

VOLUME 2
JOINT TRAVEL REGULATIONS
CHANGE 492

Alexandria, VA

1 October 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 October 2006 unless otherwise indicated.

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This change includes all material written in CAP Items 16-06; 53-06(E); 64-06(I); 65-06(I); 69-06(I); 70-06(I). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 491 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 492:

C2203; Appendix A1. Aligns the definitions of CTO, TMC, and TMS.

C2204-B4k. Authorizes business-class travel for personnel in the employ of a foreign Government traveling in the U.S. Government's interest when a foreign country's regulations, a memorandum of understanding, a memorandum of agreement, and/or a status of forces agreement require that the foreign government's employees travel via premium-class travel.

C4555-B3; C5370-D; T4040-A1e. Allows reimbursement for additional costs incurred by the host when a traveler lodges with friends or relatives incident to TDY or while authorized TQSE.

C5010, Table 11. Moves Property Management Services from Column 1 (Mandatory) to Column 2 (Discretionary) to be consistent with provisions in JTR, par. C5715-A and B.

C5154-A4. Clarifies that the prohibition on NTS of HHG for a career SES employee only applies for last move home benefits – not all PCS moves.

Various paragraphs. Defines the term “*policy-constructed airfare*” to replace the frequently used phrase of “*least expensive, unrestricted, economy/coach airfare that is not capacity controlled*”.

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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477	C2A-5	479	C4-iii	483	C4L-33	475	C5B-15
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488	C2C-1	490	C4-ix	482	C4L-39	492	C5B-21
489	C2C-3	487	C4-xi	452	C4M-1	486	C5C-1
489	C2C-5	471	C4A-1	458	C4M-3	492	C5D-1
487	C2D1-1	489	C4A-3	464	C4M-5	483	C5D-3
492	C2D1-3	489	C4A-5	458	C4M-7	486	C5D-5
487	C2D2-1	476	C4A-7	458	C4M-9	484	C5D-7
487	C2D2-3	471	C4A-9	452	C4M-11	478	C5D-9
487	C2D3-1	477	C4A-11	487	C4N-1	477	C5D-11
487	C2D4-1	482	C4A-13	487	C4N-3	490	C5D-13
487	C2D4-3	482	C4A-15	487	C4N-5	490	C5D-15
492	C2D4-5	489	C4A-17	487	C4N-7	486	C5D-17
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477	C5F-5	479	C6M-7	492	A1-27	454	K-1
477	C5F-7	467	C6N-1	489	A1-29	471	L-i
485	C5G-1	466	C6N-3	489	A2-1	478	L-1
489	C5G-3	491	C6O-1	489	A2-3	488	L-3
489	C5G-5	489	C6O-3	475	B-1	491	L-5
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483	C5H2-3	489	C6O-11	475	D-1	454	M-1
492	C5H2-5	492	C6P-1	488	E-i	454	N-1
483	C5H2-7	490	C6P-3	491	E1-1	489	O-i
490	C5H2-9	492	C6Q-1	491	E1-3	483	O-1
483	C5H3-1	467	C6Q-3	489	E1-5	481	O-3
483	C5H3-3	477	C6R-1	485	E2-1	492	O-5
483	C5H4-1	489	C7-i	474	E2-3	492	O-7
489	C5K-1	486	C7-1	488	E3-1	492	O-9
486	C5K-3	489	C7-3	471	F-i	492	O-11
492	C5K-5	492	C7-5	488	F1-1	492	O-13
486	C5K-7	489	C7-7	471	F2-1	488	O-15
489	C5K-9	483	C7-9	486	G-1	488	O-17
477	C5L-1	456	C8-i	486	G-3	488	O-19
477	C5L-3	464	C9-i	487	G-5	488	O-21
477	C5L-5	477	C10-1	486	G-7	488	O-23
477	C5L-7	465	C11-1	471	H-i	488	O-25
477	C5L-9	435	C12-i	468	H1-1	488	O-27
477	C5L-11	457	C12-1	468	H2A-1	488	O-29
464	C5M-1	483	C12-3	468	H2B-1	484	P-i
464	C5M-3	483	C13-i	486	H2C-1	492	P1-1
465	C5M-5	474	C14-i	486	H2C-3	484	P2-1
483	C5M-7	491	C14-1	468	H3A-1	484	P2-3
482	C5N-1	488	C14-3	474	H3B-1	487	P2-5
477	C5O-1	488	C14-5	474	H3B-3	483	Q-1
483	C5O-3	488	C14-7	475	H3B-5	478	Q-3
471	C5O-5	488	C14-9	468	H4A-1	463	R-1
474	C6-i	488	C14-11	468	H4B-1	490	S-1
463	C6-iii	488	C14-13	468	H4C-1	489	S-3
479	C6-v	488	C14-15	468	H4D-1	490	S-5
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489	C6-ix	488	C14-19	468	H4F-1	470	T-1
414	C6A-1	488	C14-21	470	IA-1	470	T-3
484	C6B-1	488	C14-23	470	IA-3	492	U-1
484	C6B-3	488	C14-25	470	IA-5	484	i-1
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462	C6C-1	483	C15A-1	470	IA-9		
491	C6D-1	471	C15B-1	470	IA-11		
486	C6E-1	471	C15B-3	470	IA-13		
486	C6E-3	455	C15C-1	470	IA-15		
486	C6F-1	478	A1-1	470	IA-17		
462	C6G-1	492	A1-3	470	IA-19		
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C. TDY Travel Involving Non-PDS Location(s). An employee on a TDY travel authorization is authorized travel/transportation allowances NTE the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between the employee's PDS and TDY location. When TDY travel is to/from a non-PDS location:

1. The traveler must pay excess travel/transportation costs; and
2. Constructed costs for each leg of the trip must be based on Government 'YCA' city-pair contract airfares, if available.

NOTE: See par. C4564 for TDY travel/transportation allowances when a TDY travel authorization is received while the employee is on official leave.

D. TDY Departure from Dependents' Residence

1. The AO may permit the traveler to begin official travel from the location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the work site.
2. ***Relative cost should be a consideration.***
3. **Example.** The traveler's PDS is Alexandria, VA. The traveler resides in Alexandria during the workweek and commutes daily to the PDS. The traveler maintains the family residence in Norfolk, VA. The traveler may be permitted to begin and/or end official travel on TDY at Norfolk, VA.

C2001 TRANSPORTATION MODES

A. General

1. Transportation Authorized. Transportation may be authorized by railroad, airline, helicopter, ship, bus, streetcar, subway, taxicab, Government vehicle, Government-furnished and contract rental automobile and airplane, privately owned and rented automobile and airplane, and other necessary means of conveyance, or by a combination of any of the modes named. Travel of an employee should be by the most expeditious practicable transportation mode that meets mission requirements. The AO is responsible for the transportation mode selected. An employee is not required to travel via a particular transportation mode if there is a valid reason for excluding that mode (ex., travel by air (ocean ferry or Chunnel) if travel by that mode is precluded for medical reasons). A statement on the travel authorization indicating the reason for nonuse of a particular transportation mode, that may otherwise appear to be the most advantageous to the Government, provides justification for 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. (Ex: Air travel is apparently the most advantageous transportation mode but air travel is medically precluded. The travel authorization should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

NOTE: For The limited number of senior officials designated by Secretary of Defense as "required use" travelers on military aircraft see DODD 4500.56, DOD Policy on Use of Government Aircraft and Air Travel, Enclosure 2.

Effective 8 September 2004

2. Selecting the Transportation Mode to Be Used

*a. Contract Air Service. Except as noted, discount airfares, offered by contract air carrier between certain cities (city-pairs), are advantageous to the Government and should be used for authorized air travel between those city-pairs. If a city-pair airfare is not available, the policy-constructed airfare (see Appendix A) (including a lower airfare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare (e.g., a restricted airfare) and the traveler retains the ability to seek a lesser airfare. For exceptions and specific guidelines regarding the use of contract air service, see the Federal Travel Regulation (FTR), §301-10.107 (see the GSA web site at: http://policyworks.gov/org/main/mt/homepage/mtt/ftr/newftr/301-10_107.html) and DOD 4500.9-R, Part I, Chapter 103, pars. A2 and E (see the DTR website at: <http://www.transcom.mil/j5/pt/dtr.html>). **NOTE: Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.**

b. Non-contract Air Service. The use of non-contract air service may be authorized only when justified under the conditions noted in par. C2001-A2a. Advance authorization and the specific justification reason for the use of non-contract air service must be shown on the travel authorization or other form of travel authorization before the actual travel begins unless extenuating circumstances or emergency situations make advance authorization impossible. In this event the employee must obtain written approval from the appropriate DOD component official at the earliest possible time after completing the travel. The approval and justification therefore must be stated on, or attached to, the travel voucher.

c. Rail or Bus Service. Rail or bus service may be used when determined by the DOD component to be advantageous to the Government with cost, energy, and other factors considered and when compatible with the requirements of the official travel. The use of discount airfares offered to the Government by rail or bus carriers between selected cities (city-pairs) is advantageous. Whenever these discount airfares are offered and the accompanying service fulfills mission requirements, they should be used to the maximum extent possible.

3. Government-contract Rental or Government-furnished Automobiles. When it is determined an automobile is required for official travel, a Government-contract or Government-furnished automobile is used as follows.

a. Government-contract Rental Automobile. A Government-contract rental automobile is the first resource for short-term rental of an automobile by an employee on TDY travel. This applies to employees who travel to their destination by common carrier, such as airplane, train, or bus and would customarily rent a Government-furnished vehicle for local transportation in the destination area. For travel under this subparagraph, an employee also may use a Government-furnished automobile if a Government-contract rental automobile is unavailable or if use of a Government-furnished automobile is practical. Government-furnished automobiles continue to be available for use in isolated areas where commercial rental contractors are not available.

b. Government-furnished Automobile. A Government-furnished automobile is the first resource when an automobile is required for official travel performed locally or within commuting distance of an employee's designated post of duty. If a Government-furnished automobile is unavailable, a Government-contract rental automobile may be used.

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

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

7. Reimbursement

a. Reimbursement is based on the official distance. See par. C1065.

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

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

B. Constructed Cost Comparison by Airplane

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

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

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

*b. Not available between the origin and destination, the constructed cost is limited by the policy-constructed airfare (see Appendix A) between the origin and destination (with the exception noted in par. C2204-B1f).

