

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 246

Alexandria, VA

1 June 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 June 2007 unless otherwise indicated.

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This change includes all material written in MAP Items 137-06; 7-07(E); 12-07(E); 14-07(E); 15-07; 27-07(I) through 29-07(I); 32-07(I); 35-07(I) through 41-07(I); 45-07(I) through 47-07(I).. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 245 cover page.

BRIEF OF REVISION

These are the major changes made by Change 246:

U2515; T4050. Cross References to Lost/Stolen/Unused Tickets

U4265. Updates the TDY Actual Expense Allowance (AEA) Computation examples

U5020, Table U5A-1. Updates the Overview of PCS Travel and Transportation Allowances Table and deletion of TLE footnote in Table U5 A-1 in par. U5020.

U5120; U5125; U5130; U5345; U10416. Clarifies that NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are processing stations for NOAA.

U5335-D; U5630-F; U10000-E; Appendix A1. Deletes verbiage relating to privatized housing and local moves. Revises wording in the definition of GOVERNMENT QUARTERS, to clarify that privatized housing is *not* Government quarters.

U5710. Clarifies that new members are authorized 5 days TLE if their first PDS is OCONUS.

U7150. Adds a subparagraph to par. U7150-A4b(3) to include Contingency Operations.

U9145-B2. Corrects the paragraph reference.

U10002-A, Table U10E-1; U10420. Clarifies that pretrial confinement and restriction do not affect a member's Basic Allowance for Housing (BAH) authorization.

U10010-C. Adds the Hampton Roads, Virginia, area to the Navy Barracks Privatization Test. The Hampton Roads area includes both Hampton/Newport News and Norfolk/Portsmouth Military Housing Areas (MHAs).

Appendix E, Part I. Re-inserts language previously removed from par. A2f of Appendix E, Part I.

Appendix G, Part I, NOTE. Clarifies that there is no authority to reimburse a traveler for the optional Global Positioning System (GPS) for a rental car.

Appendix H, Part III, Section A. Adds a business-class air accommodation code for business-class travel for personnel in the employ of a foreign Government traveling in the U.S. Government's interest when a foreign country's regulations, a memorandum of understanding, a memorandum of agreement, and/or a status of forces agreement require that the foreign government's employees travel via premium-class travel.

Appendix O. Corrects paragraph references in Appendix O, par. T4060-B2, text and NOTE 3.

Appendix Q, NOTE. Clarifies that standard tour lengths of 36/24 are not published in Appendix Q.

Appendix S. Establishes FEML for Algiers, Algeria with a relief destination of Frankfurt, Germany, effective 5 March 2007. Recertification date is 28 February 2009.

Appendix U. Adds Somalia and Syria as an R&R location with an authorized destination of an airport closest to the leave point, *effective 30 January 2007*, and a recertification date of 31 January 2009.

Chapter 3, Part F. Rewrites, reorganizes, simplifies, and updates the JFTR specific to local travel.

Table U10E-12. Corrects Table U10E-12.

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Following is a list of sheets in force in Joint Federal Travel Regulations, Volume 1, that are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. Single sheets or entire monthly changes are available from the PDTATAC website.

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CHAPTER 2

PART F: TRAVEL CLAIMS AND RECEIPTS

U2500 TRAVEL VOUCHER SUBMISSION

Members should submit travel vouchers as specified in Service administrative and/or procedural directives and DODFMR, Volume 9. The DOD Comptroller Finance Management Regulation website is found at <http://www.dtic.mil/comptroller/fmr/>.

U2505 FRAUDULENT CLAIMS

See DODFMR, Volume 9, or appropriate Service regulations for non-DOD Services, for the requirements regarding payments when fraudulent expense(s) are suspected. Generally, when there is a reasonable suspicion of a falsified expense (other than the cost of lodging, meals or incidentals), the suspect expense is not allowed. When there is a reasonable suspicion of a falsified expense for lodging, meals or incidentals, the applicable per diem or AEA is denied for the entire day on which the suspected expense is claimed. Per the DODFMR, or Service regulations for non-DOD Services, if payment is made before discovery of a suspected falsified expense, the payment recipient must reimburse the Government (57 Comp. Gen. 664 (1978) and 61 id. 399 (1982)).

