

VOLUME 2
JOINT TRAVEL REGULATIONS
CHANGE 489

Alexandria, VA

1 July 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 July 2006 unless otherwise indicated.

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This change includes all material written in CAP Items 19-06(E); 22-06(E); 25-06(E); 28-06(E); 32-06(E); 35-06(E); 36-06(I); 39-06(I) through 41-06(I) and 44-06(I). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 488 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 489:

C2102-C; T4030-C. Adds snow tires as a reimbursable expense when special conveyance use is authorized by the travel authorization/order and simplifies special conveyance language within the JFTR/JTR.

C3106, item 2; C3150-B, item 8; C3150-B, Item 16; Chapter 6, Part O. Authorizes emergency visitation travel (EVT) at Government expense when a parent of an employee, or an employee's spouse, assigned at a foreign PDS becomes incapacitated and travel to the U.S. is necessary to arrange for the parent's medical treatment or otherwise help assess the parent's need for a new living situation or other form of care and to reword the JTR part involved for clarity.

C4002-B2b; C5364-D. Makes clear that a former contractor employee hired by a Federal Agency at an Overseas Location is a locally hired individual and not a hired individual from CONUS or a non-foreign OCONUS area.

C4012-B. Updates webpage address for DOD Forms.

C5310-D. Inserts a summary of a GSBICA decision (16827-RELO, 14 April 2006) in which an employee was denied reimbursement for costs associated with the "UK pet scheme."

C5356-B2. Makes clear that the prohibition against paying TQSE while on a vacation applies without regard to location.

C5503. Inserts references to par. C4005-C and Appendix Q.

C5545. Moves par. C7004 (Dependent Transportation ICW RAT) from Ch 7 (Dependent Travel & Transportation Allowances) to Ch 5, Part K (RAT) thereby consolidating all RAT information in one location.

Appendix A1. Provides that the Per Diem Committee Principal member or the member's designated representative have authority to authorize allowances in the JFTR/JTR under the "Secretarial Process."

Appendix A2. Consolidates Appendices A, Part II, of the JFTR and JTR.

Appendix E. Updates Appendix E, Part I.

Appendix S. Recertifies CENTCOM FEML locations, adds Beirut Lebanon to FEML list and changes relief destinations from Frankfurt Germany to Baltimore, Maryland.

VOLUME 2

JOINT TRAVEL REGULATIONS

Following is a list of sheets in force in Joint Travel Regulations, Volume 2 that are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. Single sheets or entire monthly changes are available from the PDTATAC website.

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
472	i	478	C2E-1	464	C4C-3	454	C4Q-1
489	iii	486	C2E-3	463	C4D-1	420	C4R-1
489	v	485	C2E-5	459	C4E-1	455	C4S-1
480	vii	485	C2E-7	459	C4F-1	462	C4S-3
482	ix	484	C2E-9	459	C4G-1	476	C4S-5
482	C-i	484	C2E-11	477	C4H-1	478	C4S-7
482	C-iii	484	C2E-13	468	C4I-1	478	C4S-9
482	C-v	484	C2E-15	468	C4I-3	478	C4S-11
474	C1-i	486	C2E-17	471	C4J-1	478	C4S-13
480	C1-iii	480	C2F-1	477	C4J-3	478	C4S-15
470	C1-v	486	C2G-1	474	C4J-5	453	C4T-1
483	C1A-1	473	C2G-3	471	C4J-7	453	C4T-3
483	C1A-3	488	C2H-1	483	C4K-1	483	C5-i
477	C1B-1	488	C2H-3	465	C4K-3	473	C5-iii
477	C1B-3	488	C2H-5	470	C4K-5	477	C5-v
477	C1B-5	485	C2I-1	487	C4K-7	483	C5-vii
483	C1B-7	479	C2J-1	483	C4L-1	483	C5-ix
476	C1B-9	475	C3-i	483	C4L-3	489	C5-xi
475	C1B-11	463	C3A-1	483	C4L-5	483	C5-xiii
477	C1B-13	463	C3A-3	483	C4L-7	486	C5A-1
485	C1C-1	463	C3B-1	483	C4L-9	459	C5A-3
447	C1D-1	475	C3B-3	485	C4L-11	477	C5A-5
481	C1E-1	485	C3C-1	488	C4L-13	483	C5A-7
486	C1F-1	469	C3C-3	488	C4L-15	483	C5A-9
486	C1F-3	469	C3C-5	486	C4L-17	472	C5B-1
486	C1F-5	469	C3C-7	486	C4L-19	482	C5B-3
471	C2-i	489	C3C-9	474	C4L-21	469	C5B-5
487	C2-iii	489	C3D-1	470	C4L-23	469	C5B-7
487	C2-v	489	C3D-3	482	C4L-25	486	C5B-9
487	C2-vii	489	C3D-5	482	C4L-27	483	C5B-11
479	C2A-1	488	C3D-7	482	C4L-29	475	C5B-13
477	C2A-3	482	C4-i	483	C4L-31	475	C5B-15
477	C2A-5	479	C4-iii	483	C4L-33	475	C5B-17
477	C2A-7	479	C4-v	482	C4L-35	476	C5B-19
462	C2B-1	487	C4-vii	482	C4L-37	488	C5B-21
488	C2C-1	487	C4-ix	482	C4L-39	486	C5C-1
489	C2C-3	487	C4-xi	452	C4M-1	467	C5D-1
489	C2C-5	471	C4A-1	458	C4M-3	483	C5D-3
487	C2D1-1	489	C4A-3	464	C4M-5	486	C5D-5
487	C2D1-3	489	C4A-5	458	C4M-7	484	C5D-7
487	C2D2-1	476	C4A-7	458	C4M-9	478	C5D-9
487	C2D2-3	471	C4A-9	452	C4M-11	477	C5D-11
487	C2D3-1	477	C4A-11	487	C4N-1	486	C5D-13
487	C2D4-1	482	C4A-13	487	C4N-3	487	C5D-15
487	C2D4-3	482	C4A-15	487	C4N-5	486	C5D-17
487	C2D4-5	489	C4A-17	487	C4N-7	481	C5D-19
487	C2D4-7	459	C4B-1	462	C4O-1	481	C5D-21
487	C2D4-9	466	C4C-1	482	C4P-1	481	C5D-23

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
477	C5E1-1	462	C6I-3	476	A1-11	470	IA-27
481	C5E2-1	467	C6J-1	485	A1-13	470	IA-29
481	C5E2-3	467	C6J-3	486	A1-15	470	IA-31
481	C5E2-5	467	C6K-1	489	A1-17	488	IB-1
481	C5E2-7	465	C6L-1	489	A1-19	484	IB-3
481	C5E2-9	476	C6M-1	489	A1-21	487	IB-5
479	C5E3-1	476	C6M-3	489	A1-23	484	IB-7
484	C5F-1	476	C6M-5	489	A1-25	454	J-1
477	C5F-3	479	C6M-7	489	A1-27	454	K-1
477	C5F-5	467	C6N-1	489	A1-29	471	L-i
477	C5F-7	466	C6N-3	489	A2-1	478	L-1
485	C5G-1	489	C6O-1	489	A2-3	488	L-3
489	C5G-3	489	C6O-3	475	B-1	483	L-5
489	C5G-5	489	C6O-5	479	C1-1	483	L-7
485	C5H1-1	489	C6O-7	479	C2-1	483	L-9
489	C5H1-3	489	C6O-9	479	C3-1	483	L-11
489	C5H2-1	489	C6O-11	475	D-1	454	M-1
483	C5H2-3	467	C6P-1	488	E-i	454	N-1
486	C5H2-5	487	C6P-3	489	E1-1	489	O-i
483	C5H2-7	467	C6Q-1	489	E1-3	483	O-1
486	C5H2-9	467	C6Q-3	489	E1-5	481	O-3
483	C5H3-1	477	C6R-1	485	E2-1	489	O-5
483	C5H3-3	489	C7-i	474	E2-3	489	O-7
483	C5H4-1	486	C7-1	488	E3-1	489	O-9
489	C5K-1	489	C7-3	471	F-i	489	O-11
486	C5K-3	489	C7-5	488	F1-1	489	O-13
473	C5K-5	489	C7-7	471	F2-1	488	O-15
486	C5K-7	483	C7-9	486	G-1	488	O-17
489	C5K-9	456	C8-i	486	G-3	488	O-19
477	C5L-1	464	C9-i	487	G-5	488	O-21
477	C5L-3	477	C10-1	486	G-7	488	O-23
477	C5L-5	465	C11-1	471	H-i	488	O-25
477	C5L-7	435	C12-i	468	H1-1	488	O-27
477	C5L-9	457	C12-1	468	H2A-1	488	O-29
477	C5L-11	483	C12-3	468	H2B-1	484	P-i
464	C5M-1	483	C13-i	486	H2C-1	470	P1-1
464	C5M-3	474	C14-i	486	H2C-3	484	P2-1
465	C5M-5	488	C14-1	468	H3A-1	484	P2-3
483	C5M-7	488	C14-3	474	H3B-1	487	P2-5
482	C5N-1	488	C14-5	474	H3B-3	483	Q-1
477	C5O-1	488	C14-7	475	H3B-5	478	Q-3
483	C5O-3	488	C14-9	468	H4A-1	463	R-1
471	C5O-5	488	C14-11	468	H4B-1	489	S-1
474	C6-i	488	C14-13	468	H4C-1	489	S-3
463	C6-iii	488	C14-15	468	H4D-1	489	S-5
479	C6-v	488	C14-17	468	H4E-1	470	T-i
489	C6-vii	488	C14-19	468	H4F-1	470	T-1
489	C6-ix	488	C14-21	470	IA-1	470	T-3
414	C6A-1	488	C14-23	470	IA-3	467	U-1
484	C6B-1	488	C14-25	470	IA-5	484	i-1
484	C6B-3	455	C15-i	470	IA-7		
484	C6B-5	483	C15A-1	470	IA-9		
462	C6C-1	471	C15B-1	470	IA-11		
482	C6D-1	471	C15B-3	470	IA-13		
486	C6E-1	455	C15C-1	470	IA-15		
486	C6E-3	478	A1-1	470	IA-17		
486	C6F-1	482	A1-3	470	IA-19		
462	C6G-1	486	A1-5	470	IA-21		
409	C6H-1	478	A1-7	476	IA-23		
462	C6I-1	478	A1-9	470	IA-25		

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

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

D. Insurance on a Rented Automobile

Effective 25 August 2005

NOTE: See par. C2102--B1c for information on other vehicles that are not covered with liability and vehicle loss and damage insurance for the traveler or the Government when rented for official Government travel.

1. Cost of Extra Insurance. The cost for buying insurance (e.g., Collision Damage Waiver (CDW) Adjustment, Theft Protection, etc.) is reimbursable when:
 - a. The insurance is required by the rental agency to provide full coverage insurance when renting an automobile outside the U.S. or outside the non-foreign OCONUS areas, or
 - b. A Secretarial Process authorizes/approves reimbursement of non-required insurance for certain classified special operations. See Service regulations. (B-204486, 19 January 1982).
2. Damage to a Rented Motor Vehicle. A traveler may be reimbursed for personal funds paid to rental car companies for damage sustained by a rented motor vehicle that is damaged in the performance of official business if the claim is adjudicated by the Service concerned as being payable. The Government may make direct payments to the car rental companies instead of to the traveler, if appropriate. In either case, the reimbursement is a miscellaneous transportation expense. ***Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.***

NOTE: TDY ends on Friday. The employee delays return to the PDS until Sunday and retains the rental car. Due to an accident on Sunday, the rental car was damaged. The employee may not be reimbursed for the cost of repairs since the employee was not on official duty at the time of the accident (GSBCA 16477-TRAV, 13 October 2004).

3. Damage Claims. Requests from an employee, or from a rental company, for reimbursement or payment should be documented and submitted in accordance with the DoD Financial Management Regulation, Volume 9, Chapter 4 (found at website: <http://www.dtic.mil/comptroller/fmr/>). Statements, itemized bills, and an accident report are typical requirements (47 Comp. Gen. 145 (1967)).

4. Personal Accident Insurance. Personal accident insurance is a personal expense and is not reimbursable.

E. Use Limited to Official Purposes. Use of a special conveyance is limited to official purposes including transportation to and from (65 Comp. Gen. 253 (1986)):

1. Duty sites,
2. Lodgings,
3. Dining facilities,
4. Drugstores,
5. Barber shops,
6. Places of worship,
7. Cleaning establishments, and
8. Similar places required for the traveler's subsistence, health or comfort.

F. To/from Carrier Terminals. The traveler:

1. May be authorized/approved special conveyance use for travel to and from local carrier terminals;
2. May be authorized/approved special conveyance use to, from, and between carrier terminals, other than local terminals, by the AO when neither public nor Government transportation between the terminals meets the authorized travel requirements; and
3. Cannot be directed to use a special conveyance for transportation to/from carrier terminals.

G. Between Duty Stations. The official directing the travel may authorize/approve travel by special conveyance to, from or between TDY stations, under circumstances not permitting travel by the usual transportation mode, or when the use of a special conveyance is determined to be advantageous to the Government. Reimbursement is authorized for the total expense incurred in the use of such conveyance.

H. Special Conveyance Use for PDT. Commercially rented vehicles/special conveyances:

1. May be used for PDT when other transportation modes in par. C2001-A are not more advantageous to the Government,
2. Must be authorized in a PCS travel authorization,
3. May not be authorized for traveler preference or inconvenience resulting from common carrier scheduling, and
4. Are not authorized at the PDS to travel to/from work, or for personal convenience.

Requirements for choosing the appropriate conveyance, obtaining receipts, purchase of extra collision insurance, and general guidelines for PDT are the same as for TDY in this Part.

NOTE: Employees are not authorized rental cars at the PDS to travel to/from work, or for personal convenience.

I. Special Conveyance Use in and around Permanent or TDY Station. For reimbursement for special conveyance use within and around the permanent and TDY duty station see Part H.

C2103 BUS, STREETCAR, OR SUBWAY USE

A. To and from Carrier Terminals. Reimbursement is authorized for bus, streetcar, or subway fares as follows:

1. Between places of residence, lodging, or place of duty at the PDS or TDY station, and terminals, stations, airports, wharves, etc., of the mode of commercial or Government transportation used;
2. Between carrier terminals when needed due to a change of transportation and free transfer is not provided; or
3. From carrier terminals to lodging and return 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 bus, streetcar, or subway fares from the employee's residence to the PDS on the day the employee departs on TDY requiring at least one night's lodging and from the PDS to the employee's residence on the day of return from such TDY.

