTR, par. C2204-B. ***U.S.-certificated carriers are not “available” if:***

- a. Use of a U.S.-certificated air carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
- b. Use of a U.S.-certificated air carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
- c. Use of a non-U.S.-certificated air carrier would eliminate two or more aircraft changes en route on a trip between points in foreign areas (i.e., the travel is not through the U.S. or a non-foreign OCONUS location);
- d. The elapsed travel time by a non-U.S.-certificated air carrier is three hours or less and travel by a U.S.-certificated air carrier would be at least twice the time;
- e. The travel can only be financed with excess foreign currency and available U.S.-certificated air carriers do not accept the currency;
- f. Only first class accommodations are available on a U.S.-certificated air carrier while less-than-first-class accommodations are available on a non-U.S.-certificated air carrier; or

***Effective 24 August 2005***

g. Air transportation on a non-U.S.-certificated air carrier is paid in full directly, or later reimbursed, by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), an international agency, or other organization. (B-138942, 31 March 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE:*** See the *Security Assistance Management Manual, Chapter 4, par. C4.5.12 of the DoD 5105.38-M, when travel is on Security Assistance Business.*

***Effective 6 September 2005***

***\*NOTE 1:*** The ‘Fly America Act’ does not require travel across the CONUS when traveling between two OCONUS locations (e.g., Travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS. When it is determined that a U.S.-certificated air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a non-U.S.-certificated air carrier may be authorized/approved (adopted from GSBCA 16632-RELO, 15 July 2005)).

***NOTE 2:*** *When using code share flights involving U.S.-certificated air carriers and non-U.S.-certificated air carriers, the flight number of the U.S.-certificated air carrier must be used on the ticket. If the flight number of the non-U.S.-certificated air carrier is used on the ticket, the ticket is a non-U.S.-certificated air carrier and a non-availability of U.S.-certificated air carrier document is needed.*

4. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. ***However, contract fare travel must not be used for personal travel. See JFTR, par. U3145-C, item 12, and JTR, par. C2002-C, item 12.*** The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Government. For civilian travelers, JTR, par. C4563-C applies. A member is not authorized per diem on any day leave is charged. Do not permit a TDY trip that is an excuse for personal travel.

5. Lodging Selection

a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effectiveness.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement must be based on the locality rate, or AEA if appropriate, for the en route TDY site.

6. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.

7. Authorized Trips Home during Extended Business TDY. ***The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.*** The AO must determine that savings outweigh the periodic return travel costs. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs are to be considered. ***An analysis must be conducted at least every other year.*** The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For civilian employees, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

8. Phone Calls to Home or Family During TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY when appropriate (GSBCA 1455-TRAV, 18 August 1998).

9. Travel Expense Report. The Trip Record contains the expense report. AOs must review the amounts claimed on their traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, that the charges are reasonable, that the phone calls authorized for reimbursement are in the Government's best interest, and that the payment of the authorized expenses is approved. Expense reports are subject to random selection for examination based on financial management directives.

10. TDY from Leave. AOs may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

***Effective 9 August 2004***

11. Shipment or Storage of HHG. AOs may authorize shipment of unaccompanied baggage for employees (JTR, par. C2309), or a small amount of HHG for members (JFTR, par. U4705) to the TDY point. Also, they may authorize storage of HHG for members when appropriate. For example, storage may be authorized during deployments. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H.

12. Lower or No Per Diem Rates. There may be situations in which the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Government mess may have a club at which the cost of meals is only a fraction of the full M&IE. In these cases, AOs may recommend payment of lower or no per diem to their Service point of contact listed in the Introduction of the JFTR and JTR under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** See par. T4040-A1c(2) for more on reduced per diem for civilian employees.

13. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies (see par. T4030-H). However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, AOs should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

14. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. Under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and,
- b. To uniformed members escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

15. TDY aboard Ships. Normally, people TDY aboard ships are fed without charge making them ineligible for per diem. However, people TDY aboard non-U.S. government ships may be charged for meals. In this situation, AOs can determine a per diem rate to cover the food cost. This should not be confused with officers paying for meals the same as ship's company officers.

