

VOLUME 2
JOINT TRAVEL REGULATIONS
CHANGE 490

Alexandria, VA

1 August 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 August 2006 unless otherwise indicated.

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Deputy Assistant Secretary of
the Army (MPP)

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Deputy Assistant Secretary
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for Force Management and Integration

This change includes all material written in CAP Items 31-06(E); 37-06(E); 45-06(E); 48-06(I); 50-06(I) and 52-06(I). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 489 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 490:

Introduction, Feedback Reporting; C4550-D2b; Appendix L, par. C3b. Updates Navy addresses.

C1001; C1002; C1003; C1004; C1005; and C1006. Identifies travelers who are not subject to the JTR and updates Part A of Chapter 1.

C1101; C4955. Provides that to take advantage of discounted “early bird” registration fees, which are available in the months prior to the beginning of some conferences, travelers may, as soon as attendance at the conference has been authorized, be permitted to register early, charge the fees involved to their individually billed Government sponsored travel cards, and claim reimbursement for the discounted registration fee.

C5175. Corrects wording in par. C5175 that is mandatory IAW the FTR.

C5372-B1. Changes the per diem rate shown in par. C5372-B1 example from \$91 to \$99.

C6700-A, -B, -C3, -D2; C6750-A, -C1; Appendix S. Clarifies that FEML is authorized “under a prescribed tour of duty” of at least 24 *consecutive* months.

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.

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CHANGES

Changes to JTR allowances are initiated by DOD Civilian Travel Determinations (CTDs) and editorials, and General Services Administration (GSA) bulletins, memoranda, or amendments. CTDs are effective on the indicated date. They may be effective on the date published in the JTR, on the PDTATAC Chairman's signature date, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by the statute or a change to the FTR, some other date. When an effective date is earlier than the date assigned to the printed change page, the changes are disseminated using the PDTATAC website.

Printed changes are numbered consecutively and ordinarily are issued monthly. They contain the text and rate changes directed in determinations, and editorial memoranda. The determinations, and editorial memoranda included in a printed change are shown on that change's cover sheet.

New or revised provisions appearing on a change page are indicated by a * symbol placed next to the new or revised portion.

FEEDBACK REPORTING

Recommendations for JTR changes should contain an explanation of and rationale for the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates in accordance with par. C4551.

Effective 11 July 2005

1. Army - Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CP-PPD, Hoffman Building 1, Room 100, 2461 Eisenhower Avenue, Alexandria, VA 22331-3001.

Effective 1 June 2006

*2. Navy - Navy Civilian Advisory Panel Member, Office of the Civilian Human Resources, Labor and Employee Relations Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington DC 20374-5072.

3. Marine Corps - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPC-10), 3280 Russell Road, Quantico, VA 22134-5103.

4. Air Force - Air Force Civilian Advisory Panel Member, HQ USAF/DPPC, 1040 Air Force Pentagon, (Room 4C236) Washington, DC 20330-1040.

5. OSD/WHS/Defense Agencies - DOD Civilian Personnel Management Service, Field Advisory Service, Attn: Mr. Gary Pugh, 1400 Key Boulevard, Arlington, VA 22209-5144.

Effective 29 September 2005

HOW TO GET THE JTR

Requests for copies of the JTR and its changes should be routed as follows:

1. Army, Navy, and Air Force. These Services no longer purchase printed paper JTR copies. You can download and print copies at your desktop by accessing the following site:
<https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>.
2. Marine Corps. From the Marine Corps Logistics Base, Albany, GA, via the MCPDS on-line system per MCO P5600.31. For changes in distribution, Marine Corps activities should submit their requirements through the on-line system per MCO P5600.31.
3. DOD Agencies/Components Not Specifically Listed. Through the appropriate agency/component publishing distribution office.
4. Non-Uniformed Service Organizations. For a fee, the JTR and its changes may be obtained from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.
5. Internet. Available for downloading from the Internet. Go to PDTATAC Home Page
<https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>.

CHAPTER 1*PART A: APPLICATION AND GENERAL RULES****C1001 APPLICATION**

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

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

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

C. Restrictions. This Volume does not apply to:

1. NAF officials and employees traveling on NAF business (may be adopted by NAF activities).
2. Contractors' representatives and contractors' employees under contracts with DOD.
3. DOD employees appointed under Section 625(d) of the Foreign Assistance Act of 1961, as amended.
4. DOD employees who perform official assignments (TDY, TCS or PCS) funded by a non-DOD agency are subject to the funding agency's travel and transportation policies which includes travel (payment advance, authorization, reimbursement, and voucher submission), and transportation between the official locations.

5. Uniformed Services' members assigned to DOD and Non-DOD agencies for official duty (i.e., DOS, DOT). A member on loan, assignment, or detail to another department or agency is authorized travel and transportation allowances including station allowances under Joint Federal Travel Regulations, Volume 1 (JFTR). See JFTR, par. U1000. ***The member is financially responsible for all unauthorized or duplicate travel and transportation allowances erroneously received or reimbursed.***

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

C1002 IMPLEMENTATION

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

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

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

Effective 3 February 2005

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

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

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

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

1. Miscellaneous Expense. This portion is allowable *only* for DOD new appointees being assigned to the first PDS in a foreign area (FTA).
2. Wardrobe Expense. *This portion is not allowable for DOD civilian employees.*
3. Pre-departure Subsistence Expense (FTA) and Subsistence Expense Portion (HSTA). ***NOTE: The subsistence portions of the FTA and HSTA are only for expenses incurred in the CONUS or non-foreign OCONUS areas – not in the foreign area.***
 - a. FTA. This portion is allowable for DOD employees PCSing from a PDS in CONUS/a non-foreign OCONUS area to a PDS in a foreign area and for new appointees traveling from an actual residence in CONUS/a non-foreign OCONUS area to their first PDS in a foreign area.
 - b. HSTA. *This portion is not allowed for DOD civilian employees., and*
4. Lease Penalty Expense
 - a. FTA. This portion is allowable for all DOD employees (including new appointees) PCSing to a foreign area PDS or between foreign country PDSs.
 - b. HSTA. This portion is allowed *only for reassigned employees (not new appointees)* PCSing from a foreign country PDS to a CONUS/non-foreign OCONUS area PDS.