C2104 AIRPORT LIMOUSINE SERVICE USE

Reimbursement is authorized for airport limousine service fares plus transportation-related tips as follows. Between:

1. Places of residence, lodging, or place of duty at the PDS or TDY duty station, and local transportation terminals, (stations, airports, wharves, etc.) of the commercial or Government transportation mode used;
2. Transportation terminals when changing transportation mode and free transfer is not provided;
3. Transportation terminals and lodging when transportation delays occur en route that are beyond the employee's control; or

4. An airport and airport limousine terminal.

C2105 LODGING-PROVIDED COURTESY TRANSPORTATION USE

Available courtesy transportation services furnished by a lodging or similar facility should be used to the maximum extent possible.

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;

Effective 4 May 2006

*2. Type of Travel -- Indicate as appropriate e.g., "Invitational Travel"; "EVT, JTR, Chapter 6, Part O";

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, FEMLE 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.

Effective 4 May 2006

*Item 8, Type of Authorization--Indicate as appropriate, e.g., TDY, EVT, 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.

Effective 4 May 2006

* (t) If EVT transportation is authorized for dependent(s) traveling with the employee, include the statement "EVT transportation authorized for dependent(s) under JTR, Chapter 6, Part O and include the dependent(s) name(s). (*An ITA is used to authorize EVT transportation for dependent(s) traveling without the employee.*)

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:

appropriated-fund civilian position before expiration of that individual's authorization for return travel and transportation to CONUS or to a non-foreign OCONUS area accruing from the prior military service.

(2) An employee of another Federal department, agency, or instrumentality, Government contractor, Red Cross, non-appropriated-fund activity, international organization in which the U.S. participates, and any other activity/agency which the foreign OCONUS area command determines to be operating in support of the U.S. or its personnel in the area, provided the individual was:

- (a) Recruited in CONUS or in a non-foreign OCONUS area under employment conditions that provided for return travel and transportation allowances,
- (b) Committed to a specific vacant position before separation from prior employment, and
- (c) Is appointed not later than 1 month after termination of such employment.

(3) A former employee of the same/another Federal department/agency who was separated by reduction in force during the previous 6 months, is on a reemployment priority list, and has been authorized delay in return travel for the primary purpose of exercising reemployment priority rights;

(4) An individual who accompanied/followed a spouse to the foreign OCONUS area and, at the time of hiring, had authorization for return transportation as a dependent of a member of the U.S. Armed Forces or a civilian Government employee serving under an agreement providing for return travel, if one of the following circumstances occurs:

- (a) The spouse dies,
- (b) The sponsoring spouse becomes physically or mentally incapable of continued Government employment,
- (c) Divorce or legal separation, (A legal separation exists at such time as either the employee or the spouse initiates legal action to dissolve the marriage or one separates from bed and board short of applying for a divorce.), or
- (d) The spouse permanently departs the post/area.

In situations C4002-B2a(4)(c) and C4002-B2a(4)(d), above, the agreement is cancelled should the couple remarry, a reconciliation occurs, or the sponsoring spouse returns to the post regardless whether or not the sponsoring spouse has return transportation eligibility.

b. Requirements. The following requirements must be met as indicated in par. C4002-B2a:

(1) The commanding officer/designated representative, must determine that another candidate would have to be transferred/appointed from CONUS or from a non-foreign OCONUS area or from a different foreign OCONUS area to fill the position involved unless an agreement is offered to a locally

hired candidate; ***NOTE: A locally hired candidate is not eligible for an agreement if the position is one for which out-of-country recruitment normally is not undertaken.***

(2) At the time of appointment or assignment, or at the time eligibility for return travel is lost, the locally hired candidate must be able to establish to the satisfaction of the appointing official the existence of a bona fide actual residence in CONUS or in a non-foreign OCONUS area. The residence must be outside the geographical locality of the PDS.

***Local Hire - Former Contractor Employee**

An employee, hired locally in Germany, claimed to be authorized a service agreement because the circumstances of the initial employment with a government contractor in Germany created a domestically hired person (hired from CONUS or non-foreign-OCONUS area). The employee also claimed not to be locally hired due to status as a technical expert and member of the civilian component under the Status of Forces agreement (SOFA) while working as a contractor employee. GSBCEA ruled that the designation as a technical expert and a member of the civilian component did not change the employment status from a contractor to a federal employee or make the individual a domestically hired individual. GSBCEA also ruled that the agency acted correctly in applying statute and regulations in determining that the employee was not authorized a service agreement since the new employee was locally hired, there were four qualified candidates residing in the overseas area who applied for the position, and that providing a service agreement was not necessary as a recruitment incentive to fill the position (GSBCEA 16698-RELO, 1 March 2006). ***This decision is available at <http://141.116.74.201/regs/comp-gen-dec/GSBCEA16898.PDF>.***

C4003 WITH WHOM RENEWAL AGREEMENTS ARE NEGOTIATED

A. **General.** Renewal agreements are negotiated with employees who have an initial agreement when they satisfactorily complete the prescribed period of service at an OCONUS PDS and have an acceptable actual residence located outside the geographical locality of employment. For additional conditions concerning teachers in the DOD Education Activity, see par. C5542.

B. **Married Employees.** Except as provided in par. C4003-C, when a husband and wife are both employed in the same OCONUS locality by the same or different Government departments, a renewal agreement is negotiated either with:

1. Each separately (if this option is elected, the other employee may not be treated as a spouse and other members of the household may not benefit twice); or
2. One as head of the household and the other treated as a spouse.

The couple must elect either alternative 1 or 2 in a writing signed by both husband and wife. A copy is filed in each employee's personnel folder. An employee who elects travel and transportation allowances as a spouse under alternative 2 does not thereby forfeit travel and transportation allowances for return of self, dependents, or HHG upon separation accrued under an initial agreement. Where the spouses have independently earned travel and transportation allowances, have elected for one to be treated as a dependent, and the "head of household" spouse ceases to be employed in the Federal service, the still-employed spouse may revert to the agreement in force prior to the election. That spouse also may negotiate an agreement for renewal agreement travel, if otherwise eligible. In computing the time limits for required service, the time runs from the return of that employee from the last renewal agreement trip either under the employee's or the spouse's agreement, whichever is later (54 Comp. Gen. 814 (1975)).

C. Exception

1. General. A renewal agreement must not be negotiated under the circumstances in par. C5515 or with locally-hired individuals in pars. C4003-C2 and C4003-C3.
2. Locally Hired Married Employee A renewal agreement must not be negotiated with a locally hired married employee who is in the OCONUS geographical locality because the spouse is in such locality as a/an:
 - a. Member of the Uniformed Services,
 - b. Member of the Foreign Service of the Department of State,
 - c. Private individual,
 - d. Employee of a private individual, or
 - e. Employee of a non-Federal organization.
3. Locally Hired Employee Unmarried and Under 21 Years of Age. A renewal agreement must not be negotiated with a locally hired employee who is unmarried and under age 21 whose parent is in the OCONUS geographical locality as a/an:
 - a. Member of the Uniformed Services,
 - b. Member of the Foreign Service of the Department of State,
 - c. Federal Government civilian employee,
 - d. Private individual,
 - e. Employee of a private individual, or
 - f. Employee of a non-Federal organization.

C4004 ACTUAL RESIDENCE DETERMINATION

A. Appointees (Including Student Trainees) Travel to First PDS. When transportation is authorized by a DOD component, transportation to the first PDS is limited to movement from the appointee's actual residence at the time of selection/assignment. The actual residence is the location at which an individual lived for some time before selection for the appointment/assignment. If the appointee claims some other location as the actual residence at the time of selection, the burden of proof is on the appointee to show that the residence in the location where the appointee lived at the time of selection is temporary and the actual residence is elsewhere. Whether the location of a college where a student is enrolled/lived for 9 or 10 months in each of 3 or 4 years is the actual residence depends on the facts presented.

B. OCONUS Employment

1. General. The actual residence must be determined at the time an individual is initially appointed or transferred to an OCONUS PDS. The Government's obligation for travel and transportation allowances for travel to an OCONUS PDS upon assignment, round trip travel and transportation allowances under a renewal agreement, or return travel and transportation allowances for separation is limited to movement to or from an employee's actual residence at the time of assignment to OCONUS duty. If, at the time of appointment, the employee is in the OCONUS area as a tourist or for other reasons that are of a temporary or intermittent nature, the employee subsequently may become eligible for return travel and transportation allowances or tour renewal agreement travel. Eligibility for these travel and transportation allowances generally is determined by the designation of the actual residence, which should be based on all factual circumstances of each case. Before an agreement is negotiated, the employment office must make every effort to ascertain and state in the agreement the correct actual residence. The same actual residence shown in an employee's initial agreement must be stated in a renewal agreement unless it is determined that an error was made in the employee's actual residence when the initial agreement was executed. In that event, the correct actual residence must be determined and stated in the renewal agreement and an explanation made a matter of record with the renewal agreement.

2. Factors for Consideration. The actual residence is the fixed or residence, ordinarily, where dependents and HHG are maintained at the time of an individual's appointment or transfer to an OCONUS position. Generally, the actual residence is the place from which transferred or appointed. This, however, is not always so. The desire of an appointee or employee to specify a location as actual residence that is not justified under the circumstances, an intention to establish residence at a certain location, or a desire to visit some place, cannot be a basis for designating that place as the actual residence for travel and transportation allowances purposes. All available facts concerning the employee's residence before assignment to OCONUS duty must be considered carefully, including:

- a. Home ownership;
- b. Previous residence;
- c. Temporary employment in city from which recruited;
- d. Employment requiring residence apart from the family;
- e. The employee's voting residence; and
- f. The jurisdiction(s) to which the employee pays taxes.

Additional factors in the case of a local hire are:

- a. The length of absence from the claimed place of residence;
- b. The reasons for such absence; and
- c. Whether a residence has in fact been maintained to which the person expects to return.

The fact that a person has actually established residence locally OCONUS, participated in local elections, or obtained waiver of U.S. tax liability based on foreign residence might negate a claim of actual residence in CONUS or in a non-foreign OCONUS area (35 Comp. Gen. 244 (1955); 37 id. 846 (1958)). Additionally, the conditions in par. C4002-B are used in determining actual residence in CONUS or in a non-foreign OCONUS area.

C4012 PREPARATION AND DISPOSITION OF SERVICE AGREEMENTS

A. General. To establish an employee's eligibility for certain travel and transportation allowances incident to permanent duty travel, applicable statutory authority requires that a service agreement be completed. This paragraph covers the various service agreements that are negotiated with DoD civilian employees.

Effective 13 April 2006

*B. Preparation and Disposition. The signed original service agreement or a faxed copy of the signed service agreement is placed in the employee's personnel folder, or as otherwise directed in appropriate personnel directives, and the employee is furnished a copy of the signed original. The provisions of par. C4004 apply when determining the actual residence. Service agreement forms, DD Form 1617 (Transfer of Civilian Employees Outside CONUS (OCONUS)) and DD Form 1618 (Transfer of Civilian Employees To and Within Continental United States (CONUS)), are available through the Washington Headquarters Service DOD Forms Program at: <http://www.dtic.mil/whs/directives/>.

C. Service Agreement for OCONUS Employees other than School Teachers. Department of Defense (DoD) Service Agreement - Transfer of Civilian Employees Outside CONUS (OCONUS), (DD Form 1617), is prescribed for use in connection with:

1. Employees transferred or assigned to an OCONUS PDS,
2. New appointees appointed to OCONUS positions (see par. C5080-B3 concerning appointments and assignments to the first PDS),
3. Renewal agreement for round trip travel to take leave between consecutive tours of OCONUS employment, and
4. Return transportation of eligible OCONUS local hires.

D. Department of Defense (DoD) Service Agreement - Transfer of Professional School Personnel outside CONUS (OCONUS). Department of Defense (DoD) Service Agreement - Transfer of Professional School Personnel Outside CONUS (OCONUS), DD Form 1616, is used in connection with travel of educators in the DoD Education Activity. DD Form 1616 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/>.

E. Department of Defense (DoD) Service Agreement - Transfer of Civilian Employees to and within Continental United States (CONUS). The Department of Defense (DoD) Service Agreement - Transfer of Civilian Employees To and Within Continental United States (CONUS), (DD Form 1618), is prescribed for use in connection with civilian employee travel when transferred to/within CONUS, including appointees/student trainees eligible for travel to the first CONUS PDS.

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PART K: RENEWAL AGREEMENT TRAVEL (RAT)

<u>Paragraph</u>	<u>Contents</u>
C5500	GENERAL
C5503	ELIGIBILITY REQUIREMENTS FOR ALL OCONUS AREAS
C5506	EMPLOYEES STATIONED IN ALASKA OR HAWAI'I ON 8 SEPTEMBER 1982
C5509	EMPLOYEES ASSIGNED, APPOINTED, OR TRANSFERRED TO A POST OF DUTY IN ALASKA OR HAWAI'I AFTER 8 SEPTEMBER 1982
C5512	ALLOWABLE TRAVEL AND TRANSPORTATION
C5515	RENEWAL AGREEMENT TRAVEL (RAT) DENIAL/DELAY A. Renewal Agreement Travel (RAT) Denial B. Renewal Agreement Travel (RAT) Delay
C5518	TRAVEL IN FAMILY UNITS NOT REQUIRED
C5521	RENEWAL AGREEMENT TRAVEL (RAT) NONCUMULATIVE
C5524	BAGGAGE TRANSPORTATION
C5527	TEMPORARY STORAGE OF HOUSEHOLD GOODS (HHG)
C5530	PER DIEM
C5533	LEAVE STATUS DURING ABSENCE FROM DUTY
C5536	ALTERNATE DESTINATION A. Authorization B. Examples C. Time and Location Requirement D. Alternate Destination Not Authorized E. Administration F. Reimbursement
C5539	LIMITATIONS A. Household Goods (HHG) B. Unaccompanied Dependents C. Destination Point Relocation D. Duplicate Eligibility
C5542	TEACHERS IN THE DOD OVERSEAS DEPENDENTS SCHOOL SYSTEM A. Completion of Period of Service RAT B. Exceptions C. Reassignment at Management's Request

- C5545** **DEPENDENT TRANSPORTATION**
- A. When Authorized
 - B. Dependent Eligibility
 - C. Authorization Limitations
 - D. New Tour at Different OCONUS PDS
 - E. TDY at the Expiration of Leave Prior to Returning to the OCONUS PDS

PART L: SERVICE AGREEMENTS

<u>Paragraph</u>	<u>Contents</u>
C5550	SERVICE AGREEMENT A. General (FTR, §302-2.12) B. Failure to Sign a Service Agreement (FTR, §302-2.17) C. More than One Service Agreement (FTR, §302-2.19). D. Subsequent Service Agreements (FTR, §302-2.18)
C5555	MINIMUM PERIODS OF SERVICE (FTR, §302-2.13)
C5560	AGREEMENT VIOLATION PENALTIES (FTR, §302-2.14)
C5565	ACTUAL RESIDENCE (FTR, §302-2.15)
C5570	RESPONSIBILITIES A. Employee B. Civilian Personnel Officer C. Finance, Fiscal, or Disbursing Officer
C5575	AGREEMENT VIOLATIONS FOR TRANSFERS TO, FROM, AND WITHIN CONUS A. General B. Exceptions C. Examples
C5580	AGREEMENT VIOLATIONS FOR OCONUS EMPLOYEES A. Violation during the First Year of Service under an Initial Service Agreement B. Violation after One Year of Service under an Initial Service Agreement C. Employees Serving under Renewal Agreement D. DODDS Teachers
C5585	COMPUTATIONS A. General B. Military Sealift Command (MSC) and Air Mobility Command (AMC) Costs C. Commercial Carrier Transportation Costs D. Travel Time Compensation E. Per Diem F. Extent of Employee Financial Responsibility to the Government G. Return Travel Costs H. Sample Statement of Liability or Credit Violation of Renewal Service Agreement I. Sample Cases

NOTE 1: An employee is authorized MEA at the with-dependents rate even though dependents move from the residence at the old PDS to a different residence than the employee's residence at the new PDS (B-184558, 12 August 1976).

