VOLUME 2

JOINT TRAVEL REGULATIONS

CHANGE 487

Alexandria, VA 1 May 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 May 2006 unless otherwise indicated.

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This change includes all material written in 11-06(E); 12-06(I); 15-06(I); and 18-06(I). Insert the attached pages and remove the corresponding pages. Remove pages C1F-7 through C1F-11. This cover page replaces the Change 486 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 487:

Chapter 2, Part D; various paragraphs. Moves Chapter 4, Part N1 to Chapter 2 to more closely align with the JFTR format. Cross references various applied paragraphs.

C4555-E; T4040-A1f. Indicates that a member/employee may not ship furniture from a previous residence or purchase furniture at Government expense, instead of renting furniture, for use in a residence purchased at a TDY Location.

Appendix IB. Changes the effective date of Sec. 550.405 Determination of Special Allowances (NOTE) from 16 November 2005 to 28 August 2005 to reflect the fact that the interpretation provided by OPM of their evacuation regulations applied from the beginning of the evacuations due to Hurricane Katrina and Rita.

Appendix O. Deletes the term 'TAD' in the Glossary of Appendix O.

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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. Single sheets or entire monthly changes are available from the PDTATAC website.

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CHAPTER 2

PART D: POC TRAVEL

SECTION 1: GENERAL

C2150 AUTHORIZATION/APPROVAL

1. POC use may be authorized/approved for travelers performing official business.

2. ***POC travel may not be directed***; but is permitted in the Government's interest or for the employee's convenience, as appropriate, when requested by the employee.

3. An employee (unless traveling as a dependent family member on PDT) may not be required to travel as a passenger in another employee's POC (53 Comp. Gen. 67 (1973)). Use of an employee's POC to transport other employees as TDY transportation is strictly voluntary on the part of the POC owner/operator and potential passenger(s) (FTR §301-10.307).

4. POC use is encouraged when it is advantageous to the Government.

5. Necessary POC travel is authorized in the travel authorization with the appropriate TDY mileage rate for TDY travel (if other than the rate for 'automobile' in par. C2500) or PCS mileage rate for PDT travel.

6. POC travel not authorized in advance of travel may be approved by travel authorization amendment after travel by the AO. See Chapter 3 for travel authorization policy and procedures.

7. POC use may be authorized/approved to begin or end at the employee's residence (from which the employee commutes daily to the PDS) or the place near this residence where the POC is garaged/stored, if advantageous to the Government.

8. An employee may not be prohibited from using a POC on official travel (FTR §301-70.105). If an employee elects to use a POC instead of the authorized transportation mode:

   (a) Reimbursement must be limited to the authorized transportation mode constructed cost, which is the sum of per diem and transportation expenses the employee would reasonably have incurred when traveling by the authorized transportation mode; and

   (b) Leave is charged IAW personnel regulations for any duty hours that are missed as a result of POC travel.

C2153 GOVERNMENT ADVANTAGE DETERMINATION

A. General

1. POC use is authorized when advantageous to the Government.

2. A determination that POC use is advantageous to the Government is made when common carrier, Government contract rental automobile, or Government-furnished transportation is not available or is not advantageous to the Government.

3. POC use authorization is made in advance of travel.

B. Considerations. The following elements must be considered when determining if POC use is more advantageous to the Government than other available transportation modes:

1. Assignment requirements including transportation of baggage, tools, or equipment;

2. Availability of other transportation and the effect on productive time;

3. Duty locality in relation to traffic conditions, routing, and weather;

4. TDY location in relation to the lodging and meal facilities location(s) and transportation availability, other than POC, between these points;

5. Overall cost advantage when there are accompanying passengers under official travel authorizations in the same POC; and

6. The salary cost represented by the additional travel time and the physical/mental strain on the employee when any substantial distances are involved with TDY travel.

C2156 COST DETERMINATION FOR POC USE BY PERSONAL PREFERENCE

A. General

1. Limitations. See Chapter 3 for travel authorization policy and procedures.

2. Mileage Rate. Mileage rates in par. C2500 or C2505 are used.

3. Per Diem. Constructed per diem is based on use of the authorized transportation mode.

4. Other Costs. The following costs are allowable in determining constructed costs:

*a. Tolls, ferry fares, parking fees and other allowable costs in par. C2188; and

b. Usual transportation costs to and from common carrier terminals.

5. Boarding and Leaving Carrier. Carrier schedules that require departure from/arrival at home or at the TDY lodging between midnight and 0600 are not used if there are more reasonable departure/arrival times that do not significantly increase the constructed per diem (see par. C1060-A2).

6. Dependent Constructed Cost Comparison. The dependent constructed cost comparison is included with the employee-constructed cost when RAT is involved.

7. Reimbursement

a. Reimbursement is based on the official distance (see par. C1065).

b. The total payment may not exceed the authorized transportation mode constructed cost total including constructed per diem for travel by that mode.

*c. The lesser of actual POC costs or the constructed costs is reimbursed. See par. C2198-B4.

B. Constructed Cost Comparison by Airplane

1. Accommodations. Coach-class accommodations (see par. C2204) on a commercial air carrier are used as the basis for constructed cost.

2. Contract City-pair Airfare. If air carrier city-pair airfares provided under GSA contract are:

a. Available between origin and destination, the constructed cost is limited by the contract airfare. Use the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare if both are available.

b. Not available between origin and destination, the constructed cost is limited by the least expensive unrestricted coach-class fare between origin and destination (with the exception noted in 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.

3. Accommodations. Coach-class accommodations are presumed available from a carrier when coach-class is available on flights serving origin and destination points, regardless of whether space would actually have been available had the traveler used air transportation for the official travel.

C. Constructed Cost Comparison by Train

1. When air accommodations are not provided between origin and destination points, mileage reimbursement is limited by the constructed cost of coach-class train accommodations for the travel performed.

2. The constructed cost comparison also may be made with rail transportation, even though commercial air accommodations are provided between the city/airport pair, when an administrative determination is made that such comparison, including related per diem, is more economical.

3. The constructed cost comparison may be limited by the cost of extra fare service (see par. C2203-D) only when extra fare service has been authorized as Government advantageous.

D. Constructed Cost Comparison by Bus. When neither air nor rail transportation is provided, mileage reimbursement is limited to the bus transportation constructed cost.

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CHAPTER 2

PART D: POC TRAVEL

SECTION 2: PERMANENT DUTY TRAVEL

***NOTE*: In addition to the provisions of Section 1, the following regulations apply.**

C2159 AUTOMOBILE USE (FTR §302-4)

A. General

1. Automobile use is advantageous to the Government for:

a. First duty station travel by a newly recruited employee or appointee,

b. PCS travel, or

c. Separation travel.

2. Mileage reimbursement for automobile travel is at the appropriate PCS mileage rate in par. C2505.

*3. RAT by automobile is advantageous to the Government when travel costs at the applicable PCS mileage rate, plus per diem for the travel period (not in excess of the time required to complete the trip at a rate of 350 miles per calendar day) are less than common carrier transportation, including per diem. ***See par. C5060 for travel time and par. C2198 for RAT reimbursement by automobile.***

B. Using One or Two POCs (FTR §302-4, Subpart F)

1. When a traveler and dependents relocate incident to a traveler's PCS move, reimbursement is authorized for one or two POCs (two POCs if the traveler has dependents who are relocating) with the prescribed PCS mileage rate (see par. C2505) and car ferry fees applicable for each POC.

2. Except as in par. C2159-C, PCS mileage reimbursement authorized for dependents' travel is for the use of one or two POCs. ***NOTE*: The traveler may be reimbursed for use of two POCs by dependents only if the traveler travels by common carrier (e.g., the traveler is not reimbursed automatically for three POCs to allow the traveler to use one and the dependents to use two.)**

3. Mileage reimbursement for PCS travel by POC does not affect authorization for transportation-in-kind or common carrier use for other dependents who did not travel by POC and who were not taken into account in computing the authorized PCS mileage rate.

Effective 19 June 2003
C. Using More than Two POCs (FTR §302-4.500 and 302-4.700d)

***NOTE*: The terms "family members" or "dependents" in this paragraph include only those traveling by POC.**

1. General. The use of more than two POCs, within the same household for PDT, may be authorized/approved if determined to be appropriate, through the Secretarial Process.

2. Mileage Allowance

a. When reimbursement for the use of more than two POCs is authorized/approved, the mileage allowance and car ferry fees apply for each POC.

b. If the same POC is used for more than one trip, the mileage allowance and car ferry fees apply, except that the mileage rate must be determined on the basis of the number of family members making the old to new PDS trip for the first time (e.g., employee drives spouse and three children on first trip (and receives $.20/mile) followed by a second trip in which the employee and one of the already-transported children return to transport two remaining children. The employee is paid $.17/mile for the one-way distance from old to new PDS on the second trip for the remaining two children.

3. Documentation. The applicable conditions in par. C2159-C1 should be shown in the travel authorization or approved by travel authorization amendment after the fact. See Chapter 3 for travel authorization policy.

C2162 AIRCRAFT

A. Privately Owned Airplane

1. The use of a privately owned airplane for:

a. First duty station travel by a newly recruited employee or appointee,

b. PCS travel,

c. Separation travel, or

d. Renewal agreement travel

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

2. Mileage reimbursement for travel by privately owned airplane that is Government advantageous, is at the appropriate TDY mileage rate in par. C2500.

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

*4. Reimbursement computation for travel by privately owned airplane is in par. C2198

B. Privately Owned Aircraft other than Airplane (e.g., Helicopter)

1. Operation Cost. The actual operation cost, rather than mileage, is paid.

2. Expenses

a. Reimbursable Expenses. The following expenses are reimbursable: fuel; oil; and aircraft parking, landing, and tie-down fees.

b. Non-reimbursable Expenses. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

C2164 PRIVATELY-OWNED MOTORCYCLE

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

1. First duty station travel by a newly recruited employee or appointee,

2. PCS travel,

3. Separation travel, or

4. RAT

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

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

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

*D. Reimbursement computation for travel by privately owned motorcycle is in par. C2198.