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

C1005 GAIN-SHARING PROGRAM

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

C1006 ADMINISTRATIVE PROCEDURES

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

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CHAPTER 1

PART C: TRAVEL ADVANCES

C1100 GENERAL

A. Minimizing Cash Requirements

1. Policy. Travelers traveling on official business:
 - a. Are responsible for their travel expenses, but
 - b. Should not have to pay official travel expenses entirely from personal funds (unless the traveler decides not to use Government resources such as the Government-sponsored contractor-issued travel charge cards or traveler's checks).
2. Responsibilities. DOD components:
 - a. May issue travel advances for certain expenses, as authorized in this Part, and
 - b. Should ensure travelers take all reasonable steps to minimize the cash burden on both the component and the traveler (such as using the Government-sponsored contractor-issued travel charge cards).

Effective 14 December 2005

B. Government-sponsored Contractor-issued Travel Charge Card Use

1. General Policy. "It is the general policy of DOD that the Government-sponsored, contractor-issued travel card be used by DOD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses, unless otherwise specified", (OSD (C) memo of 28 March 1995, subject: Travel Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card).
2. DOD Policy. *The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DOD Financial Management Regulation (DODFMR 7000.14-R), Volume 9, "Travel Policy and Procedures". The DOD Comptroller Finance Management Regulation website is found at <http://www.dtic.mil/comptroller/fmr/>.*
3. Centrally Billed Account (CBA)/Individually Billed Account (IBA) Statements. A statement must be on each travel authorization indicating whether transportation tickets are purchased using a centrally billed account (CBA) or an individually billed account (IBA). *This statement is only to alert voucher examiners to instances when a CBA ordinarily is used to purchase transportation and the transportation cost shows up as a reimbursable expense so that questions may be asked and duplicate payments avoided.*

*C1101 ALLOWABLE ADVANCES

- A. Authorization (FTR §302-2.21). Travel advances described in par. C1101 may be paid when authorized on a travel authorization.
- B. TDY Travel. DOD Components may pay travel advances (as opposed to authorizing IBA card use for ATM advances) when permitted in accordance with the DODFMR, Volume 9. Advances may be for per diem, POC mileage allowance, AEA, and/or reimbursable expenses.

Effective 30 May 2006

C. Advance Payment of Discounted Conference or Training Registration Fee (FTR §301-74.25). Advance payment of discounted conference or training registration fee may be paid as indicated in par. C4955-H.

D. HHG Transportation and Temporary Storage Using the Commuted Rate Method (FTR §302-7.105/106). An advance may be paid when HHG transportation and temporary storage is authorized under the commuted rate method. To receive an advance under the commuted rate method, the employee must provide a copy of a cost estimate from a commercial HHG carrier or a written statement that includes:

1. Origin and destination;
2. A signed copy of a commercial bill of lading annotated with actual weight (or other evidence of actual weight) or a reasonable estimate acceptable to the DOD component concerned; and
3. Anticipated temporary storage period (not to exceed 90 days) at Government expense.

E. Non-Temporary (Extended) Storage of HHG (FTR §302-8.4). ***An advance is not authorized for non-temporary (extended) storage of HHG.***

F. Movement of a Mobile Home (FTR §302-10.300/301). An advance may be paid for the transportation of a mobile home when the employee is responsible for arranging and paying a commercial carrier to transport the mobile home. The advance may not exceed the estimated amount allowable. ***No advance is authorized when the Government pays the carrier directly.***

G. House-hunting Trip (FTR §302-5.16). An advance may be paid for HHT expenses. The advance may not exceed the sum of the anticipated transportation costs, and the maximum per diem allowable under the 'Lodgings-Plus' computation method in par. C5624-B1 for the location and duration of the HHT. If a fixed-amount HHT is offered and elected, the anticipated transportation costs may be advanced. The fixed-amount payment under par. C5624-B2 is not an advance but rather is a payment. See par. C5632.

H. Temporary Quarters Subsistence Expenses (FTR §302-6.15). An advance may be paid to cover the estimated TQSE expenses for up to 30 days. The DOD Component may subsequently pay additional travel advances for periods up to 30 days (remembering the maximum TQSE period is 120 days for TQSE(AE) and 30 days for TQSE(F)).

I. Real Estate Transaction and Unexpired Lease Expense Allowance (FTR §302-11.450). ***An advance is not paid for expenses incurred in connection with residence transactions.***

J. Attendants for Military Dependents. An advance may be paid for the travel and transportation allowances prescribed in par. C6151.

K. Transportation and Emergency Storage of POV (FTR §302-9.11). An advance for transportation and emergency storage of a POV may be paid not to exceed the estimated expenses amount authorized for that purpose.

L. Advance Lodging Deposits. Travelers:

1. May be reimbursed an advance room deposit when it is required by the lodging facility to secure a room reservation prior to official TDY travel.
2. Are financially responsible for advance deposit repayment if the deposit is forfeited because TDY travel is not performed for reasons unacceptable to the agency.

PART O: OCCASIONAL MEALS AND/OR LODGING

<u>Paragraph</u>	<u>Contents</u>
C4710	REIMBURSEMENT FOR OCCASIONAL MEALS AND/OR LODGING (FTR §301-11.1)

PART P: INCOME TAX REIMBURSEMENT ALLOWANCE (ITRA) FOR EXTENDED TDY ASSIGNMENTS

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CHAPTER 4

PART L: PER DIEM ALLOWANCES

C4550 PER DIEM RATES

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

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

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

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

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

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

D. Offices Designated to Authorize Increased Per Diem

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

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

b. Per diem under the 'Lodgings-Plus' method prescribed in par. C4553 in lieu of the 55 percent limitation prescribed in par. C4561-A1 for long-term TDY, and in par. C4530-D1 for training assignments of more than 30 consecutive calendar days.

2. Designated Offices

a. Army: Commander, major command, major subordinate command, or departmental elements and/or agencies not subordinate to a MACOM to which employee's employing activity reports--this authority may be re-delegated at the commander's discretion. In addition, commands may submit requests for employees attending the Inspector General Course to HQDA, USAIGA, ATTN: DAIG-TR, Humphreys Engineer Center, Casey Building, Room 112, Fort Belvoir, VA 20060-5581;

*b. Navy and Marine Corps: The head of the DON activity/command to which employee is permanently assigned for long-term training assignments, and Office of Civilian Human Resources, Labor and Employee Relations Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington DC 20374-5072;

c. Air Force: The commander, major command or separate operating agency for long-term TDY. Authority may be re-delegated at the commander's discretion. For training assignments, the office is AFPC/DPK, Randolph Air Force Base, TX 78150-4703;

d. Office of the Secretary of Defense, Washington Headquarters Services, and other DOD components: Offices listed in Appendix L, par. B-1.

Effective 18 January 2005

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

This authority is independent of the training authority included in par. C4500 unless it is administratively determined that training is the primary purpose of attendance at a meeting.