Policy-constructed airfare transportation is presumed available if there is a city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

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

C. Constructed Cost Comparison by Train

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

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

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

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

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C2198 POC TRAVEL REIMBURSEMENT COMPUTATION

A. Advantageous to the Government

1. Reimbursement for the official distance is computed at the authorized mileage rate.
2. Per diem is computed for the travel time under par. C2194.
3. Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses. Repairs to POCs used for official travel might possibly be allowed separately but claims must be submitted using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 USC §240-243).
4. See par. C2188 for other allowable costs.

B. Not Advantageous to the Government

1. Limitation

- a. When, for personal preference a POC is used for official travel instead of common carrier transportation, travel reimbursement is computed at the TDY mileage rate in par. C2184 plus per diem.
- b. The total allowable payment is limited to the total common carrier transportation constructed cost including constructed per diem for that transportation method.
- c. Par. U2198 does not apply to travel performed under par. C2180 (B-183480, 4 September 1975).

2. Mileage and Per Diem Computation

- a. TDY mileage allowance is computed for the DTOD distance between authorized points.
- b. Ferry fares; bridge, road, and tunnel tolls; and automobile parking fees (related to official business) are added to the amount in par. C2198-B2a.
- c. The per diem rate in the travel authorization is used for computing per diem.

3. Constructed Transportation Cost and Per Diem Computation

*a. The Government's constructed transportation cost is computed on fares or charges for the policy-constructed airfare (see Appendix A) (often contract city-pair airfare; see par. C2156) between authorized points.

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

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

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

(1) The official traveler claiming mileage, and

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

4. Comparison

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

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

5. Passengers

a. Passengers are not authorized TDY mileage.

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

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

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

CHAPTER 2

PART E: TRAVEL BY COMMON CARRIER

C2200 TRAVEL/TRANSPORTATION POLICY

Effective 1 June 2005

A. General. It is Government policy that coach (less than first/business) class accommodations are to be used for all passenger transportation modes. See pars. C2204-A, C2205 and C2208 for exceptions.

B. Travel Prudence. *Travelers must exercise the same care in incurring expenses as a prudent person traveling on personal business.*

C. GSA City-pair Airfares. See Appendix P.

D. Official Travel. Transportation procured and/or paid for by the Government may be used only for that portion of a trip properly chargeable to the Government. Any additional expense is the traveler's financial responsibility.

E. Usual Routing. The AO must justify travel other than by a usually traveled route. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility.

F. Time. All time not justifiable as official travel time must be accounted for in accordance with appropriate personnel-related regulations.

G. Accommodations. (FTR §301-72.2) Common carrier accommodations are addressed specifically in pars. C2204, C2205, and C2208 and apply to all official travel. AOs should consider physical characteristics and not just medical, disability reasons, or special needs when recommending first-class travel, if other travel options are not available (e.g., purchase of two coach seats or reserving a coach "bulkhead" seat with extra legroom). See Appendix A for definition of "special needs". Travelers may voluntarily use/accept, and the Government may furnish, accommodations that do not meet minimum standards if the employee's or DOD component's needs require use of these accommodations.

H. Non-U.S.-certificated Carrier Reimbursement. Travelers may not be reimbursed for travel at personal expense on non-U.S.-certificated aircraft/ships, except as specified in par. C2204-B or C2205-F.

I. Dependents' Seating. Each dependent is authorized a seat.

J. Interlining. If a traveler must change airlines to get to a destination, and one (or both) of the airlines does not interline baggage (i.e., automatically transfer baggage between airlines), then the traveler is not required to use the non-interlining airline, even if less expensive.

NOTE 1: This does not apply to Air Mobility Command Patriot Express (Category B) flights nor does it permit violation of the 'Fly America' Act.

NOTE 2: In the absence of 'interlining', the traveler usually must go to the baggage area, pick up the luggage, then go back to the terminal, stand in line, recheck through security, etc. This seriously inconveniences the traveler and could lead to missed flight connections and mission delay/failure.

C2201 UNUSED ACCOMMODATIONS, DOWNGRADED, OR OVERSOLD TRANSPORTATION SERVICES

A. Limited or Downgraded Accommodations. When a traveler knows reservations for transportation and/or accommodations will not be used, the traveler must cancel the reservations within the time limits specified. Likewise, when the transportation furnished is different or of less value than authorized on the ticket, or where a journey is terminated short of the destination specified on the GTR, the traveler must report the facts to the transportation office of the DOD component concerned. All adjustments in connection with official passenger transportation must be promptly processed to prevent loss to the Government. All unused tickets (including portions thereof), coupons, exchange orders, refund slips, notices of airfare adjustments, etc., and the factual information relating to the unused passenger transportation must be turned into the local CTO/TMC. Failure of travelers to follow these procedures may subject them to liability for any resulting losses.

B. Oversold Reserved Accommodations. When penalty payments are made by air carriers under certain provisions of their tariffs for failing to furnish accommodations for confirmed reserve space, the payments belong to the Government and not to the traveler. Travelers, on receipt of such a payment, are required to turn the payment into the CTO/TMC for proper disposition. In contrast, employees who voluntarily give up their seats on overbooked planes may retain the payments (as distinguished from the penalty payment for failure of the carrier to furnish the Government traveler a confirmed space). If the employee voluntarily gives up a seat and thereby incurs additional travel expenses, the additional expenses are the employee's financial responsibility. If giving up a seat impinges on official duty performance, the employee must not voluntarily give up a reserved seat. To the extent the employee's travel is delayed as a result of the employee voluntarily giving up a reserved space, the employee must be charged annual leave for the additional working hours (59 Comp. Gen. 203 (1980)).

C2202 RECORDING USE OF COMMERCIAL TRANSPORTATION FOR OCONUS PERMANENT DUTY AND RAT

When commercial facilities are authorized for any portion of the journey to, from, or between OCONUS stations, in connection with initial appointment, reassignment, or transfer, or RAT, the office processing the appointment or transfer or authorizing the RAT must request the transportation officer to place an endorsement on a copy of the employee's travel authorization. The endorsement includes serial numbers of transportation requests issued for the travel, issue date, points between which transportation is furnished at Government expense and the name and grade or rating of the employee. The copy so endorsed is placed in the employee's official personnel folder.

Effective 31 July 2006

C2203 ARRANGING OFFICIAL TRAVELA. CTO/TMC Use

1. Mandatory Policy. It is DOD *mandatory policy* that employees use an available CTO/TMC to arrange official travel, including transportation and rental cars. *Commands must not permit a CTO/TMC to issue travelers premium-class tickets purchased at Gov't expense without prior proper authorization.*

2. Service Regulations. See DOD component regulations for CTO/TMC use information.

3. Failure to Follow Regulations

a. Commands/units are expected to take appropriate disciplinary action when an employee and/or an AO fails to follow the regulations concerning CTO/TMC use (see par. C1070).

b. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or other personnel means. Action must *not* be through refusal to reimburse. See par. C2203-A4 below for exceptions when reimbursement is *not* allowed.

4. Reimbursement Not Allowed. *Reimbursement is not allowed when the traveler does not follow the regulations for non-U.S.-certificated carriers. See par. C2200-H.*

B. Requirements

1. When making travel arrangements, travelers should use the following:

- a. A CTO/TMC (see Appendix A), or
- b. In-house travel offices,

Effective 1 September 2004

2. All travel arrangements must be made in accordance with:

- a. DODD 4500.9 (Transportation and Traffic Management) at <http://www.dtic.mil/whs/directives/corres/html/45009.htm>;
- b. DODI 4500.42 (DOD Passenger Transportation Reservation and Ticketing Services) at <http://www.dtic.mil/whs/directives/corres/html/450042.htm>; and
- c. Service regulations that supplement the DODD and the DODI.

C. Non-U.S.-certificated Aircraft or Ship Transportation. Transportation on non-U.S.-certificated aircraft or ships must *not* be authorized/approved unless the conditions in par. C2204-C are met.

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 policy-constructed airfare (see Appendix A) 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/TMC transaction fee incurred by an 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*

C2204 COMMERCIAL AIR TRANSPORTATION

Effective 8 December 2004

A. General. Transportation by common carrier air is generally the most cost efficient and expeditious way to travel. **Arrangement of official transportation through an available CTO/TMC is mandatory.** See par. C2206-B for reimbursement for personally procured transportation (whether properly or improperly personally arranged) in lieu of using Government or Government-procured transportation under this Part. **NOTE: Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.**

B. Service Class

1. General. Government policy is that:

Effective on 30 June 2005

- a. Travelers must be provided coach-class (economy) airline accommodations for all official business travel (including PCS, TDY, RAT leave, emergency leave, EVT, FVT, R&R, FEML, flights over 14 hours, personnel evacuation) unless proper documentation/justification is provided (ordinarily before travel, see par. C2000-A2a) and substantiated to justify premium-class transportation.
- b. Commands and travelers should determine travel requirements in sufficient time to reserve and use coach-class accommodations.
- c. First-class airline accommodations may be used at Government expense only as permitted in par. C2204-B3.
- d. Business-class accommodations may be used at Government expense only as permitted in par. C2204-B4.
- e. See par. C2000-A2a regarding authorizing premium-class transportation before or after travel.

Effective 1 June 2005

f. If an airline flight has only two classes of service (i.e., two 'cabins') with two distinctly different seating types (i.e., girth and pitch) available and the front cabin is termed business-class by the airline and the tickets are fare-coded as business-class, then the front cabin is business-class. If an airline flight has only two cabins but equips both cabins with one type of seating (i.e., seating girth and pitch are the same), codes the airfares in the front of the airplane as full-fare economy-class, and only restricted economy fares are in the 'economy' cabin, the entire aircraft is economy seating. In this second situation, qualifying for premium-class travel is not required to purchase a non-restricted economy-fare seat in the front of the aircraft as the entire aircraft is 'economy'.

NOTE 1: COMMANDS MUST NOT PERMIT CTOS/TMCS TO ISSUE TRAVELERS PREMIUM-CLASS TICKETS WITHOUT PRIOR PROPER AUTHORIZATION.

NOTE 2: A specific justification or paragraph reference number detailed to the “specific” reason for travel must be placed on the travel authorization (see par. C2000-A2a) for premium-class travel (e.g., par. C2204-B4d), (representative of business-class); par. C2204-B3b (representative of first-class). See par. C3052 and APPENDIX A, BLANKET TRAVEL AUTHORIZATION for an exception concerning Blanket Travel Authorizations that requires individual amendments for each trip requiring premium-class transportation to be provided.