C2165 TRANSOCEANIC TRAVEL BY PRIVATELY OWNED BOAT

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

Effective 1 October 2005
C2166 OCEAN-GOING CAR FERRIES

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

B. PCS Mileage

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

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

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

1. Government-procured ferry transportation; or

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

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

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

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

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

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

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

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

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

CHAPTER 2

PART D: POC TRAVEL

SECTION 3: POC USE INSTEAD OF GOVERNMENT-FURNISHED AUTOMOBILE

*C2180 POC USE INSTEAD OF GOVERNMENT-FURNISHED AUTOMOBILE

A. General. TDY mileage reimbursement for POC use instead of a Government-furnished automobile is based on the cost incurred if Government-furnished automobile (see definition - Appendix A) were used. In addition to mileage reimbursement (see par. C2500 for current rates) for the official distance, the official traveler is authorized reimbursement for expenses authorized under par. C2188 and per diem or AEA, whichever applies, as prescribed in Chapter 4, Part L or Chapter 4, Part M for the allowable travel time as computed under par. C5060.

B. Mileage Reimbursement Rates. The POC TDY mileage reimbursement rate (except an airplane) is determined using the DTOD distance (see par. C1065), the appropriate TDY mileage rate in par. U2500, and the factors in par. C2184-D.

C. Per Diem. Per diem reimbursement is authorized for the actual en route travel time under par. U2180 not to exceed the necessary travel time for the most direct usually traveled route. Unless satisfactorily explained, travel time in excess of that necessary for the most direct usually traveled route is disallowed for per diem computation.

D. Statement. When claiming reimbursement for POC TDY mileage instead of the reimbursement prescribed in par. C2184-D2 for a Government-furnished automobile, the official traveler must provide a written statement (consult finance regulations to see if the statement must be submitted with the voucher) that Government-furnished vehicle use was not authorized for the TDY assignment, and that POC TDY mileage reimbursement was not limited under par. C2184-D2 or C2184-D3. See Chapter 3 for travel authorization policy.

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*CHAPTER 2

PART D: POC TRAVEL

SECTION 4: POC USE FOR TDY TRAVEL

C2182 MILEAGE ALLOWANCES FOR POC USE

Individuals engaged in official business for the Government may be authorized TDY mileage for POC travel. TDY mileage may be authorized only for the POC operator.

Effective 1 September 2005
C2184 POC USE FACTORS

A. Official TDY Mileage Rates for Local and TDY Travel. Only the TDY mileage rates for local and TDY travel in par. C2500, and private automobile rates affected by pars. C2184-B, C2184-C and C2184-D may be prescribed in travel authorizations.

B. POC Use Advantageous to the Government. POC TDY mileage rates are in par. C2500 for POC travel that is advantageous to the Government.

C. POC Use Not Advantageous to the Government

1. Reimbursement. When POC TDY travel is not advantageous to the Government but is used by the official traveler, reimbursement is on a constructed basis limited to the cost of the transportation mode in the travel authorization.

2. Constructed Cost. See par. C2156.

3. POC Use Instead of Government-furnished Automobile. See par. C2184-D.

4. POC Use for Local Travel. See pars. C2400 and C2401.

D. Privately Owned Automobile (POA) Instead of Government-furnished Automobile (FTR §301-10.310)

1. Government-furnished Automobile Use Advantageous to the Government

a. TDY Mileage Rate. GSA prescribes the TDY mileage rates for authorized POA use when use of a Government-furnished automobile would be advantageous to the Government. See par. C2500 for current rates.

b. Higher Mileage Rate. Exceptions to the GSA-prescribed rates may be authorized if the DoD component concerned determines that, because of the unusual circumstances, the Government-furnished automobile cost would be higher than the GSA-prescribed rate. In such instances, the DoD component may allow reimbursement at a higher rate (but not higher than the stated TDY mileage rate in par. C2500 for an automobile) for advantageous use that most nearly equals the cost of providing a Government-furnished automobile in those circumstances.

c. Expense Reimbursement. In addition to TDY mileage reimbursement for the official distance, the official traveler is authorized reimbursement for expenses under par. C2188 that would have been incurred if a Government-furnished vehicle had been used.

2. Government-furnished Vehicle Available. When use of an available Government-furnished vehicle is authorized, but an official traveler elects to use a POC for TDY travel, TDY mileage reimbursement is at the appropriate rate in par. C2500 for POC use.

3. Official Traveler Assigned a Government-furnished Vehicle. When an official traveler is assigned a Government-furnished vehicle for the official traveler's exclusive use, but the official traveler elects to use a POC, reimbursement for the POC use is at the partial rate in par. C2500-E for POC use.

4. Reimbursement when Transportation in a Government-furnished Automobile as Passenger/Driver Is Available

a. Reimbursement Not Authorized. When an official traveler is authorized transportation in a Government-furnished automobile as a passenger, or as a driver with one or more other official travelers, but uses a POC instead, the official traveler is not authorized any reimbursement if the Government-furnished automobile made the trip without the official traveler (21 Comp. Gen. 116 (1941)).

b. Partial Reimbursement. If under the circumstances in par. C2184-D4a, the Government-furnished vehicle is used by some of the official travelers but the AO authorizes an official traveler to use a POC as a matter of personal preference, that official traveler is authorized reimbursement at the partial rate in par. C2500-E for POC use instead of a Government furnished vehicle (62 Comp. Gen. 321 (1983)).

c. Reimbursement at POC Rate. If the Government-furnished automobile did not make the trip, the official traveler is authorized reimbursement at the rate in par. C2500-D for POC use instead of a Government furnished vehicle when use of the Government furnished vehicle is advantageous to the Government.

C2186 PARKING FEES

A. General. Reimbursement is authorized/approved for official transportation-related parking fees when using a POA or a Government-furnished automobile.

B. Privately Owned Automobiles (POA). Parking fees reimbursement is:

1. Allowed when POA use is advantageous to the Government, ***unless prohibited by the travel authorization***;

2. Allowed when official travel is by oral authorization when the travel-approving/directing official approves the claim.

3. Allowed only when related to official business.

4. ***Not allowed for PDT.***

C2188 OTHER ALLOWABLE COSTS

In addition to a mileage allowance, the following official business costs are allowable:

1. Ferry fares, bridge, road and tunnel tolls;

2. Automobile parking fees; (related to official business only (except those incident to PDT)); and

3. Aircraft landing, parking, and tie-down fees.

C2190 TRAVELING TOGETHER

1. POC mileage reimbursement is paid only to the official traveler incurring the operating expenses.

2. No deduction is made from the mileage payable to the official traveler authorized to be reimbursed because other passengers (Government or non-Government official travelers) travel with the official traveler and contribute to paying operating expenses.

C2192 POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS

A. Round-trip Expenses Incurred for Drop-off/Pick-up at a Transportation Terminal. When a POC is driven round-trip to drop-off or pick-up an official traveler at a transportation terminal, the official traveler paying POC operating expenses is:

1. Paid TDY mileage for the round-trip distance, and

2. Reimbursed for ferry fares, road, bridge and/or tunnel tolls, and parking fees

for the most direct route.

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

1. When a POC is used for one-way travel from a residence/PDS to a transportation terminal and then from the transportation terminal to a residence/PDS when the TDY is completed, the official traveler incurring the POC operating expenses is:

a. Paid TDY mileage, and

b. Reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls

for the most direct route.

2. ***Terminal parking fees while TDY are reimbursable not to exceed the cost of two one-way taxicab fares, including allowable tips.***

C. Departure from PDS on TDY

1. There are occurrences when a POC is driven from an official traveler's residence to the PDS on the official traveler's departure day on TDY from the PDS (requiring at least one night's lodging) and from the PDS to the residence on the official traveler's return day.

2. The official traveler who pays the POC operating expenses is paid TDY mileage, and reimbursed for parking fees, ferry fares, road, bridge, and tunnel tolls for the most direct route from and to the residence.

D. Two or More Official Travelers Travel in the Same POC

1. When an official traveler transports other official travelers to or from the same transportation terminal, TDY mileage is authorized for the additional distance involved.

2. Only one official traveler (usually the driver) is paid TDY mileage for a trip.

3. ***Terminal parking fees while TDY may be reimbursed (to the official traveler who pays the fee) not to exceed the cost of two one-way taxicab fares, including allowable tips.***

C2194 PER DIEM FOR POC TRAVEL

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

B. POC Use Not Advantageous to the Government

1. When POC use is not advantageous to the Government, per diem is limited under par. C2198-B, except when a POC is used instead of a Government-furnished automobile. See par. C2180.

2. When a POC is used under the conditions in par. C2158, per diem is reimbursed under par. C2198.

C2196 TRAVEL TIME

Necessary travel time is allowed when POC use is advantageous to the Government. See par. C2194-A. Constructed common carrier scheduled travel time is used in computing per diem when TDY travel by POC is not advantageous to the Government (except for travel under par. C2180).

C2198 POC TRAVEL REIMBURSEMENT COMPUTATION

A. Advantageous to the Government

1. Reimbursement for the official distance is computed at the authorized mileage rate.

2. Per diem is computed for the travel time under par. C2194.

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

4. See par. C2188 for other allowable costs.

B. Not Advantageous to the Government

1. Limitation

a. When, for personal preference, a POC is used for official travel instead of common carrier transportation, travel reimbursement is computed at the TDY mileage rate in par. C2184 plus per diem.

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

c. Par. U2198 does not apply to travel performed under par. C2180 (B-183480, 4 September 1975).

2. Mileage and Per Diem Computation

a. TDY mileage allowance is computed for the DTOD distance between authorized points.

b. Ferry fares; bridge, road, and tunnel tolls; and automobile parking fees (related to official business) are added to the amount in par. C2198-B2a.