C. Government Sponsored Conferences. Attendance at Government expense may be authorized for the following:

1. Conferences sponsored or cosponsored by a Federal agency at which an employee's attendance is required in the performance of official duties;
2. Conferences of state/municipals government organizations, or of international agencies in which the Federal Government is officially participating, and the employee's attendance is related to official duties or for the purpose of transacting DOD business;
3. Conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the DOD functions or activities and attendance is in the employee's official performance; and
4. Similar activities.

D. Non-government Sponsored Conferences

1. General. Conference attendance for non-Federal technical, scientific, professional, and comparable private membership organizations is subject to the conditions in pars. C4955-D2, C4955-D3 and C4955-D4.
2. Attendance and Approval Requirements. Attendee selection and approval are subject to regulations of the separate DOD Components consistent with the regulations on Acceptance of Payment from a Non-Federal Source for Travel Expenses (see the Joint Ethics Regulation (JER), DOD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html).
3. Purpose. Employees may attend conferences at Government expense to:
 - a. Further the programs of their DOD components;
 - b. Present scientific and technical papers which further the development of the U.S. resources; and
 - c. Maintain an effective professional, scientific, technical, managerial, and supervisory workforce.
4. Security. An appropriate security officer at the activity concerned should examine security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations. Employees who attend such meetings must be briefed about security implications, when necessary, prior to attendance.

E. Registration Fees and Miscellaneous Expenses

1. When Travel is Involved. Registration fees authorized in the travel authorization or approved on a travel claim voucher are reimbursable. The proportional meal rate applies on any day that the cost for one or two meals is included in the registration fee (see par. C4554-B). Information should be included on the travel authorization as to whether or not the registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. When the registration fee includes lodgings without charge, only the applicable proportional per diem or TDY locality M&IE rate prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> is paid.

2. When No Travel is Involved. The registration fee may be reimbursed when attendance is authorized for a conference in the local area that:

- a. Does not involve travel,
- b. Does not involve per diem, and
- c. For which a travel order is not issued,

3. Limitation on Reimbursement for Meal Costs when Attending a Conference/Meeting Sponsored by a DOD Component. The cost of each meal, whether included in a registration fee or contracted for separately, at a DOD-sponsored conference/meeting must be identified. The total amount paid by the Government for meals cannot exceed the locality meal rate prescribed for the TDY assignment location (if travel is involved) or the meeting location (when travel is not involved), unless AEA reimbursement for the meal(s) involved has been authorized/approved in accordance with Chapter 4, Part C. When travel is involved, the maximum contracted amount for 1 or 2 meals cannot exceed the difference between the locality meal rate and the PMR.

4. Miscellaneous Expenses. Independent charges/fees for light refreshments/snacks are not a reimbursable expense.

Charges/fees for light refreshments/snacks are reimbursable ONLY when included as part of the conference registration fee.

F. Membership Fees and Dues. A DOD component may pay membership fees or dues from appropriated funds when the membership is in the Government's interest and the membership is in the DOD component's name (e.g., Per Diem Travel and Transportation Allowance Committee) (31 Comp. Gen. 398 (1952); 33 id. 126 (1953)).

G. Entertainment Expenses. Entertainment expenses for social events and other personal expenses not directly required by official duties are not reimbursable.

Effective 30 May 2006

*H. Advance Payment of Discounted Conference or Training Registration Fee (FTR §301-74.25)

1. General. It is a general practice for conference planners to offer discounted "early bird" registration fees, which are available in the months prior to the beginning of the conference. To take advantage of such specials, travelers should be given oral or written authorization to register early, charge the registration fee to their IBA, and claim reimbursement for the discounted registration fee as soon as a written authorization to attend the conference has been generated. When the authorization to register early is oral, the written authorization must reference the oral authorization for the early registration.

2. Traveler is Unable to Attend an Event for which Reimbursement Was Made in Accordance with Par. C4955-H1 (FTR §301-74.26) In all cases in which a traveler is unable to attend an event for which a discounted registration fee was paid and reimbursed in advance of the event, the traveler must seek a refund of the registration fee and repay the advance with any refund received. If no refund is made, the DOD component must absorb the advanced payment as a preparatory travel expense if the traveler's failure to attend the event was caused either by the DOD component's decision or for reasons beyond the traveler's control that are acceptable to the DOD component concerned, e.g., unforeseen illness or emergency. ***If no refund is made, and the traveler's failure to attend the scheduled event is due to reasons deemed un-excusable by the DOD component, the traveler must repay the amount advanced.***

Effective 3 March 2005

*I. Guidance from the Comptroller General of the United States Concerning Reasonable Conference Costs Including Meals and Light Refreshments at a Formal Conference. Following is the Digest portion of the Comptroller General decision (B-300826, 3 March 2005) rendered to the National Institutes of Health concerning reasonable conference costs. The complete decision is available at:

<http://www.gao.gov/decisions/appro/300826.htm>

Decision

Matter of: National Institutes of Health - Food at Government-Sponsored Conferences

File: B-300826

Date: March 3, 2005

DIGEST

The National Institutes of Health (NIH) may pay for legitimate, reasonable conference costs, including meals and light refreshments, of a formal conference pertaining to Parkinson's disease subject to the conditions outlined herein. A formal conference typically involves topical matters of interest to, and participation of, multiple agencies and/or nongovernmental participants. In addition, other indicators of a formal conference include registration, a published substantive agenda, and scheduled speakers or discussion panels. An agency hosting a formal conference may consider the cost of providing meals and refreshments to conference attendees an allowable conference cost so long as (1) meals and refreshments are incidental to the conference, (2) attendance at the meals and when refreshments are provided is important for the host agency to ensure full participation in essential discussions, lectures, or speeches concerning the purpose of the conference, and (3) the meals and refreshments are part of a formal conference that includes not just the meals and refreshments and discussions, speeches, or other business that may take place when the meals and refreshments are served, but also includes substantial functions occurring separately from when the food is served. The NIH conference here satisfies these three criteria. Without statutory authority to charge a fee and retain the proceeds, NIH may not charge a registration or other fee to defray the costs of providing meals or light refreshments. An appropriation establishes a maximum authorized program level, and an agency, without specific statutory authority, may not augment its appropriations from sources outside the government. In applying this decision, NIH should develop an agency policy specifying the types of formal conferences at which NIH may consider providing food. NIH also should develop procedures to ensure that the provision of meals and refreshments meet the criteria listed above. We expect agency counsels, as well as certifying officers, agency auditors, and Inspectors General, to apply these criteria. To the extent that agency officials are uncertain as to the applicability of the criteria in particular circumstances, they may request a decision from this office, pursuant to 31 USC §3529, before proceeding.

