

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

CHANGE 242

Alexandria, VA

1 February 2007

These regulation changes are issued for all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 February 2007 unless otherwise indicated.

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This change includes all material written in MAP Items 103-06(E); 118-06(E); 124-06(E); 128-06(I); 129-06(E); 131-06(I); 133-06(I); 138-06(I); 140-06(I). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 241 cover page.

BRIEF OF REVISION

These are the major changes made by Change 242:

Introduction; U1025; Appendix A, Parts 1 and 2. Adds information in the JFTR about the newly formed General Services “Civilian Board of Contract Appeals” (CBCA). Section 847 of the NDAA for FY06, (Pub. L. No. 109–163), established the Civilian Board of Contract Appeals (CBCA) to replace GSBCA within GSA.

U4105-F. Indicates that if the TDY is known before departure on leave, the member is reimbursed actual travel expenses up to the constructed round-trip cost between the PDS and TDY location.

U5246-A, -D; Appendix E, Part I, par. A2q. Clarifies per diem payment to family member(s).

U7207-C3. Allows FEML to be combined with other funded leave transportation programs or official travel.

Appendix E, Part I, par. A2l. Adds GSBCA 16815-RELO which ruled employee’s children are not eligible for a HHT; 59 Comp. Gen. 461 (1980) (companion case to 56 Comp. Gen. 661 (1977)) allows attendant or escort travel for disabled or special need employee for HHT when appropriate under Chapter 6, Part L.

Appendix G. Revises Appendix G by inserting the note “*Mission-related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items*” which was erroneously deleted from the regulations.

Appendix Q. Deletes references to DODI 1315.7, par. E3.1.2. and replaces with DODI 1315.18, par. E3.1.

Appendix U. Adds Cuba, JTF-GITMO to R&R locations in JFTR/JTR.

Various paragraphs. Removes references to Chapter 4 for DTS Processing.

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

Following is a list of sheets in force in Joint Federal Travel Regulations, Volume 1, 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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241	U-i	234	U3E-1	214	U4I-3	235	U5C-29	219	U5D-69
241	U-iii	235	U3E-3	202	U4J-1	235	U5C-31	232	U5D-71
241	U-v	235	U3E-5	240	U5-i	234	U5C-33	241	U5E1-1
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241	U1-iii	240	U3F-3	234	U5-v	234	U5C-37	216	U5E1-5
235	U1A-1	225	U3G-1	225	U5-vii	234	U5C-39	229	U5E1-7
242	U1A-3	233	U4-i	239	U5-ix	238	U5C-41	232	U5E1-9
237	U1A-5	216	U4-iii	225	U5-xi	242	U5C-43	232	U5E1-11
193	U1B-1	223	U4-v	241	U5-xiii	242	U5C-45	227	U5E1-13
232	U1C-1	232	U4-vii	225	U5-xv	242	U5D-47	232	U5E1-15
239	U1C-3	233	U4A-1	240	U5-xvii	240	U5D-1	214	U5E2-1
235	U1D-1	232	U4B-1	235	U5-xix	240	U5D-3	214	U5E2-3
241	U1E-1	233	U4B-3	229	U5-xxi	240	U5D-5	232	U5E2-5
236	U2-i	242	U4B-5	227	U5-xxiii	232	U5D-7	228	U5E2-7
241	U2-iii	234	U4B-7	240	U5A-1	230	U5D-9	240	U5F-1
230	U2A-1	234	U4B-9	240	U5A-3	232	U5D-11	240	U5F-3
231	U2A-3	234	U4B-11	240	U5A-5	230	U5D-13	240	U5F-5
221	U2B-1	232	U4B-13	240	U5A-7	230	U5D-15	240	U5F-7
231	U2B-3	232	U4B-15	238	U5B-1	232	U5D-17	232	U5F-9
232	U2B-5	240	U4B-17	228	U5B-3	239	U5D-19	232	U5F-11
232	U2C-1	232	U4B-19	235	U5B-5	239	U5D-21	235	U5F-13
232	U2C-3	232	U4B-21	228	U5B-7	232	U5D-23	232	U5G-1
241	U2D-1	232	U4B-23	240	U5B-9	234	U5D-25	232	U5G-3
176	U2E-1	232	U4B-25	238	U5B-11	221	U5D-27	241	U5G-5
227	U2F-1	232	U4B-27	221	U5B-13	223	U5D-29	241	U5G-7
239	U2G-1	232	U4B-29	238	U5B-15	216	U5D-31	241	U5G-9
231	U2H-1	231	U4C-1	221	U5B-17	229	U5D-33	227	U5G-11
228	U3-i	231	U4C-3	237	U5B-19	238	U5D-35	236	U5H-1
229	U3-iii	231	U4C-5	221	U5B-21	232	U5D-37	233	U5H-3
214	U3A-1	231	U4C-7	232	U5B-23	238	U5D-39	233	U5H-5
232	U3A-3	204	U4C-9	240	U5C-1	232	U5D-41	233	U5H-7
238	U3B-1	194	U4C-11	239	U5C-3	216	U5D-43	240	U5H-9
238	U3B-3	220	U4D-1	239	U5C-5	238	U5D-45	184	U5I-1
238	U3B-5	220	U4D-3	232	U5C-7	216	U5D-47	223	U5J-1
238	U3B-7	220	U4D-5	236	U5C-9	227	U5D-49	213	U5J-3
238	U3B-9	193	U4E-1	231	U5C-11	241	U5D-51	213	U5J-5
241	U3B-11	235	U4F-1	231	U5C-13	232	U5D-53	213	U5J-7
238	U3B-13	225	U4G-1	234	U5C-15	232	U5D-55	241	U5J-9

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213	U5J-13	238	U7H1-3	241	U10-v	229	A1-7	226	K-i
240	U6-i	236	U7H1-5	240	U10-vii	241	A1-9	240	K1-1
240	U6-iii	236	U7H1-7	241	U10A-1	229	A1-11	240	K1-3
216	U6A-1	238	U7H1-9	240	U10A-3	240	A1-13	240	K1-5
232	U6A-3	242	U7H1-11	240	U10A-5	240	A1-15	240	K2-1
219	U6A-5	242	U7H1-13	241	U10A-7	240	A1-17	217	K3-1
222	U6A-7	242	U7H1-15	241	U10A-9	223	A1-19	241	K4-1
242	U6A-9	232	U7H2-1	240	U10A-11	232	A1-21	217	L-i
242	U6A-11	242	U7I-1	240	U10A-13	242	A1-23	224	L-1
231	U6A-13	242	U7I-3	240	U10A-15	238	A1-25	234	L-3
216	U6A-15	241	U7J-1	240	U10A-17	221	A1-27	241	L-5
216	U6A-17	231	U7J-3	240	U10A-19	239	A1-29	229	L-7
242	U6A-19	242	U7K-1	240	U10B-1	232	A1-31	236	L-9
242	U6A-21	216	U7L-1	241	U10B-3	238	A1-33	229	L-11
216	U6A-23	168	U7M-1	240	U10B-5	230	A1-35	226	M-1
216	U6A-25	209	U7N-1	240	U10B-7	242	A2-1	217	N-i
240	U6A-27	242	U7O-1	240	U10B-9	235	A2-3	240	N1-1
232	U6A-29	242	U7P-1	240	U10B-11	221	B-1	240	N1-3
240	U6B-1	223	U7Q-1	240	U10B-13	138	C-1	233	N1-5
240	U6B-3	242	U7R-1	240	U10C-1	221	D-1	217	N2-1
236	U6B-5	185	U7S-1	241	U10C-3	234	E-i	217	N2-3
242	U6B-7	160	U7T-1	241	U10C-5	242	E1-1	235	O-i
242	U6B-9	213	U7U-1	241	U10D-1	242	E1-3	229	O-1
231	U6B-11	242	U7V-1	241	U10D-3	235	E1-5	227	O-3
228	U6B-13	193	U7W-1	240	U10D-5	231	E2-1	238	O-5
228	U6B-15	223	U7X-1	240	U10E-1	220	E2-3	238	O-7
242	U6B-17	232	U7Y-1	241	U10E-3	234	E3-1	238	O-9
242	U6B-19	237	U7Z1-1	241	U10E-5	217	F-i	238	O-11
216	U6B-21	237	U7Z2-1	240	U10E-7	240	F1-1	238	O-13
216	U6B-23	232	U8-i	241	U10E-9	217	F2-1	234	O-15
240	U6B-25	227	U8-1	241	U10E-11	233	G-1	234	O-17
240	U6B-27	227	U8-3	240	U10E-13	233	G-3	234	O-19
242	U7-i	234	U8-5	240	U10E-15	233	G-5	234	O-21
242	U7-iii	234	U8-7	240	U10E-17	242	G-7	234	O-23
232	U7-v	240	U9-i	240	U10E-19	217	H-i	234	O-25
216	U7-vii	234	U9-iii	240	U10E-21	214	H1-1	234	O-27
242	U7-ix	234	U9A-1	240	U10E-23	214	H2A-1	234	O-29
237	U7-xi	234	U9B-1	240	U10E-25	214	H2B-1	240	P-i
242	U7A-1	237	U9B-3	240	U10E-27	232	H2C-1	240	P1-1
242	U7B-1	240	U9B-5	240	U10E-29	232	H2C-3	240	P1-3
189	U7C-1	237	U9C-1	240	U10E-31	214	H3A-1	230	P2-1
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242	U7E-1	240	U9C-5	240	U10E-35	220	H3B-3	242	P2-5
242	U7F1-1	237	U9C-7	240	U10E-37	221	U3B-5	242	Q-1
242	U7F1-3	240	U9C-9	240	U10E-39	214	H4A-1	238	Q-3
157	U7F2-1	240	U9C-11	240	U10E-41	214	H4B-1	242	Q-5
242	U7F3-1	240	U9C-13	240	U10E-43	214	H4C-1	238	Q-7
227	U7G-1	240	U9C-15	240	U10E-45	214	H4D-1	239	R-i
240	U7G-3	240	U9C-17	240	U10E-47	214	H4E-1	239	R1-1
231	U7G-5	240	U9C-19	240	U10E-49	214	H4F-1	239	R1-3
234	U7G-7	240	U9C-21	240	U10E-51	176	I-1	239	R2-1
241	U7G-9	240	U9C-23	240	U10E-53	226	J-i	240	R2-3
241	U7G-11	240	U9D-1	240	U10E-55	226	J1-1	239	R2-5
241	U7G-13	240	U9D-3	240	A1-1	226	J1-3	241	S-1
233	U7G-15	240	U10-i	238	A1-3	236	J2-1	241	S-3

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**INTRODUCTION TO
JOINT FEDERAL TRAVEL REGULATIONS, VOLUME 1
(JFTR) UNIFORMED SERVICE MEMBERS**

FOREWORD

The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations. The Committee is chartered under the Department of Defense (DOD). Its members are a Deputy Assistant Secretary from each of the military departments and the Director of the National Oceanic and Atmospheric Administration Corps (NOAA), the Commandant of the Coast Guard (USCG), and the Surgeon General of the Public Health Service (USPHS). The Committee Chairman is the Assistant Deputy Under Secretary of Defense (Military Personnel Policy (MPP)).

PURPOSE AND AUTHORITY

This Volume's regulations pertain to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of Uniformed Service members (including both regular and reserve components).

When necessary, a Uniformed Service may supplement these regulations by administrative regulations (see par. U1010), but may not prescribe allowances that differ in amount or type from those authorized by these regulations, unless specifically permitted. DOD administrative regulations that implement these regulations must be submitted to PDTATAC for review and approval before implementation. See 37 USC §1001 and DOD Directive 5154.29.

If there is a headquarters dispersal, each Committee member has authority to prescribe the allowances in these regulations. Each Committee member may issue necessary regulations prescribing travel, transportation, and station allowances/OHA/FSH/CONUS COLA applicable to that Service (or those Services in the case of the Department of the Navy) until the headquarters activities again are centralized. At that time, the Committee is again vested with the regulation-issuing authority.

The JFTR is issued under the following authorities:

1. The United States Code, primarily sections found in title 37 (especially those sections concerning travel and transportation allowances in chapter 7) and title 10;
2. DOD directives, such as DODD 1315.7, 1327.5, and 5154.29, and DOD instructions such as 1315.18, 1327.6; and
3. Executive Orders and decisions of the U.S. Comptroller General (CG), Defense Office of Hearings and Appeals (DOHA), and the OSD General Counsel (OSDGC).

CLAIMS AND ADVANCE DECISIONS

Under 31 USC §3702, the Secretary of Defense settles claims involving Uniformed Service members' pay, allowances, travel, transportation, retired pay, and survivor benefits (including those of non-DOD uniformed members). The Secretary of Defense also may issue an advance decision with respect to the same subject areas. The Secretary of Defense has delegated claims settlement appeal authority to the Defense Office of Hearings and Appeals (DOHA).

A Service member who disagrees with a claim settlement by a paying office may submit the claim to DOHA (no specific form or format is required) at the address listed below. The claim must be forwarded through the proper paying office, which must attach an administrative report explaining why the claim was settled as it was.

An accountable officer desiring an advance decision on an issue involving the interpretation of the JFTR must forward a request for an advance decision through the PDTATAC.

Correspondence to DOHA should be addressed to:

Defense Office of Hearings and Appeals (DOHA)
Claims Division
PO Box 3656
Arlington, VA 22203-1995

Effective 6 January 2007

*Throughout the JFTR, Comptroller General (Comp. Gen.) Decisions from the Government Accountability Office (GAO – formerly the General Accounting Office), decisions from the Department of Defense Office of Hearings and Appeals (DOHA), and occasionally decisions from the General Services Administration Board of Contract Appeals (GSBCA) or Civilian Board of Contract Appeals (CBCA) are referenced. Decisions appearing in the published annual GAO volumes are cited by volume, page number, and date, e.g., 71 Comp. Gen. 530 (1992). Decisions of the Comptroller General that do not appear in the published volumes are cited by the appropriate file number and date, e.g., B-248928, 30 September 1992. DOHA decisions on their website are listed by category, type, year, and case number, e.g., Claims Program, Military Personnel Redacted Decisions, 1999, DOHA Case Number 99030812. In JFTR, these decisions are cited by DOHA claims case number and date, e.g., (DOHA Claims Case No. 97091101, 5 May 1998). GSBCA and CBCA decisions are cited using a GSBCA or CBCA number and date.

Effective 6 January 2007

*For DOHA information/decisions visit their website at: <http://www.defenselink.mil/dodgc/doha/>.

For GSBCA decisions visit their website at: <http://www.gsbca.gsa.gov/>.

For CBCA decisions visit their website at: <http://www.cbca.gsa.gov/>.

PARAGRAPH NUMBERING SYSTEM

The paragraph numbering system of the JFTR is coordinated with that of the Joint Travel Regulations (JTR). The volume letter "U," precedes a 4- or 5-digit paragraph number (the first or first two digits indicating the chapter number) and subparagraph designators, as shown in the following breakdown.

NOTE: Not all paragraph numbers are in consecutive numerical sequence (e.g., U1010, U1011, U1012); numbers may be skipped (e.g., U5305, U5310, U5315) so that new paragraphs can be added without changing the numbers of existing paragraphs.