U2510 RECEIPT REQUIREMENTS

A. General. Receipts are required for:

1. Lodging expenses regardless of amount, and
2. Expenditures of \$75 or more.

The receipt must show when specific services were rendered or articles purchased, and the unit price.

B. Lost Receipts. If receipts are impracticable to obtain or have been inadvertently lost or destroyed, a statement explaining the circumstances must be furnished. For lodging, a statement must include the name and address of the lodging facility, the dates the lodging was obtained, whether or not others shared the room, and the cost incurred.

NOTE: *Travelers are advised to retain ALL receipts for tax or other purposes.*

Effective 3 April 2007

***U2515 LOST/STOLEN/UNUSED TICKET/GTR REIMBURSEMENT**

A. Lost/Stolen/Unused Tickets. The traveler:

1. *Must safeguard tickets, if issued, carefully at all times;*
2. Must immediately report a lost or stolen ticket to the issuing CTO;
3. Is financially responsible to purchase a replacement ticket;

4. Must not be reimbursed for the purchase of a replacement ticket until the Government has received a refund for the lost/stolen ticket;
5. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If that first ticket is recovered, turned in for refund, and the Government is repaid, reimbursement may be made for the second ticket, NTE the cost of the first ticket; and
6. Must return unused tickets to the CTO. ***NOTE: SF-1170, Redemption of Unused Tickets, found at <http://www.gsa.gov>, is usable, if authorized in Service regulations, ICW turning in unused tickets.***

B. Lost/Stolen/Unused GTR. ***Travelers and other personnel accountable for GTRs must safeguard them carefully at all times.*** However, the traveler or other accountable person must immediately notify the proper official (as prescribed in Service procedures) if a GTR is lost or a GTR in the care of any of them is stolen. If the lost or stolen GTR shows the carrier service desired and point of origin, the named carrier and other local initial carriers also must be promptly notified IAW Service procedures. A GTR, recovered after it has been reported lost, must not be used but rather be sent to the activity specified in Service procedures. A traveler or other accountable person may be held liable for any Government expenditure caused through negligence on that person's (the member for the dependent also under most circumstances) part in safeguarding GTRs.

NOTE 1: Travelers without sufficient funds to purchase duplicate transportation may be furnished the necessary transportation on a cost charge basis according to individual Service procedures (see DOD 4900.9-R (DTR, Part I), for DOD personnel and Service regulations for the non-DOD Services). The necessary transportation is furnished as a personal loan for the traveler's benefit. The traveler remains financially responsible to the Government for the cost of the lost or stolen ticket, regardless of fault or negligence.

NOTE 2: 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.

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

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U3505	TRAVEL IN THE PDS AREA <ul style="list-style-type: none">A. GeneralB. Commercial TransportationC. POC TravelD. POC and Commercial Transportation between Residence and Alternate Work Site within the Local AreaE. Examples
U3510	TRAVEL AT THE TDY LOCATION <ul style="list-style-type: none">A. Travel PointsB. Meals and/or Lodging Unavailable at Duty SiteC. Commercial TravelD. POC Travel
U3535	TAXICAB USE INCIDENT TO AUTHORIZED WORK OUTSIDE REGULARLY SCHEDULED WORKING HOURS <ul style="list-style-type: none">A. GeneralB. Authorization/Approval AuthorityC. Finance Regulations RequirementsD. POC Mileage
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CHAPTER 3

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

U3500 GENERAL

A. Authority. Service-designated officials may authorize/approve transportation expense reimbursement incurred by a traveler conducting official business in the PDS/TDY local area. These expenses are those not specifically included in travel under authorizations in Chapter 3, Parts B, C, D, and E, and Chapter 4.

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

1. Within the PDS/TDY limits and the metropolitan area around the PDS/TDY area served by local common carriers;
2. Within a local commuting area of the PDS/TDY station, (***NOTE: A local area boundary is determined by the AO/local Service in a written directive.***); 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.

For DOD - If several DOD components are present, the senior commander establishes the local area for all DOD personnel. An arbitrary distance radius must not be established to define a local commuting area (59 Comp. Gen. 397 (1980)).