C4956 GUIDANCE FOR CONFERENCE PLANNING (FTR, Chap 301, App. E)A. Terms

1. Conference: A meeting, retreat, seminar, symposium or event that involves attendee travel. The term "conference" also applies to training activities that are conferences under 5 CFR §410.404.
2. Conference lodging allowance: The rate that is up to 25 percent above the established lodging per diem rate.
3. Milestone schedule: Deadlines, which need to be reached in a progressive and orderly manner.

4. Planner: The person designated to oversee the conference.

5. Planning committee: Operational group significantly contributing to a conference's overall success and able to fully reflect the needs of both the agency and the attendees.

B. Getting Started. Depending on the conference size, type, and intended effect, start planning a minimum of one year in advance. Designate a planner and a planning committee.

C. Planning Committee. Planning committee functions typically include:

1. Establishing a set of objectives, and
2. Developing a theme, and
3. Making recommendations for location, agenda, dates, and logistics, e.g., schedule, exhibits, speaker, and
4. Making suggestions as to who should attend, and
5. Serving as communications link between planners and participants, and
6. Evaluation and follow-up, and
7. Similar functions.

D. Milestone Schedule

1. Develop a milestone schedule, which is essential to conference planning, by working backward from the beginning date of the conference to include each major step. Examples include:

- a. Planning committee meetings.
- b. Preparation of mailing lists.
- c. Letters of invitation.
- d. Designation of speakers.
- e. Confirmation letters to speakers.
- f. Confirmation with site selection official.
- g. Preparation of agenda.
- h. Preparation of specification sheet.
- i. Location and date selection.
- j. Exhibits.

- k. Budget.
 - l. Printing requirements.
 - m. Signage.
 - n. Conference information packages.
 - o. Scheduling photographer (if planned).
 - p. Use of agency seal and conference logo.
 - q. Handicapped requirements.
 - r. Planning of meals and refreshments, if appropriate.
2. Establish completion dates for each major step.
 3. Update and revise the schedule as needed.
- E. Specification Sheet. A detailed specification sheet is necessary to:
1. Identify essential elements of a conference which typically include:
 - a. Sleeping rooms and on-site food services. It is generally best to estimate on the low side for the number of sleeping rooms and meals to be prepared. Facilities, unless there is only limited available space, are usually prepared to increase the number of sleeping rooms and meals; however, they discourage—and in some cases penalize—if the sleeping room and meal guarantees are not met, and
 - b. Meeting rooms, and
 - c. Exhibit facilities, and
 - d. Audio-visual equipment and support services, and
 - e. Miscellaneous support services, and
 - f. Sleeping rooms with amenities, e.g., Internet access, data ports, conference call, and voice mail, and
 - g. Similar specifications.
 2. Determine costs:
 - a. Procurement. Bring contracting officer into the process early. All agreements and decisions should be written and agreed to by the agency-contracting officer before being sent to the facility.
 - b. Government per diem rates. The Government per diem rate applies to Federal attendees. Application of it to non-Federal attendees is at the discretion of the property and conference negotiator.

c. Registration fee. Generally, the registration fee covers all direct expenditures of agency funds for planning and organization of a conference, e.g., meeting room accommodations, meals, light refreshments (if appropriate), speaker fees, publications, and materials. Anything directly relating to the conference, except liquor, can be included in the fee. To estimate the registration fee, divide the proposed budget by the estimated number of attendees.

F. Budgeting. Decide who pays for the conference expenses (other than sleeping room accommodations and individual meals), i.e., by the attendee from a training or registration fee, or directly by the agency.

G. Conference Site Selection. Minimize total costs, all factors considered.

H. Geographic Location. In determining where to locate the conference, consider:

1. Targeted audience.
2. Total costs, including per diem, transportation, and other.
3. Accessibility by car or air.
4. Whether recreational activities are necessary.
5. The expense of desired facility (significant savings can be achieved in off-season periods).

I. Facility Types

1. Federal Government. Use Government-owned or Government-provided conference facilities to the maximum extent possible.
2. Convention centers. Excellent for very large meetings, trade shows and exhibits; usually located near a large number of hotels.
3. Conference centers. Dedicated meeting facilities; good for smaller meetings when numerous breakout sessions are planned.
4. Colleges and universities. Many have good meeting facilities and can offer sleeping accommodations when school is not in session.
5. Hotels. Commercial facilities that may be used to meet all conference needs or just the room night needs.

J. Date Selection. For availability and economical reasons, the best months are April, May, September, October, and November. Book the facility as early as possible to increase the chances of getting the desired date. However, pay particular attention to commitments for September or October due to fiscal year budget considerations.

K. Considerations when Choosing a Site

1. Is the facility:
 - a. Cost effective, e.g., are Government rates honored?

- b. Safe, e.g., FEMA-approved?
 - c. Secure (i.e., on-site security personnel?)
 - d. Easily reached from an airport or by car?
 - e. Clean?
 - f. Well run, e.g., does the staff seem to be competent and responsive?
 - g. Laid out in a functional way?
 - h. Large enough to supply the number of sleeping rooms required?
 - i. Set up to provide necessary conference registration equipment?
 - j. Handicapped accessible?
2. Parking:
- a. Is it adequate?
 - b. How close to the facility is it?
 - c. Is it secure and safe?
 - d. Is the cost separate?
3. Sleeping rooms:
- a. Will the facility make the reservations, or else who is responsible for making the reservations for participants?
 - b. What are the facility's registration rules?
 - c. What are departure rules?
4. Meeting room functionality:
- a. Is appropriate space available?
 - b. What costs are involved?
 - c. Is needed equipment available (i.e., for conference registration, faxes, phones, computers, copiers)? Do not rent equipment unless it is absolutely unrealistic to bring it.
 - d. Are rooms designated for agency use for the duration of the conference?