5. Procedures and conditions under which advance payments, authorized by these regulations including those in:
 - a. Permanent Duty Travel: Chapter 5, Parts - B (par. U5165), C (par. U5250), D (par. U5385), E2 (par. U5479), F (par. U5560), G (par. U5600), and H (par. U5725) may be paid IAW par. U5020.
 - b. Evacuation Allowances: Chapter 6, Parts A and B (pars. U6013-A, U6013-B, U6060-A and U6060-B);
 - c. TLA, par. U9190;
 - d. OHA, par. U10128-B ***NOTE: Advance MIHA is not authorized.***
 6. Appropriate separation or retirement activities (pars. U5125-A3 and U5130-A3);
 7. Required documentation for personally procured transportation reimbursement or POC travel for dependents in connection with a ship being constructed or undergoing overhaul or inactivation (pars. U5222-M5 and U7115-B);
 8. Claims for personally procured HHG transportation (par. U5320-D);
 9. Member financial responsibility (pars. U2010, item 3, U5340-A2, U5380-A, U5417-A1d, U5420-C, U5445, U5474, and U5520);
 10. Personal emergency determination (par. U7205-A);
 11. Transportation of the remains of deceased members and dependents (Chapter 7, Part R);
 12. Currency loss/gain procedures for OHA (see par. U10028-B);
 13. Command sponsorship criteria (see Appendix A definition of DEPENDENT, COMMAND SPONSORED);
 14. Establishing children's dependency (Appendix A definition of DEPENDENT),
 15. CTO use policy (par. U3120),
 16. Travel or transportation for family members incident to the repatriation of a member held captive (par. U5258);
- Effective 27 June 2006***
17. Procedures for extending safe haven allowances incident to an evacuation (par. U6054-D2); and
- Effective 5 July 2006***
18. Order writing procedures for certain foreign uniformed members (Chapter 7, Parts Z1 and Z2).

U1015 EXPENDITURE AUTHORITY

Nothing in these regulations provides authority for expenditures for purposes not provided for in appropriations and/or in law.

U1020 EFFECTIVE DATE OF REGULATION CHANGES

Changes to this Volume are effective, unless otherwise noted, on the date of the published change in which they first appear. This date appears in the lower left or right corner of each reprinted page. When the effective dates are different from the date of the published change, those dates are indicated.

Effective 6 January 2007

***U1025 COMPTROLLER GENERAL (COMP. GEN.), DEFENSE OFFICE OF HEARINGS AND APPEALS (DOHA), GENERAL SERVICES ADMINISTRATION BOARD OF CONTRACT APPEALS (GSBCA) OR CIVILIAN BOARD OF CONTRACT APPEALS (CBCA), AND OFFICE OF THE SECRETARY OF DEFENSE (OSD) GENERAL COUNSEL (GC) DECISIONS**

The application of basic laws, appropriation acts, JFTR, JTR, and departmental instructions to specific circumstances of travel is subject to interpretation by the Comp. Gen., DOHA, occasionally GSBCA or CBCA, and OSD GC. Comp. Gen., DOHA, GSBCA, CBCA and OSD GC decisions provide guidance for similar cases/situations involving the same circumstances.

U1030 TERMINOLOGY

The terminology used in these regulations may be unique to this Volume. Consult the glossary in Appendix A, and the relevant Chapters and Parts, to determine the exact definition of specific terms. Definitions in this Volume are not necessarily applicable to other Volumes or to other Government regulations.

U1031 REIMBURSEMENT OF DEPARTMENT OF DEFENSE DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS FOR CERTAIN EXPENSES

The Secretary of Defense may provide for reimbursement of a school board member for expenses incurred by the member for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses that the Secretary determines are reasonable and necessary for the performance of school board duties by the member. *See Department of Defense Domestic Dependent School Directives. Department of Defense Dependent Elementary and Secondary Schools (DDESS) funds and issues necessary travel orders.*

U1039 DOD TEST OF SIMPLIFIED ALLOWANCES

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

U1040 GAIN-SHARING PROGRAM

The Gain-Sharing Program is a bonus-oriented incentive program designed to share Government travel and transportation cost savings with travelers. While authority exists in 5 USC, Chapter 45, Subchapter 1 for a Gain-Sharing Program for civilian employees, there is no known authority for such a program for uniformed personnel. Participation in a Gain-Sharing Program is not covered by, nor addressed in, the JFTR.

U1045 GOVERNMENT QUARTERS USE/AVAILABILITY

A. Quarters Available. Members ordered to a U.S. Installation (as opposed to a geographic location like a town or city) are required to check Government quarters availability (e.g., through their CTOs) at the U.S. Installation to which they are assigned TDY. The AO may direct adequate available Government quarters use for uniformed members on a U.S. Installation only if the uniformed member is TDY to that U.S. installation. The commander

C. Travel, TDY Aboard a Commercial Ship or a U.S. Government Ship Totally Leased for Commercial Operation. Except for the days of arrival/embarkation and departure/debarkation, for travel aboard a commercial ship, a per diem rate equal to the anticipated expenses should be set. The AO should state in the order the circumstances warranting the rate.

Effective 5 August 2004

D. Field Duty. The Secretary Concerned may prescribe a per diem rate in a lesser amount than prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, for a member of a unit deployed OCONUS away from the unit's PDS. This rate is paid to the members concerned in lieu of the rate shown in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, regardless of their OCONUS location and may be paid during periods which would otherwise be field duty, taking into account the reduced expenses, if any, a member would have while performing field duty during the period covered by the authorization. The rate prescribed should be paid for the period of time specified and is such that the total per diem paid during the entire period that the member is subject to the reduced rate is about equal to that which the member would receive for the same period under, <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, calculated according to the computation procedures in this Part and excluding the time during which the member performs field duty. The Secretary Concerned may delegate this authority to prescribe such a rate to a chief of an appropriate bureau or staff agency of the headquarters of the department concerned or to a commander of an appropriate naval systems command headquarters, but there may be no further re-delegations. ***NOTE: See par. U4800-E for members on TDY within a Combatant Command or Joint Task Force Area of Operations.***

E. Member Dies while in a TDY Status. When a member dies while in a TDY status, per diem accrues through the date of death. Reimbursement for transportation, mileage, or a MALT, accrues from the PDS, old station, or last TDY station (as appropriate) to the place of death not to exceed the official distance of the ordered travel.

Effective 1 December 2006

*F. Ordered to TDY while on Leave. ***Par. U4105-F applies only if the need for the TDY is unknown prior to the member's departure on leave.*** If the TDY is known before departure on leave, the member is reimbursed actual travel expenses NTE the constructed round-trip cost between the PDS and TDY location. ***City-pair airfares are not authorized for use to/from the leave point if the TDY requirement is known before leave is begun.***

1. TDY at Leave Point. A member on leave away from the PDS, who receives a TDY order to perform TDY at the leave point, is authorized per diem for the TDY performed in compliance with the order.

2. TDY at other than Leave Point

a. Authorized to Resume Leave upon TDY Completion. A member on leave away from the PDS, who receives a TDY order to other than the leave point, is authorized round-trip transportation and per diem for travel between the leave address (or the place at which the order is received, whichever applies), and the TDY location. See par. U3100-B. TDY allowances are payable at the TDY location.

b. Directed to Return to PDS upon TDY Completion. A member away from the PDS, who receives a TDY order at other than the leave point, is authorized transportation and per diem for travel from the:

(1) Leave address (or place at which the order is received, whichever applies), to the TDY station (see par. U3100-B), and

(2) TDY station to the PDS.

TDY allowances are payable at the TDY location.

c. Directed to Proceed to New PDS upon TDY Completion. A member is authorized PCS travel and transportation allowances for travel performed from the:

- (1) Old PDS to the leave address or to the place at which the order was received, whichever applies, not to exceed in either case the official distance from the old PDS to the new PDS; and
- (2) Leave address or place at which the order is received, as applicable, to the TDY station; and
- (3) TDY station to the new PDS.

TDY allowances are payable at the TDY location.

G. Order Canceled while the Member Is en route to a TDY Station. If a TDY order is canceled while a member is en route to a TDY station, round trip travel and transportation allowances are authorized from the PDS to the point at which the cancellation notification was received (includes leave point) and return to the PDS, not to exceed the round trip distance from the PDS to the TDY station. Per diem is not authorized for any day in which member was in a leave status (51 Comp. Gen. 548 (1972)).

H. TDY within the PDS Limits. Travel and transportation allowances are authorized for a member performing TDY (other than at the residence or normal duty location of the member) within the limits of a PDS when authorized by competent authority. *Allowances under par. U4105-H are authorized when such duty is performed under emergency circumstances that threaten injury to human life or damage to Federal Government property, provided overnight accommodations are used by reason of such duty.* For transportation allowances, see Chapter 3.

U4115 INTERNATIONAL DATELINE

Actual elapsed time is used rather than calendar days in computing per diem when crossing the International Dateline (IDL) (180th meridian). The IDL is a hypothetical line along the 180th meridian where each calendar day begins. For example, when it is Sunday just east of the IDL it is Monday just west of the IDL. (See 39 Comp. Gen. 853 (1960)).

U4125 PER DIEM UNDER THE 'LODGINGS-PLUS' COMPUTATION METHOD

Per diem computed under this Part is based on the 'LODGINGS-Plus' computation method. The total daily per diem amount may not exceed the applicable daily locality rate. See par. U2510 concerning receipts.

U4127 LODGING TAX UNDER 'LODGINGS-PLUS'

A. CONUS and Non-foreign OCONUS Areas. The maximum locality amount for lodging in CONUS and non-foreign OCONUS areas (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) does not include lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS areas are separately reimbursable when per diem (or AEA as in Chapter 4, Part C) is paid except when MALT PLUS per diem for POC PCS travel is paid. See App G, Part I, Item 6.

B. Foreign Areas. The maximum locality lodging amount in foreign areas (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) includes an amount for lodging taxes. *Taxes on lodging in foreign areas are not separately reimbursable when per diem (or AEA as in Chapter 4, Part C) is paid.*

- b. CTO/TMC-provided Government-procured air transportation ordinarily is furnished for the portion of the travel within the U.S.
- c. Whenever CTO/TMC-provided Government-procured transportation is available, but transportation is personally procured, mandatory policy has been violated but reimbursement is authorized for the transportation cost up to what it would have cost the Government for CTO/TMC-provided Government-procured transportation between authorized points.
- d. When a POC is used, mileage (see par. U2600) is authorized -- the mileage amount paid cannot exceed the Government's cost had CTO/TMC-provided Government-procured transportation been used between authorized points.
- e. For travel to and from carrier terminals, reimbursement is authorized in accordance with Chapter 3, Part E, or par. U3320, as appropriate.

Effective 14 February 2005

8. Unaccompanied Baggage. UB of up to 350 pounds may be transported in connection with each authorized trip between the school and the member's PDS under par. U5243-D. The member is financially responsible for any overweight UB during educational travel.

Effective 14 February 2005

9. Baggage Storage. During a student's annual trip between the school and the member's PDS, or during a different period in the same fiscal year selected by the member, a member may store the student's UB (NTE 350 pounds) in the vicinity of the school in lieu of transporting the UB. The Service concerned may pay, or a member may be reimbursed for, the storage cost up to the cost of round-trip UB transportation.

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

U5246 TRANSPORTATION AND PER DIEM OF FAMILY MEMBERS OF AN ILL OR INJURED MEMBER

*A. General. Ordinarily, not more than three family members (see par. U5246-B) of a member described in par. U5246-A1 or U5246-A2 may be provided transportation for one round-trip and per diem under par. U5246 as determined by appropriate authority. The Secretarial Process may authorize transportation and per diem for more than three family members in extenuating circumstances. See par. U1010-B1 for claims and Appendix E, Part 1, par. A2q for ITA authority. ***NOTE: Limitation for each family member is (1) transportation and per diem for one round-trip between the family member's home and the medical facility in which the member is hospitalized (37 USC §411h), and (2) per diem only at/in the vicinity of the medical facility when a family member travels to and from the medical facility at personal expense.***

1. Active Duty Member Including a Reserve Component Member on Active Duty

- a. Seriously Ill or Injured. Transportation for one round-trip and per diem is authorized to visit an active duty member who is seriously ill, seriously injured or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world.

Effective 6 January 2006

b. Hospitalized as Result of Combat Injury. Transportation for one round trip and per diem, may be authorized for each family member authorized to visit a member not described in par. U5246-A1a who has an injury incurred in an operation or area designated by the SECDEF as a combat operation or combat zone under 38 USC §1967(e)(1)(A) and who is hospitalized in a medical facility in the U.S. for treatment of that injury. This allowance is initiated when there is a reasonable expectation by the treating physician that the member will remain hospitalized in an inpatient status in a hospital in the United States. Per diem authorization must not exceed 30 days unless an extension is authorized/approved through the Secretarial Process.

2. Reserve Component Member Entitled to Disability Pay and Allowances. Transportation for one round-trip and per diem is authorized to visit a Reserve Component member entitled to disability pay and allowances under 37 USC §204(g), who is physically disabled as the result of an injury, illness, or disease incurred or aggravated, or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world if that member became ill or injured or was diseased:

- a. In the line of duty while performing inactive-duty training (other than work or study in connection with a correspondence course of an armed force or attendance in an inactive status at an educational institution under the sponsorship of an armed force or the Public Health Service), and
- b. While traveling directly to or from such training.

See DODFMR, Volume 7A, paragraph 80254, table 8-2-3 at

<http://www.dtic.mil/comptroller/fmr/07a/index.html> or COMDTINST M7220.29 (series) par. 12-Q and figure 12-2 for Coast Guard members at <http://www.uscg.mil/hq/g-w/g-wp/g-wpm/g-wpm-2/PayMan.htm>

3. Member Retired due to Illness or Injury. Transportation for one round-trip and per diem is authorized to visit a member who is retired solely because of a serious injury or illness, or because of an imminent death declaration, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world. This transportation and per diem is to be provided incident to and about the same time as the occurrence of the serious illness, serious injury, or imminent death declaration, and is not intended to provide transportation at a later date. This authorization does not extend to retirees who incur serious injuries or illnesses after retirement, whose serious illness or injury that resulted in their medical retirement reoccurs or is aggravated after retirement, or whose death becomes imminent after retirement.

NOTE: The families of cadets/midshipmen are not eligible for this transportation.

B. Definition. "Family members" as used in par. U5246 are the member's spouse, children (including step, adopted, and illegitimate children), the member's siblings and the member's parents (includes fathers and mothers through adoption and persons who have stood "in loco parentis" to the member for a period of not less than 1 year immediately before the member entered the Uniformed Service). However, only one father and one mother or their counterparts may be recognized in any one case. If the family member is a:

1. Uniformed Service member: The member is authorized TDY travel and transportation allowances.
2. Civilian Employee: A U.S. Government civilian employee is authorized allowances in regulation issued by the employee's agency or department for TDY. Allowances for a DOD civilian employee are in JTR, par. C6800 and a DOD civilian employee is issued a DD Form 1610 TDY travel authorization.

3. Other Persons: A person, other than a member or civilian employee, should be issued an ITA (Appendix E, Part I, par. A1). The individual is authorized the allowances in pars. U5246-C, U5246-D and U5246-E.

C. Transportation. One, or a combination, of the following round-trip transportation services between the family member's home and the medical facility location in which the member is hospitalized may be provided if the attending physician or surgeon and the commander/head of the military medical facility exercising military control over the member determines in writing that the presence of the family member is necessary for the health and welfare of the member is concerned:

1. Transportation-in-kind;
2. Reimbursement for the cost of personally procured commercial transportation (*CTO/TMC use is still MANDATORY*);
3. Automobile mileage rate (see par. U2600) for the official distance traveled by POC.

Government/Government-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. U5246-C2 is subject to par. U5203-A1b for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the cost of personally procured transportation between origin and destination (minus the cost of any Government-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5246-C3.

*D. Per Diem. When a family member is authorized a round-trip to and from a medical facility at Government expense per diem may be paid for travel to the medical facility, while at the site during visits with a seriously ill or injured member, and for return travel to the family member's home. *Comparing costs as in par. U4175 for voluntary trips away from the medical facility site does not apply to par. U5246-D.*

1. Family Member Travels to the Medical Facility at Government's Expense but Returns Home at Personal Expense. If a family member travels to the medical facility at Government expense but returns home at personal expense, per diem stops on, and is not paid for, the departure day. When the family member returns to the medical facility at personal expense per diem resumes on the arrival day at the medical facility location. When the family member returns home at Government expense per diem is paid for the return travel.
2. Family Member Travels to and From the Medical Facility at Personal Expense. When a family member, who was authorized travel to and from the medical facility at Government expense, later travels to and from the facility at personal expense, per diem begins on the arrival day at the medical facility location and terminates on, and is not paid for, the departure day from that location. Per diem is not paid for travel to and from the medical facility.