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

3. Constructed Transportation Cost and Per Diem Computation

a. The Government's constructed transportation cost is computed on fares or charges for the least expensive, most direct, unrestricted common carrier coach/economy transportation fare (often contract city-pair airfare; see par. C2156) between authorized points.

b. Air transportation constructed cost includes taxes or fees the Government would pay if Government-procured transportation had been provided.

c. Taxi fares and excess baggage costs that would have been allowed are included.

d. The constructed POC transportation cost includes transportation expenses for:

(1) The official traveler claiming mileage, and

(2) Persons performing official travel as passengers in the same conveyance.

4. Comparison

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

b. See par. C2156 for determining common carrier constructed cost.

5. Passengers

a. Passengers are not authorized TDY mileage.

b. Per diem for eligible passengers is computed by comparing the total per diem payable for the travel performed and the total per diem payable for the appropriate common carrier constructed travel. The lesser amount is reimbursed.

C. Privately Owned Aircraft (other than airplane) or Privately Owned Boat. ***Reimbursement is the actual transportation costs in pars. C2162 and C2165, instead of paying mileage and other reimbursable expenses.***

D. Example. The per diem/TDY mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes the current TDY mileage rate; and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html.***

1. An official traveler is authorized TDY in Location B, from a PDS in Location A.

2. The official traveler elects to travel by POA (not advantageous to the Government). The Location B locality per diem rate at the TDY assignment time was $104; M&IE rate was $39 and the lodging amount was $65. Actual lodging cost at Location B was $40.

Total Constructed Travel Cost by Common Carrier (including per diem on travel days to and from Location B) *Effective 1 January 2006*		
1 round-trip air coach ticket (incl. federal tax paid by Government)	$163.27	
Total taxicab expense at origin and destination point	9.00	
Travel day to Location B. 75% of the M&IE rate for Location B plus lodging cost. $29.25 (75% x $39) plus $40 lodging cost.	69.25	
Return day to Location A. 75% of M&IE rate for Location B. $29.25 (75% x $39)	29.25	
Total Constructed Cost	**$270.77**	**$270.77**

Total Cost of Actual Travel by Automobile *Effective 1 January 2006*		
TDY Mileage & Tolls. 2,325 miles @ $0.445 per mile (round-trip)	$1,034.63	
Tolls	12.00	
Total Transportation Cost	**$1,046.63**	**$1,046.63**
Per Diem for Travel from Location A to Location B		
Departure Day from Location A (1st Day). 75% of M&IE rate for the 1st stopover day location plus lodging cost. $29.25 (75% x $39) plus $35 lodging cost. Total NTE the maximum per diem rate for the stopover location ($105).	$64.25	
Second Day. M&IE rate for the 2nd stopover day location plus lodging cost. $39 + $39 lodging cost. Total NTE the maximum per diem rate for the stopover location ($112).	78.00	
Third Day (Arrival Day at Location B). M&IE rate for Location B plus lodging cost. $39 + $40 lodging cost. Total NTE the maximum per diem rate for Location B ($99).	79.00	
Per diem cost for travel from Location A to Location B	**$221.25**	**$221.25**

Per Diem for Travel from Location B back to Location A		
Departure Day from Location B (1st Day). M&IE rate for the 1st stopover day location plus lodging cost. $39 + $80 lodging cost. Total NTE the maximum per diem rate for lodging location ($110).	$110.00	
Second Day. M&IE rate for the 2nd stopover day location plus lodging cost. $39 + $70 lodging cost. Total NTE the maximum per diem rate for location of lodging ($120).	109.00	
Third Day (Arrival Day at Location A). 75% of M&IE (Same as rate for the 2nd day en route stopover point.) $29.25 (75% x $39)	29.25	
Per diem cost for travel from Location B to Location A	**$248.25**	**$248.25**
Total cost of actual automobile travel		**$1,516.13**

3. Since the cost for the actual travel performed (i.e., TDY mileage and per diem) exceeds the total constructed cost, the total allowable is limited to the total constructed cost of the common carrier transportation, including constructed per diem.

4. In this example, the total amount due for travel is $270.77, plus the per diem payable for the TDY period at Location B.

5. The 12-hour prohibition does not affect the time en route because the combined per diem for travel and TDY assignment exceeds 12 hours.

E. Mixed Modes

1. General. All official travel must be:

a. Arranged in accordance with pars. C2203-A and; C2203-B; and

b. Reimbursed in accordance with par. C2203-D.

2. Advantageous to the Government

a. If an official traveler is authorized POC travel as advantageous to the Government and travels partly by POC and partly by common carrier, the official traveler is authorized:

(1) The authorized TDY mileage rate for the distance traveled by POC,

(2) The cost of transportation purchased through a CTO, ***and***

(3) Per diem for actual travel.

The total amount may not exceed the TDY mileage plus per diem for the authorized travel.

b. The AO may authorize, or the travel-directing/approving official may approve, actual travel cost (mileage plus the cost of transportation purchased plus per diem for the authorized travel) when justified in unusual circumstances.

3. Not Advantageous to the Government. If the official traveler is not authorized POC travel as advantageous to the Government and travels partly by POC for personal convenience and partly by common carrier, the official traveler is authorized:

a. The authorized mileage rate for the distance traveled by POC,

b. The cost of transportation purchased through a CTO, and

c. Per diem for actual travel.

The total amount may not exceed the cost of constructed transportation and per diem. See par. C2198-B3 for authorized travel.

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CHAPTER 2

PART H: LOCAL TRAVEL IN AND AROUND PERMANENT OR TDY LOCATION

C2400 GENERAL

A. Authorization/Approval Authority. When it is determined to be advantageous to the Government, officials designated by the Service/Defense Agency concerned may authorize/approve reimbursement for transportation expenses as stated in this Part necessarily incurred by employees conducting official business in the local area of their permanent and TDY stations. These expenses are those not specifically included in travel under authorizations as provided in this Chapter.

B. Local Area. The area in which transportation expenses may be authorized/approved is:

1. Within the (permanent or temporary) duty station limits and the metropolitan area around that station which is ordinarily served by local common carriers;

2. Within a local commuting area of the duty station, the boundaries which are determined by the official directing travel or as prescribed by local Service/Defense Agency directives; or

3. Separate cities, towns, or installations adjacent to or close to each other, within which the commuting public travels during normal business hours on a daily basis.

An arbitrary distance radius must not be established in setting up the local commuting area of the permanent or TDY station (59 Comp. Gen. 397 (1980)).

C. Control and Approval. Activity commanders must designate in writing appropriate personnel at staff organization level who may authorize/approve the use of local transportation facilities by employees, other than those under official travel authorizations, in the performance of official business. These officials also are responsible for furnishing public carrier tokens or tickets, when appropriate; for making a determination of advantage to the Government; and for approving reimbursement claims when persons incur expense for authorized local transportation.

C2401 TRAVEL IN AND AROUND PDS

A. General. Reimbursement for transportation expenses in the area of the PDS may be authorized/approved for travel between:

1. Office or duty point and another place of business;

2. Places of business; or

3. Residence and place of business other than office or duty point.

B. Travel by Commercial Means. When authorized/approved, an employee who travels by commercial means is authorized reimbursement of the actual and necessary expenses incurred for:

1. Local public transportation when tokens, tickets or cash fares are not furnished;

2. Taxicab fares and transportation-related tips; and

3. Hire and operation of a special conveyance including necessary parking fees.

*C. Use of POC between Residence or PDS and Alternate Work Site within the Local Area. When use of a POC is authorized/approved for travel between an official traveler's residence or the PDS and one or more alternate work sites within the local area, the official traveler must be paid mileage for the distance that exceeds the official traveler's commuting distance. For travel to and from a transportation terminal, par. C2192 applies.

D. Use of POC and Commercial Means between Residence and Alternate Work Site within the Local Area. When use of a POC and/or commercial transportation is authorized/approved for travel between a traveler's residence and one or more alternate work sites within the local area, the traveler is paid:

1. TDY mileage for POC use to travel to and from the commercial transportation stop/station/terminal for the distance that exceeds the traveler's commuting distance to the regular place of work;

2. Actual cost of necessary POC parking; and

3. Cost of local public transportation when tokens, tickets or cash fares are not furnished.

(a) Include the statement "_____ pieces or _____ pounds of excess accompanied baggage authorized" and whether the excess accompanied baggage service must be paid by the traveler, subject to reimbursement, or otherwise is authorized (see par. C2302) if excess accompanied baggage is authorized.

(b) Include an appropriate statement indicating the number of annual leave days authorized if delay en route for personal reasons is authorized.

(c) When a travel authorization authorizes:

Effective 16 August 2004
(1) First-class air accommodations include the statement: "The use of first-class accommodations is authorized by (insert the official's appropriate title, Name, Rank, and Office Symbol (***(Only officials listed in par. C2204-B2a have authorization/approval authority for first-class accommodations.)***) in (cite the memo/letter/message reference and date (See Appendix H, Part II, Section B.)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first-class fare and the coach-class fare is ($XXX.XX)." See Chapter 2, Part E and Appendix H, Part II, Section B; or

(2) Business-class air accommodations, include the statement: "The use of business-class accommodations is authorized by (insert the official's appropriate title, Name, Rank, and Office Symbol (***(Only officials listed in par. C2204-B2b have authorization/approval authority for business-class accommodations.)***) in (cite the memo/letter/message reference and date (See Appendix H, Part III, Section A)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business-class fare and the coach-class fare is ($XXX.XX)." See Chapter 2, Part E, and Appendix H, Part II, Section A.

(d) Include instructions if the TDY assignment involves special clothing, or other conditions apply.

(e) Include an appropriate statement giving the names of persons involved and their status (e.g., military, civilian employee, contractor) if the traveler accompanies or is accompanied by other persons in an official travel status in a POC.

(f) See DoDFMR, Vol. 9 (***http://www.dtic.mil/comptroller/fmr/***) when a Government-sponsored contractor-issued travel charge card is not accepted or cannot be used.

(g) Include a statement indicating whether (and if so, the number/dates) or not meals and/or lodgings are included in the registration fee (see par. C4955-E1) if a registration fee is authorized (see par. C4720-B4j).

*(h) Include any administrative restriction precluding or limiting other allowable POC costs (see par. C2188).