- e. Are there columns that can block views?
 - f. Are ceilings high enough for audio-video equipment?
 - g. Are rooms suitable for both classroom and/or theatre setups?
 - h. Are there windows? Shades?
 - i. Are there manually controlled thermostats?
 - j. Are rooms handicapped accessible?
 - k. Where are electrical outlets?
 - l. Can the rooms be darkened?
 - m. Would it be more economical to bring audio-visual equipment?
 - n. Does the facility want meeting schedules and room layouts in writing in advance of the conference?
 - o. If necessary, can the rooms be entered the evening before for an early setup?
 - p. Will the facility arrange for room setup if given a layout?
 - q. What set-up costs are included?
 - r. What are departure rules?
5. Exhibits:
- a. If exhibits are planned, is suitable exhibit space available?
 - b. Are easels available at no cost?
 - c. What are the put-up and takedown times?
 - d. What costs are involved?
 - e. What about pre-delivery and after-conference arrangements?
 - f. If exhibits are shipped, know where and to whom they are to be sent.
 - g. If bringing large exhibits, determine location of loading dock, appropriate entrances and elevators.
 - h. Are there additional handling fees?
 - i. Check hotel policy on posting, size and appearance of signs.

L. Food and Drink1. Meals

- a. Generally, appropriated funds cannot be used to pay for meals for employees at their official duty stations.
- b. Employees on TDY travel may be served meals but cannot be reimbursed for those provided at government expense.
- c. Clarify in advance the appropriate per diem reduction(s) of meal(s) allowance(s) for TDY travel.
- d. Pay, or reimburse, as desired an employee for meals as necessary expenses incident to an authorized training program (under the Government Employees Training Act (GETA) at 5 USC §4104(4)), if a determination has been made that essential training must be conducted during the meal.
- e. Work closely with the hotel to plan quality menus that fit within authorized per diem rates.
- f. Clarify and agree in advance to the number of meal guarantees.
- g. Ensure that gratuities and service charges are added to the cost of each meal, and determine the method of billing to be used (e.g., signed guarantee, collected meal tickets, or actual quantities consumed).
- h. Confirm menus.

2. Breaks and Refreshments. Breaks should last no longer than 30 minutes and take place between meeting sessions. The following should also be considered when planning for refreshments:

- a. Keep in mind that everyone does not drink coffee or tea.
- b. Clarify and agree in advance that coffee and pastries, if appropriate, are purchased by the gallon and dozen.
- c. Try to avoid a per person charge.
- d. Negotiate the cost into the contract.
- e. Be conservative in estimates. There are seldom 100 percent of the conference participants attending any one function.
- f. If coffee, soft drinks, and water are not included in the fee, are they available “at cost” to the attendee?

M. Account Reconciliation. It is important to request that the hotel bill be prepared in a logical and chronological sequence, and that backup data accompany the bill. Generally, the hotel completes its accounting of the conference within two weeks of the conclusion.

N. Notification

1. Announcement and/or Invitations. Announcement of the planned conference should be made as early as possible, even one year in advance; invitation letters, 8 weeks in advance. They should include:

- a. Point of contact name and telephone number.
- b. Registration form, card, or Internet address (include space for identifying handicapped requirements).
- c. Registration instructions.
- d. Registration deadline date.
- e. Detailed area map and driving instructions.
- f. Information on traffic patterns to avoid rush hour delays.
- g. Promotional brochures from the facility.
- h. Layout of facility including telephone numbers.
- i. Breakdown of costs showing any difference from travel versus training object classes, particularly meal costs, so that proper reimbursement can be made.
- j. Agenda with a list of speakers and topics.
- k. Activity schedule for spouses and guests (all charges or costs attributed to spouses or guests must be borne by the individual attendee (not reimbursable by the Government)).
- l. Provide a sample travel voucher.
- m. Notice that the conference lodging allowance applies if applicable.
- n. Similar information.

2. Confirmations. A designated person or group should:

- a. Decide on the speaker(s) and the message to be conveyed and obtain early commitment(s) in writing.
- b. Confirm conference dates/times/topics/arrival and departure times with speaker(s) and any other special guests at least 30 days in advance.
- c. Conduct a final planning committee meeting to confirm all plans.

- d. Confirm photographer's schedule.
- e. Confirm hotel plans at least one day in advance.

O. Facility Process

1. Check-In and-Out.
 - a. Streamline the process:
 - b. Does the facility need additional personnel?
 - c. Is electronic one-stop processing available?
 - d. Is luggage storage and shuttle service available?
 - e. Arrange parking for any special guests.
2. Provide signage.

P. Registration Process. Registration is generally the attendees' introduction to the conference. Give it special attention by:

1. Using directional signs.
2. Placing especially attractive or important exhibits nearby.
3. Planning for late arrivals.
4. Using state-of-the-art processing.
5. Checking out the registration capabilities of using GSA's electronic Smart Pay System.
6. Providing for handicapped attendees.

Q. Conference Information Package. Each registrant should be given a conference information package. Used regularly during the conference, the conference information package should be accurate, beneficial, and reflect detailed information on a daily/hourly basis. If time allows, try to finalize the package and send it to the printer at least 4 weeks in advance of the starting date. The program is ordinarily widely used, so print twice as many copies of the program there are expected attendees. The information package, for example, may contain:

1. A list of everything in the package.
2. A "welcome" letter.
3. A schedule.

4. Workshop agendas.
5. Discussion of exhibits.
6. Panelists' information.
7. Photos and biographies of speakers/special guests.
8. Facility layout and list of services available.
9. Identify designated smoking areas.
10. Special events.
11. Message center information.
12. Area map.
13. Other pertinent material.

NOTE: Use of the agency seal and conference logo may be considered for the conference package. However, the decision to use such items is strictly the judgment of agency officials.

R. Miscellaneous

1. Suggested Room Coordination. Plan ahead to setup:
 - a. Staff room to handle core of activities;
 - b. Meal functions;
 - c. Exhibit rooms, and
 - d. Meeting rooms—
 - (1) Theatre or auditorium for lectures;
 - (2) Facing speaker when note taking is important;
 - (3) Square or U-shaped style for discussion/interaction; and
 - (4) Banquet or roundtable for discussion.
2. Keeping in Touch. Plan for:
 - a. A message center to be set up in a central location for special announcements and telephone messages.

- b. How to reach whomever at all times—use beepers and walkie-talkies.
 - c. Clear identification of conference staff.
 - d. Accommodation of physically impaired attendees with sign language or other special needs.
3. Mementos. Appropriations are not available to purchase memento items for distribution to conference attendees as a remembrance of an event. Two notable exceptions to the memento or gift prohibition are under training and awards. Work closely with appropriate agency officials to make final determinations.
- S. Resources. The following resources may be of assistance in planning a conference:
1. An agency contracting officer;
 2. Travel Management Centers;
 3. Interagency Travel Management Committee members (a forum of agency travel policy managers—for member identification, contact the agency's administrative or financial office);
 4. State Chambers of Commerce or Visitors Bureaus;
 5. Local chapters of the Society of Government Meeting Professionals; and
 6. Private industry conference planners.
- T. Conclusion. Process:
1. Questionnaires, which may provide invaluable feedback about the success of the conference.
 2. Training certificates.
 3. Thank-you notes to participants, facility personnel, speakers, printers, photographers, and other special contributors.
 4. Summary to acknowledge the accomplishments, and to convey the information discussed to a wider audience, may be an excellent promotional tool.

