

VOLUME 2
JOINT TRAVEL REGULATIONS
CHANGE 488

Alexandria, VA

1 June 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 June 2006 unless otherwise indicated.

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This change includes all material written in 2-06(E); 9-06(E); 13-06(E); 14-06(E); 20-06(I); 23-06(I); 24-06(I); 27-06(I); 30-06(I); 33-06(I) and 34-06(I). Insert the attached pages and remove the corresponding pages. Remove old Chapter 4, Part N1 in its entirety. Delete old Chapter 4N2 and replace with Chapter 4, Part N. Also remove page E1-7. This cover page replaces the Change 487 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 488:

C2102-A; T4030-B; -C. Explains that reimbursement is limited to the POC mileage plus per diem for the ordered distance not to exceed the Government's constructed costs when special conveyance use is not authorized/approved by the AO.

C3106-14; -15; C3150-B16; C3151-B28. Adds requirement to include an endorsement on travel authorizations when use of non-U.S.-certificated/registered ship(s) or air carrier(s) is authorized.

C4555-B3; T4040-A1e. Clarifies that an employee on TDY who lodges at the family residence away from the PDS is authorized transportation to and from the TDY location and the M&IE portion of per diem incident to TDY at the location of the employee's family residence.

C5090-E. Makes clear which expenses are not authorized for the last move home by an SES employee.

C1400-C2. Makes clear that a former employee rehired in CONUS/non-foreign OCONUS area and moved to a foreign PDS is not eligible for real estate allowances upon retransfer to a PDS in CONUS/non-foreign OCONUS area.

C1400-D2. Clarifies the circumstances under which an employee is authorized reimbursement for real estate allowances when the employee is transferred from a foreign area PDS to a PDS in CONUS or a non-foreign OCONUS area different from the one from which the employee was transferred to the foreign area PDS.

Appendix E. Clarifies that the JFTR/JTR is not the regulatory source for contractors' travel regulations and moved the limited contractors' employees information to Appendix E, Part III which refer such travelers to the DODI 3020.41 or the Government COTR for assistance.

Appendix F, Part I. Adds locations that are authorized consumable goods allowances.

Appendix IB. Provides email address to which questions regarding evacuation allowances may be referred and adds website addresses at which additional information related to evacuations in the U.S. may be obtained.

Appendix L. Updates the DODIG address in App L, par. B1r.

VOLUME 2

JOINT TRAVEL REGULATIONS

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CHAPTER 2

PART C: TRAVEL BY TAXICAB, BUS, STREETCAR, SUBWAY, OR OTHER PUBLIC OR SPECIAL CONVEYANCE

C2100 GENERAL

This Part prescribes the allowable reimbursements for commonly incurred expenses associated with the use of public or special conveyances incident to TDY or PCS travel. This Part does not apply to reimbursements for transportation expenses incurred in and around duty station (see Part H). Each expense reimbursement request must be identified on the voucher by date, quantity, service, cost and other necessary expense particulars.

C2101 USE OF TAXICABS

A. To/from Transportation Terminals. Reimbursement is authorized for taxi fares plus tip between the points shown in the itemization below. Between:

1. Places of residence, lodging, or place of duty at the PDS or TDY station and transportation terminals;
2. Transportation terminals if free transfer is not provided; or
3. Transportation terminal and lodging when needed due to transportation delays en route which are beyond the employee's control.

B. Between Residence and PDS on the Day Travel Is Performed. Reimbursement is authorized for taxi fares plus transportation-related tips from the employee's residence to the PDS on the day the employee departs on TDY requiring at least 1 night's lodging; and from the PDS to the residence on the day of return from such TDY.

C2102 SPECIAL CONVEYANCE USE (FTR, §301-10, Subpart E)

*A. General. An AO may authorize/approve a special conveyance when advantageous to the Government. A traveler's personal preference or minor inconvenience must not be the basis for authorizing/approving special conveyance use. When the AO does not authorize/approve special conveyance use, reimbursement is limited to the appropriate TDY POC mileage rate in par. C2500 plus constructed per diem for the official distance not to exceed the Government's constructed cost. See par. C2150, item 8.

Effective 25 August 2005

B. Selecting a Rental Vehicle

1. Defense Transportation Regulation (DTR), (DOD 4500.9-R) Part I, Passenger Movement, Chapter 106, Policy (website address: <http://www.transcom.mil/j5/pt/dtr.html>)
 - a. *It is mandatory to obtain rental vehicles through the CTO/TMC, when available. **NOTE:** It is not mandatory to use a CTO/TMC when renting an airplane or bus.*
 - b. The lowest cost rental service that meets the mission requirements must be selected when selecting commercially rented vehicles.

c. Use of companies and rental car locations participating in the SDDC agreement is encouraged because their government rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the government. **NOTE:** To view appropriate rental car companies and rates go to the Passenger section in the top right-hand corner of the SDDC website at <http://www.sddc.army.mil>, click on Rental Car Carriers in the left-hand column, then Ceiling Rates. Vehicles listed in the rental car agreement/on the SDDC website are the only vehicles covered under the SDDC rental-car agreement. Any vehicle offered by a company that is under the SDDC rental car agreement but not listed on the SDDC list as a vehicle “in that category” does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the Government, and should not be rented for official Government travel. Usually, there is a company listed that has a vehicle necessary for official Government travel and these companies should be used.

Example: Rental Car Company A may have a standard SUV to rent listed on the SDDC website. If this SUV type is rented, it is covered under the SDDC rental car agreement and has full liability and vehicle loss and damage insurance coverage for the Government traveler traveling on official Government business. However, Rental Car Company B may not list any SUVs on the SDDC website but may have a SUV to rent at the rental office at which a traveler picks up the vehicle. If the traveler rents a SUV from Rental Car Company B who does not have SUVs listed on the SDDC website as participating vehicle under the SDDC rental car agreement, the SUV is not covered with liability and vehicle loss and damage insurance coverage and should not be rented for official Government travel.

d. Travelers disregarding rental car arrangements made by a CTO/TMC may be required to provide justification for additional rental car cost before reimbursement is allowed.

e. For policies, instructions, and guidance regarding motor pools and rental of automobiles from commercial rental companies, see DTR, Part I, Chapter 106 and DOD component regulations.

2. Military Surface Deployment and Distribution Command (SDDC) Policy (website address: <http://www.sddc.army.mil>)

- a. SDDC vehicle rental agreements apply to all DOD components and activities and non-Defense Agencies.
- b. Current domestic and foreign rental car ceiling rates and additional rental vehicle information may be obtained from:

Commander, HQ SDDC
ATTN: SDDC-IP
Hoffman Building 2, Room 10S67
200 Stovall Street
Alexandria, VA 22332-5000

or via the SDDC website at <http://www.sddc.army.mil>.

3. **Reimbursement.** When an available CTO/TMC is not used, reimbursement is limited to what it would have cost if a CTO/TMC had made the rental vehicle arrangements.

CHAPTER 2

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

C2400 GENERAL

A. Authorization/Approval Authority. When 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.

EXAMPLE 1

1. An employee's one-way commuting distance to the regular place of work is 7 miles. The employee drives from residence to an alternate work site, a distance of 18 miles. Upon completion of work, the employee returns to residence, a distance of 18 miles.
2. In this case, the employee is authorized reimbursement for the distance that exceeds the normal round trip commuting distance (14 miles). The employee is reimbursed for 22 miles ($18 + 18 - 14 = 22$).

EXAMPLE 2

1. An employee's one-way commuting distance to the regular place of work is 15 miles. The employee drives from residence to an alternate work site, a distance of 5 miles. Upon completion of work, the employee returns to residence, a distance of 5 miles.
2. In this case, the employee is not authorized reimbursement for the travel performed (10 miles), since the distance traveled is less than the commuting distance (30 miles) to the regular place of work.

EXAMPLE 3

1. An employee's one-way commuting distance to the regular place of work is 15 miles. The employee drives to the regular place of work. The employee is required to travel to an alternate work site, a distance of 30 miles. Upon completion of work, the employee returns to residence, a distance of 15 miles.
2. In this case, the employee is authorized reimbursement for the distance that exceeds the normal round trip commuting distance (30 miles). The employee is reimbursed for 30 miles ($15 + 30 + 15 - 30 = 30$).

EXAMPLE 4

1. An employee's one-way commuting distance to the regular place of work is 12 miles. In the morning the employee drives to an alternate work site (45 miles). In the afternoon the employee returns to the regular place of work (67 miles). After completion of work employee returns to residence, a distance of 12 miles.
2. In this case, the employee is authorized reimbursement for the distance that exceeds the normal round trip commuting distance (24 miles). The employee is reimbursed for 100 miles ($45 + 67 + 12 - 24 = 100$).

EXAMPLE 5

1. An employee's one-way commuting distance to the regular place of work is 35 miles. The employee drives to the regular place of work (35 miles). Later, the employee drives to an alternate work site #1 (50 miles) and then to another alternate work site #2 (25 miles). The employee then drives to residence (10 miles).
2. In this case, the employee is authorized reimbursement for the distance that exceeds the normal commuting distance (70 miles). The employee is reimbursed for 50 miles ($35 + 50 + 25 + 10 - 70 = 50$).

EXAMPLE 6

1. An employee's one-way commuting distance to the regular place of work is 20 miles. The employee drives to the regular place of work (20 miles). Later, the employee drives to an alternate work site #1 (10 miles) and then to alternate work site #2 (5 miles). Employee then drives to residence (2 miles).
2. In this case, the employee is not authorized reimbursement for the travel performed (37 miles), since the distance traveled is less than the commuting distance (40 miles) to the regular place of work.

C2402 TRAVEL AT THE TDY LOCATION

A. Points of Travel. Reimbursement for transportation expenses in the TDY area may be authorized/approved for travel between:

1. Lodging and duty site;
2. Duty sites; or
3. Lodging or duty site and dining facility.

B. Conditions. When an employee is on TDY and suitable meals or lodging cannot be obtained at the place of duty, the AO may authorize reimbursement for travel as indicated. The employee must furnish an acceptable statement that Government transportation was not available or, if available, was not suitable for the travel involved. Employees may be reimbursed for:

1. Round trips daily as required between lodging and place of duty; and
2. Trips to dining establishments when suitable dining establishments are not near the lodging and/or place of duty.

C. Travel by Commercial Means. When authorized/approved, an employee who uses commercial transportation is authorized reimbursement of:

1. Fares actually paid for local public transportation;
2. When advantageous to the Government, taxicab fares and transportation-related tips; and
3. When advantageous to the Government, the cost of special conveyance between lodging and duty site and between lodging or duty site and dining facility.

D. POC Travel. When the conditions of par. C2402-B are met, and if authorized/approved as being advantageous to the Government, an employee who travels by POC in and around the TDY station is authorized reimbursement at the applicable mileage rate for the distance the POC was used for travel on official purposes (see par. C2050).

C2403 USE OF TAXICABS INCIDENT TO OFFICIALLY AUTHORIZED WORK OUTSIDE REGULARLY SCHEDULED WORKING HOURS

Incident to conducting official business at the PDS, reimbursement for the usual taxicab fare paid by a traveler between the office or duty point and place of abode may be authorized/approved when all of the following conditions are met.

1. The traveler is dependent on public transportation for such travel.
2. The traveler is officially authorized to work outside of regular working hours.
3. The travel is during hours of infrequently scheduled public transportation or darkness.

Reimbursement for taxicab fares may be authorized/approved by the official who authorized duty outside the regular working hours or by the traveler's supervisor, if such authority has been delegated. There may be a requirement in finance regulations that authorization/approval indicating the use of taxis as advantageous to the Government be written separately or be placed on the reimbursement voucher. Reimbursable expenses include transportation-related tips (see App G, Part I, Item 15).

C2404 VOUCHERS AND SUPPORTING DOCUMENTS

Preparation of vouchers and supporting documents is as prescribed by the Service/Defense Agency concerned. If the traveler was in a travel status, the expenses and mileage authorized/approved under this Part must be shown separately on the voucher.

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15. Whether or not POV shipment is authorized; and
16. If property management services are authorized.

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

C3106 INVITATIONAL TRAVEL

An invitational travel authorization must contain a statement of the:

1. Date that travel is requested or approved;
2. Type of travel, i.e., “invitational travel”;
3. Traveler’s name and position title and employer, if applicable;
4. Traveler’s home address;
5. Traveler’s business address (if applicable);
6. Date travel begins;
7. Number of assignment days;
8. Assignment purpose;
9. Place travel begins;
10. Assignment place or itinerary;
11. Place travel ends;
12. Transportation modes;
13. Allowances;
- *14. Conditions, instructions, limitations (see par. C3150-B, item 16 for pertinent statements required to be included); and

*15. Travel approving/directing official's name and accounting citation.

There is a sample Invitational Travel Authorization format in Appendix E, Part II. ***NOTE: An Invitational Travel Authorization, DD Form 1610 or DD Form 1614 may not be used to authorize travel & transportation for contractors or contractor employees to travel in the performance of their contracts. Contractors or contractor employees are NOT employees for the purpose of the JTR.***

C3107 TRAVEL AT NO EXPENSE TO THE GOVERNMENT

See par. C6250.

CHAPTER 3

PART D: TRAVEL AUTHORIZATION PREPARATION

C3150 TDY TRAVEL

A. General. The REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610) is for all official TDY travel, FEMR R&R travel, and dependent evacuations and for group or blanket TDY travel with a continuation sheet(s) for additional names, authorizations (authentications), and necessary information. Extracts of travel authorizations from which data has been deleted may be given to unofficial activities such as commercial lodgings and vehicle rental agencies. DD Form 1610 is available for printing and/or downloading from the Internet through the Washington Headquarters Service DOD Forms Program at the following website: <http://www.dior.whs.mil/>. The Army National Guard (ARNG) may use Format 400 to authorize TDY travel for ARNG Excepted Technicians (civilian employees) when electronic preparation is required and DD Form 1610 cannot be electronically prepared and transmitted or is not available.

NOTE: DD Form 1610 must not be used for invitational travel or contractors' travel.

B. DD Form 1610 Preparation. DD Form 1610 ordinarily is self-explanatory. Special explanatory material for completing certain items on DD Form 1610 follows:

NOTE: See par. C3101 for specific information required on all travel authorizations.

Item 4, Position Title and Grade/Rating--This information is not required if the travel-approving/directing official determines that inclusion of this information may endanger the employee.

Item 6, Organizational Element--Enter division, branch, or unit to which traveler is assigned.

Item 8, Type of Authorization--Indicate as appropriate, e.g., TDY, confirmatory, amendment, extension, blanket, group.

Item 9, TDY Purpose--Insert one of the applicable standardized purpose categories listed in Appendix H.

Item 10,

(a) Approximate No. of TDY Days (Include Travel Time)--Self-explanatory. The assignment, including travel time, may be exceeded by 100 percent or seven days, whichever is less, without requiring a travel authorization amendment.

(b) Proceed Date (yyyy/mm/dd)--Indicate the date that the official travel is expected to begin. Official travel may begin as many as seven days before or seven days after the indicated proceed date.

Item 11, Itinerary--Indicate all of the locations from/to which travel is authorized and the "return to" location. If the traveler may need to alter the prescribed itinerary to accomplish the mission assignment, indicate by marking an "X" in the block preceding "Variation Authorized".

Item 12, Transportation Mode--Indicate in the applicable block(s) the commercial, government, and/or local transportation mode(s) authorized. If the transportation officer determines the mode, indicate accordingly in the block provided. If POC travel is authorized, indicate the appropriate TDY mileage rate in the space provided. Also indicate if the POC travel is advantageous to the Government or if reimbursement is limited.

Effective 18 January 2005

Item 13, Per Diem--When per diem under the 'Lodgings-Plus' method in par. C4553 is authorized, check block 13a, "Per Diem Authorized in Accordance with JTR" and make no further entries. When a different per diem rate is prescribed/authorized, check block 13b, "Other Rate of Per Diem (Specify)" and enter the appropriate rate information. For example:

- (a) Reduced Per Diem Rates - check block 13b "Other Rate of Per Diem (Specify) _____"

When the 55% rate prescribed for a long-term TDY (par. C4561-D) or training assignment (par. C4530-D1a) applies, and the resulting per diem is \$48 (\$86 x 55%), the entry should be "Fixed rate \$48."

Other Examples:

When the 55% rate prescribed for a long-term TDY (par. C4561-D) or training assignment (par. C4530-D1a) would normally apply, but a reduced or higher per diem rate is justified and authorized instead under pars. C4530-D2, C4561-B, and C4550, the entry should reflect the actual rate authorized, for example "Fixed rate \$56"

When anticipated expenses justify a lower per diem rate and a fixed rate of \$60 is authorized under par. C4550-B; the entry should be "Fixed rate \$60."

Also indicate the authority (e.g., memo, letter, etc.) in block 16 from the designated office (based on pars. C4550-C & C4550-D) for the rate shown.