NOTE 2: An employee is authorized MEA at the "without-dependents rate" if the employee's dependents return early in accordance with par. C7003-D and do not relocate their household when the employee returns and is authorized PCS allowances (B-194061, 12 September 1979). For an employee to be authorized MEA at the "with-dependents" rate, the employee's dependents must discontinue a prior residence and establish a new residence in connection with the employee's PCS.

C. Maximum Payment

1. The AO may authorize/approve MEA in excess of the amount in par. C5310-B if the:
 - a. Claim is supported by evidence of expenses incurred, and
 - b. Total amount does not exceed the employee's basic salary rate of:
 - (1) 1 week if the employee is without dependents, or
 - (2) 2 weeks if the employee has dependents who were relocated.
2. The basic salary rate is the rate in effect when the employee reports for duty at the new PDS.
3. The allowable amount cannot exceed the maximum rate (step 10) of Grade GS-13, in 5 USC §5332.
4. A claim for more than the amount authorized in par. C5310-B must be justified.

D. Reimbursable Costs. Examples of reimbursable costs include:

1. Disconnecting/connecting appliances, equipment, and utilities involved in relocation, and converting appliances for operation on available utilities (this does not include purchasing appliances or equipment in lieu of conversion);
2. Cutting and fitting rugs, draperies, and curtains moved from one residence to another;
3. Non-refundable utility fees/deposits;
4. Losses on non-transferable/non-refundable contracts for medical, dental, food lockers, and private institutional care (such as that provided for handicapped or invalid dependents only);
5. Automobile registration, driver's license and taxes imposed when bringing automobiles into some jurisdictions, reinstalling a catalytic converter upon vehicle reentry into CONUS or a non-foreign OCONUS area for employees participating in the DoD POV Import Control Program, securing a bond allowing a POV to be admitted into CONUS or a non-foreign OCONUS area for non-participants in the DoD POV Import Control Program (62 Comp. Gen. 282 (1983));
6. Rental agent fees customarily charged for securing housing in foreign countries;

7. Pet quarantine charges (B-206538, 14 September 1982) *excluding* medicine/medical care, grooming, and similar fees for services that are a part of routine pet care;
8. Pet transportation (cats, dogs, and other house pets) (FTR §302-16.1); ***NOTE: Other animals (horses, fish, birds, various rodents, etc.) are excluded because of their size, exotic nature, or restriction on shipping, host country restrictions and special handling difficulties;***

Effective 18 April 2006

***GSBCA ruling involving costs related to “UK pet scheme”**

An employee transferred from Colorado to the United Kingdom (UK) incurred expenses to comply with the UK’s requirements for bringing pets into the country. The expenses, totaling \$906.89, included the costs for blood tests, insertion of an identification microchip, an export certificate, “UK pet scheme” costs charged by the airline to comply with UK guidelines, a health certificate, ground transportation to the new residence, express mailing of the export certificate, and a pet shipping container. The employee’s travel voucher included the above-listed expenses as itemized miscellaneous expenses. The employee’s agency reimbursed a total of \$1,537.41 for itemized miscellaneous expenses, but that amount did not include the pet-related expenses, which the agency considered to be unallowable. GSBCA agreed with the agency and indicated that reimbursable costs related to dogs, cats and other house pets are limited to transportation and handling costs, required to meet the more stringent rules of air carriers. The costs for inoculations, examinations, boarding quarantine or other charges in the moving process are not included. The costs involved are to be borne by the employee and are not reimbursable as miscellaneous expenses (GSBCA 16827-RELO, 14 April 2006). (*This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA16827.PDF>*).

9. Required removal/installation by host country law of automobile parts (such as tinted windows or special lights (56 Comp. Gen. 53 (1976)));
10. Reassembly, set up and tuning of a piano moved incident to a relocation (GSBCA 16104-RELO, 19 June 2003);
11. A post office box rental fee when rented to provide a constant mailing address between the time an employee departs the old residence and occupies a residence at the new PDS (GSBCA 16104-RELO, 19 June 2003);
12. Miscellaneous expenses connected with cancellation of a contract to purchase a house due to transfer in the Government’s interest (GSBCA 16351-RELO, 1 April 2004); and
13. Similar costs.

E. Non-Reimbursable Costs. MEA is not authorized to reimburse an employee for:

1. Costs that exceed the maximums provided by law or in these regulations;
2. Costs that are not allowed in this Volume;
3. Costs reimbursed under other provisions of law or regulations;
4. Costs incurred for reasons of personal taste or preference and not required because of the move;

5. Losses covered by insurance;
6. Fines or other penalties imposed on the employee or dependents;
7. Judgments, court costs, and similar expenses because of civil actions;
8. Expenses due to circumstances, factors, or actions that were not due to the move;
9. Losses/costs due to selling/buying homes and personal property;
10. Duplicate payments for reimbursable expenses;
11. Additional insurance costs on HHG in transit to the new PDS, or cost of loss/damage to that property;
12. Additional costs caused by the employee shipping HHG that exceed the maximum weight allowance provided by law or this Volume;
13. Higher income, real estate, sales, or other taxes due to establishing a residence in the new locality;
14. Fines imposed for traffic infractions while en route to the new PDS;
15. Accident insurance premiums or liability costs incurred while traveling to the new PDS, or liability for uninsured damage caused by accidents for which the employee or dependents are responsible;
16. Losses due to the sale/disposal of HHG items that are not convenient or practicable to move;
17. Damage to/loss of clothing, luggage, or other personal items while traveling to the new PDS;
18. Subsistence, transportation, or travel expenses in excess of the amounts reimbursed as per diem or other allowances in this Volume;
19. Medical expenses due to illness/injuries of the employee or dependents while en route to the new PDS or while living in temporary quarters;
20. Costs due to structural alterations; remodeling or modernizing of living quarters, garages, or buildings, to accommodate POVs, appliances, or equipment; or the cost for replacing/repairing worn out or defective appliances/equipment shipped to the new PDS;
21. Costs of purchasing clothing, appliances (including delivery cost), and equipment due to relocation;
22. Costs of newly purchased items, such as rugs or drapes; and
23. Fees for boarding pets while preparing to move and during the move to new PDS (GSBCA 16104-RELO, 19 June 2003).

F. Administrative Procedures. When requesting MEA reimbursement the employee must:

1. Submit a travel claim following the guidance in DoDFMR (<http://www.dtic.mil/comptroller/fmr>) for costs associated with leaving the old PDS residence and establishing a new PDS residence,
2. Certify that the old PDS residence has been discontinued and a new PDS residence has been established, and
3. Establish a residence at the new PDS, if filing a supplemental claim for the remainder of MEA.

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

B. TQSE in Other Locations

1. Authorized Locations. TQSE in locations not in reasonable proximity of the old and/or new PDS may be authorized *only* if the AO is convinced that the circumstances:
 - a. Are unique to the individual employee and/or dependents,
 - b. Are reasonably related to the transfer,
 - c. Have been adequately reviewed, and
 - d. Justify TQSE payment (FTR §302-6.9).

Effective 14 April 2006

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

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

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

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

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

C5358 ALLOWANCE DUPLICATION**A. TQSE Payment**

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

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

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

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

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

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

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

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

C. Restrictions. TQSA:

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

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

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

CHAPTER 5

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

SECTION 2: TQSE ACTUAL EXPENSE (TQSE(AE))

C5360 TQSE(AE) OPTION

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

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

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

C5362 AUTHORIZATION

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

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

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

C5364 LIMITATIONS

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

B. Time Limitations

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

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

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

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

C5366 ELIGIBILITY PERIOD

A. Starting Temporary Lodging Occupancy. Temporary lodging occupancy:

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

B. Temporary Lodging Occupancy Time Period

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

CHAPTER 5**PART K: RENEWAL AGREEMENT TRAVEL (RAT)****C5500 GENERAL**

An employee, and the employee's accompanying dependents, may be eligible to receive travel and transportation allowances for returning home between OCONUS tours of duty. This Part applies to employees serving OCONUS tours of duty. *See pars. C5506 and C5509 for an employee serving tours of duty in Alaska or Hawai'i.*

***C5503 ELIGIBILITY REQUIREMENTS FOR ALL OCONUS AREAS**

To be eligible for the allowances in par. C5500, prior to departure from the OCONUS PDS an employee must have:

1. Satisfactorily completed the prescribed tour of duty (see par. C4005-C and Appendix Q for prescribed tours of duty), and
2. Entered into a new written service agreement for another tour of duty at an OCONUS PDS; (the new agreement covers costs incident to travel to the employee's actual residence or alternate location (see pars. C5536-A, C5536-B, and C5536-C) and return and any additional cost paid by the Government as a result of the employee's transfer to another OCONUS PDS at the time of the tour RAT), and
3. (For Hawai'i or Alaska) Be eligible under pars. C5506 and C5509.

C5506 EMPLOYEES STATIONED IN ALASKA OR HAWAI'I ON 8 SEPTEMBER 1982

An employee whose status on 8 September 1982 was any of the situations below, involving a post of duty in Alaska or Hawai'i continues to be eligible to receive allowances for travel and transportation expenses for RAT provided that the employee continues to serve consecutive tours of duty within Alaska or Hawai'i (as appropriate within the same State). On 8 September 1982, the employee must have been:

1. Serving a tour of duty in Alaska or Hawai'i; or
2. En route to a post of duty in Alaska or Hawai'i under a written agreement to serve a tour of duty; or
3. Engaged in tour RAT and have entered into a new written agreement to serve another tour of duty in Alaska or Hawai'i.

C5509 EMPLOYEES ASSIGNED, APPOINTED, OR TRANSFERRED TO A POST OF DUTY IN ALASKA OR HAWAI'I AFTER 8 SEPTEMBER 1982

1. The travel and transportation allowances for RAT in this Part may not be authorized for an employee assigned, appointed, or transferred to a post of duty in Alaska or Hawai'i after 8 September 1982, unless the DOD component involved determines that payment of these expenses is necessary for recruiting/retaining an employee for a tour of duty in Alaska or Hawai'i.
2. This authority may be used only when required to fulfill DOD component staffing needs for mission accomplishment. Use of these provisions is intended to ensure the availability of well-qualified employees or

those employees with special skills and knowledge who are not otherwise available in the local area, and to fill remote area positions.

3. DOD component regulations must prescribe criteria and guidelines to determine the need for RAT.
4. The DOD component determination that RAT is necessary as a recruiting/retention incentive to fill a particular position in Alaska or Hawai'i must be reviewed and re-confirmed in writing periodically, but not less than every five years.
5. Travel and transportation allowances for RAT for recruiting/retention purposes is limited to two round trips beginning within 5 years after the employee first begins any period of consecutive tours of duty in either Alaska or Hawai'i. An employee must be advised in writing of this limitation.
6. These provisions do not affect the provisions governing OCONUS assignments and return for an employee transferred/new appointee assigned to a post of duty in Alaska or Hawai'i.

NOTE: *The successive tours must be in the same State. A tour in Hawai'i followed by a tour in Alaska, or vice versa, does not qualify.*

C5512 ALLOWABLE TRAVEL AND TRANSPORTATION

An eligible employee and dependents are authorized transportation (including transportation to and from common carrier terminals) from the OCONUS PDS to the employee's actual residence at the time of assignment to the OCONUS PDS. Transportation also is authorized from the actual residence to an OCONUS PDS; except for Alaska and Hawai'i. When Alaska and Hawai'i are involved, the return must be to a PDS in the same State (Alaska or Hawai'i) as the PDS at which the employee served immediately prior to RAT (see par. C5506). ***See par. C2203 regarding the mandatory use of CTOs for transportation arrangements.*** See par. C5530 for per diem entitlement.

C5515 RENEWAL AGREEMENT TRAVEL (RAT) DENIAL/DELAY

A. Renewal Agreement Travel (RAT) Denial. Except for teachers as in par. C5542, RAT may be denied only under the circumstances below. The employee:

1. Is being processed for separation.
2. Is going to be involved in a RIF.
3. Has a removal action pending.
4. Has been reassigned to a U.S. position, or
5. Is to be reassigned to a CONUS position in connection with rotation on a similar program that precludes a required period of service completion under a renewal agreement.

B. Renewal Agreement Travel (RAT) Delay

NOTE: *Delay may not be imposed on DODEA teachers.*

1. General

4. Administrative Arrangements

- a. The industrial relations/civilian personnel officer (administrative responsibility) must furnish the transportation officer notification about storage between school years. The notification must specify the storage period beginning and ending dates.
- b. The transportation officer is responsible for storage arrangements.
- c. The transportation officer must maintain a record of all storage costs or the reasonable value for storage furnished for each teacher.

5. Indebtedness Notification. Appropriate financial regulations address indebtedness and appropriate notification so that collection action can be taken.

6. Consecutive School Terms in Different Locations

- a. If a teacher is at different locations for consecutive school terms, storage costs are paid by the losing command/activity until the HHG are removed from storage for shipment to the new PDS.
- b. The gaining command/activity pays for any storage costs after the date the HHG arrive at the new PDS.
- c. Storage may be at either the old or new PDS whichever is most practical with the losing command paying only if storage is at the old PDS.

***C5545 DEPENDENT TRANSPORTATION**

A. When Authorized

1. Dependent transportation may be authorized ICW the employee's RAT.
2. Subject to the conditions in Chapter 5, Part K, the dependent transportation costs must not exceed the Government's cost for transportation to the employee's authorized destination.
3. In these cases, dependent transportation may be as provided in par. U5545.