E. Reimbursable Expenses. The member is authorized reimbursement for the expenses listed in App G, Part I incurred incident to travel under par. U5246. Receipt requirements are the same as those in par. U2510.

U5250 FUNDS ADVANCE

Travel and transportation allowances prescribed in this Part for dependents may be paid in advance. See par. U1010-B5. A member failing to complete at least 90% of the initial active duty obligation, who is separated from the Service or relieved from active duty under par. U5125-A5 may be paid a travel advance for dependent(s)

transportation, as authorized in par. U5225-F, in an amount equal to 75% of the amount for the least costly available transportation mode. Retirees may be advanced travel and transportation allowances for the travel of their dependent(s). Any other member authorized dependents' transportation in connection with separation or relief from active duty, may be advanced an amount equal to 75% of the MALT.

U5258 TRAVEL AND TRANSPORTATION FOR FAMILY MEMBERS INCIDENT TO THE REPATRIATION OF A MEMBER HELD CAPTIVE

A. Definitions

1. "Eligible member" as used in par. U5258 is a member of a uniformed service who:
 - a. Is serving on active duty;
 - b. Was held captive, as determined by the Secretary Concerned; and
 - c. Is repatriated to a site inside or outside the United States.
2. "Family members" as used in par. U5258 are the member's spouse, children (including step, adopted, and illegitimate children), the member's siblings and the member's parents (includes fathers and mothers through adoption and persons who have stood "in loco parentis" to the member for a period of not less than 1 year immediately before the member entered the Uniformed Service). However, only one father and one mother or their counterparts may be recognized in any one case.

B. Family Authorized Travel and Transportation

1. Not more than three family members of a member (see par. U5258-A), or
2. Not more than two persons related to and selected by the member if no family members (as described in par. U5258-A) are able to travel to the repatriation site.

NOTE: The Secretary Concerned may waive the limitation on the number of family members to whom travel and transportation allowances are provided in circumstances determined to be appropriate by the Secretary Concerned.

C. Attendant. In addition to family members or other persons authorized to travel in pars. U5258-B1 and U5258-B2, the Secretary Concerned may provide travel and transportation allowances to an attendant to accompany a family member (see par. U5258-B1) if the Secretary Concerned determines that:

1. A family member is unable to travel unattended because of age, physical condition, or other reason determined by the Secretary Concerned; and
2. No other family member or person related to and selected by the member who is eligible for travel and transportation is able to travel to the repatriation site of the member.

D. Transportation. One, or a combination, of the following round-trip transportation methods may be provided between the family member's home (or home of the attendant or person provided transportation) and the repatriation site location at which the member is located:

1. Transportation-in-kind

2. Automobile mileage rate (see par. U2600) for the official distance traveled by POC.
3. Reimbursement for the commercial transportation cost not to exceed the cost of Government-procured round-trip air travel.

E. Per Diem. A per diem allowance or AEA, whichever applies, as prescribed in Chapter 4, Part B or Part C, for the allowable travel time computed under par. U3005-C is authorized for travel to, from, and while at the repatriation site for travel under par. U5258. Per diem rates are prescribed at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>.

F. Funds Advance. An allowance under par. U5258 may be paid in advance. See par. U2300.

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When two or more command-sponsored dependents travel together by POC, only the POC operator is authorized the allowance in par. U6004-I1b(4). ***Per diem or reimbursement for meals and lodging are not authorized in connection with this travel.***

2. **Non-command-sponsored Dependents.** Non-command-sponsored dependents, who have been transported to, diverted to, or retained at an OCONUS safe haven incident to an evacuation are furnished transportation to the member's PDS from the safe haven when the USD (P&R) has authorized the dependents of DOD members, and the Secretarial Process has authorized the dependents of non-DOD members, to return to the member's PDS. Non-command-sponsored dependents who have been transported to a safe haven in CONUS incident to an evacuation must not be furnished transportation to the member's PDS from the safe haven except when authorized/approved by the USD (P&R) for the DOD Services and the Secretarial Process for the non-DOD Services.

U6005 PER DIEM FOR COMMAND SPONSORED DEPENDENTS AND STUDENT DEPENDENTS

A. **Purpose.** Per diem is provided to assist a member in meeting the excess costs involved in temporarily maintaining command sponsored dependents at places away from the PDS and student dependents for any period during the evacuation in which the student dependent would have otherwise been residing at the member's PDS. A member is not authorized any per diem allowances in this Part for non-command-sponsored dependents.

NOTE:

1. Taxes paid on lodgings while at a safe haven/designated place or traveling in CONUS or a non-foreign OCONUS area are a separately reimbursable travel expense in addition to per diem.

2. Taxes paid on lodgings while at a safe haven/designated place or traveling in foreign areas are not separately reimbursable. They are part of the per diem. The cost of a value added tax (VAT) relief certificate is separately reimbursable if the certificate is used to avoid paying the lodging taxes.

B. **General**

*1. **'Lodgings-Plus' Per Diem Computation Method Applicability to Evacuated Dependents.** An evacuated command-sponsored dependent and an evacuated student dependent are authorized a safe haven allowance computed using the 'Lodgings-Plus' per diem computation method for each day in an evacuation status. ***AEAs described in Chapter 4, Part C, or Appendix O, par. T4040-A1d, do not apply to an evacuation.*** The 'Lodgings-Plus' per diem computation method consists of a lodging allowance ceiling and an M&IE allowance. For an explanation of the expense items the per diem allowance is intended to cover, see Appendix A definition of "PER DIEM ALLOWANCE" Chapter 4, Part B, and Appendix O, par. T4040. The maximum lodging reimbursement for a dependent family is the actual total daily lodging cost incurred by the family, not to exceed the sum of the daily lodging portion of the locality per diem rate authorized for each dependent there. In general, the 'Lodgings-Plus' per diem computation method described in par. U4125 applies to evacuated command-sponsored and student dependents. Because many such evacuated dependents stay with friends or relatives while at a safe haven, the rule in par. U4129-E applies to them. ***That is, if an evacuated dependent stays with friends or relatives while at a safe haven, no cost for lodging is allowed, whether or not any payment for lodging is made to the friend or relative.*** This restriction does not apply when the dependent leases a house,

apartment (i.e., lodgings) from a friend or relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated command-sponsored and student dependent is authorized the M&IE portion of the per diem allowance even if not authorized the lodging portion of the per diem allowance for any given day. See the computations in par. U6005-G. Government mess or open mess availability/use has no effect on safe haven allowances for a dependent even though the dependent may or does use such facilities without charge. Safe haven allowances payable under par. U6005 may be paid in advance as prescribed in par. U6013-A.

Effective 25 April 2003

2. Authorization Termination.

a. Authorization for allowances may:

- (1) Be terminated by the Secretarial Process on an individual basis when a member's situation does not warrant additional reimbursement assistance; or
- (2) Terminate sooner for other reasons.

b. If not terminated under par. U6005-B2a or U6005-B2b above, safe haven allowances authorized in par. U6005 terminate on the date the member detaches/departs from the PDS from which the dependents' evacuation was authorized/ordered except when the:

- (1) Authorization for evacuation per diem allowances is extended by the USD (P&R); or
- (2) Member dies. See par. U6001-A.

c. Safe haven allowances at a safe haven may not extend beyond the earliest of the:

- (1) 180-consecutive-day period unless extended by the USD (P&R) for dependents of DOD Service members, and by the Secretarial Process for dependents of non-DOD Service members;
- (2) Date dependents depart the safe haven for the PDS or designated place (or convert the safe haven to the designated place); or
- (3) Expiration date established by the USD (P&R) for dependents of DOD Service members, and by the Secretarial Process for dependents of non-DOD Service members.

C. Per Diem Allowances while Traveling. While traveling from:

1. The place at which dependents receive notification of the evacuation incident to travel to a member's PDS under par. U6004-D or U6005-F to a safe haven or designated place;
2. A member's OCONUS PDS to a safe haven or designated place;
3. One safe haven to another safe haven;

4. A safe haven to a designated place, or;
5. A safe haven or designated place to return to member's OCONUS PDS; the per diem allowance payable to
 - *a. Age 12 or older is equal to that payable to a member traveling on TDY;
 - b. Under age 12 is not to exceed one half of the amount payable to a member traveling on TDY.

D. Safe Haven Allowances while at Safe Haven

Effective 21 December 2005

1. Safe Haven Allowance Payable. Command-sponsored dependents and student dependents in an evacuation status are authorized safe haven allowances for 30 consecutive days beginning on the date the dependents arrive at the safe haven. Student dependents in evacuation status who join the evacuated command sponsored dependents at the safe haven are authorized safe haven allowances for any of those 30 days the command-sponsored dependents are authorized safe haven allowances. The safe haven allowance is computed as shown in examples in par. U6005-G, in an amount not to exceed the per diem rate prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, for the area concerned. Dependents age 12 and older are authorized the full safe haven allowance amount, while those under age 12 are authorized not to exceed 50 percent of the safe haven allowance rate prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, for the area concerned. The safe haven allowance rate is increased for those dependents reaching age 12 while located at a safe haven beginning on the twelfth birthday. After the 30-consecutive-day period expires, and unless otherwise authorized/approved in a determination issued by the USD (P&R) for dependents of DOD members and/or the Secretary Concerned for dependents of non-DOD members, the safe haven allowance rate is computed for not to exceed 150 consecutive additional days (unless extended for time and/or per diem rate percentage by the USD (P&R) for dependents of DOD Service members, and by the Secretary Concerned for dependents of non-DOD members under par. U6005-B2) at:

- a. 60% of the per diem rate prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, for the area for dependents age 12 and older, and
- b. 30% of the per diem rate prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, for the area for dependents under age 12.

Situations may arise in which the reduced safe haven allowance does not cover the additional costs involved in maintaining specific dependents at a safe haven (i.e., the additional expenses for lodging, meals and incidental expenses exceed the reduced rate amount). The specific dependent(s) receiving the safe haven allowances, or the individual receiving the safe haven allowances on the dependent(s)' behalf, may forward a request through the paying finance office to the Director, PDTATAC, requesting an increased safe haven allowance rate. Requests must contain the actual daily cost figures for lodging, meals and incidental expenses. The finance or disbursing office should add any pertinent information concerning the request, make appropriate recommendations, and forward the request to PDTATAC. The request should be mailed to:

Per Diem, Travel and Transportation Allowance Committee
Attn: Evacuation Allowances
Hoffman Building 1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300,

Sent via message to: PER DIEM TVL AND TRANS ALW COMTE ALEX VA,

Or sent via facsimile to: PDTATAC at COML 703/325-2945, DSN 312/221-2945

If the request is granted, PDTATAC issues an Evacuation Allowance Determination specifying the authorized/approved safe haven allowance amount. The Evacuation Allowance Determination, or request disapproval, is sent directly to the dependent concerned, with a copy to the finance or disbursing office. PDTATAC provides copies of all requests and approvals/disapprovals to the applicable Service representative.

2. Safe Haven Allowances when Movement to Another Safe Haven Is Directed or Authorized. Competent authority may direct the movement of command-sponsored and/or student dependents from one to another safe haven. Safe haven allowances at the former safe haven terminate on the day transportation is first made available to the dependents unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven allowances may not be authorized for any period beyond that authorized in par. U6005-D1.

When dependents are directed to move from one to another safe haven (e.g., from one OCONUS safe haven to another OCONUS safe haven or to a CONUS safe haven), safe haven allowances as prescribed in par. U6005-D1 for not to exceed 180 consecutive days begin again on the arrival date at the new safe haven. If at the dependents or member request dependents are authorized to travel from:

- a. One to another safe haven (e.g., from a CONUS safe haven to a safe haven in Japan), or
- b. One location within a safe haven to a different location within the same safe haven (e.g., within CONUS from Chicago to Baltimore),

the 180-consecutive-day period begun at the first safe haven continues in effect but the per diem rate applicable to the new location begins on the arrival date at that location. If travel to the new location is not completed within one day, per diem for the travel day(s) is paid under par. U6005-C (except for the arrival day at the new safe haven).

(d) Determine the actual total daily amount that is paid for the 31 st to the 180 th days, within the maximum amounts shown in (c) (\$84.00 for M&IE and up to \$92.40 for lodging), as follows:	
M&IE:	\$84.00 (The M&IE in this daily amount is paid to cover cost of meals, laundry and cleaning for the four dependents. No itemization or receipts are required.)
Lodging:	\$92.40 (The actual daily cost for lodging for the four dependents is \$104 but the maximum that may be reimbursed is \$92.40. A lodging receipt is required for the actual lodging cost.) (See NOTE .)
Total:	\$176.40 (The actual daily amount paid for costs incurred by the four dependents on the 31 st to the 180 th days)
NOTE: Since the amount (\$92.40) reimbursed for the dependents' lodging costs is less than the actual amount paid by the dependents (\$104), a request may be submitted through the paying office to the PDTATAC for approval of an increase to the maximum lodging allowance for the member's spouse from \$26.40 to \$38. If approval is received, an additional \$11.60 per day is payable to cover the lodging costs.	

EXAMPLE 3

A member, his spouse and one child over age 12 were in a CONUS location on authorized leave (COT & EML) from 25 July to 15 August when an evacuation of dependents was ordered effective 1 August from the member's PDS at which the dependents reside in a command-sponsored status. The member contacted the command at the OCONUS PDS and was directed to return. The member departed the leave point on 3 August. As indicated in par. U6005-D5, the dependents were determined to already be at a safe haven and authorized safe haven allowances prescribed for the place at which they were located beginning on the date return travel to the member's PDS would have begun had their return not been prevented by the evacuation. Since the dependents were scheduled to begin travel to the member's PDS on 16 August, they were authorized per diem under par. U6005-D1 beginning on that date. The member's spouse and child stayed in the home of her parents. The per diem rate prescribed in http://www.dtic.mil/perdiem/perdiemrates.html , for the CONUS location at that time was \$176 (M&IE: \$46, Lodging: \$130).			
(a) The maximum daily amount that may be paid to the member's two dependents for the first 30 days is determined as follows (see par. U6005-D1):			
Each dependent age 12 years or older is authorized per diem up to the full rate (\$176), which in this case is \$46 for M&IE and up to \$130 for lodging.			
	M&IE	Maximum Lodging	Total
Member's spouse:	\$46	\$130	\$176
Child (over age 12)	\$46	\$130	\$176
Maximum daily amount that may be paid for costs incurred by the two dependents:	\$92	\$260	\$352

(b) The actual total daily amount, within the maximum amounts shown in (a) (\$92 for M&IE and up to \$260 for lodging), that may be paid for first 30 days is determined as follows:			
M&IE:	\$92 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the two dependents. No itemization or receipts are required.)		
Lodging:	\$0 (No lodging allowance is paid when dependents stay with friends or relatives (par. U6005-B1)).		
Total:	\$92 (Actual daily amount paid to dependents for costs incurred by the two dependents for first 30 days)		
(c) Beginning on the 31 st day per diem is computed at 60 percent (for dependents age 12 or older) of the applicable per diem rate prescribed in http://www.dtic.mil/perdiem/perdiemrates.html unless otherwise authorized under par. U6005-D1. Determine the maximum daily amount that may be paid for the member's two dependents in this example starting on the 31 st day to the 180 th day as follows:			
	M&IE	Maximum Lodging	Total
Member's spouse:	\$27.60 (\$46 x 60%)	\$78 (\$130 x 60%)	\$105.60
Child (over age 12)	\$27.60 (\$46 x 60%)	\$78 (\$130 x 60%)	\$105.60
The maximum daily amount that may be paid for costs incurred by the two dependents:	\$55.20	\$156.00	\$211.20
(d) Determine the actual total daily amount that is paid for the 31 st to the 180 th days, within the maximum amounts shown in (c) (\$55.20 for M&IE and up to \$156.00 for lodging), as follows:			
M&IE:	\$55.20 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the two dependents. No itemization or receipts are required.)		
Lodging:	\$0 (No lodging allowance is paid when dependents stay with friends or relatives (par. U6005-B1)).		
Total:	\$55.20 (The actual daily amount paid for costs incurred by the two dependents on the 31 st to the 180 th days)		

*EXAMPLE 4
A member's spouse, one child age 14 and one child age 9 were evacuated from a member's foreign area PDS, where they were command-sponsored, to their designated place.
Their travel itinerary was as follows: Departed the OCONUS PDS on 14 August Arrived POE CONUS on 14 August Remained overnight at the CONUS arrival point where they incurred a lodging cost of \$75 plus \$9 lodging tax (12%) Departed the CONUS arrival point on 15 August Arrived at the designated place on 15 August

The dependents shared a hotel room in at the designated place and incurred a lodging cost of \$85 plus \$10.62 lodging tax (12.5%) per day until they moved into their permanent residence on 10 September. The dependents are authorized per diem while traveling to, and safe haven allowances while at, the designated place. Safe haven allowance authorization at the designated place begins on the arrival date at that place (15 August) and continues to 2400 on the day they occupied the permanent residence. See par. U6005-E. The maximum per diem rate at the arrival point at the time of travel was \$141 (M&IE: \$42, Lodging: \$99). The maximum per diem rate at the designated place was \$152 (M&IE: \$42, Lodging: \$110).