16. Additional Allowable Travel Expenses for an Employee with a Disability. AOs may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Chapter 6, Part L, for specifics.

17. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, AOs may authorize reimbursement of those expenses.

## APPENDIX P

### CITY-PAIR PROGRAM

#### **PART I: CITY-PAIR PROGRAM**

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#### **PART II: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM**

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| 2.            | What are the advantages of the program?  |
| 3.            | Who can use it?  |
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| 20.           | How can the cost of a GSA Airline City Pair flight between two cities vary on the same airline but different flights?  |



## **\*PART II: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM**

### **1. How does the program work?**

**First**, GSA concentrates the Government's market share to make the most of the competition available. The Government traveler's responsibility is to use the contract carrier. The Government's delivery of market share drives the program. So, to ensure the fares stay favorable, we encourage Federal travelers to stick to the contract carrier.

**Second**, GSA works with other Government agencies to make sure that the Federal traveler's needs and concerns are fully met. This ensures that you have a good choice of convenient and timely flights.

**Third**, GSA works in partnership with the airline industry and respects their concerns. For example, because the fares are so attractive, the airlines insist that only Federal employees traveling on official business be allowed to use them. With a few limited exceptions, no one else can use the Government rates. GSA understands and accepts this in order to bring you, the Federal Traveler, the Best Value in the Sky.

### **2. What are the advantages of the program?**

- No advance purchase required,
- No minimum or maximum length of stay required,
- Fully refundable tickets and no charge for cancellations or changes,
- YCA seating not capacity controlled, (As long as there is a coach class seat on the plane, the traveler may purchase it),
- No blackout dates,
- Locked-in fares facilitate travel budgeting,
- 70% average savings over regular walk-up fares, and
- Fares are priced on one-way routes permitting agencies to plan multiple destinations.

*Effective 8 September 2004*

### **3. Who can use it?**

The City-Pair Program is so attractive that usage is strictly limited. There are a few exceptions, but in general, only Federal employees or uniformed service members and their respective dependents on official travel, may use the program with an appropriate form of payment (Government-sponsored contractor-issued travel charge card, centrally-billed account, or GTR). *Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.*

### **4. Why can't contractors use it? It would save the government a lot of money!**

GSA recognizes that contractors often sit next to Federal employees, work on the same projects as Federal employees, and travel with Federal employees. However, contractors are not Federal employees. All of the major airlines have made it clear to GSA that because the contract rates are so low and the terms so favorable, the airlines would drop out of the city-pair program rather than extend the contract rates to contractors. GSA has made the business decision to neither jeopardize the program nor the \$2 billion savings it generates for taxpayers. *GSA agencies that the purchase of contract fare tickets on behalf of Government contractors is a misuse of the city-pair program and could jeopardize its future success.*

### **5. Do I have to use the contract carrier? Won't any airline do?**

Federal and military travelers on official business are required to use the contract carrier unless a specific exception applies. This required use is the incentive necessary to obtain airline participation in the city-pair program and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract.

Commercial airfares can be highly volatile, so an exception to the mandatory use requirement allows government travelers to take advantage of any low commercial fares offered by non-contract carriers, if the fares are also offered to the general public. Non-contract fares that are offered only to government travelers (sometimes called "DG" fares) are not included in this exception. Also, if the contract carrier for the particular market offers the lower fare, you still must use them, but at the lower fare. Travelers that use this exception would have to abide by the many restrictions that typically go along with lower commercial fares. Restrictions on discounted commercial fares usually include; non-refundability, change or cancellation fees, minimum or maximum stay requirements or extended calendar blackout periods. Additional exceptions to the use of the contract carrier are:

- a. Space on a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or
- b. The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours; or
- c. Rail service is available, and such service is cost effective and is consistent with mission requirements; or
- d. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.

### **6. If I have been authorized to use a business class fare, do I have to use the contract carrier?**

Yes, the City Pair Program contracts are mandatory for coach and, within DoD, for business-class service when the contract carrier offers a business-class contract fare. If business-class service has been authorized in accordance with the JFTR/JTR, then use of contract business-class fares is mandatory.