2. Officials Who May Authorize/Approve Premium-class Air Accommodations Use

Effective 12 August 2004

a. First-class. The officials listed below may authorize/approve first-class air accommodations use by travelers if any of the criteria in par. C2204-A3 are met. DODD 4500.9, par. 3.4.3.1, USD memo of 17 November 2003 for DOD travelers.

Effective 18 January 2005

(1) Office of the Secretary of Defense and Defense Agencies: Director, Administration and Management, with no further delegation.

(2) Military Departments: The Secretaries of the Military Departments. Approval authority may be re-delegated to Under Secretaries, Service Chiefs or their Vice and/or Deputy Chiefs of Staff, and four-star major commanders or their three-star vice and/or deputy commanders, and no further.

(3) Joint Staff and Combatant Commands: Director, Joint Staff, or as delegated. **Re-delegation may be no lower than to the three-star major commanders.**

b. Business-class. In addition to the officials with authority to authorize/approve first-class air accommodations as detailed in par. C2204-B2a, only flag officers at the two-star level or their civilian equivalents, to whom authority has been delegated by the first-class authorizing/approval authority, may authorize/approve business-class transportation. **Delegation of authority for business-class travel below the two-star flag officer or civilian equivalent level is prohibited.** Business-class authorization/approval authorities must obtain approval for their own business-class travel from the next higher approval authority. See par. C2000-A2b.

Effective 18 January 2005

c. Premium Class Approval Authorities.

	<u>First Class</u> (DODD 4500.9)	<u>Business Class</u>
OSD and Defense Agencies	Director, Administration and Management with no further delegation	Same, except may be delegated no lower than to three-star or civilian equivalent level.
Joint Staff and Combatant Commands	Director Joint Staff or as delegated	Same, except may be delegated to two star or civilian equivalent level.
Military Departments	Secretary, may re-delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, and four-star major commanders or their three-star deputy/vice commanders and no further.	Same, except may be delegated to two star or civilian equivalent level.

Effective 16 August 2004

3. First-class Air Accommodations Use. (OMB Bulletin 93-11, 19 April 1993) The appropriate authority in par. C2204-B2a may authorize/approve first-class air accommodations when: ***NOTE: See Appendix H, Part II, Section C, for a first-class decision support tool.***

Effective 30 June 2005

a. Lower Class Airline Accommodations Are Not Reasonably Available. “Reasonably available” means that accommodations, other than first-class, are available on an airline scheduled to leave within 24 hours before the traveler’s proposed departure time, or is scheduled to arrive up to 24 hours before the traveler’s proposed arrival time. “Reasonably available” does not include a scheduled arrival time later than the traveler’s required reporting time at a duty site, or a scheduled departure time earlier than the time the traveler is scheduled to complete duty. When this paragraph is used to justify premium-class accommodations, the AO must cause the travel authorization to be clearly annotated as to when the TDY travel was identified, when travel reservations were made, and the cost difference between coach-class and first-class accommodations. “Not reasonably available” does not apply during official travel involving PCS, RAT leave, emergency leave, EVT, FVT, R&R, FEMLE, or personnel evacuation and flights over 14 hours in duration, since arrival time/reporting time in these cases is not mission critical.

b. See par. C2000-A2c for medical reasons. First-class may be considered for use when and if business-class transportation is not available.

c. Exceptional Security Circumstances Require Such Travel. Examples are:

- (1) A traveler whose use of other than first-class accommodations would entail danger to the traveler’s life or Government property.
- (2) Agents of protective details accompanying individuals authorized to use first-class accommodations.
- (3) Couriers and control officers accompanying controlled pouches or packages and business-class accommodations are not available.

Effective 5 December 2005

d. When required by the mission. This criterion is exclusively for use in connection with Federal advisory committees, special high-level invited guests, and U.S. defense attachés accompanying ministers of foreign governments traveling to the United States to consult with members of the Federal Government. For DOD, the approval authority is the Director, Administration and Management, Office of the Secretary of Defense, or as delegated by the Director. Business-class should be used if available.

Effective 23 July 2004

e. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations.

f. When a non-Federal source makes full payment for the transportation services in advance of travel (see the Joint Ethics Regulation (JER), DOD 5500.7-R, at <http://www.dtic.mil/whs/directives/corres/html/55007r.htm>, or http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html). One of the preceding criteria also must be met (par. C2204-B3a, C2204-B3b, C2204-B3c, C2204-B3d, or C2204-B3e). The travel authorization must state that transportation services have been paid in advance by a non-federal source.

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

Effective 16 August 2004

4. Business-class Accommodations Use. (*Only the officials listed in par. C2204-B2b may authorize/approve business-class airline accommodations.*) *Use of business-class accommodation must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. Premium-class authorizing/approving officials (see par. C2004-B2b) must consider each request for business-class airline accommodations individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. See par. C1059 about scheduled travel and **NOTE 1** in par. C1060 on rest periods. See par. C2000-A2. See Appendix H, Part III, Section B, for business-class accommodations procedures/requirements.* Business-class accommodations may be authorized/approved when:

Effective 30 June 2005

a. Space Is Not Available in Coach-Class Accommodations on Any Scheduled Flight in Time to Accomplish the Official (TDY) Travel Purpose/Mission, a Purpose/Mission that is So Urgent It Cannot Be Postponed. When “space is not available in coach-class” is used to justify premium-class accommodations, the business-class authorizing/approving official must require that the travel authorization be clearly annotated as to when the TDY travel was identified, when travel reservations were made and the cost difference between coach (economy) and business-class. (Business-class accommodations may not be provided for official travel for PCS, RAT leave, emergency leave, EVT, FVT, R&R, FEMLE, and personnel evacuations). When TDY travel in business-class accommodations is authorized/approved because the mission is “so urgent it cannot be postponed,” business-class accommodations may only be authorized to the TDY site. Coach (economy) accommodations are to be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work. Each TDY travel authorization on which return transportation in premium-class accommodations is not required must require economy-class accommodations use for the return flight. See par. C2000-A2d.

b. See par. C2000-A2c for Medical Reasons.

c. Exceptional Security Circumstances Require Such Travel. Examples are:

- (1) A traveler whose use of other than business-class accommodations would entail danger to the traveler’s life or Government property.
- (2) Agents of protective details accompanying individuals authorized to use business-class accommodations.
- (3) Couriers and control officers accompanying controlled pouches or packages.

Effective 5 December 2005

d. When required by the mission. This criterion is exclusively for use in connection with Federal advisory committees, special high-level invited guests, and U.S. defense attachés accompanying ministers of foreign governments traveling to the United States to consult with members of the Federal Government. The approval authority is the Director, Administration and Management, Office of the Secretary of Defense, or as delegated by the Director.

Effective 23 July 2004

e. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only business-class accommodations.

- f. When a Non-Federal Source Makes Full Payment for the Transportation Services in Advance of Travel. See the Joint Ethics Regulation (JER), DOD 5500.7-R, at <http://www.dtic.mil/whs/directives/corres/html/55007r.htm> or http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html. The travel authorization must state that transportation services have been paid in advance by a non-federal source.
- g. Coach-class Airline Accommodations on Non-U.S.-certificated Carriers do not Provide Adequate Sanitation or Meet Health Standards and Non-U.S.-certificated Air Carrier Service Use is Authorized/ Approved in Accordance with the Fly America Act. See par. C2204-C for rules governing U.S. flag carrier use.
- h. Use of the Business-class Accommodations Would Result in an Overall Savings to the Government Based on Economic Considerations (e.g., the Avoidance of Additional Subsistence Costs, Overtime, or Lost Productive Time) that would be Incurred while Awaiting Coach-class Accommodations. An actual cost-comparison must be made and the details made part of the travel authorization.
- i. TDY Travel is between Authorized Origin and Destination Points (at Least One of which is OCONUS), The Scheduled Flight Time (Including Non-overnight Airport Stopovers and Plane Changes) is in Excess of 14 Hours, and the TDY Purpose/Mission is so Urgent it Cannot be Delayed or Postponed, and a Rest Period Cannot be Scheduled En Route or at the TDY Site before Starting Work. See **NOTE 2** below.

NOTE 1: *The “length of flight (14, 20, 30, 40 hours)” in and of itself is not sufficient justification to authorize premium class accommodations. The justification must be that the TDY mission was so unexpected that traveler was unable to schedule a flight arriving the day prior to allow rest before starting work or a layover en route to allow rest before traveling on to the destination to begin work. When using length of flight to justify business-class accommodations, the business-class authorizing/approving official must cause the travel authorization to be clearly annotated as to when the TDY travel was identified, when travel reservations were made, and the cost difference between coach-class and business-class accommodations.*

Effective 30 June 2005

NOTE 2: *The AO must certify that the options contained in **NOTE 1** in par. C1060 have been read and considered if par. C2204-B4d is placed on the travel authorization in accordance with par. C3150-B16(c). The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify business-class airline accommodations for PCS, RAT leave, emergency leave, EVT, FVT, R&R, FEML, personnel evacuation, or any other transportation.*

NOTE 3:

a. The traveler is not eligible for business-class airline accommodations at Government expense if use of business-class airline airfares provided under the Contract City Pair Program is mandatory. A/an:

- 1. ‘Stopover’ en route (regardless of who pays the expenses during the ‘stopover’) is an overnight stay,*
- 2. Rest stop en route is authorized, or*
- 3. Overnight rest period occurs at the TDY location before beginning work.*

b. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non-overnight time spent at airports during plane changes.

Effective 1 June 2005

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

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

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

Effective 14 July 2006

*k. Required by Foreign Government Regulations, MOU/MOA/SOFA. Travel of personnel employed by a foreign government if required by the foreign country's regulations, a memorandum of understanding (MOU), a memorandum of agreement (MOA), and/or a status of forces agreement (SOFA) when travel is done in the U.S. Government's interest.