C. Control and Delegation

1. A commander/agency head must designate, in writing, appropriate personnel who may authorize/approve local transportation facilities use by a traveler, other than a traveler under an official travel order/authorization, in the performance of official business.
2. These officials also are responsible for:
 - a. Furnishing public carrier tokens/tickets, when appropriate; and
 - b. Authorizing/approving reimbursement claims when a traveler incurs expenses for authorized/approved local transportation.

D. Miscellaneous Expense Reimbursement. See Appendix G.

E. Travel to and from Medical Facilities

1. Official Ordered Travel at Government Expense

a. A member ordered to a medical facility within the local area to:

- (1) Take a required physical examination, or
- (2) Obtain a medical diagnosis and/or treatment,

is on official business and may be reimbursed for the transportation.

b. Ordered travel includes additional visits if the visits are part of the required physical examination.

2. Unofficial Travel at the Member's Expense. *A member who voluntarily travels to a medical facility 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. The AO may authorize/approve reimbursement for transportation expenses in the PDS area for travel between:

1. Office/duty point and another place of business;
2. Places of business; or
3. Residence and place of business other than office or duty point.

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. POC Travel

1. General. When authorized/approved:

- a. POC travel is reimbursed using the authorized mileage (see par. U2600) based on odometer readings (or other acceptable evidence) of the actual necessary distance traveled for conducting official business.

b. Reimbursement is 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.

c. Mileage payments and expense reimbursement are made only to the traveler defraying the POC operating expenses, regardless of the number of passengers who accompany the traveler or who contributed funds to defray the POC operating expenses.

2. Between Residence/PDS and Alternate Work Site within the Local Area

a. When POC travel is authorized/approved between the residence/PDS, and one or more alternate work sites within the local area, TDY mileage must be paid for the distance that exceeds the normal commuting distance, regardless of the transportation mode ordinarily used to commute to the PDS.

Example: The traveler's one-way commuting distance to the PDS is 35 miles. The traveler drives to alternate work site #1 (50 miles) and then to alternate work site #2 (25 miles). The traveler returns to residence (10 miles). The traveler is authorized TDY mileage for the distance that exceeds the normal commuting distance (70 miles). The traveler is paid for 15 miles ($50 + 25 + 10 - 70 = 15$).

b. See par. U3320 for travel to and from a transportation terminal.

D. POC and Commercial Transportation 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 the residence and one or more alternate work sites within the local area, the traveler is paid:

1. TDY mileage for the POC use to travel to and from the commercial transportation stop/station/terminal for the distance that exceeds the 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.

E. Examples

1. Example 1. The traveler's one-way commuting distance to PDS is 7 miles. The traveler drives from the residence to the alternate work site (18 miles). The traveler returns to the residence (18 miles). The traveler is authorized TDY mileage for the distance that exceeds the normal round trip commuting distance (14 miles). Traveler is paid for 22 miles ($18 + 18 - 14 = 22$).

2. Example 2. The traveler's one-way commuting distance to PDS is 15 miles. The traveler drives from the residence to the alternate work site (5 miles). The traveler returns to the residence (5 miles). The traveler *is not* authorized 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.

3. Example 3. The traveler's one-way commuting distance to PDS is 15 miles. The traveler drives to the PDS. The traveler then drives to an alternate work site(30 miles). The traveler returns to residence (15 miles). The traveler is authorized TDY mileage for the distance that exceeds the normal round trip commuting distance (30 miles). The traveler is paid for 30 miles ($15 + 30 + 15 - 30 = 30$).
4. Example 4. The traveler's one-way commuting distance to PDS is 12 miles. In the morning the traveler drives to an alternate work site (45 miles). In the afternoon the traveler returns to the PDS (67 miles). The traveler returns to the residence (12 miles). The traveler is authorized TDY mileage for the distance that exceeds the normal round trip commuting distance (24 miles). The traveler is paid for 100 miles ($45 + 67 + 12 - 24 = 100$).
5. Example 5. The traveler's one-way commuting distance to PDS is 35 miles. The traveler drives to the PDS (35 miles). Later, the traveler drives to alternate work site #1 (50 miles) and then to alternate work site #2 (25 miles). The traveler returns to residence (10 miles). The traveler is authorized TDY mileage for the distance that exceeds the normal commuting distance (70 miles). The traveler is paid for 50 miles ($35 + 50 + 25 + 10 - 70 = 50$).
6. Example 6. The traveler's one way commuting distance to PDS is 20 miles. The traveler drives to PDS (20 miles). Later, the traveler drives to alternate work site #1 (10 miles) and then to alternate work site #2 (5 miles). The traveler returns to residence (2 miles). The traveler *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 AT THE TDY LOCATION