### **7. What makes it the best value? Isn't it just low bid?**

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

### **8. How is Quality of Service Evaluated?**

A minimum service standard is set for each city-pair. This minimum applies to the number of flights per day in each direction (the range is between 2 and 8), a maximum of one connection, a maximum ground time (90 minutes domestic, 180 minutes international) and limits on circuitry (how far out of the way the carrier can take you.)

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

- a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.

- b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.
- c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.
- d. Jet Service: This factor gives preference to jets over propeller aircraft. All these factors are weighed against price and a best value decision is made.

### 9. Why isn't every award for non-stop service?

Even though non-stop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service is awarded are as follows

- There is no non-stop carrier for a specific route.
- The non-stop carrier did not offer on the city-pair. Some carriers have so much traffic on certain routes that they do not want the Government business for the route.
- The non-stop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for our Federal traveler.
- The non-stop carrier has offered an unreasonably high price.
- The connect service carrier has offered a fare so low that it was the best overall value, even considering all the advantages of nonstop service.

### 10. Can't GSA make a carrier add nonstop service?

No. Even though the City-Pair Program is huge, with sales well over \$1 billion per year, it still represents only about 2% of the airlines business. Unless the commercial traffic warrants it, a carrier will not add a new route or improved service levels for the Government.

### 11. Can you require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (see paragraph 5, above, last exception listed).

### 12. Can I use a contract fare for personal travel? What if the personal travel is being taken in conjunction with official government travel?

No. Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal. ***NOTE: Gov't funded travel to and from COT (uniformed) and RAT (civilian employee) leave locations and when ordered TDY while on leave is official travel and therefore contract fares may be used to and from this leave location (see JFTR, par. U7200 (for COT) and JTR, pars. C3104-D2 and C4440 for RAT).***

| <b>Example</b>   |   |
|--|---|
| Travel authorization states the official travel itinerary as:  |   |
| From:  | Atlanta, GA                                 |
| To:  | San Francisco, CA and return to Atlanta, GA |
| City-pair one-way contract fare from Atlanta, GA, to San Francisco, CA, is \$251 with United Airlines. Round trip totals \$502.  |   |
| For personal reasons, employee wants to go to Chicago for several days resulting in the following:   |   |
| From:  | Atlanta, GA                                 |
| To:  | Chicago, IL                                 |
| From:  | Chicago, IL                                 |
| To:  | San Francisco, CA and return to Atlanta, GA |
| Since the itinerary portion from Atlanta to Chicago and Chicago to San Francisco is for personal reasons, the traveler is not authorized to use the city-pair contract fares for these trip portions. Commercial fares are applicable to this trip portion with the maximum cost to the Government of \$251. The city-pair contract fare is applicable only to the trip portion from San Francisco, CA, to Atlanta, GA, with United Airlines at \$251. |   |
| <b><i>NOTE: The traveler is responsible for any additional costs when, for personal convenience, a circuitous route is used or the traveler interrupts a direct travel route (e.g., by taking an unauthorized overnight en route). Reimbursement in this case is limited to the transportation cost by a usually traveled direct route on an uninterrupted basis (e.g., \$502).</i></b>  |   |

### 13. Can I combine two contract fares to save money?

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

### 14. How do I know if there is a contract fare?

Contract fares are identifiable because they normally carry the fare designator YCA. You can ask your (Contracted) Commercial Travel Office (CTO) or Travel Management Center (TMC) or check on the following city-pair website: <http://apps.fss.gsa.gov/citypairs/search>.

### 15. Why does the Government have to pay the Airline Passenger Excise tax? Isn't it exempt from taxes?

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a federal tax and the Federal Government is subject to it.

### 16. I live in an area/location with multiple airports. What is the rule regarding what airport I must use when traveling on official Government business?