(a) The maximum per diem that may be paid for the member's three dependents for 14 August while they traveled to the designated place and while they remained overnight at the arrival point (par. U6005-E):

Each dependent age 12 or older is authorized per diem up to the full rate (\$141), which in this case is \$42 for M&IE and up to \$99 for lodging. Each dependent under age 12 is authorized per diem up to 50 percent of the rate.

	M&IE	Maximum Lodging	Total
Member's spouse:	\$42	\$99	\$141.00
Child (age 14)	\$42	\$99	\$141.00
Child (age 9):	\$21 (\$42 x 50%)	\$49.50 (\$99 x 50%)	\$70.50
The maximum daily amount that may be paid for costs incurred by the three dependents:	\$105	\$247.50	\$352.50

(b) Computing per diem, as for a member's TDY, within the maximum amounts shown in (a) (\$105 for M&IE and up to \$247.50 for lodging) for payment for the travel period to the designated place.

The dependents are authorized 75% of the M&IE allowance for travel on 14 August (\$105 x 75% = \$78.75).

M&IE:	\$78.75 (The M&IE in this amount is paid to cover cost of meals and incidental expenses for the three dependents. No itemization or receipts are required.)
Lodging:	\$75 (This is the actual amount (not including lodging tax) paid for lodging by the three dependents at the arrival point, which is less than the maximum (\$247.50) that may be reimbursed. A lodging receipt is required for this amount.)
Lodging Tax:	\$9
Total:	\$162.75 (The actual amount (including lodging tax) paid to dependents for costs incurred by the three dependents on 14 August.)

(c) Determine the maximum daily amount that may be paid to the member's three dependents beginning on the arrival day at the designated place through the day the permanent residence was occupied as follows. See par. U6005-E:

Each dependent age 12 or older is authorized per diem up to the full rate (\$152), which in this case is \$42 for M&IE and up to \$110 for lodging. Each dependent under age 12 is authorized per diem up to 50 percent of the rate.

	M&IE	Maximum Lodging	Total
Member's spouse:	\$42	\$110	\$152.00
Child (age 14)	\$42	\$110	\$152.00
Child (age 9):	\$21 (\$42 x 50%)	\$55 (\$110 x 50%)	\$76
The maximum daily amount that may be paid for costs incurred by the three dependents:	\$105	\$275	\$380

(d) The actual total daily amount, within the maximum amounts shown in (c) (\$105 for M&IE and up to \$275 for lodging), that may be paid for 27 days (15 August to 10 September) is determined as follows:	
M&IE:	\$105 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the three dependents. No itemization or receipts are required.)
Lodging:	\$85 (This is the actual daily amount (not including lodging tax) paid for lodging by the three dependents, which is less than the maximum (\$275) that may be reimbursed. A lodging receipt is required for this amount.)
Daily amount:	\$190 (The daily amount that is payable to dependents within the maximum \$380 established in (c) for costs incurred by the three dependents for 27 days)
Lodging Tax:	\$10.62
Total:	\$200.62 (The actual daily amount (including lodging tax) paid to dependents for costs incurred by the three dependents while at the designated place for 27 days (27 days x \$200.62 = \$5,416.74)).

U6006 LOCAL TRAVEL ALLOWANCES IN AND AROUND THE SAFE HAVEN AND THE DESIGNATED PLACE

Local travel allowances are authorized to be paid when dependents are receiving evacuation allowances and have not taken delivery of a POV transported to the designated place under par. U6008. In the absence of a POV at the safe haven location, a transportation allowance to assist with unexpected local transportation costs may be paid at a rate of \$25 per day, regardless of the number of dependents. No receipts are required. This allowance is intended to partially offset the expenses these evacuated dependents incur for required local travel by whatever means between the dependents' place of lodging at the safe haven or designated place and medical/dental appointments, finance office, family support service center, commissary, pharmacy, post office, and similar destinations, in the local area. ***Allowances under par. U6006 may not be paid for days reimbursement is received under par. U6008-D for expenses incurred to renting a motor vehicle.***

Effective 12 March 2001

U6007 HHG TRANSPORTATION

A. General

1. **HHG.** A member with dependents is authorized HHG transportation (including UB as defined in Appendix A) as noted below incident to an evacuation of dependents from the member's PDS. Up to 18,000 pounds of HHG may be moved and stored for the member at Government expense minus any weight of HHG otherwise already in storage at Government expense. When dependents select a designated place outside the United States, any tax consequences (ex., import tax) that result from moving HHG there are the member's/dependents' responsibility. ***NTS of HHG in excess of 18,000 lbs is not authorized at Government expense.*** Members who personally procure the HHG transportation authorized below are authorized reimbursement in accordance with par. U5320-D, unless the member has a PCS order, in which case reimbursement is under par. U5320-D or U5320-E.

H. Subsequent Dependents' Transportation Authorization when the Evacuation Status Is Canceled for the Member's PDS. For DOD Services, the USD (P&R), authorizes evacuated dependents to travel to the member's PDS when the situation at the CONUS PDS permits. For the non-DOD Services, that authority is vested in the Secretarial Process. A dependent evacuated to a safe haven or designated place, who turns age 21 at the safe haven or designated place, is the member's dependent for return transportation to the member's PDS under par. U6053-H.

I. Transportation for Dependents Incident to Limited Evacuation. Transportation allowances for dependents incident to an authorized/ordered limited evacuation are limited to:

1. Transportation for one round trip from their evacuated residence to the nearest available accommodations (which may be Government quarters) and return; or,
2. Reimbursement on a mileage basis, at the rate prescribed in par. U3505-C1, when dependents use a POC for one round trip from the evacuated residence to the nearest available accommodations (which may be Government quarters) and return. Reimbursement for use of a POC is to the operator of the vehicle and no reimbursement is allowed for passengers.

See par. U6054-D for allowances incident to a limited evacuation.

U6054 DEPENDENT SAFE HAVEN ALLOWANCES

A. Purpose. The safe haven allowance is provided to assist a member in meeting the excess costs involved in temporarily maintaining dependents at places away from the PDS.

NOTE:

1. *Taxes paid on lodgings while at a safe haven/designated place or traveling in CONUS or in a non-foreign OCONUS area are separately reimbursable travel expenses in addition to per diem.*
2. *Taxes paid on lodgings while at a safe haven/designated place or traveling in a foreign OCONUS area are not separately reimbursable. They are part of the per diem. The cost of a value added tax (VAT) relief certificate is separately reimbursable if the certificate is used to avoid paying the lodging taxes.*

B. General

*1. 'Lodgings-Plus' Per Diem Computation Method Applicability to Evacuated Dependents. Evacuated dependents are authorized a safe haven allowance under the 'Lodgings-Plus' per diem computation method for each day they are in an evacuation status. *AEAs described in Chapter 4, Part C, or Appendix O, par. T4040-A1d, do not apply to an evacuation.* The 'Lodgings-Plus' per diem computation method consists of a lodging allowance and a M&IE allowance. For an explanation of the items of expense the per diem allowance is intended to cover, see Appendix A definition of "Per Diem Allowance," Chapter 4, Part B, and Appendix O, par. T4040. The maximum lodging reimbursement for a dependent family is the actual total daily lodging cost incurred by the family, not to exceed the sum of the daily lodging portion of the locality per diem rate authorized for each dependent concerned. Because many evacuated dependents stay with friends/relatives while at a safe haven, it is noted that the rule in par. U4129-E applies to them. *That is, if an evacuated dependent stays with friends or relatives while at a safe haven, no cost for lodging is allowed, whether or not any payment for lodging is made to the friend or relative.* This restriction does not apply when

the dependent leases a house, apartment (i.e., lodgings) from a friend or relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated dependent is authorized the M&IE portion of the per diem allowance even if not authorized the lodging portion of the per diem allowance for any given day. See computations in par. U6054-G. Government mess or open mess availability/use has no effect on safe haven allowances for dependents even though the dependent may or does use such facilities without charge. Safe haven allowances payable under par. U6054 may be paid in advance as prescribed in par. U6060-A.

Effective 27 June 2006

2. Authorization Termination

a. Authorization for safe haven allowances may:

- (1) Be terminated by the Secretarial Process on an individual basis when a member's situation does not warrant additional reimbursement assistance; or,
- (2) Terminate sooner for other reasons.

b. If not terminated under par. U6054-B2a(1) or U6054-B2b(2), above, safe haven allowances, authorized in par. U6054-B, terminate on the date the member detaches/departs from the PDS from which the dependents' evacuation was authorized/ordered except when the:

- (1) Authorization for evacuation safe haven allowances is extended by the Secretarial Process; or,
- (2) Member dies. See par. U6050-A.

c. Per diem at a safe haven may not extend beyond the earliest of the:

- (1) 180-consecutive-day period unless extended by the USD (P&R) for dependents of DOD service members, and by the Secretarial Process for dependents of non-DOD Service members;
- (2) Date dependents depart the safe haven for the PDS or designated place (or convert the safe haven to the designated place); or
- (3) Expiration date established by the USD (P&R) for dependents of DOD service members, and by the Secretarial Process for dependents of non-DOD Service members.

C. Per Diem Allowances while Traveling. While traveling from:

1. The place dependents receive notification of the evacuation incident to travel to a member's PDS under par. U6054-D or U6054-F to a safe haven or designated place;
2. A member's PDS in CONUS to a safe haven or designated place;
3. One safe haven to another safe haven;
4. A safe haven to a designated place, or;

5. A safe haven or designated place to return to member's PDS in CONUS;

the per diem allowance payable to dependents in an evacuation status:

*6. Age 12 or older is equal to that payable to a member traveling on TDY;

7. Under age 12 is not to exceed one half of the amount payable to a member traveling on TDY.

D. Safe Haven Allowances while at Safe Haven

Effective 27 June 2006

1. Safe Haven Allowances Payable. Dependents in an evacuation status, incident to an authorized/ordered evacuation or limited evacuation, are authorized safe haven allowances for 30 consecutive days beginning on the dependents' safe haven arrival date. The safe haven allowance is computed as shown in examples in par. U6054-G, in an amount not to exceed the per diem rate prescribed in

<https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the area concerned. Dependents age 12 or older are authorized the full safe haven allowance, while those under age 12 are authorized not to exceed 50 percent of the safe haven allowance rate computed based on the per diem rate prescribed in

<https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the area concerned. The safe haven allowance rate is increased for those dependents reaching age 12 while located at a safe haven beginning on the twelfth birthday. After the 30-consecutive-day period expires, and unless otherwise authorized or approved in a determination issued by the USD (P&R) for dependents of DOD members and/or the Secretary Concerned for dependents of non-DOD members, the safe haven allowance rate is computed for not to exceed 180 consecutive days (unless extended for time and/or safe haven allowance rate percentage by the USD (P&R) for dependents of DOD members, and by the Secretary Concerned for dependents of non-DOD members under par. U6052-D) at:

- a. 60% of the per diem rate prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, for the area for dependents age 12 and older; and
- b. 30% of the per diem rate prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, for the area for dependents under age 12.

Situations may arise in which the reduced safe haven allowance does not cover the additional costs involved in maintaining specific dependents at a safe haven (i.e., the additional expenses for lodging, meals and incidental expenses exceed the reduced rate amount). The specific dependents receiving the safe haven allowances, or the individual receiving the safe haven allowances on dependent(s)' behalf, on a case-by-case basis may forward a request for approval through the Secretarial Process requesting an increased safe haven allowances rate.

2. Safe Haven Allowances when Movement to Another Safe Haven Is Directed or Authorized. Competent authority may direct the movement of dependents from one to another safe haven. Safe haven allowances at the former safe haven terminate on the day transportation is first made available to the dependents unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven allowances may not be authorized for any period beyond that authorized in par. U6054-D1. When dependents are directed to move from one safe haven to another safe haven (e.g., from one OCONUS safe haven or to another OCONUS safe haven or to a CONUS safe haven), safe haven allowances as prescribed in par. U6054-D1 for not to exceed 180 consecutive days begin again on the arrival date at the new safe haven. If at the request of dependents or member, dependents are authorized to travel from one:

- (a) To another safe haven (e.g., from a CONUS safe haven to a safe haven in Puerto Rico), or
- (b) Location within a safe haven to a different location within the same safe haven (e.g., within CONUS from Chicago to Baltimore),

the 180-consecutive-day period begun at the first safe haven continues in effect but the per diem rate applicable to the new location begins on the arrival date at that location. If travel to the new location is not completed within one day, per diem for the travel day(s) is paid under par. U6054-C (except for the arrival day at the new safe haven).

3. Return to the Member's PDS Authorized. When the evacuation status of a PDS is terminated and competent authority authorizes dependents to return, safe haven allowances at the former safe haven terminate on the day transportation is first made available to the dependents unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven allowances may not be authorized beyond the period authorized in par. U6054-D1.

Effective 21 December 2005

4. Safe Haven Allowances - Termination when Evacuated Dependents Are Directed to Move to a Designated Place. Dependents at safe havens are expected to comply promptly with direction to select a designated place and move thereto if they select other than the safe haven location as the designated place. The direction to select a designated place is issued by the USD (P&R) for dependents of DOD members, and by the Secretary Concerned for dependents of non-DOD members. The direction to relocate to a designated place must specify the date on which safe haven allowances terminates for dependents directed to relocate from the safe haven to a designated place. Safe haven allowances at a safe haven may not extend beyond the period authorized in par. U6054-B2.

Child (age 12 or older)	\$46	\$130	\$176
Maximum daily amount that may be paid for costs incurred by the two dependents:	\$92	\$260	\$352

(b) Determine the actual total daily amount that is paid for the first 30 consecutive days, within the maximum amounts shown in (a) (\$92 for M&IE and up to \$260 for lodging), as follows:

M&IE:	\$92 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the two dependents. No itemization or receipts are required.)
Lodging:	\$0 (No lodging allowance is paid when dependents stay with friends or relatives (par. U6054-B1)).
Total:	\$92 (The actual daily amount paid to dependents for costs incurred by the two dependents for first 30 consecutive days).

(c) Beginning on the 31st day per diem is computed at 60 percent (for dependents age 12 or older) of the applicable per diem rate prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, unless otherwise authorized under par. U6054-D1. Determine the maximum daily amount that may be paid starting on the 31st to the 180th consecutive days for the member's two dependents in this example as follows:

	M&IE	Maximum Lodging	Total
Member's spouse:	\$27.60 (\$46 x 60%)	\$78 (\$130 x 60%)	\$105.60
Child (age 12 or older)	\$27.60 (\$46 x 60%)	\$78 (\$130 x 60%)	\$105.60
Maximum daily amount that may be paid for costs incurred by the two dependents:	\$55.20	\$156.00	\$211.20

(d) Determine the actual total daily amount that is paid for the 31st to 180th consecutive days, within the maximum amounts shown in (c) (\$55.20 for M&IE and up to \$156.00 for lodging), as follows:

M&IE:	\$55.20 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the two dependents. No itemization or receipts are required.)
Lodging:	\$0 (No lodging allowance is paid when dependents stay with friends or relatives (par. U6054-B1)).
Total:	\$55.20 (The actual daily amount paid for costs incurred by the two dependents on 31 st to 180 th consecutive days).