(i) Cite par. C6150 or C6151 when traveling as an escort or an attendant for a Service member's dependents.

(j) Include the amount authorized for ATM advance against the Government-sponsored contractor-issued travel charge card.

(k) Include a statement indicating the reason for nonuse of a particular transportation mode that may otherwise appear to be the most advantageous to the Government when the AO has determined that an employee should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This is done to justify travel reimbursement based on the transportation mode authorized on the travel authorization, and actually used, instead of the constructed cost of the otherwise apparently most advantageous mode to the Government. See par. C2001-A1. (Ex: Air travel is apparently the most advantageous transportation mode but air travel is medically precluded. The authorization should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

(*l*) Travel at No Expense to the Government -- This travel authorization is issued in the DOD's interest but voluntary (permissive) in nature. ***If used, it must result in no cost to the U.S. Government.*** The employee is financially responsible for all travel and transportation expenses. ***No accounting information should be placed on the travel authorization.*** There is no penalty if the traveler chooses not to use this travel authorization; however, the AO should be notified without delay that this travel authorization has not been used.

(m) If a conference lodging allowance (a pre-determined allowance up to 125% of applicable locality lodging per diem rate (see pars. C4950-M & C4950-N)) is authorized, include the statement: "***Conference lodging allowance NTE 125% (or other lesser amount) of the applicable per diem lodging rate for (location) is authorized by (insert the authority making the determination).*** Insert the actual pre-determined allowance in lieu of 125% if a lesser amount is authorized.

(n) Include the dollar amount/call for authorized calls home (see par. C4705).

(o) Costs for Expenses not Fully Covered by Non-Federal Source - State on the travel authorization that the traveler is being reimbursed for the difference between the full Government allowances and the payment from the non-Federal source if it is determined in advance of travel that payment from a non-Federal source (see the Joint Ethics Regulation (JER), DoD 5500.7-R, at ***http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html***) covers some but not all of the allowable travel and subsistence expenses. See Chapter 4, Part L to determine the applicable maximum allowances.

(p) Include the following statement on authorizations for travel to foreign locations and back to the U.S.

NOTICE: Travelers transporting exotic pets are required by law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pets to foreign locations or back to the U.S. For information, contact the FWS at: 1-800-358-2104. Travelers returning to the U.S. with exotic pets should call (703) 358-2104 before transporting the pet(s). For a FWS fact sheet, go to: ***http://international.fws.gov/pdf/pe.pdf***. For an application for travel with pet birds and other CITES-Listed species go to: ***http://forms.fws.gov/3-200-46.pdf***.

(q) Include the constructed common carrier cost when the employee is traveling by POC not advantageous to the government.

(r) Cite par. C6800 when traveling as family member of a seriously ill or injured Service member.

Item 17, Travel-Requesting Official (Title and Signature) other than the official signing in block 20. The travel-requesting official must be other than either of the officials signing in blocks 18 and 20 when travelers are permitted to be travel requesting officials for their own travel authorizations.

Item 18, Travel-Approving/Directing Official (Title and Signature) other than the official signing in block 17.

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F Leave Interrupted for TDY, Employees Not Allowed to Resume Leave Status
G. TDY Directed at Termination of Leave Status
H. Cancellation of TDY Travel Authorizations after Commencement of Travel and while on Authorized Leave

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C4566 **QUICK REFERENCE TABLES – PER DIEM AUTHORIZATIONS**

C4567 **PER DIEM FOR EMPLOYEES AND/OR DEPENDENTS WHILE AT SAFE HAVEN INCIDENT TO AN EVACUATION FROM A PDS WITHIN CONUS OR NON-FOREIGN OCONUS LOCATION**

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C4679 **LODGING RETAINED AT TDY LOCATION**
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B. Lodging Retained at TDY Location during Authorized Return – Lodgings Plus
C. Lodging Retained at TDY during Authorized Return – Fixed Reduced (55%) Per Diem

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Example 2

a. An employee on a training assignment of more than 30 consecutive days is paid a per diem at the rate of $91 (55% of $164, the per diem rate applicable to the training location, rounded to the next higher dollar. The $164 rate includes $118 for lodging and $46 for M&IE).

b. The $91 per diem paid the employee consists of $25.30 (55% of $46, the applicable M&IE rate) for meals and incidental expenses and $65.70 ($91 minus $25.30) for lodging.

c. The employee had to take emergency leave from 16 through 31 January and after returning to the training location requested reimbursement for the cost of lodgings retained during that period. The employee was authorized only 15 days per diem for January (31 days in January less 16 days leave). The employee is paying $2,100 per month for lodgings (an apartment, including utilities).

d. The total amount allowed for lodging costs in the adjusted per diem rate is limited to the amount the employee would have received if no leave were taken. The limitation is $2,036.70 (31 days x $65.70), which is the amount provided within the initial 55 percent per diem rate for lodging.

e. Since $2,100 exceeds $2,037.70, $2,037.20 is used to determine the daily lodging cost. The daily lodging cost for each day is $135.78, determined by prorating the $2,037.70 over 15 days during which the employee is authorized per diem.

f. The adjusted per diem is $161.08 ($25.30 for M&IE and $135.78 for lodging). Since $161.08 does not exceed the $164 locality rate, the $161.08 may be paid daily without AEA authority.

*3. Return to PDS during TDY. See Chapter 4, Part N for return to the PDS during TDY.

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***NOTE*: Some rental agreements (i.e., furniture rental agreements) include options-to-buy clauses that result in the renter owning the rented item (i.e., furniture) at the end of the contract term. A traveler may be reimbursed for the cost of such a rental agreement (i.e., cost of furniture rental as part of the lodging cost) while on TDY if the traveler has no other choice but to enter into such an agreement. However, if the traveler exercises the purchase option, the amount that is being credited toward the purchase must be returned to the Government by the traveler if paid to the traveler as part of the travel claim settlement (B-259520, 7 December 1995).**

4. Connection, use, and disconnection costs of utilities including electricity, natural gas, water, fuel oil, and sewer charges;

5. Dumping fees;

6. Shower fees;

7. Maid fees and cleaning charges;

8. Monthly telephone use fees (***does not include installation charges and unofficial long distance calls. See par. C1405 for official communications.***);

9. The costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters, if ordinarily included in the price of a hotel/motel room in the area concerned; and

10. Exchange fee (but not the annual maintenance fee) paid by a traveler to acquire use of timeshare lodgings at the TDY point (B-254626, 17 February 1994).

In determining the daily amount of expense items which do not accrue on a daily basis such as cost for connection/ disconnection of utilities, dumping fees, shower fees, cleaning charges, monthly telephone use fee, etc., these expenses may be averaged over the number of days the employee is authorized per diem during the entire TDY trip.

Effective 6 February 2006
*E. Allowable Expenses when a Residence Is Purchased and Used for TDY Lodgings. An employee may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

1. Mortgage interest,

2. Property tax, and

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

prorated based on the number of days in the month rather than by the actual number of days the employee 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 Chapter 4, Part M) is authorized/approved. Par. C4555-G does not apply when the residence is purchased.***

***NOTE*: An employee who purchases or rents (par. C4555-D) and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. See GSBCA 16699-TRAV, 17 August 2005 (This decision is available at: *http://141.116.74.201/regs/comp-gen-dec/GSBCA 16699.htm*).**

F. Dual Lodging Reimbursement on a Single Day. When it is necessary for a traveler to retain lodgings at one TDY location (ex. Location A) for other than personal convenience and procure lodgings at a second TDY location (ex., Location B) on the same calendar day, the lodgings cost incurred at the second TDY location (Location B) is used for computing the traveler's per diem for TDY at that location (Location B) for that day. The lodging cost incurred at the first location (Location A) is reimbursable as a miscellaneous expense allowance (App G, Part I, Item 21k) if approved by the AO (60 Comp. Gen. 630 (1981)). ***NOTE: Reimbursement for the actual lodging cost at the first TDY location (Location A) cannot exceed the amount of per diem or AEA plus appropriate lodging taxes that would have been paid had the traveler remained there (Location A) overnight. A travel authorization that authorizes long-term reimbursement for dual lodging is not permitted.*** (Ex., A travel authorization is prepared to authorize TDY at Location C for 150 days. The AO knows the traveler is to spend limited time at Location C and is to, in fact, be going to one or more other locations for lengthy periods during the TDY period. Using this authority to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C is not authorized.)

Example 1
*A traveler who leased an apartment while on a long-term TDY assignment in Location A was required to perform additional TDY in Location B for 5 days. The AO agreed that it would be more economical for the traveler to retain the apartment in Location A while on TDY in Location B and authorized/approved reimbursement for the $45 daily apartment cost as a miscellaneous expense allowance (App G, Part I, Item 21k). The lodging cost incurred in Location B ($95 per day) was used for computing the traveler's per diem while TDY in that city.
Applicable per diem rates as used in this example:
Location A $46 (M&IE) and $130 (Maximum lodging) Location B $46 (M&IE) and $119 (Maximum lodging)
Location A apartment reimbursement for 5 days: $225 ($45 x 5).
TDY assignment per diem in Location B:
First day (departure day from Location A and arrival day in Location B): $46 (M&IE) plus $95 (lodging cost) = $141 plus lodging tax (see ***NOTE***)
Second thru fifth day: $46 (M&IE) plus $95 (lodging cost) = $141 x 4 = $564 plus lodging tax (see ***NOTE***)
Return day to Location A: $46 (M&IE) plus $45 (lodging cost) = $91

CHAPTER 4

*PART N: RETURN TO PDS DURING TDY

C4675 TRAVEL AUTHORIZATIONS

The AO must have it stated in the travel authorization if an employee is:

1. Required to return to the PDS on non-workdays at Government expense, or

2. Authorized to return to the PDS at Government expense during extended TDY.

Specific authorization is not required in the travel authorization to allow an employee to voluntarily return to the PDS on non-workdays or workdays after the close of business subject to a limitation on the per diem payment.

