

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 243

Alexandria, VA

1 March 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 March 2007 unless otherwise indicated.

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This change includes all material written in MAP Items 122-06(I); 125-06(E); 127-06(E); 136-06(E); 142-06(I) through 144-06(I); 146-06(I); 148-06(I); 150-06(I) through 153-06(I); 1-07(I). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 242 cover page.

BRIEF OF REVISION

These are the major changes made by Change 243:

U1000; U1005. Updates paragraphs.

U2015; U3120. Prevents misuse of a Government Travel Charge Card (GTCC) and city pair airfares for leisure travel by indicating that requests to a CTO for transportation must be accompanied by a copy of the relevant travel order/authorization, even if an IBA GTCC is used to purchase the transportation.

U3505-B; T4040-D1. Clarifies that commercial transportation expense reimbursement is authorized/approved only if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace.

U4102-G. Changes paragraph reference from U4001 to U4102-P

U6060. Corrects cross-references in pars. U6060-A and B.

U7001; Appendix A, Part I. Updates the Government Meal Rates for 2007.

U7051; U7052; U7451-C. Eliminates mileage for prisoners on “Commandant’s Parole” and MALT for couriers.

U7150-A4b(1) and (2). Corrects cross-references.

U10000; U10008. Corrects the term BAH-Difference to BAH-Differential.

U10400, Table U10E-1, rules 13 and 14 revised. Corrects verbiage to match MAP 75-06 to allow BAH for members without dependents who are assigned Government quarters at a TDY en route location. ***Effective 1 November 2006.***

U10414-G, Table U10E-11. Corrects the FSH stop date upon PCS from the departure date to the day before the member departs PCS.

Appendix A, Part I. Revises the term “Policy-Constructed Airfare”.

Appendix S. Establishes FEML recertification due date for GITMO is 30 April 2007 and Mexico City, Mexico is 31 August 2008. Also establishes FEML for Bujumbura, Burundi with a relief destination of Frankfurt, Germany effective 12 December 2006, and a recertification date of 30 November 2008.

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.

Ch.	Page								
216	i	243	U3B-13	235	U4F-1	231	U5C-13	232	U5D-53
243	iii	243	U3B-15	225	U4G-1	234	U5C-15	232	U5D-55
243	v	243	U3B-17	232	U4H-1	213	U5C-17	238	U5D-57
242	vii	243	U3B-19	230	U4H-3	235	U5C-19	216	U5D-59
242	ix	232	U3C-1	232	U4H-5	238	U5C-21	232	U5D-61
241	xi	235	U3D-1	219	U4H-7	235	U5C-23	219	U5D-63
241	U-i	238	U3D-3	232	U4H-9	235	U5C-25	219	U5D-65
241	U-iii	240	U3D-5	214	U4I-1	235	U5C-27	219	U5D-67
241	U-v	234	U3E-1	214	U4I-3	235	U5C-29	219	U5D-69
228	U1-i	235	U3E-3	202	U4J-1	235	U5C-31	232	U5D-71
241	U1-iii	235	U3E-5	240	U5-i	234	U5C-33	241	U5E1-1
235	U1A-1	243	U3F-1	230	U5-iii	234	U5C-35	216	U5E1-3
242	U1A-3	243	U3F-3	234	U5-v	234	U5C-37	216	U5E1-5
237	U1A-5	225	U3G-1	225	U5-vii	234	U5C-39	229	U5E1-7
193	U1B-1	233	U4-i	239	U5-ix	238	U5C-41	232	U5E1-9
232	U1C-1	216	U4-iii	225	U5-xi	242	U5C-43	232	U5E1-11
239	U1C-3	223	U4-v	241	U5-xiii	242	U5C-45	227	U5E1-13
235	U1D-1	232	U4-vii	225	U5-xv	242	U5D-47	232	U5E1-15
241	U1E-1	233	U4A-1	240	U5-xvii	240	U5D-1	214	U5E2-1
243	U2-i	232	U4B-1	235	U5-xix	240	U5D-3	214	U5E2-3
241	U2-iii	243	U4B-3	229	U5-xxi	240	U5D-5	232	U5E2-5
230	U2A-1	242	U4B-5	227	U5-xxiii	232	U5D-7	228	U5E2-7
243	U2A-3	234	U4B-7	240	U5A-1	230	U5D-9	240	U5F-1
243	U2A-5	234	U4B-9	240	U5A-3	232	U5D-11	240	U5F-3
221	U2B-1	234	U4B-11	240	U5A-5	230	U5D-13	240	U5F-5
231	U2B-3	232	U4B-13	240	U5A-7	230	U5D-15	240	U5F-7
232	U2B-5	232	U4B-15	238	U5B-1	232	U5D-17	232	U5F-9
232	U2C-1	240	U4B-17	228	U5B-3	239	U5D-19	232	U5F-11
232	U2C-3	232	U4B-19	235	U5B-5	239	U5D-21	235	U5F-13
241	U2D-1	232	U4B-21	228	U5B-7	232	U5D-23	232	U5G-1
176	U2E-1	232	U4B-23	240	U5B-9	234	U5D-25	232	U5G-3
227	U2F-1	232	U4B-25	238	U5B-11	221	U5D-27	241	U5G-5
239	U2G-1	232	U4B-27	221	U5B-13	223	U5D-29	241	U5G-7
231	U2H-1	232	U4B-29	238	U5B-15	216	U5D-31	241	U5G-9
228	U3-i	231	U4C-1	221	U5B-17	229	U5D-33	227	U5G-11
243	U3-iii	231	U4C-3	237	U5B-19	238	U5D-35	236	U5H-1
214	U3A-1	231	U4C-5	221	U5B-21	232	U5D-37	233	U5H-3
232	U3A-3	231	U4C-7	232	U5B-23	238	U5D-39	233	U5H-5
238	U3B-1	204	U4C-9	240	U5C-1	232	U5D-41	233	U5H-7
238	U3B-3	194	U4C-11	239	U5C-3	216	U5D-43	240	U5H-9
243	U3B-5	220	U4D-1	239	U5C-5	238	U5D-45	184	U5I-1
243	U3B-7	220	U4D-3	232	U5C-7	216	U5D-47	223	U5J-1
243	U3B-9	220	U4D-5	236	U5C-9	227	U5D-49	213	U5J-3
243	U3B-11	193	U4E-1	231	U5C-11	241	U5D-51	213	U5J-5

213	U5J-7	241	U7G-13	240	U9D-3	240	A1-1	226	J1-3
241	U5J-9	233	U7G-15	243	U10-i	238	A1-3	236	J2-1
221	U5J-11	238	U7H1-1	240	U10-iii	238	A1-5	226	J3-1
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
243	U6-iii	236	U7H1-7	243	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	243	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	243	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	243	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	243	A2-1	217	N-i
240	U6A-27	243	U7O-1	240	U10B-9	243	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	243	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	243	O-15
243	U6B-25	227	U8-1	241	U10E-11	233	G-1	243	O-17
240	U6B-27	227	U8-3	240	U10E-13	233	G-3	234	O-19
243	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
243	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
243	U7D-1	237	U9C-3	240	U10E-33	220	H3B-1	240	P2-3
242	U7E-1	240	U9C-5	243	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
243	U7G-3	240	U9C-17	240	U10E-47	214	H4E-1	239	R1-1
243	U7G-5	240	U9C-19	240	U10E-49	214	H4F-1	239	R1-3
243	U7G-7	240	U9C-21	240	U10E-51	176	I-1	239	R2-1
243	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

243 S-1
243 S-3
216 T-i
216 T-1
216 T-3
242 U-1
240 V-1
240 V-3
240 V-5
240 V-7
230 i-1

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CHAPTER 1

PART A: APPLICABILITY AND GENERAL INFORMATION

Effective 13 December 2006

***U1000 APPLICATION**

The Joint Federal Travel Regulations, Volume 1 (JFTR) contain basic statutory regulations concerning Uniformed Service members travel and transportation, certain OCONUS station allowances (COLA, TLA), housing allowances (BAH, FSH, and OHA), and CONUS COLA. These regulations have been interpreted to have the force and effect of law. The JFTR is issued primarily under the authority of 37 USC §411 and Chapter 7, 37 USC. ***There may be circumstances when payment of certain allowances is prohibited in JFTR. Those circumstances are stated. However, the absence of a prohibition does not imply or grant authority or permission for any action for which authority does not exist/is not explicitly allowed in JFTR (i.e. just because the JFTR does not say something cannot be done does not mean that it can be done).*** All members of the active and Reserve Components, without regard to the Service to which assigned, are covered by JFTR. See Appendix A for definitions of terms (Part I) and acronyms (Part II) used in JFTR.

Effective 13 December 2006

***U1005 GENERAL**

Except as indicated in par. U1006, a member on loan, assignment, or detail to another department or agency is authorized the allowances in JFTR as opposed to the allowances of the department or agency to which loaned, assigned, or detailed, unless otherwise provided for by law (5 USC §5536).

Effective 5 December 2005

U1006 COMPLEMENTARY REGULATIONS

DIA prescribes regulations in DIA Manual (DIAM) 100-1, Volume 1, Part 4. ***NOTE: DODD 5154.29 requires that PDTATAC staff review all written material that implements JFTR provisions.*** The DIAM 100-1 provides special allowances for DOD members, who are U.S. nationals, assigned to or in designated training for assignment to a DAS or DIA liaison detachment station outside the U.S or in a non-foreign OCONUS location. The DIAM 100-1 also affects their dependents. ***Members may not receive allowances under the DIA regulations and allowances prescribed in this Volume for the same purpose. The member is financially responsible for all duplicate travel and transportation allowances received under par. U1006 authority.*** The allowances include:

1. Environmental and morale leave transportation ***NOTE: Funded EML (FEML) and the 'Special R&R Program', covered under DIAM 100-1, are one in the same program. This means that trips under both programs are not authorized. If a total of two trips are authorized (for a 36-month tour), one may under each program or both under either program. If one trip is authorized for a 24-month tour, only one trip may be taken, but it may be taken under either program.,***
2. Travel and other expenses for dependent education,
3. Home visitation between consecutive tours,
4. Dependent travel in connection with TDY,

5. Dependent visitation,
6. Dependent care expenses connected with training of responsible dependents,
7. Representational travel by dependents,
8. Removal of dependents and HHG,
9. Transportation of a POV.

Address requests for copies of DIAM 100-1 to Department of Defense, Defense Intelligence Agency, Attn: DA, Washington, DC 20340-5339.

Effective 24 August 2005

U1008 CHAPLAIN-LED PROGRAMS

Title 10 USC §1789 authorizes the Secretary of a military department (i.e., Air Force, Army, Navy) to provide Chaplain-led programs that provide assistance to active duty and active-duty Reserve Component members and their immediate families, in building and maintaining a strong family structure. Chaplains and other members ordered, and/or family members authorized, to attend these functions in an *official* capacity as outlined in Appendix H, Part I are to be sent using an official TDY order or an ITA, as appropriate. *For all others, the JFTR is not the authority for payments connected with attendance at these programs and the payments are not travel and transportation allowances. ITAs are not used to document attendance at, or payments related to, attendance by individuals participating in an unofficial capacity at these Chaplain-led programs.* The travel-directing/sponsoring organization or agency should be consulted to determine the appropriate funds (for attendees not attending in an official capacity) for these events.

U1010 IMPLEMENTATION

A. Allowance Regulations. *The regulations in this Volume require no further allowances implementation.* When necessary, they may be supplemented by administrative regulations that must not prescribe allowances different from those in these regulations. It is recommended that each supplemental directive paragraph reference the JFTR.

Effective 17 April 2006

B. Implementation Regulations. Each Service, or Services jointly, should issue implementing administrative and/or procedural directives for certain allowances. The listing below cites allowances that do or should have implementing instructions provided by Service regulations. There may be additional implementing instruction requirements that are not specifically cited below. ***NOTE: DODD 5154.29 requires that PDTATAC staff review all written material that implements JFTR provisions.***

1. Completion and submission of travel vouchers (Chapter 2, Part F);
2. Appropriate authority/approval level for business-class air travel (par. U3125-B2b);
3. Order endorsements related to foreign flag carrier use (par. U3125-C3);
4. Issuance, use, and care of meal tickets, and for the payment for meals procured with the tickets (par. U1500-B);

CHAPTER 2
ADMINISTRATION AND GENERAL PROCEDURES

PART A: TRAVEL POLICY

<u>Paragraph</u>	<u>Contents</u>
U2000	GENERAL A. Travel and Transportation Policy B. Service Responsibility
U2010	OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL
U2015	GOVERNMENT TRAVEL CHARGE CARD (GTCC) USE A. General Policy B. DOD Policy C. Non-DOD Policy D. Centrally Billed Account (CBA)/Individually Billed Account (IBA) Statements
U2020	OFFICIAL DISTANCE DETERMINATION A. Privately Owned Conveyance (Except Airplane) B. Privately Owned Airplane C. Official Distances Use D. Personally Procured Moves
U2025	STANDARD CONUS PER DIEM RATE

PART B: TRAVEL ORDERS

<u>Paragraph</u>	<u>Contents</u>
U2100	GENERAL
U2105	AUTHORIZATION/APPROVAL AND RETROACTIVE MODIFICATION
U2115	ORDERS FOR TRAVEL AND REIMBURSEMENT A. Written Orders B. Oral Orders C. Orders Not Originated by Competent Authority
U2135	ITINERARY VARIATION
U2140	EFFECTIVE AND EXPIRATION DATE OF CERTAIN ORDER TYPES A. Amended, Modified, Canceled or Revoked Orders B. Blanket or Repeated Travel Orders C. Time Limitation for PCS Orders
U2145	TIME LIMITATIONS FOR TDY PERIODS (GENERAL) A. 180-Day Time Limitation B. TDY Periods in Excess of 180 Consecutive Days

U2146 TIME LIMITATIONS FOR TDY PERIODS (COURSES OF INSTRUCTION)

- A. TDY for Training Less Than 140 Days (20 Weeks)
- B. TDY vs. PCS Status for Training Courses of 20 or More Weeks
- C. TDY vs. PCS Status for Training Courses of more than 180 Days

PART C: TRAVEL STATUS

<u>Paragraph</u>	<u>Contents</u>
U2200	TRAVEL STATUS <ul style="list-style-type: none">A. Importance of Travel StatusB. Conditions Under Which Travel Status ExistC. Travel Status Beginning and Ending

PART D: ADVANCE OF FUNDS

<u>Paragraph</u>	<u>Contents</u>
U2300	ADVANCE PAYMENTS <ul style="list-style-type: none">A. GeneralB. Advance Payment Information

PART E: RESERVED

PART F: TRAVEL CLAIMS AND RECEIPTS

<u>Paragraph</u>	<u>Contents</u>
U2500	TRAVEL VOUCHER SUBMISSION
U2505	FRAUDULENT CLAIMS
U2510	RECEIPT REQUIREMENTS <ul style="list-style-type: none">A. GeneralB. Lost Receipts
U2515	LOST/STOLEN/UNUSED TICKET/GTR REIMBURSEMENT <ul style="list-style-type: none">A. Lost/Stolen/Unused TicketsB. Lost/Stolen/Unused GTR

Effective 3 November 2005

4. Travelers are advised that the Army Lodging Success Program, Navy Elite Lodging Program, and GSA's FedRooms Lodging Program provide quality lodging at or below per diem and properties often are close to worksites at TDY locations. ***NOTE: The FedRooms Lodging Program is indicated by the use of an 'XVU' rate code as opposed to a 'GOV' or other rate code.*** Use of lodging facilities in these programs often results in cost savings to the Government. Not all programs are available to all travelers.

Effective 21 December 2006***U2015 GOVERNMENT TRAVEL CHARGE CARD (GTCC) USE**

A. General Policy. "It is the general policy of DOD that the (GTCC) be used by DOD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses, unless otherwise specified," (OSD (C) memo of 28 March 1995, subject: Travel/Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card).