Effective 16 August 2004

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

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

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

C. U.S.-certificated Air Carrier Use

Effective 6 September 2005

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

NOTE 2: *Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by non-U.S.-certificated air carriers between two foreign areas even if U.S.-certificated air carriers are available. This authority does not apply to uniformed Service members (Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), DOD civilian employees, or their dependents. Uniformed Service members, DOD civilian employees and dependents are required to use available U.S.-certificated carriers for all commercial foreign air transportation as indicated in par. C2204.*

Effective 30 November 2005

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

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

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

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

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

Effective 24 August 2005

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

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

A. General. Par. C2206 applies when reimbursement is limited by costs of travel by the authorized transportation mode over a usually traveled route (18 Comp. Gen. 447 (1938); 21 id. 116 (1941)). If there is doubt as to the applicable transportation mode for constructed cost purposes, an appropriate transportation officer must determine the applicable mode. Except for travel by POC for personal convenience, when a traveler travels by a route or transportation mode other than that authorized in a travel authorization, reimbursement is subject to the conditions and restrictions stated in par. U2206.

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

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

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

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

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

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

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

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

Effective 27 April 2005

C2208 TRAIN ACCOMMODATIONS

A. Policy. The Government purchases and furnishes to official travelers, who travel by train, reserved coach-class accommodations except as noted in par. U2208. When adequate reserved coach-class accommodations are available, an AO must require that those accommodations be provided. For overnight travel, travelers must be provided slumber coach sleeping accommodations, or the lowest class of sleeping accommodations available on a train that does not offer slumber coach accommodations.

B. Train Class Accommodations

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

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

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

See par. C4565, Example 3, for per diem computation method.

F. Mixed Travel Reimbursement. "Mixed travel" occurs when official travel within a single trip is subject to payment of per diem under the 'Lodgings-Plus' computation method and an AEA under the actual expense method. Reimbursement is computed under only one method for each calendar day except when par. C4710 or C4622-C, applies. When AEA reimbursement for certain travel days is intermittent with the per diem method used for other days, par. C4624-D governs.

Effective 1 October 2003

C4554 PER DIEM RULES CONCERNING MEALS

A. Determination of M&IE Rate

1. Full Day

a. CONUS. The

(1) Applicable locality rate in

<https://www.secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>,

(2) Standard GMR, plus \$3 for incidental expenses on any day all three meals are consumed in a Government mess, or

(3) PMR on any day when at least one, but not all three, meals are consumed in a Government mess. The PMR plus \$3 for incidental expenses.

b. OCONUS. The

(1) Applicable locality rate in

<https://www.secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, (use \$3.50 for the incidental rate, when quartered on a U.S. Installation even if a Government mess is not used, instead of the incidental expense rate for the locality concerned (see NOTE below on incidental expense));

(2) Standard GMR for meals in a Government mess plus the incidental expense rate (see NOTE below) on any day all three meals are consumed in a Government mess, or;

(3) PMR plus the incidental expense rate (see NOTE below). The PMR applies on any day when at least one, but not all three meals, are consumed in a Government mess.

NOTE: The incidental expense rate OCONUS is the applicable locality rate in <https://www.secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, or \$3.50 when the employee is TDY to a U.S. Installation and Government quarters are available. There are two exceptions, the AO can determine:

1. \$3.50 to be adequate when the employee is not lodged on a U.S. Installation. The OCONUS incidental expense of \$3.50 may be authorized and must be stated in the travel authorization.

2. That \$3.50 is not adequate on a U.S. Installation and authorize/approve the applicable locality incidental expense rate in <https://www.secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>. In this case, payment of the locality incidental expense rate must be stated in the travel authorization.

c. Joint Task Force (JTF) Operations. See Chapter 4, Part I.

2. Partial Days. *On the days of departure from and return to the PDS, the GMR or PMR do not apply.*
3. Schoolhouse Training (Formal Courses of Instruction). The schoolhouse commander is authorized to determine the appropriate meals rate (GMR, PMR or locality meals rate) regardless of what the AO may put in a TDY travel authorization to the contrary. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be part of the travel authorization. If that information is not available prior to travel authorization issuance, the information must be provided to the traveler upon arrival at the school and submitted with the travel voucher.

Effective 22 December 2005

B. Deductible Meals. The PMR prescribed in par. C4554-A above applies on any day when one or two deductible meals are provided. See par. C4955-E3. A deductible meal is a meal/meals:

1. Made available pursuant to an agreement between a DOD Component or agency and any organization, if the travel authorization indicates the facility providing the meal(s) is available;
2. Included in a registration fee ultimately paid by the Government;
3. Furnished at no cost to the traveler by a school while attending a course of instruction if the Government ultimately pays the school for the meal cost;
4. Furnished by the Government at no cost to the traveler;
5. Provided by a lodging establishment for which a charge is added in the lodging cost (ex., lodging cost \$75 without breakfast; lodging cost \$85 with breakfast); or
6. Provided by a lodging establishment when the meal(s) are included in the lodging cost under an agreement between the Government and the lodging establishment (ex., an agency arranges for lodging at a conference and the cost of one or more meals is included in the lodging cost).

The following are not deductible meals:

Effective 5 August 2004

1. Box lunches (which include such things as C Rations, K Rations, MREs) -- except when MREs and/or box lunches are the *only method* of providing adequate subsistence to travelers ***NOTE: See Chapter 4, Part I, for travelers on TDY within a Combatant Command or Joint Task Force Area of Operations,***
2. In-flight meals,
3. Rations furnished by the Government on military aircraft,
4. Government meals paid for by the traveler and consumed in a Government mess,
5. Meals furnished on commercial aircraft,
6. Meals provided by private individuals, or

Effective 22 December 2005

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

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

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

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

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

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

Effective 22 December 2005

E. Meals Provided by a Common Carrier or Complimentary Meals Provided by a Lodging Establishment. Meals provided by a common carrier do not affect per diem. Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals. See pars. C4554-B5 and C4554-B6 when a charge for meals is added to the lodging cost.

C4555 RULES CONCERNING LODGING AND LODGING COST

A. Lodging Location Rules

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

1. Lodging at a TDY Location. Ordinarily employees should lodge at the TDY location. If an employee obtains lodging outside the area covered by the TDY location per diem rate because of personal preference or convenience, the allowable per diem is limited to the maximum per diem rate prescribed for the TDY location.
2. Lodging Not Available at a TDY Location. If lodgings are not available at a TDY location and must be obtained in an adjacent locality where the prescribed maximum per diem rate is higher, a DOD component may, on an individual case basis, authorize/approve the higher maximum per diem rate. If the higher maximum rate is not justified and authorized in advance, an employee must furnish a written statement with the travel voucher satisfactorily explaining the circumstances.

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

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

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

Effective 19 July 2006

*3. Lodging with Friend(s) or Relative(s). When a traveler lodges with friend(s) or relative(s) (with or without charges) the traveler may be reimbursed for additional costs the host incurs in accommodating the traveler (as a lodging expense) only if the traveler is able to substantiate the costs and the AO determines the costs to be reasonable. *The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount.* See GSBICA 16836-RELO, 5 June 2006 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBICA16836.PDF> .) A traveler who lodges with friends or relatives is authorized an allowance for meals and incidental expenses at the M&IE rate prescribed for the TDY location..

NOTE 1: *If the friend or relative is in the business of renting on a regular basis the quarters involved – for example, if that individual is operating a hotel or apartment house – the “friends or relatives” provision does not apply. See GSBICA 14398-TRAV, 24 Feb 1998 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBICA14398.txt>).*

NOTE 2: *Shortly after being transferred to a new PDS, an employee was sent TDY to the old PDS where the employee stayed at the former residence which was not yet sold. GSBICA ruled that the employee was not authorized reimbursement for lodging at the former residence. See GSBICA 15600-TRAV, 7 March 2002. (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBICA15600.PDF>).*

NOTE 3: *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. GSBICA 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. GSBICA 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 GSBICA 16652-TRAV, 26 August 2005 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBICA16652.PDF>).*

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

C. Lodging Obtained after Midnight. Although per diem ordinarily is based on an employee's TDY location at midnight, there are instances in which an employee is en route and does not arrive at a lodging location (either TDY

location or en route stopover point) until after midnight. In these cases, the lodging expense must be claimed for the preceding calendar day and the applicable maximum per diem for the preceding day is determined as if the employee had been at the lodging location at 2400 midnight of that day.

Effective 20 September 2004

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

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

Effective 23 August 2005

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

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

4. Connection, use, and disconnection costs of utilities including electricity, natural gas, water, fuel oil, and sewer charges;
5. Dumping fees;
6. Shower fees;
7. Maid fees and cleaning charges;
8. Monthly telephone use fees (***does not include installation charges and unofficial long distance calls. See par. C1405 for official communications.***);
9. The costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters, if ordinarily included in the price of a hotel/motel room in the area concerned; and
10. Exchange fee (but not the annual maintenance fee) paid by a traveler to acquire use of timeshare lodgings at the TDY point (B-254626, 17 February 1994).

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

Effective 6 February 2006

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

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

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

NOTE: An employee who purchases or rents (par. C4555-D) and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. See GSBCA 16699-TRAV, 17 August 2005 (This decision is available at: http://141.116.74.201/regs/comp-gen-dec/GSBCA_16699.htm).

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

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

TABLE 7. TRANSFER BETWEEN OCONUS OFFICIAL STATIONS

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302-4). 2. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302-7). 3. Miscellaneous Expense Allowance (JTR, Chap. 5, Part G) (FTR, Part 302-16). 4. Non-temporary (extended) storage of household goods (JTR, par. C5195-A) (FTR, Part 302-8). 5. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302-17). 	<ol style="list-style-type: none"> 1. Shipment of a privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302-9). 2. Property management services (JTR, Chap. 15, Part B) (FTR, Part 302-15). 3. Temporary quarters subsistence expense (TQSE) if new PDS is in the U.S. (JTR, Chap. 5, Part H) (FTR, Part 302-6)¹.

¹ **Note to Column 2, item 3:** TQSA may be authorized under the DSSR, Sec. 124 if transfer involves a foreign OCONUS PDS.

TABLE 8. TOUR RENEWAL AGREEMENT TRAVEL (JTR, Chap. 5, Part K) (FTR, §302-3.209)

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302-4). 2. Per diem for employee only (JTR, par. C5530) (FTR, Part 302-4). 	<ol style="list-style-type: none"> 1. HHG shipment to PDS (JTR, par. C5539). 2. Dependent Transportation to PDS (JTR, par. C5518).

TABLE 9. RETURN FROM OCONUS OFFICIAL STATION TO PLACE OF ACTUAL RESIDENCE FOR SEPARATION

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302-4). 2. Per diem for employee only (JTR, par. C5085) (FTR, Part 302-4). 3. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302-7). 	<ol style="list-style-type: none"> 1. Shipment of a privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302-9).