C4676 REQUIRED RETURN TO PDS DIRECTED DURING NON-WORKDAYS

When the TDY assignment does not require an employee to remain at the TDY site on non-workdays (including holidays), the AO may require an employee to return to the PDS for non-workdays, as long as:

1. The expense for round-trip transportation and per diem allowance or AEA en route is less than the per diem allowance or AEA that would have been paid if the employee remained at the TDY point,

2. Availability for duty on the last scheduled workday preceding absence and on the first scheduled workday following absence is not adversely affected, and

3. The travel authorization states the employee must return to the PDS.

C4677 VOLUNTARY RETURN TO PDS

A. General. When a TDY employee voluntarily returns on:

1. Non-workdays, or

2. Workdays after the close of business

to the:

3. PDS, or

4. Place of abode from which the employee commutes daily to the PDS,

the maximum reimbursement allowable, for the round-trip transportation (by any mode) and per diem or AEA en route, is the per diem or AEA and travel expenses allowed had the employee remained at the TDY location. The employee must perform voluntary return travel during non-duty hours or authorized leave periods.

B. Examples. The following examples show per diem and AEA computations involving voluntary return to the PDS:

***NOTE*: The per diem/mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rate; and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html.**

Example 1

Lodging-Plus Per Diem Computation		
Wed	10/20	depart PDS
Wed	10/20	arrive TDY
Fri	10/22	depart TDY
Fri	10/22	arrive PDS
Sun	10/24	depart PDS
Sun	10/24	arrive TDY
Wed	10/27	depart TDY
Wed	10/27	arrive PDS

Employee's daily TDY lodging cost was $61, which, when added to the applicable meal and incidental expense rate of $34 equals $95 (does not exceed the TDY location $105 maximum per diem rate).

Actual Cost

Wed 10/20	Per diem for day of travel to TDY location (75% of $34) + $61 =	$86.50
Thurs 10/21	$34 + $61 =	$95.00
Fri 10/22	Per diem for day of return to the PDS 75% of $34 =	$25.50
Sat 10/23	At PDS	0
	Round-trip Transportation Cost	$100.00
Sun 10/24	Per diem for day of travel to TDY location (75% of $34) + $61 =	$86.50
Mon 10/25	$34 + $61 =	$95.00
Tue 10/26	$34 + $61 =	$95.00
Wed 10/27	Per diem for day of return to the PDS 75% of $34 =	$25.50
	Total Actual Cost	**$609.00**

Constructed Cost

Wed 10/20	Per diem for day of travel to TDY location (75% of $34) + $61 =	$86.50
Thurs 10/21	$34 + $61 =	$95.00
Fri 10/22	$34 + $61 =	$95.00
Sat 10/23	$34 + $61 =	$95.00
Sun 10/24	$34 + $61 =	$95.00
Mon 10/25	$34 + $61 =	$95.00
Tue 10/26	$34 + $61 =	$95.00
Wed 10/27	Per diem for day of return to the PDS 75% of $34 =	$25.50
	Total Constructed Cost	**$682.00**

In this example the employee is due $609.00 (actual cost) since it is less than the constructed cost ($682.00).

Example 2

Lodging-Plus Per Diem Computation		
Mon	3/5	Depart PDS
Mon	3/5	Arrive TDY
Fri	3/9	Depart TDY
Fri	3/9	Arrive PDS
Sun	3/11	Depart PDS
Sun	3/11	Arrive TDY
Fri	3/16	Depart TDY
Fri	3/16	Arrive PDS

1. Employee's daily TDY lodging cost was $45, which, when added to the applicable meal and incidental expense rate of $31 equals $76 (does not exceed the TDY location $90 maximum per diem rate).

2. ***Constructed Cost***: Applying the $76 per diem, which would have been allowable had the employee remained at the TDY location, the employee would be authorized a total per diem of $228 for Friday, Saturday and Sunday ($76 per day x 3 days = $228).

3. ***Actual Cost***:

Per diem for day of return to the PDS on Friday 75% of $31	$ 23.25
Cost of round-trip transportation	$140.00
Per diem for day of travel to TDY location (75% of $31) + $45	$ 68.25
Total	**$231.50**

4. Since the actual cost of per diem and the transportation ($231.50) for travel to the PDS and return exceeds the constructed cost of per diem ($228) the employee would have been authorized if the employee remained at the TDY location, the employee is reimbursed $228.

*5. Using the same example, in a situation in which an official traveler accompanies another official traveler who is driving a POC, and assuming the same conditions apply, the official traveler driving the POC may be paid the round-trip mileage and per diem in the amount of $231.50. This payment is based on the additional per diem that ordinarily could have been claimed by the accompanying official traveler if the official traveler remained at the TDY location. ***NOTE: TDY mileage is not paid to the passenger. See par. C2198-B5.***

6. If each employee's per diem is taken into account, the maximum per diem payable would be $456 ($76 x 3 days = $228 x 2 employees).

7. If the round-trip transportation cost for the two employees is $140, the complete travel cost (i.e., per diem and round-trip mileage for the driver employee and per diem for the passenger employee equal to $323) ($23.25 per diem for Friday + $68.25 per diem for Sunday = $91.50 x 2 people = $183 per diem + $140 transportation = $323) is payable. The driver receives $231.50 and the passenger receives $91.50. There also is a $133 savings to the Government ($456 - $133).

Effective 1 January 2006

Example 3

1. An employee is assigned to a TDY location. The travel authorization does not require the employee's daily return to headquarters. The employee voluntarily travels to the place of abode each workday. No lodging costs are incurred at the TDY location. The one-way distance between the PDS and TDY location is 75 miles. The employee travels by POC.

2. If the employee had remained at the TDY location, the employee could have incurred lodging costs of $60 per day and would have been authorized per diem of $101 ($39 + $62), which is within the TDY location $112 maximum per diem rate.

3. The $101 is used as the maximum constructed amount that can be reimbursed for the round-trip travel between the TDY location and the PDS. To determine the per diem payable, a cost comparison may be made as follows:

ITINERARY			
Mon	10/15	Depart PDS	0600
Mon	10/15	Return PDS	1830
Tues	10/16	Depart PDS	0600
Tues	10/16	Return PDS	1830
Wed	10/17	Depart PDS	0600
Wed	10/17	Return PDS	1830
Thurs	10/18	Depart PDS	0600
Thurs	10/18	Return PDS	1830

Effective 1 January 2006

PER DIEM AND TDY MILEAGE FOR ACTUAL TRAVEL PERFORMED			
Mon	10/15	75% of $39 (M&IE Rate) (par. C4553-D)	$ 29.25
Tue	10/16	75% of $39 (M&IE Rate)	29.25
Wed	10/17	75% of $39 (M&IE Rate)	29.25
Thurs	10/18	75% of $39 (M&IE Rate)	29.25
Four round trips of 150 miles each @ $0.445 per mile			$ 267.00
Total Per Diem & TDY Mileage for Actual Travel			**$384.00**

Effective 1 January 2006

CONSTRUCTED COST TO THE GOVERNMENT			
Mon	10/15	75% of $39 (M&IE Rate) plus $60 (Lodging cost)	$ 89.25
Tue	10/16	$39 (M&IE Rate) plus $60 (Lodging cost)	99.00
Wed	10/17	$31 (M&IE Rate) plus $60 (Lodging cost)	99.00
Thurs	10/18	75% of $39 (M&IE Rate)	29.25
One round trip of 150 miles @ $0.445 per mile			$ 66.75
Total Constructed Cost			**$383.25**
The employee is reimbursed $383.25 since it is the lesser amount.			

Example 4

AEA Comparison		
Sun	10/7	Arrive TDY AEA Authorized NTE $90
Fri	10/12	Depart TDY (voluntary return to PDS)
Fri	10/12	Arrive PDS
Sun	10/14	Depart PDS
Sun	10/14	Arrive TDY (same TDY location)
Fri	10/19	Depart TDY (TDY completed)
Fri	10/19	Arrive PDS

1. The maximum AEA payable at the employee's TDY location is $90 a day. This is used in comparing the actual expenses for the round-trip travel and what would have been payable if the employee remained at the TDY location.

2. If transportation costs plus AEA (both en route to and from the PDS and while at the TDY location on Friday prior to departure (breakfast, lunch, incidentals) and on Sunday after return (lodging)) amount to more than the employee would have received by staying at the TDY location, reimbursement is limited to $270.00, i.e., what the employee would have been paid for remaining at the TDY location.

3. If the expenses incurred with voluntary return travel are less than the maximum payable, reimbursement is the lesser amount.

C4678 RETURN TO PDS DURING EXTENDED TDY

A. General

1. For this paragraph, "extended TDY" means directed travel of 3 or more weeks.

2. An employee on extended TDY may be authorized to periodically return in an official travel status to the PDS, or place of abode from which the employee commutes daily to the PDS, on weekends or other non-workdays.

3. ***Reimbursement for transportation and per diem is on the same basis as TDY travel, but is not limited to the expenses otherwise payable had the employee remained at the TDY location.***

B. Cost Analysis

1. Prior to authorizing return travel, the AO must determine that the savings (i.e., increased employee efficiency and productivity and reduced recruitment and retention costs) outweigh the periodic return cost.

2. The TDY assignment length and purpose and the return travel distance must be considered.

3. ***An analysis must be conducted at least every other year.***

C. Authorized Return

1. Authorized return travel is intended for an employee whose employment ***requires frequent extended TDY*** assignments away from the PDS.

2. An employee on extended TDY (as defined in par. C4678-C1) may be authorized to return to the PDS (or place of abode from which the employee commutes daily to the PDS) as frequently as every other weekend provided the return is:

a. Justified by the cost analysis required in par. C4678-B, and

b. The AO determines the round-trip travel and transportation cost does not substantially exceed the cost of remaining at the TDY location.

3. ***A traveler, who travels to a location (other than the PDS or place of abode from which the traveler commutes daily to the PDS) for personal reasons, (and returns to the TDY location) is not authorized reimbursement for transportation expenses.*** The traveler is authorized reimbursement for only per diem-related expenses and any reimbursable miscellaneous expenses that would have been allowable had the employee remained at the TDY location (B-200856, 3 August 1981; and B-214886, 3 July 1984).