B. DOD Policy. *The policies and procedures for the GTCC program (including central billing and unit cards) are found in the DOD Financial Management Regulation (DOD 7000.14-R), Volume 9, "Travel Policy and Procedures." The DOD Comptroller Finance Management Regulation website is found at <http://www.dtic.mil/comptroller/fmr/>.*

C. Non-DOD Policy. The policies and procedures for the GTCC program are found in Service regulations.

D. Centrally Billed Account (CBA)/Individually Billed Account (IBA) Statements. A statement must be on each travel order/authorization indicating whether transportation tickets ordinarily are purchased using a CBA GTCC or using an IBA GTCC. *This statement is only to alert voucher examiners to instances when a CBA ordinarily is used to purchase transportation and the transportation cost shows up as a reimbursable expense so that questions may be asked and duplicate payments avoided.*

NOTE: DODFMR 7000.14-R, Volume 9, Chapter 3, par. 030607 (available at: http://www.dod.mil/comptroller/fmr/09/09_03.pdf) indicates the purposes for which a DOD GTCC may be used. Charging for personal travel expenses is misuse of the GTCC. A DOD traveler who misuses the GTCC is subject to administrative or disciplinary action. To prevent misuse of the IBA GTCC and city-pair airfares for leisure travel, a copy of the relevant travel order/authorization must be provided to the CTO before the final ticketing. Electronic DTS generated authorizations, available on line for viewing or reproducing, suffice to meet this requirement and preclude the necessity of the authorization being physically provided. A CTO may issue tickets for official travel authorized by proper oral, letter, or message authority if travel must begin or is performed before a written travel order/authorization is issued; however, the official who directed the travel is responsible for providing a confirmatory travel order/authorization to the CTO as soon as possible.

U2020 OFFICIAL DISTANCE DETERMINATION

A. Privately Owned Conveyance (Except Airplane). The Defense Table of Official Distances (DTOD):

1. Is the only official source for worldwide PCS and TDY distance information,

2. Replaces all other sources used for computing distance (except for airplanes see par. U2020-B below),
3. Uses city to city distance (not zip code to zip code),

NOTE: All DOD installations (CONUS and OCONUS) are supposed to be listed in the DTOD. If an installation cannot be located, SDDC should be informed of the missing location. A missing installation will be added to the DTOD system. All feedback should be directed through the DTOD website at <http://dtod1.sddc.army.mil>.

4. Provides distances which must be rounded to the nearest mile for each leg of a journey,
5. Does **not** apply to the following travel distances that are determined by odometer readings:
 - a. In and around the PDS or TDY sites,
 - b. Between home/office and transportation terminal,
 - c. For short distance moves, within the same city, or
 - d. Round trip travel between home and active duty tour site for a Reserve Component member performing active duty when the member commutes under the provisions of par. U7150-A1b, and
6. Website is found at <http://dtod1.sddc.army.mil>.

B. Privately Owned Airplane

1. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration (FAA).
2. If adverse weather, mechanical difficulty, or unusual conditions cause necessary detours, the additional air distance must be explained.
3. If distance cannot be determined by aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

C. Official Distance Use. The official distance is used in determining the distance between any two of the locations listed in par. U3010.

D. Personally Procured Moves. The DTOD (shortest distance) is the only official source for distances for personally procured moves.

Effective 1 October 2005

U2025 STANDARD CONUS PER DIEM RATE

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

B. *Effective 1 October 2005* the Standard CONUS per diem rate is:

<u>LODGING</u>	<u>M&IE</u>	<u>TOTAL</u>
\$60	\$39	\$99

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PART D: TRAVEL BY PRIVATELY OWNED CONVEYANCE

<u>Paragraph</u>	<u>Contents</u>
U3300	TDY POC RULES <ul style="list-style-type: none">A. PolicyB. Authorization/ApprovalC. Official DistancesD. PCS Travel by POC
U3305	POC USE ON TDY (ADVANTAGEOUS TO THE GOVERNMENT) <ul style="list-style-type: none">A. Mileage Plus Per Diem or AEAB. Reimbursement for Actual Transportation CostsC. Privately-Owned Aircraft other than an AirplaneD. Travel by Privately Owned BoatE. Mixed Mode Transportation
U3310	POC USE ON TDY (NOT ADVANTAGEOUS TO THE GOVERNMENT) <ul style="list-style-type: none">A. LimitationB. Mileage and Per Diem ComputationC. Constructed Transportation Cost and Per Diem ComputationD. ComparisonE. PassengersF. Mixed Mode Transportation
U3320	POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS <ul style="list-style-type: none">A. Round-trip Expenses Incurred for Drop-off or Pick-up at a Transportation TerminalB. Expenses Incurred for Two One-way Trips to and from a Transportation TerminalC. Member Departs from PDS on TDYD. Member Transports Other Official Travelers
U3325	POC USE BETWEEN RESIDENCE AND TDY STATION
U3335	EXPENSES NOT REIMBURSABLE WHEN MILEAGE IS PAYABLE
U3340	POC USE IN AND AROUND PDS OR TDY STATION
U3345	POC USE INSTEAD OF GOVERNMENT AUTOMOBILE <ul style="list-style-type: none">A. GeneralB. Mileage Reimbursement RatesC. Government Automobile Use Is Advantageous to the GovernmentD. Government Automobile Directed

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

<u>Paragraph</u>	<u>Contents</u>
U3400	GENERAL
U3405	MISCELLANEOUS EXPENSES

- U3410 TAXICAB/LIMOUSINE SERVICE USE**
 A. To/from Transportation Terminals
 B. Between Residence and PDS on Day Travel Performed
- U3415 SPECIAL CONVEYANCE USE**
 A. General
 B. Selecting a Rental Vehicle
 C. Special Conveyance (Includes Aircraft) Reimbursement
 D. To/from Carrier Terminals
 E. Between Duty Stations
 F. Special Conveyance Use in and Around PDS or TDY Station
 G. Limited to Official Purposes
- U3420 BUS, STREETCAR, AND SUBWAY USE**
 A. To/from Transportation Terminals
 B. Between Residence and PDS on Day Travel Is Performed
- U3430 COURTESY TRANSPORTATION USE**

PART F: LOCAL TRAVEL IN AND AROUND PDS OR TDY STATION

<u>Paragraph</u>	<u>Contents</u>
U3500	GENERAL A. Authorization/Approval B. Local Area C. Travel to and from Medical Facilities
U3505	TRAVEL IN THE PDS AREA A. General B. Commercial Transportation C. Travel by POC D. Travel by POC and Commercial Means between Residence and Alternate Work Site within the Local Area
U3510	TRAVEL IN THE TDY LOCATION A. Travel Points B. Conditions C. Commercial Travel D. POC Travel
U3535	TRAVEL BETWEEN PDS DUTY SITE AND RESIDENCE
U3540	VOUCHERS AND SUPPORTING DOCUMENTS

PART G: PARKING EXPENSES FOR CERTAIN MEMBERS

U3550	GENERAL
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2. CTO/TMC Not Available. When the AO certifies that a CTO/TMC was/is not available to arrange the required official transportation, reimbursement is for the actual cost of the authorized/approved transportation NTE the policy-constructed airfare (see Appendix A) airfare that meets mission requirements.

Effective 31 July 2006

NOTE 1: *CTO/TMC service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO/TMC service available should the same situation arise again. When a CTO/TMC is not available to the member, the transaction fee incurred by the member for arranging transportation by other than a CTO/TMC is reimbursable under App G, Part I, Item 13.*

NOTE 2: *The cost paid by the Government for Government/Government-procured transportation, in house or CTO/TMC transportation, frequently includes a transaction fee for arranging the transportation. A CTO/TMC transaction fee incurred by a member is reimbursable under App G, Part I, Item 13. When an available CTO/TMC is not used and no transaction fee is included in the Government/Government-procured transportation, the transaction fee for personally procured transportation from other than a CTO/TMC may be reimbursed as long as the total reimbursable amount for the transaction fee and transportation cost does not exceed the cost of the Government/Government procured transportation.*

Effective 21 December 2006

****NOTE 3:*** *DODFMR 7000.14-R, Volume 9, Chapter 3, par. 030607 (available at: http://www.dod.mil/comptroller/fmr/09/09_03.pdf) indicates the purposes for which a DOD GTCC may be used. Charging for personal travel expenses is misuse of the GTCC. A DOD traveler who misuses the GTCC is subject to administrative or disciplinary action. To prevent misuse of the IBA GTCC and city-pair airfares for leisure travel, a copy of the relevant travel order/authorization must be provided to the CTO before the final ticketing. Electronic DTS generated authorizations, available on line for viewing or reproducing, suffice to meet this requirement and preclude the necessity of the authorization being physically provided. A CTO may issue tickets for official travel authorized by proper oral, letter, or message authority if travel must begin or is performed before a written travel order/authorization is issued; however, the official who directed the travel is responsible for providing a confirmatory travel order/authorization to the CTO as soon as possible.*

U3125 COMMERCIAL AIR TRANSPORTATION

Effective 8 December 2004

A. General. Transportation by common carrier air is generally the most cost efficient and expeditious way to travel. ***Arrangement of official transportation through an available CTO is mandatory.*** See par. U3110 for reimbursement for personally procured transportation (whether properly or improperly personally arranged) in lieu of using Government or Government-procured transportation under this Part. ***NOTE: Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

B. Service Class

1. General. Government policy is that:

a. A member and/or dependents must be provided economy/coach-class airline accommodations for all official business travel (including PCS, TDY, COT leave, emergency leave, R&R, FEML, flights over 14 hours, personnel evacuation) unless proper documentation/justification is provided (ordinarily before travel, see par. U2000-A2a) and substantiated to justify premium-class transportation.

- b. Each commands, member, and/or dependent should determine travel requirements in sufficient time to reserve economy/coach-class accommodations.
- c. First-class accommodations may be used at Government expense only as permitted in par. U3125-B3.
- d. Business-class accommodations may be used at Government expense only as permitted in par. U3125-B4.
- e. See par. U2000-A2a regarding authorizing premium-class transportation before or after travel.

Effective 1 June 2005

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

- g. Less than minimum standards may be authorized as permitted in par. U3100.

NOTE 1: Commands must not permit CTOs to issue travelers premium-class tickets without prior proper authorization.

NOTE 2: Specific justification and the paragraph reference number detailed to the “specific” reason for travel must be placed on a travel order (see par. U2000-A2a) for premium-class travel (e.g., JFTR, par. U3125-B4c (followed by details) (representative of first-class travel); JFTR, par. U3125-B3b (followed by details) (representative of business-class). (See APPENDIX A, BLANKET TRAVEL ORDER for an exception concerning Blanket Travel Orders that requires individual amendments for each trip requiring premium-class transportation to be provided.)

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

- a. First-class. The officials listed below may authorize/approve first-class air accommodations use by a member and dependents if any of the criteria in par. U3125-B3 are met. (DODD 4500.9, par. 3.4.3.1, USD memo of 17 November 2003 for DOD members).

Effective 18 January 2005

- (1) Office of the Secretary of Defense and Defense Agencies: Director, Administration and Management, with no further delegation.
- (2) Military Departments: The Secretaries of the Military Departments. Approval authority may be re-delegated to Under Secretaries, Service Chiefs or their Vice and/or Deputy Chiefs of Staff, and four-star major commanders or their three-star vice and/or deputy commanders, and no further.
- (3) Joint Staff and Combatant Commands: Director, Joint Staff, or as delegated. Re-delegation may be no lower than to the three-star major commanders.

(4) The Secretary of Health and Human Services (for Public Health Service officers).

(5) The Director, NOAA Corps (for NOAA Corps officers).

Effective 22 September 2004

(6) The Commandant or Vice-Commandant of the Coast Guard (for Coast Guard members).

b. Business-class. In addition to the officials with authority to authorize/approve first-class air accommodations as detailed in par. U3125-B2a, only flag officers at the two-star level or their civilian equivalents, to whom authority has been delegated by the first-class authorizing/approving authority, may authorize/approve business-class transportation. ***Delegation of authority for business-class travel below the two-star flag officer or civilian equivalent level is prohibited.*** Business-class authorization/approval authorities must obtain authorization/approval for their own business-class travel from the next higher approval authority. See par. U2000-A2b.

Effective 18 January 2005

c. Premium Class Authorization/Approval Authorities

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

Effective 16 August 2004

3. First-class Air Accommodations Use. (OMB Bulletin 93-11, 19 April 1993) Only the officials listed in par. U3125-B2a may authorize/approve first-class air accommodations use when: (See Appendix H, Part II, Section C, for a first-class decision support tool.)

a. Lower class accommodations are not reasonably available. “Reasonably available” means that accommodations, other than first-class, are available on an airline scheduled to leave within 24 hours of the member’s proposed departure time, and scheduled to arrive within 24 hours before the member’s proposed arrival time. “Reasonably available” does not include a scheduled arrival time later than the member’s required reporting time at a duty site, or a scheduled departure time earlier than the time the member is scheduled to complete duty. When par. U3125-B3a is used to justify premium-class accommodations, the AO must cause the travel order to be clearly annotated as to when the TDY travel was identified, when travel reservations were made, and the cost difference between coach-class and first-class accommodations. “Not reasonably available” does not apply during official travel involving PCS, COT leave, emergency leave, R&R, FEMLE, or personnel evacuation and flights over 14 hours in duration, since arrival time/reporting time in these cases is not mission critical.

b. See Par. U2000-A2c for Medical Reasons. First-class may be considered for use when and if business-class transportation is not available.

c. Exceptional security circumstances require such travel. Examples are:

(1) A member whose use of other than first-class accommodations would entail danger to the member's life or Government property.

(2) Agents of protective details accompanying individuals authorized to use first-class accommodations.

(3) Couriers and control officers accompanying controlled pouches or packages and business-class accommodations are not available.

Effective 5 December 2005

d. When required by the mission. This criterion is exclusively for use ICW Federal advisory committees, special high-level invited guests, and U.S. armed forces attachés accompanying ministers of foreign governments traveling to the United States to consult with U.S. Federal Government officials (***not applicable to NOAA***). For DOD, the approval authority is the Director, Administration and Management, Office of the Secretary of Defense, or as delegated by the Director. Business-class should be used if available.

Effective 23 July 2004

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

Effective 23 July 2004

f. Non-Federal Source. When a non-Federal source makes full payment for the transportation services in advance of travel (see the Joint Ethics Regulation (JER), DOD 5500.7-R, at <http://www.dtic.mil/whs/directives/corres/html/55007r.htm>, or http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html, or Service regulations for the non-DOD Services.) One of the preceding criteria also must be met (see par. U3125-B3a, U3125-B3b, U3125-B3c, U3125-B3d, or U3125-B3e. The travel order must state that transportation services have been paid in advance by a non-federal source.

g. Congressional travel. Travel of a member of the armed forces accompanying a Member of Congress or a congressional employee on official travel under the authority in 31 USC §1108(g). See Chapter 7, Part U.

Effective 16 August 2004

4. Business-class Accommodations Use. (Only the officials listed in par. U3125-B2b may authorize/approve business-class accommodations.) Use of business-class accommodations must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. Business-class authorizing/approving officials (see par. U3125-B2b) must consider each request for business-class airline service individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. See par. U4325 about scheduling travel and ***NOTE 1*** in par. U4326 on rest periods. See par. U2000-A2. See Appendix H, Part III, Section C, for business-class decision support tool. Business-class accommodations may be authorized/approved when:

Effective 1 June 2005

a. Space is not available in economy/coach-class accommodations on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission, a purpose/mission that is so urgent it cannot be postponed. When “space is not available in economy/coach-class” is used to justify premium class accommodations, the business-class authorizing/approving official must require that the travel order be clearly annotated as to when the TDY travel was identified, when travel reservations were made and the cost difference between economy/coach and business class. (***Business-class accommodations may not be provided for official travel for PCS, COT leave, emergency leave, R&R, FEML, and personnel evacuations.***) When TDY travel in business-class accommodations is authorized/approved because the mission is “so urgent it cannot be postponed,” business-class accommodations may only be authorized to the TDY site. Economy/coach accommodations are to be used for the return flight if the return flight is not critical and the member can rest before reporting back to work. Each TDY order on which return transportation in premium-class accommodations is not required must require economy/coach class accommodations use for the return flight. See par. U2000-A2d.

b. See par. U2000-A2c for medical reasons.

c. Exceptional security circumstances require such travel. Examples are:

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

Effective 5 December 2005

d. When required by the mission, this criterion is exclusively for use ICW Federal advisory committees, special high-level invited guests, and U.S. armed forces attachés accompanying ministers of foreign governments traveling to the United States to consult with Federal Government officials (***not applicable to NOAA***). The approval authority is the Director, Administration and Management, Office of the Secretary of Defense, or as delegated by the Director.