A. Travel Points. Transportation expense reimbursement 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. Meals and/or Lodging Unavailable at Duty Site. The AO may authorize travel reimbursement when a TDY traveler cannot obtain suitable meals and/or lodging at the place of duty.. The traveler must furnish a statement that Government transportation was not available or, if available, was not suitable for the travel involved. The traveler may be reimbursed for:

1. Daily round trips 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 traveler who uses commercial transportation is authorized reimbursement of:

1. Local public transportation fares;
2. Taxicab fares plus transportation-related tips (*when advantageous to the Government*); and
3. Special conveyance costs between lodging and duty site and between lodging/duty site and dining facility (*when advantageous to the Government*).

D. POC Travel. If authorized/approved, POC travel in and around the TDY station is reimbursed using the rules in par. U3505-C.

U3535 TAXICAB USE INCIDENT TO AUTHORIZED WORK OUTSIDE REGULARLY SCHEDULED WORKING HOURS

A. General. Reimbursement for taxicab fares and transportation-related tips between the office/duty site and residence may be authorized/approved, IAW Service regulations, under the following conditions. The traveler is:

1. Officially authorized to work outside of the traveler's, regular working hours, and
2. Dependent on public transportation for travel, and
3. Traveling during hours of infrequently scheduled public transportation or darkness.

B. Authorization/Approval Authority. Taxicab fare reimbursement may be authorized/approved by the official who authorized duty outside the regular working hours or by the traveler's supervisor, if such authority has been delegated.

C. Finance Regulations Requirements. Finance regulations may require that authorization/approval indicating the use of taxis as advantageous to the Government be written separately or be placed on the reimbursement voucher.

D. POC Mileage. *There is no authority to reimburse POC mileage for travel ICW authorized work outside regularly scheduled working hours (58 Comp. Gen 188 (1978); B-171969.42, 9 January 1976; B-202836, 19 November 1981; and B-307918, 20 December 2006).*

U3540 VOUCHERS AND SUPPORTING DOCUMENTS

See Chapter 2, Part F.

b. If the same POC is used for more than one trip, the MALT and car ferry fees apply, except that the MALT rate must be determined on the basis of the number of eligible travelers making the trip to the PDS for the first time (e.g., member drives spouse and three children on first trip (and receives \$.20/mile for five authorized travelers) followed by a second trip in which the member and one of the already-transported children return to transport two remaining children (and the member is paid \$.17/mile for the one-way distance from old to new PDS on the second trip for the remaining two children.

U5020 ADVANCE OF FUNDS

Chapter 5, (Parts B, C, D, E2, F, G, and H) authorize travel and transportation allowances advance payment for a member and dependents, HHG and mobile home transportation, POV storage, and DLA and TLE. See par. U1010-B5. See par. U9190 for TLA and par. U10105-B for OHA advance payment.