TABLE 10. LAST MOVE HOME FOR SES CAREER APPOINTEES UPON SEPARATION (JTR, par. C5090) (FTR, §302-3.304)

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302-4). 2. Per diem for the employee only (JTR, Chap. 5, Part B) (FTR, Part 302-4). 3. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302-7). 4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Chap. 5, Part F) (FTR, §302-10). 	<ol style="list-style-type: none"> 1. Shipment of a privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302-9, subpart B).

TABLE 11. TEMPORARY CHANGE OF STATION (TCS) (JTR, Chap. 5, Part O) (FTR, §302-3.400)

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & dependent(s) (JTR, Chap. 5, Part O) (FTR, Part 302–4). 2. Miscellaneous Expense Allowance (MEA) (JTR, Chap. 5, Part G) (FTR, Part 302–16). 3. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7). 4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Chap. 5, Part F) (FTR, §302–10). 5. Transportation of a privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302–9, subpart B). 6. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17). 	<ol style="list-style-type: none"> 1. House-hunting trip expenses (JTR, Chap. 5, Part M) (FTR, Part 302–5). 2. Temporary quarters subsistence expense (TQSE) (JTR, Chap. 5, Part H) (FTR, Part 302–6). *3. Property management services (JTR, Chap. 15, Part B) (FTR, Part 302–15).

**TABLE 12. ASSIGNMENT UNDER THE GOVERNMENT EMPLOYEES TRAINING ACT (5 USC §4109)
¹(JTR, par. C4500)**

<ol style="list-style-type: none"> 1. Transportation of employee & immediate family member(s) (JTR, par. Chap. 4, Part K) (FTR, Part 302–4). 2. Per diem for the employee (JTR, Chap. 4, Part K) (FTR, Part 302–4). 3. Movement of household goods & temporary storage (JTR, Chap. 5, Part D) (FTR, Part 302–7).

¹ **Note to Table 12:** The allowances listed in Table 12 may be authorized in lieu of per diem or actual expense allowances. *This is not a PCS.*

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

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

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

F. Origin and Destination

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

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

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

****NOTE: Reimbursement must not exceed the policy-constructed airfare (see Appendix A) for transportation of the individual and dependents, or, for moving and storage of HHG, the applicable allowances under the commuted rate schedule (or the Government-arranged move cost if that is the directed transportation method).***

CHAPTER 5**PART D: HOUSEHOLD GOODS (HHG) TRANSPORTATION (FTR §302-7)****C5150 GENERAL**

This Part prescribes PCS HHG transportation and NTS allowances including those in unusual or emergency circumstances. See Appendix A for the definition of HHG transportation.

C5152 ELIGIBILITY

The following are eligible for HHG transportation and storage in transit (SIT) at Government expense when relocation is in the Government's interest:

1. An employee transferred between CONUS/OCONUS official duty stations;
2. A new appointee to the first CONUS/OCONUS official duty station;
3. An employee returning to CONUS for separation from an OCONUS assignment, after completion of an agreed upon period of services;
4. An SES employee authorized last move home benefits (FTR §302-3.304);
5. An employee authorized a temporary change of station (TCS).

C5154 BASIC ALLOWANCES**A. General**

1. An employee/appointee, who is authorized a move at Government expense is authorized HHG transportation.
2. NTS of HHG may be authorized in lieu of HHG transportation when the employee is assigned to a/an: (FTR §302-8.1)
 - (a) CONUS isolated PDS;
 - (b) OCONUS PDS to which HHG transportation is limited;
 - (c) OCONUS PDS and NTS is in the Government's best interest or cost effective to do so; or
 - (d) Temporary change of station (TCS) (see par. C5715-B3).
3. HHG transportation may be authorized for a PCS before the PCS travel authorization is issued; however, the PCS travel authorization subsequently must contain HHG transportation authority or the costs become the employee's responsibility.

Effective 13 July 2006

*4. NTS of HHS is not permitted for a career SES employee for last move home.

B. Prescribed Weight Allowances (FTR §302-7.2). The worldwide maximum weight of HHG that may be transported (and/or stored in connection with transportation) is 18,000 pounds net weight for each employee. For baggage allowances, see par. C2304).

NOTE: Under no circumstances may the Government pay any expenses associated with excess weight.

C. Professional Books, Papers, and Equipment (PBP&E)

1. Policy. PBP&E are HHG. If the PBP&E may cause an excess weight condition as determined before transportation, PBP&E may be moved under pars. C5154-C2 and C5154-C3 (FTR §302-7.4). See Appendix A for the definition of PBP&E.

2. Conditions. PBP&E shipment as an administrative expense, as opposed to a HHG transportation expense, may be authorized/approved subject to the following conditions:

a. Before shipment occurs, the employee must furnish an itemized inventory of PBP&E for review by an official designated by the authorizing/order-issuing command.

b. The employee must furnish appropriate evidence (as determined by the authorizing/order-issuing command) that transporting the itemized materials as part of the HHG results in a weight in an excess weight situation.

c. An appropriate official designated by the authorizing/order-issuing command at the new PDS, must review and certify that the itemized PBP&E, are necessary for the proper performance of the employee's duties at the new PDS, and that if these items are not transported to the new PDS, the same or similar items would have to be obtained (at Government expense) for the employee's use at the new PDS.

3. Administrative Expense. When the employee's PBP&E are authorized for shipment as an administrative expense:

a. The transportation cost is not chargeable to travel and transportation expenses appropriations.

b. Transportation must be by the actual expense method in CONUS (i.e., the commuted rate method must not be used) (FTR §302-7.13).

c. The weight and the administrative appropriation chargeable must be stated as separate items on the documentation used to transport the PBP&E (e.g., a Bill of Lading).

d. A constructed weight may be used in unusual instances when it is not practicable or impossible to obtain the specific weight of the PBP&E. See par. C5170-D.

e. The PBP&E may be returned as an administrative expense to an employee's actual residence or any other location, at a cost not to exceed the constructed cost to the actual residence, for an employee separating from Government service provided the PBP&E were transported to the OCONUS location as an administrative expense (FTR §302-7.17). See also par. C5180-C4.

4. Laundry;
5. Cleaning and pressing of clothing;
6. The cost of moving HHG to the temporary lodging for the sole purpose of furnishing the temporary lodging (B-217435, 29 August 1985), **NOTE: The cost of removing HHG from storage in transit and delivering them to the temporary lodging for the sole purpose of furnishing temporary lodging is a TQSE expense.**; and
7. The cost of moving the HHG from the temporary lodging to permanent private sector housing (B-217435, 29 August 1985).

C. Excess Expenses. Allowable expenses exceeding the total authorized TQSE(AE) amount are the employee's financial responsibility.

Effective 19 July 2006

*D. Lodging with Friends or Relatives. When a traveler lodges with friend(s) or relative(s) (with or without charges) the traveler may be reimbursed for additional costs the host incurs in accommodating the traveler (as a lodging expense) only if the traveler is able to substantiate the costs and the AO determines the costs to be reasonable. **The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount. See GSBCA 16836-RELO, 5 June 2006** (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA16836.PDF>). A traveler who lodges with friends or relatives is authorized an allowance for meals and incidental expenses at the M&IE rate prescribed for the TDY location.

NOTE: If the friend or relative is in the business of renting on a regular basis the quarters involved – for example, if that individual is operating a hotel or apartment house – the "friends or relatives" provision does not apply. See GSBCA 14398-TRAV, 24 Feb 1998 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA14398.txt>).

E. Itemization. Actual expenses must be itemized in a manner that permits a review of amounts spent daily for lodging, meals and other allowable items of subsistence expenses. The AO may require use of the "Claim for TQSE," illustrated in Part H4.

F. Conditions Affecting Reimbursement

1. Partial Days of TQSE(AE). Temporary lodging occupancy for less than a whole day is the same as 1 full calendar day for TQSE(AE) reimbursement.
2. En Route Travel. Reimbursement may not be paid under both TQSE(AE) and another subsistence expenses allowance within the same calendar day, **unless** TQSE is claimed on the same day that en route travel per diem ends. In this case, en route travel per diem is computed under applicable partial day rules and TQSE reimbursement is computed for expenses incurred after 6:00 p.m. of that day (FTR §302-6.110). See par. C5358 for limitations on duplication of allowances.
3. Temporary Lodging Occupancy in All Other Cases. The TQSE(AE) period starts at 0001 of the calendar day that TQSE(AE) reimbursement is claimed, provided temporary lodging is occupied during that calendar day.
4. Temporary Lodging Eligibility Period Termination. The temporary lodging period ends at midnight of the last day of eligibility.

5. Meal Preparation in Temporary Lodging. If the temporary lodging has meal preparation facilities available and those facilities are used, the cost for groceries consumed on a daily basis is allowable. Claims must show the total amount for each daily meal.

C5372 COMPUTATION

A. TQSE(AE) Calculation

1. HHT Deduction. If an employee is paid/reimbursed for HHT days and TQSE(AE) is subsequently authorized and claimed for more than 30 days, the actual number of HHT days paid/reimbursed (on either a ‘Lodgings-Plus’ or fixed-amount basis) are deducted from the first authorized 30 or fewer -day TQSE(AE) period. See Chapter 5, Part M for HHT. For example, if an employee is:

- a. Paid for 5 or 6.25 days of a HHT, then deduct 5 days from the first authorized 30 or fewer -day TQSE(AE) period (since the extra 1.25 ‘days’ is actually meant to provide meals and incidentals for the accompanying spouse for the 5 paid days); or
- b. Reimbursed for a 10-day HHT, then deduct 10 days from the first authorized 30 or fewer -day TQSE(AE) period.