***EXAMPLE 4**

A member's spouse, one child age 14 and one child age 9 were evacuated from a member's CONUS PDS to their designated place.

Their travel itinerary was as follows:

Departed the CONUS PDS on 14 August

Arrived at a CONUS location en route to the designated place on 14 August

Remained overnight at the CONUS location where they incurred a lodging cost of \$75 plus \$9 lodging tax (12%)

Departed the CONUS location on 15 August

Arrived at, the designated place on 15 August

<p>The dependents shared a hotel room at the designated place and incurred a lodging cost of \$85 plus \$10.62 lodging tax (12.5%) per day until they moved into a permanent residence on 10 September. The dependents are authorized per diem while traveling to, and safe haven allowances while at, the designated place. Safe haven allowance authorization at the designated place begins on the arrival date at that location (15 August) and continues to 2400 on the day they occupied the permanent residence. See par. U6054-E. The maximum per diem rate applicable at the CONUS location en route, at the time of travel was \$141 (M&IE: \$42, Lodging: \$99). The maximum per diem rate applicable to the designated place was \$152 (M&IE: \$42, Lodging: \$110).</p>			
<p>(a) The maximum per diem that may be paid for the member's three dependents for 14 August while they traveled to the designated place and while they remained overnight at the en route CONUS location (par. U6054-E):</p>			
<p>Each dependent age 12 or older is authorized per diem up to the full rate (\$141), which in this case is \$42 for M&IE and up to \$99 for lodging. Each dependent under age 12 is authorized per diem up to 50 percent of the rate.</p>			
	M&IE	Maximum Lodging	Total
Member's spouse:	\$42	\$99	\$141.00
Child (age 14)	\$42	\$99	\$141.00
Child (age 9)	\$21 (\$42 x 50%)	\$49.50 (\$99 x 50%)	\$70.50
The maximum daily amount that may be paid for costs incurred by the three dependents:	\$105	\$247.50	\$352.50
<p>(b) Computing per diem, as for a member's TDY, within the maximum amounts shown in (a) (\$105 for M&IE and up to \$247.50 for lodging) for payment for the travel period to the designated place via the en route CONUS location on 14 August: The dependents are authorized 75% of the M&IE allowance for 14 August (\$105 x 75% = \$78.75).</p>			
M&IE:	\$78.75 (The M&IE in this amount is paid to cover cost of meals and incidental expenses for the three dependents. No itemization or receipts are required.)		
Lodging:	\$75 (This is the actual amount (not including lodging tax) paid for lodging by the three dependents at the en route CONUS location, which is less than the maximum (\$247.50) that may be reimbursed. A lodging receipt is required for this amount.)		
Lodging Tax:	\$9		
Total:	\$162.75 (The actual amount (including lodging tax) paid to dependents for costs incurred by the three dependents on 14 August.)		
<p>(c) Determine the maximum daily amount that may be paid to the member's three dependents beginning on the day of arrival at the designated place through the day the permanent residence was occupied as follows. See par. U6054-E:</p>			
<p>Each dependent age 12 or older is authorized per diem up to the full rate (\$152), which in this case is \$42 for M&IE and up to \$110 for lodging. Each dependent under age 12 is authorized per diem up to 50 percent of the rate.</p>			

	M&IE	Maximum Lodging	Total
Member's spouse:	\$42	\$110	\$152
Child (age 14)	\$42	\$110	\$152
Child (age 9)	\$21 (\$42 x 50%)	\$55 (\$110 x 50%)	\$76
The maximum daily amount that may be paid for costs incurred by the three dependents:	\$105	\$275	\$380
(d) Determine the actual total daily amount that is paid for 27 days (15 August to 10 September), within the maximum amounts shown in (c) (\$105 for M&IE and up to \$275 for lodging), as follows:			
M&IE:	\$105 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the three dependents. No itemization or receipts are required.)		
Lodging:	\$85 (This is the actual daily amount (not including lodging tax) paid for lodging by the three dependents, which is less than the maximum (\$275) that may be reimbursed. A lodging receipt is required for this amount.)		
Daily amount:	\$190 (The daily amount that is payable to dependents (within the maximum \$380 established in (c) for costs incurred by the three dependents for 27 days)		
Lodging Tax:	\$10.62		
Total:	\$200.62 (The actual daily amount (including lodging tax) paid to dependents for costs incurred by the three dependents while at the designated place for 27 days (27 days x \$200.62 = \$5,416.74).		

Effective 4 May 2004**U6055 LOCAL TRAVEL ALLOWANCES IN AND AROUND THE SAFE HAVEN AND THE DESIGNATED PLACE**

Local travel allowances are authorized to be paid when dependents are receiving evacuation per diem allowances and do not have a POV at the safe haven or the designated place. In the absence of a POV at the safe haven location, a transportation allowance to assist with unexpected local transportation costs may be paid at a rate of \$25 per day, regardless of the number of dependents. No receipts are required. This allowance is intended to partially offset the expenses such evacuated dependents incur for required local travel by whatever means between the dependents' place of lodging at the safe haven or designated place and medical/dental appointments, finance office, family support service center, commissary, pharmacy, post office, and similar destinations in the local area.

Allowances under par. U6055 may not be paid for days reimbursement is received under par. U6057-D for expenses incurred to renting a motor vehicle.

U6056 HHG TRANSPORTATION

A. General. A member with dependents is authorized HHG transportation (including UB as defined in Appendix A) as noted below incident to dependents' evacuation from the member's PDS. Up to 18,000 pounds of HHG may be moved and stored at Government expense minus any HHG weight otherwise already in storage at Government expense. ***When dependents select a designated place outside the United States, any tax consequences (ex., import tax) that result from moving HHG there are the responsibility of the member/dependents.*** UB items may be shipped separately from HHG in an amount not to exceed 350 lbs for each dependent age 12 and older, and 175 lbs for each dependent under age 12.

Par. U5320-B, which establishes a 1,000-lb limitation on UB shipment by an expedited mode and provide exception authority thereto, applies to a UB shipment made under this Part. The 1,000-lb limitation applies to the sum of the UB shipped for the member's family. ***NTS of HHG in excess of 18,000 lbs is not authorized.*** Members who personally procure the HHG transportation authorized below are authorized reimbursement in accordance with par. U5320-D, unless the member has a PCS order, in which case reimbursement is under par. U5320-D or U5320-E.

B. HHG at the PDS when an Evacuation Is Authorized or Ordered. A member, whose HHG are at or in the vicinity of the member's PDS when the evacuation is authorized/ordered, is authorized HHG transportation under pars. U6056-B1 and U6056-B2. The official acting as the transportation officer in the area being evacuated is the authority for transporting UB by an expedited mode and for granting increases to the 1,000-lb maximum by commercial air under par. U5320-B. That official may authorize/approve the use of commercial air and/or any weights above 1,000 lbs via commercial air if the dependents need the items immediately or soon after they arrive at the safe haven or designated place, as appropriate.

NOTE: NTS also may be appropriate for vacating Government quarters to meet an unusual Service operational requirement. See par. U5380-G1a(3).

1. Dependents Directed to Move to a Safe Haven. When dependents are directed to move to a safe haven under par. U6053, the member is authorized transportation of:

- a. UB for the dependents, and
- b. Those HHG items authorized/approved by competent authority as needed for the dependents' comfort and well-being at the safe haven,

from the member's CONUS PDS and/or from NTS to the safe haven.

2. Dependents Directed to Select a Designated Place. When the dependents are directed to select a designated place and they move to a designated place, or convert the safe haven to a designated place, the member is authorized HHG transportation from the member's CONUS PDS and/or from NTS to the designated place and/or placement in NTS.

C. HHG En Route to the PDS when an Evacuation Is Authorized or Ordered

1. Government-Arranged HHG Transportation. Competent authority must make every reasonable effort to stop the onward movement of HHG to the member's PDS when a member's HHG are en route to the PDS via a Government-arranged move, or have been turned over to the Government for transportation to the member's PDS, when an evacuation of the PDS is authorized/ordered, and, if the dependents are directed to proceed to a:

- a. Safe haven, UB for the dependents and those items of HHG authorized/approved by competent authority as being needed for the evacuated dependents' comfort and well-being at the safe haven may be diverted to the safe haven, and/or the shipment (or remainder of the shipment) may be diverted to NTS. When HHG shipments contain HHG that must be earmarked for both NTS and for shipment to the dependents, the sorting of such shipments to send part of the HHG to NTS and part to the dependents is accomplished at Government expense.;

CHAPTER 7

TRAVEL AND TRANSPORTATION ALLOWANCES UNDER SPECIAL CIRCUMSTANCES AND CATEGORIES

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A. Upon Entrance. A person (other than an enlisted member) entering a Service academy is authorized PCS allowances prescribed for officers in Chapter 5. The allowances are authorized for the travel performed, not to exceed allowances for the official distance between the:

1. Abode,
2. Home, or
3. School,

the person certifies was the place from which travel began, and the Service academy involved. An enlisted member is authorized PCS allowances prescribed in Chapter 5 for enlisted members.

*B. Upon Graduation and Commission

1. Officer Leaves Academy. An officer who, upon graduation from a Service academy and commissioning, travels under a PCS order to the first PDS is authorized the allowances prescribed in Chapter 5 (including those relating to dependents at par. U5222-A2 and HHG at par. U5345-B5). These allowances are calculated based on the actual distance traveled, but may not exceed those that would be paid based on the official distance from the academy, or home, to first PDS (via TDY site for the officer, if TDY en route) as designated in the order. Per diem while TDY en route is the same as for a member's TDY; par. U4102-D applies when an officer departs from an academy pursuant to a PCS order but subsequently returns there for TDY en route before reporting to the first PDS.

2. Officer Remains at Academy. If, upon graduation and commissioning and before beginning travel pursuant to a PCS order, an officer remains at the Service academy (or returns to it after graduation leave), the academy is the officer's PDS for per diem purposes. Officers under these circumstances are not authorized per diem while at the academy, but if ordered to TDY away from the academy, they are authorized per diem as for a member's TDY, for the relevant TDY and travel period.

C. Separation Other Than by Commission. A cadet or midshipman of a Service academy (including a graduated cadet), who resigns, is dismissed, or is discharged, is authorized the PCS allowances prescribed in Chapter 5 for travel from the academy to the abode, home, or proper PDS.

D. Rejected Applicants. A prospective cadet or midshipman (other than enlisted), who travels to a Service academy at the Government's invitation to accept an appointment and is rejected for admission, is authorized the PCS allowances prescribed for officers in Chapter 5. The allowances are authorized for the round trip travel performed, not to exceed allowances for the official distance between the:

1. Abode,
2. Home, or
3. School,

the person certifies was the place from which travel began, and the Service academy involved (53 Comp. Gen. 236 (1973)).

U7001 CADETS/MIDSHIPMEN ON TDY

A Service academy cadet/midshipman is authorized the same TDY travel and transportation allowances as an officer, with the following exceptions:

1. No per diem is payable for TDY at the Service academy when both Government quarters and a Government dining facility/mess are available, beginning on the day after the arrival day and ending on the day before the departure day; and

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2. \$.40 per diem increase for each Government meal purchased (with no surcharge) must be allowed.

NOTE: This amount is the average of the difference between the cadet/midshipman meal rate and the discount meal rate.

U7002 TRAVEL INCIDENT TO NOMINATION AND ADMISSION TO SERVICE ACADEMIES

*A. Uniformed Service Member on Active Duty. A Uniformed Service member on active duty, directed to perform travel and TDY to take preliminary, entrance, or final examinations preparatory to admission to a Service academy, is authorized TDY allowances. ***The payment of travel and transportation allowances to a member for travel to compete for Congressional nominations is not authorized under this Volume.***

B. Civilians or Reserve Components Members Not on Active Duty. No travel and transportation allowances are payable under this Volume to civilians, or Reserve Component members not on active duty, for travel performed for examinations preparatory to admission to a Service academy.

***U7005 AVIATION CADETS**

An aviation cadet, on active duty and traveling under an order, is authorized travel and transportation allowances on the same basis as an officer on TDY.

CHAPTER 7**PART B: TRAVEL OF UNIFORMED SERVICES APPLICANTS
AND REJECTED APPLICANTS****U7025 TRAVEL INCIDENT TO APPLICATION PROCESSING**

A. General. This Part applies to applicants and rejected applicants for the regular Services, the Reserve Components, and flight training. The term "applicant for flight training" includes civilian applicants for appointment as aviation cadets; Reserve Component officer and enlisted members not on active duty; and members of the SROTC.

B. Basic Transportation Authority. An applicant for a regular Service, a Reserve Component, or flight training is authorized transportation at Government expense from the place at which application is made, or from home, to the place of physical examination, and/or qualifying examination, and/or other processing, and acceptance into the Service. If an applicant is rejected or is accepted and ordered to return home to await further orders or a reporting date, the applicant is authorized return transportation at Government expense to home or place of application. Unless Service regulations are issued in accordance with par. U7025-C or U7025-D, PCS allowances (Chapter 5, Part B), and Miscellaneous Reimbursable Expenses (Chapter 1, Part C and Appendix G) are authorized.

C. Government-procured Transportation and Meal Tickets. Each Service may issue regulations that require use of Government-procured transportation and meal tickets. See par. U1500 regarding meal tickets. Expenses in Chapter 1, Part C and Appendix G are reimbursable. If the AO accepts the applicant's reason(s) for not using the Government-procured transportation and meal tickets:

1. The TDY automobile mileage rate is paid for POC travel for personal convenience (par. U3310-A1) for the official distance of the ordered travel, and/or
2. Reimbursement is provided for occasional meals and quarters (par. U4510) if meal tickets were not available and meals and/or lodgings were required.

Otherwise the traveler is reimbursed under par. U3110-A or U5108-A, as applicable.

*D. Temporary Duty Allowances. Each Service may issue regulations that authorize travel and transportation allowance payment (including per diem or actual expense allowances) to an applicant for travel in connection with applicant processing. The appropriate rates, provisions, and deductions for a member performing TDY are applicable. Those regulations must conform to this Volume and be reviewed by PDTATAC IAW DODD 5154.29.

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CHAPTER 7**PART E: TRAVEL OF WITNESSES*****U7060 CASE INVOLVING A UNIFORMED SERVICE**

An active duty member, who serves as a witness on behalf of the United States in any case involving a Service, receives TDY travel and transportation allowances, payable from the requesting Service's funds.

U7061 CASE NOT INVOLVING A UNIFORMED SERVICE

An active duty member who serves as witnesses on behalf of the United States in any case not involving the Services, receives travel and transportation allowances as prescribed by the Attorney General. If Government-procured transportation is used, bill the Department of Justice.

***U7062 OTHER CASES**

An active duty member, who serves as a witness for a local, State, the District of Columbia, or U.S. territory or possession Government in a criminal or civil case;

1. Directly related to a Service or to a member, and
2. In which a Service has a particularly strong compelling and genuine interest,

may receive TDY travel and transportation allowances, if competent authority determines that travel is required, from the appropriate Service's funds (B-202232, 10 July 1981, B-223900, 24 December 1986). An active duty member, subpoenaed as a witness for a Congressional committee, a private individual, or a corporation, does not receive any travel and transportation allowances. The witness should make arrangements for travel and subsistence expense payments with the individual or agency desiring testimony.

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CHAPTER 7**PART F1: TRAVEL WHILE ON DUTY WITH PARTICULAR UNITS****U7100 CERTAIN MOBILE UNITS**

*A. Allowances. While away from the PDS, a member on duty with, or under training for:

1. The Air Mobility Command,
2. Marine Corps Transport Squadrons,
3. Fleet Logistics Support Squadrons,
4. Naval Aircraft Ferrying Squadrons, or
5. Any other unit determined by the Secretary concerned to be performing duties similar to the duties performed by such command or squadrons,

is authorized TDY travel and transportation allowances, without a specific travel order (47 Comp. Gen. 477 (1968)).