- (b) Conference Lodging Allowance Rates - check block 13b "Other Rate of Per Diem (Specify) \$150 Total (Conference Lodging Allowance \$100; M&IE \$50)" and indicate authority (e.g., conference website, flyer, etc.) from the official sponsoring agency (based on par. C4950-N1).

NOTE: For FEML & R&R, boxes 13a and 13b should be left blank since per diem is not authorized.

If additional space is needed, use the "Remarks" section of block 16.

Item 15, Advance Authorized--Requester leaves blank. This item is for money advances from the Government to the traveler (computed by the appropriate finance/disbursing activities) and **NOT** for authorizing ATM advances against the Government-sponsored contractor-issued travel charge card that should be addressed in item 16, Remarks. The amount of advance travel funds in item 15 is computed in accordance with Service finance policy.

Effective 16 August 2004

Item 16. May be used for special authorizations or any other pertinent information. Statements may be included to clarify any special authorizations or special instructions. ***The following statement should be in the Remarks section of each travel authorization involving commercial transportation tickets: "If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher." The statement must be incorporated elsewhere in the travel authorization or attached to the travel authorization or to the ticket or transportation request issued to the traveler if it is not practicable to include this statement in the Remarks section.*** Other examples:

(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.

*(s) Include the endorsement required by par. C2204-C3 when use of commercial non-U.S.-certificated/registered ship(s) or air carrier(s) is authorized. The endorsement on the travel authorization, made in accordance with Service regulations, should include the name of traveler, non-U.S.-certificated/registered ship(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.

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.

Item 19, Accounting Citation--Show the fiscal data in accordance with Service regulations and include the travel computation unit (location/address) to which travel vouchers must be forwarded (faxed/mailed). The fund-approving official (see Appendix A) certifying to funds availability signs in the lower right corner of this block.

Item 20, AO (Title and Signature). Other than the official signing in block 17, show the travel authorization-issuing organization and address in addition to the title and signature of the AO.

Item 22, Travel Authorization Number--Show the identifying number and/or symbol assigned by the issuing office.

NOTE: The actual signatures of the travel-requesting official (item 17), the travel-approving/directing official (item 18) and fund-approving official (item 19) are not required when the signatures are captured on another official document. That document must be kept on file by the AO (item 20) for audit purposes. While actual signatures are not required in items 17, 18 and 19, the responsible official's name and title must be legibly indicated in the appropriate block. The signature of the AO (item 20) may be transmitted electronically by fax after signature. An electronic signature that meets the security and requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange may be used. (This signature can include a digital signature discussed by the Comptroller General in B-261647, 26 June 1995, which must be (1) unique to the signer, (2) under the signer's sole control, (3) capable of being verified, and (4) linked to the data in such a manner that if the data is changed, the signature is invalidated.)

C. Distribution. See par. C3057.

C3151 PERMANENT DUTY TRAVEL

A. General. The REQUEST/AUTHORIZATION FOR DOD CIVILIAN PERMANENT DUTY OR TEMPORARY CHANGE OF STATION (TCS) TRAVEL (DD FORM 1614) is used as a request and authorization for all official PCS/TCS travel by employees and their families. See par. C3105-B. DD Form 1614 is available for printing and/or downloading from the Internet through the Washington Headquarters Service DOD Forms Program at the following website: <http://web1.whs.osd.mil/icdhome/forms.htm>.

NOTE 1: DD Form 1614 must not be used for contractor's travel.

NOTE 2: An employee's per diem generally stops on the date the employee receives notice of a PCS to a location at which the employee is on TDY. DOD components must carefully review the circumstances of the employee's TDY assignment before issuing notification of the PCS to avoid imposing per diem costs on the employee that should be borne by the Government (see par. C4113). An employee should be permitted to complete a TDY assignment, return to the PDS from the TDY assignment to arrange for residence sale, dependent(s) and/or HHG transportation, and then perform PCS travel to the new PDS to report for duty on the effective date of the PCS.

B. Preparation of DD Form 1614. DD Form 1614 is ordinarily self-explanatory. Special explanatory material for completing certain items on DD Form 1614 follows:

NOTE: See par. C3101 for specific information required on all travel authorizations.

Item 6, Retirement Code--Insert the employee's applicable retirement code from Block 30 of employee's most current SF-50. If unsure of the correct retirement code, the employee should contact the servicing personnel office. See OPM website <http://www.opm.gov/retire/> for more information on retirement.

Item 7, Releasing Official Station and Location, or Actual Residence--Enter the name and location of the releasing PDS, if a transfer, or the address shown on the transportation agreement as the actual residence, if first duty station travel.

Item 10, Travel Purpose--Other. When this block is checked, please explain in Item 28, Remarks or Other Authorizations.

Item 13a, Round Trip Travel for House hunting--Indicate if round trip travel to seek a permanent residence is, or is not, authorized. If authorized, insert in Item 13b the number of calendar days for which travel is authorized.

Item 16, Other Authorized Expenses--The travel advance is for advances from the Government to the traveler (computed by the appropriate finance/disbursing activities) and NOT for authorizing ATM advances against the Government-sponsored contractor-issued travel charge card which should be addressed in Item 20, Remarks or Other Authorizations. The amount of any PCS allowances advance in Item 16 must be computed in accordance with Service finance policy.

Effective 20 September 2004.

Item 22, Accounting Citation--Show fiscal data in accordance with regulations of the DOD component concerned. ***Please ensure that funds are obligated against the PCS/TCS travel authorization.*** For Transportation Account Codes (TACs) for DOD personnel see DOD 4500.9-R, Volume 2. TAC codes: Army see website https://www.daas.dla.mil/tac_inq/tac_menu.html, Air Force F750/FCHP, and Navy and Marine Corps see website http://192.67.251.41/tac_inq/tac_menu.html.

Effective 1 August 2000

Item 23, (Travel-)Approving(/Directing) Official—See Appendix A. Show the name of the individual who directs and approves/disapproves travel requests, and vouchers prior to claim settlement in addition to that individual's title and signature.

Item 24, AO--See Appendix A. Show the authorization-issuing organization and address in addition to the title and signature of the AO.

Item 27, Claimant – Forward Completed Claim to the Following Address--In this block the losing/gaining activity should provide the address to where the employee should submit their claim for final disbursement.

Item 28, Remarks or Other Authorizations--In addition to the type of notation suggested within the box, this item may be used to show any other pertinent information. Statements may be included to clarify any special instructions such as:

- (a) When round trip travel is authorized for seeking a permanent residence, include the authorized transportation mode under this item.
- (b) If TDY is authorized en route, state the purpose, duration of duty assignment, location, and any pertinent conditions.
- (c) When a travel authorization authorizes:
- (1) First-class air accommodations include the statement: "The use of first-class accommodations is authorized/approved 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.)). First-class accommodations have 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 transportation is authorized/approved 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.)). Business-class accommodations have 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.
 - (3) When the AO has determined that an employee and/or dependents should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons), 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. This helps to justify travel reimbursement based on the transportation mode authorized on the travel authorization, and actually used, instead of the constructed cost of the mode otherwise apparently most advantageous to the Government. See par. C2001-A1. (Ex: Air travel is apparently the most advantageous transportation mode but air travel is precluded due to a disability or other special medical need. The travel authorization should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")
- (d) List the amount authorized for ATM advance against the Government-sponsored contractor-issued travel charge card.
- (e) Include the issuing CPO's name, address, and PoC with phone number and DSN (including area code for each).

Effective 26 September 2002

- (f) When the cost of paper tickets (when electronic tickets are available) is authorized.

(g) When travel is by POC (specifically by privately owned boat) and not advantageous to the Government, a statement must be placed on the travel authorization that Government-procured air transoceanic travel is authorized and travel time and reimbursement for travel at personal expense (including per diem) does not exceed what would have been authorized for the available Government-procured air transportation (plus appropriate per diem). See par. C2165.

(h) A statement should be added to advise travelers that they should be financially prepared to pay for excess baggage charges (see par. C4720-A11).

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

* (j) Include the endorsement required by par. C2204-C3 when use of commercial non-U.S.-certificated/registered ship(s) or air carrier(s) is authorized. The endorsement on the travel authorization, made in accordance with Service regulations, should include the name of traveler, non-U.S.-certificated/registered ship(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.

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>.

C. Distribution. See par. C3057.

D. Privacy Act Statement. Par. C3151-D implements the Privacy Act of 1974 (5 U.S.C. §552a) by adding a Privacy Act Statement for "Request/Authorization for DOD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel" (DD Form 1614). The form may be reproduced locally and made available to the individual supplying data shown on DD Form 1614. The form also is available for printing and/or downloading from the Internet through the Washington Headquarters Service DOD Forms Program at the following website: <http://web1.whs.osd.mil/icdhome/forms.htm>.

Effective 22 December 2005

7. Meal(s) provided by a lodging establishments on a complimentary basis without adding a charge for the meal(s) in the lodging cost (ex., lodging cost \$75 with or without breakfast).

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

C. Absence of Commercial OCONUS Establishments that Prepare and Serve Meals. When:

1. Government quarters are available or Government contractor's lodging facilities are used at an OCONUS location; and
2. The AO determines that no commercial establishments prepare and serve food either at or within a reasonable distance from the TDY station

per diem for full days should be based on the normal costs for food in whatever facilities are available and normally used by travelers at that place. The AO must determine and state in the travel authorization, the applicable per diem rate. In determining the rate payable, the traveler is allowed a rate equal to the normal cost of food and lodgings in the available facilities plus \$3.50 for incidental expenses or the incidental rate in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, when the AO determines \$3.50 to be inadequate for anticipated expenses. The sum of these items is rounded to the next higher dollar.

D. TDY Performed in Support of Military Units on Field Duty. No per diem is payable to civilian employees under civilian travel authorizations who, as part of their assigned duties, accompany military units on field duty, or provide noncombatant support to military units. See Appendix A for the definition of field duty. The per diem payment prohibition applies when both Government mess, including field rations (even though the employee is assessed a charge for that meal(s)) and Government-provided billeting are available (non-transient barracks or tents). An employee on field duty is required to pay the discounted meal rate for any meal(s) consumed in a Government mess (including field rations). Reimbursement is authorized for any charges incurred for meals or for any cost of quarters necessarily procured during the TDY assignment.

Effective 22 December 2005

E. Meals Provided by a Common Carrier or Complimentary Meals Provided by a Lodging Establishment. 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 pars. C4554-B5 and C4554-B6 when a charge for meals is added to the lodging cost.

C4555 RULES CONCERNING LODGING AND LODGING COST

A. Lodging Location Rules

NOTE: *In CONUS, per diem locations are defined ordinarily by counties, not just cities.*

1. Lodging at a TDY Location. Ordinarily employees should lodge at the TDY location. If an employee obtains lodging outside the area covered by the TDY location per diem rate because of personal preference or convenience, the allowable per diem is limited to the maximum per diem rate prescribed for the TDY location.

2. Lodging Not Available at a TDY Location. If lodgings are not available at a TDY location and must be obtained in an adjacent locality where the prescribed maximum per diem rate is higher, a DOD component may, on an individual case basis, authorize/approve the higher maximum per diem rate. If the higher maximum rate is not justified and authorized in advance, an employee must furnish a written statement with the travel voucher satisfactorily explaining the circumstances.

B. Allowable Lodging Expenses. A traveler is reimbursed only for actual lodging costs up to the maximum amount prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the locality. Expenses are allowed, as indicated, for lodging in the situations described in pars. C4555-B1; C4551-B2; C4551-B3 and C4555-B4.

1. Conventional Lodging. When an employee uses conventional commercial lodging facilities (hotels, motels, boarding houses, etc.), the allowable lodging expense is based on the single room rate for the lodging used (for double occupancy, see par. C4555-II). See par. C4555-G for computing the daily lodging expense when lodging is rented on a weekly or monthly basis.

2. Government Quarters. A fee or service charge paid for Government quarters use is an allowable lodging expense.

*3. Lodging with Friends or Relatives. *Reimbursement of lodging cost when staying with friends or relatives is not authorized.*

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

4. Lodging in Non-conventional Facilities. The cost of non-conventional commercial lodging facilities is allowed. These facilities include college dormitories or similar facilities and rooms generally not offered commercially that are made available to the public by area residents in their homes. In these cases, a traveler must provide a written explanation of the circumstances that is acceptable to the DOD component.

C. Lodging Obtained after Midnight. Although per diem ordinarily is based on an employee's TDY location at midnight, there are instances in which an employee is en route and does not arrive at a lodging location (either TDY location or en route stopover point) until after midnight. In these cases, the lodging expense must be claimed for the preceding calendar day and the applicable maximum per diem for the preceding day is determined as if the employee had been at the lodging location at 2400 midnight of that day.

Effective 20 September 2004

D. Allowable Expenses when an Apartment, House, or Recreational Vehicle Is Rented or Used for Quarters. When an employee on TDY rents a furnished/unfurnished apartment, house or recreational vehicle (includes mobile homes, campers, camping trailers, or self-propelled mobile recreational vehicles) for use as quarters, per diem is computed in accordance with the provisions of pars. C4553 and C4559 when recreational vehicles are used for lodging. Allowable expenses that are part of the lodging cost are (50 Comp. Gen. 647 (1971) and 52 id. 730 (1973)):

1. Rent of the apartment, house, mobile home, travel-trailer, camping vehicle, or recreational vehicle (see par. C4559-B);
2. Rental charge for a parking space for the mobile home, travel trailer, camping vehicle, or recreational vehicle;

Effective 23 August 2005

3. Rent of appropriate and necessary furniture, such as a stove, refrigerator, chairs, tables, beds, sofas, television, and a vacuum cleaner;

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 |

2. Transportation expenses under par. C7000, but not per diem, for the employee's dependents;
3. PCS mileage allowance under par. C5050 if travel is performed by POC; and
4. HHG transportation and storage in transit (see Chapter 5, Part D) not to exceed 18,000 pounds net weight of HHG.

*E. Expenses Not Allowable. The following expenses are not authorized for the last move home by an SES employee:

1. per diem for the employee's family,
2. TQSE,
3. MEA,
4. residence sale and purchase expenses,
5. lease-breaking expenses,
6. NTS of HHG,
7. RIT allowance, and
8. relocation services.

F. Origin and Destination

1. General. The expenses listed in par. C5090-D may be reimbursed from the employee's PDS at separation to the place the individual elects to reside in a CONUS/non-foreign OCONUS location. If the employee dies before separating, or after separating but before the move is completed, expenses may be reimbursed to the place within these areas at which the dependents elect to reside even if different than the employee's elected place.
2. Alternate (or more than One) Origin. Travel and transportation expenses may be paid from an alternate origin or from more than one origin provided the cost does not exceed what the Government would have paid if all travel and transportation had originated at the PDS from which the individual was separated to the place where the individual, or the dependents, are to reside.
3. Same General or Metropolitan Area. These provisions contemplate a move to a different geographical area. If the place at which the individual has elected to reside is within the same general local or metropolitan area in which the PDS or residence was located at the time of the individual's separation, the expenses authorized by this Part may not be paid unless the distance criteria in par. C5080-F for a short distance transfer are met.

G. Time Limits for Beginning Travel and Transportation. All travel and transportation must be accomplished within 6 months following the separation date (or date of death if the employee died before separating). If authorized/approved by the Secretarial Process under unusual extenuating circumstances that warrant a longer period, the travel and transportation may be delayed for a longer period. In no case may the Secretarial Process permit a period longer than 2 years from the effective date of the individual's separation from service (or date of death if the employee died before separating). (GSBCA 16328-RELO, 12 April 2004)

H. Funds Use. *Travel advances must not be issued to cover any of the expenses authorized by this Part.* Travel and transportation arrangements should be made through Government-procured travel and transportation means to the maximum extent possible to minimize travel and transportation costs and the need for individuals to use personal funds. In rare instances when individuals have been authorized/approved to make their own arrangements (see par. C2203), they may be reimbursed for their actual transportation expenses.

NOTE: Reimbursement is not to exceed the least expensive unrestricted coach airfares for transportation of the individual and dependents, or the applicable allowances under the commuted rate schedule (or the Government-arranged move cost if that is the directed transportation method) for moving and storage of HHG.

CHAPTER 14

REAL ESTATE TRANSACTION AND UNEXPIRED LEASE EXPENSE
ALLOWANCES (FTR PART 302-11)

C14000 GENERAL

Effective 3 February 2005

For guidance on the lease penalty expense portion of the FTA and HSTA, refer to sections 240 and 250, respectively, of the DSSR as stated in par. C1004.

A. Conditions. An eligible employee is authorized reimbursement for certain expenses incurred in connection with the:

1. Sale of a residence (or the settlement of an unexpired lease involving the residence or a lot on which a mobile home used as a residence was located) at the old PDS; and/or
2. Purchase (including construction) of a residence at the new PDS;

after the employee has signed the required transportation agreement, and:

3. A PCS is authorized/approved and, except as provided in par. C14000-C, the old and new PDSs are located in CONUS or in non-foreign OCONUS areas;
4. The dwelling at the old PDS is the employee's actual residence at the time first informed by appropriate authority that transfer to a new PDS was definite;
5. The settlement dates for the sale (or lease termination) and purchase are within the time limitation prescribed in par. C14000-B;

NOTE: See par. C1057 to authorize an extension on the time limitation on residence transactions.