Examples
<p>1. <u>Authorized 10 days for HHT (‘Lodgings-Plus’ Method) and 60 days TQSE(AE)</u>. 9 days were used and reimbursed for the HHT. Pay 9 days for the HHT and reimburse actual expenses for 51 days (60 - 9 day HHT) TQSE(AE) (<i>Since TQSE(AE) was authorized and claimed for more than 30 days, the 9 days paid for the HHT must be deducted from the first 30-day authorized TQSE(AE) period.</i></p> <p><u>First 21 days TQSE(AE)</u>: Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed for the first 30 days in par. C5372-A2c.</p> <p><u>Next 30 days TQSE(AE)</u>: Reimburse actual expenses (par. C5370B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days.</p> <p><u>Employee was authorized an additional 60 days TQSE(AE) under par. C5364-B2</u>. Employee occupied temporary lodging for the additional 60 days. Reimburse actual expenses (par. C5370-B) for each of these 60 days in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the 2nd 30 days.</p> <p><i>NOTE: The deduction for the 9-day HHT is made from the first 30 days authorized for TQSE(AE). The employee was paid for a 9-day HHT and reimbursed for 111 (51 + 60) days TQSE(AE).</i></p>
<p>2. <u>Authorized 10 days for HHT (‘Lodgings-Plus’ Method) and 30 days for TQSE(AE)</u>. 5 days were used and reimbursed for the HHT and temporary lodging was occupied for 27 days.</p> <p>Pay 5 days for the HHT and reimburse actual expenses for 27 days TQSE(AE) that temporary lodging was occupied (authorization for TQSE(AE) was up to 30 days – no deduction is made for the 5 days reimbursed for the HHT since authorized TQSE(AE) was not for more than 30 days).</p> <p><u>27 days TQSE(AE)</u>: Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days.</p>

- b. The country of the employee's actual residence.
- 2. Either destination listed above is an official travel destination.
- 3. Contract city-pair fares may be available for use. *If the employee/dependent(s) travel to a more expensive alternate destination, city-pair fares are not authorized to the alternate destination and the employee is financially responsible for any excess cost.*
- *4. The policy-constructed airfare (see Appendix A) is to be used for constructed cost purposes (see Appendix P, Part I-B1, FTR §301-10.112 and 62 Comp. Gen. 596 (1983)).

B. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only.

Example 1	
Employee's PDS is Germany. The actual residence is Ames, IA.	
*There is no city-pair airfare to Ames, IA. The policy-constructed airfare (incorporating some city-pair airfare connections) =	\$1,200.00
Employee desires to utilize RAT to Boston, MA.	
City-pair airfare to Boston =	\$1,400.00
Least expensive non-city-pair coach airfare to Boston, MA =	\$2,000.00
*Since the city-pair airfare cost to Boston, MA, is more expensive than the policy-constructed airfare to Ames, IA, the city-pair airfare may not be used to Boston. The employee is financially responsible for the additional cost (\$2,000 - \$1,200 = \$800).	
Employee's Financial Responsibility	\$ 800.00

Example 2	
Employee's PDS is Germany. The actual residence is Washington, DC.	
City-pair airfare to Washington, DC =	\$980.00
Employee desires to utilize RAT to St. Louis, MO.	
City-pair airfare to St. Louis, MO =	\$840.00
Since the city-pair airfare to St. Louis, MO, is less expensive than the city-pair fare to the actual residence in Washington, DC, the employee is authorized to use the city-pair airfare to St. Louis (\$840) NTE the \$980 cost to HOR.	
Employee's Financial Responsibility	\$ 0.00

C. Time and Location Requirement. If an employee's actual residence is in a CONUS/non-foreign OCONUS location, the employee, and the employee's dependents, must spend the majority of the RAT time in the CONUS or that non-foreign OCONUS location for RAT to be authorized.

D. Alternate Destination Not Authorized. RAT must not be authorized to an alternate destination if the traveler:

1. Does not meet the conditions in par. C5542,
2. Is merely routed through the country of actual residence en route to another country, or
3. Travels to various points for personal reasons (e.g., a "travel tour").

E. Administration. An alternate destination:

1. Is determined in advance of travel and stated in the travel authorization,
2. Omitted from the travel authorization may be later added to the travel authorization as an amendment, or
3. May be specifically approved on the reimbursement voucher if permitted by finance regulations.

F. Reimbursement. RAT reimbursement for travel to an alternate destination must not exceed the amount allowed for transportation along a usually traveled route between the PDS and the actual residence.

C5539 LIMITATIONS

A. Household Goods (HHG). There is no authority (in connection with RAT) for HHG shipment except with regard to necessary baggage (see par. C2305). Signing the renewal agreement in connection with RAT can be the basis for reestablishing expired authority for HHG and dependent transportation to the extent of a prior authorization that was unused (38 Comp. Gen. 653 (1959)).

B. Unaccompanied Dependents. See par. C5518 for unaccompanied dependents' travel and transportation authority.

C. Destination Point Relocation. RAT authority does not apply if an employee's travel destination is to a place other than in the country or area in which the actual residence is located.

D. Duplicate Eligibility. *Duplicate transportation is not authorized for persons who may be separately eligible for RAT as an employee and as a dependent (i.e., a couple, each with RAT authority, can only travel once. Each may not travel again as a 'dependent' of the other).*

E. RAT In Connection with other Travel. Employees may not be required to combine RAT with any other funded leave transportation program or travel entitlement. Employers may not require that RAT be combined with any other funded leave transportation program or travel entitlement.

C5542 TEACHERS IN THE DOD OVERSEAS DEPENDENTS SCHOOL SYSTEM

A. Completion of Period of Service RAT. Under RAT authority, a teacher who satisfactorily completes the period of service in the transportation agreement is authorized travel to a CONUS/non-foreign OCONUS actual residence during the summer recess. This travel is authorized whether return is to the same/a different OCONUS area.

B. Exceptions

1. General

B. Return to Official Station or Home

1. General. When an employee discontinues a TDY assignment before its completion because of an incapacitating illness or injury, expenses of appropriate transportation and per diem while en route shall be allowed for return travel to the official station. Return travel may be from the interruption point or other point where the per diem allowance was continued as provided in par. C6454-A. If, when the employee's health has been restored, the DOD component decides that it is in the Government's interest to return the employee to the TDY location, such return is a new travel assignment at Government expense.

2. Employee's Attendant or Escort. Transportation expenses, but not per diem, are allowed for an attendant or escort for an employee on TDY who becomes ill or is injured. An attending physician must certify that it is medically necessary for the employee to be accompanied by an attendant or escort. Transportation expenses allowed for the attendant or escort are the round trip transportation between the PDS and the TDY station or one-way transportation between those points, as appropriate (B-169917, 13 July 1970).

C. Travel to an Alternate Location and Return to the TDY Assignment

1. Conditions and Allowable Expenses. When an employee, with the approval of an appropriate DOD component official, interrupts a TDY assignment because of an incapacitating illness or injury, takes leave for travel to an alternate location to obtain medical services, and returns to the TDY assignment, reimbursement for certain excess travel costs may be allowed as provided in par. C6454-C2. The nearest hospital or medical facility capable of treating the employee's illness or injury is not an alternate location. See par. C6453-B.

2. Excess Cost Calculation. The reimbursement that may be authorized/approved under par. C6454-C1, is the excess (if any) of actual travel costs from the interruption point to the alternate location and return to the TDY assignment, over the constructed costs of round-trip travel between the PDS and the alternate location. The actual travel cost is the transportation expenses incurred and en route per diem for the travel as actually performed from the interruption point to the alternate location and from the alternate location to the TDY assignment. ***No per diem is allowed for the time spent at the alternate location.*** The constructed travel cost is the sum of transportation expenses the employee reasonably would have incurred for round-trip travel between the PDS and the alternate location (had the travel begun at the official station) plus per diem calculated under Chapter 4, Part L for the appropriate en route travel time. The excess cost that may be reimbursed is the difference between the two calculations.

Effective 24 June 2004

C6455 PERSONAL EMERGENCY SITUATION

NOTE: Contract city-pair airfares may be used only when the Government funds the entire cost. Contract city-pair airfares may be used in the circumstances in par. C6455-A, but not in the circumstances in par. C6455-B.

A. Return to PDS or Home

1. When an employee discontinues a TDY assignment due to a personal emergency situation (see par. C6453-E) transportation expenses and per diem while en route may be allowed.

2. Authorization/approval for return travel from the interruption point to the PDS is required.

3. A new TDY travel authorization must be issued if the DOD component decides that it is in the Government's interest to return the employee to the TDY location after the personal emergency situation is resolved.

B. Travel to an Alternate Location and Return to the TDY Assignment

1. An employee may be allowed to interrupt a TDY assignment due to a personal emergency (see par. C6453-E), take leave for travel to an alternate location where the personal emergency exists, and return to the TDY assignment.
2. Reimbursement may be allowed for transportation and en route per diem as permitted in par. C6454-C.

C. Discount Airfare Use

1. Contract city-pair airfares, as well as other reduced airfares available to Federal travelers on official business, should be used for emergency leave travel authorized in par. C6455-A. The city-pair airfare is always the first choice if the other discount airfare is an airfare that matches the city-pair airfare.
- *2. If a contract city-pair airfare is not available, policy-constructed airfare (see Appendix A) (including a lower or equal airfare offered by a non-contract carrier limited to Government travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used.
3. The AO may authorize a lesser airfare (with or without restrictions) and the traveler may seek a lesser airfare (with or without restrictions).

D. Return to the PDS

1. ***When the employee is authorized emergency leave return travel, from the interruption/discontinuance point to the PDS, transportation must be arranged through a CTO/TMC if one is available. See par. C2203.***
2. An unused portion of Government-funded transportation for the TDY assignment must be used if possible.
3. The DOD component and the employee must ensure proper accountability for all unused tickets.

E. Travel to an Alternate Location

1. If the employee does not have sufficient personal funds to pay for emergency leave travel to an alternate location and return to the TDY assignment, the DOD component may procure transportation or provide an advance of funds for the employee to procure transportation, however, the employee must reimburse the Government for any transportation cost or travel advance that is above the allowable reimbursement that may be authorized/approved.
2. ***Contract city-pair airfares may ONLY be used when transportation is entirely Government-funded. Since the Government only funds the excess costs of transportation (including en route per diem) from a TDY location to an alternate location and return over the cost of transportation (including en route per diem) from the employee's PDS to the alternate location and return, city-pair airfares may not be used for travel to an alternate location.***

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:**

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

There is no city-pair airfare to Frankfurt, Germany and the policy-constructed airfare (see Appendix A) (incorporating some city-pair airfare connections) is \$1,200.

The employee desires to utilize FEML to Boston, MA.

The city-pair airfare to Boston is \$1,400.

The 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:

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

The city pair airfare cost is \$980.

The employee desires to utilize FEML to St. Louis, MO.

The 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 to use the 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.