B. Approval. A member's commanding officer, or the designated representative, must approve per diem and transportation claims.

***U7105 DUTY ABOARD COMMERCIAL CARRIERS**

A member who performs duty aboard commercial carriers (e.g., military police, train guards, railway car commanders, military train conductors, Coast Guard marine inspectors) while en route are authorized TDY per diem or AEA. *Mileage is not payable when carriers provide transportation.*

***U7110 RIVER AND HARBOR AND FLOOD CONTROL ACTIVITIES**

The Chief of Engineers, Department of the Army, may prescribe the temporary travel allowances within the maximum per diem or AEAs authorized for a TDY member, consistent with activity requirements, for a member engaged in river and harbor and flood control activities, if meals and/or lodgings are furnished on a floating plant or on shore.

U7115 SHIP CONSTRUCTED, OVERHAULED OR INACTIVATED AT OTHER THAN HOME PORT

A. Authorization. A member with dependents is authorized to the following authorized transportation allowances for the member or dependents while on permanent duty aboard a ship being constructed, overhauled or inactivated.

1. Overhaul or Inactivation. If the overhaul or inactivation is at a location other than the home port, round-trip transportation is authorized between that location and the home port. If the home port is changed to the overhaul or inactivation location, round-trip transportation is authorized between the new and old home ports in lieu of PCS travel and transportation allowances for dependents if, for personal reasons (e.g., necessary dependent medical care not available), dependents do not relocate to the new home port. In either case, the dependents must reside in the vicinity of the original homeport (i.e., within the normal daily commuting area).

2. Construction. If construction is at a location other than the ship's designated future home port or place dependents reside, round-trip transportation is authorized between the construction location and the future home port or place at which the dependents reside. A member's dependents must not reside at the construction location.

B. Authorized Transportation Allowances

1. Authorized transportation allowances are:

- a. Transportation in kind,
- b. Reimbursement for member or dependent-procured transportation, or
- c. The automobile mileage rate for the official distance.

2. Government transportation must be used, if practicable. Reimbursement under par. U7115-B1b is subject to par. U3110 (or par. U5203-A, first item 2) for overland travel and par. U5116-D or U5207 for transoceanic travel. Mixed mode overland travel reimbursement is in par. U5105-E. Payments under pars. U7115-B1b and U7115-B1c must not exceed the policy-constructed airfare (see Appendix A) for the member between the:

- a. Overhaul or inactivation location and the original home port under par. U7115-A1, or
- b. Construction location and future home port or location where dependents reside under par. U7115-A2.

NOTE: See par. U5222-M for dependent travel. If dependents travel instead of the member, the transportation cost for the family is limited to the cost of Government procured commercial round trip travel for the member.

3. If two or more members travel together by POC, only the POC operator is authorized mileage.
4. Per diem, meal tickets, or reimbursement for meals and lodging are not authorized.

C. Conditions

1. The transportation allowance authorization under par. U7115 accrue on the 31st day (and every 60th day thereafter) after the later of the day the:
 - a. Ship enters the overhaul or inactivation port, or
 - b. Member is permanently assigned to the ship.
2. A member must be permanently assigned to the ship for more than 30 consecutive days.
3. A member who does not use one or more of the accrued travel opportunities, retains all opportunities, but all travel under par. U7115 must begin before the ship departs the construction, overhaul or inactivation location.
4. If a member elects dependent transportation allowances for one opportunity, member transportation allowances are not authorized. Each opportunity, however, as it is used is an independent election, and a member may alternate member or dependent travel as desired.

***U7120 AERIAL SURVEYS**

A member assigned to duties involving aerial surveys of rivers and harbors, or Government projects other than those pertaining to the Service, and otherwise authorized either through enactments providing for such activities generally or enactments authorizing a particular project, is authorized a per diem or AEA for the entire period a travel status exists at the rates otherwise prescribed for a member's TDY.

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CHAPTER 7

PART F3: MEMBERS ASSIGNED TDY AS OBSERVERS TO UN
PEACEKEEPING ORGANIZATIONS***U7140 A MEMBER ASSIGNED TDY AS AN OBSERVER TO A UN PEACEKEEPING ORGANIZATION**

A member assigned TDY as an observer to a UN peace-keeping organization, who receives a UN mission subsistence allowance (mission per diem), is also authorized TDY per diem allowances. The per diem amount, when added to the UN mission subsistence allowance, cannot exceed the per diem allowance of a member assigned TDY to other than a UN peacekeeping organization in the same area. *In no event does par. U7140 authorize a reduction in the UN mission per diem allowance.*

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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 taking IPCOT assignments are authorized additional FEML trips based on the above table. For example, if the member's tour was 36 months, two FEML trips were authorized during that 36-month tour. If the member then serves a 36-month IPCOT, the member would be eligible for two FEML trips during that second 36-month tour.

2. Time Limitation. FEML travel by a member/dependents should not be performed within 6 months of the beginning or the end of the 24- or 36-month tour. FEML travel by a member/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.**

Effective 1 December 2006

*3. FEML Can Be Combined with other Travel. *FEML may be taken ICW any other funded leave transportation program or official travel.*

D. FEML Locations/Destinations. A list of USD (P&R) authorized FEML locations/destinations is in Appendix S.

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

2. Authorized Destination. The destination authorized for a FEML PDS is 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 JFTR, but not in print may be found at <https://secureapp2.hqda.pentagon.mil/perdiem/> under the 'Travel Regulation' tab and 'immediate changes'.**

3. Alternate Destination(s). A destination location, or multiple destination locations, (other than the authorized destination listed in Appendix S) a member selects. Travel to and from the alternate location(s) is official travel, and therefore contract city pair fares *may* be available for use. **If the member travels to a more expensive alternate destination city pair fares 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	
A member's PDS is in Bahrain 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.	
The member desires to utilize FEML to Boston, MA.	
City-pair airfare to Boston:	\$1,400
Policy-constructed airfare to Boston:	\$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 member is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400).	

Example 2	
A member's PDS is in Brazil and the authorized destination is Miami, FL.	
City pair trip cost:	\$980
The member desires to utilize FEML to St. Louis, MO.	
City-pair airfare to St. Louis is:	\$840
Since travel to St. Louis, MO, is less expensive than travel to the Miami FL, the member is authorized city-pair airfare to St. Louis (\$840) NTE the \$980 cost to Miami.	

4. Location Designation/Recertification

a. Designating Authorities. The following are designating authorities for FEML locations/destinations:

- (1) DOD Services: USD (P&R);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Office of the Assistant Secretary for Health (OSG, DCP); and
- (4) U.S. Coast Guard: Commandant (CG-12), U.S. Coast Guard.

b. Designation Requests. DOD Services forward designation requests through Combatant Command channels to USD (P&R) IAW DODI 1327.6 (Leave and Liberty Procedures). Guidance on re-certification of FEML location/destination designations is in DODI 1327.6.

c. Recertification Requests. Forward recertification requests through Combatant Command channels to reach USD (P&R) *before* the indicated recertification date shown in Appendix S.

E. Transportation

1. Member/Dependent. The member and dependents may travel together or independently.

2. Restrictions. A member/dependent(s) taking a FEML trip:

- a. Must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or

- b. May use commercial air transportation if military air transportation is not reasonably available, and
- c. May not use cruise or tour packages.

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

3. Procurement. The Government or the member may purchase commercial air transportation. See par. U3120.

4. Reimbursement

- a. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal may be reimbursed. (*See par. U3320, and Chapter 3, Part E.*)
- b. Reimbursement for transportation to alternate destination(s) cannot exceed the cost of Government-procured transportation between a member's FEML PDS and the authorized destination plus the cost of ground transportation as noted in a. above.

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

F. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for FEML.*

U7210 CONVALESCENT LEAVE TRANSPORTATION (37 USC §411a)

A. Authorization. A member is authorized transportation allowances (no per diem) for one trip when traveling for convalescent leave for illness/injury incurred while eligible for hostile fire pay under 37 USC §310 from the:

- 1. CONUS place of medical treatment to a place selected by the member and authorized/approved by the Secretarial Process, and
- 2. Member-selected place to any place of medical treatment.

NOTE: Additional trips may be authorized, if deemed necessary by the attending physician and authorized through the Secretarial Process.

B. Transportation Allowances. A member performing travel under par. U7210-A may select:

- 1. Transportation-in-kind;
- 2. Reimbursement for the commercial transportation cost when the member travels at personal expense (see Chapter 3, Part B and par. U5116-D), ***NOTE: IAW par. U3120-A1, it is mandatory policy that members use available CTOs to arrange official travel, including transportation and rental cars, except when authorized in accordance with par. U3110; or***
- 3. The TDY automobile mileage rate for the official distance.

NOTE: Government/Government-procured transportation must be furnished and used to the maximum extent practicable.

C. Reimbursement

1. Commercial transportation reimbursement is subject to Chapter 3, Part B, for land travel and par. U5116-D for transoceanic travel.
2. Reimbursement is prescribed in par. U5105-E2 when land travel is performed partly at personal expense and partly by transportation-in-kind.

D. Restrictions. *Per diem, meal tickets, and meals and lodging reimbursement are not authorized for convalescent leave travel.*

U7215 SHIP RELOCATED DURING AUTHORIZED ABSENCE

A. Authorized Allowances. A member is authorized travel and transportation allowances for a portion of return travel to the assigned ship that relocates during an absence on authorized leave or liberty (pass), but only if the member is not notified of the relocation before departure on leave or liberty (pass). ***Exception:*** A member who departed the ship on emergency leave while the ship was in its homeport is authorized allowances under this paragraph even if the member knew of the ship's relocation before departing on emergency leave.

B. Limitation. A member is authorized travel and transportation allowances for the additional cost, if any, to return to a ship's new location over that required to return to its old location. Reimbursement is limited to the additional cost and may not exceed the transportation cost between the ship's old and new locations.

C. Reimbursement. Travel and transportation allowances are the same as if traveling on TDY. If return to a relocated ship requires transoceanic travel, transportation-in-kind is authorized for the travel. The Government/Government-procured transportation financial obligation is limited to the transportation cost between the ship's old and new locations. The member is financially responsible for any additional cost. ***If, when the member travels back to the ship, the transportation cost exceeds the transportation cost between the ship's old and new locations, city-pair fares are not authorized for use.***

U7220 RECALL FROM LEAVE

A. Member's Responsibility. Except as prescribed in par. U7220-B, members en route to or at a leave location, who are ordered to return to a duty station (permanent or TDY) for duty, must bear the cost of returning. If leave is interrupted for TDY away from the PDS, see par. U4105-F.

B. Recall for Operational Reasons

- *1. Authorization. An eligible member is authorized TDY per diem, transportation, and reimbursable expenses (computed as if returning to a PDS from TDY) for travel:

- a. Beginning the day they depart from the leave location or place they receive an order canceling leave, and ending on the arrival day at the duty station; and
- b. If authorized to resume leave, beginning the day they depart from the duty station, and ending on the arrival day at a leave location no farther distant from the duty station than the place they received the order canceling leave.

No per diem allowances accrue for duty at the PDS.

2. Eligible Members. Eligible members are those who depart from a duty station (permanent or TDY) on authorized leave and are recalled to the same duty station because of:
 - a. Actual contingency or emergency war operations, or
 - b. An urgent, unforeseen circumstance (and the authorized leave is for 5 or more days):
 - (1) Within 24 hours of departure, or
 - (2) More than 24 hours after departure, if the commanding officer authorizes/approves after determining that:
 - (a) A substantial portion of the scheduled leave period has been eliminated by the recall, or
 - (b) The purpose of the leave has been defeated (60 Comp. Gen. 648 (1981)).

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CHAPTER 7

PART I: MEMBER TRAVEL IN CONNECTION WITH
PHYSICAL EXAMINATION OR ILLNESS

U7250 ATTENDANTS/ESCORTS

A. Definition. See Appendix A, Part I.

B. Determination. Certain members, incapable of traveling alone require an attendant/escort. An attendant/escort may be:

1. A member,
2. U.S. Government civilian employee, or
3. Any other person.

C. Appointment. Any of the persons listed in par. U7250-B may be appointed as a/an:

1. Attendant, by the Medical Authority, or
2. Escort, by the Commander/AO,

to accompany an active duty member patient physically incapable of traveling alone.

D. Travel and Transportation Allowances

- *1. Member as an Attendant/Escort. A member is authorized TDY travel and transportation allowances.
2. Civilian Employee as Attendant or Escort. A U.S. Government civilian employee is authorized the travel and transportation allowances in regulations issued by the employee's agency/department.
3. Other Person as Attendant. Another person designated to travel as an attendant/escort is:
 - a. Issued an ITA or included in the same travel order (identified as an attendant/escort) issued for the member patient.
 - b. Authorized the same travel and transportation allowances as would be a civilian employee. See JTR, par. C6153.

E. Non-Concurrent Attendant Travel. Non-concurrent attendant travel may be authorized/approved when the need for an attendant arises during treatment or there is need for an attendant only during a portion of the patient's travel.

U7251 A MEMBER ON THE TDRL REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATIONS

A. Travel Status. *Except when both the member's home and the medical facility are within the same corporate city limits*, a member:

1. On the TDRL, undergoing a required periodic physical examination, is in a travel status during the:
 - a. Examination, and
 - b. Travel to and from a medical facility.
2. Being reevaluated by a Physical Evaluation Board (PEB), who is retired/separated for physical disability, is in a travel status during the;
 - a. Hearing, and
 - b. Travel to and from the hearing.

B. Travel and Transportation Allowances

1. Travel outside the Corporate City Limits of the Member's Home

*a. A TDRL member is authorized TDY travel and transportation allowances:

- (1) To and from a medical facility for required periodic physical examinations, and
- (2) To, from, and during a hearing, when under an order to appear before a PEB.

2. Local Travel

- a. If a member's home and the medical facility/PEB are within the same corporate city limits (see par. U3500-B) transportation expenses reimbursement is under Chapter 3, Part F.
- b. For this travel, the member's home is the duty station.

C. Allowances while at the Medical Facility. The day after arrival at the medical facility through the day before departure, the member is authorized per diem:

1. Equal to the actual daily charges paid for meals if admitted as an inpatient; or
- *2. For TDY, if an outpatient.

U7252 TRANSFER OF A MEMBER PATIENT TO/FROM A MEDICAL FACILITY OR TO HOME (INCLUDING INSANE/MENTALLY INCOMPETENT PATIENT)

A. Travel and Transportation Allowances

1. An active duty member patient, ordered to travel for necessary medical care, is authorized the travel and transportation allowances for either TDY or PCS, as applicable.
2. Advances may be made against such allowances to the attendant/escort (see par. U7250).
3. Advances must be IAW Service instructions.

B. Transportation-in-Kind. When transportation-in-kind is furnished the member patient and attendant/escort must be furnished enclosed room accommodations when required under Service regulations.

U7253 TRAVEL AND TRANSPORTATION ALLOWANCES FOR A MEMBER DISCHARGED FROM ST. ELIZABETHS HOSPITAL, A DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS) MEDICAL FACILITY, OR A VETERANS AFFAIRS MEDICAL CENTER (VAMC)

A. Discharged from the Service upon Entry into a Medical Facility. If a member, in the care of an attendant/escort, is ordered to St. Elizabeths Hospital, an HHS medical facility, or a VAMC:

1. In the locality of the member's home and then discharged, there is no authorization for travel and transportation allowances upon discharge from a medical facility.
2. Not in the locality of the member's home, the member is authorized MALT PLUS from the medical facility to member's home. See par. U5105-B2.

B. Not Discharged from the Service upon Entry into a Medical Facility. If transferred to St. Elizabeths Hospital, an HHS medical facility, or a VAMC for observation and treatment (as distinguished from transfer for immediate discharge), a member is authorized travel and transportation allowances in Chapter 5, Part B upon discharge from a medical facility.