6. The residence (which may be a mobile home and/or the lot on which that mobile home is located or is to be located) is the one from which the employee regularly commutes to and from work. ***NOTE:*** *If the PDS is in a remote area where adequate family housing is not available within reasonable commuting distance, a residence includes the dwelling where the employee's dependents reside or will reside, but only if such residence reasonably relates to the PDS as determined by the travel-approving/directing official concerned.*

B. Time Limit for Residence or Lease Termination Transactions. Except as provided herein, settlement for the sale, purchase, or lease termination transactions should be not later than 2 years after the employee's effective date of transfer (see Appendix A). For employees eligible under par. C14000-C, the new PDS is the PDS to which the employee reports for duty when reassigned or transferred from a foreign area. The

2-year period begins on the employee's effective date of transfer and ends on the second anniversary of that date. (For example, if an employee's effective date of transfer was 20 October 1998, settlement must occur no later than 20 October 2000.) Upon an employee's written request, the 2-year period may be extended for up to an additional 2 years by the commanding officer (or designee) of the activity bearing the cost. The employee should submit a written request to the appropriate authority as soon as the employee becomes aware of the extension need, but within the initial 2-year period. Action on a request, submitted more than 30 calendar days after the initial 2-year expiration date, is at the option of the commanding officer of the activity bearing the cost. An extension may be granted only if a determination is made that extenuating circumstances prevented the employee from completing the sale, purchase and/or lease termination transactions within the initial 2-year period and that the delayed transactions are reasonably related to the PCS (as opposed to being unrelated to the actual PCS). (For an employee who reported on 20 October 1998 and is granted an extension to the 2-year period, settlement may be no later than 20 October 2002. Costs for transactions completed after the 4-year period may not be reimbursed (B-191018, 26 December 1978)). The 2-year extension provision in this paragraph is effective for employees whose effective date of transfer (see Appendix A) is on or after 19 February 2002. For those with an effective date of transfer prior to 19 February 2002, the initial 2-year period may be extended for only 1 additional year.

NOTE: There is no authority to waive the 4-year time limitation under any circumstances. The time limitation is imposed in §302-2-8 and 302-2.11 in the Federal Travel Regulation (FTR), which has the force and effect of law (B-245281, 20 February 1992).

C. Transfer from a Foreign Area to a CONUS or Non-foreign OCONUS Area

1. Definitions. The following definitions apply for the purposes of par. C14000-C:

a. Former CONUS or Non-foreign OCONUS Area PDS. The PDS, not in a foreign area, from which the employee was transferred when assigned to a foreign area PDS.

b. Foreign Area. See definition in Appendix A.

2. Applicability. An employee who has completed an agreed upon tour of duty in a foreign area and, instead of being returned to the former CONUS or non-foreign OCONUS area PDS, is reassigned/transferred in the Government's interest to a CONUS or non-foreign OCONUS area PDS other than the one from which transferred when assigned to the foreign PDS is authorized reimbursement under this Chapter. The distance between the former and new CONUS or non-foreign OCONUS PDSs must meet the distance criteria specified in par. C5080-F for change of station within the same city or area.

Effective 5 November 2004

****NOTE: The following employees are not eligible for real estate allowances when transferred from a foreign area PDS to a PDS in CONUS or in a non-foreign OCONUS area. This is because initially the employee concerned was not an employee who, after signing a service agreement in connection with a transfer from a PDS in CONUS, or a non-foreign OCONUS area, to the foreign area PDS, was moved to the foreign area PDS at Government expense under a civilian PCS travel authorization.***

1. A locally-hired employee described in par. C4002-B2a(1) (former member of U.S. armed forces).

2. *A locally hired employee described in par. C4002-B2a(2) unless the individual was a civilian employee of an agency who was initially transferred from a PDS in CONUS or non-foreign OCONUS area to the foreign area PDS;*

3. *A locally hired employee described in par. C4002-B2a(4) (employee who accompanied or followed the spouse to the OCONUS area); and*

4. *An employee hired in CONUS or a non-foreign OCONUS area for assignment to a first PDS and the PDS is in a foreign area.*

**5. A former employee with a break in service (see definition in Appendix A) who is rehired in CONUS or a non-foreign OCONUS area for assignment to a first PDS and the PDS is in a foreign area (GSBCA 16811-RELO, 13 March 2006). This decision is available at <http://141.116.74.201/regs/comp-gen-dec/GSBCA16811.PDF>.*

3. Reimbursable Expenses. Expenses incurred incident to the following transactions are reimbursable:

a. Residence sale (or the settlement of an unexpired lease) at the PDS from which the employee was transferred when assigned to a foreign area PDS; and/or

b. Residence purchase at the new PDS.

It is not necessary for an employee to be reimbursed the expenses in par. C14000-C3a to be eligible for reimbursement for expenses in par. C14000-C3b above.

4. Limitations. Expenses incident to a sale (or settlement of an unexpired lease) or purchase transaction that occurs prior to the employee being officially notified (ordinarily in the form of a PCS travel authorization) that instead of returning to the former CONUS or non-foreign OCONUS area PDS, reassignment/transfer is to be to a different CONUS or non-foreign OCONUS area PDS may not be reimbursed.

5. Service Agreement Required. A signed service agreement as prescribed in par. C5075 is required for reimbursement of residence transaction expenses authorized under this paragraph.

D. Sale of Residence in Anticipation of Transfer

1. Following Announcement of Base Closure. An employee is authorized reimbursement for real estate expenses incurred before, and in anticipation of, a transfer if a clearly evident administrative intent exists, at the time the expenses are incurred, to transfer the employee (58 Comp. Gen. 208 (1979)).

a. The announcement of a base closure, accompanied by an offer to assist in finding new positions for affected employees, is a clearly evident intent to transfer those employees (B-249451, 7 January 1993).

b. Registering an employee in Priority Placement Program (PPP) constitutes an offer to assist in finding a new position. An employee, registered in the PPP or other placement program, who sells a residence in anticipation of a PCS, is authorized reimbursement for residence sale expenses when transferred to a new PDS, if otherwise eligible under this Chapter.

Employees should be cautioned that they are eligible for real estate expenses reimbursement only if subsequently employed in a position that involves a PCS with a service agreement. If the PCS is to a foreign location, reimbursement for the expenses may be made only after the employee completes a tour of duty at the new foreign PDS and subsequently is transferred to a different CONUS or non-foreign OCONUS area location than that from which transferred to the foreign area PDS mentioned above as indicated in par. C14000-C.

2. Employee Officially Notified of Return to a Different CONUS or Non-foreign OCONUS Area PDS. An employee who, incident to a PCS to a foreign area from a CONUS or non-foreign OCONUS area PDS, is officially notified that return will be to a different CONUS or non-foreign OCONUS area PDS, may sell the residence at the former CONUS or non-foreign OCONUS area PDS. Reimbursement of real estate expenses is IAW this Chapter, if otherwise eligible, upon completion of a tour of duty in the foreign area *and subsequent transfer to a different CONUS or non-foreign OCONUS area PDS.* *Employees should be cautioned that:*

a. Reimbursement is not allowed for any real estate transaction that occurs prior to official notification that the employee's return will be to a PDS other than the one from which transferred to the foreign PDS. A travel authorization transferring the employee from a foreign PDS to a PDS other than the one from which the employee was transferred to the foreign PDS ordinarily constitutes official notification (72 Comp. Gen. 130 (1993)).

b. Reimbursement may not be made until the employee is transferred back to a CONUS or non-foreign OCONUS area PDS.

c. Reimbursement may not be made incident to the transfer to the foreign PDS, even though the employee is notified at that time that return will not be to the same PDS after the foreign assignment completion.

d. Reimbursement is not allowed for an employee who returns to the actual residence for separation.

Following are examples drawn from Comptroller General and GSBCA decisions describing circumstances when reimbursement for real estate allowances were and were not allowed

Example 1

An employee transferred from Alaska to a foreign PDS, Singapore, in the Government's interest. The employee sold the Alaska residence after being notified by agency officials that return would not be to Alaska and that return rights would be to the prior position in Savannah, Georgia. Upon completion of the Singapore tour of duty, the employee was transferred back to a prior position which had been relocated to Charleston, South Carolina. Upon the employee's transfer to Charleston, an official station other than the one from which the employee was transferred to the foreign PDS, the employee became eligible for the allowable expenses incurred in the sale of the residence in Alaska since it was sold after the employee had been officially notified that the return would not be to Alaska but to a different duty station in CONUS or non-foreign OCONUS area. See 72 Comp. Gen. 130 (1993). This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/B-249184.htm>.

Example 2

An employee assigned at Fort Shafter, Hawai'i, was notified that he would be transferred to Fort McPherson, Georgia. In anticipation of the transfer, the employee signed a listing agreement to sell the residence in Hawai'i. However, before the sale, the employee accepted a position in Seoul, Korea, and reported for duty at that duty station. The residence in Hawai'i was sold while the employee was in Korea and the employee requested reimbursement for real estate expenses. The request was denied on the basis of statutory and regulatory provisions that provide that both the old and new duty station must be located within the United States or other named locations for such expenses to be reimbursable. The employee stated that he was authorized reimbursement because his position is mandatory mobility, and governing regulations prohibit him from staying overseas for more than 5 years. Since he would have completed 5 years overseas after his assignment in Korea, it would have been impossible for him to return to Hawai'i. The employee was later transferred from Korea to Huntsville, Alabama. The record contains a memorandum indicating that the employee was advised that his assignment in Korea would be followed by an assignment to Headquarters, which at that time was Alexandria, Virginia, or in the alternative, Huntsville, Alabama, if the function was transferred there. The Comptroller General believed that this constituted official notice to the employee that he would not be returning to his old duty station in Hawai'i. The employee sold the residence in Hawai'i after receiving the official notice. The Comptroller General authorized real estate allowances for the sale of the employee's residence in Hawai'i since the criteria enunciated in 72 Comp Gen 130 (1993) was satisfied. The criteria enunciated in that decision are: (1) official notice prior to an overseas assignment that the employee would not be returning to that duty station; (2) sale of the residence after such official notice; (3) an agency regulation that provides that an employee will not return to his/her old duty station; and (4) the employee's return to another official duty station. See B-255822, 17 May 1994. This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/B-255822.htm>.

Example 3

An employee who transferred to Brasilia, Brazil from Grand Junction, Colorado, and returned to the former duty station upon completion of the overseas assignment is not authorized reimbursement of expenses incurred in the sale of the Grand Junction residence since return was to the same CONUS duty station. See B-242558, 19 Jun 1991. This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/B-242558.htm>.

Example 4

(BRAC – Sale of Residence in Anticipation of Transfer)

In early July 1993 a civilian employee saw reports in the local media indicating that the base at which he was employed was on the Base Closure and Realignment Commission (BRAC) list of bases proposed to be closed. Anticipating a transfer to another location, the employee sold his house in Newark, California on 29 July 1993. The BRAC list, however, did not become final until it was approved by Congress in September 1993. Employees who work at bases scheduled to be closed are permitted to register in the Priority Placement Program (PPP), a program which helps soon-to-be displaced employees find new positions within DOD. The employee's base was not scheduled to be closed until September 1996, and employees who worked at that base did not receive permission to enroll in the PPP until October 1994. The employee concerned participated in the PPP in October and was eventually transferred to Jacksonville, Florida. The employee's claim for reimbursement of the expenses he incurred in connection with his home sale was denied because the sale predated both final approval of the BRAC list and his registration in the PPP (GSBCA 13699-RELO, 21 March 1997) (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA13699.txt>)

Example 5

(BRAC – Sale of Residence in Anticipation of Transfer)

A DOD civilian employee listed his residence for sale in anticipation that the base at which he worked would be closed and went to settlement on the residence before registering with the agency's job placement program. The agency questioned whether the employee may be reimbursed real estate expenses for the sale of his residence based on an agency regulation allowing reimbursement of real estate expenses for employees who are registered in the placement program. Reimbursement was authorized. Neither the regulation nor the decision, B-249451, 7 January 1993, which is cited in the regulation, requires employees to be registered in the placement program to receive reimbursement for real estate expenses. Rather, employees may be reimbursed real estate expenses incurred after an agency has demonstrated a clear administrative intent to transfer the employee and the employee is transferred and signs an employment agreement. Although registration in the agency placement program is evidence of an intent to transfer, agencies may look to all the facts of a particular case to determine whether this intent existed. In this case, the employee was acting on information that the base was about to be closed and that an offer to assist him in finding another job would be forthcoming. (B-261836 Date: No Date) (*This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/B-261836.txt>*)

Example 6

(BRAC – Sale of Residence in Connection with Transfer)

The employee in this case incorrectly assumed that a BRAC listing constituted official notification that he would be transferred back from a PDS in South Korea to a different PDS in the U.S. other than one in the vicinity of Pueblo, Colorado from which he was transferred to South Korea. As a result he believed he could sell his residence prior to being officially notified of his transfer from South Korea back to the U.S. In 1988, the employee's agency in Pueblo, Colorado was placed on the BRAC list. On December 10, 1991, the employee was transferred to Camp Humphries in South Korea. In August 1992 he sold his house in Pueblo and incurred real estate transaction expenses. In June 1998, the employee was transferred to McAlester, Oklahoma. The employee's agency denied his claim for real estate expenses for residence sale in Pueblo because he sold the residence in 1992, well before official notification of his transfer from South Korea to McAlester, Oklahoma. Under the JTR, an employee is not authorized reimbursement for any expenses of a transaction that occurs prior to official notification that the employee's return would be to a permanent duty station (PDS) other than the one from which he/she transferred to the foreign post of duty (GSBCA 14889-RELO, 7 April 1999). (*The Comptroller General noted in this decision that the PDS includes the residence or other quarters from which the employee regularly commutes to and from work. A base closure would not result in transfer to a PDS other than the one transferred from before the foreign tour of duty, if there were another PDS to which an employee could be assigned within the commuting distance of the employee's last domestic residence.*) (*This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA14889.txt>*)

E. General

1. **Title Requirements.** The title to the residence or dwelling at the old or new PDS, or the interest in a cooperatively owned dwelling or in an unexpired lease, must be in the name of the employee alone, jointly in the names of the employee and one or more dependent(s), or solely in the name of one or more dependent(s).

2. Title Interest Must Have Been Acquired Prior to Notification of Transfer. At the old PDS, the employee's property interest must have been acquired prior to the date the employee first was notified officially of transfer to the new PDS. In the case of an employee covered by par. C14000-C, the employee's interest must have been acquired prior to the date the employee was first notified officially of transfer to the foreign area.

a. Legal Title Interest. Except as provided in par. C14000-E2b, title to the residence is determined by the name of the party (or parties) on the title document (e.g., the deed).

b. Equitable Title Interest. An employee, and/or dependent(s), in a situation described below is deemed to have title to the residence whether or not named on the title document.

(1) Title Held In Trust. The property is held in trust and the:

(a) Property is the employee's residence as described in par. C14000-A4;

(b) Employee and/or dependent(s) are the only beneficiary(ies) of the trust;

(c) Employee and/or dependent(s) retain the right to distribute the property for life;

(d) Employee and/or dependent(s) retain the right to manage the property;

(e) Employee and/or dependent(s) are the only grantor/settler of the trust, or retain the right to direct distribution of the property upon dissolution of the trust or death; and

(f) Employee provides the DOD component concerned with a copy of the trust document.

(2) Title Held by Financial Institution. The title is held in the name of a financial institution and the;

(a) Property is the employee's residence as described in par. C14000-A4;

(b) Employee and/or a dependent(s) executed a financing agreement (e.g., mortgage) with the financial institution;

(c) State or local law requires that lending parties take title to perfect (i.e., protect) a security interest in the property, or the financial institution requires that it take possession of title as a condition of the financing agreement; and

(d) Employee provides the DOD component concerned with a copy of the financing document.

The DOD component concerned may also require that the employee provide proof of state or local laws governing secured credit.

(3) Title Includes an Accommodation Party or Parties. (An accommodation party is an individual who signs an employee's financing agreement (e.g., a mortgage) to lend a name (i.e., credit) to the arrangement.) The title is held both in the names of: the employee singularly, or the employee and one or more dependents jointly; or one or more dependents, and an individual (accommodation party) who is not a dependent and the:

- (a) Property is the employee's residence as described in par. C14000-A4;
- (b) Employee and/or a dependent(s) has the right to use the property and to direct conveyance of the property;
- (c) Lender requires signature of the accommodation party on the finance document;
- (d) Employee and/or dependent(s) is liable for payments under the financing arrangement (e.g., mortgage);
- (e) Accommodation party's name is on the title;
- (f) The accommodation party does not have a financial interest in the property unless the employee and/or dependent(s) defaults on the financing arrangement; and
- (g) Employee provides the DOD component concerned with acceptable documentation of the accommodation. The documentation may include a copy of the financing document and/or a written statement from the employee certifying that the condition in par. C14000-E2b(3) apply. The documentation also may include a written statement from the accommodation party certifying no financial interest in the property and any other documentation required by the DOD component concerned.