B. Dependent Eligibility. Dependents are authorized round trip transportation ICW the employee's renewal agreement, provided that they:

1. Traveled to the OCONUS PDS within the prescribed 2 year limit, or
2. Became dependents at the OCONUS area by marriage, birth, or adoption before the employee began round-trip travel under a renewal agreement,

C. Authorization Limitations. Dependents:

1. At the OCONUS PDS may:
 - a. Accompany the employee, and/or
 - b. Travel before/after the employee *but only after the employee has met RAT eligibility requirements and the renewal agreement is in place.*
2. Who did not travel to an OCONUS PDS during the preceding tour (including newly acquired dependents), are authorized one-way transportation to the PDS ICW the employee's renewal agreement.
3. Use RAT to travel to the OCONUS PDS for the first time and may travel at different times than the employee or with the employee on return to the OCONUS PDS.
4. Travel, performed after RAT, must be completed within 6 months of the employee's RAT start date.
5. *May be authorized RAT only when the employee performs RAT (35 Comp. Gen. 101 (1955)).*

D. New Tour at Different OCONUS PDS. If the employee's new tour is at a different OCONUS PDS, dependents who did not accompany the employee on RAT but remained at the old OCONUS PDS are authorized travel from the old to the new PDS.

E. TDY at the Expiration of Leave Prior to Returning to the OCONUS PDS. When the employee:

1. And dependents travel to the actual residence for leave before beginning a new OCONUS tour, and
2. performs TDY or attends a training course after the leave but before returning to the OCONUS PDS,

the dependents may return to the OCONUS PDS after the leave.

PART N: FAMILY VISITATION TRAVEL (FVT)

<u>Paragraph</u>	<u>Contents</u>
C6650	GENERAL <ul style="list-style-type: none">A. Purpose for Family Visitation TravelB. Legal AuthorityC. Allowable Transportation ExpensesD. EligibilityE. Travel by Commercial TransportationF. Travel AuthorizationG. RefundH. YearI. Charge to LeaveJ. SchedulingK. Travel to the CONUS or to a Non-foreign OCONUS AreaL. Travel to Visit Dependents Located in a Foreign Country

PART O: EMERGENCY VISITATION TRAVEL (EVT)

<u>Paragraph</u>	<u>Contents</u>
C6675	GENERAL <ul style="list-style-type: none">A. Emergency Visitation Travel (EVT) PurposeB. Legal Authority for the Regulations in this PartC. Funding.D. Limit on Number of TravelersE. DefinitionsF. Allowable Transportation ExpensesG. Travel LimitationH. Travel AuthorizationI. RefundJ. Charge to LeaveK. Leave Under the Family Medical Leave Act of 1993L. Effect of EVT on RATM. EVT Followed by FVT
C6676	EVT FOR MEDICAL REASONS <ul style="list-style-type: none">A. Limit on Number of TripsB. Authorization ProcedureC. Immediate Family Member Located in a Foreign Area or CountryD. Confirming the Need for EVT TravelE. Recording EVT TravelF. Limiting EVT Travel to Already Identified ParentsG. Travel in Advance of Authorization

PART Q: REST AND RECUPERATION (R&R) LEAVE TRAVEL

<u>Paragraph</u>	<u>Contents</u>
C6750	R&R LEAVE TRAVEL
	A. Policy
	B. Eligibility
	C. R&R Locations/Destinations
	D. Transportation
	E. Charge to Leave
	F. Travel Authorization
	G. Per Diem
	H. Legal Authority for this Part

PART R: CIVILIAN FAMILY MEMBER OF A SERIOUSLY ILL OR INJURED MEMBER

<u>Paragraph</u>	<u>Contents</u>
C6800	GENERAL

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CHAPTER 6

PART O: EMERGENCY VISITATION TRAVEL (EVT)*NOTE: See Chapter 6:**

1. *Part B for allowable expenses in a case of the death of an employee or dependent.*
2. *Part J for emergency travel and transportation of employees due to illness or injury or a personal emergency situation while on TDY.*
3. *Part M for health care travel and transportation allowances for employees assigned at PDS outside CONUS and outside non-foreign OCONUS areas.*
4. *Part N for Family Visitation Travel (FVT) when immediate family evacuated from employee's foreign PDS.*

C6675 GENERAL

A. Emergency Visitation Travel (EVT) Purpose. The purpose of EVT, except as indicated in par. C6675-D, is to allow an eligible employee (see par. C6675-E1) or one eligible family member (see par. C6675-E2) to travel at Government expense to the CONUS, non-foreign OCONUS area, or other location in certain family emergency situations. EVT is authorized. ***It is not a discretionary allowance.*** EVT is not permitted for travel within the foreign area/country of assignment. Employees away from the PDS on leave or TDY in CONUS or in a non-foreign OCONUS location are not eligible for EVT. EVT allowances for an employee on leave in a foreign area, or an eligible family member in a foreign area away from the employee's PDS, are limited to the cost of EVT allowances from the PDS. EVT is authorized in the following circumstances:

1. Medical. A member of the employee's or the employee's spouse's immediate family is seriously ill or injured and faces imminent death. (See pars. C6675-E3 and C6676);
2. Death. A member of the employee's or the employee's spouse's immediate family has died or the eligible family member must accompany the remains of the employee or of an eligible family member resident at the employee's PDS who dies outside CONUS or outside of a non-foreign OCONUS area to the place of interment anywhere in the world. (See pars. C6675-E3 and C6677); and
3. Incapacitated Parent. A parent of the employee or the employee's spouse becomes incapacitated and travel is necessary to arrange for the parent's medical treatment or otherwise help assess the parent's need for a new living situation or other form of care. (See par. C6678).
4. Unusual Personal Hardship. An employee or employee's spouse requires emergency family visitation in certain exceptional circumstances involving unusual personal hardship other than those provided in pars. C6675-A1, C6675-A2 and C6675-A3. (See par. C6679).

B. Legal Authority for the Regulations in this Part. 10 USC §1599b; 22 USC§4081 and allowances must be similar to EVT allowances prescribed in 3 FAM 4740 of the State Department regulations.

C. Funding. EVT expenses are the responsibility of the employee's command.

D. Limit on Number of Travelers. Ordinarily, only one member of a family is authorized travel at Government expense, however, in exceptional circumstances (e.g., it may be desirable for additional family members to travel in the event of a critical injury to a dependent child attending school away from the PDS, or in the event of the death of the employee or an immediate family member at the PDS where the remains are returned for interment in CONUS or in a non-foreign OCONUS area), the AO may authorize/approve the travel of additional family members. In such cases, the limitations prescribed in these regulations apply to each traveler.

E. Definitions

1. Eligible Employee - An employee who is a US citizen assigned at a foreign OCONUS area/country PDS, who has a service agreement that provides for return travel to the employee's actual residence.

2. Eligible family member - The following individuals, who are part of the employee's household at the OCONUS PDS:

a. Children who are unmarried and under age 21 years or who, regardless of age, are physically or mentally incapable of self-support. The term includes, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship at least until they reach age 21 and when dependent upon and normally residing with the guardian;

b. Parents (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parents are at least 51 percent dependent on the employee for support (See Appendix A for definition of "Dependent/immediate family);

c. Sisters and brothers (including stepsisters or stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under age 21, or regardless of age, are incapable of self-support; and

d. Spouse.

3. Immediate Family member - For the purpose of this Part means the following relatives of the employee:

a. Spouse;

b. Children, including stepchildren, adopted children and those who are or were under legal guardianship and spouses thereof;

c. Parents of the employee and the employee's spouse; and

for EVT travel in cases of death, immediate family members includes the siblings (*including stepbrothers and stepsisters*) of the employee and the employee's spouse.

4. Incapacitation - A physical or mental health condition that may impair an individual's ability to continue living independently.

5. Parent - A mother or a father of the employee or the employee's spouse, including stepparents, adoptive parents, or individuals who have stood in place of a parent (See definition of "Dependent/immediate family" in Appendix A.) *In no circumstance may an individual be deemed to have more than two parents.*

6. AQ - The authorizing/order-issuing official delegated the authority at the PDS to authorized/approve EVT.

7. Serious illness or injury - One in which death is imminent or likely to occur as determined by medical officials.

F. Allowable Transportation Expenses. Allowable transportation expenses can be paid directly to the provider or reimbursed to the eligible individual, for:

1. The transportation cost from the airport serving the employee's PDS (*or applicable originating point*) to the airport serving the destination authorized for EVT and return; and

2. Airport taxes and transportation between airports (*see NOTE 1*).

See par. C6675-G for limitations on transportation costs.

NOTE 1: Reimbursement is authorized only for air transportation, and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation from PDS or home (or destination) to airport is not authorized.

NOTE 2: Per diem, and excess baggage or unaccompanied baggage charges are not payable or reimbursable.

G. Travel Limitation. The following rules apply.

1. Travel from the employee's PDS (place of temporary abode where the employee or employee's spouse is located because of an official authorization) to the CONUS or non-foreign OCONUS location of the seriously ill, injured, or deceased immediate family member or incapacitated parent must be by the most direct, usually traveled and inexpensive (based on the least expensive unrestricted economy/coach airfare) route.
2. Indirect routing is permissible only when official duties must be performed en route or when it is to the Government's advantage to purchase a ticket in foreign currency at an intermediate point.
3. In the event the seriously ill, injured, or deceased immediate family member or incapacitated parent is outside the CONUS or outside a non-foreign OCONUS location or the remains of an immediate family member who died in a foreign area or country are to be accompanied to a place in a foreign area or country, the employee's or employee's spouse's transportation cost may not exceed the transportation expenses that would have been incurred for travel between the employee's PDS and the employee's actual residence, unless the presence in the foreign area or country of the person to be visited is incident to the employee's assignment at the foreign PDS.
4. Reimbursement may not exceed allowable transportation expenses actually incurred.
5. Accommodations must be in coach (*unless premium class accommodations are authorized/approved for medical reasons by the appropriate official designated in par. C2204-B2*) or, when air service is not available, minimum first-class ship, rail, or bus service.
6. Special fares such as excursion fares and round-trip fares must be used to the maximum extent prudently possible.
7. US-flag carriers must be used except as indicated in par. C2204-C.

H. Travel Authorization. The DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) is used to authorize EVT transportation for the employee traveling alone or with dependent(s). An ITA is used to authorize EVT transportation for dependent(s) traveling without the employee. Rules concerning transportation accommodations for TDY travel also apply to EVT. See par. C2204 regarding use of commercial aircraft and par. C2203 regarding arranging official travel.

I. Refund. An employee must repay Government-paid or reimbursed EVT expenses when EVT is used as a substitute for travel for which EVT use is not authorized; for example, return to the CONUS or to a non-foreign OCONUS area and resignation.

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

K. Leave Under the Family Medical Leave Act of 1993. Following are links to websites with information about leave under the Family Medical Leave Act Program.

1. Form WH-380 "Certification of Health Care Provider" (Used as a supporting documentation for a request for Family and Medical Leave - attach to an SF 71 – Request for Leave or Approved Absence.)

<http://www.dol.gov/esa/regs/compliance/whd/fmla/wh380.pdf>

2. Federal Employee Entitlements under the Family and Medical Leave Act of 1993

<http://www.opm.gov/comproconf/Postconf00/Leave/herzbrg1.pdf>

3. OPM Final Regulations on Family and Medical Leave

<http://www.opm.gov/oca/fmla/index.htm>

4. OPM Family and Medical Leave Entitlement/Job Benefits & Protection/Advance Notice and Medical Certification

<http://www.opm.gov/oca/leave/HTML/fmlafac2.asp>

L. Effect of EVT on RAT. Time spent in the CONUS or in a non-foreign OCONUS area delays date of RAT eligibility only if the employee has not accumulated 18 months of continuous service at the foreign PDS. (See Chapter 5, Part K for RAT.)

M. EVT Followed by FVT

1. Waiting Time. If an employee is eligible for FVT, there must be a minimum three-month waiting period following the employee's return to the PDS from EVT before the employee may depart on FVT to the same location.

2. Exception to Waiting Time Requirement. Exception to the waiting requirements may be made for valid reasons by the AO at the PDS.

C6676 EVT FOR MEDICAL REASONS

A. Limit on Number of Trips. The employee or spouse is limited to one round trip for each serious illness or injury of each immediate family member. However, if the traveler returns to the employee's PDS from an EVT visit and the ill or injured immediate family member subsequently dies, the AO may authorize/approve a second trip under the provisions in par. C6675-A2.

B. Authorization Procedure. An Employee's request for EVT authorization/approval for medical reasons must include necessary information required to assess the medical condition of the immediate family member to be visited so that the AO (with the assistance of medical officials if available) can make a determination whether the medical condition of the family member meets the requirements of par. C6675-E7. The necessary information includes:

1. The name and address of the immediate family member, and the family member's relationship to the employee or the employee's spouse;

2. The telephone number of the attending physician or hospital; and

3. The name, address, and telephone number of a person at the family member's location who may be contacted in connection with the emergency, and the relationship of this person to the immediate family member.

C. Immediate Family Member Located in a Foreign Area or Country. If the immediate family member is located in a foreign area or country, the AO must request assistance from the nearest PDS, if any, that could aid in gathering information regarding the medical status of the family member for whom EVT is requested.

D. Confirming the Need for EVT Travel. After confirming that the family member's medical status meets the requirements of par. C6675-E7, the AO may authorize/approve the EVT request. The A/O must not authorize/approve any request that the AO determines does not meet the requirements in par. C6675-E7. In this case, the employee may request reconsideration by providing information that enables the AO to evaluate the immediate family member's condition at the time of travel.

E. Recording EVT Travel. Any EVT for medical reasons, authorized/approved by the AO, to visit a parent must be recorded in the employee's personnel records.

F. Limiting EVT Travel to Already Identified Parents. In the event that the employee or employee's spouse has already identified two individuals as parents for EVT and subsequent request for EVT elects a third parental individual to visit, EVT is not authorized.

G. Travel in Advance of Authorization

1. Employee or Spouse elects to Travel before Authorization. The employee or eligible spouse may elect to travel in advance of authorized EVT. Travel expenses may be paid by either of the following methods:

- a. As a personal expense of the employee subject to reimbursement in the event of subsequent authorization; or
- b. As a Government expense subject to collection as an overpayment if it is determined upon further inquiry that the circumstances for which EVT was authorized/approved do not meet EVT authorization standards.