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CHAPTER 7**PART K: TRAVEL AND TRANSPORTATION TO RECEIVE A
NON-FEDERALLY SPONSORED HONOR AWARD****U7325 TRAVEL AND TRANSPORTATION**

A member may be authorized Government-funded travel and transportation to accept a non-federally sponsored award if the award is closely related to the member's official duties and the functions and activities of the member's Service (55 Comp. Gen. 1332 (1976)).

If acceptance of a non-federally sponsored award involves attending a meeting of a technical, scientific, professional, or similar non-federal organization, the Secretarial Process must authorize travel at Government expense.

Effective 11 April 2005

When attendance at the meeting or convention has been authorized/approved for another reason, no further authorization is required for the travel to accept an award (37 USC §412). See par. U2555-E concerning registration fees.

***U7326 ALLOWABLE EXPENSES**

TDY allowances are provided.

U7327 TRAVEL AND TRANSPORTATION FOR AN INDIVIDUAL TO ACCOMPANY A MEMBER

Travel and transportation at Government expense may be authorized for an individual (related by blood or affinity or whose close association with the member is the equivalent of a family relationship) to accompany the member receiving an honor award (see Appendix E, Part I, Invitation to Travel, par. C-5).

U7328 REIMBURSEMENT

There is no authority for a member authorized travel under this Part to accept reimbursement from a private organization for travel and other expenses.

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CHAPTER 7

PART O: MEMBER TRAVEL AND TRANSPORTATION INCIDENT TO DISCIPLINARY ACTION AND TRAVEL OF PRISONERS AND THEIR GUARDS**U7450 DISCIPLINARY ACTION**

A. Transportation. When a member is ordered to travel for disciplinary action:

1. A Government conveyance should be used, if available; or
2. If a Government conveyance is not available, the member must be directed to use Government-procured transportation;
3. If Government-procured transportation is not available the member is reimbursed for the actual cost of personally procured common carrier transportation for the transportation mode used; or
4. If a POC is used for the ordered travel, the member is reimbursed only for the cost of gas and oil. *Payment of mileage is not authorized.*

*Payment of per diem, while traveling or while at the disciplinary action point, is not authorized. **NOTE:** The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.*

B. Meals. The member must be directed to use meal tickets, if available. If meal tickets are not available, a member who personally procures meals during actual travel is reimbursed for meal costs not to exceed the values in par. U1500.

U7451 PRISONERS AND GUARDS

A. Travel and Transportation of Prisoners and Their Guards

1. General

a. Documents. All travel and transportation documents, including tickets, should:

- (1) Be in the name of the member in charge "for" the prisoner(s);
- (2) Be signed, when proper, by the member in charge; and
- (3) Not be surrendered to the individual prisoner(s) for any reason.

b. Transportation. When a prisoner is moved on public transportation, the member-in-charge of the movement should obtain Government-procured transportation for the transportation for all members and prisoners named in the movement order. Transportation in-kind and accommodations for prisoners and guards, including enclosed room accommodations, when required, should be in accordance with Service regulations.

c. Meals. If cooked meals and/or box lunches are not provided, the member in charge of the movement must secure meal tickets for the prisoner(s) in sufficient quantity to cover the travel involved.

d. Miscellaneous Expenses. Items of miscellaneous expenses incurred in connection with pars. U7451-A2, U7451-B and U7451-C are payable under Chapter 1, Part C and Appendix G.

2. Reimbursement for Expenses Incurred by Guards on Behalf of a Prisoner, Absentee, Straggler, or Deserter between the Place of Initial Confinement and Initial Delivery to a U.S. Installation. A military guard is authorized reimbursement for:

- a. Transportation, lodging, and meals

incurred on behalf of a:

*b. A/an prisoner, absentee, straggler, or deserter who has made no prior arrangements, and lacks funds to purchase necessary items. Total reimbursement for meals and lodging must not exceed per diem or actual expense allowances for a TDY member. Transportation reimbursement is authorized for the actual amount of personal funds spent on behalf of the prisoner, absentee, straggler, or deserter. Par. U7451-A1 describes the travel and transportation allowances for prisoners. See Part N for allowances for absentees, stragglers, and deserters being moved between U.S. Installations.

B. Paroled Prisoners. A prisoner paroled from confinement is authorized transportation in-kind to the HOR, or place authorized for residence. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

C. Prisoners on "Commandant's Parole". A prisoner who is released from a disciplinary barracks on "Commandant's Parole", is furnished transportation in-kind and meal tickets to the HOR or other authorized point. The member is furnished transportation in-kind and meal tickets, if practical, from the place of parole to the facility concerned and for return travel, when appropriate, if:

1. A rehearing is ordered following travel completion; or
2. Official travel is required to be performed for hospitalization, physical examination, discharge, or other purposes incident to the parole.

If it is impractical to furnish transportation in-kind and meal tickets for any of the later travel, reimbursement is at the automobile mileage rate for the official distance and for occasional meals. See par. U4510. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

CHAPTER 7**PART P: TRANSPORTATION OF MEMBERS DISCHARGED FROM SERVICE UNDER OTHER THAN HONORABLE CONDITIONS****U7500 GENERAL**

For travel under pars. U7501 through U7504, a member may be provided:

1. In-kind transportation by the least expensive common carrier transportation mode available, or
2. The Government cost of that transportation.

NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.

U7501 NO CONFINEMENT INVOLVED

A member, who has not been confined, is authorized the transportation allowances in par. U7500 from the place of separation to the HOR or the PLEAD, as the member elects. See par. U7504 for transportation to an alternate location.

U7502 UPON PAROLE OR RELEASE FROM UNITED STATES MILITARY CONFINEMENT FACILITY

A former member, who has been discharged while in confinement in a U.S. military confinement facility, is authorized, upon parole or final release, to transportation allowances in par. U7500 (but no per diem), from the place of confinement to the:

1. HOR; or
2. PLEAD, as the member elects; or
3. Place authorized by the Service concerned for residence as a parolee.

See par. U7504 for transportation to an alternate location.

U7503 UPON PAROLE OR RELEASE FROM AN OCONUS CONFINEMENT FACILITY

A former member, discharged OCONUS after confinement in a non-U.S. military confinement facility, is authorized transportation allowances in par. U7500 (but no per diem), from the:

1. Place of release from confinement, or
2. U.S. military facility nearest the place of confinement,

to the POD in the country (including a U.S. territory or possession) of the:

1. Member's HOR, or

2. PLEAD,

as the member elects.

U7504 TRANSPORTATION ALLOWANCES TO A PLACE OTHER THAN THE HOR OR PLEAD

Transportation allowances in par. U7500 may be authorized from the place of separation, or point of parole or release from confinement facilities, to a place other than the member's HOR or PLEAD, when:

1. Authorized/approved by the commanding officer or other competent authority; and
2. The Government transportation cost does not exceed the transportation cost to the member's HOR or PLEAD, as the member elects.

U7505 UPON PAROLE OR RELEASE FROM CIVIL CONFINEMENT IN CONUS

A former member who has been discharged while in confinement by civil authorities (Federal, State, county, or local) in CONUS, is not authorized transportation.

U7506 CONVICTED PERSONNEL AWAITING COMPLETION OF APPELLATE REVIEW

A. Involuntary Leave. A member, who is placed on leave involuntarily while awaiting completion of appellate review of the court-martial sentence to a punitive discharge or dismissal from the Service, may be provided transportation in-kind (but no per diem) to the HOR or PLEAD, as the member elects. The least expensive transportation mode available must be provided or the member may be paid an amount not to exceed the Government's cost of that least expensive transportation. See par. U7504 for transportation to an alternate location.

*B. TDY Travel. If a rehearing is ordered following completion of travel or official travel is ordered for hospitalization, physical examination, discharge, or for other purposes of an official nature, the member is authorized TDY travel and transportation allowances (including per diem).

C. Member Restored to Duty. If the member is restored to duty, the member is authorized the PCS allowances in Chapter 5, Part B (including per diem), from the place to which transportation was authorized when placed on appellate leave to the PDS.

D. Final Separation Travel. When the member travels at Government expense to the HOR or PLEAD, or to some other place on a NTE basis under par. U7506, this travel is the final separation travel unless the member is restored to duty. See 63 Comp. Gen. 135 (1983).

CHAPTER 7

**PART R: TRANSPORTATION OF REMAINS OF DECEASED MEMBERS AND
DECEASED DEPENDENTS**

U7600 GENERAL

For information on the transportation of remains of deceased members and remains of deceased dependents, see the DTR and the appropriate Service regulations. See par. U1010-B11.

***U7601 AN ESCORT ACCOMPANYING THE REMAINS OF A DECEASED MEMBER**

Per diem allowances for travel and TDY of a member in connection with escorting the remains of a deceased member are as prescribed for all other TDY travel.

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CHAPTER 7**PART V: MEMBERS AUTHORIZED TO TRAIN FOR, ATTEND, AND PARTICIPATE IN ARMED FORCES, NATIONAL, AND INTERNATIONAL AMATEUR SPORTS COMPETITIONS****U7800 GENERAL**

This Part applies to members of the Armed Forces who have been authorized to train for, attend, and/or participate in Armed Forces, national and international sports competition in accordance with 10 USC §717, 37 USC §420, and:

1. DOD Directive 1330.4 for DOD members (and Coast Guard when operating as a service of the Navy), or
2. COMDTINST 1710.5 (series) for Coast Guard members.

U7801 POLICY

A member of the Armed Forces may be permitted to train for, attend, and participate in the Pan American Games, Olympic Games, and other international competitions in amateur sports (to include qualifying and preparatory events) when authorized to do so under par. U7800. Participation in the Pan American Games, Olympic Games, and activities of Conseil International du Sport Militaire (CISM) and Interallied Confederatio of Reserve Officers (CIOR) has been approved by the Secretary of State. Participation in other international competitions is contingent upon a determination by the Secretary of State that the interests of the United States are served by participating in each such event.

U7802 FUNDING

Funds appropriated to DOD, or the Department of Homeland Security as the case may be, may be expended for the payment of travel and per diem allowances for an Armed Forces athlete, and the training associated with animals of the Armed Forces, to support the attendance of Armed Forces athletes at, and participation in, those competitions listed in par. U7801. Funds may be expended only when such participation has been authorized under par. U7800.

***U7803 ALLOWANCES**

An Armed Forces member, who has been authorized to attend, train for, and/or participate in the competitions listed in par. U7801, is authorized travel and transportation allowances at the rates and subject to the same provisions and deductions as provided for a member on TDY.

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Effective for TDY travel performed on or after 1 January 2001:

- c. Personal laundry/dry-cleaning and pressing of clothing (*except when travel is within CONUS and requires at least 7 consecutive nights TDY lodging in CONUS – see NOTE 2, below*);
- d. Telegrams and telephone calls necessary to reserve lodging accommodations;
- e. Mailing costs associated with filing travel vouchers and payment of Government-sponsored contractor-issued travel charge card billings;
- f. In addition to the expenses in items 1 through 3e, any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) that are listed in the account;
- g. Potable water and ice (28 Comp. Gen. 627 (1949)); and
- h. Taxes and service charges on any of the expenses in items 2 through 3g.

Effective for TDY travel performed on or after 1 January 2001:

NOTE 2:

- 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/AEA authorized/approved for OCONUS travel.*

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

Effective 27 April 2006

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)).

Effective 6 January 2007

**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 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) or Civilian Board of Contract Appeals (CBCA). (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 a member or unit to a different PDS under a competent order that do not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS; included are:

1. (for DLA), Relocation of a household due to military necessity or Government convenience within the corporate limits of the same city or town in connection with a transfer between activities;
2. A change in the homeport of a ship or mobile unit;
3. Change from home or from the PLEAD to the first PDS upon:
 - a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from a Reserve component;
 - b. Call to active duty for 20 or more weeks or call to active duty for training (see par. U2146 for exceptions) for 20 or more weeks;
 - c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
 - d. Enlistment or induction into the Service (regular or during emergency); and
 - e. Change from the last PDS to home upon:
 - (1) Discharge, resignation, or separation from the Service under honorable conditions;
 - (2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;
 - (3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
 - (4) Retirement; and
 - (5) Temporary disability retirement.

PERMANENT DUTY STATION (PDS). Also called **OFFICIAL STATION.** The post of duty or official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of the member's unaccompanied baggage located on board the ship). The homeport of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, CONUS COLA, and geography-based station allowances and OHA.

NOTE 1: *The geographic limits of the PDS are:*

*a. **For members.** The limits of the post of duty or official station are the ship (for the specified purposes), or the corporate limits of the city or town in which the member is stationed. If the member is not stationed in a ship or 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, within which the designated post of duty is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two*

APPENDIX A

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

PART II: ACRONYMS

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

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

APPENDIX E

PART I: INVITATION TO TRAVEL

A. To Whom and when Invitational Travel is Applicable

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

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

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

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

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

- f. An individual is attending as a sponsor or in a similar official ceremony that is related directly to a DOD component's interest;
- g. An individual is authorized pre-employment interview travel under JTR, par. C6200;
- h. The individual is serving without compensation on a Board of Visitors as provided for in DOD governing regulations consistent with statutory authority;
- i. A witness is called to testify in administrative proceedings directed against a Government civilian employee or Uniformed Service member in an adverse action case. The testimony can be on behalf of the Government, the civilian employee, or the Uniformed Service member. The presiding hearing officer must determine that the witness's testimony is substantial, material, and necessary for proper case disposition and that an affidavit from the desired witness cannot adequately accomplish the same objective;
- j. An individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832;
- k. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, 28 February 1974);
- *l. An individual is an attendant for an employee: under (1) and (2), or is an escort for a Uniformed Service member's dependent(s) (under (3)) noted in JTR Chapter 5, Part M or par. 6150; or JFTR, par. U7551.
- (1) An employee with a disability or a special need on official travel (56 Comp. Gen. 661 (1977)), <http://141.116.74.201/regs/comp-gen-dec/B-186598.pdf>; (59 Comp. Gen. 461 (1980)), <http://141.116.74.201/regs/comp-gen-dec/B-198237.pdf>
- (2) An employee who interrupts TDY because of an incapacitating illness or injury (JTR, par. C6454); and the employee is incapable of traveling alone. Per diem allowances may not exceed 14 calendar days unless a longer period is authorized/approved by the DOD component on a case-by-case basis. See par. C6454-A.; or
- (3) A Uniformed Service member's dependent(s) when competent authority determined dependent(s)' travel is necessary because the dependent(s) is/are incapable of traveling alone due to age, mental or physical incapacity, or other extraordinary circumstances under JFTR, pars. U5240-C, U5241-D, U5242, U5243-C, U6004, and U6053. Round-trip transportation and travel allowances (per diem) may be authorized/approved including travel advances which may be paid per the Service's policy IAW 10 USC §1036.
- m. Dependents' Invitational Travel is for a family member and all pertinent conditions in items (1) through (5) below must be met before allowances are authorized/approved:
- (1) The AO determines that a dependent may travel with the sponsor, at Government expense when:
- (a) To attend an unquestionably official function in which the dependent participates in an official capacity, or

- (b) The travel is in the national interest because of a diplomatic or public relations benefit to the U.S. which requires the spouse's presence in a non-participatory role. Participation ordinarily is limited to spouses and is representational in nature.
- (2) Travel is allowed on a mission noninterference basis only, and must be supported with an ITA that ordinarily authorizes reimbursement of only transportation costs.
- (3) The AO may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is unquestionably mission essential and there is a benefit for DOD beyond fulfilling a representational role.
- (4) On a case-by-case basis, Code 2 civilians, 4-star general/flag officers, and certain 3-star general/flag officers serving as OCONUS or combatant commanders (as specified in DOD 4515.13-R, "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses. Spousal travel when authorized/approved must adhere to the criteria in DODD 4500.56, DOD Policy on the Use of Government Aircraft and Air Travel. ***This authority does not constitute blanket approval authority.***
- (5) The AO for all other travel under this item is the:
- (a) Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DOD;
 - (b) Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;
 - (c) Combatant Command Commander or designees for a request from a member and a civilian employee within the command. Joint or dual-hatted personnel traveling on behalf of the joint command must obtain approval through the joint command approval authority and not through the individual's Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DOD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4-star flag officers.***;
 - (d) Secretary of a Military Department, or designees, for requests from a staff member; and
 - (e) Service Chief or designees for a request from a member and a civilian employee within the Service. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DOD senior officials.