(4) Title Held by Property Seller. The title is held in the name of the property seller and the:

- (a) Property is the employee's residence as described in par. C14000-A4;
- (b) Employee and/or dependent(s) have the right to use the property and to direct conveyance of the property;
- (c) Employee and/or dependent(s) signed a financing agreement (e.g., land contract) with the property seller providing for fixed periodic payments and transfer of title to the employee and/or dependent(s) upon completion of the payment schedule; and
- (d) Employee provides the DOD component concerned with a copy of the financing agreement.

(5) Other Equitable Title Situations. The title is held both in the names of the employee singularly, or the employee and one or more dependent(s) jointly, or one or more dependents; and an individual who is not a dependent; and:

- (a) The property is the employee's residence as described in par. C14000-A4;
- (b) The employee and/or dependent(s) has the right to use the property and to direct conveyance;

- (c) Only the employee and/or dependent(s) has made payments on the property;
- (d) The employee and/or dependent(s) receives all proceeds from the sale of the property; and
- (e) The employee provides documentation acceptable to the DOD component concerned that the above conditions have been met. Such documentation must include financial documents proving that only the employee and/or dependent(s) made payments on the property, and that the employee and/or dependent(s) received all proceeds from the sale of the property, and any other documentation required by the DOD component concerned.

F. Reimbursement of Expenses

1. Employee Must Actually Incur the Expenses. An employee is reimbursed only for expenses actually incurred and paid by the employee or dependent(s). If any expenses were shared by persons other than the employee or dependent(s), reimbursement is limited to the portion actually paid by the employee and/or dependent(s).
2. Pro Rata Reimbursement. If an employee and/or dependents share title to the residence with others, or if an employee is deemed to have title interest under par. C14000-E2b, the employee is reimbursed on a pro rata basis to the extent of the employee's actual or deemed title interest in the residence. Additionally, an employee is reimbursed on a pro rata basis in the following situations:
 - a. Multiple Occupancy Dwelling. If the residence is a duplex or another type of multiple occupancy dwelling which is occupied only partially by the employee, or whenever the employee shares responsibility for a leased property (e.g., a shared apartment arrangement), expenses are reimbursed on a pro rata basis.
 - b. Excess Land. The employee is limited to pro rata reimbursement when land, in excess of that which reasonably relates to the residence site, is bought or sold.

C14001 EXCLUSIONS

The following individuals are not eligible for reimbursement under the provisions of this Chapter, a/an:

1. New appointee assigned to a first PDS;
2. Employee transferred from or to a foreign PDS except for employees eligible for reimbursement of residence transaction expenses under par. C14000-C;
3. Employee authorized dependents and/or HHG transportation to or from a training location when such transportation is authorized in lieu of per diem or actual expense allowances while at the training location under the provisions of par. C4500;
4. Employee, assigned to an OCONUS post of duty, returning for separation;

5. Employee performing renewal agreement travel and return to a different PDS located less than 50 miles from the old PDS in a non-foreign OCONUS area. There is authority when return is to a different PDS that is at least 50 miles from the old PDS (see par. C4108) and the old and new PDSs are located in a non-foreign OCONUS area; and
6. Employee hired locally at a location in a foreign area upon transfer to a PDS in CONUS or non-foreign OCONUS area.

C14002 ALLOWABLE EXPENSES FOR SALE OR PURCHASE OF RESIDENCE

A. Reimbursable Expense

1. Broker's Fees or Real Estate Commission. A broker's fee or real estate commission for services in selling the residence is reimbursable, but not in excess of rates generally charged for such services in the locality of the old PDS. No such fee or commission is reimbursable in connection with the purchase of a home at the new PDS.
2. Other Advertising and Selling Expenses. Costs of newspaper, bulletin board, multiple-listing services, or other advertising for sale of a residence at the old PDS are reimbursable if the employee has not paid for such services in the form of a broker's fee or real estate agent's commission. Customary costs of appraisal also are reimbursable.
3. Legal and Related Costs. To the extent they are not included in broker's or similar services for which reimbursement is claimed under other categories, the following expenses are reimbursable with respect to a residence sale (if customarily paid by the residence seller at the old PDS) and purchase (if customarily paid by a purchaser at the new PDS). These expenses are payable to the extent they do not exceed amounts customarily charged in the residence locality:
 - a. Searching title, preparing abstract and legal fees for a title opinion, or where customarily furnished by the seller, the cost of a title insurance policy;
 - b. Preparing conveyances, other instruments, and contracts;
 - c. Related notary fees and recording fees;
 - d. Making surveys, preparing drawings or plats when required for legal financing purposes; and
 - e. Similar expenses.

When a single over-all legal fee is charged, that fee may be paid without itemization if it is within the customary range of locality residence transaction charges (56 Comp. Gen. 561(1977)). Litigation costs are not reimbursable.

4. Miscellaneous Expenses

a. Reimbursable Items. The expenses listed below are reimbursable in connection with residence sale (if customarily paid by a seller of a residence at the old PDS) and/or purchase of a residence (if customarily paid by a buyer of a residence at the new PDS), to the extent they do not exceed specifically stated limitations, or in the absence of limitations, amounts customarily paid in the residence locality:

- (1) FHA or VA fee for a loan application;
- (2) Loan origination fees and similar charges such as loan assumption fees and loan transfer fees; (A loan origination fee is a fee paid by a borrower to compensate a lender for administrative-type expenses incurred in originating and processing a loan. Reimbursement for a loan assumption fee, a loan transfer fee, or a similar charge also may be allowed, if it is assessed in lieu of a loan origination fee and reflects charges for services similar to those covered by a loan origination fee. An employee may be reimbursed for these fees in an amount not in excess of 1 percent of the loan amount without itemization of the lender's administrative charges. Reimbursement may exceed 1 percent only if an employee shows by clear and convincing evidence that: (a) the higher rate does not include prepaid interest, points, or a mortgage discount; and (b) the higher rate is customarily charged in the residence locality.);
- (3) Cost of preparing credit reports;
- (4) Mortgage and transfer taxes;
- (5) State revenue stamps;
- (6) Other fees and charges similar in nature to those listed above, unless specifically prohibited in par. C14002-A4b below;
- (7) Charge for prepayment of a mortgage or other security instrument in connection with the sale of a residence at the old PDS to the extent the terms in the mortgage or other security instrument provide for this charge; (This prepayment penalty also is reimbursable when the mortgage or other security instrument does not specifically provide for prepayment, provided this penalty is customarily charged by the lender. In this case, the reimbursement may not exceed 3 months' interest on the loan balance.);
- (8) Mortgage title insurance policy paid for by an employee on a residence purchased by the employee for the protection of, and required by, the lender;
- (9) Owner's title insurance policy, provided it is a prerequisite to financing or the transfer of property; or the cost of the owner's title insurance policy is inseparable from the cost of other insurance, which is a prerequisite to financing or the transfer of property;
- (10) Expenses in connection with construction of a residence, which are comparable to expenses that are reimbursable in connection with the purchase of an existing residence;

- (11) Expenses in connection with environmental testing and property inspection fees when required by Federal, State, or Local law; or by a lender as a precondition to sale or purchase; and
- (12) Environmental protection fee if required as a condition of the mortgage. (GSBCA 16053-RELO, 10 June 03).
- b. Non-reimbursable Items. Except as otherwise provided in par. C14002-A4a, the following expenses are not reimbursable:
- (1) Owner's title insurance policy, "record title" insurance policy, mortgage insurance or insurance against loss or damage of property, and optional insurance paid for by an employee in connection with the purchase of a residence for the protection of the employee;
 - (2) Interest on loans, points, and mortgage discounts;
 - (3) Property taxes;
 - (4) Operating or maintenance costs;
 - (5) No fee, cost, charge or expense determined to be part of the finance charge under the Truth in Lending Act, Title I, PL 90-321, and Regulation Z issued in accordance with PL 90-321 by the Board of Governors of the Federal Reserve System, unless specifically authorized in par. C14002-A4a above;
 - (6) Expenses that result from residence construction; and
 - (7) VA funding fee (64 Comp. Gen. 674 (1985)).
5. Losses Due to Prices or Market Conditions. Losses may not be reimbursed when caused by:
- a. Failure to sell a residence at the old PDS at the price asked, or at its current appraised value, or at its original cost;
 - b. Failure to buy a dwelling at the new PDS at a price comparable to the selling price of the residence at the old PDS; or
 - c. Any similar causes.
6. Other Expenses of Residence Sale and Purchase. Incidental charges made for required Services in selling and purchasing residences are reimbursable if they are customarily paid by a seller of a residence at the old PDS or if customarily paid by a purchaser of a residence at the new PDS, to the extent that they do not exceed amounts customarily charged in the locality of the residence.
7. Procedure and Claim Requirements. See par. C14003.

Effective for employees whose effective date of transfer is on or after 22 March 1997

B. Reimbursement Limit. Total reimbursements must not exceed:

1. 10 percent of the actual sale price of the residence at the old PDS, and
2. 5 percent of the purchase price of a residence at the new PDS.

C14003 REIMBURSEMENT FOR RESIDENCE SALE OR PURCHASE CLOSING COSTS (FTR §302-11.301 and 302)

A. Application for Reimbursement of Expenses

1. General. To be reimbursed for expenses, an employee must prepare and submit DD Form 1705, Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses. The form details most of the authorized real estate expense items for which reimbursement may be claimed. Amounts claimed must be entered in the appropriate space on the form. Amounts must be supported by documentation, as prescribed in pars. C14003-A2 and C14003-A3, showing that the expense was, in fact, incurred and paid by the employee.

2. Residence Sale. The following supporting documents are required:

- a. Sales agreement;
- b. Property settlement document;
- c. Mortgage document (if prepayment fee is claimed, the document must include terms of payment);
- d. Title document (e.g., the deed) necessary to determine title to the residence as required in par. C14000-E;
- e. Paid invoices or receipts (of \$75 or more) for each additional claimed expense item; and
- f. Property settlement document and approved claim application if there has been a prior claim settlement in connection with a residence purchase.

3. Residence Purchase. The following supporting documents are required:

- a. Purchase agreement;
- b. Property settlement document;
- c. Loan closing statement;
- d. Title document (e.g., the deed) necessary to determine title to the residence as required in par. C14000-E;

- e. Paid invoices or receipts (of \$75 or more) for each additional claimed expense item;
- f. Property agreement document and approved claim application if there has been a prior claim settlement in connection with a residence sale; and
- g. Finance charge disclosure statement when provided by a lending institution in compliance with P. L. 90-321 "The Truth in Lending Act."

B. Claim Submission

1. Claim Voucher. The employee must submit the claim application (Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses, DD Form 1705) along with supporting documentation. The DD Form 1705 and supporting documents must be included as attachments to a Travel Voucher, or Subvoucher, DD Form 1351-2. Expenses claimed for a residence sale and a residence purchase may be included in the same application.

2. Claim Initiation. When initiating a claim, the employee should retain a copy of the application and all originals of the supporting documents. The employee must submit to the official designated in par. C14003-C1 at the new duty station a/an:

- a. Original and one copy of the Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses, DD Form 1705, which includes one set of all supporting documents (copies should be submitted as the documentation is not returned), and
- b. Completed Travel Voucher or Subvoucher, DD Form 1351-2.

C. Review and Approval of Reasonable Charges

1. Official Responsible for Review. An official designated by the commanding officer of an activity must review the expenses claimed and the supporting documentation. The reviewing official must determine that the expenses claimed are:

- a. Reasonable in amount, and
- b. Customarily paid by the seller or buyer (as appropriate) in the locality where the property is located.

Any portion of costs determined to be excessive, or for which a satisfactory explanation cannot be obtained, must not be approved. The reviewing official must attach to the application (DD Form 1705) an explanation regarding any disallowance, reduction, or adjustment of cost items. For approved expense items the reviewing official must indicate the authorized amount, sign the application, and return the entire claim to the official at the employee's new duty station from whom it was received. The official at the new duty station forwards the claim to the appropriate payment official for payment approval. If a reviewing official determines that an application cannot be approved because of incomplete documentation, or other reasons, the reviewing official must return the claim with an explanatory letter to the official at the employee's new PDS from whom it was received. The official at the new duty station must forward the explanatory letter to the employee. The reviewing official may utilize the service of available legal officers in determining whether any claimed expense item is an authorized real estate expense or a finance charge under the Truth in Lending Act (P. L. 90-321).

2. Assistance. The local real estate association should be contacted for a schedule of typical closing costs for local single family property purchases and sales. These closing costs should be used as guidelines but not as rigid limitations in determining if the expenses claimed are reasonable. The local real estate association also may provide information concerning local real estate transaction custom and practices including information as to which costs are customarily paid by the seller or purchaser and the local terminology used to describe them.

D. Approval of Payment. The approval authority must approve the DD Form 1705 in accordance with Agency regulations for real estate transactions at the new duty station. When the claimed charges are approved as reasonable and proper, the DD Form 1705, supporting documents, and DD Form 1351-2 are submitted to the travel or claim voucher payment approving official for payment approval and then to the appropriate paying office. The payment approval official may accept the required prior approvals regarding reasonable costs and customary procedure as conclusive but must determine independently if:

1. The total claimed is within prescribed limitations,
2. All the conditions and requirements under which claims may be paid have been met, and
3. The expenses claimed are reimbursable.

E. Privacy Act Statement. Par. C14004-E implements the Privacy Act of 1974 (5 USC §552a) by adding the Privacy Act Statement for "Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses (DD Form 1705). The form may be reproduced locally and made available to the individual supplying the data shown on DD Form 1705. The form also is available for printing and/or downloading from the Internet through the Washington Headquarters Service DOD Forms Program at the following website: <http://www.dior.whs.mil/>.

Effective 3 February 2005

C14004 UNEXPIRED LEASE SETTLEMENT COST REIMBURSEMENT

A. Allowable Expenses. Expenses (including broker's fees for obtaining a sublease or charges for advertising an unexpired lease) incurred for settling an unexpired lease (including month-to-month rental) on a residence occupied by an employee at the old PDS are reimbursable when:

1. Applicable laws or the lease terms provide for payment of settlement expenses,
2. They cannot be avoided by subleasing or other arrangement,
3. The employee has not contributed to the expense (e.g., by failing to give appropriate lease termination notice promptly after the employee is officially notified of the date of transfer), and
4. The broker's fees or advertising charges are not in excess of those customarily charged for comparable services in that locality.

B. Claim Procedure. An employee must submit a claim in accordance with directions in the DODFMR, Volume 9 (<http://www.dtic.mil/comptroller/fmr/>) for reimbursement of costs incurred incident to settlement of an unexpired lease. ***Rental penalty cost must not be allowed if, upon official notification of the date of transfer, the employee could have avoided the expense by giving timely notice of intent to vacate.*** Allowable cost items are limited to those payments made by the employee that represent unavoidable expense directly attributable to lease termination prior to the expiration date. The total amount of the expenses must be entered on the voucher. The employee must be prepared to provide the following documentation, a/an:

1. Copy of the lease prescribing penalties or other costs payable if occupancy is terminated prior to the lease expiration date,
2. Statement of the extent of bona fide attempts made to avoid penalty costs if the lease includes a savings provision for subleasing or making other arrangements to avoid penalty costs, and
3. Itemization of expenses and necessary explanations for clarification of penalty costs and paid receipts for each expense item.

NOTE: For authority to reimburse an employee for a lease penalty expense incurred for early termination of a lease in the U.S. or a foreign area incident to a transfer to or from a foreign area, see DSSR, FTA and HSTA sections 240 and 250, respectively, as stated in par. C1004.

C14005 RETURN FROM MILITARY DUTY

See par. C5080-D for PCS allowances, including allowances provided in this Chapter, when an employee is reinstated at a new PDS after return from military duty.