2. Repayment Acknowledgement. An employee traveling in advance of authorization of transportation at Government expense must execute the following repayment acknowledgement prior to commencing travel:

REPAYMENT ACKNOWLEDGEMENT

“I, _____ certify that I have read and understand the EVT
(Name)

regulations in JTR, Chapter 6, Part O, and that all expenditures made by my Command in connection with my EVT (or

EVT for my eligible spouse (Name) _____ are subject to collection as an overpayment in the event that approval of such travel is determined to be unwarranted under the provisions of JTR, Chapter 6, Part O. If I do not repay these funds immediately upon demand, I understand that the Government may pursue collection of these funds through deductions from salary, allowances, lump sum payments, or any other remedy.”

(Signature) (Date) (Typed Name)

After execution of the Repayment Acknowledgement, the A/O may authorize transportation.

3. After Return to PDS. In each case in which EVT is taken in advance of authorization, the employee must submit a statement to the AO not more than 30 calendar days after completion of travel, describing the circumstances for which travel was performed. The statement must include the name, address, and relationship of the ailing immediate family member and a report from the attending physician or hospital describing the nature of the illness at the time of travel. The AO determines whether or not the family member’s medical status at the commencement of EVT met the requirements of par. C6675-E7. If the AO determines that the family member’s status did not satisfy the requirements, all EVT expenses become the employee’s financial responsibility.

C6677 EVT IN THE EVENT OF AN IMMEDIATE FAMILY MEMBER’S DEATH

A. Limited to One Trip. Only one round trip may be taken by either the employee or the employee’s spouse in case of death of any immediate family member.

B. Beginning Travel. Travel must commence as soon as practical upon notice that the immediate family member has died.

C. Death of Employee or Eligible Family Member. In case of death of an employee or eligible family member stationed in a foreign area (*whether death occurs at the PDS or elsewhere in a foreign area*), one round trip to the place of interment is allowable for eligible family members resident at the PDS.

D. Statement of Travel. The employee must provide a statement to the AO within 30 calendar days after completion of the travel with the name and relationship (to the employee or employee's spouse) of the deceased.

C6678 INCAPACITATED PARENT

A. Travel Purpose. Travel must be to arrange medical care or home care services or to evaluate a facility placement for a parent who has become incapacitated and may not be able to continue living independently. Examples of circumstances in which this EVT may be approved include:

1. Eyesight of a mother/father/stepparent (or one who has acted in this capacity) has deteriorated so the person may no longer be able to continue living independently;
2. A mother/father/stepparent (or one who has acted in this capacity) must leave an assisted living facility because the person requires medical or other care that is not available at that facility;
3. A mother/father/stepparent (or one who has acted in this capacity) is showing increasing signs of dementia and may require placement in a skilled nursing facility.
4. Similar circumstances.

living independently: _____

I hereby declare that, if approved, this will be my Employee Spouse first/ second eldercare trip at Government expense during my lifetime (See JTR, par. C6678-B for limit on number of trips).

 (*Signature*) (Date) (Typed Name).

E. Request Submission. The request must be submitted to the AO, who must notify the requester whether or not travel at Government expense is authorized or disapproved.

F. Travel without Prior Authorization. Travel at Government expense without prior authorization is permitted, but the employee or eligible spouse must provide the required certification statement of the parent’s health status and travel purpose described above not more than 30 calendar days after travel completion. The employee is financially liable for any expenditure not approved by the AO, and all such costs are subject to collection as an overpayment.

G. Travel in Advance of Authorization. In the event the employee or the employee’s spouse elects to travel in advance of authorization, the following statement must be included in the employee certification:

“I have read and understand JTR, par. C6676-G, that all expenditures made by the Government in connection with my EVT (*or EVT of my eligible spouse*) (*Name*) are subject to collection as an overpayment in the event that approval of such travel is determined to be unwarranted under the provisions in par. C6675. If I do not repay these funds immediately upon demand, I understand that the Government may pursue collection of these funds through deductions from salary, allowances, lump payments, or any other remedy.”

C6679 UNUSUAL PERSONAL HARDSHIP

A. Personal Hardship. The individual delegated authority for that purpose under criteria established by the DOD component concerned may authorize/approve EVT in exceptional circumstances on a case-by-case basis in situations involving unusual personal hardship other than those provided for in pars. C6676 (Medical Reasons), C6677 (Death of Immediate Family Member) and C6678 (Incapacitated Parent). Requests for authorization/approval of travel at Government expense in this category must detail the exceptional circumstances under which such a request is made and must include a statement by the employee certifying the nature of the circumstances and any available documentation relating to the circumstances of the request.

B. Travel In Advance of Authorization. Travel at Government expense without prior authorization is permitted, but the employee or eligible spouse must provide a certification detailing the exceptional circumstances for which the request for EVT travel is made and any available documentation related to the circumstances of the request not more than 30 calendar days after travel completion. The procedure prescribed in par. C6676-G, regarding travel in advance of authorization, also applies in connection with EVT travel under par. C6679 for Unusual Personal Hardship. The traveler is responsible for all expenditures not authorized/approved.

C6680 EVT TABLE

EMERGENCY VISITATION TRAVEL

TRAVEL AUTHORIZED	WHO MAY TRAVEL	VISITATION OBJECTIVE	AUTHORIZATION	ACTION REQUIRED BY EMPLOYEE	LIMITATION OF EVT VISIT
<u>Medical</u> (Serious Illness or injury) (Pars. C6675-A1 & C6676)	<ul style="list-style-type: none"> Employee or Eligible Spouse 	To visit immediate family member seriously ill or injured, near death	Authorized by Chapter 6, Part O	<ul style="list-style-type: none"> Provide required medical contact information. Submission of repayment acknowledgement, if traveling in advance of authorization. 	Employees and their spouses are limited to one round trip for each serious illness or injury of each immediate family member.
<u>Death</u> (Immediate family member) (Pars. C6675-A2 & C6677)	<ul style="list-style-type: none"> Employee or Eligible Spouse 	Attend interment of immediate family member (includes siblings).	Authorized by Chapter 6, Part O	<ul style="list-style-type: none"> Identify deceased family member not more than 30 calendar days after travel completion. Submission of repayment acknowledgement. 	Only one round trip may be taken in case of death of any immediate family member. Travel must commence as soon as possible following notification of death.
<u>Death</u> (Employee or eligible family member dies outside CONUS or Non-foreign OCONUS area) (Pars. C6675-A2 & C6677)	<ul style="list-style-type: none"> Employee; and Eligible family member(s) 	Attend interment of employee or eligible family member who dies outside CONUS or non-foreign OCONUS area.	Number of travelers must be authorized/approved by AO	<ul style="list-style-type: none"> Request AO approval Submission of repayment acknowledgement. 	One round trip to the place of interment is allowable for eligible family members resident at the employee's PDS.
<u>Incapacitated Parent</u> (Pars. C6675-A3 & C6678)	<ul style="list-style-type: none"> Employee or Eligible Spouse 	Assist parent suffering recent health breakdown that threatens continued independent living.	Authorized by Chapter 6, Part O	<ul style="list-style-type: none"> Submission of self-certification acceptable to the AO¹. Submission of repayment acknowledgement, if appropriate. 	Not to exceed two round trips over the lifetime of each eligible individual (the employee and the employee's spouse).
<u>Unusual Personal Hardship</u> (Pars. C6675-A4 & C6679)	<ul style="list-style-type: none"> Employee or Eligible Spouse 	Exceptional circumstances warrant travel otherwise precluded by EVT limitations.	Authorized by the individual delegated authority for that purpose under criteria established by the DOD component concerned.	<ul style="list-style-type: none"> Submission of any available documentation related to request. Submission of repayment acknowledgement. 	Decided on a case-by-case basis.

Footnote 1: The self-certification must include the employee's statement indicating the number of EVT trips already taken by the employee or spouse during their lifetime under the authority in pars. C6675-A3 & C6678 (Incapacitated Parent) and must be accompanied by information provided by the doctor, nursing home or social worker involved in the case.

CHAPTER 7

DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

<u>Paragraph</u>	<u>Contents</u>
C7000	BASIC A. General B. Child's Age and Travel Eligibility
C7001	TRANSFERS TO AND WITHIN CONUS A. When Authorized B. Origin and Destination C. Transportation Mode and Routing D. Expenses Allowable E. Travel Authorizations F. Time Limitation
C7002	TRANSFERS TO AND BETWEEN OCONUS PDS'S A. When Authorized B. Travel Origin and Destination C. Concurrent Travel D. Transportation Mode and Routing E. Expenses Authorized F. Travel Authorization G. Time Limit
C7003	TRAVEL FROM AN OCONUS AREA A. General B. When Authorized C. Travel Origin and Destination D. Dependent Early Return E. Movement because of Evacuation F. Transportation Routing and Mode G. Expenses Authorized H. Travel Authorization I. Time Limitations

Paragraph

Contents

C7005

STUDENT DEPENDENT TRAVEL TO ATTEND SCHOOL

- A. Authority and Eligibility
- B. DODEA Statutory Charter

C7006

DEPENDENT PER DIEM RATES

- A. Travel En Route between an Employee's Old and New Duty Station
- B. Exclusions
- C. Round-Trip Travel to Seek Permanent Residence
- D. Evacuation Travel
- E. Student Dependent Travel to Attend School

C7008

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

C7009

TRANSPORTATION OF STUDENTS WITH DISABILITIES FOR DIAGNOSTIC AND EVALUATION PURPOSES

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

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

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

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

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

G. Time Limit

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

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

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

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

C7003 TRAVEL FROM AN OCONUS AREA

*A. General. Authority for dependent travel from OCONUS either derives from an employee's eligibility for such movement or from a determination by the appropriate OCONUS command that the Government's best interest is served by the early return of one or more of the dependents. When an employee violates an agreement, or otherwise is not authorized return travel, dependents are also ineligible. If dependents elect to remain in the OCONUS area after an employee's return, the constructed cost of the unused allowance must not be authorized. If an employee's dependent becomes age 21 while the employee is assigned OCONUS, the employee is authorized return travel for the former dependent to the employee's actual residence in the U.S. provided the last OCONUS travel was at Government expense as the employee's dependent. The former dependent's travel is authorized when the employee is assigned to a PDS in the U.S.; travels to the actual residence in the U.S. for separation; or travels to the U.S. pursuant to renewal agreement. See pars. C7003-C, C7003-D1a, C7003-D2, and C5545. In any other situation, the authority for return to the U.S. is under the provisions applicable to early return of a dependent (other than for compassionate reasons). In any case, return of a former dependent must be not later than when the employee next is eligible for travel or by the end of the tour under the current agreement. Except when travel is authorized under early return provisions, return travel authorization for a former dependent is contingent upon authorized travel of the employee to the U.S.

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

C. Travel Origin and Destination

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

2. Return of an Employee for Separation

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

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

c. Employee Recruited OCONUS for Assignment to an OCONUS PDS in a Different Geographical Locality Who Has Completed the Agreed Service Period, or Is Being Separated for Reasons Acceptable to the Government. When an employee recruited OCONUS for assignment to an OCONUS PDS separates, under the terms of a transportation agreement, from a PDS outside the geographical locality of actual residence after completing the agreed service period or for other reasons acceptable to the Government, dependent travel is authorized from such PDS to the actual residence. Travel to an alternate destination in the geographical locality of actual residence may be authorized. Any cost in excess of the dependent travel cost by the most economical route from the OCONUS PDS to the actual residence is the employee's personal financial responsibility.

D. Dependent Early Return

1. Earned or Public-interest Transportation. Under par. C7003-D1a or C7003-D1b, return travel to the U.S. of one or more of an employee's dependents may be authorized before the employee's return to the employee's actual residence/alternate destination. Any cost in excess of the costs by the most economical route from the OCONUS PDS to the actual residence are the employee's personal financial responsibility. Early return travel may be authorized when:

a. An employee is eligible for return transportation after satisfactorily completing the applicable service period, usually the tour of duty, prescribed for the employee's PDS in par. C4005-1a or Appendix Q, except when a different period, based on one of the provisions in par. C4005-C3, C4005-C4, C4005-C5, C4005-C6, or C4005-C7, applies; or

b. The OCONUS command concerned determines that it is in the Government's best interest to return one or more dependents for compelling personal reasons of a humanitarian/compassionate nature (examples: physical/mental health, death of any immediate family member, obligations imposed by authority, and other similar circumstances over which the employee has no control).

2. Reimbursable Expense Transportation. When one or more of an employee's dependents return before the employee is eligible for return travel and for reasons other than those described in par. C7003-D1b, the transportation expense is the employees' personal financial responsibility. When the employee becomes eligible for return travel, the employee must be reimbursed for allowable travel expenses up to the cost of the dependent travel by the most economical route (including the least expensive unrestricted economy airfare when contract city-pair airfares are not available) from the OCONUS PDS to the actual residence. The reimbursement amount must not exceed the amount allowable for the transportation mode available that would have been used at the time that the employee became eligible for return travel. Government transportation must be used for dependents early return travel, if available. Chapter 2 applies to dependent early return travel. See par. C1310 for receipt requirements.

*3. Limitations. Dependent early return travel under par. C7003-D1 or C7003-D2 must not be authorized more than once during each agreed period of OCONUS service. Dependent return travel at Government expense to the OCONUS PDS is not authorized except when incident to the employee's RAT (see par. C5545). When an employee completes an agreed-to period of service, has received one-way dependents' transportation to the actual residence unaccompanied by the employee, and the employee's RAT is at a later date, the dependents' return transportation expense to the OCONUS PDS at an earlier date is then reimbursable. Reimbursement must not exceed the Government's cost for transportation by the usual transportation mode and route that would have been used had the dependents traveled back to the OCONUS PDS with the employee. See par. C1310 for receipt requirements.

4. Return of Former Spouse and Dependents (FTR § 302-3.227). Reimbursement is authorized for return travel and transportation allowances to the actual residence (see Appendix A) anywhere in the world for a former spouse and former dependents of an employee who have traveled to the employee's OCONUS PDS as dependents at Government expense. Reimbursement is authorized even if, because of divorce/annulment, these individuals are no longer dependents when the employee becomes eligible for return travel. Travel must begin before the end of the employee's current agreed-to tour of duty. In the case of an employee serving under a 1-year, 2-year or 3-year tour agreement, travel for the former dependents must begin before the end of the 1-year, 2-year or 3-year tour during which the divorce/annulment was finalized. If the employee is serving under an administrative extension of a tour, travel for the former dependents must begin before the end of the administrative extension in effect during which the divorce/annulment was finalized.

E. Movement because of Evacuation. When dependent travel is incident to an ordered evacuation, see Chapter 12.

F. Transportation Routing and Mode. Transportation routing and modes for dependents may be authorized as provided in Chapter 12.

G. Expenses Authorized. Expenses authorized for dependent travel from OCONUS areas are in App G, Part I.

H. Travel Authorization. Authorization for dependent travel must be included in the travel authorization issued for the employee, except in situations in which a separate travel authorization is required for the dependent early return to the actual residence or for movement because of evacuation.