Except when par. A2m(3) applies, an ITA issued under the authority of par. A2m authorizes Government-funded transportation only (i.e., no per diem or actual expense allowances) for the dependent, must include the following statement: ***"This travel authorization authorizes the dependent to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowances for the dependent. If the dependent does not desire to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization is canceled"***;

n. A determination is made using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff or the Chairman's designated representative for personnel assigned to the Joint Staff and/or to Combatant commands that the spouse of a civilian employee or uniformed member may travel at Government expense to attend a Service-endorsed training course or briefing and subsequent voluntary service incident to such training or briefing (71 Comp. Gen. 6 (1991));

o. Travel is by an individual who serves as an organ donor for a Uniformed Services member, when the donation is authorized under Service regulations; or

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

*q. The Services' may authorize/approve per diem and one round-trip transportation from the residence to the medical facility and return for a limited number of family members of an ill or injured member (*not of a civilian employee*) per par. U5246.

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

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

C. Allowance Expenses

1. General. An ITA provides for travel and transportation of an individual from the business place or home to the place at which that individual's services are required, and return to the origin.
2. Transportation Modes. Authorization of transportation modes, routing, and accommodations should be consistent with the provisions in JTR, Chapter 2 and JFTR, Chapter 3 (see pars. A2p and q above) as appropriate to mission requirements.
3. Witness at a Military Court Martial. A person not in the Government's employ, when called as a witness before a military court martial, is authorized travel and transportation allowances under Service administrative regulations, except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832 (see par. A2j).
4. Participants in Annual National Matches Sponsored under 10 USC §4312. Title 10, USC §4312 authorizes TDY mileage allowance payment to a civilian competitor while traveling to and from the National Matches. The TDY mileage allowance for the return trip may be paid in advance. Provisions for transportation allowance payment are in Army Regulation (AR) 920-30. The ITA also may authorize a subsistence allowance for the competition duration. The allowance rate is set by the Director for Civilian Marksmanship and must be stated in the ITA issued to each competitor.

<u>MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL</u>	JFTR		JTR		App O	
	PCS	TDY	PCS	TDY	Mil	Civ
<p>m. Late payment delinquent fees involving the GTCC but only for those personnel who are placed in the mission critical travel category or who, through no fault of their own, are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel. See the revised guidance to DODFMR, Volume 9, Chapter 3, found in USD(C) memorandum dated 7 May 2002 for definition of mission critical personnel and processing requirements; and</p> <p>n. Lodging fees/daytime lodging charges (e.g., room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience).</p>						
<p>22. <u>Laundry/Dry-Cleaning Expenses (UNIFORMED MEMBERS ONLY)</u>. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing (not before departing from or after returning to/arriving at PDS):</p> <p>a. Up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16).</p> <p>b. Is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.</p>		X			X	
<p>23. <u>Laundry/Dry-Cleaning Expenses (CIVILIAN EMPLOYEES ONLY)</u>. Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred while on TDY or during PCS travel (not after returning to/arriving at PDS):</p> <p>a. Is a separately reimbursable travel expense when travel within CONUS requires at least 4 consecutive nights TDY lodging.</p> <p>b. Is not a separately reimbursable travel expense for OCONUS travel as it is included as an incidental expense within the per diem/AEA authorized for OCONUS travel.</p>			X	X		X
<p>24. <u>Technology Equipment</u>. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized.</p>		X		X	X	X
<p>25. <u>Value Added Tax (VAT)</u>. A Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.</p>		X		X	X	X
<p>26. <u>Tips for Handling Government Property</u>. Transportation-related tips for handling Government property at terminals and lodgings are authorized.</p>		X		X	X	X
<p>27. <u>Rental Car Administrative Fees</u>. Any per-day administrative fee called for in the SDDC rental car agreements (including GARS) is authorized.</p>		X		X	X	X

<u>MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL</u>	JFTR		JTR		App O	
	PCS	TDY	PCS	TDY	Mil	Civ

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

Effective 6 November 2006

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

13. Can I combine two contract fares to save money?

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

14. How do I know if there is a contract fare?

Contract city-pair airfares are identifiable because they normally carry the fare designator YCA or -CA. You can ask your (Contracted) Commercial Travel Office (CTO) or Travel Management Center (TMC) or check on the following city-pair website: <http://apps.fss.gsa.gov/citypairs/search>.

15. Why does the Government have to pay the Airline Passenger Excise tax? Isn't the Government exempt from taxes?

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a federal tax and the Federal Government is subject to it.

16. I live in an area/location with multiple airports. What is the rule regarding what airport I must use when traveling on official Government business?

Travelers can use the airport that best suits their needs in areas/locations with multiple airports, *except when the AO determines in written policy that a specific airport should be used after considering the most cost-effective routing and transportation means (to include not only air fares, but also transportation to and from airports) and may consider potential lost work time*. Areas/locations with multiple airports include, but are not limited to, are: Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco and Washington, DC.

17. If airfares are booked "early", the Government receives a discount to the normal airline city pair fares. How early is early?

The city-pair airfare program encourages Government travelers to book reservations as early as possible. Once a traveler decides that a trip is necessary, the reservation should be made. The earlier the reservation, the better the chances are that the agency can receive the additional savings (-CA known as capacity controlled city-pair airfares).

18. How can I know that my travel was ticketed using the GSA Airline City-pair airfare rate?

The ticket shows a three-letter airfare basis code with CA (Contract Award) as part of it. Airline City Pair tickets are issued using one of the following fare basis codes:

- (a) YCA = Guaranteed GSA coach/economy class city-pair airfare.
- (b) _CA = Limited capacity, GSA coach/economy class city-pair airfare.

The first letter of the three-letter fare basis code in (b) varies by airline (e.g., LCA, QCA, etc). The only difference between the YCA and _CA is that there are a limited number of seats on the lower _CA Airline City Pair rate. Therefore, travelers should make flight reservations as soon as plans are firm.

19. The price shown in the E-GOV Travel Service or Defense Travel System (DTS) online booking engine is different from what is shown on the GSA Airline City Pair website. How do I know I am getting the Government rate for my airline reservations?

The E-GOV Travel and DTS vendors' online booking engines display valid GSA contract city-pair airfare rates, but they display them differently than the GSA Airline City Pair website. The GSA website lists the fares for general information purposes only, while the E-GOV Travel/DTS vendors can actually book reservations. Therefore, the GSA website shows the domestic price for the base fare, tax included but without segment, airport and security fees. International Airline City Pair fares on the GSA websites are shown as base fare only, exclusive of all fees and taxes. The E-GOV Travel/DTS vendors' display, on the other hand, shows either the base fare (without tax) or the total cost (base fare, tax plus airport and security fees) depending on which E-GOV Travel/DTS vendor is used.

20. How can the cost of a city-pair flight between two cities vary on the same airline but different flights?

While the base fare and taxes are required to be the same for all of a contract carrier's flights (using the same fare basis) between two cities, the airport and security fees may vary. The fees are based on the number of airports used, even if you do not change planes.

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

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

OVERSEAS TOUR LENGTHS

TABLE 1 - DOD

*Tour lengths are established IAW DODI 1315.18, par. E3.1. Submit tour lengths change proposals IAW DODI 1315.18, par. E3.1. *Do not submit tour length change proposals to PDTATAC.*

Effective 1 February 2006

NOTE: *If a tour length is not listed in this table for a specific OCONUS location or country, for assignment-selection purposes only, the tour length is 36 months accompanied and 24 months unaccompanied. See DODI 1315.18, par. E3.1.3 (12 January 05).*

The following are overseas tour lengths *for members of the DOD Services only (other than the Defense Attachés):*

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
ALASKA (except as indicated) (NOTE 1)	36	36
Marine Corps Security Forces	24	12
Fort Greely (<i>eff 1 May 2004</i>)	24	12
Adak, Clear, Galena, King Salmon and Eareckson	NA	12
ALBANIA, Tirana	24	12
ALGERIA (<i>eff 7 December 2004</i>)	24	12
AMERICAN SAMOA	NA	12
ARGENTINA	36	24
ARMENIA, Yerevan (NOTE 7, eff 6 July 2006)		
Personnel assigned to the ODC	24	18
ARUBA	24	18
AUSTRALIA (except as indicated)	36	24
Alice Springs	36	24
Exmouth	24	24
Learmonth	24	15
Woomera	24	15
AUSTRIA	36	24
AZERBAIJAN, Baku (NOTE 7, eff 6 July 2006)		
Personnel assigned to the ODC	24	18
AZORES (See PORTUGAL)		
BAHAMAS, Andros Island	24	24
BAHRAIN (NOTE 5)	24	12
BANGLADESH	24	18
BELGIUM (except as indicated)	36	24
Bertrix	NA	12
BELIZE (<i>eff 17 September 2004</i>)	24	18
BENIN	24	12
BERMUDA	36	24
BOLIVIA	24	18
BOSNIA-HERZEGOVINA, Sarajevo (NOTE 7, eff 6 July 2006)		
Personnel assigned to the ODC	24	18
BOTSWANA	24	12
BRAZIL	36	24
BRITISH INDIAN OCEAN TERRITORY, Diego Garcia	NA	12

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
BULGARIA, Sofia	24	12
BURKINA FASO	24	12
CAMBODIA	NA	12
CANADA (except as indicated)	36	24
Argentina, Newfoundland; Goose Bay, Labrador	24	12
CHAD	24	12
CHILE	36	24
COLUMBIA	24	18
COMMONWEALTH of the NORTHERN MARIANA ISLANDS (Saipan)	24	12
COSTA RICA	36	24
CROATIA, Zagreb	24	12
CUBA		
Guantanamo Bay (NOTE 2)	30	18
Marine Barracks	24	12
CURACAO (See NETHERLANDS ANTILLES)		
CYPRUS (except as indicated)	24	18
Akrotiri	24	12
CZECH REPUBLIC, Prague	36	24
DEMOCRATIC REPUBLIC OF CONGO (formerly Zaire)	24	12
DENMARK (except as indicated)	36	24
Greenland (Kalaallit Nunaat)	NA	12
DIEGO GARCIA (See BRITISH INDIAN OCEAN TERRITORY)		
DOMINICAN REPUBLIC	36	24
ECUADOR	36	18
Manta	NA	12
EGYPT (except as indicated)	24	18
Ismailia	24	12
Beni Suef, Cairo (ETSS personnel only), Jiyanklis New, Sinai	NA	12
EL SALVADOR	NA	12
SAO Personnel	24	18
ENGLAND (See UNITED KINGDOM)		
ERITREA	24	12
ESTONIA, Tallinn	24	24
FRANCE	36	24
GEORGIA, Tbilisi	24	18
GERMANY (except as indicated)	36	24
Donaueschingen	24	12
Geilenkirchen	36	36
GIBRALTAR	36	24
GREECE (except as indicated)	36	24
Athens, Thessalonki	24	15
Parnis, Patras	30	18
Crete, Souda Bay	24	18
Larissa	24	12
Argyroupolis, Drama, Elefsis, Horiatis, Levkas, Perivolaki, Yiannitsa	NA	12

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
SAUDI ARABIA (<i>NOTE 5</i>)	24	12
SCOTLAND (See UNITED KINGDOM)		
SEYCHELLES	24	12
SICILY (See ITALY)		
SINGAPORE	36	24
SLOVAKIA, Bratislava	36	24
SLOVENIA, Ljubljana	24	12
SPAIN (except as indicated)	36	24
Alcoy, Constantina, Elizondo, Rosas, and Villatobas	30	18
El Ferrol	24	24
Sonseca	24	15
Moron AB	24	15
Santiago	NA	18
Balearic Islands and Gorremandi	NA	15
Adamuz, Ciudad Real, and Estaca De Vares	NA	12
SUDAN	24	12
SURINAME	24	18
SWEDEN, Stockholm	36	24
TAJIKISTAN	24	12
THAILAND (except as indicated)	24	18
Bangkok	36	24
TUNISIA	24	18
TURKEY (except as indicated)	24	15
Elmadag, Karatas, Malatya	24	12
Balikesir, Cakmakli, Corlu, Erhac, Eskisehir, Erzurum, Iskendrum, Istanbul, Izmir, Izmit, Murted, Oratakoy, Pirincli, Sahihtepe, Sinop, and Yumurtalik	NA	12
TURKMENISTAN	24	12
UKRAINE, Kiev	24	12
UNITED ARAB EMIRATES	24	12
UNITED KINGDOM (except as indicated) (<i>NOTE 3</i>)	36	24
RAF Fylingdales, RAF Machrihanish (Scotland)	24	18
URUGUAY	36	24
UZBEKISTAN	24	12
VENEZUELA	24	18
VIETNAM (<i>eff 1 December 2003</i>)	24	12
VIRGIN ISLANDS	36	24
WAKE ISLAND	NA	12
WALES (See UNITED KINGDOM)		
WEST INDIES		
Anguilla	24	18
Antigua	24	12
Barbados	36	24
St. Lucia	NA	12
YUGOSLAVIA, FED REP (See MACEDONIA)		

NOTES:***Effective 30 November 2006***

*1. Tour-length policies for a service member assigned to duty stations within Alaska and Hawai'i are outlined in DODI 1315.18, par. E3.1.

2. Dependents are permitted only when Government quarters are available.

3. A maximum 48-month tour is permitted for Navy personnel.

4. Not every member is eligible to serve an accompanied-by-dependents tour in those locations where such tours are authorized. Eligibility is contingent upon the member's actual duty assignment and is controlled by U.S. Forces Korea. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour. Command-sponsored dependents for members assigned to Suwon are required to reside at Osan AB.

5. ***Due to threat levels, dependents are not currently authorized at this location.***

6. Not every member is eligible to serve an accompanied-by-dependents tour in those locations where such tours are authorized. Eligibility is contingent upon the member's actual duty assignment and is controlled by USCENTCOM. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour.

7. OSD (P&R/OEPM) memo dated 6 July 2006 established tour lengths for members assigned to the Office of Defense Cooperation (ODC), U.S. Embassy located in Yerevan, Armenia; Baku, Azerbaijan; and Sarajevo, Bosnia-Herzegovina.

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 Uniformed Services members and for DOD civilian employees:*

Authorized R&R Location	Command Region	Authorized OCONUS Destination	Authorized CONUS Destination	Re-certification Due Date
Afghanistan 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Albania	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Bahrain 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Bosnia-Herzegovina	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Croatia	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
*Cuba, Joint Task Force – GITMO <i>only</i>	Southern	None	NAS Jacksonville NAS Norfolk	30 Nov 2008
Djibouti 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Hungary	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Iraq 2/	Central	Airport closest to the leave point	Airport closest to the 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 the leave point	Airport closest to the leave point	30 Sep 2005
Kuwait 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Kyrgyzstan 2/	Central	Airport closest to the leave point	Airport closest to the 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 the leave point	Airport closest to the leave point	30 Sep 2005

Pakistan 2/	Central	Airport closest to the leave point	Airport closest to the leave point	<i>30 Sep 2005</i>
Qatar 2/	Central	Airport closest to the leave point	Airport closest to the leave point	<i>30 Sep 2005</i>
Saudi Arabia 2/	Central	Airport closest to the leave point	Airport closest to the 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 the leave point	Airport closest to the leave point	<i>30 Sep 2005</i>
United Arab Emirates 2/	Central	Airport closest to the leave point	Airport closest to the leave point	<i>30 Sep 2005</i>
Uzbekistan 2/	Central	Airport closest to the leave point	Airport closest to the leave point	<i>30 Sep 2005</i>
Yemen 2/	Central	Airport closest to the leave point	Airport closest to the 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 February 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 U.S. APOD 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.***