Effective 23 July 2004

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

f. When a non-Federal source makes full payment for the transportation services in advance of travel (see the Joint Ethics Regulation (JER), DOD 5500.7-R, at <http://www.dtic.mil/whs/directives/corres/html/55007r.htm>, http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html, or Service regulations for the non-DOD Services.) The travel order must state that transportation services have been paid in advance by a non-federal source.

g. Economy/coach-class accommodations on non-U.S.-certificated carriers do not provide adequate sanitation or meet health standards and non-U.S.-certificated flag carrier service use is authorized/approved IAW the Fly America Act. See par. U3125-C for rules governing U.S.-certificated carrier use.

h. Use of the business-class accommodations would result in an overall savings to the Government based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting economy/coach-class accommodations. An actual cost-comparison must be made and the details made part of the travel order.

i. TDY travel is between authorized origin and destination points (at least one of which is OCONUS), the scheduled flight time (including non-overnight airport stopovers and plane changes) is in excess of 14 hours, *and the TDY purpose/mission is so unexpected and urgent it cannot be delayed or postponed, and a rest period cannot be scheduled en route or at the TDY site before starting work.* See NOTE 1 below.

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

NOTE 2: *The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify business-class accommodations for PCS, COT Leave, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation.*

NOTE 3:

(1) The member or dependent is not eligible for business-class accommodations at Government expense, if:

(a) A ‘stopover’ en route (regardless of who pays the expenses during the ‘stopover’) is an overnight stay,

(b) A rest stop en route is authorized, or

(c) An overnight rest period occurs at the TDY location before beginning work.

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

(3) On TDY travel, the 14-hour rule (in par. U3125-B4i above) only applies en route to the TDY site. Less than business-class (e.g., economy/coach) accommodations are to be used for the return flight if the return flight is not critical and the member can rest before reporting back to work.

(4) When use of business-class accommodations is authorized/approved, use of available business-class airfares provided under the Contract City Pair Program is mandatory.

j. Congressional travel. Travel of a member of the armed forces accompanying a Member of Congress or a congressional employee on official travel under the authority in 31 USC §1108(g). See Chapter 7, Part U.

Effective 14 July 2006

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

Effective 16 August 2004

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

a. Orders. See par. U2000-A2a.

b. Travel Certification. The member must certify, on the travel order, or by travel order attachment, the reason(s) for the use of premium-class airline accommodations. ***Circumstances justifying use of premium-class transportation accommodations are limited to those listed in pars. U3125-B3 and U3125-B4***) Specific authorization/approval, including which of the specific conditions was met, and the cost difference between the premium- and economy/coach-class, must be attached to, or stated on, the travel order/authorization and kept as part of the record. When regularly scheduled flights between the authorized origin and destination (including connection) points provide only premium-class accommodations, the member must certify these circumstances on a travel order/authorization attachment. In the absence of specific authorization/approval from an authority designated in par. U3125-B2, the member is personally financially responsible for all additional costs resulting from premium-class airline accommodations use. Additional costs are the difference between the cost of the premium-class of transportation used and the transportation class for which the member or dependent was eligible.

C. U.S.-certificated Air Carrier Use

Effective 20 October 2006

NOTE 1: Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by non-U.S.-certificated air carriers between two places in foreign areas even if U.S.-certificated air carriers are available. This authority does not apply to a Uniformed Service member (Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), DOD civilian employee, or their dependents. A Uniformed Service member, DOD civilian employee, and dependents are required to use available U.S.-certificated carriers for all commercial air transportation as indicated in par. U3125.

Effective 6 September 2005

NOTE 2: The 'Fly America Act' does not mandate travel across the CONUS when traveling between two OCONUS locations (e.g., Travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS. When it is determined that a U.S.-certificated air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a non-U.S.-certificated air carrier may be authorized/approved (adopted from GSBICA 16632-RELO, 15 July 2005)).

Effective 20 October 2006

1. **Requirements.** Available U.S.-certificated flag air carriers must be used for all commercial air transportation of persons/property when the U.S. Government funds the air travel (49 USC §40118 and B-138942, 31 March 1981). Except as provided in par. U3125-C3, U.S.-certificated flag air carrier service is available if the:

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

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

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

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

Effective 24 August 2005

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

f. If a U.S.-certificated air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S.-certificated air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 or more hours.

g. If a U.S.-certificated air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, U.S.-certificated air carrier must be used on every portion of the route in which it provides service unless, when compared to using a non-U.S.-certificated air carrier, such use would:

- (1) Increase the number of foreign OCONUS location aircraft changes made by 2 or more; or
- (2) Extend travel time by at least 6 hours or more; or
- (3) Require a connecting time of 4 hours or more at a foreign OCONUS interchange point.

h. The AO determines that a U.S.-certificated air carrier cannot provide the needed air transportation, or cannot accomplish the mission.

i. Non-U.S.-certificated air carrier use is necessary for medical reasons, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).

j. Non-U.S.-certificated air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats). **NOTE: Approval based on an unreasonable safety risk must be in writing on a case-by-case basis. Determination and authorization/approval of non-U.S.-certificated air carrier use based on a threat against a U.S.-certificated air carrier must be supported by a travel advisory notice issued by the Federal Aviation Administration and the Department of State. Determination and authorization/approval of non-U.S.-certificated air carrier use based on a threat against Government employees or other travelers must be supported by evidence of the threat(s) that forms the determination basis and authorization/approval.**

k. Only first class accommodations can be furnished by a U.S.-certificated air carrier but less than first-class accommodations are available on a non-U.S.-certificated air carrier (60 Comp. Gen. 34 (1980)).

l. The total delay, including delay in initiation of travel from a TDY point, in en route travel and additional time at the TDY station before the traveler can proceed with assigned duties, involves more than 48 hours per diem costs in excess of per diem that would be incurred if non-U.S.-certificated service was used (56 Comp. Gen. 216 (1977)).

m. The only U.S.-certificated air carrier service between foreign OCONUS points requires boarding/leaving the carrier between the hours of midnight and 6 a.m., or travel spanning those hours, and a non-U.S.-certificated carrier is available that does not require travel at those hours (the traveler may travel by non-U.S.-certificated carrier to the nearest practicable interchange point on a usually traveled route to connect with a U.S.-certificated air carrier) (56 Comp. Gen. 629 (1977)).

n. The traveler’s transportation is paid for in full by a non-Federal source IAW the Joint Ethics Regulation (JER), DOD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html or service regulations for non-DOD Services.

3. Non-availability Documentation. When the AO determines U.S.-certificated air carriers are unavailable, commercial air transportation on a non-U.S.-certificated air carrier may be authorized/approved. Documentation explaining why U.S.-certificated air carrier service is not available must be provided to the traveler. Endorsements on the travel order and/or Government travel procurement document, made IAW Service regulations, are acceptable. The documentation should include the name of traveler, non-U.S. flag ship(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing/approving official’s title, organization and signature.

4. Air Travel Schedule Selection

a. General. Schedules maximizing U.S.-certificated air carrier use must be selected. Schedule selection is made using the following guidelines when:

- (1) U.S.-certificated air carrier service is available at the origin, schedules providing service by a usually traveled route, between origin and destination, and originating with a U.S.-certificated air carrier must be used;
- (2) U.S.-certificated air carrier service is not available at origin or an interchange point, non-U.S.-certificated air carrier service should be used only from origin to the nearest practicable interchange point on a usually traveled route, between origin and destination, to connect with a U.S.-certificated air carrier;
- (3) Schedule selection leaves the traveler at a location from which there is no choice but to use non-U.S.-certificated air service between the CONUS (or non-foreign OCONUS) location, and a foreign OCONUS location, the travel should be rerouted so that available U.S.-certificated air carriers are used.

b. Selecting a Schedule. The following example applies par. U3125-C4a when selecting a schedule.

EXAMPLE

Assuming there are no constraints on the departure or arrival time, a traveler requiring transportation between Ankara, Turkey, and Stuttgart, Germany, can accomplish required travel by any of the four schedules shown (schedules are for illustrative purposes only and do not reflect actual airline schedules):

<u>Schedule I</u>			
Monday/Tuesday/Thursday/Saturday/Sunday			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0830	Non-U.S.
Arrive:	Frankfurt	1210	
Leave:	Frankfurt	1325	Non-U.S.
Arrive:	Stuttgart	1410	

Schedule II

Wednesday/Friday/Saturday

	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0800	U.S.
Arrive:	Rome	1100	
Leave:	Rome	1650	Non-U.S.
Arrive:	Stuttgart	1940	

Schedule III

Wednesday/Friday/Saturday

	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0800	U.S.
Arrive:	Istanbul	0855	
Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Non-U.S.
Arrive:	Stuttgart	1730/2200	

Schedule IV

Daily (except Saturday)

	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	1130	Non-U.S.
Arrive:	Istanbul	1220	
Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Non-U.S.
Arrive:	Stuttgart	1730/2200	

Using par. U3125-C4a, the example schedule choice is limited to schedules II and III, because service is provided by a usually traveled route and originates with U.S.-certificated air carrier service. Schedule III provides U.S.-certificated air service from Ankara via Istanbul to Frankfurt, while U.S.-certificated air service is available under schedule II between Ankara and Rome. Schedule III should be selected because it uses U.S.-certificated air service to the farthest practical interchange point on a usually traveled route. If the schedules in this example were limited to those shown in schedules I and IV, schedule IV would be selected since it clearly involves more travel by U.S.-certificated air carriers than does schedule I (See 55 Comp. Gen. 1230 (1976)).

Effective 29 June 2005

5. **Reimbursement.** There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved non-U.S.-certificated air carrier service is used. *If U.S.-certificated air carrier service is available for an entire trip and the traveler uses a non-U.S.-certificated air carrier for any part, or all, of the trip, the transportation cost on the non-U.S.-certificated air carrier is not payable (41 CFR §301-10.143).*

U3130 COMMERCIAL SHIP TRANSPORTATION

A. **General.** Commercial transoceanic ship transportation may be directed only for operational reasons and may be authorized/approved only as prescribed in par. U3130-B. A member and/or dependents travel by car ferry IAW par. U5116-C3. Without authorization/approval, reimbursement for transoceanic ship transportation is based on constructed air transportation costs.

B. Commercial Ship Use Authorization. Commercial ship use may be authorized/approved by the AO when the travel can be:

1. Completed only by ship.
2. Performed more economically or efficiently by ship.

NOTE: See par. U2000-A2c for medical reasons.

C. Ship Accommodations. A member and/or dependents who travel by ship at Government expense must use the least costly first-class ship accommodations. More costly first-class ship accommodations at Government expense must be authorized/approved IAW par. U3130-D.

D. Authorization/Approval for more Costly First-class Ship Accommodations Use at Government Expense.

NOTE: See par. U2000-A2b.

1. Authorization/Approval. Use of more costly first-class accommodations, under the circumstances specified in par. U3130-E, may be authorized/approved IAW par. U3125-B2.
2. Requirements. Authorization for more costly first-class ship accommodations use at Government expense should be received in advance of the travel unless extenuating circumstances or emergency situations make advance authorization impossible. In these cases, the member must request written approval from the appropriate authority at the earliest possible time. See par. U2000-A2a.

Effective 16 August 2004

E. More Costly First-class Ship Accommodations Use. (OMB Bulletin 93-11, 19 April 1993) (See Appendix H for requirements/procedures.) More costly first-class accommodations at Government expense may be authorized/approved only when:

1. Less costly first-class accommodations are not available.
2. See par. U2000-A2c for medical reasons.
3. There are exceptional security requirements. Examples are:
 - a. A member or dependent whose use of least costly first-class accommodations would entail danger to the member's or dependent's life or Government property.
 - b. Agents of protective details accompanying individuals authorized to use more costly first-class accommodations.
 - c. Couriers and control officers accompanying controlled pouches or packages and a lower premium class is not available.

F. Use of Ships of U.S. Registry

1. General. Ships of U.S. registry must be used except as provided in pars. U3130-F2 and U3130-F3 (46 USC §1241 (a)). This applies to all official travel and accompanied baggage transportation without regard to the source of funds used to pay (57 Comp. Gen. 546 (1978)). When ship transportation is authorized/approved and a ship of U.S. registry cannot provide the transportation service required, transportation may be obtained aboard a foreign-registered ship (B-190575, 1 May 1978).
2. Ship of U.S. Registry Use Impracticable. When use of a ship of U.S. registry would seriously interfere with/prevent the performance of official business, the AO official may authorize/ approve foreign-registered ship use. Documentation required by par. U3125-C4 explaining why use of a ship of U.S. registry is impracticable must be provided to the traveler to justify transportation reimbursement. An order endorsement is acceptable.
3. Ship of U.S. Registry Unavailable. When a ship of U.S. registry is not available, the transportation/other appropriate officer may authorize/approve foreign-registered ship use. Documentation required by par. U3125-C3 is used explaining why a ship of U.S. registry is unavailable, and must be provided to the traveler to justify transportation reimbursement. An order endorsement is acceptable.
4. Determination Required. The authorizations/approvals referred to in pars. U3130-F2 and U3130-F3 must not be based on inconvenience in securing transportation on a ship of U.S. registry, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons.

Effective 27 April 2005

U3135 TRAIN TRANSPORTATION

A. Policy. The Government purchases and furnishes to official travelers, who travel by train, reserved coach-class accommodations except as noted in par. U3135. When adequate reserved coach-class accommodations are available, an AO must require those accommodations be provided. For overnight travel, a member must be provided slumber coach sleeping accommodations, or the lowest class of sleeping accommodations available on a train that does not offer slumber coach accommodations.

B. Train Class Accommodations

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

C. AO Authorization/Approval. The AO can authorize/approve the following:

1. Coach-class. Any 'standard' economy (lower than premium-class) train fares anywhere in the world. This includes slumber coach when overnight travel is involved.
2. AMTRAK Acela and Metroliner in CONUS. Travel by extra-fare trains in the CONUS may be authorized/approved by the AO when its use is advantageous to the Government or is required for security reasons. The lowest class of service available on any AMTRAK Acela Express or Metroliner train service (including Acela Express) is business-class and is advantageous to the Government. No further agency approval is needed except see note for U.S. Coast Guard. However, if the lowest class available is first-class, the AO still must comply with the requirements in par. U2000-A2 for premium-class travel orders. "Coach" class is the lowest available class on Amtrak Regional trains. AMTRAK Acela and Metroliner first class-accommodations may be authorized/approved only as provided in pars. U3135-D and U3135-E.
3. Train Service OCONUS. Travel by extra-fare trains OCONUS (e.g., 'bullet' trains in Japan and Korea) may be authorized/approved by the AO when its use is advantageous to the Government or is required for security reasons. The lowest service class available is advantageous to the Government and no further agency approval is needed. However, if the lowest class available is premium-class, the AO still must comply with the requirements in par. U2000-A2 for premium-class transportation annotation travel orders. If coach-class accommodations on any train OCONUS do not have assigned seating, the AO (see note for U.S. Coast Guard) can authorize the lowest-class accommodations (even if that is called 'first-class') that have assigned seating. All other premium-class train travel accommodations may be authorized/approved only as provided in pars. U3135-D and U3135-E.

NOTE: Premium-class travel accommodations, regardless of transportation modes, must be authorized/approved by USCG Commandant or Vice-Commandant when Coast Guard funds are used for official travel.

D. First-class Train Accommodations Use. (See Appendix H, Part II, Section C, for a first-class decision support tool and procedures.)

1. Authorization/Approval. The first-class authorizing/approving authority official in par. U3125-B2 may authorize/approve the first-class train accommodations use except for travel using Coast Guard funds. Only the Commandant/Vice Commandant of the Coast Guard may authorize/approve first-class accommodations use when Coast Guard funds are being used. See par. U2000-A2b.
2. Requirements. See par. U2000-A2a.

E. Circumstances. (OMB Bulletin 93-11, 19 April 1993) First-class train accommodations may be authorized/approved only when:

1. Advantageous to the Government and no coach-class train accommodations are reasonably available. "Reasonably available" means available coach-class train accommodations that are available and scheduled to leave within 24-hour period before the member's proposed departure time, or are scheduled to arrive within the 24-hour period before the member's proposed arrival time. In the case of a direct route that requires overnight travel, "reasonably available" must also be based on slumber coach sleeping accommodations availability. "Reasonably available" does not include accommodations with a scheduled arrival time later than the member's required reporting time at the duty site, or with scheduled departure time earlier than the time the member is scheduled to complete the duty.
2. See par. U2000-A2c and Appendix H, Part IV for medical reasons.

3. There are exceptional security requirements. Examples are:
 - a. A member whose coach-class accommodations use would entail danger to the member's life or Government property,
 - b. Agents of protective details accompanying individuals authorized to use first-class accommodations, and
 - c. Couriers and control officers accompanying controlled pouches or packages and a lower premium class is not available.
4. Coach-class accommodations on a foreign country's rail carrier do not provide adequate sanitation or meet health standards.

U3140 UNUSED GOVERNMENT-PROCURED TRANSPORTATION DOCUMENTS AND TICKETS

A. General. A member who returns unused Government-procured transportation documents, complete tickets, or unused portions of tickets obtained on these documents is authorized travel and transportation allowances under this Chapter and Chapters 4 and 5 if otherwise authorized.