Travelers can use the airport that best suits their needs in areas/locations with multiple airports, *except when the AO determines that a specific airport should be used after considering the most cost-effective routing and transportation means (to include not only air fares, but also transportation to and from airports)*. Areas/locations with multiple airports include, but are not limited to, are: Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco and Washington, DC.

### 17. If fares are booked "early", the government receives a discount to the normal airline city pair fares. How early is early?

The Airline City Pair Program is encouraging the Government traveler to book reservations as early as possible. Once a traveler decides that a trip is necessary, the reservation should be made. The earlier the reservation, the better the chances are that the agency will receive the additional savings (capacity control fares).

**18. How will I know that my travel was ticketed using the GSA Airline City Pair rate?**

The ticket will show a three-letter fare basis code with CA (Contract Award) as part of it. Airline City Pair tickets are issued using one of the following fare basis codes:

- (a) **YCA** = Guaranteed GSA economy class Airline City Pair fare.
- (b) **\_CA** = Limited capacity, GSA economy class Airline City Pair fare.

The first letter of the three-letter fare basis code in (b) will vary by airline (e.g., LCA, QCA, etc). The only difference between the YCA and \_CA is that there are a limited number of seats on the lower \_CA Airline City Pair rate. Therefore, travelers should make flight reservations as soon as plans are firm.

**19. The price shown in the E-GOV Travel Service (eTS) or Defense Travel System (DTS) online booking engine is different from what is shown on the GSA Airline City Pair website. How do I know I am getting the government rate for my airline reservations?**

The eTS and DTS vendors' online booking engines display valid GSA contract Airline City Pair rates, but they display them differently than the GSA Airline City Pair website. The GSA website lists the fares for general information purposes only, while the eTS/DTS vendors can actually book reservations. Therefore, the GSA website shows the domestic price for the base fare, tax included but without segment, airport and security fees. International Airline City Pair fares on the GSA websites are shown as base fare only, exclusive of all fees and taxes. The eTS/ DTS vendors' display, on the other hand, shows either the base fare (without tax) or the total cost (base fare, tax plus airport and security fees) depending on which eTS/DTS vendor is used.

**20. How can the cost of a GSA Airline City Pair flight between two cities vary on the same airline but different flights?**

While the base fare and taxes are required to be the same for all of a contract carrier's flights (using the same fare basis) between two cities, the airport and security fees may vary. The fees are based on the number of airports used, even if you do not change planes.

For more information on GSA's Airline City Pairs Program, see the GSA website at <http://apps.fss.gsa.gov/citypairs>, or contact one of the following PoCs below. *Only those without Internet access should call.*

|   |   |   |  |
|---|---|---|--|
| Ms. Linda L. Smith<br>Contracting Officer<br>(703) 605-2915<br>Lindal.smith@gsa.gov | Ms. Andrea Dingle<br>Contracting Officer<br>(703) 305-6190<br>Andrea.dingle@gsa.gov | Mr. Ergene Lee<br>Contracting Officer<br>(703) 308-1618<br>Ergene.lee@gsa.gov | Mr. Jerry Ellis<br>Contracting Specialist<br>(703) 605-2928<br>Jerry.Ellis@gsa.gov |
|---|---|---|--|