Example 1: Traveler TDY from Location A to Location B (with a per diem rate of $173 ($122 for lodging and $51 for M&IE)) drives to Location C on Friday night and returns to Location B Sunday night. The traveler checks out of the Location B hotel (which cost $120/night plus a separate reimbursable amount for the 12% tax ($14.40) on Friday and stays in a Location C hotel Friday and Saturday nights. The traveler pays $145 plus a 13% tax ($18.85) per night for Location C lodging on Friday and Saturday. Even though the per diem rate in Location C is $196 ($149 for lodging and $47 M&IE), the traveler is limited to $122/night for lodging (and lodging taxes on $122 - 12% of $122 ($14.64)) and to $51/day for M&IE on Friday and Saturday. This is because the Location B rate is $173 ($122 for lodging and $51 for M&IE) and the traveler is being paid per diem that would have been paid (max $122 for lodging plus $51 for M&IE) had the traveler remained in Location B. The traveler's lodging tax in Location C each night is limited to $14.64 per night (12% of the $122). The traveler is reimbursed up to $29.28 for lodging tax while in Location C. ***The traveler is not authorized any TDY mileage for driving between Locations B and C.***

Example 2: Traveler TDY from Location X to Base Y (with a per diem rate of $161 ($110 for lodging and $51 for M&IE)), where the traveler is staying on the installation at a cost of $20/night with no charge for taxes and will be paid the $31 proportional meal rate (PMR) based on the use of 1 or 2 Government meals daily. The traveler drives to Location Z on Friday night and returns to Base Y Sunday night. The traveler checks out of the Base Y bachelor quarters on Friday and stays in a Location Z hotel Friday and Saturday nights. The traveler paid $75 and 12% lodging tax ($9.00) for Location Z lodging each night on Friday and Saturday. Even though the Location Z per diem rate is $111 ($70 for lodging and $43 M&IE), the traveler is paid $75/night for lodging, and reimbursement of Location Z lodging taxes ($18 for both nights), and is paid $51/day for M&IE on Friday and Saturday. This is because the traveler is being paid per diem (up to $110 for lodging plus $51 for M&IE) that would have been paid had the traveler remained in Base Y. The fact that the traveler was using Government quarters and 1 or 2 Government meals per day has no effect on the traveler's M&IE on days when not using those meals. ***The traveler is not authorized any TDY mileage for driving between Locations Y and Z.***

Example 3: Traveler TDY from Location D to Location E (with a per diem rate of $161 ($110 for lodging and $51 for M&IE)), where the traveler is staying with friends and incurring no lodging costs. The traveler drives to Location F on Friday night and returns to Location E Sunday night. The traveler stays in a Location F hotel Friday and Saturday nights and pays $75 and 12% lodging tax ($9.00) for Location F lodging each night. Even though the Location F per diem rate is $111 ($70 for lodging and $43 M&IE), the traveler is paid $75/night for lodging, and reimbursement of Location F lodging taxes ($18 for both nights), and is paid $51/day for M&IE on Friday and Saturday. This is because the traveler is being paid per diem (up to $110 for lodging plus $51 for M&IE) that would have been paid had the traveler remained in Location E. The fact that the traveler was staying with friends has no effect on the traveler's per diem on days when not staying with friends. ***The traveler is not authorized any TDY mileage for driving between Locations E and F.***

4. A statement that return travel is authorized must be included in the travel authorization, or on the travel voucher if approved after the travel has been performed. ***This travel is an exception to the policy of scheduling travel during regular duty hours.*** Accordingly, the authorized return should be performed outside the employee's regular duty hours or during authorized leave periods.

5. In the case of employees not exempt from the Fair Labor Standards Act overtime provisions, consideration should be given to scheduling required travel to minimize payment of overtime, including scheduling travel during regular duty hours where necessary (55 Comp. Gen. 1291 (1976)).

C4679 LODGING RETAINED AT TDY LOCATION

A. Lodging Retained at TDY Location during Voluntary or Required Return. If the employee retains lodging at the TDY location during a voluntary (per par. C4677) or required (per par. C4676) return, the employee is financially responsible for the retained room cost while gone.

B. Lodging Retained at TDY Location during Authorized Return - Lodgings Plus. When an employee is authorized 'Lodgings Plus' per diem, the AO may authorize/approve reimbursement for the cost of lodging retained at the TDY site as mission essential considering:

1. The reasons for retaining the lodging are reasonable and necessary and not strictly for the traveler's convenience;

2. The traveler's efforts to obtain lodging on a weekly or monthly basis or other long-term rental agreement; and

3. When the retained lodging is charged on a daily basis, such factors as the TDY duration, the amount of personal belongings, the capability of the establishment to store those belongings, and the traveler's ability to secure a room upon return.

If authorized/approved, the cost of lodging retained at the TDY site are paid as a reimbursable expense (up to the maximum lodging rate).

C. Lodging Retained at TDY during Authorized Return - Fixed Reduced (55%) Per Diem. When an employee is being paid a fixed reduced (e.g., 55%) per diem and is out-of-pocket for lodging retained during an authorized return, the AO may authorize/approve reimbursement of the amount the employee is out-of-pocket. However, the amount allowed for lodging cost as a reimbursable expense may not be more than the amount the employee would have received if the return trip to the PDS was not taken.

Example

1. The employee is on long term TDY renting an apartment at a cost of $1,000 per month.

2. The authorized per diem rate is $55 (i.e., 55% of the locality rate of $100).
   55% of $34 (M&IE) = $18.70
   55% of $66 (Lodging) = $36.30
   Total = $55 or 55% of $100 = $55

3. The employee is reimbursed $36.30 x 30 = $1,089 per 30-day month for lodging.

4. The travel authorization allowed the employee a return trip home every 3 weeks.

Scenario 1

1. The employee returned to the PDS once during the first month. The employee is not paid for the 2 nights lodging spent at the PDS.

2. The employee is authorized $1,016.40 (28 x $36.30) for lodging for the first month.

3. Since the employee is authorized $16.40 more than actual lodging cost ($1,016.40 vs. $1,000), the employee is not out-of-pocket for lodging costs and therefore is not authorized additional reimbursement.

Scenario 2

1. The employee returned to the PDS twice during the third month. One weekend was a holiday (3-day) weekend; the employee is not paid lodging for 5 nights spent at the PDS.

2. The employee is authorized 25 x $36.30 = $907.50 for lodging for the third month.

3. The employee is out-of-pocket $92.50 for lodging costs ($1,000 vs. $907.50).

4. The employee would have been reimbursed $181.50 (5 x $36.50) for those 5 nights had the employee not returned to the PDS.

5. The $92.50 out-of-pocket cost is less than the amount the employee would have been paid had the employee not returned to the PDS ($181.50).

6. At the AO's option, the employee may be authorized $92.50 as a reimbursable expense to cover the out-of-pocket lodging costs.

B. Excess Weight beyond Employee Control. When HHG are transported in a crated condition and it is determined that for reasons beyond the employee's control, the use of heavy packing and crating materials caused the computed HHG net weight to exceed the allowed weight, the facts must be fully documented and the case forwarded with recommendations for adjustment action through channels as follows:

*1. Army:Unknown;

2. Navy: See Transportation of Personal Property (NAVSUP P-490);

3. Air Force: Headquarters, U.S. Air Force (ILTT), Washington, DC 20330-1030;

4. Department of Defense (DoD) Components: (See Appendix A for a list of DoD Components.) OSD/WHS/Defense Agencies: DoD Civilian Personnel Management Service, Field Advisory Service, Attn: Mr. Gary Pugh, 1400 Key Boulevard, Arlington, VA 22209-5144.

C5180 TRANSPORTATION UNDER A PCS TRAVEL AUTHORIZATION

A. HHG Shipment between CONUS PDSs

1. CONUS HHG shipments may originate at the employee's old PDS/some other point, or partially at both.

2. The destination may be the new PDS, some other point selected by the employee, or both.

3. The Government's cost obligation cannot exceed the costs over a usually traveled route between the old PDS and the new PDS.

4. When the travel is to a first PDS, the Government's cost cannot exceed the transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.

B. HHG Transportation to and between OCONUS PDSs

1. General. OCONUS HHG transportation may be authorized between the same points as dependent movement in par. C7002.

2. Multiple Shipments. When the authorized maximum HHG weight allowance is not shipped to the OCONUS PDS during the initial tour of duty, the employee may be authorized transportation of the HHG balance through renewal agreement for an additional tour of duty at the same or different OCONUS PDS. The employee is financially responsible for transportation costs of any HHG that exceed the authorized weight limit.

Example. An employee with dependents ships 4,000 pounds net weight of HHG from initial PDS residence and puts the remainder in NTS at Government expense. The employee completes the required tour and enters into a renewal agreement for a tour of duty at a different OCONUS PDS where additional HHG are needed. The employee is authorized a HHG transportation of 4,000 pounds net weight from the old OCONUS PDS to the new OCONUS PDS. The maximum weight allowable for transportation of additional HHG from the actual residence/and or NTS to the new PDS is limited to 14,000 pounds net weight.

C. HHG Transportation from OCONUS to CONUS PDSs

1. General. HHG transportation to the employee's actual residence, wherever located at the time of the OCONUS assignment, may be authorized when an employee stationed OCONUS is authorized travel and transportation allowances at Government expense incident to a PCS, separation, or authorized advance transportation of dependents (see par. C7003).

2. Advance Return Transportation of HHG

a. Authorized Return. The following conditions apply to authorized advance return of HHG:

(1) The advance return transportation of all or any part of an employee's HHG (at Government expense), while the employee remains assigned at an OCONUS PDS, is authorized only in conjunction with, and under the same conditions as in, par. C7003-D for the advance return of dependents.

(2) The allowable costs of advanced HHG transportation may be reimbursed by the Government even if there was no advance return of dependents when the employee has earned return travel and transportation allowances, and an official PCS travel authorization has been issued directing the employee's PCS or separation travel (B-188345, 13 April 1977).