B. Cost to the Government Involved. When cost to the Government is involved, the cost for any sleeping or parlor car accommodations furnished and used, or the cost of shipping baggage on tickets without passenger must be deducted from the amount otherwise payable to the member in par. U3140-A for the travel involved.

U3145 CITY-PAIR PROGRAM

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

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CHAPTER 3**PART F: LOCAL TRAVEL IN AND AROUND PDS OR TDY STATION****U3500 GENERAL**

A. Authorization/Approval. Service-designated officials may authorize/approve reimbursement for transportation expenses necessarily incurred by a member conducting official business in the local area of the PDS and TDY station as prescribed in this Part. These expenses are those not specifically included in travel under an order as provided in Chapter 4 or in Parts B through E of this Chapter.

B. Local Area. The local area is the area:

1. Within the duty station limits (permanent or temporary) and the metropolitan area around that station ordinarily served by local common carriers; or
2. Within a local commuting area of the duty station, the boundaries of which are determined by the AO or as prescribed by local Service directives; or
3. Separate cities, towns, or installations adjacent, or close, to each other, between which the commuting public travels during normal business hours on a daily basis.

An arbitrary distance radius must not be established to define a local commuting area (59 Comp. Gen. 397 (1980)).

C. Travel to and from Medical Facilities

1. Official Travel at Government Expense. A uniformed member, who is ordered to any medical facility within the local area to take a required physical examination or ordered to any medical facility within the local area to obtain a medical diagnosis and/or treatment, is on official business and may be reimbursed for the transportation. Ordered travel includes additional visits if the visits are part of the required physical examination.
2. Unofficial Travel at Member's Expense. A uniformed member who travels to any medical facility on a voluntary basis to obtain a medical diagnosis and/or treatment (e.g., sick call, appointments) is not on official business, and reimbursement for the transportation is not authorized.

U3505 TRAVEL IN THE PDS AREA

A. General. Reimbursement for transportation expenses in the PDS area may be authorized/approved for travel between:

1. Duty sites; or
2. Residence and a duty site other than the usual duty site.

*B. Commercial Transportation. Commercial transportation expense reimbursement is authorized/approved *only* if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace. When authorized/approved, a traveler who travels by commercial means is authorized reimbursement of actual and necessary expenses that exceed the ordinary costs incurred for:

1. Local public transportation (when tokens, tickets or cash fares are not furnished);
2. Taxicab fares plus transportation-related tips; and
3. Hire and operation of a special conveyance, including necessary parking fees.

C. Travel by POC

1. General. When authorized/approved, a member who travels by POC is authorized mileage (see par. U2600) based on odometer readings or other acceptable evidence, furnished by the member, of the actual necessary distance traveled in conducting official business. In addition to the mileage, a member may be reimbursed for the actual cost of parking fees, ferry fares, bridge, road and tunnel tolls, and trip insurance for travel in foreign countries (see App G, Part I, Item 20). Payments of mileage and reimbursement of expenses are made only to the member defraying the POC operating expenses, regardless of the number of passengers who accompany the member or who contributed funds to defray the POC operating expenses.

2. Duty and an Alternate Duty Site within the Local Area. When use of a POC is authorized/approved for travel between a member's residence, or the PDS, and one or more alternate duty sites within the local area, the member is paid TDY mileage for the distance that exceeds the member's commuting distance, regardless of the transportation mode ordinarily used to commute to the PDS. For travel to and from a transportation terminal for a TDY trip, par. U3320 applies.

D. Travel by POC and Commercial Means between Residence and Alternate Work Site within the Local Area. When use of a POC and/or commercial transportation is authorized/approved for travel between a member's residence and one or more alternate work sites within the local area, the member is paid:

1. Mileage for the POC use to travel to and from the commercial transportation stop/station/terminal for the distance that exceeds the member's commuting distance to the regular place of work;
2. Actual cost of necessary POC parking; and
3. Cost of local public transportation when tokens, tickets or cash fares are not furnished.

EXAMPLE 1

A member's one way commuting distance to PDS is 7 miles. The member drives from residence to an alternate duty site, a distance of 18 miles. Upon completion of work, the member returns to residence, a distance of 18 miles.

In this case, the member is authorized TDY mileage for the distance that exceeds the normal round trip commuting distance (14 miles). The member is paid for 22 miles ($18 + 18 - 14 = 22$).

EXAMPLE 2

A member's one way commuting distance to PDS is 15 miles. The member drives from residence to an alternate duty site, a distance of 5 miles. Upon completion of work, the member returns to residence, a distance of 5 miles.

In this case, the member **is not** authorized to TDY mileage for the travel performed (10 miles), since the distance traveled is less than the commuting distance (30 miles) to the usual duty site.

EXAMPLE 3

A member's one way commuting distance to PDS is 15 miles. The member drives to the PDS. The member is required to travel to an alternate duty site, a distance of 30 miles. Upon completion of work, the member returns to residence, a distance of 15 miles.

In this case, the member is authorized TDY mileage for the distance that exceeds the normal round trip commuting distance (30 miles). The member is paid for 30 miles ($15 + 30 + 15 - 30 = 30$).

EXAMPLE 4

A member's one way commuting distance to PDS is 12 miles. In the morning the member drives to an alternate duty site (45 miles). In the afternoon the member returns to the PDS (67 miles). After completion of work, the member returns to residence, a distance of 12 miles.

In this case, the member is authorized mileage for the distance that exceeds the normal round trip commuting distance (24 miles). The member is paid for 100 miles ($45 + 67 + 12 - 24 = 100$).

EXAMPLE 5

A member's one way commuting distance to PDS is 35 miles. The member drives to the PDS (35 miles). Later, the member drives to alternate duty site #1 (50 miles) and then to alternate duty site #2 (25 miles). The member then drives to residence (10 miles).

In this case, the member is authorized mileage for the distance that exceeds the normal commuting distance (70 miles). The member is paid for 50 miles ($35 + 50 + 25 + 10 - 70 = 50$).

EXAMPLE 6

A member's one way commuting distance to PDS is 20 miles. The member drives to PDS (20 miles). Later, the member drives to alternate duty site #1 (10 miles) and then to alternate duty site #2 (5 miles). The member then drives to residence (2 miles).

In this case, the member **is not** authorized mileage for the travel performed (37 miles), since the distance traveled is less than the commuting distance (40 miles) to the usual duty site.

U3510 TRAVEL IN THE TDY LOCATION

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

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

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

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

C. Commercial Travel. When authorized/approved, a member who uses commercial transportation is authorized reimbursement of:

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

D. POC Travel. If authorized/approved, a member who travels by POC in and around the TDY station is authorized the same reimbursement as a member who travels in and around a PDS. See par. U3505-C.

U3535 TRAVEL BETWEEN PDS DUTY SITE AND RESIDENCE

Incident to the conduct of official business at the PDS, reimbursement for the usual taxicab fare and transportation-related tip paid by a member between the office or duty site and residence may be authorized/approved under the following conditions:

1. The member is dependent on public transportation for travel,
2. The member is officially ordered to work outside of what are, for that member, regular working hours, and
3. Travel is during hours of infrequently scheduled public transportation or darkness.

Reimbursement for taxicab fares plus transportation-related tips may be authorized/approved IAW Service regulations.

U3540 VOUCHERS AND SUPPORTING DOCUMENTS

See Chapter 2, Part F.

Effective 18 December 2006

*G. Members Traveling Together with No/Limited Reimbursement. Members traveling together under an order directing no/limited reimbursement (see par. U4102-O) are not authorized per diem except as noted in par. U4102-P. Occasional meals or quarters necessarily procured are reimbursable under par. U4510.

H. Navigational and Proficiency Flights. A member is not authorized per diem for navigational and proficiency flights when they are authorized at the member's request.

I. Assigned to Two-crew Nuclear Submarines. A member under a PCS order is not authorized per diem after 2400 on the day the member, assigned to a two-crew nuclear submarine (SSBN), arrives at the ship's homeport and no further travel is performed away from the homeport under that order (57 Comp. Gen. 178 (1977)).

J. TDY or Training Duty Aboard Government Ship. A member is not authorized per diem for any period of TDY or training duty aboard a Government ship when both Government mess and quarters are available. The period during which this prohibition is in effect begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day. The TDY training duty is unbroken when a member transfers between Government ships at the same place and the transfer is made within a 10-hour period. When quarters are required to be retained at the same or a prior TDY location, reimbursement for the cost of such quarters is made under par. U4135.

K. Aboard Ship Constructed by Commercial Contractor. A member is not authorized per diem for the period aboard a ship constructed by a commercial contractor during acceptance trials before commissioning when both quarters and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day. When quarters are required to be retained at the same or a prior TDY location, reimbursement for the cost of such quarters is made under par. U4135.

L. Field Duty. A member on field duty is not authorized per diem except when the:

1. Senior commander in charge of the exercise (or designated representative) for each operating location issues a statement to the member indicating that either Government quarters at no charge or Government meals at no charge for enlisted members (or both), were not available during stated periods of the field duty;
2. Member is participating in the advance planning or critique phase of the operation; or
3. Secretary concerned authorized payment of a per diem to members who are performing field duty while in a travel status under par. U4105-D.

The period during which this prohibition is in effect begins at 0001 on the day after the day on which field duty begins and ends at 2400 on the day before the day on which it ends. Par. U4102-L does not prohibit reimbursement under par. U4510 for occasional meals or quarters necessarily procured. **NOTE: See par. U4800-E for members on TDY within a Combatant Command or Joint Task Force Area of Operations.**

M. TDY Aboard Foreign (Non-government) Ship. A member is not authorized a per diem allowance for any period of TDY aboard a non-government foreign ship when both quarters and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival on board and ends at 2400 on the day before the day of departure. If a member is required to retain unoccupied quarters at the location where TDY was performed just before performing duty aboard a non-government foreign ship, reimbursement for the cost of such quarters must be made under par. U4135.

N. Member in Missing Status. A member is not authorized per diem after 2400 of the day the member is officially carried as or determined to be absent in a missing status under the Missing Person Act (44 Comp. Gen. 657 (1965)).

O. Members Traveling Together. 'Members traveling together' refers to travel away from the PDS during which the mission requires the travelers to remain together as a group while actually traveling. Ordinary travel reimbursements apply unless the members' orders direct limited or no reimbursement, in which case transportation, food, lodging, and other items ordinarily reimbursed, should be provided without cost to the members. ***No per diem is payable on days members travel when the order directs limited or no reimbursement for members traveling together.*** The restriction applies to per diem payment only on the travel days between duty locations and does not include allowances for full days at the duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 the day the member arrives at the TDY location. The prohibition begins again at 0001 the departure day from the TDY location and continues until arrival at the PDS. ***Directing several members to travel together with limited or no reimbursement must never be done simply to save travel funds.*** If meals or quarters are not available, reimbursement is authorized for occasional meals and quarters under par. U4510. Limited reimbursement refers to reimbursement for occasional meals and quarters.

P. Stragglers. A member, who becomes separated from the others while traveling as one of members traveling together under orders directing limited or no reimbursement, must be provided for in the manner prescribed in Chapter 7, Part N.

U4105 PER DIEM PAYABLE UNDER SPECIFIC CASES

A. TDY in Connection with Fitting-out or Conversion of a Ship or Service Craft. A member, assigned to TDY in connection with fitting-out or conversion of a ship (or service craft) is authorized per diem during each fitting-out or conversion period. This period includes the day the ship is commissioned or service craft is placed in-service and day the ship is decommissioned or service craft is placed out-of-service. Per diem authorization ends on the date the member's assignment is changed from TDY in connection with fitting-out or conversion of a ship (or service craft) to permanent duty aboard that ship (or service craft) (or from permanent duty aboard the ship in connection with ship decommissioning or service craft placement out-of-service), even if that status change is effected prior to the ship commissioning/decommissioning or service craft placement in- (or out-of-) service date. Par. U4102-K applies after a ship, or service craft, under construction is delivered to the Government.

B. Travel by U.S. or Foreign Government Ship for 24 or More Hours

1. Member Not Charged for Meals. A member is not authorized per diem when traveling aboard a U.S. or foreign government ship when meals are furnished without charge, except on days of embarkation and debarkation if otherwise authorized under par. U4105-C.

2. Member Charged for Meals. Members traveling aboard a U.S. or foreign Government ship, other than an oceangoing car ferry, of 24 or more hours as passengers (except those aboard for TDY or training) who are charged for meals are authorized per diem equal to the cost of the meals furnished, except on the day of embarkation and debarkation.

PART B: AUTHORIZED OR ORDERED MOVEMENTS WITHIN THE CONTINENTAL UNITED STATES (CONUS)

<u>Paragraph</u>	<u>Contents</u>
U6050	GENERAL INFORMATION <ul style="list-style-type: none">A. GeneralB. FundingC. Evacuation Allowances PaymentD. When Payments of Allowances May Be Made
U6051	DEFINITION OF TERMS USED IN THIS PART <ul style="list-style-type: none">A. Designated PlaceB. Authorizing or Ordering an Evacuation or Limited EvacuationC. Evacuated DependentD. EvacuationE. Limited EvacuationF. Safe Haven
U6052	RESPONSIBILITIES <ul style="list-style-type: none">A. Authorizing or Ordering an Evacuation or Limited EvacuationB. Evacuation to a Safe Haven or Designated PlaceC. Termination of Safe Haven Status and Directing Dependents to Select Designated PlaceD. Evacuation Status TerminationE. Evacuation Per Diem Allowance Policy
U6053	TRANSPORTATION OF DEPENDENTS <ul style="list-style-type: none">A. GeneralB. Dependents at the PDS at the Time an Evacuation Is Authorized or OrderedC. Dependents Residing at or in Vicinity of a Duty Station (Other Than Member's Duty) at the Time an Evacuation Is Authorized or OrderedD. Dependents Temporarily Absent From Member's PDS when an Evacuation Is Authorized or OrderedE. Dependents En Route to the Member's PDS in CONUS when an Evacuation Is Authorized or OrderedF. Dependents at Safe Haven Ordered or Authorized to Move to Another Safe Haven or to a Designated PlaceG. Allowances for an Escort for Dependent(s) Incapable of Traveling Alone due to Age, Physical or Mental Incapacity, or Other Extraordinary CircumstancesH. Subsequent Dependents' Transportation Authorization when the Evacuation Status Is Canceled for the Member's PDSI. Transportation for Dependents Incident to Limited Evacuation
U6054	DEPENDENT SAFE HAVEN ALLOWANCES <ul style="list-style-type: none">A. PurposeB. GeneralC. Per Diem Allowances while TravelingD. Safe Haven Allowances while at Safe Haven

- E. Per Diem Allowances while at a Designated Place
- F. Per Diem Allowances when Dependents are En Route to Member's PDS when an Evacuation Is Authorized or Ordered
- G. Safe Haven Allowance Computation

U6055 LOCAL TRAVEL ALLOWANCES IN AND AROUND SAFE HAVEN AND THE DESIGNATED PLACE

U6056 HHG TRANSPORTATION

- A. General
- B. HHG at the PDS when an Evacuation Is Authorized or Ordered
- C. HHG En Route to the PDS when an Evacuation Is Authorized or Ordered
- D. HHG Transportation Incident to an Authorized or Directed Movement of Dependents from a Safe Haven and when Dependents Convert the Safe Haven to a Designated Place
- E. HHG Transportation Incident to an Authorized Movement of Dependents from a Designated Place to the Member's PDS
- F. Short Distance Moves and/or NTS

U6057 TRANSPORTATION OF POV

- A. Transportation of a POV Incident to Dependents Evacuation
- B. Subsequent Authorization when the Member Is Not in Receipt of PCS Order from the Evacuated Area
- C. Subsequent Authorization when the Member Is in Receipt of a PCS Order from the Evacuated Area
- D. Reimbursement of Rental Vehicle Cost when the Motor Vehicle Arrives Late

U6058 BASIC ALLOWANCE FOR HOUSING (BAH)

U6059 DISLOCATION ALLOWANCE (DLA)

U6060 FUNDS ADVANCE

- A. Travel and Transportation Allowances
- B. DLA
- C. Pay

U6061 CONUS COLA

U6062 EVACUATION ALLOWANCES FOR DEPENDENTS OF RESERVE COMPONENT MEMBERS SERVING ON ACTIVE DUTY OR FULL-TIME NATIONAL GUARD DUTY

- A. General
- B. Eligibility
- C. Example
- D. Member Released from Active Duty

Member arrives at destination:1 Jan

Member rents a car:2 Jan

Member is notified vehicle is ready for P/U1 Feb

Reimbursement Amount Authorization:\$60.00

(2 days vehicle rental @\$30 a day = \$60.00)

(authorization does not start until after the RDD)

Effective 1 October 2006

U6058 BASIC ALLOWANCE FOR HOUSING (BAH)

For authorization for BAH continuation for a member serving at a CONUS PDS from which dependents are evacuated, and authorization for BAH when dependents establish a permanent residence at a designated place in the United States following an evacuation from a CONUS location, see par. U10426.