C14006 GSA BOARD OF CONTRACT APPEALS AND COMPTROLLER GENERAL DECISIONS APPLICABLE TO ALLOWANCES IN THIS CHAPTER

A. Reimbursable and Non-reimbursable Expenses

| | | | |
|--------------------------------|--------------------------------|--------------------------------|-----------------------------|
| GSBCA 15706-RELO (07/17/02) | GSBCA 15591-RELO (08/29/01) | GSBCA 15506-RELO (08/15/01) | B-251716 (02/10/93) |
| B-247860 (07/23/92) | 71 Comp. Gen. 316 (1992) | B-241483 (02/28/91) | 69 Comp. Gen. 573 (1990) |
| B-227567 (08/26/88) | B-222899 (03/16/87) | B-222121 (09/19/86) | 61 Comp. Gen. 352 (1982) |
| B-203413 (04/13/82) | B-204939 (04/05/82) | B-202297 (07/24/81) | 60 Comp. Gen. 451 (1981) |
| B-191235 (10/25/78) | B-190677 (07/06/78) | B-189295 (08/16/77) | |

B. Broker's Fees and Real Estate Commissions

| | | | |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| GSBCA 15867-RELO (07/11/02) | GSBCA 15669-RELO (07/02/02) | GSBCA 15720-RELO (03/28/02) | GSBCA 15542-RELO (01/24/02) |
| B-247315 (05/18/92) | B-241986 (08/15/91) | B-232313 (01/09/89) | B-224628 (01/12/88) |
| B-222277 (08/18/86) | B-219925 (06/10/86) | B-221062 (04/15/86) | B-219501 (01/13/86) |
| B-217514 (11/25/85) | B-217784 (09/03/85) | 64 Comp. Gen. 557 (1985) | B-214555 (08/28/84) |
| B-214362 (08/07/84) | 63 Comp. Gen. 474 (1984) | B-205584 (08/02/82) | B-205849 (06/02/82) |
| B-200167 (07/07/81) | B-201666 (03/06/81) | B-197908 (04/21/80) | B-196517 (02/19/80) |
| 58 Comp. Gen. 211 (1979) | B-190902 (02/14/78) | B-190107 (02/08/78) | B-184063 (06/15/76) |
| B-182431 (07/14/75) | B-181129 (08/19/74) | B-179634 (04/08/74) | |

C. Advertising, Selling, and Appraisal Expenses

| | | | |
|--|-----------------------------|-------------------------------|-----------------------------|
| Professional assistance in an unsuccessful sale-by-owner | | GSBCA 16246-RELO (12/4/03) | |
| 68 Comp. Gen. 373 (1989) | 67 Comp. Gen. 453 (1988) | B-221062 (04/15/86) | 61 Comp. Gen. 352 (1982) |
| B-187437 (02/07/77) | B-186009 (10/12/76) | B-183694 (11/24/75) | |

D. Legal and Related Expenses

| | | | |
|--------------------------------|--------------------------------|--------------------------------|-----------------------------|
| GSBCA 15718-RELO (02/28/02) | GSBCA 15377-RELO (01/11/02) | GSBCA 15456-RELO (10/03/01) | |
| B-249311.2 (02/04/93) | B-248906 (11/18/92) | B-248506 (10/26/92) | B-248457 (09/29/92) |
| B-247860 (07/23/92) | B-217666.2 (04/07/92) | B-229322 (12/08/88) | 67 Comp. Gen. 503 (1988) |
| B-223907 (03/09/87) | 66 Comp. Gen. 206 (1987) | B-218953 (06/26/86) | B-218955 (04/11/86) |
| 65 Comp. Gen. 473 (1986) | B-219526 (01/15/86) | 64 Comp. Gen. 296 (1985) | B-215552 (12/11/84) |
| 64 Comp. Gen. 24 (1984) | 62 Comp. Gen. 426 (1983) | B-206852 (03/09/83) | B-205579 (06/21/82) |
| B-205503 (06/02/82) | 61 Comp. Gen. 352 (1982) | B-205510 (02/08/82) | 61 Comp. Gen. 112 (1981) |
| B-200207 (09/29/81) | B-200691 (08/24/81) | B-199193 (04/22/81) | B-199900 (02/10/81) |
| B-197504 (05/05/80) | B-193945 (04/29/80) | B-195462 (04/22/80) | 58 Comp. Gen. 786 (1979) |
| B-194668 (09/17/79) | B-194887 (08/17/79) | B-192472 (03/21/79) | B-192593 (01/16/79) |
| B-191920 (12/16/78) | B-191792 (09/25/78) | 57 Comp. Gen. 669 (1978) | B-189569 (06/16/78) |
| B-189381 (12/15/77) | B-188213 (12/12/77) | B-190122 (11/23/77) | B-189140 (11/23/77) |
| B-188265 (11/08/77) | B-188970 (10/13/77) | B-188300 (08/29/77) | 56 Comp. Gen. 862 (1977) |
| B-188716 (07/06/77) | 56 Comp. Gen. 561 (1977) | B-186254 (03/16/77) | B-187125 (02/09/77) |
| B-187437 (02/07/77) | B-186290 (09/30/76) | B-183807 (08/30/76) | B-184720 (07/01/76) |
| B-184063 (06/15/76) | B-183102 (06/09/76) | B-185825 (04/22/76) | B-183161 (02/27/76) |
| B-183694 (11/24/75) | B-183160 (11/17/75) | B-183792 (08/04/75) | B-183443 (07/14/75) |
| B-183037 (03/21/75) | 54 Comp. Gen. 597 (1975) | | |

E. Miscellaneous Expenses

| Avalanche study expense | | GSBCA 16246-RELO, 12/4/03 | |
|--------------------------------|--------------------------------|-----------------------------|-----------------------------|
| GSBCA 15817-RELO (08/02/02) | GSBCA 15718-RELO (02/28/02) | B-245650 (03/05/92) | B-236362 (11/09/89) |
| | | B-235927 (09/06/89) | B-232729 (03/01/89) |
| B-231485 (01/19/89) | B-230741 (09/19/88) | B-229230 (03/14/88) | B-224775 (04/07/87) |
| B-223907 (03/09/87) | B-221059 (08/18/86) | B-218955 (04/11/86) | B-220741 (04/03/86) |
| 64 Comp. Gen. 568 (1985) | B-215552 (12/11/84) | 63 Comp. Gen. 603 (1984) | 63 Comp. Gen. 474 (1984) |
| B-210152 (06/23/83) | B-207304 (04/15/83) | B-206051 (09/29/82) | B-203345 (07/07/82) |
| 61 Comp. Gen. 352 (1982) | 61 Comp. Gen. 136 (1981) | 60 Comp. Gen. 650 (1981) | B-202297 (07/24/81) |
| B-201009 (04/16/81) | B-201666 (03/06/81) | B-197504 (05/05/80) | B-194668 (09/17/79) |
| B-193578 (08/20/79) | B-192593 (01/16/79) | B-191402 (11/22/78) | B-163425 (11/07/78) |
| 57 Comp. Gen. 770 (1978) | B-190715 (03/24/78) | B-189093 (10/13/77) | B-189662 (10/04/77) |
| B-188300 (08/29/77) | B-189295 (08/16/77) | B-188716 (07/06/77) | B-187890 (02/17/77) |
| B-186290 (09/30/76) | B-186734 (09/23/76) | B-185680 (08/04/76) | B-183251 (05/29/75) |
| B-182076 (02/05/75) | | | |

F. Reimbursable Items

| | | | |
|---------------------|-----------------------------|--|--|
| B-248906 (11/18/92) | 71 Comp. Gen. 316 (1992) | | |
|---------------------|-----------------------------|--|--|

G. FHA or VA Loan Application Fee

| | | | |
|--------------------------------|-----------------------------|---------------------|---------------------|
| GSBCA 15672-RELO (01/18/02) | 71 Comp. Gen. 316 (1992) | B-221162 (06/10/86) | B-199888 (03/25/81) |
| B-189639 (03/24/78) | | | |

H. Loan Origination Fees and Similar Charges

| | | | |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| GSBCA 16281-RELO (12/09/03) | GSBCA 15817-RELO (08/02/02) | GSBCA 15718-RELO (02/28/02) | GSBCA 15730-RELO (01/24/02) |
| GSBCA 15645-RELO (10/11/01) | GSBCA 15613-RELO (09/07/01) | GSBCA 15538-RELO (08/10/01) | |
| B-249500 (12/24/92) | B-248457 (09/29/92) | B-248538 (09/24/92) | B-246809 (03/31/92) |
| 69 Comp. Gen. 340 (1990) | B-238038 (02/23/90) | B-238023 (02/22/90) | B-234288 (02/08/90) |
| B-233806 (11/16/89) | B-235616 (08/29/89) | B-232679.2 (08/29/89) | B-229443 (12/09/88) |
| B-229322 (12/08/88) | B-232679 (11/14/88) | B-228691 (09/21/88) | B-229352 (08/22/88) |
| B-226876 (08/22/88) | 67 Comp. Gen. 503 (1988) | 66 Comp. Gen. 627 (1987) | B-222899 (03/16/87) |
| B-221103 (09/19/86) | B-223240 (09/08/86) | B-221529 (07/01/86) | B-221162 (06/10/86) |
| B-221010 (05/06/86) | B-218955 (04/11/86) | 65 Comp. Gen. 447 (1986) | B-220133 (03/13/86) |
| B-219309 (01/29/86) | B-219545 (01/15/86) | B-219026 (11/29/85) | B-219076 (11/25/85) |
| B-218946 (11/12/85) | B-218754 (09/17/85) | B-218476 (09/05/85) | B-217584 (09/04/85) |
| B-216425 (08/21/85) | B-216973 (04/22/85) | B-217081 (03/08/85) | 64 Comp. Gen. 306 (1985) |
| 64 Comp. Gen. 296 (1985) | 63 Comp. Gen. 603 (1984) | B-214757 (09/05/84) | 63 Comp. Gen. 456 (1984) |
| 63 Comp. Gen. 355 (1984) | B-213164 (02/22/84) | B-213740 (02/15/84) | B-211310 (10/04/83) |
| 62 Comp. Gen. 534 (1983) | B-211107 (06/10/83) | B-205267 (06/15/82) | B-205873 (05/04/82) |
| B-203630 (03/09/82) | B-198060 (11/10/80) | B-189381 (12/15/77) | |

I. Mortgage and Transfer Taxes

| | | | |
|--------------------------------|---------------------|---------------------|---------------------|
| GSBCA 16424-RELO (07-23-04) | B-248301 (09/25/92) | B-189488 (08/18/77) | B-185487 (08/03/76) |
| B-183162 (01/27/76) | B-182082 (01/22/75) | B-181795 (11/11/74) | B-171878 (08/08/74) |

J. State Revenue Stamps

| | | | |
|-----------------------------|---------------------|---------------------|---------------------|
| 63 Comp. Gen. 474 (1984) | B-210351 (05/10/83) | B-196527 (12/29/80) | B-197567 (04/15/80) |
| B-195593 (01/22/80) | B-190484 (02/14/78) | | |

K. Other Similar Charges

| | | | |
|-----------------------------|---------------------|-----------------------------|-----------------------------|
| 71 Comp. Gen. 316 (1992) | B-232092 (07/14/89) | 68 Comp. Gen. 373 (1989) | 67 Comp. Gen. 503 (1988) |
| B-229230 (03/14/88) | B-226013 (10/28/87) | B-223102 (09/25/87) | 66 Comp. Gen. 627 (1987) |
| 64 Comp. Gen. 674 (1985) | B-217719 (07/01/85) | 64 Comp. Gen. 296 (1985) | B-172742 (11/24/80) |

L. Charge for Prepayment of Mortgage

| | | | |
|---------------------|---------------------|---------------------|---------------------|
| B-237972 (05/22/90) | B-216425 (08/21/85) | B-194892 (03/14/80) | B-194298 (08/10/79) |
| B-188716 (07/06/77) | | | |

M. Mortgage Title Insurance Policy

| | | | |
|---------------------|-----------------------------|-----------------------------|---------------------|
| B-233806 (11/16/89) | 68 Comp. Gen. 373 (1989) | 66 Comp. Gen. 206 (1987) | B-172742 (11/24/80) |
| B-197523 (04/25/80) | B-197098 (04/24/80) | B-192593 (01/16/79) | B-185706 (12/17/76) |
| B-184928 (09/15/76) | B-185680 (08/04/76) | B-184720 (07/01/76) | B-183958 (04/14/76) |

N. Owner's Title Insurance Policy

| | | | |
|--------------------------------|---------------------|---------------------|---------------------|
| GSBCA 15801-RELO (07/05/02) | B-245457 (02/14/92) | B-241986 (08/15/91) | B-221059 (08/18/86) |
| 64 Comp. Gen. 674 (1985) | B-215552 (12/11/84) | | |

O. Expenses Related to Construction of a Residence that Are Comparable to Reimbursable Expenses Associated with Purchase of an Existing Residence

| | | | |
|--------------------------------|---------------------|-----------------------------|---------------------|
| GSBCA 15629-RELO (10/17/01) | B-247860 (07/23/92) | 69 Comp. Gen. 573 (1990) | B-235374 (01/11/90) |
| B-232720 (09/13/89) | B-233362 (04/07/89) | B-231537 (11/14/88) | B-226271 (11/05/87) |
| B-206051 (09/29/82) | B-184928 (09/15/76) | | |

P. Expenses that Result from Construction of a Residence

| | | | |
|--------------------------------|--------------------------------|---------------------|-----------------------------|
| GSBCA 15629-RELO (10/17/01) | GSBCA 15415-RELO (06/06/01) | | |
| 69 Comp. Gen. 573 (1990) | B-226532 (12/09/87) | B-226271 (11/05/87) | 65 Comp. Gen. 557 (1986) |
| B-214164 (07/09/84) | B-205510 (02/08/82) | B-192420 (08/27/79) | B-187125 (02/09/77) |
| B-184928 (09/15/76) | B-181795 (11/11/74) | B-171878 (08/08/74) | |

Q. Non-reimbursable Items

| | | | |
|--------------------------------|--------------------------------|---------------------|--|
| GSBCA 15730-RELO (01/24/02) | GSBCA 15645-RELO (10/11/01) | | |
| B-248906 (11/18/92) | B-247860 (07/23/92) | B-246296 (03/30/92) | |

R. Owner's Title Insurance Policy, Mortgage Insurance and Insurance against Loss or Damage of Property

| | | | |
|--------------------------------|-----------------------------|-----------------------------|---------------------|
| GSBCA 16277-RELO (04/28/04) | B-249621 (01/19/93) | B-241986 (08/15/91) | B-233806 (11/16/89) |
| 68 Comp. Gen. 373 (1989) | B-226010 (11/30/87) | B-227503 (08/20/87) | B-220287 (03/11/86) |
| B-217822 (06/20/85) | 64 Comp. Gen. 306 (1985) | 64 Comp. Gen. 296 (1985) | B-172742 (11/24/80) |
| B-197098 (04/24/80) | B-193750 (08/28/79) | B-193578 (08/20/79) | B-190902 (02/14/78) |
| B-189488 (08/18/77) | B-188716 (07/06/77) | B-185706 (12/17/76) | B-184928 (09/15/76) |
| B-183958 (04/14/76) | | | |

S. Interest on Loans, Points, and Mortgage Discounts

| | | | |
|--------------------------------|-----------------------------|-----------------------------|---------------------|
| GSBCA 15672-RELO (01/18/02) | B-248538 (09/24/92) | 66 Comp. Gen. 627 (1987) | B-221529 (07/01/86) |
| B-218955 (04/11/86) | 64 Comp. Gen. 266 (1885) | | |

T. Property Taxes

| | | | |
|---------------------|---------------------|-----------------------------|--|
| B-226322 (08/17/87) | B-217474 (07/19/85) | 61 Comp. Gen. 352 (1982) | |
|---------------------|---------------------|-----------------------------|--|

U. Operating or Maintenance Costs

| | | | |
|--------------------------------|-----------------------------|-----------------------------|---------------------|
| GSBCA 15669-RELO (07/02/02) | 70 Comp. Gen. 362 (1991) | B-218955 (10/30/85) | B-217922 (09/06/85) |
| B-215410 (11/14/84) | B-204644 (06/08/82) | 61 Comp. Gen. 136 (1982) | B-202297 (07/24/81) |
| B-200167 (07/07/81) | B-193578 (08/20/79) | B-190815 (03/27/78) | B-189295 (08/16/77) |

V. Finance Charges

| | | | |
|--------------------------------|---------------------------------|--------------------------------|--------------------------------|
| GSBCA 16403-RELO (08/15/04) | *GSBCA 16277-RELO (04/28/04) | GSBCA 15799-RELO (05/02/02) | GSBCA 15718-RELO (02/28/02) |
| GSBCA 15730-RELO (01/24/02) | GSBCA 15672-RELO (01/18/02) | GSBCA 15645-RELO (10/11/01) | GSBCA 15506-RELO (08/15/01) |
| B-248457 (09/29/92) | 71 Comp. Gen. 316 (1992) | B-245650 (03/05/92) | 69 Comp. Gen. 573 (1990) |
| B-233806 (11/16/89) | B-229322 (12/08/88) | B-229230 (03/14/88) | B-226010 (11/30/87) |
| B-223797 (04/20/87) | B-221162 (06/10/86) | B-218754 (08/17/85) | B-217474 (07/19/85) |
| B-217719 (07/01/85) | B-205149 (06/04/85) | B-217189 (05/06/85) | B-215699 (10/02/84) |
| B-212326 (11/29/83) | B-209691 (05/09/83) | B-208479 (03/16/83) | B-208837 (12/06/82) |
| B-203345 (07/07/82) | B-205267 (06/15/82) | B-205873 (05/04/82) | B-203630 (03/09/82) |
| B-204015 (09/18/81) | B-202103 (07/16/81) | 60 Comp. Gen. 531 (1981) | B-200615 (06/15/81) |
| B-194974 (05/05/81) | B-199944 (04/16/81) | B-198060 (11/10/80) | B-198468 (10/17/80) |
| B-198475 (10/17/80) | B-198901 (10/03/80) | 58 Comp. Gen. 786 (1979) | B-192851 (05/11/79) |
| B-194203 (05/07/79) | B-191040 (11/29/78) | B-189639 (03/24/78) | B-190108 (02/13/78) |
| B-189381 (12/15/77) | B-189295 (08/16/77) | B-187223 (02/18/77) | B-187890 (02/17/77) |
| B-187125 (02/09/77) | B-187437 (02/07/77) | B-187363 (12/21/76) | B-186290 (09/30/76) |
| B-186734 (09/23/76) | B-184928 (09/15/76) | B-185680 (08/04/76) | B-184703 (04/30/76) |
| B-183611 (09/02/75) | B-183317 (05/14/75) | B-180981 (10/01/74) | |