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	
An employee's PDS is in Albania and the authorized destination is Frankfurt, Germany.	
*There is no city-pair airfare to Frankfurt, Germany. The policy-constructed airfare (see Appendix A) (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
The employee desires to utilize R&R to Boston, MA. The city-pair airfare to Boston is:	\$1,400
The 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	
An employee's PDS is in Croatia and the authorized destination is Frankfurt, Germany.	
The city pair airfare cost to Frankfurt is:	\$ 980
Baltimore, MD, is the authorized CONUS destination. The city-pair airfare to Baltimore is:	\$1,400
The employee desires to utilize R&R to St. Louis, MO. The 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 to use the 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 must not exceed the cost of Government-procured transportation between an employee's duty station and the authorized destination as determined in par. C6750-C2.

c. An 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 the 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 the 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 policy-constructed airfare (see Appendix A) 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.

AGREEMENT. A written statement required by any of several statutes, signed by a person selected for appointment or by an employee, prescribing a required period of service and other conditions related to transportation allowances in connection with permanent duty travel.

APPROVE(D). The ratification or confirmation of an act already done.

APPROVING OFFICIAL. See **TRAVEL-APPROVING/DIRECTING OFFICIAL.**

ARMED FORCES. The Army, Navy, Air Force, Marine Corps, and Coast Guard (see 37 USC §101(4)).

ATTENDANT. An attendant:

1. Is a Uniformed Service member, employee, or other person who, IAW a travel order/authorization/ITA, accompanies an employee authorized to travel to/from a medical facility for required medical attention that is not available locally,
2. Takes care of and waits upon the employee patient in response to the patient's needs,
3. May travel with the patient and attend to the patient's needs at the destination medical facility, and,
4. Is appointed by competent medical authority.

Effective 6 June 2006

AUTHENTICATING OFFICIAL. See **AUTHORIZING/ORDER-ISSUING OFFICIAL (AO).**

Effective 17 September 2004

AUTHORIZED.

1. The giving of permission before an act.
2. The giving, through these regulations, of an allowance to an eligible individual requiring no other action.

(Example: When the regulation states that an allowance is authorized, – the regulation means that an eligible individual has that allowance without further action by any other activity.)

AUTHORIZING/ORDER-ISSUING OFFICIAL (AO). The official who directs travel and has responsibility for the funding.

AUTOMATED TELLER MACHINE (ATM) SERVICES. Contractor-provided services that allow cash withdrawals from participating ATMs to be charged to a contractor-issued charge card.

BAGGAGE. Personal effects of a traveler that are needed in connection with official travel and immediately upon arrival at the point of assignment. Material belonging to the Government may be included. ***NOTE: Baggage may accompany a traveler (accompanied baggage) or be transported separately from the traveler (unaccompanied baggage).***

BAGGAGE, ACCOMPANIED. Baggage that is not part of the HHG weight allowance and consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler on a transportation ticket.

BAGGAGE, UNACCOMPANIED. The part of a member's/employee's prescribed weight allowance of HHG that:

1. Is not carried free on a ticket used for personal travel,
2. Ordinarily is transported separately from the major bulk of HHG, and
3. Usually is transported by an expedited mode because it is needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.

NOTE 1: *Unaccompanied baggage in connection with permanent duty and RAT consists of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances or furniture must not be included in unaccompanied baggage.*

NOTE 2: *In connection with an extended TDY assignment, unaccompanied baggage is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.*

Effective 1 March 2004

BLANKET TRAVEL AUTHORIZATION. (Also called Unlimited Open, Limited Open, or Repeat Travel Authorization.) An authorization issued to a traveler who regularly and frequently makes trips away from the PDS within specific geographical limits for a specific time period within a fiscal year in performance of regularly assigned duties. *Also see TRAVEL AUTHORIZATION.*

NOTE 1: *Blanket travel authorizations are not used in DTS.*

NOTE 2: *Blanket travel authorizations for TDY travel can only authorize economy-class travel. If premium-class travel becomes necessary for a specific trip, an amendment to the travel authorization for each such trip must be issued.*

BREAK IN SERVICE. A break in service is defined as a period of four or more calendar days during which an individual is no longer on the rolls of an executive agency (5 CFR §300.703 (2004)).

BUSINESS-CLASS. Travel and accommodations/service that fall between first-class and coach-class accommodations. Business-class accommodations usually, but do not have to, have their own cabin/facilities between first-class and coach-class accommodations. (*See par. U3125-B2b for business-class transportation authority (restricted to the two-star flag level and civilian equivalents.)*)

CALENDAR DAY. The 24-hour period from one midnight to the next midnight. ***NOTE:*** *The calendar day technically begins one second after midnight (reflects as 0001) and ends at midnight (2400).*

***CAPACITY CONTROLLED CITY-PAIR AIRFARE.** See the CITY-PAIR AIRFARE CONTRACT at <http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8211&channelPage=%2Fep%2Fchannel%2FgsaOverview.jsp&channelId=-13029>. *These fares are not used in cost-construction.*

CERTIFICATED AIR CARRIER. See U.S. Flag Air Carrier.

CIRCUITOUS TRAVEL. Travel by a route other than the one that ordinarily would be prescribed by a transportation officer between the places involved. *Also referred to as Indirect Travel.*

***CITY-PAIR AIRFARE.** See the CITY-PAIR AIRFARE CONTRACT at <http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8211&channelPage=%2Fep%2Fchannel%2FgsaOverview.jsp&channelId=-13029>

COMMAND, COMBATANT. An organization with a broad continuing mission under a single commander, established and so designated by the President, through the Secretary of Defense with the advice and assistance of the Chairman, Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities.

COMMERCIAL TRANSPORTER. A transporter operating under the Interstate Commerce Commission Termination Act of 1995 (Public Law 104-88) in interstate commerce or under appropriate State statutes in intrastate commerce.

COMMON CARRIER. Private-sector supplier of air, rail, bus, or ship transportation.

COMMUTED RATE. A price rate used for HHG transportation and storage in transit. It includes costs of line-haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of storage in transit within the applicable weight limit for storage including in-and-out charges and necessary drayage. To get the commuted rates tables for transportation, storage, packing, unpacking, crating, drayage and other accessorial charges incident to transportation you must subscribe to the Professional Movers Commercial Relocation Tariff, STB HGB 400-(Series). See par. C5160-D4.

CONFERENCE. A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under 5 CFR §410.404. ***NOTE: This does not include regularly scheduled courses of instruction conducted at a Government or commercial training facility.***

CONTINENTAL UNITED STATES (CONUS). The 48 contiguous States and the District of Columbia.

CONTINGENCY OPERATION. A military operation that:

1. Is designated by the Secretary of Defense as an operation in which armed forces members are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or
2. Results in the call or order to, or retention on, active duty of members of the Uniformed Services under 10 USC §688, §12301(a), §12302, §12304, §12305, or §12406; Chapter 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

CONTRACT CARRIERS. U.S. certificated air carriers that are under contract with the Government to furnish Federal employees and other persons authorized to travel at Government expense with passenger transportation service. This also includes GSA's scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

Effective 31 July 2006

***(CONTRACTED) COMMERCIAL TRAVEL OFFICE/TRAVEL MANAGEMENT CENTER**

(CTO/TMC). A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the Government.

DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD). The DOD standard source for worldwide distance information based on city-to-city distance (*not* zip code to zip code) replacing all other sources used for computing distance (except airplanes). For more information refer to the DTOD website at <http://dtod1.sddc.army.mil>.

DEPARTMENT OF DEFENSE (DOD) COMPONENTS. (Also ref: <http://www.defenselink.mil/pubs/almanac/> and/or <http://www.gov.com/agency/dod/agency.html>)

The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff)
Department of the Army

Department of the Air Force
 Department of the Navy (including the Marine Corps)
 DOD Inspector General
 United States Court of Appeals for the Armed Forces

DOD FIELD ACTIVITIES:

American Forces Information Service
 Defense Prisoner of War/Missing Personnel Office
 Defense Technology Security Administration
 DOD Counterintelligence Field Activity
 DOD Education Activity
 DOD Human Resources Activity
 Office of Economic Adjustments
 TRICARE Management Activity
 Washington Headquarters Services

DEFENSE AGENCIES:

Defense Advanced Research Projects Agency
 Defense Commissary Agency
 Defense Contract Audit Agency
 Defense Contract Management Agency
 Defense Finance and Accounting Service
 Defense Information Systems Agency
 Defense Intelligence Agency
 Defense Legal Services Agency
 Defense Logistics Agency
 Defense Security Cooperation Agency
 Defense Security Service
 Defense Threat Reduction Agency
 Missile Defense Agency
 National Geospatial Intelligence Agency
 National Geospatial Intelligence College
 National Security Agency/Central Security Service
 Pentagon Force Protection Agency

JOINT SERVICE SCHOOLS:

Joint Military Intelligence College
 Defense Acquisition University
 National Defense University
 Joint Professional Military Education Colleges
 Uniformed Services University of the Health Sciences

DEPENDENT/IMMEDIATE FAMILY. Any of the following named members of an employee's household at the time the employee reports for duty at a new PDS or performs authorized/approved OCONUS tour RAT or separation travel:

1. Employee's spouse;
2. Children of the employee or employee's spouse who are unmarried and under age 21 years or who, regardless of age, are physically or mentally incapable of self-support. ***NOTE: "Children" includes natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the employee or employee's spouse; also, a child born and moved after the employee's effective date of transfer because of advance stage of pregnancy, or other reasons acceptable to the DOD component concerned, e.g., awaiting completion of the school year by other children. See 50 Comp. Gen. 220 (1970); 66 id. 497 (1987).***

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 Committee's purpose is to ensure that uniform travel and transportation regulations are issued pursuant to Title 37, United States Code, other applicable laws, Executive orders, and decisions of the Comptroller General of the United States and the Department of Defense Office of Hearings and Appeals (DOHA), for members of the seven Uniformed Services. In connection with Defense Department civilian employees, the Committee's primary purpose is to issue uniform regulations implementing the Federal Travel Regulation (FTR), Statutory requirements, Executive orders, and decisions of the Comptroller General of the United States and of the General Services Administration Board of Contract Appeals (GSBCA). (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 a member of the regular Services, or of a member of a Reserve Component 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.

***POLICY-CONSTRUCTED AIRFARE.** The least expensive, unrestricted economy/coach airfare. A capacity controlled city-pair airfare is not included when policy-constructing the airfare for comparison purposes.

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.

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.

Effective 31 July 2006

***TRAVEL MANAGEMENT CENTER (TMC).** See *(CONTRACTED) COMMERCIAL TRAVEL OFFICE/TRAVEL MANAGEMENT CENTER (CTO/TMC)* and *TRAVEL MANAGEMENT SYSTEM (TMS)*.