Effective 4 April 2006

U6059 DISLOCATION ALLOWANCE (DLA)

DLA helps to cover the otherwise un-reimbursed expenses a member with dependents incurs in relocating the household incident to an evacuation. When dependents are evacuated to a designated place under par. U6053, a DLA (see Table U5G-1) is payable. DLA is also payable when return travel for dependents is authorized under par. U6053-H from the designated place to the member's PDS. ***A DLA is not payable incident to relocation of dependents to a safe haven.*** The prohibition in par. U5620 against payment of more than one DLA in a fiscal year does not apply when the second DLA is paid under par. U6059 authority incident to an evacuation.

Effective 6 December 2006

***U6060 FUNDS ADVANCE**

A. Travel and Transportation Allowances

1. Travel and transportation allowances (including per diem) may be paid in advance when an order/authorization is issued for dependent(s)/escort(s)' travel from the evacuation area.
2. An advance of per diem allowances authorized under par. U6054 may not exceed the estimated per diem authorization for 30 days at the safe haven/designated place, as applicable.
3. Transportation advances (see par. U1010-B5) must be issued solely to provide sufficient funds to cover the necessary expenses that might be incurred for:
 - a. Dependents while traveling to and while at the safe haven/designated place, or
 - b. An escort traveling to and from the safe haven/designated place.

B. DLA. The DLA authorized in par. U6059 may be paid to the dependent, designated by the member, in advance (see par. U1010-B5) of the dependent(s)' travel to the designated place.

C. Pay. An advance of pay in conjunction with an evacuation from a CONUS PDS is only authorized when the Secretary of Defense specifically designates an evacuated area as an advance pay eligible location (37 USC §1006). The advance of pay furnishes evacuated dependents with funds to cover the cost of travel, food, and other needs. The member designates the amount of the advance, not to exceed 2-month's basic pay. It is payable in advance to the dependents in one or more installments. The Service Secretaries may waive recovery of not more than 1-month's basic pay advanced thereunder when such recovery would be against equity and good conscience or against the public interest. For details, see the DOD 7000.14-R "Military Pay, Policy, and Procedures," Volume 7, Part A (DOD Military Pay and Allowances Entitlements (DODFMR Vol. 7A)), or the COMDTINST M7220.29 (series), U. S. Coast Guard Pay Manual" (for Coast Guard personnel) and for implementing procedures, the pay and allowances manual of the Service concerned, as appropriate.

U6061 CONUS COLA

For authorization for CONUS COLA during an evacuation, see par. U8014.

Effective 6 September 2006

U6062 EVACUATION ALLOWANCES FOR DEPENDENTS OF RESERVE COMPONENT MEMBERS SERVING ON ACTIVE DUTY OR FULL-TIME NATIONAL GUARD DUTY

A. General. The dependents of Reserve Component members (10 USC §§ 101, 10101) serving on active duty (including active duty for training) or full-time National Guard duty under 32 USC §502(f), may be authorized evacuation allowances consistent with the DODFMR and this Part if the dependents are authorized/ordered by an authority listed in par. U6051-B to evacuate from an area in which their principal residence is/was located and are temporarily displaced to a designated safe haven or alternate safe haven. However, no evacuation allowances are authorized for a dependent for any period in which the member was not on active duty or full-time National Guard duty. Safe Haven status is designated and terminated in accordance with the guidance in this Part.

NOTE: For the purpose of determining eligibility for evacuation allowances, the principal residence of a National Guard or Reserve Component member called or ordered to active duty or full-time National Guard duty must be in the vicinity of a duty station.

B. Eligibility. For a dependent to be eligible for evacuation allowances, the following three events must coincide:

1. the date an authority in par. U6051-B authorized/ordered an evacuation or continued safe haven status of the dependents already evacuated;
2. the actual evacuation or continued safe haven status of the dependents; and
3. the active duty or full-time National Guard duty status of the member (DODFMR, Vol. 9, Chapter 7, par. 07021; JFTR, par. U6050).

Payment of evacuation allowances must be prospective from the date these events coincide, not retroactive to the date of any single event.

CHAPTER 7

TRAVEL AND TRANSPORTATION ALLOWANCES UNDER SPECIAL CIRCUMSTANCES AND CATEGORIES

PART A: TRAVEL OF SERVICE ACADEMY CADETS/MIDSHIPMEN

<u>Paragraph</u>	<u>Contents</u>
U7000	CADETS AND MIDSHIPMEN TRAVEL TO AND FROM SERVICE ACADEMIES A. Upon Entrance B. Upon Graduation and Commission C. Separation other than by Commission D. Rejected Applicants
U7001	CADETS/MIDSHIPMEN ON TDY
U7002	TRAVEL INCIDENT TO NOMINATION AND ADMISSION TO SERVICE ACADEMIES A. Uniformed Service Member on Active Duty B. Civilians or Members of Reserve Components Not on Active Duty
U7005	AVIATION CADETS

PART B: TRAVEL OF UNIFORMED SERVICES APPLICANTS AND REJECTED APPLICANTS

<u>Paragraph</u>	<u>Contents</u>
U7025	TRAVEL INCIDENT TO APPLICATION PROCESSING A. General B. Basic Transportation Authority C. Government-procured Transportation and Meal Tickets D. Temporary Duty Allowances

PART C: REIMBURSEMENT FOR RECRUITING EXPENSES

<u>Paragraph</u>	<u>Contents</u>
U7030	ENTITLEMENT
U7033	ADVANCE OF FUNDS FOR RECRUITING EXPENSES

PART D: TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY

<u>Paragraph</u>	<u>Contents</u>
U7050	ALLOWED ACCOMMODATIONS
U7051	NOT USED
U7052	TRAVEL

PART E: TRAVEL OF WITNESSES

<u>Paragraph</u>	<u>Contents</u>
U7060	CASE INVOLVING A UNIFORMED SERVICE
U7061	CASE NOT INVOLVING A UNIFORMED SERVICE
U7062	OTHER CASES

PART F1: TRAVEL WHILE ON DUTY WITH PARTICULAR UNITS

<u>Paragraph</u>	<u>Contents</u>
U7100	CERTAIN MOBILE UNITS A. Allowances B. Approval
U7105	DUTY ABOARD COMMERCIAL CARRIERS
U7110	RIVER AND HARBOR AND FLOOD CONTROL ACTIVITIES
U7115	SHIP CONSTRUCTED, OVERHAULED OR INACTIVATED AT OTHER THAN HOMEPORT A. Authorization B. Authorized Transportation Allowances C. Conditions
U7120	AERIAL SURVEYS

CHAPTER 7**TRAVEL AND TRANSPORTATION ALLOWANCES UNDER SPECIAL CIRCUMSTANCES AND CATEGORIES****PART A: TRAVEL OF SERVICE ACADEMY CADETS/MIDSHIPMEN****U7000 CADETS AND MIDSHIPMEN TRAVEL TO AND FROM SERVICE ACADEMIES**

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 an enlisted member.

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

Effective 1 January 2007

*2. \$.45 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 rounded up, if necessary.

Computation example:

\$7.95 (discount meal rate) - \$6.60 (military academy meal rate) = \$1.35

\$1.35 ÷ 3 (meals) = **\$0.45**

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. Civilian or Reserve Components Member Not on Active Duty. No travel and transportation allowances are payable under this Volume to a civilian, or Reserve Component member 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 D: TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY****U7050 ALLOWED ACCOMMODATIONS**

See Chapter 3 for transportation accommodations.

***U7052 TRAVEL**

The documentation authorizing/approving premium-class accommodations required in par. U2000-A must be included in/with the travel order. Couriers must use available CTOs/TMCs and Government-procured transportation for the premium-class accommodations contemplated in pars. U3125, U3130, or U3135, if practicable. Otherwise, reimbursement is for all personally-procured transportation and such premium-class accommodations (with the required documentation per par. U2000-A) on an actual cost basis (including tax). The claim must explain why a CTO/TMC and/or Government-procured transportation was not used and be accompanied by the receipt or an acceptable statement indicating the amount paid if \$75 or more. If an explanation, receipt/ statement and premium-class authorization/approval are not furnished, reimbursement is limited to the cost of the policy-constructed airfare (see Appendix A). All other travel and transportation allowances are the same as for TDY.

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than 140 days, the duty must be extended due to unforeseen circumstances and the prospective extended period is fewer than 140 days (including the days remaining on the existing order and the number of days added by the extension), per diem or AEA continues for the entire period. When the prospective extended period is for 140 or more days (including the days remaining on the existing order and the number of days added by the extension), no per diem or AEA is payable from the date of the order directing the additional/extended duty except as authorized in par. U7150-A4b(3) for non-training active duty TDY. See par. U2146 for extension examples.

b. 140 or More Days

(1) Duty at One Location. A member, called to active-duty-for-training for 140 or more days at one location, is authorized travel and transportation allowances payable under Chapter 5 as for a PCS (except as noted in par. U2146-B). ***No per diem or AEA is payable at the duty location. The availability of Government quarters and/or Government mess does not change this determination.***

(2) Duty at More than One Location. When the active duty to be performed is at more than one location and the duty is 140 or more days at one location, the member is authorized PCS travel and transportation allowances (Chapter 5). TDY allowances are payable at any location where the duty is for fewer than 140 days as provided for TDY in Chapters 3 and 4. If the duty to be performed is fewer than 140 days at each location, travel and transportation allowances are payable as provided for TDY in Chapters 3 and 4 for the entire duty, including travel to and from the duty locations.

Effective 11 August 2005

4. Active Duty for and Active Duty Extensions (Other than Training)

a. For 180 or Fewer Days. When the active-duty-for-other-than-training (ADOT) contemplated by an order at any location is for 180 or fewer days (except as noted in par. U2146) travel and transportation allowances are payable as provided for TDY in Chapters 3 and 4. Per diem or AEA is payable at the duty location, except if par. U7150-A1b or U7150-A1c applies. When, during an ADOT of 180 or fewer days, the duty must be extended due to unforeseen circumstances and the prospective extended period is 180 or fewer days (including the days remaining on the existing order and the number of days added by the extension), per diem or AEA continues for the entire period. When the prospective extended period is for more than 180 days (including the days remaining on the existing order and the number of days added by the extension), no per diem or AEA is payable from the date of the order directing the additional/extended duty except as authorized for non-training active duty TDY in par. U2145-B. The current station becomes a PDS and the member is authorized PCS allowances to that station. See par. U2146 for extension examples.

*b. Active Duty for More Than 180 Days

Effective 20 December 2006

(1) Active Duty at One Location

(a) When a member is called to active-duty-for-other-than-training for more than 180 days at one location, PCS travel and transportation allowances are payable under Chapter 5.

(b) ***No per diem or AEA is payable at the duty location except as noted in pars. U7150-A4b(3) and U7150-A4b(4). Government quarters and/or Government mess availability does not change this determination.***

Effective 20 December 2006**(2) Active Duty at More Than One Location**

- (a) When active duty is to be performed at more than one location, and the duty is more than 180 days at one location, PCS travel and transportation allowances are payable under Chapter 5 to the 181-day location.
- (b) ***No per diem or AEA is payable at the location at which the member is to perform duty for more than 180 days except as noted in pars. U7150-A4b(3) and U7150-A4b(4).***
- (c) TDY travel and transportation allowances are payable at any location at which the duty is for 180 or fewer days under Chapters 3 and 4.
- (d) If the duty to be performed is 180 or fewer days at each location, TDY travel and transportation allowances are payable under Chapters 3 and 4 for the entire duty.

Effective 6 January 2006**(3) Per Diem in Excess of 180 Days.** Except when paid station allowances and/or OHA under par. U7150-H, a member called to active duty away from home for other than training purposes for:

- (a) More than 180 days at one location, or
- (b) 180 or fewer days but extended to be more than 180 days (from the extension date) at one location,

may be authorized per diem for the entire period if the call to active duty/extension is required by:

- (c) Unusual circumstances,
- (d) Emergency circumstances, or
- (e) Exigencies of the Service concerned,

as determined by the Secretarial Process.

(4) Per diem, travel and transportation allowances, when authorized are paid as for any member on TDY 180 or fewer days. See par. U2145.

Effective 11 August 2005

5. **TDY Per Diem Computation.** When a member is ordered on TDY away from the PDS as indicated in par. U7150-A3b(1), per diem or AEA is computed under Chapter 4.

B. Active Duty without Pay

1. **Standby Reserve.** ***Travel and transportation allowances are not authorized for an Armed Forces Standby Reserve member who voluntarily performs active duty training without pay.***

NOTE: par. U7150-B2 is effective as of 10 February 1996.

2. Technicians (Dual Status). Per diem may be authorized by the Secretarial Process for dual status military technicians (as described in 10 USC §10216) while on leave from technical employment and performing active duty without pay (as authorized by 5 USC §6323(d)) outside the U. S.

3. Others. Except as provided in par. U7150-B2, a Reserve Component member who performs duty without pay as described in par. U7150-A may be authorized/approved to receive the applicable automobile or motorcycle mileage rate, for travel to and from the duty station including travel required ICW a qualifying physical examination or conditions precedent to the duty involved, and/or reimbursement for occasional meals and/or quarters. See par. U4510. *The member is not authorized per diem and AEA at the duty station (44 Comp. Gen. 615 (1965); 46 id. 319 (1966)).*

C. Inactive Duty Training with Pay

1. General. The following definitions apply to par. U7150-C.

a. Assigned Unit. For travel allowance purposes, a Reserve Component member's designated post of duty is the assigned unit.

b. TDY Station. An alternate site outside the local commuting area of the member's assigned unit or home is a TDY Station. See par. U3500-B.

2. Travel from Home to the Assigned Unit or to an Alternate Site in the Local Commuting Area

a. Allowances. There are no travel or transportation allowances for:

(1) Inactive duty training at the:

- (a) Training duty station,
- (b) Drill site,
- (c) City/town where the assigned unit is located, or in the
- (d) Local area of assigned unit or home, or

(2) Travel between home and the:

- (a) Assigned unit,
- (b) Place of attendance at unit training assemblies, or
- (c) Place of duty instead of a unit training assembly.

b. Transportation Reimbursement. Reimbursement may be authorized/approved under Chapter 3, Part F, for transportation expenses incurred on official business in and around the:

- (1) Training duty station,
- (2) Drill site, and/or

(3) City/town.

When the member travels between home and an alternate duty/work site, the member is paid TDY mileage for the distance that exceeds the distance from home to the assigned unit. The member is financially responsible for travel from home to the assigned unit.

Effective 1 January 2006

Example 1: A member's home is Location A and the assigned unit (ordinary drill site) is at Location B (18 miles round trip). The member drives to an alternate duty site at Location B (38 miles round trip). The member is due reimbursement for 20 miles (38 - 18) @ \$0.445 = \$8.90.

Example 2: A member's home is Location C and the assigned unit is at the Location D (in another state) (842 miles one way). The member ordinarily flies to the airport serving Location D and takes a subway to the assigned unit's location. In this instance, the member drills at an alternate duty site, at Location D which is inside the Location D local area. The member flies to the usual airport and takes a taxi to the alternate duty site (850 miles from Location C). The member is due reimbursement for 8 miles (850 - 842) x 2 (round trip) @ \$0.445 = \$7.12.

3. Travel from Home/Assigned Unit to TDY Station

a. **Authorization**. A member directed to travel from the home/assigned unit to a TDY station is authorized the TDY allowances in Chapter 4.

b. **Transportation Reimbursement**. When the member travels directly from the home/assigned unit to the TDY station, reimbursement is limited to the travel cost ***from the assigned unit*** to the TDY station.

Example: A member's home is Location E assigned unit is at Location F and TDY is at Location G. The member travels directly from home (Location E) to Location G. The member is due travel cost from Location E to Location G limited to the travel cost from Location F to Location G.

4. Travel from a Location other than Home/Assigned Unit to a TDY Station

a. **Authorization**. A member directed to travel from a location other than the home/assigned unit to a TDY station is authorized the TDY allowances in Chapter 4.

b. **Transportation Reimbursement**. When the member travels directly from the other location to the TDY station, reimbursement is limited to the travel cost ***from the assigned unit*** to the TDY station.