I. Time Limitations

1. General. Dependent travel from OCONUS areas should begin as soon as practicable after the effective date of the employee's PCS or return for separation. If practicable, dependents should travel with the employee, or as soon after as appropriate transportation is available.

2. Reassignment to a New PDS. In no event may dependent travel begin later than 2 years after the effective date of reassignment to a new PDS, exclusive of any time during which administrative embargoes/shipping restrictions make the travel impossible.

3. Return for Separation. When an employee returns for separation, dependent travel must be completed within a reasonable time after separation or the travel benefit is forfeited. Upon the employee's written request, the appropriate OCONUS activity commanding officer may authorize delayed travel, if proper, under the provisions of par. C5085-C.

Effective 22 December 2004

C7005 STUDENT DEPENDENT TRAVEL TO ATTEND SCHOOL

A. Authority and Eligibility. Authority and eligibility requirements for student dependent travel and educational allowances in foreign areas are in DOD 1400.25-M, Subchapter 1250 "Overseas Allowances and Differentials"; and DOD Directive 1342.13 "Eligibility Requirements for Education of Minor Dependents in Overseas Areas" at <http://www.dtic.mil/whs/directives/>. DOD 1400.25-M, SC 1250.5.1. authorizes educational travel, prescribed in DSSR section 280, for student dependents of DOD employees assigned in foreign areas for travel to and from schools in the U.S. for purpose of attending a full-time course for secondary (in lieu of an education allowance), undergraduate college education or an accredited post-secondary vocational or technical education. In certain circumstances travel may be to and from a school. (<http://www.state.gov/www/perdiems/dssr/regs000.html>) Administration of student travel is in accordance with DOD regulations and Service implementing regulations.

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

C7006 DEPENDENT PER DIEM RATES**A. Travel En Route between an Employee's Old and New Duty Station**

1. General. Per diem is authorized for an employee's dependent travel between the old and new PDS when the employee is transferred. ***In computing the per diem, the prohibition on paying per diem for travel of 12 hours or less applies.*** If the travel origin and/or destination is other than the old/new PDS, the per diem must not exceed the amount authorized between the old and new PDS. The provisions of par. C4555-B3 also apply when employee or dependents obtain lodgings from friends/relatives. The per diem rates for dependents are as indicated in pars. C7006-A2, C7006-A3, and C7006-A4.

2. Employee and Spouse Travel Together. When an employee and spouse travel together, the maximum per diem rate allowable for the spouse is three-fourths of the employee's rate under par. C4553. The minimum per diem rate is \$6 unless the employee receives a per diem rate of less than \$6 in which case the spouse receives the same rate as the employee.

3. Spouse Travels Independently. When an employee and spouse travel independently of each other, the maximum per diem rate allowable for the spouse is the same as the employee's had they traveled together. The employee's actual travel time and per diem rate are not factors in computing the amount of per diem for the spouse's travel. When more than one POC is used, the employee and spouse travel together when they travel on the same days along the same general route.

4. Dependents Other Than Spouse. For each dependent other than a spouse, who is age 12 or older, the maximum per diem rate allowable is three-fourths of the employees' computed per diem rate; and for each dependent under age 12, one-half of the employee's computed per diem rate. The minimum per diem rate is \$6 unless the employee receives a per diem rate of less than \$6 in which case the dependent receives the same rate as the employee.

5. Dependent Transportation Cost Limited to Cost of Government-offered Air Transportation. When a dependent's transportation cost is limited to the cost of Government-offered air transportation, per diem is limited to the amount that would be payable had the dependent used the Government-offered air transportation.

B. Exclusions. Per diem is not authorized for dependents:

1. Of a new appointee assigned to a first PDS;
2. Of an employee assigned OCONUS in connection with renewal agreement travel (when return travel is to an OCONUS PDS, in a different geographical location, because of a PCS, see par. C7008);

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

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

MOBILE HOME. A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or by towing. It includes a house trailer, a privately owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)), and a boat an employee uses as the place of principal residence (62 Comp. Gen. 292 (1983)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the employee or dependents.

MULTIPLE OCCUPANCY DWELLING. A duplex, triplex or other type of dwelling that is designed to provide separate living quarters for more than one household. The units within the dwellings ordinarily have separate addresses and separate entrances.

NON-FOREIGN OCONUS AREA. The States of Alaska and Hawai'i, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

NON-TEMPORARY STORAGE (NTS). Long-term HHG storage in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services. *Also referred to as Extended Storage.*

OCONUS. Outside CONUS.

NOTE: *For permanent duty travel purposes with respect to Alaska, Hawai'i, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the territories and possessions of the United States, or foreign countries and similar geographical localities, an OCONUS place of employment outside the geographical locality in which the actual residence is located.*

OFFICIAL STATION. *See PERMANENT DUTY STATION.*

OPEN MESS. A non-appropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

ORDER-ISSUING/AUTHENTICATING OFFICIAL. *See AO.*

OVERSEAS. *See OCONUS.*

PER DIEM ALLOWANCE. The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including taxes (*except taxes on lodging in CONUS and in non-foreign OCONUS areas - see NOTE 2 below*) and service charges where applicable for:

1. **Lodging.** Expenses for overnight sleeping facilities; (including Government quarters); baths; personal use of the room during daytime; telephone access fees; and service charges for fans, air conditioners, heaters, fires furnished in rooms when such charges are not included in the room rate, *and in foreign OCONUS areas only lodging taxes (see NOTE 2 below)*. **NOTE:** *The term "lodging" does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard common carriers is a transportation cost and is not covered by per diem.*

NOTE 1: *Per diem does not include transportation and other miscellaneous travel expenses.*

NOTE 2: *The maximum amount allowed for lodging in CONUS and in non-foreign OCONUS areas does not include an amount for lodging taxes. Taxes on lodging in CONUS and in non-foreign OCONUS areas are a separately reimbursable travel expense. The maximum amount allowed for lodging in foreign OCONUS areas includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas are not separately reimbursable. See <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for rates.*

2. **Meals.** Expenses for breakfast, lunch, dinner, and related taxes and tips. **NOTE:** *Specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons.*

3. **Incidental Expenses.** Incidental expenses include:

- a. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. See par. C6552, item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.;
- b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places where meals are taken, if suitable meals cannot be obtained at the TDY site **NOTE:** *If, in the opinion of the AO, suitable meals cannot be obtained at the TDY site and reimbursement in the incidental expenses for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under par. C2402.;*
- c. Laundry, dry-cleaning, and/or pressing of clothing (*except when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS – see NOTE 3 below*);
- d. Telegrams and telephone calls necessary to reserve lodging accommodations;
- e. Mailing costs associated with filing travel vouchers and payment of Government-sponsored contractor-issued travel charge card billings;
- f. Potable water and ice (28 Comp. Gen. 627 (1949)); and
- g. Taxes and service charges on any of the expenses in items 2 through 3f.

NOTE 3: *The cost for laundry, dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for laundry, dry cleaning and pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.*

PER DIEM, REDUCED. See **REDUCED PER DIEM.**

***PER DIEM TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE.** The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations. The Committee is chartered by the Uniformed Services and operates under the policy guidance of the Department of Defense (DOD). Its members are a Deputy Assistant Secretary from each of the military departments, the Director of the National Oceanic and Atmospheric Administration Corps (NOAA Corps), the Director of Personnel Management of the Coast Guard (USCG), and the Assistant Secretary for Health of the Public Health Service (USPHS). The Committee Chairman is the Deputy Under Secretary of Defense (Military Personnel Policy (MPP)).

(The purpose of the Committee is to ensure that uniform travel and transportation regulations are issued pursuant to Title 37, United States Code, other applicable laws, and decisions of the Comptroller General of the United States, for members of the seven Uniformed Services. In connection with civilian employees of the Department of Defense, the primary purpose of the Committee is to issue uniform regulations implementing the Federal Travel Regulations (FTR), Statutory requirements, Executive orders, and decisions of the Comptroller General of the United States. (PDC Charter 20 April 1988; LAW 37 USC 411 and 1001; DOD Directive 5154.29, 9 March 1993.)

PERMANENT CHANGE OF STATION (PCS). In general, the assignment, detail, or transfer of an employee to a different PDS under a competent travel authorization that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

PERMANENT DUTY STATION (PDS). Also called **OFFICIAL STATION.** The employee's or invitational traveler's permanent work assignment location. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, post, or activity) where an employee regularly reports for duty. With respect to authorization under these regulations relating to the residence and the HHG and an employee's personal effects, PDS also means the residence or other quarters from (to) which the employee regularly commutes to (and from) work, except where the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance. In the latter situation, residence includes the dwelling where the employee's dependents reside or are to reside, but only if such residence reasonably relates to the PDS as determined by the appropriate travel-approving/directing official. For purposes other than PCS travel allowances, a PDS is defined as:

A. For employees:

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

B. For invitational travelers:

1. The corporate limits of the city or town in which the home or principal place of business is located, or

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

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

PERMANENT DUTY TRAVEL. First duty station travel for a newly recruited employee or appointee, RAT, PCS travel, and separation travel. (See Chapter 5, Part A.)

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

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

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

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

PLACE OF STORAGE. Residence or authorized storage location.

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

PORT OF DEBARKATION.

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

PORT OF EMBARKATION.

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

POSSESSIONS OF THE UNITED STATES. See “*TERRITORIES AND POSSESSIONS OF THE UNITED STATES*”.

POST OF DUTY. (*Also see PDS.*) An OCONUS PDS.

PREMIUM-CLASS. Travel and accommodations that are:

1. First-class. Highest class available. See definition of **FIRST-CLASS**, or
2. Business-class. See definition of **BUSINESS-CLASS**.

PRIVATELY OWNED AIRCRAFT. An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a Government agency, nor is it rented or leased for use in carrying out official Government business.

PRIVATELY OWNED AUTOMOBILE (POA). A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

PRIVATELY OWNED CONVEYANCE (POC). (*Also see TRANSPORTATION.*) Any transportation mode used for the movement of persons from place to place, other than a Government conveyance or common carrier, including a conveyance loaned for a charge to, or rented at personal expense by, an employee for transportation on PCS or TDY when such rental conveyance has not been authorized/approved as a Special Conveyance as provided for in JTR, par. C2102-B. ***NOTE: A common carrier, or a conveyance owned by the Government, is not a POC.***

PRIVATELY OWNED (MOTOR) VEHICLE (POV). Any motor vehicle owned by, or on a long-term lease (12 or more months) to, an employee or that employee’s dependent for the primary purpose of providing personal transportation that:

1. Is self-propelled;
2. Is licensed to travel on the public highways;
3. Is designed to carry passengers or HHG; and
4. Has four or more wheels (*see NOTE 3 below*).

NOTE 1: *In the case of a leased vehicle, the employee must provide written authority from the leasing company to have the vehicle transported. All requirements stated in the lease, as well as requirements for POV entry into any location, are the employee's responsibility.*

NOTE 2: *A trailer, airplane, or any vehicle intended for commercial use is not a POV.*

NOTE 3:

- a. ***CONUS.*** *A motorcycle or moped may be designated as a POV (rather than as HHG) by the employee if the employer determines it is more advantageous and cost effective to the Government to transport POV(s) than to drive to the new PDS.*

b. **OCONUS.** *A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same travel authorization.*

PRIVATIZED HOUSING. Housing units on or near military installations in the U.S. and its territories and possessions that are acquired or constructed by private persons, under 10 USC §§2871-2885. The Service Secretary determines which privatized housing is suitable for use as military family housing. *Privatized housing is not Government or Government-controlled quarters.*

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E). *(Also called PRO or PRO-Gear.)*

Articles of HHG in an employee's possession needed for the performance of official duties at the next or a later destination. Examples include:

- A. Reference material;
- B. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
- C. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not ordinary or usual uniform or clothing;
- D. Communication equipment used by employees in association with the MARS (see DODD 4650.2);
- E. Individually owned or specially issued field clothing and equipment;
- F. An official award given to an employee by a Service (or a component thereof) for service performed by the employee in the employee's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions in connection with official duties; and
- G. Personal computers and accompanying equipment used for official Government business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

NOTE: *Excluded from PBP&E are sports equipment; and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used in connection with the PBP&E.*

PROPORTIONAL MEAL RATE. The average of the standard Government meal rate and the meals portion of the applicable M&IE rate (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>), rounded to the nearest dollar.

REDUCED PER DIEM. A per diem rate, lower than locality per diem, that is authorized by an agency when there are known reductions in lodging and meal costs that can be determined in advance.

RENEWAL AGREEMENT TRAVEL. See PERMANENT DUTY TRAVEL. Travel and transportation allowance for the purpose of the employee/dependents to return home on leave, between overseas tours of duty. See Chapter 5, Part K, for eligibility and limitations.

RESERVE COMPONENT. The:

- A. Army National Guard of the United States;
- B. Army Reserve;

- C. Naval Reserve;
- D. Marine Corps Reserve;
- E. Air National Guard of the United States;
- F. Air Force Reserve;
- G. Coast Guard Reserve; and
- H. Reserve Corps of the Public Health Service.

RESIDENCE-TYPE QUARTERS. Quarters that are not hotel or hotel-like accommodations.

***SECRETARIAL PROCESS.** Action by the Per Diem Committee Principal member, the Principal member's designated representative, or:

- A. Secretary of a Military Department,
- B. Director of a Defense Component,
- C. Director, Administration & Management for:
 - 1. Office of the Secretary of Defense,
 - 2. Washington Headquarters Services,
 - 3. Organization of the Joint Chiefs of Staff,
 - 4. Uniformed Services University of the Health Sciences,
 - 5. U.S. Court of Military Appeals, and
- D. Designated representative for any of the above.

The Secretarial Process is (or the Processes are) in administrative and/or procedural directives issued under par. C1002.

SECRETARY CONCERNED. As defined in 37 USC. §101(5), the Secretary of:

- A. The Army, with respect to matters concerning the Army;
- B. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;
- C. The Air Force, with respect to matters concerning the Air Force;
- D. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;

- E. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
- F. Health and Human Services, with respect to matters concerning the Public Health Service.

When this term is used in the JTR, the Secretary concerned may authorize action by the PDTATAC Principal, without further delegation.

SEPARATE DEPARTMENT. See *DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES*.

SEPARATION TRAVEL. See *PERMANENT DUTY TRAVEL*.

SERVICES. See *UNIFORMED SERVICES*.

SHORT DISTANCE MOVE. A PCS between PDSs within the same city/area when the new PDS is at least 50 miles from the old PDS. See par. C4108-B for authorization/approval and exceptions to the 50-mile rule.