(3) Reimbursement of the employee's transportation costs may not exceed the Government's cost to transport the HHG at the time of the employee's actual return travel.

(4) Paid receipts for expenses of $75 or more.

b. Unauthorized Return

(1) Advance transportation of HHG at Government expense is not authorized unless the employee has earned eligibility for return transportation by completing an agreed service period, or advance return travel has been authorized for the employee's dependents under par. C7003-D1b, as being in the Government's interest.

(2) If the employee has not completed an agreed period of service, the employee is financially responsible for the advance HHG transportation.

(3) ***Government transportation facilities may not be used in connection with the advance HHG transportation.***

c. Employee Returning for Separation

(1) HHG of employees returning for separation may be transported at Government expense from the OCONUS PDS and/or place of NTS to the actual residence at the time of appointment.

(2) HHG transportation may be to an alternate destination anywhere in the world, but reimbursement for transporting an employee's HHG from the OCONUS PDS to an alternate destination may not exceed the constructed cost of transporting the HHG in one lot from the OCONUS PDS to the actual residence indicated in the employee's transportation agreement. Similarly, reimbursement for

3. Procurement. Commercial air transportation may be purchased by the Government or employee from the CTO. See par. C2203.

4. Reimbursement

*a. Transportation and expenses (i.e., ground transportation) between the official traveler's PDS and the authorized air terminal may be reimbursed. ***See par. C2192, and Chapter 2, Part C.***

b. Reimbursement for transportation to alternate destination(s) must not exceed the cost of Government-procured transportation between an employee's FEML PDS and the authorized destination plus the cost of ground transportation as noted in par. C6700-E4a above.

5. Transportation Funded by a Host Government. If an employee/dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for an FEML trip.

F. Charge to Leave. See DOD Civilian Personnel Manual (DOD 1400.25-M) Subchapter 630 Leave, and Subchapter 1260, Home Leave.

G. Dual Allowances. Employees or eligible family members may not receive dual allowances. Therefore, the spouse (or other family member) of an employee, who is serving at the PDS as a member of a uniformed service or as an employee of the same or another U.S. Government agency, is eligible for FEML travel as the employee's family member provided the other agency or uniformed service does not provide comparable allowances.

H. Repayment of FEML Transportation Costs. An employee must repay FEML transportation costs if the applicable tour specified in par. C6700-C1 is not completed, unless the lack of completion is a result of:

1. Transfer for compassionate reasons,

2. Management-initiated transfer,

3. Involuntary separation through no fault of the employee, or

4. A short curtailment required to accommodate training needs or reporting date adjustments between losing and gaining PDSs.

I. Travel Authorization. The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize FEML transportation. See par. C3150. Rules concerning transportation accommodations for TDY travel also apply to FEML travel. See par. C2204 regarding use of commercial aircraft and par. C2203 about arranging official travel.

J. Per Diem. ***Per diem is not authorized for FEML.***

K. Legal Authority for this Part. 10 USC §1599B; 22 USC §4081(6).

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APPENDIX G: MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL

Travelers are authorized reimbursement for certain necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include the following:	**JFTR**		**JTR**		**App O**	
	PCS	**TDY**	**PCS**	**TDY**	**Mil**	**Civ**
1. Check Costs. The cost of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEAs, and/or travel expenses for the authorized travel.	**X**	**X**	**X**	**X**	**X**	**X**
2. **ATM Use (UNIFORMED MEMBERS ONLY)** a. Administrative fees for ATM use to obtain money with: (1) The Government-sponsored Contractor-issued Travel Charge Card (i.e., Government charge card), or (2) An ATM or personal charge card used by personnel exempt from the requirement to use the Government charge card for official travel, up to the amount authorized for an advance for the travel concerned. b. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rates applicable to that card if an advance is not otherwise provided by cash or check. See OSD Comptroller memo of 19 July 2002 and Volume 9, Chapter 3 of the "DOD Financial Management Regulations", available at: ***http://www.dtic.mil/comptroller/fmr/09/09_03.pdf***, for information on personnel exempt from the requirement to use the Government charge card.	**X**	**X**			**X**	
3. **ATM Use (CIVILIAN EMPLOYEES ONLY)**. Administrative fees for ATM use to obtain money with: a. The Government-sponsored Contractor-issued Travel Charge Card (i.e., Government charge card) up to the amount authorized for an advance for the travel concerned. b. An ATM or personal charge card are ***not*** reimbursable. See OSD Comptroller memo of 19 July 2002 and Volume 9, Chapter 3 of the "DOD Financial Management Regulations", available at: ***http://www.dtic.mil/comptroller/fmr/09/09_03.pdf***, for information on personnel exempt from the requirement to use the Government charge card.			**X**	**X**		**X**

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		App O	
	PCS	TDY	PCS	TDY	Mil	Civ
Effective 8 September 2004						
4. Passports, Visas (including green cards), Photographs, Physical Examinations, and Legal Services	X	X	X	X	X	X
a. Passport Fees. A traveler ordinarily travels on a no-fee passport. However, passport fees are reimbursable when travel on an official travel order/authorization is to and/or from a high threat area or high risk airport (see ***http://travel.state.gov/warnings_list.html***) by commercial air and the traveler is authorized to obtain and use a regular fee passport. Those traveling solely by MILAIR or AMC charter flight are ***not*** reimbursed for regular fee passports unless Government transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements.						
b. Fees for Visas (including green cards), Photographs for OCONUS Travel. These fees are reimbursable ICW official travel. See JFTR, par. U1415 and JTR, par. C1415.						
c. Physical Examination Fees. These fees are reimbursable when required to obtain a visa and the examinations could not be obtained at a Government medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (adapted from GSBCA 15435-RELO, 9 April 2001).						
d. Travel Orders/Authorizations for Visas and Physical Examinations. A travel order/authorization may be issued to authorize/approve travel and transportation at Government expense (see JFTR, par. U2115 and JTR, Ch 3, Part B) to:						
(1) A visa-issuing office located outside the local area of the traveler's PDS if the traveler's presence at that office is/was mandatory, and						
(2) Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the local area of the traveler's PDS.						
Effective 5 July 2005						
e. Legal Service Fees. Expenses for legal services that include lawyer fees (except retainer fees) for obtaining and/or processing applications for passports or visas (including green cards) for TDY, PCS, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications.						
f. Dependents' Fees. Dependents' fee is reimbursable except in connection with personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.						
g. Medical Fees. Medical fees, even though incurred as a consequence of the entry requirements of a country to which the traveler is sent (either TDY or PCS), are ***not reimbursable***, except for inoculations.						

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		App O	
	PCS	TDY	PCS	TDY	Mil	Civ
Effective 19 May 2005 5. Birth Certificates. The cost of birth certificates or other acceptable evidence of birth for OCONUS travel.	X	X	X	X	X	X
Effective 1 March 2004 6. Inoculations. Charges for inoculations that are not available through a Federal dispensary for OCONUS travel (this does not include travel expenses incurred for obtaining the required inoculations) when authorized/or approved.	X	X	X	X	X	X
Effective 1 October 2004 7. Lodging Taxes (except when MALT PLUS per diem for POC travel is paid) in the CONUS and non-foreign OCONUS areas (see Appendix A). a. Tax reimbursement is limited to the taxes on reimbursable lodging costs (for example, if the authorized maximum lodging rate is $60/night, and lodging that costs $110/night is chosen, only the taxes on $60 may be reimbursed, which is the maximum authorized lodging amount); and b. Taxes for lodging in foreign OCONUS areas are part of per diem/AEA and are ***not separately reimbursable***.	X	X	X	X	X	X
Effective 1 April 2005 8. Currency Conversion Fees. Travelers: a. Are ***not authorized reimbursement*** for losses, nor are they liable for gains, resulting from currency conversions (63 Comp. Gen. 554 (1984)). b. Who pay with credit cards for OCONUS expenses may desire to check with the credit card vendor to see what the final bill is in U.S. currency prior to travel claim submission. They can then use the currency exchange rate at which the credit card bill was settled to determine OCONUS expenses. c. May have to submit travel vouchers prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, travelers should make themselves aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim. d. Are authorized the 1% "international transaction fee" for official qualifying transactions charged by the Government-sponsored contractor-issued travel charge card vendor. This charge is listed as a separate line item on the credit card billing statement.	X	X	X	X	X	X

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		App O	
	PCS	TDY	PCS	TDY	Mil	Civ
9. Check Cashing. Fees for cashing: a. U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries is authorized. b. ***Salary checks/drafts are not authorized.***	X	X	X	X	X	X
10. Carrier Terminal Fees. Airport transit, service charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers on arrival/departure from carrier terminals are authorized when not included in the ticket cost (52 Comp. Gen. 73 (1972)).	X	X	X	X	X	X
11. Energy Surcharge Fees. Energy surcharge fees are authorized.	X	X	X	X	X	X
12. Resort Fees. Resort fees, ***that are not optional,*** are authorized.	X	X	X	X	X	X
Effective 25 August 2005 13. Service and Processing Fees. Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized: a. Through a CTO, and b. When a CTO/TMC is not available. ***NOTE: Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage CTO/TMC in the process and the CTO/TMC is not available, prior to execution of official travel.***	X	X	X	X	X	X
14. Transportation-Related Tips. Transportation-related tips for taxis, limousines, and courtesy transportation are authorized.	X	X	X	X	X	X
Effective 25 August 2005 15. Conveyance Costs. Public or special conveyance costs to and from the transportation terminal are authorized (see JFTR, Ch 3, Part E and JTR Ch 2, Part C).	X	X	X	X	X	X