Example: A member's home is Location E assigned unit is at Location F and TDY is at Location G. The member is authorized to travel from another location, Location H a location where the member is on business for a civilian job. The member is due travel cost from Location H to Location F limited to travel cost from Location F to Location G.

5. Travel from a Location other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area

a. **Allowances**. ***A member directed to travel from a location other than the home/assigned unit to an alternate site within the local commuting area of the assigned unit/home is not authorized travel and transportation allowances.***

b. Transportation Reimbursement. When the member travels directly from the other location to the alternate site, the member is paid TDY mileage for the distance limited to the distance *from the assigned unit* to the alternate site less the distance from home to the assigned unit.

Effective 1 January 2006

Example: A member's home is Location A and the assigned unit is at Location B (9 miles from Location A) with an alternate duty site of Location C (16 miles from Location B). The member is authorized to travel from Location J to the Location C (1,315 miles). The member is paid for the distance traveled from Location J to Location C (1,315 miles) limited to Location B to Location C (16 miles) less Location A to Location B (9 miles). The member is due reimbursement for 7 miles (1,315 NTE 16 - 9 = 7) x 2 (round trip) @ \$0.445 = \$6.23.

6. Reimbursement of Service Charges for Transient Government Housing Use. A Reserve Component member not authorized per diem or AEA, who occupies transient Government housing (while performing inactive duty training with pay) may be reimbursed for the lodging service charges, or may be provided lodgings in kind. ***Reimbursement for other than service charges for the use of Government quarters (see Appendix A) is not authorized.***

D. Inactive Duty Training without Pay

1. Standby Reserves. There is no authority for travel and transportation allowances for an Armed Forces' Standby Reserve member who voluntarily performs inactive duty training without pay.

2. Other than Standby Reserves. An Armed Forces' Reserve Component member authorized to perform inactive duty training without pay is authorized the travel and transportation allowances in par. U7150-C.

A Reserve Component member not authorized per diem or AEA, who occupies transient Government housing while performing inactive duty training without pay, may be reimbursed for lodging service charges, or may be provided lodgings in kind. ***Reimbursement for other than service charges for the use of Government quarters (see Appendix A) is not authorized.***

E. SROTC Member

1. Applicability. Par. U7150-E applies to a designated SROTC applicant and member appointed under 10 USC §2104 and §2107.

2. Advanced Training (10 USC §2104)

a. Transportation for Field or At-Sea Training. An SROTC Advanced Training member or designated applicant is authorized transportation between home or the SROTC unit's location, as specified in the order, and the authorized field or at-sea training site.

b. Transportation for Examination or to Observe. An SROTC Advanced Training member or designated applicant may be furnished transportation and subsistence, or be paid mileage as prescribed in pars. U7150-E2c and U7150-E2d for travel to and from installations: (1) for medical or other examinations, (2) to observe military functions or operations, or (3) for other observations deemed appropriate by the Service concerned.

c. Transportation and Meals. Government or Government-procured transportation and Government-supplied meals are authorized.

d. Mileage. In lieu of transportation and meals, the automobile mileage rate (no per diem) is authorized for travel performed under par. U7150-E2a or U7150-E2b at personal expense. It may be paid in advance of return from the activity site. When transportation for part of the journey is personally procured, the automobile mileage rate (no per diem) is authorized for travel between home and the nearest appropriate public transportation terminal thereto, and between the activity site and the nearest appropriate public transportation terminal thereto.

e. Mixed Modes. If travel under par. U7150-E2a or U7150-E2b is by mixed modes, authorization is for the automobile mileage (no per diem) for the distance of the ordered travel up to the constructed cost of Government-procured transportation plus Government-supplied meals for travel between the authorized points (minus the cost of any Government-procured transportation and/or Government-supplied meals).

f. Per Diem Not Authorized. *Per diem is not authorized for members and designated applicants appointed under 10 USC §2104 (53 Comp. Gen. 957 (1974)).*

g. Lodging and Meal Expense at Point of Delay. Reimbursement for lodging/meal expenses is authorized for a member when traveling to/from field training/practice cruises when, through no fault of the member, a delay occurs at a place where no Government quarters or mess are available (B-195791, 31 March 1980). Reimbursement for the cost of occasional meals/quarters is made IAW par. U4510.

3. Financial Assistance Program for a Cadet or Midshipman in SROTC (10 USC §2107)

a. Travel to Accept Appointment. A person who travels to an educational institution to accept an appointment as a cadet or midshipman in the Financial Assistance Program is authorized the PCS allowances in Chapter 5, Part B, the allowances may not exceed those payable from the appointee's permanent residence, home, school, or duty station at the time travel begins to the educational institution. Eligibility for reimbursement is demonstrated by a notice of selection for appointment or other evidence showing the travel is or was ICW appointment.

b. Travel under TDY Orders. TDY travel and transportation allowances are the same as the travel and transportation allowances prescribed for a cadet or a midshipman of the Service academies in par. U7001 for TDY, except while performing field or at-sea training when both Government quarters (other than temporary lodging facilities) and Government mess are available. This includes travel from home or the SROTC unit location (as specified in the order) to the place designated for field or at-sea training and return. For the purpose of par. U7150-E3, a Government mess is a facility designated for use by officers except when other messing facilities have been designated for use by the SROTC members. MALT may be paid before a member departs from the field or at-sea training site for the return trip home or to the SROTC unit location (as specified in the order).

c. Travel upon Discharge. Upon discharge from the Financial Assistance Program, a member is authorized the allowances in Chapter 5, Part B, for travel from the educational institution to the authorized home, or military station. If the member continues scholastic instruction at the same institution after discharge no travel allowances are authorized.

4. Member Ordered to Active Duty in Enlisted Grade or as an Officer. A member appointed under 10 USC §2104 or §2107, ordered to active duty to serve in an enlisted grade or as an officer in an Armed Force, is authorized the PCS allowances in Chapter 5, Part B. The authorization is from the home or place which ordered to active duty to the first PDS via any TDY location en route specified in the order.

F. Travel Allowances for a Member Authorized Medical and Dental Care. A member, authorized medical or dental care under 10 USC §1074a for an illness, disease, or injury incurred or aggravated while:

1. On active duty for a period of 30 days or less;
2. On inactive duty training;
3. On funeral honors duty;
4. Traveling directly to or from the place where the member performs or has performed the duty in pars. U7150-F1, U7150-F2, and U7150-F3; or
5. Remaining overnight immediately before serving on funeral honors duty at the funeral honors duty location outside the commuting distance of the member's residence,

is authorized travel and transportation allowances in Chapter 3 and Chapter 4 for TDY for necessary travel between home and the treatment facility for this care, but not while at the treatment facility. If an injury is incurred or aggravated as the result of the member's gross negligence or misconduct, there is no authority.

G. Funeral Honors Duty. A Reserve Component member who performs funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member's residence is authorized travel and transportation allowances as for TDY under Chapter 3 and Chapter 4.

Effective 1 October 2006

H. COLA and Housing Allowances. See par. U9145 for COLA and par. U10428 for housing allowances.

Effective for a Reserve Component member called/ordered/entering active duty on/after 6 January 2006.

NOTE: New rules apply for a Reserve Component member called/ordered to active duty for more than 30 days and who began to serve active duty on or after 6 January 2006. If active duty began prior to 6 January 2006 the new rules do not apply even if the member's continuous service extends beyond 6 January 2006. A member whose service is extended on/after 6 January 2006, through amended or modified orders, and serves more than 30 days from the extension order, is authorized allowances under the new rules effective the date of the extension.

U7155 RETIRED MEMBER CALLED (OR ORDERED) TO ACTIVE DUTY WITH OR WITHOUT PAY

Except for periodic physical examinations covered by par. U7250, a retired member (including those on the TDRL and a member in the Fleet Reserve or Fleet Marine Corps Reserve receiving retainer pay), called (or ordered) to active duty with or without pay, is authorized travel and transportation allowances as provided in par. U7150 for a Reserve Component member.

Effective 1 January 2007

U7175 MUSTER DUTY ALLOWANCE FOR 'READY RESERVE' RESERVE COMPONENT MEMBER

The Muster Duty Allowance rate, effective 1 January 2007, is \$176.45 for a Reserve Component Ready Reserve member (not a member of the National Guard or the Selected Reserve) authorized a muster duty allowance. See par. 580106 of the DOD 7000.14-R, Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay for DOD (<http://www.dtic.mil/comptroller/fmr/07a/07A58.pdf>) and COMDTINST M7220.29, U.S. Coast Guard Pay Manual for Coast Guard (<http://www.uscg.mil/HQ/G-W/G-WP/G-WPM/MANUALS.HTM>). ***NOTE: The allowance is 125 percent of the average CONUS per diem rate in effect on 30 September of the calendar year preceding the calendar year in which the muster duty is performed.***

U7180 ALLOWANCE SUMMARY TABLES

NOTE: These tables summarize the allowances and is for informational purposes. The actual allowances are prescribed in the preceding Chapter 5, Part G paragraphs.

RESERVE COMPONENT PERSONNEL ON ACTIVE DUTY WITH PAY 1/

SITUATION	TRANSPORTATION 2/,3/	PER DIEM 4/,5/
Annual training duty 6/	Chap 3 applies	Not authorized if Gov't qtrs & mess available; otherwise Chap 4 applies
Involuntary training due to unsatisfactory participation in reserve commitments	Chap 3 applies	Not authorized if Gov't qtrs & mess available
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	Chap 3 applies--reimbursement for POC is the automobile mileage, limited to cost of Government contract carrier	Not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as members traveling together with no/limited reimbursement (Chap 4, Part B). Otherwise, may be authorized reimbursement under Chap 3	Not authorized if Gov't qtrs & mess available
Member commutes, or is within the commuting area as designated by local commander	May be paid the automobile mileage for one-round trip only (provided the place of active duty and home are not in same city limits). Also may be authorized reimbursement under Chap 3, Part F	Not authorized - AEA may be authorized under par. U4510 (except for meal normally procured when commuting) if required to remain overnight (except if duty site and home are in same city limits)
Active duty for less than 20 weeks at one location	Chap 3 applies	Chap 4 applies
Additional periods beyond 20 weeks		If prospective extended period is less than 20 weeks per diem continues; if 20 or more weeks per diem stops on date of order directing additional duty
Physical examination ICW active duty	Chap 5, Part B applies	Chap 5, Part B applies from the place the order is received or addressed to the place of physical and return, or to the new PDS, or return and then to the new PDS

1/ Applies to a Reserve Component member called/ordered to active duty with pay under orders which provide for return to home or place from which called/ordered to active duty. Includes a Retired Member called to active duty with or without pay (except for a periodic physical for a member on the TDRL. See par. U7250).

2/ Travel and transportation allowances are not authorized if place of duty and home are in the corporate limits of the same city or town.

3/ A Reserve Component member may not be paid for commuting from home to duty--only one round-trip may be paid.

4/ Temporary lodging facilities are not Gov't quarters for purposes of this table.

5/ A Reserve Component member on active duty for training who otherwise is not authorized per diem and who occupies transient Gov't housing may be reimbursed the actual cost incurred for service charges/lodging.

6/ Since a training location is the PDS, no per diem is payable when Gov't qtrs & mess are available. Per diem is payable when TDY away from the training location or for travel to and from the AT location if not in a commuting status.

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 transportation, lodging, and meals incurred on behalf of 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 transportation 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 destination. The prisoner is furnished transportation in-kind and meal tickets, if practical, from the place to which paroled (HOR or other authorized destination) to the location 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 travel addressed in par. U7451-C, reimbursement is for actual transportation costs (with a NTE ceiling) IAW par. U3110 and for occasional meals. See par. U4510.

CHAPTER 10

HOUSING ALLOWANCES

PART A: GENERAL INFORMATION

<u>Paragraph</u>	<u>Contents</u>
U10000	DEFINITION OF TERMS AS USED IN THIS CHAPTER <ul style="list-style-type: none">A. SharerB. Owner-owned Multiple Occupancy DwellingC. VicinityD. Government QuartersE. Privatized HousingF. Rental ChargeG. Housing Allowance
U10002	HOUSING ALLOWANCES <ul style="list-style-type: none">A. GeneralB. RatesC. Government QuartersD. Dependency DeterminationsE. Dates to Start and Stop Housing AllowancesTable U10A-1 DATE TO START BAH OR OHA—MEMBERS WITH DEPENDENTSTable U10A-2 DATE TO STOP HOUSING ALLOWANCES-CHANGES IN DEPENDENCY STATUSTable U10A-3 DATE TO STOP BAH OR OHA-OTHER THAN CHANGES IN DEPENDENCY STATUS
U10004	BAH RATE PROTECTION
U10006	BAH ADVANCES <ul style="list-style-type: none">A. AuthorityB. AmountC. LiquidationD. Administrative InstructionsE. Special Circumstances
U10008	BAH DIFFERENTIAL (BAH-DIFF) <ul style="list-style-type: none">A. GeneralB. Limitation on the Amount of BAH Payable to a Member Authorized BAH Solely on the Basis of the Member's Payment of Child Support
U10010	PARTIAL HOUSING ALLOWANCE <ul style="list-style-type: none">A. Partial RatesB. ConditionsC. Navy Barracks Privatization Test
U10012	TRANSIT HOUSING ALLOWANCE (BAH-T)

<u>Paragraph</u>	<u>Contents</u>
U10014	RESERVE COMPONENT RATE (BAH-RC)
U10016	FAMILY SEPARATION HOUSING (FSH)
U10018	TEMPORARY BAH INCREASE A. General B. Eligibility C. Member Certification D. Approval E. Termination F. Locations
U10020	OHA – GENERAL A. Purpose B. OHA and MALT PLUS C. Allowances Payable D. OHA Calculation
U10022	OHA DETERMINING MONTHLY RENT A. General B. Sharers C. Private Sector Housing Owned D. Maximum Rental Allowance
U10024	OHA UTILITY/RECURRING MAINTENANCE ALLOWANCE A. Monthly Allowance B. Rent Includes All, No, or Some Utilities
U10026	MOVE-IN HOUSING ALLOWANCE (MIHA) A. General B. Rules and Information
U10028	OHA ADVANCE PAYMENT A. Authorization B. Amount C. Liquidation D. Advance Rent Currency Rate Protection
U10030	OHA COMPUTATION DATA
U10032	MEMBERS OCCUPYING GOVERNMENT TRAILERS OR RENTAL GUARANTEE HOUSING AND OHA

Effective 1 October 2006

CHAPTER 10

HOUSING ALLOWANCES

PART A: GENERAL INFORMATION

U10000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

A. Sharer. For OHA/FSH-O purposes, a member who resides with one or more:

1. Members authorized an OHA/FSH-O; and/or
2. Federal civilian employees, including dependents, authorized a living quarters allowance or COLA (in non-foreign OCONUS locations); and/or
3. Other persons, excluding the member's dependents, who contribute money toward the payment of rent, mortgage and/or utilities.

B. Owner-owned Multiple Occupancy Dwelling. A member/owner-owned duplex, triplex or other type of multiple-occupancy dwelling that is designed for separate private sector housing units for more than one household. The units within the dwellings ordinarily have separate addresses and/or entrances. For OHA/FSH-O purposes the member and dependents occupy a single separate unit within the dwelling and the other units are rented out.

C. Vicinity. When a member resides with the dependent(s) and commutes daily to the PDS the dependents are deemed to be residing in the PDS vicinity regardless of distance even if they are at a place in an adjacent country or state. Dependents are deemed to be residing in the vicinity of the PDS if they are residing in the same country, state (when in Alaska or Hawai'i), or U.S. territory or possession within which the member's PDS is located. However, if the member has to maintain separate households, dependents are not deemed to be residing in the vicinity of the PDS for FSH purposes if maintaining two households is approved through the Secretarial Process. Commanders may submit requests for determination through channels to the appropriate office listed below:

1. Army - Through appropriate command channels to: HQDA (DAPE-PRC), 300 Army Pentagon, Washington, DC 20310-0300;
2. Navy - Through appropriate command channels to: Deputy Chief of Naval Operations (M&P); Washington Staff/Chief of Naval Personnel (N130E), 2000 Navy Pentagon, Washington, DC 20350-2000;
3. Marine Corps - Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico VA 22134-5143;
4. Air Force - Through appropriate command channels to: HQAF/A1SF, 1040 AF Pentagon (Room 4D236), Washington, DC 20330-1040;
5. Coast Guard - Directly to: Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street, SW, Washington, DC 20593-0001;
6. NOAA Corps - Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333;

7. U.S. Public Health Service - Directly to: Office of Commissioned Corps Force Management (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

Effective on 1 November 2006

D. Government Quarters. Government quarters include:

1. Sleeping accommodations or family-type housing owned or leased by the U.S. Government;
2. Lodgings or other quarters obtained by U.S. Government contract;
3. Dormitories or similar facilities operated by cost-plus-a-fixed-fee contract;
4. Sleeping or housing facilities furnished by a foreign government on behalf of the U.S. Government;
5. Quarters in a state-owned National Guard camp.