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- (1) The HHG transportation authorization (including PBP&E transportation in par. C5154-C3) is forfeited if not used within a reasonable time (not to exceed 2 years) after separation.
- (2) Upon a written request from the employee or surviving dependents, the OCONUS activity commanding officer may authorize delayed HHG transportation from the OCONUS area, under par. C5085-C2.
- (3) Upon arrival in the U.S., HHG transportation from storage is authorized provided the movement to the final destination begins within 2 years from the effective date of the employee's separation.
- (4) Storage in Transit (SIT) of HHG is authorized for a period NTE 90 days. Upon an employee's written request, the initial 90-day period may be extended for an additional period NTE 90 days under conditions stated in par. C5190-B2 if approved by the employee's commanding officer or designated representative. *SIT in excess of 180 days at Government expense cannot be authorized/approved except as noted in par. C5191.*

I. Alcoholic Beverage Shipment. Shipment of alcoholic beverages as HHG must conform to 27 USC §122 that states:

Sec. 122. - Shipments into States for possession or sale in violation of State law. The shipment or transportation, in any manner or by any means whatsoever, of any spirituous, vinous, malted, fermented, or other intoxicating liquor of any kind from one State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, into any other State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, or from any foreign country into any State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, which said spirituous, vinous, malted, fermented, or other intoxicating liquor is intended, by any person interested therein, to be received, possessed, sold, or in any manner used, either in the original package or otherwise, in violation of any law of such State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, is prohibited.

C5170 DETERMINING THE NET WEIGHT

A. Crated Shipments. The net weight of crated shipments:

1. Does not include the crating material weight,
2. Is 60% of the gross weight, and
3. May be computed at less than 60% of the gross weight if it was necessary (for reasons beyond the employee's control) to use unusually heavy crating and packing materials.

B. Uncrated Shipments. The net weight of uncrated shipments (commercial or noncommercial):

1. Is the weight shown on the bill of lading or weight certificate;
2. Includes the weight of barrels, boxes, cartons, and similar packing materials; and

3. Does not include pads, chains, dollies, and other equipment needed to load and secure the shipment.

C. Containerized Shipments (FTR §302-7.12). When containers designed for repeated use are used (e.g., lift vans, CONEX transporters, and HHG shipping boxes) the shipment net weight is:

1. Computed like an uncrated shipment if the container's weight includes interior bracing and padding materials,
2. 85% of the gross weight (after subtracting the container's weight) if the container's weight does not include the weight of interior bracing and padding materials, or
3. Based on constructed weight if the container's gross weight cannot be determined.

D. Constructed Weight (FTR §302-7.12). A constructed weight based on 7 pounds per cubic foot (See NOTE 2 below.) of properly loaded space is to be used:

1. When an adequate scale is not available at origin, en route or at destination,
2. For a partial-load when the HHG weight cannot be determined (without unloading the vehicle at origin, en route or destination), or
3. When the carrier's charges for a short distance or metropolitan area move are computed on a basis other than the shipment's weight or volume (e.g., when payment is based on an hourly rate and the distance involved).

NOTE 1: The employee should obtain a statement from the carrier showing the amount of properly loaded space required for the shipment.

NOTE 2: PBP&E weight is based on 40 pounds per cubic foot.

***C5175 EXCESS CHARGES**

A. Policy

1. Government's Financial Responsibility

- a. The Government must pay the total transportation and other charges applicable to any excess weight that exceeds an employee's weight allowance and collect reimbursement from the employee.
- b. Payment for the transportation and collection from the employee for excess charges are IAW finance regulations. (FTR §302-7.200)

2. Employee's Financial Responsibility

- a. For shipments in excess of the authorized weight allowance, the employee is financially responsible for all costs associated with the excess weight following transportation completion, as determined by the Service concerned.

b. The employee is financially responsible for excess weight charges.

3. Excess Weight Status. When an excess weight status is known or suspected (e.g., based on observations made during a pre-move survey) prior to transportation, Transportation Officers must notify the employee and the AO providing transportation funds.

C5180 TRANSPORTATION UNDER A PCS TRAVEL AUTHORIZATION

A. HHG Shipment between CONUS PDSs

1. CONUS HHG shipments may originate at the employee's old PDS/some other point, or partially at both.
2. The destination may be the new PDS, some other point selected by the employee, or both.
3. The Government's cost obligation cannot exceed the costs over a usually traveled route between the old PDS and the new PDS.
4. When the travel is to a first PDS, the Government's cost cannot exceed the transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.

B. HHG Transportation to and between OCONUS PDSs

1. General. OCONUS HHG transportation may be authorized between the same points as dependent movement in par. C7002.
2. Multiple Shipments. When the authorized maximum HHG weight allowance is not shipped to the OCONUS PDS during the initial tour of duty, the employee may be authorized transportation of the HHG balance through renewal agreement for an additional tour of duty at the same or different OCONUS PDS. The employee is financially responsible for transportation costs of any HHG that exceed the authorized weight limit.

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

C. HHG Transportation from OCONUS to CONUS PDSs

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

2. Advance Return Transportation of HHG

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

- (1) The advance return transportation of all or any part of an employee's HHG (at Government expense), while the employee remains assigned at an OCONUS PDS, is authorized only in conjunction with, and under the same conditions as in, par. C7003-D for the advance return of dependents.
- (2) The allowable costs of advanced HHG transportation may be reimbursed by the Government even if there was no advance return of dependents when the employee has earned return travel and transportation allowances, and an official PCS travel authorization has been issued directing the employee's PCS or separation travel (B-188345, 13 April 1977).
- (3) Reimbursement of the employee's transportation costs may not exceed the Government's cost to transport the HHG at the time of the employee's actual return travel.
- (4) Paid receipts for expenses of \$75 or more.

b. Unauthorized Return

- (1) Advance transportation of HHG at Government expense is not authorized unless the employee has earned eligibility for return transportation by completing an agreed service period, or advance return travel has been authorized for the employee's dependents under par. C7003-D1b, as being in the Government's interest.
- (2) If the employee has not completed an agreed period of service, the employee is financially responsible for the advance HHG transportation.
- (3) ***Government transportation facilities may not be used in connection with the advance HHG transportation.***

c. Employee Returning for Separation

- (1) HHG of employees returning for separation may be transported at Government expense from the OCONUS PDS and/or place of NTS to the actual residence at the time of appointment.
- (2) HHG transportation may be to an alternate destination anywhere in the world, but reimbursement for transporting an employee's HHG from the OCONUS PDS to an alternate destination may not exceed the constructed cost of transporting the HHG in one lot from the OCONUS PDS to the actual residence indicated in the employee's transportation agreement. Similarly, reimbursement for