W. Losses Due to Prices or Market Conditions at the Old and New PDS

| | | | |
|---------------------|---------------------|---------------------|---------------------|
| B-246296 (03/30/92) | B-245650 (03/05/92) | B-238372 (08/01/90) | B-229026 (08/08/88) |
| B-219845 (06/09/87) | B-200744 (09/18/81) | B-198940 (07/29/80) | B-191203 (05/11/78) |
| B-187848 (08/23/77) | B-186009 (10/12/76) | B-184869 (09/21/76) | |

X. Other Sale and Purchase of Residence Expenses

| | | | |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| GSBCA 15882-RELO (08/15/02) | GSBCA 15735-RELO (07/17/02) | GSBCA 15866-RELO (06/28/02) | GSBCA 15720-RELO (03/28/02) |
| GSBCA 15377-RELO (01/11/02) | GSBCA 15686-RELO (11/07/01) | GSBCA 15645-RELO (10/11/01) | GSBCA 15639-RELO (10/03/01) |
| B-248906 (11/18/92) | B-247315 (05/18/92) | B-247042 (05/12/92) | B-246296 (03/30/92) |
| 71 Comp. Gen. 316 (1992) | B-245650 (03/05/92) | B-241986 (08/15/91) | B-242946 (06/12/91) |
| 70 Comp. Gen. 362 (1991) | B-238372 (08/01/90) | 68 Comp. Gen. 373 (1989) | B-231485 (01/19/89) |
| 67 Comp. Gen. 449 (1988) | B-230402 (03/23/88) | B-229230 (03/14/88) | B-224765 (08/17/87) |
| B-215410 (11/14/84) | B-202906 (09/15/82) | 61 Comp. Gen. 352 (1982) | B-172742 (11/24/80) |
| B-194851 (04/08/80) | B-193578 (08/20/79) | B-194887 (08/17/79) | B-192851 (05/11/79) |
| B-190815 (03/27/78) | B-189093 (10/13/77) | B-189662 (10/04/77) | B-187493 (04/01/77) |
| B-186734 (09/23/76) | B-185783 (04/29/76) | B-184594 (02/12/76) | |

Y. Overall Limitations

| | | | |
|---------------------|---------------------|---------------------|--|
| B-216542 (06/11/85) | B-211310 (10/04/83) | B-191485 (11/21/78) | |
|---------------------|---------------------|---------------------|--|

Z. Settlement of an Unexpired lease

| | | | |
|-----------------------------|-----------------------------|-----------------------------|---------------------|
| B-232394 (10/06/89) | 68 Comp. Gen. 133 (1988) | 67 Comp. Gen. 285 (1988) | B-227380 (11/13/87) |
| 65 Comp. Gen. 396 (1986) | 64 Comp. Gen. 24 (1984) | B-210918 (03/20/84) | B-201153 (01/18/82) |
| B-200841 (11/19/81) | B-200037 (03/02/81) | B-193452 (07/10/79) | B-192129 (03/08/79) |
| B-192135 (01/24/79) | B-189808 (04/28/78) | B-188604 (02/14/78) | B-186435 (10/13/77) |
| B-186507 (12/22/76) | B-186035 (11/02/76) | 56 Comp. Gen. 20 (1976) | B-184901 (07/23/76) |
| B-184164 (12/08/75) | B-182276 (04/10/75) | B-181435 (02/12/75) | |

AA. Exclusions

| | | | |
|--------------------------------|---------------------|-----------------------------|--|
| GSBCA 15615-RELO (08/14/01) | B-192486 (12/12/78) | 54 Comp. Gen. 991 (1975) | |
|--------------------------------|---------------------|-----------------------------|--|

AB. Employee Must Incur Costs

| | | | |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| GSBCA 15867-RELO (07/11/02) | GSBCA 15695-RELO (06/10/02) | GSBCA 15761-RELO (05/09/02) | GSBCA 15377-RELO (01/11/02) |
| GSBCA 15613-RELO (09/07/01) | GSBCA 15560-RELO (06/22/01) | GSBCA 15485-RELO (05/04/01) | |

AC. Employee Must Actually Sell/Purchase Real Estate

| | | | |
|--------------------------------|--------------------------------|--------------------------------|--|
| GSBCA 15580-RELO (10/31/02) | GSBCA 15629-RELO (10/17/01) | GSBCA 15524-RELO (08/09/01) | |
|--------------------------------|--------------------------------|--------------------------------|--|

AD. Miscellaneous Expenses

| | | | |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| GSBCA 15706-RELO (07/17/02) | GSBCA 15728-RELO (06/24/02) | GSBCA 15718-RELO (02/28/02) | GSBCA 15730-RELO (01/24/02) |
| GSBCA 15662-RELO (12/20/01) | GSBCA 15529-RELO (11/30/01) | GSBCA 15613-RELO (09/07/01) | GSBCA 15591-RELO (08/29/01) |
| GSBCA 15541-RELO (08/22/01) | | | |

AE. Regularly Commutes

| | | | |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| GSBCA 15445-RELO (08/02/01) | GSBCA 15514-RELO (11/30/01) | GSBCA 15480-RELO (06/12/01) | GSBCA 15521-RELO (05/17/01) |
| GSBCA 15403-RELO (05/17/01) | | | |

AF. Relocation Services

| | | | |
|------------------------------|------------------------------|------------------------------|------------------------------|
| GSBCA 157-RELO (03/28/02) | GSBCA 157-RELO (03/27/02) | GSBCA 156-RELO (02/14/02) | GSBCA 155-RELO (01/31/02) |
| GSBCA 156-RELO (08/14/01) | | | |

AG. Title Issues

| | | | |
|--------------------------------|--------------------------------|--------------------------------|--|
| GSBCA 15499-RELO (06/13/01) | GSBCA 15503-RELO (05/03/01) | GSBCA 15379-RELO (04/19/01) | |
|--------------------------------|--------------------------------|--------------------------------|--|

AH. Home Inspection Fee

| | | | |
|--------------------------------|--|--|--|
| GSBCA 15718-RELO (02/28/02) | | | |
|--------------------------------|--|--|--|

AI. Home Marketing Incentive Program

| | | | |
|--------------------------------|--------------------------------|--|--|
| GSBCA 15621-RELO (02/14/02) | GSBCA 15580-RELO (01/31/02) | | |
|--------------------------------|--------------------------------|--|--|

AJ. Extensions for Sale of Residence

| | | | |
|--------------------------------|--------------------------------|--|--|
| GSBCA 15866-RELO (06/28/02) | GSBCA 15639-RELO (10/03/01) | | |
|--------------------------------|--------------------------------|--|--|

AK. Real Estate -- New Employee

| | | | |
|--------------------------------|--------------------------------|--|--|
| GSBCA 15577-RELO (01/15/02) | GSBCA 15686-RELO (11/07/01) | | |
|--------------------------------|--------------------------------|--|--|

AL. Waiver of Debt

| | |
|---|------------------------------|
| Whether agency waives employee's debt is solely within discretion of the agency | GSBCA 14758-RELO, (03/04/99) |
|---|------------------------------|

AM. Retirement

| | |
|---|------------------------------|
| Employee sold residence at old PDS after retiring and was reimbursed costs since the sale was within the prescribed time limit of the PCS travel authorization to the last PDS and the terms of service agreement were fulfilled. | GSBCA 16494-RELO, (11/04/04) |
|---|------------------------------|

APPENDIX E**INVITATIONAL TRAVEL AUTHORIZATIONS**

***JFTR/JTR NOTE:** Travel and transportation allowances under Invitational Travel Authorizations are prescribed in JTR, Appendix E, for the DOD Services and in agency regulations for non-DOD Services. The Invitational Travel Authorization provisions in JTR, Appendix E, are reproduced in JFTR, Appendix E, for convenience. See Part III, Invitation to Travel, for information concerning travel by a contractor and a contractor's employees.*

PART I: INVITATION TO TRAVEL

Paragraph Contents

- A. To Whom and When Invitational Travel is Applicable
- B. Restrictions
- C. Allowance Expenses

PART II: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION

PART III: GOVERNMENT CONTRACTOR'S/CONTRACTOR EMPLOYEES' TRAVEL

- A. Travel of Government Contractor's/Contractor Employees
- B. Government's Travel and Transportation Program Restrictions
- C. Government Contractor Letter of Authorization/Identification

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- (b) Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;
- (c) Commanders of Combatant Commands, or their designees, for requests from members and employees within their commands. (When joint or dual-hatted personnel are traveling on behalf of their joint commands, approval must be obtained through their joint command approval authority and not through their individual Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4-star flag officers.***);
- (d) Secretaries of the Military Departments, or their designees, for requests from their staffs;
- (e) Service Chiefs, or their designees, for requests from members and employees within their Services (This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials.).

An ITA issued under the authority of this item, that authorizes Government-funded transportation only (i.e., no per diem or actual expense allowances) for the dependent, must include the following statement: ***“This travel authorization authorizes the dependent to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowances for the dependent. If the dependent does not want to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization is canceled”***;

- n. A determination is made using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff or designated representative for personnel assigned to the Joint Staff and Combatant commands that the spouse of a civilian employee or uniformed member may travel at Government expense to attend a Service-endorsed training course or briefing and subsequent voluntary service incident to such training or briefing (71 Comp. Gen. 6 (1991)); or
- o. Travel is by an individual who serves as an organ donor for a Uniformed Services member, when the donation is authorized under Service regulations;

Effective 1 January 2003

- p. Travel allowances are authorized for Defense Personnel of Developing Countries in accordance with JFTR, par. U7970; ***NOTE: The ITA should state “JFTR vice JTR allowances are used.”***

Effective 1 January 2003

- q. A Coalition Liaison Officer from a developing country is authorized travel and transportation allowances in accordance with JFTR, par. U7980. ***NOTE: The ITA should state “JFTR vice JTR allowances are used.”***

*B. Restrictions. Invitational travel must not be authorized for:

1. Non-appropriated fund officials or employees traveling on non-appropriated fund business;
2. Contractor employees (see Part III);
3. Transportation of dependents and/or HHG or other property of individuals for whom ITAs are issued;
4. Either of the following:
 - a. Federal Government employees; or

b. Uniformed Services members, excluding retired persons (Federal employees and Uniformed members on active duty are given regular TDY travel authorizations unless authorized pre-employment interview travel under par. C6200 and employee/member is in a leave status during such travel (B-219046, 29 September 1986)). An employee/member may be included on an ITA issued to a patient when traveling as a non-medical attendant.

C. Allowance Expenses

1. General. An ITA provides for travel and transportation of an individual from the business place or home to the place where that individual's services are required, and return to the origin point.
2. Transportation Modes. Authorization of transportation modes, routing, and accommodations should be consistent with the provisions in JTR, Chapter 2 as appropriate to mission requirements.
3. Witness at a Military Court martial. A person not in the Government's employ, when called as a witness before a military court martial (except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832; see par. A-10), is authorized travel and transportation allowances under Service administrative regulations.
4. Participants in Annual National Matches Sponsored under 10 USC §4312. Title 10, USC §4312 authorizes payment of a mileage allowance to civilian competitors while traveling to and from the National Matches. The mileage allowance for the return trip may be paid in advance. Provisions for payment of the travel allowances are in AR 920-30. The ITAs also may authorize a subsistence allowance for the duration of the competition. The rate of the allowances is set by the Director for Civilian Marksmanship and stated in the ITA issued to each competitor.
5. Attendance at an Award Ceremony. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony (for example, a Presidential award ceremony, an annual award ceremony of the agency or major organizational component, or a prestigious honorary award ceremony sponsored by a non-Federal organization) provided the:
 - a. Travel and transportation is authorized by the head of the DoD component concerned or designee; and,
 - b. Individual is a person of the award recipient's choosing who is related by blood or affinity or whose close association with the award winner is the equivalent of a family relationship.

The reimbursement authorized in par. C is intended to cover instances, in which the award winner and guest are geographically distant from the site of the ceremony, rather than in instances in which the award winner's residence is in the same area as the ceremony. (For example: The award winner and spouse live in Denver, CO, and the ceremony is in Washington, DC. Travel and transportation allowances may be authorized for both the winner and spouse.) Reimbursement under this paragraph also may be authorized if the guest must travel from a location geographically distant from the ceremony site but different from the award winner's location. The DoD component concerned may allow attendance at Government expense of more than one individual when the award winner requires assistance because of a handicapping condition. Reimbursement for transportation is limited to direct travel to and from the location of the ceremony (including travel between common carrier terminals and hotel where applicable and the site of the ceremony). Per diem is allowed for direct travel to and from the location of the award ceremony and for the day of the ceremony.

6. Travel of DoD Education Agency (DoDEA) Students for Academic Competitions and Co-curricular Activities. See JTR, par. C7005 and JFTR, par. U5243-D.

7. Travel and Transportation for Funeral Honors Detail. A person not in the Government employ, who participates in funeral honors detail for a veteran (see 10 USC §1491), may be authorized transportation or transportation reimbursement and expenses. The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. ***Actual expenses, and not a mileage allowance, may be paid when a POC is the authorized mode.*** Reimbursement for POC actual expenses is limited to: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for miscellaneous expenses in App G, Part I may be authorized/approved.

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Effective 30 March 2006

PART III

GOVERNMENT CONTRACTOR'S/CONTRACTOR EMPLOYEES' TRAVEL

A. Travel of Government Contractor's/Contractor Employees. This Part directs Government contractors and contractor's employees to other resources for travel and transportation information. Neither the JFTR nor the JTR may be used as official contractor travel regulations as they apply to uniformed personnel and Defense Department civilian employees and contain provisions, the use of which is illegal by contractors. ***Travel costs of Government contractors and contractor employees are governed by the rules in the Federal Acquisition Regulations (FAR) §31.205-46, available at <http://www.arnet.gov/far/pdf/frame.html>. For these reasons, contractors are not eligible for Invitational Travel Authorizations (ITAs) in the execution of their contracts.*** See DODI 3020.41 for information regarding contractors (<http://www.dtic.mil/whs/directives/corres/html/302041.htm>).

B. Government's Travel and Transportation Program Restrictions. Commercial vendors are under no obligation to extend Government rates for the Government's travel and transportation programs listed below to contractors working on behalf of the Federal Government. Contractors' employees must contact their contracting agency or the Government Contracting Office Representative (COR) regarding the use of the Government's travel and transportation programs for official travel. A Government Contractor Official Travel Letter of Identification signed by the authorizing Government's contracting officer (see par. C) may be required before a vendor opts to extend rates to contractors and their employees that are reserved for Government employees.

1. Contract City-Pair Air Passenger Transportation Program and Other Government Fares. Use of GSA contract city-pair air passenger fares is governed by GSA's contracts with the airlines and by the Defense Transportation Regulation (DOD 4500.9-R), Part I, Chapter 103. Use of other airfares reserved for Government employees on official business is governed by the airlines fare structure and rules. Government contractors are not eligible to participate in the GSA city-pairs program for air passenger transportation services as of 1 October 1998.

2. Rail Service. Commercial passenger rail vendors may voluntarily offer discount rates to contractors who are on official Government business at the vendor's discretion.

3. Lodging Programs. GSA (i.e., Fedrooms) and Services' lodging programs may voluntarily offer discount rates to contractors who are on official Government business at the vendor's discretion.

4. Car Rental Program. The Military Surface Deployment and Distribution Command (SDDC) negotiates special rate agreements with car rental companies available to all Government employees and uniformed personnel while traveling on official Government business. Some commercial car rental companies may voluntarily offer similar discount rates to Government contractors at the vendor's discretion.

C. Government Contractor Letter of Authorization/Identification. See DODI 3020.41 for information regarding contractors (<http://www.dtic.mil/whs/directives/corres/html/302041.htm>).