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		App O	
	PCS	TDY	PCS	TDY	Mil	Civ
16. Costs for Paper Tickets a. Any additional costs of paper tickets when authorized/approved by the AO as necessary to meet Government requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries) are authorized. b. Paying for paper tickets bought for personal convenience is the traveler's financial responsibility.	X	X	X	X	X	X
17. Baggage Handling Tips **(UNIFORMED MEMBERS ONLY)**. Customary tips for handling ***any*** baggage at transportation terminals are authorized.	X	X			X	
*18. Transportation to/from Terminal. POC transportation costs to and from the transportation terminal are authorized. See JFTR, par. U3320 and JTR, par. C2192.	X	X		X	X	X
*19. Terminal Parking Fees. Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to and from the terminal are authorized. See JFTR, par. U3320 and JTR, par. C2192.		X		X	X	X
20. Trip Insurance a. Mandatory trip insurance in a foreign country to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Government conveyance/POC/rental car, and b. A Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976)).		X		X	X	X

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		App O	
	PCS	TDY	PCS	TDY	Mil	Civ
Effective 1 March 2004 21. AO Authorized/Approved Expenses. The following expenses are reimbursable when authorized/approved by the AO:		X		X	X	X
a. Services, including associated equipment needed for reports/correspondence preparation;						
b. Clerical assistance;						
c. Services of guides, interpreters, packers, or vehicle drivers;						
d. Storage of property used on official business;						
e. Room rental (used for official business) at a lodging/other place;						
f. Official phone calls (see JFTR, par. U1405 and JTR, par. C1405);						
g. Connections used for computers to perform official Government business (see JFTR, par. U1405 and JTR, par. C1405);						
h. Excess baggage transportation costs (see JFTR, par. U3015-C and JTR, par. C2302);						
i. Conference registration fees when fees are a condition for attendance. When the registration fee includes meal costs, per diem is computed under JFTR, par. U2555-E3 and JTR, par. C4955-E3.;						
j. Dual lodging costs (see JFTR, par. U4135 and JTR, par. C4555-F). Reimbursement must ***not*** exceed the amount of per diem or AEA plus appropriate (when separately reimbursable) lodging taxes that would have been paid had the traveler remained overnight.;						
k. Nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled (see JFTR, par. U1430 and JTR, par. C1445). Reimbursement must ***not*** exceed the remaining amount of per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.;						
l. Expedited charge card delivery;						

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		App O	
	PCS	TDY	PCS	TDY	Mil	Civ
m. Late payment delinquent fees involving the Government-sponsored Contractor-issued travel charge card but only for those personnel who are placed in the mission critical travel category or who, through no fault of their own, are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel. See the revised guidance to DODFMR, Volume 9, Chapter 3, found in USD(C) memorandum dated 7 May 2002 for definition of mission critical personnel and processing requirements; and n. Lodging fees/daytime lodging charges (e.g., room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience).						
22. Laundry/Dry-Cleaning Expenses (**UNIFORMED MEMBERS ONLY)**. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing (not before departing from or after returning to/arriving at PDS): a. 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 (i.e., 6 nights, no laundry, 7 nights, NTE $14, 8 nights, NTE $16). b. Is ***not*** a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.		**X**			**X**	
23. Laundry/Dry-Cleaning Expenses **(CIVILIAN EMPLOYEES ONLY)**. Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred while on TDY or during PCS travel (not after returning to/arriving at PDS): a. Is a separately reimbursable travel expense when travel within CONUS requires at least 4 consecutive nights TDY lodging. b. Is ***not*** a separately reimbursable travel expense for OCONUS travel as it is included as an incidental expense within the per diem/AEA authorized for OCONUS travel.			**X**	**X**		**X**
24. Technology Equipment. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized.		**X**		**X**	**X**	**X**
25. Value Added Tax (VAT). A Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.		**X**		**X**	**X**	**X**
26. Tips for Handling Government Property. Transportation-related tips for handling Government property at terminals and lodgings are authorized.		**X**		**X**	**X**	**X**
27. Rental Car Administrative Fees. Any per-day administrative fee called for in the SDDC rental car agreements (including GARS) is authorized.		**X**		**X**	**X**	**X**

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		App O	
	PCS	TDY	PCS	TDY	Mil	Civ
Effective 1 April 2005 28. Reimbursement for Lodging While on Leave (**UNIFORMED MEMBERS ONLY)**. The traveler is authorized reimbursement for the actual cost of lodging retained at the TDY location during leave, not to exceed the lodging portion of the per diem rate for the TDY location, for each day during: a. Contingency operations (see JFTR, par. U7225), or b. Authorized/ordered evacuations (see JFTR, par. U7226-C).		**X**			**X**	
29. Tips Aboard Commercial Ships (**UNIFORMED MEMBERS ONLY)**. Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships are authorized.	**X**					
30. MALT (**UNIFORMED MEMBERS ONLY)**. MALT, as prescribed in par. U5203-A3 (first itemization) for POC travel, when dependents travel separately from the traveler and a POC is used to and from the transportation terminal is authorized.	**X**					
31. Excess Accompanied Baggage Transportation Costs. Excess accompanied baggage transportation costs may: a. Only be ***approve***d after the fact by the AO (ordinarily a major personnel command (e.g., Bureau of Naval Personnel (BUPERS) (Navy), Human Resources Command (HRC) (Army)) after PCS/TCS travel. b. ***Not*** be authorized in advance of PCS/TCS travel for DOD travelers. c. Be authorized/approved for the ***non-DOD travelers*** d. ***Not*** be paid for with a Miscellaneous Charge Order (MCO), a coupon used as a general-purpose voucher for services (such as excess baggage) ICW PCS travel.	**X**		**X**			
32. Similar Travel and Transportation Related Expenses. Travel and transportation related expenses similar to the above may be authorized.	**X**	**X**	**X**	**X**	**X**	**X**

(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 28 August 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 <u>Work Assignments During Evacuation; Return to Duty</u>

(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.

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

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

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

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

Effective 6 February 2006
*f. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer-term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO does not provide this service.

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

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

(a) Mortgage interest;

(b) Property tax; and

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

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

Effective 6 February 2006
****NOTE: A member/employee who purchases or rents and occupies a residence at the TDY location may not be reimbursed for the cost of; 1. shipment of furniture from previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. See GSBCA 16699-TRAV, 17 August 2005 (This decision is available at: http://141.116.74.201/regs/comp-gen-dec/GSBCA 16699.htm).***

Effective 20 September 2004
g. If the traveler incurs an exchange fee to trade an owned timeshare period for a comparable period at lodgings at the TDY point, the exchange fee (but not the annual maintenance fee) is reimbursed as a lodging cost (B-254626, 17 February 1994).

2. Eating

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

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

Effective 29 June 2005
NOTE: In circumstances in which adequate Government quarters are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the quarters are not available and authorized the locality meal rate instead of the GMR/PMR and $3 (in CONUS) or the locality incidental expense rate OCONUS (unless the $3.50 incidental expense rate is authorized for incidental expenses under par. T4040-A3). Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality meal rate to GMR/PMR.

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

Effective 22 December 2005
d. Meals provided by a common carrier do not affect per diem. Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals. See JFTR, par. U4165, items 2e and 2f (uniformed members) and JTR, pars. C4554-B5 and C4554-B6 (civilian employees) when a charge for meals is added to the lodging cost.

Effective 1 October 2003

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

NOTE 1: Applicable to civilian employees:

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

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

NOTE 2: Applicable to uniformed members:

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

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

B. Lodging Overnight Required - Schoolhouse Training Standards

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

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

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

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY aboard Ships. Other reimbursable expenses (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. <u>TDY aboard Ships</u>

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.

Effective 11 August 2005

18. TDY and Reserve Component Active Duty Time Limits for Per Diem Purposes

a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Combatant Command, approves an extension. See JFTR/JTR, Introductions for the Service points of contact. ***Civilian employees, see Internal Revenue Service (IRS) rules for income tax implications for TDY beyond one year.*** A school of at least 140 days duration is a PCS for uniformed members (except as noted in JFTR, pars. U1036 or U2146).

b. For Reserve Component personnel, if active duty for training is fewer than 140 days, or fewer than 180 days for other than training duty at any one location, travel and transportation allowances are payable as for TDY. When a Reserve Component member is called to active-duty-for-training for 140 or more days, or more than 180 days for active-duty-for-other-than-training at one location, travel and transportation allowances are payable under JFTR, Chapter 5, as for PCS for a Reserve Component member unless the call to active-duty-for-other-than-training is because of unusual or emergency circumstances or exigencies of the Service concerned and the Secretarial Process authorized per diem.

19. Movement of Employees' Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are in accordance with JTR, Chapters 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C5050.

Effective 23 October 2004

20. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a TCS. The employee (but not a member) is authorized limited PCS allowances rather than TDY allowances (see JTR, Chapter 5, Part O).

21. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

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

Effective 16 November 2004

T4070 TDY GLOSSARY

Authorize. The giving of permission before an act or the ratification or confirmation of an act already done. Used interchangeably in this Appendix with "approve."

Government travel card. This is the Government-sponsored contractor issued travel charge card.

Effective 1 March 2006
Group movement.** A movement of 2 or more official travelers traveling as a group, under the same order (either PCS or TDY), for which transportation is Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the order. ***NOTE: Personnel traveling together under an order directing no/limited reimbursement may travel between any points en route, provided that the order specifically indicates the points between which the status applies.

Must, Shall, Should, May, Can, Will. The following definitions from DoD 5025.1-M apply:

Helping Verb	Degree of Restriction
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action.
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time

Effective 1 March 2006
***Temporary Duty (TDY) Travel**. Official travel of a temporary duration away from the traveler's PDS. There are three types of TDY travel with different allowances:

Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

Schoolhouse Training Travel. Travel in connection with TDY attendance at formal course(s) of instruction by civilian employees or uniformed members (other than uniformed members who have not yet reached their first PDS).

Deployment, Personnel Traveling Together Under An Order Directing No/Limited Reimbursement, and Unit Travel. Includes units traveling in support of combat missions, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Government provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.

Trip Record. This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that includes the travel authorization and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

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) varies 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 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 E-GOV Travel 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 E-GOV Travel/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 E-GOV Travel/ 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 E-GOV Travel/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.

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

Mr. Vincent Aquilino COR, City Pair Program (703) 872-8588 Vincent.aquilino@gsa.gov	Ms. Susan Ford Travel Analyst (703) 872-8638 Susan.ford@gsa.gov		

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