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

B. Computation Examples

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

CONUS Per Diem Rate:	First 30 Days		After 30 Days	
*\$99 (<i>Eff 12 May 2006</i>)	Formula	Maximum Reimbursement	Formula	Maximum Reimbursement
Employee or Unaccompanied Spouse	\$99	\$99	\$99 X .75	\$74.25
Accompanied Spouse	\$99 X .75	\$74.25	\$99 X .50	\$49.50
Dependent 12 and older	\$99 X .75	\$74.25	\$99 X .50	\$49.50
Dependents under 12	\$99 X .50	\$49.50	\$99 X .40	\$39.60

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

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

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

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

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CHAPTER 6

PART P: FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML)

***C6700 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION**

A. Policy. The FEML policy established in DOD Instruction 1327.6 (Leave and Liberty Procedures), subsection 6.16, dated April 22, 2005 (<http://www.dtic.mil/whs/directives/corres/html/13276.htm>) is also being used as the policy directive for FEML for civilian employees.

B. Eligibility

1. Employees. An employee is eligible for FEML if stationed for a prescribed tour of duty at an authorized FEML PDS (see Appendix S) for 24 consecutive months or more. ***Two consecutive 12-month tours do not constitute a 24-month tour.***

2. Dependents. Dependent(s) are eligible for FEML if the:

- a. Employee is authorized to have dependents at the PDS, and
- b. The dependents reside with the employee at the FEML PDS.

Dependents may travel independently of the employee and may travel even if the employee does not.

C. Limitation1. Number of FEML Trips

a. The number of FEML trips eligible employee/dependents may take depends on the employee's tour length, as shown in the table below:

Tour Length	Number of FEML Trips Authorized
a. At least 24 months, but less than 36 months	1
(1) Tour <i>extended</i> at least 12 months	1 additional
b. At least 36 months	2
(1) Tour <i>extended</i> for any length of time	0 additional

b. No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.

c. Personnel signing renewal agreements are authorized additional FEML trips based on the above table. For example, if the employee's tour was 36 months, two FEML trips were authorized during that 36-month tour. If the employee then signs a renewal agreement for an additional 24-month tour, the employee would be eligible for one FEML trip during that 24-month tour.

2. Time Limitation. FEML travel by employees/dependents should not be performed within 6 months of the beginning or the end of the 24- or 36-month tour. FEML travel by employees/dependents should not be performed within 3 months of the beginning or the end of a 12-month extension to a 24-month/less than 36-month tour. Major commands are authorized, on a case-by-case basis, to waive the six-month or three-month rule when appropriate. ***NOTE: Major Commands are those ordinarily commanded by 4-star (3-star for Marine Corps) flag officers.***

*3. FEML Cannot Be Combined with Other Travel. *Under the provisions of DODI 1327.6, FEML may not be taken in connection with any other funded leave transportation program or official travel unless authorized/approved by the PDUSD (P&R).*

D. FEML Locations/Destinations. For a list of authorized FEML locations/destinations, see Appendix S.

1. FEML Location. A PDS, where FEML is authorized, listed in Appendix S.

2. Authorized Destination. The destination location authorized for a FEML PDS, listed in Appendix S. Locations shown are 'authorized' until removed from the list (regardless of the re-certification date shown next to the destination). *NOTE: Changes made to the JTR, but not in print may be found at <https://secureapp2.hqda.pentagon.mil/perdiem/> under the 'Travel Regulation' tab and 'immediate changes'.*

NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

Example 1:

Employee's PDS is in Bahrain and the authorized destination is Frankfurt, Germany.

No city-pair to Frankfurt, Germany and the least cost unrestricted economy airfare (incorporating some city-pair airfare connections) is \$1,200.

Employee desires to utilize FEML to Boston, MA.

City pair to Boston is \$1,400.

Least cost non-city pair airfare to Boston is \$1,600.

Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany the city-pair airfare may not be used to Boston. The employee is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400).

Example 2:

Employee's PDS is in Brazil and the authorized destination is Miami, FL.

City pair trip cost is \$980.

Employee desires to utilize FEML to St. Louis, MO.

City-pair airfare to St. Louis is \$840.

Since travel to St. Louis, MO, is less expensive than travel to the Miami FL, the employee is authorized city-pair airfare to St. Louis (\$840) NTE the \$980 cost to Miami.

4. Location Designation/Recertification

a. Designating Authority. USD (P&R) is the designating authority for FEML locations/destinations.

b. Designation Requests. Forward requests for designations through Combatant Command channels to USD (P&R). USD (P&R) must recertify FEML location/destination designations every two years.

c. Re-certification Requests. Forward recertification requests through Combatant Command channels to reach USD (P&R) *before* the indicated recertification date.

E. Transportation

1. Employee/Dependent. Employees and dependents may travel together or independently.
2. Restrictions. An employee/dependent(s) taking a FEML trip:
 - a. Must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or
 - b. May use commercial air transportation if military air transportation is not reasonably available, and
 - c. May not use cruise or tour packages.

NOTE: Commanders must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the employee) that affect scheduling FEML.

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

4. Reimbursement

- a. Transportation and expenses (i.e., ground transportation) between the official traveler's PDS and the authorized air terminal may be reimbursed. ***See par. C2192, and Chapter 2, Part C.***
 - b. Reimbursement for transportation to alternate destination(s) must not exceed the cost of Government-procured transportation between an employee's FEML PDS and the authorized destination plus the cost of ground transportation as noted in par. C6700-E4a above.
5. Transportation Funded by a Host Government. If an employee/dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for an FEML trip.

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

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

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

1. Transfer for compassionate reasons,
2. Management-initiated transfer,

3. Involuntary separation through no fault of the employee, or
4. A short curtailment required to accommodate training needs or reporting date adjustments between losing and gaining PDSs.