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APPENDIX F

PART I: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES

A *member*, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year* (*i.e., 12-month tour–1,250 lbs; 18-month tour – 1,875 lbs, etc.*). **NOTE: Two shipments of consumable goods (totaling 1,250 pounds) per year are allowed if the consumable allowance is authorized.**

A *civilian employee*, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year* (*i.e., 12-month tour– 1,250 lbs; 18-month tour– 1,875 lbs, etc.*). **NOTE: Two shipments of consumable goods (totaling 1,250 pounds) per year are allowed if the consumable allowance is authorized.** This allowance is in addition to the 4,500 pounds weight allowance authorized in JTR, par. C5156. **In no event may the total weight of HHG shipped and/or stored at Government expense exceed 18,000 pounds. The 18,000 pounds includes the weight of HHG shipped at Government expense, consumable goods shipments, and the weight of HHG stored.**

Requests for increased weight allowances for consumable goods shipments must be justified in writing and sent through the appropriate organizational channels to the PDTATAC for approval. In no event may the maximum weight allowance for consumable goods shipment exceed 2,000 pounds per year.

| LOCATIONS | | |
|-------------------------------------|---|--|
| Afghanistan, Kabul | Estonia | Niger, Niamey |
| Albania, Tirana | Ethiopia, Addis Ababa | *Nigeria, Abuja; Lagos |
| Algeria, Algiers | Gabon, Libreville | Norway, Bodo |
| Angola, Luanda | Georgia, Tbilisi | Oman, Muscat |
| Armenia, Yerevan | Ghana, Accra | Pakistan, Islamabad, Quetta |
| Azerbaijan, Baku | *Grenada, St. George's | Philippines, Manila |
| Bangladesh, Dhaka | *Guinea, Conakry | Poland, Warsaw |
| Belarus, Minsk | *Guyana, Georgetown | Romania, Bucharest |
| *Benin, Cotonou | Haiti | *Russia, Moscow; St. Petersburg; Vladivostok; Yekaterinburg |
| Bolivia, La Paz | *India, Calcutta; Chennai; Mumbai; New Delhi | Rwanda, Kigali |
| Bosnia & Herzegovina, Federation of | Indonesia | Senegal |
| Botswana | *Ivory Coast (<i>See Cote d'Ivoire</i>) | *Serbia & Montenegro, Republics of, Belgrade; Podgorica |
| Bulgaria, Sofia | Kazakhstan, Almaty (Alma-Ata); Astana (Aqmola) | Sierra Leone, Freetown |
| *Burkina Faso, Ouagadougou | Kenya | Somalia, Mogadishu |
| Burma, Rangoon | Kyrgyzstan, Bishkek | Sri Lanka, Colombo |
| Burundi, Bujumbura | Laos | Sudan, Khartoum |
| Cambodia, Phnom Penh | Latvia, Riga | Suriname, Paramaribo |
| Cameroon, Yaounde | Liberia, Monrovia | Syria, Damascus |
| *Cape Verde, Praia | Lithuania, Vilnius | *Tajikistan, Dushanbe |
| Central African Republic, Bangui | Macedonia, The Former Yugoslav Republic of, Skopje | Tanzania, Dar es Salaam |

| | | |
|---|--------------------------|------------------------------|
| Chad, N'Djamena | Madagascar, Antananarivo | Togo, Lome |
| *China, Beijing; Chengdu; Guangzhou; Shanghai; Shenyang | Malawi, Lilongwe | Turkmenistan, Ashkhabat |
| *Congo, Democratic Republic of the Brazzaville; Kinshasa | Mali, Bamako | Uganda, Kampala |
| Cote d'Ivoire, Abidjan | Mauritania, Nouakchott | Ukraine, Kiev |
| Cuba, Havana | *Micronesia, Kolonia | Uzbekistan, Tashkent |
| Cyprus, Nicosia | Mongolia, Ulaanbaatar | Vietnam |
| Djibouti | Moldova | Yemen, Sanaa |
| East Timor | Mozambique, Maputo | Zambia, Lusaka |
| Ecuador, Quito | Nepal, Kathmandu | *Zaire, (<i>See Congo</i>) |
| Eritrea, Asmara | Nicaragua, Managua | Zimbabwe |

APPENDIX I

PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE

PART B: EVACUATIONS IN THE UNITED STATES

(See Chapter 12 for additional information)

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

***QUESTIONS REGARDING EVACUATIONS MAY BE REFERRED TO: pay@cpms.osd.mil**

***DOD WEB SITE WITH EVACUATION INFORMATION IS AT: http://www.cpms.osd.mil/hurricaneinfo/pages/info_hrprct/pay.htm**

***FOR ADDITIONAL GUIDANCE SEE OPM'S "HANDBOOK (AND ADDENDUM) ON PAY AND LEAVE BENEFITS FOR FEDERAL EMPLOYEES AFFECTED BY SEVERE WEATHER EMERGENCIES OR OTHER EMERGENCY SITUATIONS" AVAILABLE AT: <http://www.opm.gov/oca/compmemo/2005/2005-18hb.pdf> AND <http://www.opm.gov/oca/compmemo/2005/2005-18AD.asp>**

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 Advance Payment of Pay, Allowances, Differential.....Sec. 505.403(a)
 Advance Payments; Evacuation Payments; Special Allowances...Sec. 505.403
 Amount of Advance Payment.....Sec. 550.404(b)
 Applicability.....Sec. 550.401(c)
 Authority.....Sec. 550.401(d)
 Computation of Advance Pay.....Sec. 550.404(a)
 Computation of Advance Payments and Evacuation Payments....Sec. 550.404
 Computation of Evacuation Payments.....Sec. 550.404(b)
 Definitions.....Sec. 550.402
 Determination of Special Allowances.....Sec. 550.405
 Duration of Evacuation Payments.....Sec. 550.405(b)
 Evacuation payments of pay, Allowances and differential....Sec. 550.403(b)
 Full-Time and Part-Time Employees.....Sec. 550.404(d)
 Intermittent Employees.....Sec. 550.404(d)
 Payment to Employee of Another Federal Agency/DoD Component.Sec. 550.403(e)
 Payments May be Made To.....Sec. 550.403(d)
 Purpose.....Sec. 550.401(a)
 Return to Regular PDS/Reassign to Another PDS NLT 180 Days .Sec. 550.406(c)
 Review of Accounts; Service Credit.....Sec. 550.408
 Special Allowance, including travel Expense and Per Diem....Sec. 550.403(c)
 Subsistence Expense (at safe haven).....Sec. 550.405(b)
 Termination of Payments During Evacuation.....Sec. 550.407
 Travel Expense and Per Diem (while traveling to safe haven).Sec. 550.405(a)
 Waiver of Indebtedness.....Sec. 550.408(c)
 Who May Order EvacuationSec. 550.401(b)
 Work Assignment at Safe Haven (part time employee).....Sec. 550.406(b)
 Work Assignment at Safe Haven (regular employee).....Sec. 550.406(a)
 Work Assignment During Evacuation; Return to Duty.....Sec. 550.406

Sec. 550.401 Purpose, Applicability, Authority, and Administration.***Effective 7 August 2000***

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

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

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

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

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

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

p. Department of Defense Education Activity
Attn: Comptroller
4040 Fairfax Drive
Arlington, VA 22203-1613

q. Department of Defense Human Resources Activity
Attn: Assistant Director
4040 Fairfax Drive, Suite 200
Arlington, VA 22203-1613

Effective 13 March 2006

*r. Department of Defense Office of Inspector General
Attn: Travel Office
400 Army Navy Drive
Arlington, VA 22202-4704

s. National Imagery and Mapping Agency
Attn: Administrative Office
8613 Lee Highway
Fairfax, VA 22031-2137

t. National Security Agency/Central Security Service
Attn: M6
Ft. George G. Meade, MD 20755-6000

u. Office of Economic Adjustments
Attn: Administrative Officer
400 Army Navy Drive, Suite 200
Arlington, VA 22202-2884

v. TRICARE Management Activity
Attn: TMA Budget Officer
5111 Leesburg Pike, Suite 810
Falls Church, VA 22041-3206

w. Uniformed Services University of the Health Sciences
Attn: Resource Management
4301 Jones Bridge Road
Bethesda, MD 20814-4799

x. United States Court of Appeals for the Armed Forces
Attn: Clerk of the Court
450 "E" Street, NW
Washington, DC 20442-0002

2. Army

a. For DA Staff and Field Operating Agencies not specifically listed: AEA authority is delegated to the AO. Personnel assigned to the Major Army Commands (MACOMs) listed below submit requests to the authority indicated for each MACOM (***MACOM Commanders may delegate AEA authority to the lowest practicable level, but not beyond the level of AOs. If MACOM not listed the AEA authority has been delegated to the AO.***);

Effective 10 November 2004

b. Headquarters, Army Materiel Command, Attn: G1-F, 9301 Chapek Road, Ft. Belvoir, VA 22060-5527. Message address: CDRAMC FT BELVOIR VA//AMCPE//. Telephone: DSN (312) 656-8157, Commercial (703) 806-8157;

c. Headquarters, Military Surface Deployment and Distribution Command (SDDC), Attn: SDDCRM-F, Hoffman Building II, Room 11S67, 200 Stovall Street, Alexandria, VA 22332-5000; Message Address: CDRSDDC ALEXANDRIA VA//SDDCRM-F//; Telephone: DSN (312) 328-2350, Commercial (703) 428-2350;

d. Commander, Eighth U.S. Army (USAEIGHTH), Attn: FKCS, APO AP 96205-0010; Message Address: CDRUSAEIGHTH SEOUL KOR//FKCS//; Telephone: DSN (315) 723-5241;

e. Commander, U.S. Army Information Systems Command (USAISC), Attn: ASRM-F-MA, Fort Huachuca, AZ 85613-5000; Message Address: CDRUSAISC FT HUACHUCA AZ//ASRM-F-MA//; Telephone: DSN (312) 879-6446, Commercial (520) 538-6446;

f. Headquarters, U.S. Army South (USARSO), Financial Services Division, Attn: SORM, PO Box 34000, Fort Buchanan, PR 00934;

g. Commander, Military District of Washington (MDW), Attn: ANRM-Z, 103 Third Avenue, Fort McNair, Washington, DC 20319-5058; Message Address: CDRMDW WASHINGTON DC//ANRM-Z//; Telephone: DSN (312) 335-2048, Commercial (202) 475-2048;

h. Commander, U.S. Army Training and Doctrine Command (TRADOC), Attn: ATRM-AT, Fort Monroe, VA 23651-5000; Message Address: CDRTRADOC FT MONROE VA//ATRM//, Telephone: DSN (312) 680-4221; Commercial (757) 788-4221; ***NOTE: Delegated to Installation and Major Subordinate Commanders with further delegation authorized.***

i. Commander, U.S. Army Criminal Investigation Command (USACIDC), Attn: CISP-RM, 6010 6th Street, Fort Belvoir, VA 22060-5506; Message Address: CDRUSACIDC WASHINGTON DC//CISP-RM//; Telephone: DSN (312) 656-0194, Commercial (703) 806-0194, e-mail address: CISP-RMP@belvoir.army.mil;

j. Commander, U.S. Army Medical Command (MEDCOM), Attn: MCRM-F, 2050 Worth Road, Fort Sam Houston, TX 78234-6000; Message Address: CDRUSAHSC FT SAM HOUSTON TX//MCRM-F//; Telephone: DSN (312) 471-8141, Commercial (515) 221-8141 or 221-7298;

k. Commander, U.S. Army Pacific (USARPAC), Attn: APRM-BAA, Fort Shafter, HI 96858-5100; Message Address: CDRUSAPAC FT SHAFTER HI//APRM-BAA//; Telephone: DSN (314) 438-2710 or 438-2918;

c. Service regulations.

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

Effective 25 August 2005

D. Transportation Reimbursement

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

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

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

T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)

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

Effective 27 April 2005

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

*C. Rental Vehicles (Includes Aircraft). When the AO authorizes rental vehicle use for official business, the following reimbursements are authorized per JFTR/JTR, Appendix G, Part I. The AO may authorize an appropriate size vehicle accordance to the mission when a compact rental car (the "standard" for TDY travel), does not meet requirements. ***It is mandatory to obtain rental vehicles (except for aircraft or bus) through the CTO/TMC per TRANSCOM policy, when the CTO/TMC is available.***

1. Rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to and from the rental facility.
2. Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); any per-day administrative fee called for in the SDDC rental car agreements; garage (POC parking is a separate reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.
3. Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries.
4. A claim for damage to a rental vehicle, while the vehicle is being used for official business, is reimbursable to the traveler or the rental car company when appropriate as miscellaneous transportation expenses. The claim must be adjudicated as payable per the DOD Financial Management Regulation (Volume 9, Chapter 4) (found at <http://www.dtic.mil/comptroller/fmr/>) (or appropriate Service directives for the non-DOD Services).

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

NOTE:

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

Effective 28 April 2005

D. Government Transportation

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

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

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

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

Effective 18 November 2004

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

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

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

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

T4040 LIVING EXPENSES (PER DIEM)

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

A. Lodging Overnight Required - Business Travel Standards

1. Sleeping

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

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

c. Civilian Employees

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

(2) The head of a DOD component (see Appendix A) concerned may authorize zero per diem or per diem rates in lesser amounts than those prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DOD component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the DOD component concerned or to a commander/head of DON activity, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel order before travel begins (or part of an order amendment covering a prospective period after the order modification), travel orders, modified

after the fact, prescribing per diem rates different from those prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> are without effect. The locality rates in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS. See **NOTE 1** (applicable to civilian employees) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry cleaning/pressing of clothing.

d. Commercial lodging reimbursement is based on the single occupant rate, up to the maximum of the TDY site or stopover location. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of \$110 (\$76 for lodging and \$34 M&IE). The AO could authorize up to \$296 for lodging (300% x \$110 = \$330 - \$34 = \$296). These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized **only in advance** by PDTATAC or 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.*

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

Effective 6 February 2006

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

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

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

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

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

Effective 6 February 2006

NOTE: A member/employee who purchases or rents and occupies a residence at the TDY location may not be reimbursed for the cost of; 1. shipment of furniture from previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. See GSBICA 16699-TRAV, 17 August 2005 (This decision is available at: http://141.116.74.201/regs/comp-gen-dec/GSBICA_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 (par. T4040-F and App. G) are authorized in the same manner as for business travel. The AO may authorize the actual amount paid up to the PMR (but no incidental expenses) for meals and/or payment for lodging when the traveler is not authorized per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

1. The phrase 'Personnel traveling together' refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. No per diem is payable when no/limited reimbursement is directed in the orders for personnel traveling together. The restriction on paying per diem only includes travel days between duty locations and does not involve allowances for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 of the day the member arrives at the TDY location. The prohibition begins again at 0001 of the departure day from the TDY location until arrival at the PDS. Most members pay the food cost without operating expense, and civilians pay the food cost and operating expense. Civilians are authorized reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement must never be done simply to save travel funds.***
2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. Per diem is not payable during field duty. The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and most members pay some amount for food; civilians also pay for food. Civilians are authorized reimbursement of the amount paid for food. When the Secretary concerned, or Combatant Commander or JTF commander for a joint deployment, determines that Government messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to members. Civilians are authorized reimbursement of the amount paid for food. All EUM travelers are authorized the incidental expense. See par. T4020-B2.

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

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

4. TDY aboard Ships

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

JOINT TASK FORCE OPERATIONS TDY OPTIONS

SUBSIST ASHORE

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

SUBSIST ABOARD U.S. GOVERNMENT SHIP 3/

| | SUBSISTENCE | PER DIEM | REMARKS |
|-----|---|-----------------|-------------------------|
| TDY | Government Lodging and Government Meals | None | Civilian pays for Meals |

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ Members/employees deployed who are ordered to subsist ashore – see “Subsist Ashore” (above table) for order type and payment guidelines.

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

Table 1. Deployment - Joint Operations TDY Options

D. Lodging Overnight Not Required

1. Transportation. Travelers should arrange for transportation through the CTO, even though overnight lodging is not required. If the travel is in the local area (see JFTR, par. U3500 and JTR, par. C2400-B) around the PDS, a Government vehicle, public transportation paid for by the command, or a private vehicle may be used. If a private vehicle is used to and from home, the traveler is authorized the standard mileage rate for the distance driven, minus the normal distance driven to and from work. If the traveler does not drive to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work. The AO decides the reimbursement amount based on the premise that a traveler is to be paid the difference between the cost of using the vehicle and the traveler's normal cost to get to work. In addition, travelers are authorized reimbursement for other expenses such as tolls and parking when using their private vehicles. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

2. Meals. With two limited exceptions (see par. T4060-B11), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (using the highest rate if there is more than one TDY location). *No per diem is authorized when TDY is for 12 or fewer hours.* However, the AO may authorize reimbursement of the actual amount paid, up to the PMR (not including incidental expenses) for the TDY location, when a uniformed member spends more than the cost of normal meal arrangements during travel outside the PDS limits (*see JFTR, par. U4510 for occasional meals authority*).

NOTE: Mission-related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for childcare, house care, pet care, hotel concierge, or workout room/gym fees, and similar expenses.