Government quarters for BAH purposes do not include transient facilities such as Temporary Lodging Facilities, guest houses, hostess houses, and hotel type accommodations built and/or operated by non-appropriated fund activities, or privatized housing.

E. Privatized Housing. Government housing that has been privatized is, by definition, no longer Government housing. Each member occupying privatized housing is authorized a housing allowance in the same manner as a member not assigned to Government quarters. See par. U10010-C for Navy Barracks Privatization Test.

F. Rental Charge. A charge made on account of occupancy. It does not include service charges for linens, cleaning, maintenance, etc.

G. Housing Allowance. Housing allowance includes:

1. Basic Allowance for Housing (BAH). See pars. U10004 and U10006.;
2. Overseas Housing Allowance (OHA). See pars. U10020 – U10032.;
3. Family Separation Housing (FSH). See par. U10016.;

Effective 13 December 2006

*4. Basic Allowance for Housing Differential (BAH-Diff). See par. U10008.;

5. Partial Basic Allowance for Housing (Partial BAH). See par. U10010.;
6. Transit Rate (BAH-T). See par. U10012.;
7. Reserve Component Rate (BAH-RC). See par. U10014.

U10002 HOUSING ALLOWANCES

A. General. Effective 1 January 1998, in general, a member on active duty is authorized a housing allowance based on grade, dependency status, and location. Rates are prescribed depending on the member's grade and whether the member has dependents. The location not only determines the rate, but whether the type of allowance is BAH or

Effective 13 December 2006

***U10008 BAH DIFFERENTIAL (BAH-DIFF)**

A. General. BAH-DIFF is the difference between the with and without dependents BAQ rates as of 31 December 1997 increased by the average pay raise percentage each year. For rates see <https://secureapp2.hqda.pentagon.mil/perdiem/bah.html>.

B. Limitation on the Amount of BAH Payable to a Member Authorized BAH Solely on the Basis of the Member's Payment of Child Support

1. If a member is assigned to single-type Government quarters or a housing facility under the jurisdiction of a Uniformed Service and is authorized BAH solely by reason of the member's payment of adequate child support, the member is authorized only BAH-DIFF. A member is not authorized BAH-DIFF if the child support payment is less than the member's applicable pay grade BAH-DIFF amount.
2. A member not assigned to Government quarters, who is authorized BAH or OHA on behalf of a dependent solely on the basis of payment of child support, is authorized a with-dependent housing allowance (either BAH or OHA).

U10010 PARTIAL HOUSING ALLOWANCE (BAH-Partial)

A. Partial Rates. A member without dependents who is assigned to single-type quarters or is on field or sea duty, and is not authorized to receive a BAH or OHA at the full rate, is authorized BAH-Partial at the rates provided at <https://secureapp2.hqda.pentagon.mil/perdiem/>.

B. Conditions

1. A member without dependents assigned to single-type adequate Government quarters at the permanent station and authorized BAH-Partial who is subsequently sick in a hospital (no PCS involved), continues to be authorized BAH-Partial while hospitalized.
2. Except as provided in pars. U10400-D and U10400-E, a member without dependents in grade E-6 or below who is offered an assignment of adequate Government quarters, or is assigned Government quarters but elects not to occupy such quarters and resides in private quarters at own expense, is considered to be assigned to government quarters and not authorized BAH or OHA. Therefore, such member is authorized BAH-Partial.
3. BAH-Partial is not authorized during proceed time, leave en route, or travel time on PCS unless the member is assigned to single-type Government quarters and not authorized BAH or OHA.
4. A member, married to another member, who has no dependents other than the spouse is authorized BAH-Partial when assigned to single-type Government quarters and is not authorized BAH or OHA at the full rate. However, such a member assigned to family-type Government quarters is not authorized BAH-Partial.
5. A member occupying single-type Government quarters whose dependents reside in family-type Government quarters, is not authorized BAH or OHA at the full rate and therefore, is authorized BAH-Partial, provided the family quarters are not assigned under the member's eligibility.

6. A single member without dependents is not authorized BAH-Partial when assigned to family-type Government quarters.
7. A member without dependents confined in a guardhouse, brig, or correctional barracks who was assigned to single-type, Government quarters before confinement and remains assigned to such quarters during confinement is authorized BAH-Partial unless forfeiture of allowances was directed.
8. A member without dependents who is restrained in a status of arrest in assigned single-type Government quarters, and therefore not authorized BAH or OHA, is authorized BAH-Partial unless forfeiture of allowances was directed.
9. A member without dependents permanently assigned to a hospital for treatment and assigned quarters in the hospital is authorized BAH-Partial.
10. A member married to another member, if neither member has other dependents, who is assigned to sea duty and occupies Government family quarters assigned to the spouse when the ship is in port, is a member without dependents assigned to quarters on the ship and is not authorized BAH or OHA but is authorized BAH-Partial.
11. A member without dependents who is ordered PCS to confinement in a guard-house, brig, correctional barracks, or to additional training in a retraining or rehabilitation facility, is assigned to certain quarters therein and is not authorized BAH or OHA. Such member is Authorized BAH-Partial unless forfeiture of allowances was directed.

Effective 1 November 2006

12. A member without dependents assigned to single-type Government quarters between PDSs and not authorized BAH or OHA is authorized BAH-Partial.
13. Effective 20 April 1999, a member without dependents is not authorized BAH-Partial when assigned to Government single-type quarters (including Government-leased quarters) that exceed the minimum standards of single quarters for the member's grade.

C. Navy Barracks Privatization Test. Under the authority in 10 USC §2881a, a limited test of privatization of barracks is being conducted by the Navy in San Diego starting 1 October 2006. The privatized barracks are defined as Government quarters for the purposes of the test. For a member occupying the privatized barracks, a special BAH-Partial rate is established equal to 34% of the San Diego BAH-without dependents rate for the member's grade for double occupancy of the quarters and 68% for single occupancy.

U10012 TRANSIT HOUSING ALLOWANCE (BAH-T)

A Transit housing allowance rate is a temporary housing allowance paid while a member is in a travel or leave status between PDSs, provided the member is not assigned Government quarters. The Transit rate continues during proceed time and authorized delays en route, including TDY en route. See par. U10416.

U10014 RESERVE COMPONENT RATE (BAH-RC)

Reserve Component BAH rates are established by the Secretary of Defense and are determined and set forth in par. U10002-B1. The Reserve Component BAH Rate is the housing allowance authorized for a Reserve Component member called or ordered to active duty for 30 or fewer days except for a Reserve Component member called to active duty for a contingency. A Reserve Component member called to active duty for a contingency is authorized the BAH/OHA rate even for tours of 30 or fewer days. See par. U10428.

Effective 1 November 2006

*BAH AND OHA, MEMBER WITHOUT DEPENDENTS, ENTITLED TO BASIC PAY			
R U L E	If member is	then BAH or OHA accrues	BAH or OHA does not accrue
1	assigned to a PDS	if Government quarters or housing facilities are not assigned (NOTES 1 and 2)	if member is assigned or occupies Government quarters suitable and adequate for the member's grade (NOTE 3).
2		while on short period of special alert duty during which the member is furnished sleeping accommodations at the PDS at which Government quarters are not available for assignment.	
3		while on short training periods during which, due to military necessity, the member is furnished sleeping accommodations at the PDS at which Government quarters are not available for assignment.	
4	ordered to report for TDY in connection with the fitting out or conversion of a ship and permanent duty aboard when the ship is placed in commission	if per diem allowance is not authorized for the period of TDY (NOTE 4)	if quarters are available or member is authorized per diem allowance for the period of such duty.
5	on sea duty	if member is grade E-6 or above and elects on or after 1 July 1996 not to occupy available quarters (NOTE 5)	if member is grade E-5 or below (NOTE 5).
6	on field duty, PCS not involved (NOTE 6)	if receiving BAH or OHA at the PDS	if assigned or occupying Government quarters at the PDS.
7	assigned PCS to a unit on field duty	if the commander certifies that the member was required to procure quarters at personal expense at the initial field duty site	for the initial field duty in progress at time of PCS, unless the member is required to procure quarters at personal expense at field duty site.
8	on excess leave		for any period of time.
9	on authorized leave, accrued, advanced, or in connection with release from active duty or discharge (PCS not involved)	if receiving BAH or OHA at the PDS or assigned quarters are terminated incident to separation (NOTE 1)	if assigned quarters at the PDS.
10	sick in hospital, or on sick leave from a hospital (PCS not involved)	if receiving BAH or OHA at the PDS, (NOTE 1)	if assigned quarters at the PDS.
11	being treated at hospital TDY en route PCS; or assigned PCS direct to hospital for treatment	if not assigned quarters.	if assigned quarters in the hospital.

Table U10E-1

BAH AND OHA, MEMBER WITHOUT DEPENDENTS, ENTITLED TO BASIC PAY			
R U L E	If member is	then BAH or OHA accrues	BAH or OHA does not accrue
12	on TDY (PCS not involved), including such duty on transport or under a permissive travel authorization (NOTES 2 and 6)	if receiving BAH or OHA at the PDS	if assigned quarters at the PDS.
13	in travel status on PCS, including non-travel status under a permissive travel authorization, TDY en route, leave en route and proceed time; or is assigned PCS and is on authorized leave or duty at the old or new PDS	if member is not assigned Government quarters while at the old or new PDS (eff 1 November 2006). See par. U10416 to determine which rate is payable.	if member is assigned Government quarters while at the old or new PDS.
14	assigned PCS and is on authorized leave or duty at the old or new PDS	if member is not assigned Government quarters while at the old or new PDS (eff 1 November 2006).	for the Government quarters occupancy period not incident to a PCS. (NOTE : OHA cannot be paid if there is no rent expense.)
15	initially assigned to active duty and is TDY at other than indoctrination or basic training location pending receipt of an order designating a PDS to which the member is to report upon TDY completion	when Government quarters are not available for assignment and per diem is not payable.	
16	in the accession pipeline	between initial TDY and initial PDS (NOTE 7). See par. U10416.	
17	ordered home or to a place other than with a military organization awaiting further orders in connection with Physical Evaluation Board proceedings	on and after the departure day from the hospital or old PDS through the discharge day, or day prior to retirement effective date.	
18	training for, attending or participating in Pan Am or Olympic games, or other international amateur sports competition	if not furnished quarters by the Government or by an agency sponsoring the member's participation	if furnished quarters by the Government, or by an agency sponsoring participation.
19	a medical officer on active duty in an intern or resident physician status at a state, county, municipal, or private hospital	if not furnished quarters without charge by the hospital	if furnished quarters without charge by the hospital. Such quarters are considered furnished on behalf of the United States.

Table U10E-1

D. Temporary Social Visits by Dependents

1. FSH-O/FSH-B continues uninterrupted while the member's dependents visit at or near the member's PDS, but for no longer than 90 continuous days. Facts clearly must show that the dependents merely are visiting (not changing residence) and that the visit is temporary and not intended to exceed 90 days.
2. If, for unforeseen reasons (due to illness or other emergency), a bona fide social visit extends beyond 90 days, FSH-O/FSH-B stops at the end of the 90-day period. FSH-O/FSH-B is again authorized on the day that the dependents depart from the PDS.
3. A member is authorized FSH-O/FSH-B, however, even though one or more (but not all) dependents visit for longer than 90 days, if the member is authorized a with-dependent housing allowance on behalf of the dependents who are not visiting the member or do not live in the vicinity of the member's PDS.
4. For consistent action on FSH changes with other housing allowances see par. U10408.

E. Dependents Reside in the Member's PDS Vicinity. FSH-O/FSH-B is not authorized if all of the member's dependents reside in the vicinity of the PDS. If some (but not all) of the dependents voluntarily reside near the PDS, FSH-O/FSH-B continues. See par. U10000-E for definition of vicinity.

F. FSH in Situations Other Than an Unaccompanied Tour. FSH may be paid in situations other than an unaccompanied tour. For situations and start stop rules see:

1. Acquired dependents. See par. U10404.
2. Delays caused by the Government. See par. U10406.
3. Early return of dependents. See par. U10410.
4. Evacuation. See par. U10426.
5. Concurrent Dependent Travel Denied in CONUS. See par. U5222-N.

G. Decision Logic Table

CONDITIONS AFFECTING FSH AUTHORIZATION		
R U L E	When an eligible member	Then FSH
1	Arrives at PDS outside the CONUS	Starts when private sector housing is acquired.
2	Departs upon reassignment from an OCONUS PDS	*Continues through the day before the date the member departs PCS (<i>Eff: 29 Dec 06</i>)
3	No longer has eligible dependent	Continues through the day before the date member no longer has an eligible dependent
4	Is assigned Government quarters	Continues through the day before the day Government quarters become available for assignment
5	Enters a non-pay status for any reason, except as provided in <u>NOTE 1</u>	Continues through the day before the date member enters non-pay status
6	Is on TDY away from member's PDS, including TDY within the U.S.	Continues for 60 or fewer days without certificate from member
7	Is hospitalized at or away from PDS, including hospitalization within the U.S.	
8	Is on authorized leave (accrued or advance) at, or away from, PDS, including leave within the U.S.	
9	Is in military confinement or otherwise restricted by military authority	
10	Continues in status covered by rules 6 through 9 for more than 60 days	Continues <u>NOTE 2</u>

Table U10E-11

NOTES:

1. See par. U10422.
2. Payment must be supported by member's certificate that the member maintained private sector housing at the PDS.

GOVERNMENT CONVEYANCE. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for Government use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel. ***NOTE: A Government-owned ship totally leased for commercial operation or a rental vehicle as referred to in par. U5320-D (Personally procured moves) is not a Government conveyance (52 Comp. Gen. 936 (1973)).***

GOVERNMENT DINING FACILITY/GOVERNMENT MESS. A generic term used in lieu of Government mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used by or made available to the member includes:

1. A general or Service organizational mess, including messing facilities of a state-owned National Guard Camp ***NOTE: A dining facility/mess established and operated primarily for enlisted member subsistence is not included for officers unless the mess is used by, or made available to, them.;***
2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or
3. Box lunches, in flight meals, or rations furnished by the Government on military aircraft.

NOTE: In-flight snack meals purchased at the member's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a Government dining facility/mess.

GOVERNMENT-FURNISHED AUTOMOBILE. An automobile (or "light truck," as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

1. Owned by an agency;
2. Assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or
3. Leased by the Government for 60 days or longer from a commercial firm.

GOVERNMENT-FURNISHED VEHICLE. A Government-furnished automobile or a Government aircraft.

***GOVERNMENT MEAL RATE**

The daily rate (discount or standard) charged for meals in a Government dining facility.

Effective 1 January 2007

1. Discount Government Meal Rate: \$7.95 per day
2. Standard Government Meal Rate: \$9.30 per day

NOTE: Also see DISCOUNT GOVERNMENT MEAL RATE.

GOVERNMENT MESS. See **GOVERNMENT DINING FACILITY/GOVERNMENT MESS.**

GOVERNMENT-PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate Government official.

GOVERNMENT QUARTERS.

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the U.S. Government;
2. Lodgings or other quarters obtained by U.S. Government contract;
3. Quarters in a state-owned National Guard camp;
4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;
5. Temporary lodging facilities as defined in this Appendix;
6. Lodging facilities on a U.S. Installation other than privatized housing, owned and operated by a private corporation, if the use of these facilities is directed by Service regulations; and
7. Family-type housing owned or leased by the U.S. Government (does *not* include privatized housing).

NOTE 1: Government quarters include guesthouses, officers clubs, bachelor quarters, visiting officers' quarters, or similar quarters facilities located at a military activity, quarters aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform. Also included are family-type quarters owned or leased by the U.S. Government, whether occupied as a guest or as a principal.

NOTE 2: Adequacy standards for DOD Services are prescribed by the Office, Secretary of Defense in DOD 4165.63-M, DOD Housing Management (See http://www.dtic.mil/whs/directives/corres/pdf/416563m_0993/p416563m.pdf), and implemented by appropriate Service regulations. For non-DOD Services, see Service regulations.

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the U.S. Government for transportation on land, water, or in the air. (Also see **GOVERNMENT CONVEYANCE**.)

Effective 28 July 2005

GOVERNMENT TRANSPORTATION REQUEST (GTR) (*Standard Form 1169*). An accountable Government document used to procure common carrier transportation services. The document obligates the Government to pay for transportation services provided. See **TRANSPORTATION REQUEST**.