SPARE PARTS FOR A POV. Extra tires, wheels, tire chains, tools, battery chargers, accessories, and those small and usually possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (such as extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits), and items that serve a seasonal, an emergency, or a convenience purpose, such as special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

SPECIAL CONVEYANCE. Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

SPECIAL NEEDS. (Also see *EMPLOYEE, DISABLED*.) Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include the weight or height of the traveler, and similar characteristics.

STANDARD CONUS PER DIEM RATE

A. The per diem rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>. See also par. C4550-E3.

B. The per diem rate for all CONUS locations when PDT is involved.

STANDARD GOVERNMENT MEAL RATE. The daily rate charged for meals in a Government dining facility including the operating cost. See definition of "GOVERNMENT MEAL RATE" for current rates.

STORAGE IN TRANSIT (SIT). Short-term storage that is part of HHG transportation. May be at any combination of the origin, in transit, or destination. Usually for 90 or fewer days, but may be extended. See par. C5190. Also referred to as temporary storage.

SUBSISTENCE EXPENSES. See *PER DIEM ALLOWANCE*

TEACHER. A civilian who is a citizen of the United States and whose services are required on a school year basis in a teaching position subject to 20 USC §901-907 in the DOD Education Activity System.

TEMPORARY CHANGE OF STATION (TCS). The relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion.

TEMPORARY DUTY (TDY). Duty at one or more locations, away from the PDS, under a travel authorization providing for further assignment or, pending further assignment, to return to the old PDS or to proceed to a new PDS.

TEMPORARY DUTY (TDY) LOCATION. *See TEMPORARY DUTY STATION.*

TEMPORARY DUTY (TDY) STATION. A place, away from the PDS, to which the traveler is authorized to travel.

TEMPORARY DUTY (TDY) TRAVEL. Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

TEMPORARY LODGING FACILITIES. Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a charge is levied, without direct charge against the occupants' quarters allowances. They include guesthouses, except transient visiting officer quarters occupied by official visitors to the installation. ***NOTE: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted quarters.***

TEMPORARY STORAGE. *See STORAGE IN TRANSIT.*

TERRITORIES AND POSSESSIONS OF THE UNITED STATES. (As released by the Office of the Geographer and Global Issues, 1 July 1997.)

A. Commonwealth of the Northern Mariana Islands, i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from website: www.saipan.com).

B. Commonwealth of Puerto Rico

C. American Samoa

D. Baker Island

E. Guam

F. Howland Island

G. Jarvis Island

H. Johnston Atoll

I. Kingman Reef

J. Midway Islands

K. Navassa Island

L. Palmyra Atoll

M. Virgin Islands

N. Wake Island

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

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

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

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

TRANSPORTATION, HHG. The shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at Government expense. See Chapter 5, Part D for specific regulations governing PCS HHG transportation.

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

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

NOTE 1: *The term does not include land transportation to or from such ports, except when transportation of a POV is authorized by 5 USC §5564 and is in accordance with Service regulations.*

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

Effective 28 July 2005

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

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

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

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

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

Effective 1 March 2004

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

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

B. Limited Open. This is a form of blanket travel authorization allowing an employee to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year. See **NOTE** below for restrictions.

C. Repeat. This is a form of blanket travel authorization allowing an employee to travel on official business without further authorization to a specific destination for a specified period of time within a fiscal year. See **NOTE** below for restrictions.

D. Trip-by-trip. A travel authorization allowing an individual or group of individuals to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs.

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

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

TRAVEL, EMERGENCY. Travel that results from:

- A. The traveler becoming incapacitated by illness or injury not due to personal misconduct;
- B. The death or serious illness of a member of the traveler’s family; or

C. A catastrophic occurrence or impending disaster, such as fire, flood, or act of God, that directly affects the traveler's home.

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

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

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

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

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

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

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

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

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

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

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

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

Effective 30 November 2005

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

Effective 30 November 2005

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

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

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

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

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

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

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APPENDIX A

(C) means applicable only to JTR (U) means applicable only to JFTR

PART II: ACRONYMS

AEA	Actual Expense Allowance
AMC	Air Mobility Command
AO	Authorizing/Order-Issuing Official or Approving Official
AOR	Area of Responsibility
AT	Annual Training (U)
ATM	Automated Teller Machine
AWOL	Absent Without Leave (U)
BAH	Basic Allowance for Housing (U)
BAS	Basic Allowance for Subsistence (U)
BRAC	Base Realignment and Closure
CAP	Civilian Advisory Panel
CBA	Centrally-billed Account
CFR	Code of Federal Regulations
COLA	Cost-of-Living Allowance
CONUS	Continental United States
CONUS COLA	Continental United States Cost of Living Allowance (U)
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour (U)
CSRS	Civil Service Retirement System (C)
CTD	Civilian Travel Determination (C)
CTO	(Contracted) Commercial Travel Office
CWT	Hundred weight
DDESS	Domestic Dependent Elementary and Secondary School
DLA	Dislocation Allowance (U)
DOD	Department of Defense
DODDS	Department of Defense Dependents Schools (C)
DODEA	Department of Defense Education Activity
DOHA	Department of Defense Office of Hearings and Appeals (U)
DOJ	Department of Justice (U)
DPM	Direct Procurement Method (U)
DSSR	Department of State Standardized Regulations (C)
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
DTS	Defense Travel System
EUM	Essential Unit Messing
EVT	Emergency Visitation Travel (C)
FAM	Foreign Affairs Manual (C)
FAST	Federal Automated System for Travel
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FERS	Federal Employees Retirement System (C)
FHA	Federal Housing Administration (C)
FTA	Foreign Transfer Allowance (C)
FSH	Family Separation Housing (U)

FTR	Federal Travel Regulation
FUTA	Federal Unemployment Tax Allowance (C)
FVT	Family Visitation Travel (C)
FWS	U.S. Fish and Wildlife Service (C)
GAO	Government Accountability Office
GARS	Government Administrative Rate Supplement
GMR	Government Meal Rate
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHS	Health and Human Services (U)
HHT	House Hunting Trip (C)
HOR	Home of Record
HOS	Home of Selection (U)
HP	Home Port (U)
HSTA	Home Service Transfer Allowance (C)
IADT	Initial Active Duty for Training (U)
IBA	Government-sponsored, contractor-issued <i>Individually Billed Travel Charge Card Account</i> (NOTE: Does not apply to any other form of personal credit card.)
IPCOT	In-Place Consecutive Overseas Tour (U)
IRC	Internal Revenue Code (C)
IRS	Internal Revenue Service (C)
ITA	Invitational Travel Authorization
ITDY	Indeterminate TDY (U)
ITO	Installation Transportation Officer
ITRA	Income Tax Reimbursement Allowance (C)
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
JTR	Joint Travel Regulations
LPDCI	Living Pattern Data Collection Instrument (U)
LPQ	Living Pattern Questionnaire (U)
LPS	Living Pattern Survey (U)
LWOP	Leave Without Pay (C)
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MAP	Military Advisory Panel
MARS	Military Affiliate Radio System
MEA	Miscellaneous Expense Allowance (C)
MIA	Missing in Action
MIHA	Move-in Housing Allowance (U)
MILAIR	Military Aircraft
MSC	Military Sealift Command (C)
NIST	National Institute of Standards and Technology (C)
NOAA	National Oceanic and Atmospheric Administration (<i>Same as USNOAA</i>)
NTE	Not to exceed
NTS	Non-temporary Storage (<i>also referred to as Extended Storage</i>)
OCONUS	Outside the Continental United States

OHA	Overseas Housing Allowance (<i>U</i>)
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment (<i>also referred to as PRO-Gear</i>)
PCS	Permanent Change of Station
PDS	Permanent Duty Station (<i>U</i>)
PDT	Permanent Duty Travel (<i>C</i>)
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PDUSD (P&R)	Principal Deputy Under Secretary of Defense (Personnel & Readiness)
PEB	Physical Evaluation Board (<i>U</i>)
PHS	Public Health Service (<i>Same as USPHS</i>)
PLEAD	Place from Which Entered (or Called) to Active Duty (<i>U</i>)
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PRO-Gear	Professional Gear (<i>also referred to as PBP&E</i>)
RAT	Renewal Agreement Travel (<i>C</i>)
RDD	Required Delivery Date (<i>U</i>)
RIT	Relocation Income Tax (<i>C</i>)
RPDCI	Retail Price Data Collection Instrument (<i>U</i>)
SDDC	(Military) Surface Deployment and Distribution Command
SEA	Subsistence Expense Allowance (<i>C</i>)
SES	Senior Executive Service (<i>C</i>)
SIT	Storage in Transit
SMA	Separate Maintenance Allowance (<i>C</i>)
SR&R	Special Rest and Recuperative Absence (<i>U</i>)
SROTC	Senior Reserve Officers' Training Corps
SSN	Social Security Number
STB	Surface Transportation Board (<i>C</i>)
TCS	Temporary Change of Station (<i>C</i>)
TDRL	Temporary Disability Retired List (<i>U</i>)
TDY	Temporary Duty
TLA	Temporary Lodging Allowance (<i>U</i>)
TLE	Temporary Lodging Expense (<i>U</i>)
TMC	Travel Management Center
TMS	Travel Management System
TQSA	Temporary Quarters Subsistence Allowance (<i>C</i>)
TQSE	Temporary Quarters Subsistence Expenses (<i>C</i>)
TQSE(AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses (<i>C</i>)
TQSE(F)	Fixed Amount Reimbursement for Temporary Quarters Subsistence Expenses (<i>C</i>)
UN	United Nations
U.S.	United States
USC	United States Code

USNOAA	United States National Oceanic and Atmospheric Administration (<i>same as NOAA</i>)
USPHS	United States Public Health Service (<i>same as PHS</i>)
USSM	Under Secretary of State for Management (<i>C</i>)
UTD	Uniformed Travel Determination (<i>U</i>)
VA	Department of Veterans Affairs (<i>C</i>)
VAMC	Veterans Affairs Medical Center (<i>U</i>)
VPC	Vehicle Processing Center
WAE	When Actually Employed (<i>C</i>)

APPENDIX E

*PART I: INVITATION TO TRAVEL

A. To Whom and when Invitational Travel is Applicable

1. Invitational travel is the term applied to authorize travel by an individual when the person is acting in a capacity that is related directly to, or in connection with, official DOD activities. The person must:

- a. Not be employed by the Government,
- b. Be only Intermittently employed by the Government as a consultant or expert (***NOTE: This does not include contractors' employees traveling in the performance of the contract.***) and paid on a daily when-actually-employed basis under 5 USC §5703,
- c. Be serving without pay or at \$1 a year, or
- d. Be a volunteer covered by 10 USC §1588 (see par. A2r).

Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for employees on TDY, except as provided by par. A2m below for spouse/dependents invitational travel. (***Effective 18 January 2005***)

2. Invitational travel may be authorized by use of an ITA when:

- a. It is in the DOD component's interest to invite a college or university official or a representative of industry to observe the work performed by, or the operations of, an activity;
- b. An individual is requested to lecture, instruct, or give a demonstration at an activity in connection with a DOD operation or program;
- c. An individual or as part of a group, who confers on an official DOD matter with DOD officials and who performs a direct service such as providing advice or guidance to DOD. ***An ITA is not authorized for an individual merely to attend a meeting or conference, even if hosted by a DOD component on a matter related to the component's official business (see 55 Comp. Gen. 750 (1976));***
- d. An individual's attendance at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)). ***Travel and transportation allowances to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C5;***
- e. An individual is an attendant for an employee with special needs or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended (55 Comp. Gen. 800 (1976));

- f. An individual is attending as a sponsor or in a similar official ceremony that is related directly to a DOD component's interest;
- g. An individual is authorized pre-employment interview travel under JTR, par. C6200;
- h. The individual is serving without compensation on a Board of Visitors as provided for in DOD governing regulations consistent with statutory authority;
- i. A witness is called to testify in administrative proceedings directed against a Government civilian employee or Uniformed Service member in an adverse action case. The testimony can be on behalf of the Government, the civilian employee, or the Uniformed Service member. The presiding hearing officer must determine that the witness's testimony is substantial, material, and necessary for proper case disposition and that an affidavit from the desired witness cannot adequately accomplish the same objective;
- j. An individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832;
- k. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, 28 February 1974);
- l. An individual is an attendant for one of the following employees:
 - (1) Employee with a special need on official travel (56 Comp. Gen. 661 (1977)); or
 - (2) Employee who interrupts TDY because of incapacitating illness or injury (JTR, par. C6454); and the employee is incapable of traveling alone. Per diem allowances may not exceed 14 calendar days unless a longer period is authorized/approved by the DOD component on a case-by-case basis. See par. C6454-A;
- m. Dependents' Invitational Travel is for a family member and all pertinent conditions in items (1) through (5) below must be met before allowances are authorized/approved:
 - (1) The AO determines that a dependent may travel with the sponsor, at Government expense when:
 - (a) To attend an unquestionably official function in which the dependent participates in an official capacity, or
 - (b) The travel is in the national interest because of a diplomatic or public relations benefit to the U.S. which requires the spouse's presence in a non-participatory role. Participation ordinarily is limited to spouses and is representational in nature.
 - (2) Travel is allowed on a mission noninterference basis only, and must be supported with an ITA that ordinarily authorizes reimbursement of only transportation costs.
 - (3) The AO may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is unquestionably mission essential and there is a benefit for DOD beyond fulfilling a representational role.

(4) On a case-by-case basis, Code 2 civilians, 4-star general/flag officers, and certain 3-star general/flag officers serving as OCONUS or combatant commanders (as specified in DOD 4515.13-R, "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses. Spousal travel when authorized/approved must adhere to the criteria in DODD 4500.56, DOD Policy on the Use of Government Aircraft and Air Travel. ***This authority does not constitute blanket approval authority.***

(5) AOs for all other travel under this item are the:

(a) Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DOD;

(b) Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;

(c) Combatant Commands Commanders or their designees for requests from members and employees within their commands. Joint or dual-hatted personnel traveling on behalf of the joint command must obtain approval through the joint command approval authority and not through the individual's 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 civilian 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.

Except when par. A2m(3) applies, an ITA issued under the authority of par. A2m 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 desire 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 the Chairman's designated representative for personnel assigned to the Joint Staff and/or to 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));

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;

p. Travel and transportation 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."***; or

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.”***

r. An individual performing a direct service for the U. S. Government, consistent with 10 USC §1588. (See 5 USC §§ 5701(2), 5703; JTR, Appendix A; 55 Comp. Gen. 750 (1976)).