## APPENDIX S

## AUTHORIZED FEML LOCATIONS/DESTINATIONS

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

| Authorized FEML Location                       | Command Region | Authorized Destination | Re-certification Due Date |
|--|----------------|------------------------|---------------------------|
| Albania, Tirana                                | European       | Frankfurt              | *30 Nov 2007              |
| *Angola, Luanda ( <i>eff 30 Nov 2005</i> )     | European       | Frankfurt              | 30 Nov 2007               |
| Argentina                                      | Southern       | Miami                  | 30 Apr 2007               |
| Armenia, Yerevan                               | European       | Frankfurt              | 31 Jul 2007               |
| Australia, Alice Springs                       | Pacific        | Honolulu               | 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              | <b>31 Oct 2005</b>        |
| 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       | <b>31 Mar 2005</b> |
| Cuba, Guantanamo Bay   | Southern | Jacksonville    | 31 Dec 2006        |
| <b>Cuba, Havana (for Coast Guard uniformed members only)</b> | 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       | <b>31 Oct 2005</b> |
| Dominican Republic   | Southern | Miami           | 30 Apr 2007        |
| Ecuador  | Southern | Miami           | 30 Apr 2007        |
| Egypt  | Central  | Frankfurt       | <b>31 Oct 2005</b> |
| El Salvador  | Southern | Miami           | 30 Apr 2007        |
| Eritrea, Asmara  | Central  | Frankfurt       | <b>31 Oct 2005</b> |
| Estonia, Tallinn   | European | Frankfurt       | 31 Jul 2007        |
| Ethiopia, Addis Ababa  | Central  | Frankfurt       | <b>31 Oct 2005</b> |
| 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       | <b>31 Oct 2005</b> |
| Kazakhstan, Almaty   | Central  | Frankfurt       | <b>31 Oct 2005</b> |

|   |                  |               |                    |
|---|------------------|---------------|--------------------|
| Kenya   | Central          | Frankfurt     | <b>31 Oct 2005</b> |
| Kuwait  | Central          | Frankfurt     | <b>31 Oct 2005</b> |
| Kyrgyzstan, Bishkek   | Central          | Frankfurt     | <b>31 Oct 2005</b> |
| Laos, Vientiane ( <i>eff 29 October 2004</i> )                    | Joint<br>POW/MIA | Honolulu      | 31 Oct 2006        |
| Latvia, Riga  | European         | Frankfurt     | 31 Jul 2007        |
| Lithuania, Vilnius  | European         | Frankfurt     | 31 Jul 2007        |
| Macedonia, The Former Yugoslavia<br>Republic of Macedonia, Skopje | European         | Frankfurt     | 31 Jul 2007        |
| Madagascar, Antananarivo ( <i>eff 28 May<br/>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      | <b>31 Aug 2003</b> |
| Mexico  | Northern         | San Antonio   | <b>30 Aug 2005</b> |
| Moldova, Chisnau  | European         | Frankfurt     | 31 Jul 2007        |
| Mongolia, Ulaanbaatar   | Pacific          | San Francisco | 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      | <b>31 Dec 2004</b> |
| Nicaragua   | Southern         | Miami         | 30 Apr 2007        |
| Niger, Niamey   | European         | Frankfurt     | 31 Jul 2007        |
| Nigeria, Abuja  | European         | Frankfurt     | 31 Oct 2007        |
| Nigeria, Lagos  | European         | Frankfurt     | 31 Oct 2007        |
| Oman  | Central          | Frankfurt     | <b>31 Oct 2005</b> |
| Pakistan  | Central          | Frankfurt     | <b>31 Oct 2005</b> |
| 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     | <b>31 Oct 2005</b> |
| 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                              | <b>31 Oct 2004</b> |
| Senegal, Dakar                  | European | Frankfurt                              | 31 Jul 2007        |
| Serbia and Montenegro, Belgrade | European | Frankfurt                              | *30 Nov 2007       |
| Singapore                       | Pacific  | Honolulu<br>( <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                              | <b>31 Oct 2005</b> |
| 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                              | <b>31 Oct 2005</b> |
| Uganda, Kampala                 | European | Frankfurt                              | 31 Jul 2007        |
| Ukraine, Kiev                   | European | Frankfurt                              | 31 Jul 2007        |
| United Arab Emirates            | Central  | Frankfurt                              | <b>31 Oct 2005</b> |
| Uruguay                         | Southern | Miami                                  | 30 Apr 2007        |
| Uzbekistan, Tashkent            | Central  | Frankfurt                              | <b>31 Oct 2005</b> |
| Venezuela                       | Southern | Miami                                  | 30 Apr 2007        |
| Vietnam, Hanoi                  | Pacific  | Honolulu                               | 31 Mar 2006        |
| Yemen                           | Central  | Frankfurt                              | <b>31 Oct 2005</b> |
| 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.

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Use the 'search' feature (or 'find' function in PDF) in the electronic or text only version of the JTR. Please see the Per Diem Committee website at:

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