NOTE: A GTR may be issued and used only for official travel. A GTR must not be issued or used for personal travel regardless of the reason, even on a reimbursable basis.

Effective 25 September 2006

GOVERNMENT TRAVEL CHARGE CARD (GTCC). A charge card used by authorized individuals to pay for official travel and transportation related expenses for which the card contractor bills the individual.

GROUP MOVEMENT. A movement of 2 or more official travelers traveling as a group, under the same order (either PCS or TDY) for which transportation is Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the order. ***NOTE: Members, traveling together under an order directing no/limited reimbursement, may travel between any points en route, provided that the order specifically indicates the points between which the status applies.***

or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one for PDS purposes. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.

b. For invitational travelers

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

NOTE 2: *Arlington County, VA, is a PDS. The Pentagon and other Government activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawai'i. Each of those seven Districts is a separate and unique PDS (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).*

NOTE 3: *When a member is ordered to attend a course (or courses) of instruction at a school or installation the scheduled duration of which is 140 or more days (20 or more weeks), the school or installation location is the PDS regardless of the terms of the order, except when the course is authorized as TDY under par. U2146. See par. U2146 for examples of scheduled duration and extensions.*

The following are PDSs for transportation and storage of HHG and mobile homes:

1. The home of a member at the time of:
 - a. Appointment to regular Service from civilian life or from a reserve component;
 - b. Being called to active duty (including for training) for 20 or more weeks;
 - c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability); or
 - d. Enlistment or induction into the Service (regular or during emergency); or
 - e. Temporary disability retirement.
2. The place to which a member actually is assigned for duty, including a place from which the member commutes daily to the assigned station. For a member assigned to a ship or ship-based staff, it is the homeport of the ship or ship-based staff to which the member is assigned (except as noted in the basic definition);
3. The place where a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the homeport assigned to the ship is the new station;

4. The member's home upon:
 - a. Retirement;
 - b. Transfer to a Reserve component, the Fleet Reserve, or the Fleet Marine Corps Reserve;
 - c. Release from active duty;
 - d. Discharge, resignation, or separation, all under honorable conditions; or
 - e. Temporary disability retirement.

PERMANENT DUTY TRAVEL. PCS and COT/IPCOT travel.

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

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

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

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

PLACE OF STORAGE. Residence or authorized storage location.

Effective 6 December 2006

***POLICY-CONSTRUCTED AIRFARE.** The least expensive, unrestricted economy/coach airfare. If the policy-constructed airfare turns out to be or include a city-pair airfare and if there are both a 'YCA' and a '-CA' airfare, the 'YCA' airfare is used. A capacity-controlled city-pair airfare (-CA airfare) is not included when creating a policy-constructed airfare for comparison purposes.

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

PORT OF DEBARKATION.

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

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
*_CA	Unrestricted capacity-controlled airfare (fare basis code). The unrestricted capacity controlled airfare, or “-CA”, differs from the unrestricted airfare (YCA) only in that the airline can limit the number of seats offered at the unrestricted capacity controlled airfare. See Appendix P, Part 1, par. A2.
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 (U)
FSH-O	Family Separation Housing – OHA Based Location (U)
FTR	Federal Travel Regulation
FUTA	Federal Unemployment Tax Allowance (C)
FVT	Family Visitation Travel (C)
FWS	U.S. Fish and Wildlife Service (C)
GAO	Government Accountability Office
GARS	Government Administrative Rate Supplement
GMR	Government Meal Rate
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
GTCC	Government Travel Charge Card
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHS	Health and Human Services (U)
HHT	House Hunting Trip (C)
HOR	Home of Record
HOS	Home of Selection (U)
HP	Home Port (U)
HSTA	Home Service Transfer Allowance (C)
IADT	Initial Active Duty for Training (U)
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 (U)
IRC	Internal Revenue Code (C)
IRS	Internal Revenue Service (C)
ITA	Invitational Travel Authorization
ITDY	Indeterminate TDY (U)
ITO	Installation Transportation Officer
ITRA	Income Tax Reimbursement Allowance (C)
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
JTR	Joint Travel Regulations
LPDCI	Living Pattern Data Collection Instrument (U)
LPQ	Living Pattern Questionnaire (U)
LPS	Living Pattern Survey (U)
LWOP	Leave Without Pay (C)
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation

MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MAP	Military Advisory Panel
MARS	Military Affiliate Radio System
MEA	Miscellaneous Expense Allowance (C)
MIA	Missing in Action
MIHA	Move-in Housing Allowance (U)
MILAIR	Military Aircraft
MSC	Military Sealift Command (C)
NIST	National Institute of Standards and Technology (C)
NOAA	National Oceanic and Atmospheric Administration (<i>Same as USNOAA</i>)
NTE	Not to exceed
NTS	Non-temporary Storage (<i>also referred to as Extended Storage</i>)
OCONUS	Outside the Continental United States
OHA	Overseas Housing Allowance (U)
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment (<i>also referred to as PRO-Gear</i>)
PCS	Permanent Change of Station
PDS	Permanent Duty Station (U)
PDT	Permanent Duty Travel (C)
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PDUSD (P&R)	Principal Deputy Under Secretary of Defense (Personnel & Readiness)
PEB	Physical Evaluation Board (U)
PHS	Public Health Service (<i>Same as USPHS</i>)
PLEAD	Place from Which Entered (or Called) to Active Duty (U)
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PRO-Gear	Professional Gear (<i>also referred to as PBP&E</i>)
RAT	Renewal Agreement Travel (C)
RDD	Required Delivery Date (U)
RIT	Relocation Income Tax (C)
RPDCI	Retail Price Data Collection Instrument (U)
SDDC	(Military) Surface Deployment and Distribution Command
SEA	Subsistence Expense Allowance (C)
SES	Senior Executive Service (C)
SIT	Storage in Transit
SMA	Separate Maintenance Allowance (C)
SR&R	Special Rest and Recuperative Absence (U)
SROTC	Senior Reserve Officers' Training Corps
SSN	Social Security Number
STB	Surface Transportation Board (C)
TCS	Temporary Change of Station (C)

TDRL	Temporary Disability Retired List (<i>U</i>)
TDY	Temporary Duty
TLA	Temporary Lodging Allowance (<i>U</i>)
TLE	Temporary Lodging Expense (<i>U</i>)
TMC	Travel Management Center
TMS	Travel Management System
TQSA	Temporary Quarters Subsistence Allowance (<i>C</i>)
TQSE	Temporary Quarters Subsistence Expenses (<i>C</i>)
TQSE(AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses (<i>C</i>)
TQSE(F)	Fixed Amount Reimbursement for Temporary Quarters Subsistence Expenses (<i>C</i>)
UN	United Nations
U.S.	United States
USC	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration (<i>same as NOAA</i>)
USPHS	United States Public Health Service (<i>same as PHS</i>)
USSM	Under Secretary of State for Management (<i>C</i>)
UTD	Uniformed Travel Determination (<i>U</i>)
VA	Department of Veterans Affairs (<i>C</i>)
VAMC	Veterans Affairs Medical Center (<i>U</i>)
VPC	Vehicle Processing Center
WAE	When Actually Employed (<i>C</i>)
*YCA	Unrestricted airfare (fare basis code). The unrestricted airfare, or “YCA”, has a last economy/coach seat on the aircraft availability to the traveler. See Appendix P, Part 1, par. A2.

D. Lodging Overnight Not Required

*1. Transportation

- a. It is mandatory that travelers arrange transportation through an available CTO, even though overnight lodging is not required.
- b. If travel is in the local area (see JFTR, par. U3500 and JTR, par. C2400-B) around the PDS, a Government vehicle, public transportation paid for by the command, or a private vehicle may be used.
- c. If a POC is used to and from home, the traveler is authorized the standard mileage rate for the distance driven, minus the normal distance driven to and from work. This most often affects the PDS.
- d. If the traveler does not drive to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work.
- e. The AO determines reimbursement based on the difference between the cost of using the POC and the traveler's normal cost to get to work. Commercial transportation expense reimbursement is authorized/ approved ***only*** if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace.
- f. A traveler is authorized reimbursement for other expenses such as tolls and parking when using a POC.
- g. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

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

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

E. Miscellaneous Expenses. See Appendix G.

F. Reimbursement for Travel Expenses at the TDY Location

Effective 28 April 05

1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses see par. T4030.
2. Use of a Government vehicle/special conveyance is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
 - a. Duty sites,
 - b. Lodgings,

- c. Dining facilities,
 - d. Drugstores,
 - e. Barber shops,
 - f. Places of worship,
 - g. Cleaning establishments, and
 - h. Similar places required for the traveler's subsistence, health or comfort
3. If a Government vehicle/special conveyance is not authorized, the traveler is authorized reimbursement for necessary public transportation costs.
 4. If private vehicle use is authorized, reimbursement is the automobile mileage rate times the miles driven for the necessary travel around the TDY location.
 5. Travelers must note the required miles driven.

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

Effective 11 August 2005

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

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

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

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

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

1. Reservist Component members at an AT site when both Government quarters and meals are available, but the member is authorized reimbursement for the Government quarters cost. If Government quarters and/or meals are not available, per diem is payable under par. T4040-A;
2. Reservist Component members on active duty without pay;
3. Newly enlisted members undergoing training when both Government quarters and meals are available;
4. Public health service Officers called to active duty for Commissioned Officer Student Extern Program (COSTEP);
5. Reservists who commute daily or AO determines members can commute except for authority under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;
6. Reservists on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient Government housing, reimbursement for actual lodging cost is authorized;
7. Standby Reserve Component members voluntarily performing without pay.

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

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

Effective 11 August 2005

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

Effective 11 August 2005

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

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

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

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

ACTIVE DUTY WITHOUT PAY

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

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

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

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

APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

*The following are authorized FEML locations/destinations *for members (and their command-sponsored dependents) and, effective 2 Nov 2002, for DOD civilian employees and their dependents. JFTR/JTR contents do not apply to contractors or their employees at FEML locations. Locations shown are 'authorized' until removed from the list (regardless of the re-certification date shown next to the destination). See JFTR, par. U7207-D2 (uniformed) and JTR, par. C6700-D2 (DOD civilian employees).*

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date (See <i>NOTE</i>)
Albania, Tirana	European	Frankfurt	30 Nov 2007
Angola, Luanda (<i>eff 30 Nov 2005</i>)	European	Frankfurt	30 Nov 2007
Argentina	Southern	Miami	30 Apr 2007
Armenia, Yerevan	European	Frankfurt	31 Jul 2007
Australia, Alice Springs	Pacific	Honolulu	31 Oct 2008
*Australia, Learmouth (incl. Exmouth)	Pacific	Perth	31 Oct 2008
Azerbaijan, Baku	European	Frankfurt	31 Oct 2007
Bahrain	Central	Baltimore	31 Mar 2008
Bangladesh, Dhaka	Pacific	Honolulu	31 Oct 2008
Barbados	Southern	Miami	30 Apr 2007
Belarus, Minsk	European	Frankfurt	31 Jul 2007
Belize	Southern	Miami	30 Apr 2007
Bolivia	Southern	Miami	30 Apr 2007
Bosnia, Sarajevo (<i>eff 29 Jul 2005</i>)	European	Frankfurt	31 July 2007
Botswana, Gaborone	European	Frankfurt	31 Jul 2007
Brazil	Southern	Miami	30 Apr 2007
Bulgaria, Sofia	European	Frankfurt	31 Oct 2007
Burma, Rangoon	Pacific	Honolulu	31 Oct 2008
*Burundi, Bujumbura (<i>eff 12 Dec 2006</i>)	European	Frankfurt	30 Nov 2008
Cambodia, Phnom Penh	Pacific	Honolulu	31 Oct 2008
Cameroon, Yaounde	European	Frankfurt	31 Jul 2007
Chad, N'djamena	European	Frankfurt	31 Jul 2007
Chile	Southern	Miami	30 Apr 2007
China, Beijing	Pacific	Honolulu	31 Oct 2008
Columbia	Southern	Miami	30 Apr 2007

Cote D'Ivoire, (formerly Ivory Coast), Abidjan	European	Frankfurt	31 Jul 2007
Costa Rica, San Jose (<i>eff 13 Oct 2006</i>)	Southern	Miami	31 Oct 2008
Croatia, Zagreb	European	Frankfurt	31 Jan 2008
*Cuba, Guantanamo Bay	Southern	Jacksonville	30 Apr 2007
Cuba, Havana (<i>for Coast Guard uniformed members only</i>)	USCG	Miami	31 Dec 2007
Cyprus, Nicosia	European	Frankfurt	31 Jul 2007
Democratic Republic of Congo, Kinshasa	European	Frankfurt	31 Jul 2007
Djibouti	Central	Baltimore	31 Mar 2008
Dominican Republic	Southern	Miami	30 Apr 2007
Ecuador	Southern	Miami	30 Apr 2007
Egypt	Central	Baltimore	31 Mar 2008
El Salvador	Southern	Miami	30 Apr 2007
Eritrea, Asmara	Central	Baltimore	31 Mar 2008
Estonia, Tallinn	European	Frankfurt	31 Jul 2007
Ethiopia, Addis Ababa	Central	Baltimore	31 Mar 2008
Fiji, Suva	Pacific	Honolulu	31 Oct 2008
Gabon, Libreville	European	Paris	30 Jun 2007
Georgia, Tbilisi	European	Frankfurt	31 Oct 2007
Ghana, Accra	European	Frankfurt	31 Jul 2007
Greece, Athens	European	Frankfurt	31 Oct 2007
Greece, Larissa	European	Frankfurt	31 Jul 2007
Greenland, Thule 1/	European	Baltimore	31 Oct 2008
Guatemala	Southern	Miami	30 Apr 2007
Guinea, Conakry	European	Paris/Frankfurt	31 Jul 2007
Guyana	Southern	Miami	30 Apr 2007
Haiti	Southern	Miami	30 Apr 2007
Honduras	Southern	Miami	30 Apr 2007
Hong Kong	Pacific	Los Angeles	31 Oct 2008
Iceland (<i>eff 14 Oct 2005</i>)	European	Frankfurt	30 Sep 2007
India, New Delhi	Pacific	Honolulu	31 Oct 2008
Indonesia, Jakarta	Pacific	Honolulu	31 Oct 2008
Israel, Tel Aviv	European	Frankfurt	31 Jul 2007

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

Russia, Moscow	European	Frankfurt	31 Jul 2007
Rwanda, Kigali	European	Frankfurt	31 Jul 2007
Saudi Arabia	Central	Baltimore	31 Mar 2008
Senegal, Dakar	European	Frankfurt	31 Jul 2007
Serbia and Montenegro, Belgrade	European	Frankfurt	30 Nov 2007
Singapore	Pacific	Honolulu	31 Oct 2008
South Africa, Pretoria	European	Frankfurt	31 Jul 2007
Sri Lanka, Columbo	Pacific	Frankfurt	31 Oct 2008
Suriname	Southern	Miami	30 Apr 2007
Syria, Damascus (<i>eff 5 Oct 2006</i>)	Central	Baltimore	31 Oct 2008
Taiwan, Taipei (<i>eff 13 Oct 2006</i>)	Pacific	Sydney	31 Oct 2008
Tajikistan (<i>eff 22 Sep 2006</i>)	Central	Baltimore	30 Sep 2008
Tanzania, Dar Es Salaam	European	Frankfurt	31 Oct 2007
Thailand, Bangkok	Pacific	Honolulu	31 Oct 2008
Thailand, Chiang Mai	Pacific	Honolulu	31 Oct 2008
Trinidad and Tobago	Southern	Miami	30 Apr 2007
Tunisia, Tunis	European	Frankfurt	31 Jul 2007
Turkey, Ankara	European	Frankfurt	31 Jul 2007
Turkmenistan, Ashgabat	Central	Baltimore	31 Mar 2008
Uganda, Kampala	European	Frankfurt	31 Jul 2007
Ukraine, Kiev	European	Frankfurt	31 Jul 2007
United Arab Emirates	Central	Baltimore	31 Mar 2008
Uruguay	Southern	Miami	30 Apr 2007
Uzbekistan, Tashkent	Central	Baltimore	31 Mar 2008
Venezuela	Southern	Miami	30 Apr 2007
Vietnam, Hanoi	Pacific	Honolulu	31 Oct 2008
Yemen	Central	Baltimore	31 Mar 2008
Zambia, Lusaka	European	Frankfurt	31 Jul 2007
Zimbabwe, Harare	European	Frankfurt	31 Jul 2007

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

Effective 31 May 2006

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