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

1. Non-appropriated fund officials or employees traveling on non-appropriated fund business;
2. Transportation of dependents and/or HHG (including freight and parcel post mail) or other property of an individuals to whom an ITA is issued;
3. Federal Government employees or Uniformed Services members (Federal employees and Uniformed members on active duty are given regular TDY travel authorizations/orders) unless the individual is:
 - a. A retired Federal Government employee or Uniformed Services member (may include retired military personnel from foreign countries), or
 - b. Authorized pre-employment interview travel under JTR, par. C6200 and employee/member is in a leave status during such travel (B-219046, 29 September 1986)); or
 - c. An employee/member, traveling as a non-medical attendant, included on an ITA issued to a patient; or
4. Contractors (see Appendix E, Part III).

C. Allowance Expenses

1. General. An ITA provides for travel and transportation of an individual from the business place or home to the place at which that individual's services are required, and return to the origin.
2. Transportation Modes. Authorization of transportation modes, routing, and accommodations should be consistent with the provisions in JTR, Chapter 2 and JFTR, Chapter 3 (see pars. A2p and q above) 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, is authorized travel and transportation allowances under Service administrative regulations, except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832 (see par. A2j).
4. Participants in Annual National Matches Sponsored under 10 USC §4312. Title 10, USC §4312 authorizes TDY mileage allowance payment to civilian competitors while traveling to and from the National Matches. The TDY mileage allowance for the return trip may be paid in advance. Provisions for transportation allowance payment are in Army Regulation (AR) 920-30. The ITA also may authorize a subsistence allowance for the competition duration. The allowance rate is set by the Director for Civilian Marksmanship and must be stated in the ITA issued to each competitor.

5. Attendance at an Award Ceremony

a. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony provided the:

- (1) Travel and transportation is authorized by the head of the DOD component concerned or designee; and,
- (2) Individual is a person of the award recipient's choosing who is related by blood, marriage or whose close association with the award winner, as viewed by the DOD component, is the equivalent of a family relationship.

Examples of award ceremonies are: a Presidential award ceremony, an agency or major organizational component annual award ceremony, or a prestigious honorary award ceremony sponsored by a non-Federal organization.

b. Reimbursement for travel and transportation expenses is authorized in par. C when the award winner and guest are geographically distant from the ceremony site, rather than in instances in which the award winner's residence is in the same area as the ceremony.

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.

c. The DOD component concerned may allow attendance at Government expense of more than one individual when the award winner requires assistance because of a disability condition.

Reimbursement for transportation is limited to direct travel to and from the ceremony location (including travel between common carrier terminals and hotel where applicable and the ceremony site). Per diem is allowed for direct travel to and from the award ceremony location and for the ceremony day.

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 employed by the Government, 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 transportation expenses, (not a TDY mileage allowance), are payable when a POC is the authorized transportation 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 JFTR/JTR, Appendix G, Part I for employees or members under pars. A2p and A2q may be authorized/approved.

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APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

<u>Paragraph</u>	<u>Contents</u>
T4000	INTRODUCTION
T4005	APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS
T4010	REIMBURSEMENT RATE
T4020	TDY TRAVEL POLICY A. Criteria for TDY Travel B. Traveler Rights and Responsibilities
T4025	ARRANGING OFFICIAL TRAVEL A. CTO Use B. Requirements C. Foreign Ship or Aircraft Transportation D. Transportation Reimbursement
T4030	GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES) A. Type of Travel B. Commercial Transportation C. Special Conveyances (Includes Aircraft) <u>Reimbursement</u> D. Government Transportation E. Private Vehicle F. Rest Stops G. Insurance Coverage in Foreign Areas H. Allowable Travel Days I. Authorized Trips Home during Extended Business or Training TDY J. Voluntary Return Home during Intervening Weekend/Holidays
T4040	LIVING EXPENSES (PER DIEM) A. Lodging Overnight Required -Business Travel Standards B. Lodging Overnight Required - Schoolhouse Training Standards C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY Aboard Ships D. Lodging Overnight Not Required E. Miscellaneous Expenses F. Reimbursement for Travel Expenses at the TDY Location

- T4045 TRAVEL ALLOWANCES FOR RESERVE COMPONENT PERSONNEL (48 Comp. Gen. 301 (1968))**
- A. General
 - B. Inactive Duty Training
 - C. Travel for Annual Training (AT)
 - D. Per Diem Not Payable
 - E. Per Diem
 - F. Funeral Honors Duty
- T4050 TAKING A TYPICAL BUSINESS TRIP**
- A. Before the Trip
 - B. During the Trip
 - C. After the Traveler Returns
- T4060 AUTHORIZING OFFICIAL'S RESPONSIBILITIES**
- A. General
 - B. What's Allowable and Not Allowable
- T4070 TDY GLOSSARY**

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

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

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

NOTE:

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

Effective 28 April 2005

D. Government Transportation

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

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

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

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

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

Effective 18 November 2004

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

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

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

K. Constructed Cost. Constructed transportation costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. If a city-pair airfare is not available between origin and destination, the constructed transportation cost is limited by the 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 GSBCA 16699-TRAV, 17 August 2005 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA 16699.htm>).

Effective 20 September 2004

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

2. Eating

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

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

Effective 29 June 2005

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

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

Effective 22 December 2005

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

Effective 1 October 2003

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

NOTE 1: Applicable to civilian employees:

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

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

NOTE 2: Applicable to uniformed members:

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

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

B. Lodging Overnight Required - Schoolhouse Training Standards

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

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

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

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

APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

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

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Albania, Tirana	European	Frankfurt	30 Nov 2007
Angola, Luanda (<i>eff 30 Nov 2005</i>)	European	Frankfurt	30 Nov 2007
Argentina	Southern	Miami	30 Apr 2007
Armenia, Yerevan	European	Frankfurt	31 Jul 2007
Australia, Alice Springs	Pacific	Honolulu	31 Mar 2006
Australia, Exmouth	Pacific	Perth	31 Mar 2006
Australia, Learmonth	Pacific	Perth	31 Mar 2006
Azerbaijan, Baku	European	Frankfurt	31 Oct 2007
*Bahrain (<i>eff 28 March 2006</i>)	Central	Baltimore	31 Mar 2008
Bangladesh, Dhaka	Pacific	Honolulu	31 Mar 2006
Barbados	Southern	Miami	30 Apr 2007
Belarus, Minsk	European	Frankfurt	31 Jul 2007
Belize	Southern	Miami	30 Apr 2007
Bolivia	Southern	Miami	30 Apr 2007
Bosnia, Sarajevo (<i>eff 29 Jul 2005</i>)	European	Frankfurt	31 July 2007
Botswana, Gaborone	European	Frankfurt	31 Jul 2007
Brazil	Southern	Miami	30 Apr 2007
Bulgaria, Sofia	European	Frankfurt	31 Oct 2007
Burma, Rangoon	Pacific	Honolulu	31 Mar 2006
Cambodia, Phnom Penh	Pacific	Honolulu	31 Mar 2006
Cameroon, Yaounde	European	Frankfurt	31 Jul 2007
Chad, N' djamena	European	Frankfurt	31 Jul 2007
Chile	Southern	Miami	30 Apr 2007
China, Beijing	Pacific	Honolulu	31 Mar 2006
Columbia	Southern	Miami	30 Apr 2007

Cote D'Ivoire, (formerly Ivory Coast), Abidjan	European	Frankfurt	31 Jul 2007
Costa Rica, San Jose	Southern	Miami	30 Apr 2006
Croatia, Zagreb	European	Frankfurt	31 Jan 2008
Cuba, Guantanamo Bay	Southern	Jacksonville	31 Dec 2006
Cuba, Havana (<i>for Coast Guard uniformed members only</i>)	USCG	Miami	31 Dec 2007
Cyprus, Nicosia	European	Frankfurt	31 Jul 2007
Democratic Republic of Congo, Kinshasa	European	Frankfurt	31 Jul 2007
*Djibouti (<i>eff 28 March 2006</i>)	Central	Baltimore	31 Mar 2008
Dominican Republic	Southern	Miami	30 Apr 2007
Ecuador	Southern	Miami	30 Apr 2007
*Egypt (<i>eff 28 March 2006</i>)	Central	Baltimore	31 Mar 2008
El Salvador	Southern	Miami	30 Apr 2007
*Eritrea, Asmara (<i>eff 28 March 2006</i>)	Central	Baltimore	31 Mar 2008
Estonia, Tallinn	European	Frankfurt	31 Jul 2007
*Ethiopia, Addis Ababa (<i>eff 28 March 2006</i>)	Central	Baltimore	31 Mar 2008
Fiji	Pacific	Honolulu	31 Mar 2006
Gabon, Libreville	European	Paris	30 Jun 2007
Georgia, Tbilisi	European	Frankfurt	31 Oct 2007
Ghana, Accra	European	Frankfurt	31 Jul 2007
Greece, Athens	European	Frankfurt	31 Oct 2007
Greece, Larissa	European	Frankfurt	31 Jul 2007
Greenland, Thule 1/	European	Baltimore	31 May 2006
Guatemala	Southern	Miami	30 Apr 2007
Guinea, Conakry	European	Paris/Frankfurt	31 Jul 2007
Guyana	Southern	Miami	30 Apr 2007
Haiti	Southern	Miami	30 Apr 2007
Honduras	Southern	Miami	30 Apr 2007
Hong Kong	Pacific	Los Angeles	31 Mar 2006
Iceland (<i>eff 14 October 2005</i>)	European	Frankfurt	30 Sep 2007
India, New Delhi	Pacific	Honolulu	31 Mar 2006
Indonesia, Jakarta	Pacific	Honolulu	31 Mar 2006
Israel, Tel Aviv	European	Frankfurt	31 Jul 2007

Ivory Coast, (See Cote D'Ivoire)			
Jamaica	Southern	Miami	30 Apr 2007
*Jordan (<i>eff 28 March 2006</i>)	Central	Baltimore	31 Mar 2008
*Kazakhstan, Almaty (<i>eff 28 March 2006</i>)	Central	Baltimore	31 Mar 2008
*Kenya (<i>eff 28 March 2006</i>)	Central	Baltimore	31 Mar 2008
*Kuwait (<i>eff 28 March 2006</i>)	Central	Baltimore	31 Mar 2008
*Kyrgyzstan, Bishkek (<i>eff 28 March 2006</i>)	Central	Baltimore	31 Mar 2008
Laos, Vientiane (<i>eff 29 October 2004</i>)	Joint POW/MIA	Honolulu	31 Oct 2006
Latvia, Riga	European	Frankfurt	31 Jul 2007
*Lebanon, Beirut (<i>eff 28 March 2006</i>)	Central	Baltimore	31 Mar 2008
Lithuania, Vilnius	European	Frankfurt	31 Jul 2007
Macedonia, The Former Yugoslavia Republic of Macedonia, Skopje	European	Frankfurt	31 Jul 2007
Madagascar, Antananarivo (<i>eff 28 May 2004</i>)	Pacific	Frankfurt	31 May 2006
Malaysia, Kuala Lumpur	Pacific	Sydney	31 Mar 2006
Mali, Bamako	European	Frankfurt	31 Jul 2007
Marshall Islands, Majuro	Pacific	Honolulu	31 Aug 2003
Mexico	Northern	San Antonio	30 Aug 2005
Moldova, Chisnau	European	Frankfurt	31 Jul 2007
Mongolia, Ulaanbaatar	Pacific	San Francisco	31 Mar 2006
Morocco, Rabat	European	Frankfurt	31 Jul 2007
Mozambique, Maputo	European	Frankfurt	31 Jul 2007
Namibia, Windhoek	European	Frankfurt	31 Oct 2007
Nepal, Kathmandu	Pacific	Honolulu	31 Dec 2004
Nicaragua	Southern	Miami	30 Apr 2007
Niger, Niamey	European	Frankfurt	31 Jul 2007
Nigeria, Abuja	European	Frankfurt	31 Oct 2007
Nigeria, Lagos	European	Frankfurt	31 Oct 2007
*Oman (<i>eff 28 March 2006</i>)	Central	Baltimore	31 Mar 2008
*Pakistan (<i>eff 28 March 2006</i>)	Central	Baltimore	31 Mar 2008

Panama	Southern	Miami	30 Apr 2007
Paraguay	Southern	Miami	30 Apr 2007
Peru	Southern	Miami	30 Apr 2007
Philippines, Metro Manila	Pacific	Honolulu	31 Mar 2006
Poland, Warsaw	European	Frankfurt	31 Oct 2007
*Qatar (<i>eff 28 March 2006</i>)	Central	Baltimore	31 Mar 2008
Romania, Bucharest	European	Frankfurt	31 Jul 2007
Russia, Moscow	European	Frankfurt	31 Jul 2007
Rwanda, Kigali	European	Frankfurt	31 Jul 2007
*Saudi Arabia (<i>eff 28 March 2006</i>)	Central	Baltimore	31 Mar 2008
Senegal, Dakar	European	Frankfurt	31 Jul 2007
Serbia and Montenegro, Belgrade	European	Frankfurt	30 Nov 2007
Singapore	Pacific	Honolulu (<i>eff 14 Apr 2004</i>)	31 Mar 2006
South Africa, Pretoria	European	Frankfurt	31 Jul 2007
Sri Lanka, Columbo	Pacific	Frankfurt	31 Mar 2006
Suriname	Southern	Miami	30 Apr 2007
Syria, Damascus	Central	Frankfurt	31 Oct 2005
Tanzania, Dar Es Salaam	European	Frankfurt	31 Oct 2007
Thailand, Bangkok	Pacific	Honolulu	31 Mar 2006
Thailand, Chiang Mai	Pacific	Honolulu	31 Mar 2006
Trinidad and Tobago	Southern	Miami	30 Apr 2007
Tunisia, Tunis	European	Frankfurt	31 Jul 2007
Turkey, Ankara	European	Frankfurt	31 Jul 2007
*Turkmenistan, Ashgabat (<i>eff 28 March 2006</i>)	Central	Baltimore	31 Mar 2008
Uganda, Kampala	European	Frankfurt	31 Jul 2007
Ukraine, Kiev	European	Frankfurt	31 Jul 2007
*United Arab Emirates (<i>eff 28 March 2006</i>)	Central	Baltimore	31 Mar 2008

Uruguay	Southern	Miami	30 Apr 2007
*Uzbekistan, Tashkent (<i>eff 28 March 2006</i>)	Central	Baltimore	31 Mar 2008
Venezuela	Southern	Miami	30 Apr 2007
Vietnam, Hanoi	Pacific	Honolulu	31 Mar 2006
*Yemen (<i>eff 28 March 2006</i>)	Central	Baltimore	31 Mar 2008
Zambia, Lusaka	European	Frankfurt	31 Jul 2007
Zimbabwe, Harare	European	Frankfurt	31 Jul 2007

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

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