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

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

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

CHAPTER 6

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

Effective 2 November 2002

C6750 R&R LEAVE TRAVEL

*A. Policy. The policy for designating locations eligible for funded R&R leave transportation for DOD employees is the same policy used for military R&R established in DOD Instruction 1327.5, subsection 6.17 (37 USC §411c). ***Under the provisions of DODI 1327.6, R&R transportation may not be combined with any other funded leave transportation program or official travel unless authorized/approved by the PDUSD (P&R).***

B. Eligibility. An employee is eligible if assigned to a designated location outside the U.S. The number of R&R leave transportations authorized is:

1. Standard Tour: One per 12-month period.
2. Contingency Tour: One per contingency tour. A contingency tour is in connection with and directly tied to a contingency operation (see Appendix A, Definitions, Part I: Terms). R&R is for DOD employees who are serving tour lengths under TDY travel authorizations for duty of 180 or more consecutive days (to include extensions), and who have served at least 60 consecutive days in one or more of the locations listed in Appendix U. ***NOTE: The R&R may be taken after 60 consecutive days are completed. The R&R may not be combined with TDY travel away from the contingency tour area.***

C. R & R Locations/Destinations. For a list of authorized R&R locations/destinations, see Appendix U.

- *1. R&R Location. To qualify a location must meet the requirements of DODI 1327.6.
2. R&R Destination. The R&R destination authorized for an R&R location listed in Appendix U.
3. Alternate Destination. Employees may select a destination different from the authorized destination in Appendix U and be reimbursed not to exceed the cost of Government-provided travel to the authorized destination. The alternate location is an official travel location, and therefore available contract city-pair airfares may be available for use. ***If the employee travels to a more expensive alternate destination city-pair airfares are not authorized to the alternate destination.***

NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

Example 1	
Employee's PDS is in Albania and the authorized destination is Frankfurt, Germany.	
No city pair to Frankfurt, Germany. The least cost unrestricted economy airfare (incorporating some city-pair airfare connections) is:	\$1,200
Baltimore, MD is the authorized CONUS destination. The city-pair airfare to Baltimore is:	\$1,000
Employee desires to utilize R&R to Boston, MA. City-pair to Boston is:	\$1,400
Least cost non-city-pair airfare to Boston is:	\$1,600
Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany or Baltimore, MD the city-pair airfare may not be used to Boston.	
Since travel to Frankfurt is more expensive than travel to Baltimore the cost to Frankfurt is used for cost comparison.	
The employee is financially responsible for the additional cost (\$1,600 - \$1,200 =).	\$ 400

Example 2	
Employee's PDS is in Croatia and the authorized destination is Frankfurt	
City pair trip cost to Frankfurt is:	\$ 980
Baltimore, MD is the authorized CONUS destination. The city-pair airfare to Baltimore is:	\$1,400
Employee desires to utilize R&R to St. Louis, MO. City-pair airfare to St. Louis is:	\$1,200
Since travel to St. Louis, MO, is less expensive than travel to Baltimore, MD, the employee is authorized city-pair airfare to St. Louis (\$1,200) NTE the \$1,400 cost to Baltimore.	

4. Location Designation/Re-designation

- a. Designating Authorities. OASD (MPP) designates R&R locations/destinations for DOD employees.
- b. Designation Requests. Designation requests must be through Combatant Command channels to OASD (MPP). OASD (MPP) must re-designate R&R location/destination designations every two years.
- c. Re-designation Requests. Re-designation requests must be sent through Combatant Command channels to reach OASD (MPP) before the indicated re-designation date.

D. Transportation

1. Employees only.
2. Restrictions. An employee taking a R&R trip may use:
 - a. Military air transportation on a space-required basis if reasonably available to the R&R/alternate destination, or
 - b. Commercial air transportation if military air transportation is not reasonably available, and
 - c. May not use cruise or tour packages to and from the authorized destination.

NOTE: Commanders must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the employee) that affect scheduling.

3. Procurement. Commercial air transportation must be arranged in accordance with par. C2203.
4. Reimbursement. Reimbursement shall not exceed the cost of Government-procured transportation between an employee's duty station and the authorized destination as determined in par. C6750-C2.

3. Navy

Effective 16 February 2005

a. Military Personnel: See par. B3 above for authorization/approval authority.

Effective 1 June 2006

*b. Civilian Personnel: Navy Civilian Advisory Panel Member, Office of Civilian Human Resources, Labor and Employee Relations Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington DC 20374-5072.

4. Special Operations Commands

a. Commander, Naval Special Warfare Command, Attn: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN (312) 577-0916, Commercial (619) 437-0844;

b. Commander, Air Force Special Operations Command, Attn: FM, 100 Bartley Street, Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN (312) 579-2815, Commercial (904) 884-2325;

c. Commander, Joint Special Operations Command, Attn: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: (312) 236-0141, Commercial (901) 396-0141;

d. Commander, United States Special Operations Command; Attn: Chief of Staff (SOCS); 7701 Tampa Point Boulevard; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SOCS//. Telephone: DSN (312) 299-5122, Commercial (813) 828-5122;

e. Joint Special Operations University, Attn: Chief of Staff, 357 Tully Street, Hurlburt Field, FL 32544-5000. Message address: JSOU HURLBURT FLD FL//COS//. Telephone: DSN (312) 579-2649, Commercial (850) 884-2649;

f. Commander, Special Operations Command Pacific, Attn: Chief of Staff, PO Box 64046, Camp H.M. Smith, HI 96961-4046. Message address: COMSOCPAC HONOLULU HI//COS/J4//. Telephone: DSN (315) 477-3923, Commercial (808) 477-3923;

g. Commander, Special Operations Command, Joint Forces Command, Attn: Chief of Staff, 1721 Piersey Street, NAS, Norfolk, VA 23511-5692. Message address: COMSOCJFCOM NORFOLK VA//COS/J4//. Telephone: DSN (312) 646-5841, Commercial (757) 443-5854;

h. Commander, Special Operations Command Europe, Attn: Chief of Staff, CMR, Box 1000, APO AE 09128-4209. Message address: COMSOCEUR VAIHINGEN GE//COS//. Telephone: DSN 314-430-4488, Commercial 011-49-711-680-4488;

Effective 10 August 2004

i. Commander, Special Operations Command South, Attn: Chief of Staff, 29350 Coral Sea Boulevard, Homestead, ARB, FL 33039-. Message address: COMSOC SOUTH HOMESTEAD ARB FL//COS/J4//. Telephone: DSN (312) 791-6303, Commercial (305) 224-6303;

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

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

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

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

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

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

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

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 (See <i>NOTE</i>)
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

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.

Effective 31 May 2006

***NOTE:** Locations shown are 'authorized' until removed from this list. Changes made to the list, but not in print, may be found at <https://secureapp2.hqda.pentagon.mil/perdiem/> under the 'Travel Regulation' tab and 'immediate changes'.

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