Effective 31 July 2006

***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 CTO/TMC, and an electronic 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.

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 policy-constructed airfare (see Appendix A) 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 policy-constructed airfare (see Appendix A) (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 Member – A member ordered to a U.S. Installation (as opposed to a geographic location like a town or city) is required to check the Government quarters availability (e.g., through the CTOs/TMCs) at the U.S. Installation to which assigned TDY. The AO may direct adequate available Government quarters use for a uniformed member 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. A member should use adequate available Government quarters on the U.S. Installation at which 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 a uniformed member** (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.*

Effective 19 July 2006

*e. Lodging with Friends or Relatives

(1) Applicable to a Uniformed Service Member. ***Reimbursement of lodging cost when staying with friends or relatives is not authorized.***

(2) Applicable to Civilian Employees. When a traveler lodges with friend(s) or relative(s) (with or without charges) the traveler may be reimbursed for additional costs the host incurs in accommodating the traveler (as a lodging expense) only if the traveler is able to substantiate the costs and the AO determines the costs to be reasonable. ***The traveler may not be reimbursed the cost of comparable***

conventional lodging in the area or a flat “token” amount. See GSBICA 16836-RELO, 5 June 2006 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBICA16836.PDF>) A traveler who lodges with friends or relatives is authorized an allowance for meals and incidental expenses at the M&IE rate prescribed for the TDY location.

NOTE 1: *If the friend or relative is in the business of renting on a regular basis the quarters involved – for example, if that individual is operating a hotel or apartment house – the “friends or relatives” provision does not apply. See GSBICA 14398-TRAV, 24 Feb 1998 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBICA14398.txt>).*

NOTE 2: *Shortly after being transferred to a new PDS, an employee was sent TDY to the old PDS where the employee stayed at the former residence which was not yet sold. GSBICA ruled that the employee was not authorized reimbursement for lodging at the former residence. See GSBICA 15600-TRAV, 7 March 2002. (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBICA15600.PDF>).*

NOTE 3: *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. GSBICA 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. GSBICA 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 GSBICA 16652-TRAV, 26 August 2005 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBICA16652.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 GSBGA 16699-TRAV, 17 August 2005 (This decision is available at: http://141.116.74.201/regs/comp-gen-dec/GSBGA_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 member) and JTR, pars. C4554-B5 and C4554-B6 (civilian employee) 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 a uniformed member:

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 Government quarters use by a uniformed member is directed and if one of the two M&IE rates based on Government mess availability is appropriate. ***Government quarters use 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, a member receives the incidental expenses amount, a civilian employee receives the incidental expenses amount and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full EUM day and ends at 2400 on the last full EUM day. 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 civilian employees pay the food cost and operating expense. Civilian employees 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; civilian employees also pay for food. Civilian employees 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 a member. Civilian employees 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 civilian 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. Civilian employees 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/ A member/civilian employee deployed who is 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 P

PART I: CITY-PAIR PROGRAM

Regulations applicable to the Contract City-Pair Program are found in DOD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at <http://www.transcom.mil/j5/pt/dtr.html>. Following is an edited extract from that regulation.

A. Policy (DOD 4500.9-R, Part L. Chap. 103, par. B2)

1. GSA Airline City-Pairs Program. Each year, under the Airline City-Pairs program, the GSA Federal Supply Service awards contracts for air transportation for travelers on official government travel. The contracts are awarded competitively based on the best overall value to the Government. The best value decision is based on considerations of the type, distribution and number of flights, the average flight time, and the offered price. For more information, access "Travel on Government Business and Air Travel/City-Pairs" on the GSA website: <http://www.gsa.gov>.

Effective 8 September 2004

2. Some GSA routes may offer "dual airfares"; one airfare is an unrestricted airfare (fare basis code "YCA") and the other an unrestricted capacity-controlled airfare (fare basis code "_CA"). The unrestricted capacity-controlled airfare differs from the unrestricted airfare only in that the airline can limit the number of seats offered under the unrestricted capacity-controlled, or "_CA" fare basis (referred to as "capacity controlled"). The unrestricted airfare, or "YCA", has a last seat on the aircraft availability to the traveler. Neither airfare basis requires advance purchase and has no minimum nor maximum stay requirements, travel time limits, or blackout periods. The unrestricted capacity-controlled airfare is, in many cases, significantly less expensive than the unrestricted airfare. DOD travelers are encouraged to make reservations as far in advance as possible to increase the chance of obtaining an unrestricted capacity-controlled GSA Airline City-Pairs airfare on the routes offering the dual airfare structure. Local CTOs can provide information on what routes offer dual airfares.

3. *Government contractors are not authorized to use GSA city-pairs airfares.*

Effective 8 September 2004

4. *Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.*

5. Non-mandatory Users. A non-mandatory user may request contract service, or have contract service requested, on an optional basis. Contract carriers may, but are not required to, furnish any requested service to non-mandatory users. Non-mandatory users are:

- a. All members and employees of the U.S. Congress; employees of the Judicial Branch of the Government; employees of the U.S. Postal Service; U.S. Foreign Service Officers; and employees of any agencies who are not subject to the provisions of 5 USC §5701-5709.
- b. DOD recruits traveling from Military Entrance Processing Stations (MEPS).
- c. Groups of 21 or more passengers.

Effective 8 September 2004

6. Exception to the Use of Contract Carriers: One or more of the following travel conditions, which must be certified on the travel order/authorization, travel voucher, or other document provided by the traveler or AO, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route.

a. Space on a scheduled contract flight (including a confirmed pet space (see **NOTE**)) is not available in time to accomplish the travel purpose, or contract service use would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip.

NOTE: when pet shipment is the determining factor for non-use of the lower cost GSA Airline City-Pairs airfares, the traveler and not the Government is responsible for costs exceeding the most economical travel routing. See DTR, Part I, Chapter 103, par. B.2.c (note) for the source of this NOTE.

b. The contract carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours (see JFTR, par. U3006/JTR, par. C1059);

c. A non-contract (DOD-approved) carrier offers a lower airfare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. **NOTE: This exception does not apply if the contract carrier offers a comparable airfare and has seats available at that airfare, or if the lower airfare offered by a non-contract carrier is limited to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), Government-sponsored Contractor-issued travel charge card, or through a centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar airfares).**

d. Rail service is available and that service is cost effective and consistent with mission requirements.

e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft is not acceptable to the traveler.

B. Scheduled Air Carriers (DOD 4500.9-R, Part L. Chap. 103, par. A2)

*1. Contract air service between city-pairs should be used for all domestic travel, and for international travel when AMC Category B/Patriot Express is not available or does not meet the mission requirement. **If a contract city-pair airfare is not available**, the policy-constructed airfare (see Appendix A) (including a lower airfare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare and the traveler retains the ability to seek a lesser airfare. **NOTE: foreign military personnel are not authorized to use GSA city-pair airfares.**

2. **Government contractor personnel must never be in possession of ITAs while in the performance of their contracts and are prohibited from using Government discount airfares provided in the Contract City-Pair Program when purchasing commercial airline tickets.**

NOTE: See JTR, par. C2001-A2c for policy regarding Rail or Bus service use.

APPENDIX U

AUTHORIZED REST AND RECUPERATION (R&R) LOCATIONS/DESTINATIONS

NOTE 1: See JFTR, par. U7300 (uniformed members) and JTR, par. C6750 (civilian employees) for regulations concerning Funded Rest And Recuperative (R&R) Leave Transportation.

NOTE 2: The footnoted locations are authorized R&R for specific missions only!

The following are authorized Rest and Recuperation (R&R) locations/destinations *for members of the Uniformed Services and for civilian employees:*

Authorized R&R Location	Command Region	Authorized OCONUS Destination	Authorized CONUS Destination	Re-certification Due Date
Afghanistan 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Albania	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Bahrain 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Bosnia-Herzegovina	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Croatia	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Djibouti 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Hungary	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Iraq 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Joint Task Force - South West Asia (JTF-SWA) 1/	Central	Frankfurt, Germany	Baltimore, Maryland	31 Dec 2002
Jordan 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Kuwait 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Kyrgyzstan 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Macedonia, Former Yugoslavia, Republic of	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Montenegro	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Oman 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005

Pakistan 2/	Central	Airport closest to leave point	Airport closest to leave point	<i>30 Sep 2005</i>
Qatar 2/	Central	Airport closest to leave point	Airport closest to leave point	<i>30 Sep 2005</i>
Saudi Arabia 2/	Central	Airport closest to leave point	Airport closest to leave point	<i>30 Sep 2005</i>
Serbia	European	Frankfurt, Germany	Baltimore, Maryland	<i>31 Mar 2002</i>
Slovenia	European	Frankfurt, Germany	Baltimore, Maryland	<i>31 Mar 2002</i>
Tajikistan 2/	Central	Airport closest to leave point	Airport closest to leave point	<i>30 Sep 2005</i>
United Arab Emirates 2/	Central	Airport closest to leave point	Airport closest to leave point	<i>30 Sep 2005</i>
Uzbekistan 2/	Central	Airport closest to leave point	Airport closest to leave point	<i>30 Sep 2005</i>
Yemen 2/	Central	Airport closest to leave point	Airport closest to leave point	<i>30 Sep 2005</i>

1/ Only for the mission of Operation Southern Watch.

Effective 21 June 2004

2/ Only for those providing support to Operations ENDURING FREEDOM and IRAQI FREEDOM. Before 19 December 2003, the authorized destination was the APOD. Effective 19 December 2003 the authorized destination became the APOD with funded transportation authorized from the APOD to the airport closest to the leave point. Effective 5 Feb 2004 the Coalition Forces Land Component Commander was permitted to authorize R&R participants to travel via commercial air from the commercial airport nearest their AOR duty locations to the commercial airport nearest their leave locations.

**Per PDUSD(P&R) memo dated 21 June 2004, as of that date, a member of the U.S. Armed Forces who took R&R leave between 25 September 2003 and 18 December 2003 and personally procured transportation from the APOD in the U.S. to the leave point and return to the APOD, is authorized reimbursement retroactively for the transportation expenses actually incurred. Since a CTO/TMC and city-pair airfares were not available at that time, the member is authorized reimbursement of transportation costs NTE the policy-constructed airfare (see Appendix A) (JFTR, par. U3120-D2). This authority for retroactive reimbursement does not extend to civilian employees.*