E. Miscellaneous Expenses. See Appendix G.

F. Reimbursement for Travel Expenses at the TDY Location

Effective 28 April 05

1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses see par. T4030.

2. Use of a Government vehicle/special conveyance is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):

- a. Duty sites,
- b. Lodgings,
- c. Dining facilities,
- d. Drugstores,
- e. Barber shops,
- f. Places of worship,
- g. Cleaning establishments, and
- h. Similar places required for the traveler's subsistence, health or comfort

3. If a Government vehicle/special conveyance is not authorized, the traveler is authorized reimbursement for necessary public transportation costs.
4. If private vehicle use is authorized, reimbursement is the automobile mileage rate times the miles driven for the necessary travel around the TDY location.
5. Travelers must note the required miles driven.

T4045 TRAVEL ALLOWANCES FOR RESERVE COMPONENT PERSONNEL (48 Comp. Gen. 301 (1968))

Effective 11 August 2005

A. General. Par. T4045 applies to Reserve Component members on active/inactive duty under orders that provide for return home. See par. U7150 for travel of cadets and midshipmen, applicants and Senior Reserve Officers' Training Corps (SROTC) members, Reserve Component member travel for medical and dental care, Ready Reserve members on muster duty, retirees called to active duty, active-duty-for-training tours of 140 or more days at one location (except as noted in par. U2146), and active-duty-for-other-than-training for more than 180 days at one location (except as noted in par. T4045-E4).

B. Inactive Duty Training. Reserve Component personnel commit to an obligation to participate in 48 scheduled training periods (inactive duty training (IDT) unit drills) a year. Services have different terms for these drills, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location where the member normally performs "drill" (the armory, reserve center, assembly location, etc.). They receive no reimbursement for that commute. For purposes of par. T4045-B, *Assigned Unit* is a Reserve Component member's designated post of duty and *TDY Station* is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no authorization for travel and transportation allowances. The member may be authorized reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.
2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is authorized allowances in pars. T4040 and T4030, limited to travel cost from the assigned unit.
3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area. There is no authorization for travel and transportation allowances; however, the member is paid mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for Annual Training (AT). For AT travel, members are authorized payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. Per Diem Not Payable. No per diem is payable to:

1. Reservist Component members at an AT site when both Government quarters and meals are available, but the member is authorized reimbursement for the Government quarters cost. If Government quarters and/or meals are not available, per diem is payable under par. T4040-A;

2. Reservist Component members on active duty without pay;
3. Newly enlisted members undergoing training when both Government quarters and meals are available;
4. Public health service Officers called to active duty for Commissioned Officer Student Extern Program (COSTEP);
5. Reservists who commute daily or AO determines members can commute except for authority under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;
6. Reservists on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient Government housing, reimbursement for actual lodging cost is authorized;
7. Standby Reserve Component members voluntarily performing without pay.

E. Per Diem. When a Reserve Component member is ordered to:

1. Schoolhouse training, par. T4030 applies for transportation and par. T4040-B for per diem;
2. Deploy, to be one of personnel traveling together under orders directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4040-C applies for per diem for periods under 20 weeks. Par. T4030 applies for transportation;

Effective 11 August 2005

3. Active-duty-for-training (other than schoolhouse) for fewer than 140 days or active-duty-for-other-than-training for 180 or fewer days, per diem is determined under business travel rules in par. T4040-A, and transportation under par. T4030;

Effective 11 August 2005

4. Active-duty-for-other-than-training for more than 180 days because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, per diem is determined under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C), and transportation under par. T4030.

F. Funeral Honors Duty. Reserve Components members who perform funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member's residence are authorized travel and transportation allowances as for business travel under pars. T4030 and T4040-A & T4040-D.

SUMMARY OF ALLOWANCES FOR RESERVE COMPONENTS PERSONNEL**ACTIVE DUTY WITH PAY 1/**

| SITUATION 2/ | TRANSPORTATION 3/4/ | PER DIEM |
|---|--|---|
| Annual training duty 5/ | Par. T4030 applies. | Not authorized if Gov't qtrs 6/ & mess available 7/; else par. T4040 applies. |
| PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP). | Par. T4030 applies. | Not authorized. |
| Pipeline Student--newly enlisted member undergoing training. | Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030. | Not authorized if Gov't qtrs & mess available. |
| Member commutes or AO determines member can commute. | Par. T4030-E applies for one-round trip only provided the place of active duty is outside home's town/city limits. | Not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home's town/city limits. |
| <i>Effective 11 August 2005</i> Active duty for training for fewer than 140 days or active duty for other than training for 180 or fewer days at one location. | Par. T4030 applies. | Par. T4040 applies. |
| <i>Effective 11 August 2005</i> Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for more than 180 days. | Par. T4030 applies if the Secretarial Process authorizes per diem; otherwise Chap 5 applies. | Par. T4040 applies if the Secretarial Process authorizes per diem; otherwise Chap 5 applies. |

ACTIVE DUTY WITHOUT PAY

| | TRANSPORTATION | PER DIEM |
|-------------------------------------|---|--|
| Others performing duty without pay. | Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for Reserve Component Standby Reserve members. | Not authorized except occasional meals and/or quarters may be authorized (see par. T4040-C) for travel days only 8/. |

1/ Applies to Reserve Component members called/ordered to active duty with pay under orders that provide for return to home or place from which called/ordered to active duty. Includes retired members called to active duty with or without pay (except for periodic physicals for members on the TDRL, see JFTR, par. U7250).

2/ Except as noted in JFTR, par. U2146.

3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.

- 4/ Reservist component members may not be paid for commuting from home to duty - only one round-trip may be paid.
- 5/ Since a training location is the PDS, no per diem is payable when Government quarters & mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.
- 6/ Temporary lodging facilities are not Government quarters for purposes of this table.
- 7/ Reservist component members on active duty for training not otherwise authorized per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.
- 8/ Reservist component members on active duty for training not otherwise authorized per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/

| SITUATION | TRANSPORTATION | PER DIEM |
|--|--|---------------------|
| Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home. | 1. May be authorized reimbursement under par. T4040-F. 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit. | Not authorized. |
| Travel from home/assigned unit to TDY Station. | Par. T4030 applies limited to travel cost from the assigned unit. | Par. T4040 applies. |
| Travel from a location other than home/ assigned unit to TDY Station. | Par. T4030 applies limited to travel cost from the assigned unit. | Par. T4040 applies. |
| Travel from a location other than home/ assigned unit to alternate site within the local commuting area. | The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit. | Not authorized. |
| Reserve Component Standby Reserve members voluntarily performing without pay. | Not authorized. | Not authorized. |

Table is for informational purposes only. Allowances are prescribed in par. T4045.

- 1/ For travel allowance purposes, the assigned unit is the designated post of duty.
- 2/ TDY station is alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home for the purposes of this paragraph.
- 3/ Reservist component members on inactive duty for training who are not otherwise authorized per diem and who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

Table 2. TDY Allowances for Reserve Component Members

T4050 TAKING A TYPICAL BUSINESS TRIP

A. Before the Trip

1. Getting a Cost Estimate. Travelers should get a CTO should-cost estimate for the trip. It is the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including taxes), and rental car (if authorized) fees. The estimate also must reflect the per diem rate broken out by M&IE and lodging. A traveler may ask the CTO to estimate the amount for using a private vehicle or other commercial transportation.
2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's should-cost estimate (as the AO approves for mission reasons) is the reimbursement baseline.
3. Getting Authorization for Travel. The AO authorizes the TDY, the arrangements, and obligates funds to pay for the trip. The CTO updates the Trip Record with the fund cite provided by the AO. The resulting document is the travel authorization.

Effective 28 July 2005

4. Getting the Travel Packet. The CTO gives the traveler the Trip Record with the confirmed reservations and commercial tickets. The TO provides the documents needed for Government transportation if the CTO does not provide this service. ***Travelers must safeguard tickets, if issued, carefully at all times.*** However, the traveler must immediately report to the issuing CTO if the ticket is lost or stolen. The traveler is financially responsible to purchase a replacement ticket. If the Government pays for the lost/stolen ticket, the traveler must not be reimbursed for the purchase of a replacement ticket until the Government has received a refund for the lost/stolen ticket. ***If the traveler paid for both tickets, reimbursement is authorized initially only for the first ticket purchased.*** If that first ticket is recovered, turned in for refund, and the Government repaid, reimbursement may then be made for the second ticket, NTE the cost of the first ticket. The traveler must return unused tickets to the CTO. ***NOTE: SF-1170, Redemption of Unused Tickets, found at: <http://www.gsa.gov>, is usable, if authorized in Service regulations, for use in connection with turning in unused tickets.***
5. Paying for Arranged Services and Getting Cash to Pay for Expenses while Traveling. The CTO must charge airline tickets, lodging, and rental car reservations on the traveler's individual or unit Government travel card; airline tickets in some cases may be charged to a CBA. While on the trip, travelers should charge other expenses incident to official travel on their individual or unit Government travel cards whenever possible. For official travel-related expenses that cannot be charged, travelers can avoid using their own money by using their individual IBA to obtain cash advances or travelers checks. Advances are not an option on unit travel cards.

B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO's 24-hour 1-800 number, if possible, to have the needed changes made. The CTO must update the traveler's Trip Record. The AO may approve the changes after the trip is complete. However, it is best if the traveler gets the AO's authorization up-front, and has the Trip Record updated. In any case, the traveler is reimbursed only for changes the AO approves on the Trip Record.
2. Receipts. Travelers must keep all receipts for lodging and receipts for any individual official travel expense of \$75 or more.

C. After the Traveler Returns

1. Filling out the Expense Report. A traveler should fill out and turn in the expense report portion of the Trip Record within 5 working days after returning from the trip. The receipts are to be attached to the expense report. Electronic Fund Transfer (EFT) is the preferred method of reimbursement. Within EFT, the traveler has two options. The traveler may request (a) direct electronic transfer to the Government travel card company of the authorized expenses charged to the IBA with the remainder going to the traveler's personal bank account, or (b) an electronic transfer of the full amount to the traveler's personal bank account. Under option (a), the traveler must not have to write a check to the Government travel card company for official expenses charged.
2. Getting It Approved. The AO must approve the expenses on the Trip Record for the traveler to get paid. This includes reviewing the required receipts.
3. Turning in the Expense Report. A finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid is the amount the AO approves.
4. Random Audits. Random audits of travel expense reports are conducted.

T4060 AUTHORIZING OFFICIAL'S RESPONSIBILITIES

A. General. Authorizing Officials have broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred in connection with that mission. For civilian travelers, the AO must determine the purpose of the travel (see JTR/JFTR, Appendix H) for notation on the Trip Record. The CTO is central in helping to execute those responsibilities.

1. The CTO generates a Trip Record. On it, the CTO prepares a should-cost estimate that reflects standard arrangements made in compliance with travel policies using Government negotiated airline, lodging, and rental car rates. If the standard arrangements do not meet the needs of the mission, the CTO provides other travel options to satisfy mission requirements, and conform to law, regulation, policy, and contractual obligations. Use the should-cost estimate to determine if the travel budget can support the travel. Authorize CTO identified should-cost standard arrangements, unless additional or unusual cost options are required to complete the mission and they make good overall business sense.
2. The CTO and TO must have available information on policies relating to transportation and travel arrangements. Get other needed travel-related information from command channels or Service headquarters. Use management information from the CTO and the travel card company to assist in future travel decisions.
3. Make sure travelers have access to the unit's travel card if they do not have individually issued cards. Refer inquiries about card usage to the local card program coordinator.
4. Adhere to policies and procedures discussed in this regulation, use good judgment in obligating unit funds, and ensure travelers receive adequate reimbursement under policies established in this regulation.

B. What's Allowable and Not Allowable

1. Transportation

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

Effective 24 August 2005

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

Effective 27 April 2005

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

NOTE:

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

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

Effective 30 November 2005

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

- a. Use of a U.S.-certificated air carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;

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

Effective 24 August 2005

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

Effective 6 September 2005

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

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

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

5. Lodging Selection

- a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effectiveness.
- b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement must be based on the locality rate, or AEA if appropriate, for the en route TDY site.

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

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

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

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

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

Effective 9 August 2004

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

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

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

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

- a. Under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and,

- b. To uniformed members escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

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

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

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

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

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:

| <u>Helping Verb</u> | <u>Degree of Restriction</u> |
|---------------------|--|
| 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.

Activities Authorized To Use Appendix O

| DOD Component | Organization/Location | Effective Date |
|--------------------------|---|---------------------------------|
| U.S. Army | Training & Doctrine Command, Ft. Leavenworth, KS | May 13, 1996 |
| | U.S. Army Forces Command, Ft. McPherson, GA | August 13, 1996 |
| | U.S. Army Europe, U.S. Army Military Community comprised of Boblinger, Echterdingen, Mohringen, Stuttgart, and Vaihingen, GE | June 25, 1996 |
| | U.S. Army Missile Command, Huntsville, AL (also includes Corps of Engineers Waterways Experiment Station, Vicksburg, MS) | May 1, 1996 |
| | Selected other tenants of Redstone Arsenal, AL, and selected personnel of the Simulation, Training and Instrumentation Command (STRICOM) Huntsville, AL, and Orlando, FL, and the Space and Strategic Defense Command (SSDC), Huntsville, AL) | June 17, 1996 |
| | Corps of Engineers, Ohio River Div., Cincinnati, OH | Never Initiated [1] |
| | HQ Army Audit Agency, Alexandria, VA | October 1, 1996 |
| U.S. Navy | USS Eisenhower <i>Discontinued</i> | June 20, 1996 March 31, 1997 |
| | PSA, Norfolk, VA | June 20, 1996 |
| | HQ, CINCLANTFLT (N00IG; N02; N6 and N1) Norfolk, VA | June 20, 1996 |
| | Naval Command, Control & Ocean Surveillance System Center, (RDT&E), San Diego, CA | June 20, 1996 |
| | NPGS, Monterey, CA | June 20, 1996 |
| | Naval Undersea Warfare Center Div, Newport, RI | June 20, 1996 |
| | HQ, CINCPACFLT, Pearl Harbor, HI <i>Discontinued</i> | June 20, 1996 March 31, 1997 |
| U.S. Marine Corps | Marine Corps Air Station, Beaufort, SC | Never Initiated [1] |
| | Marine Corps Air Station, New River, NC | Never Initiated [1] |
| | Marine Corps Air Station, Cherry Point, NC | Never Initiated [1] |
| | Marine Forces Reserve, New Orleans, LA | Never Initiated [1] |
| | Second Marine Expeditionary Force, Camp Lejeune, NC | Never Initiated [1] |
| | Marine Corps Recruit Depot, Parris Island, SC | Never Initiated [1] |
| | Headquarters, U.S. Marine Corps, Washington, DC | Never Initiated [1] |
| | Sixth Marine Corps District, Atlanta, GA | Never Initiated [1] |
| U.S. Air Force | 11th Wing, Bolling AFB, Washington, DC | May 2, 1996 |
| | Dover AFB, DE | April 23, 1996 |
| | Peterson AFB, CO | March 1, 1997 |
| | Randolph AFB, TX | April 15, 1997 |
| | Air Combat Command HQ and 1st Wing, Langley AFB, VA | June 5, 1996 |

| <u>DOD Component</u> | <u>Organization/Location</u> | <u>Effective Date</u> |
|---|---|-----------------------|
| | Hill AFB, UT | 03-24-97 |
| | Mountain Home AFB, UT | 03-24-97 |
| | Niagara Falls Air Reserve Station, NY | 03-24-97 |
| Washington Headquarters Services | Designated organizations | 04-01-97 |
| Defense Commissary Agency (DeCa) | HQ and Operations Center, Provisional, Ft. Lee, VA | 06-05-96 |
| Defense Finance and Accounting Service (DFAS) | Kansas City Center, Kansas City, MO (Discontinued) | 05-01-96 03-31-97 |
| Defense Logistics Agency (DLA) | Administrative Support Center, Ft. Belvoir, VA | 06-05-96 |
| National Geospatial-Intelligence Agency (NGA) (formerly NIMA) | Multiple locations - all NGA components | 05-01-96 |
| National Security Agency (NSA) [2] | Fort Meade, Maryland | 03-01-96 |
| Defense Threat Reduction Agency (formerly Defense Special Weapons Agency) | Dulles, VA | 06-01-96 |
| Organization of the Joint Chiefs of Staff | Washington, DC | 05-01-96 |
| Defense Information Systems Agency | Washington, DC | 06-16-97 |
| Missile Defense Agency (formerly Ballistic Missile Defense Organization) | Washington, DC | 07-15-97 |

[1] Authorization to begin testing using simplified allowances was pending but never issued.

[2] This includes TDY travel by, on behalf of, and/or processed by the NSA.

NOTE: Use of Appendix O is authorized for those locations where DTS has been fielded, or DTS-Limited software with computation module is used, and at USAFE locations where the Federal Automated System for Travel (FAST) software is used to transition to DTS-Limited.

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