***OVERVIEW OF PCS TRAVEL AND TRANSPORTATION ALLOWANCES 1/**

Movement Situation	Member Travel Part B	Dependent Travel Part C	HHG Transportation Part D	NTS 2/ Part D	POV Shipment 3/ Part E, Section 1	POV Storage 24/ Part E, Section 2	Mobile Home Shipment 4/ Part F	DLA 5/ Part G	TLE 6/ Part H	TLA 7/ Ch. 9, Part C
Travel to First PDS	Yes	Yes	Yes	Yes 8/	No 9/, 10/	Yes	Yes	No	Yes	No 11/
PCS from CONUS to CONUS	Yes	Yes	Yes	Yes 8/	No 10/	No	Yes	Yes	Yes	No
PCS to/from OCONUS	Yes	Yes	Yes	Yes	Yes	Yes	No 12/	Yes	Yes	Yes
PCS from OCONUS to OCONUS	Yes	Yes	Yes	Yes	Yes	Yes	No 12/	Yes	No	Yes
PCS Involving Member Married to Member Couples CONUS to CONUS To/from OCONUS	Yes (each) Yes(each)	Yes (each) Yes (each)	Yes (each) 13/ Yes (each) 13/, 14/	Yes (each) 8/ Yes (each)	No 10/ Yes (each)	No Yes	Yes 15/ No 12/	See par. U5630-E & Table U5G-1	Yes (each) Yes (each)	No Yes (each)
Separated Under Honorable Conditions 16/ Member completed 90% of 1 st term Member did <i>not</i> complete 90% of 1 st term	Yes Yes 17/	Yes Yes 17/	Yes Yes	Yes 18/ Yes 18/	No 19/ No 19/	No No	Yes Yes	No No	No No	Yes 25/ Yes 25/
Separated under Other Than Honorable Conditions 16/	Yes 20/	Yes 20/	Yes 21/	No	No 19/	No	Yes	No	No	No
Placed on TDRL	Yes 22/	Yes 22/	Yes 22/	Yes	No 19/	No	Yes	No	No	Yes 25/
Retired with pay (including for disability); discharged with severance or separation pay; involuntarily released from active duty with readjustment or separation pay 23/	Yes	Yes	Yes	Yes	No 19/	No	Yes	No	No	Yes 25/

Table U5A-1

- 1/ *This table is a general guide to basic travel and transportation allowances in various PCS situations. Chapter 5, Parts B, C, D, E, F, G, H, and I prescribe the specific allowances and must be used to administer travel and transportation allowances ICW a member's PCS.*
- 2/ For the time limitation of NTS for a PCS order, see par. U5380.
- 3/ The member must meet the eligibility criteria in par. U5405 to be authorized POV transportation.
- 4/ A member must meet the conditions in par. U5500 to be authorized mobile home transportation. Mobile home allowances are in lieu of HHG transportation except as noted in par. U5330-F.
- 5/ The member must meet eligibility criteria in par. U5605 to be authorized DLA. A member who is authorized dependent transportation and relocates dependents incident to a PCS is authorized DLA at the "with-dependent" rate. See pars. U5605 and U5610. A member without dependents assigned to Government quarters at the new PDS is *not* authorized DLA. See par. U5605.
- 6/ A member must meet eligibility criteria in par. U5705 to be authorized a TLE allowance. See par. U5710 for maximum authorized periods.
- 7/ TLA is only authorized under the conditions specified in par. U9155. See Chapter 9, Part C, for the maximum authorized periods.
- 8/ When member requests NTS as an alternative to transportation, NTS must be in the Government's best interest. See par. U5380-C.
- 9/ Except when member's HOR/PLEAD is OCONUS and the first PDS is in CONUS; or when member's HOR/PLEAD is in CONUS and first PDS is OCONUS.
- 10/ See par. U5415 for exceptions under which a POV may be transported at Government expense within CONUS.
- 11/ Except when the member's first PDS is OCONUS.
- 12/ Mobile home transportation is authorized only between CONUS locations, between a CONUS location and Alaska, and between Alaskan locations; and only if dependent(s) will occupy the mobile home at destination.
- 13/ A member-married-to-member couple may combine their HHG weight allowances for transportation purposes. See par. U5330-A.
- 14/ For moves to/from certain OCONUS areas, members may be limited to transportation of the senior member's administrative HHG weight allowance. See par. U5315-B.
- 15/ See par. U5505-A for combining the weight allowances of a member-married-to-member couple to compute the maximum mobile home authorization.
- 16/ Travel and transportation allowances may be paid not to exceed to the HOR or PLEAD, whichever the member elects for travel allowances under par. U5125.
- 17/ Transportation to the member's HOR/PLEAD is limited to the lowest cost transportation (see par. U5125-A5 - member travel) and U5225-F (dependent travel)) except as authorized by the Service Secretary.
- 18/ NTS ICW separation/retirement from the Service is in addition to transportation.
- 19/ Except when a member's HOR/PLEAD or authorized HOS under par. U5130-A1 is OCONUS. A member separated/retired while serving OCONUS is authorized a POV shipment if the member's HOR/PLEAD or HOS is in CONUS.
- 20/ See Chapter 7, Part P, for member travel. For dependent travel for a member whose last PDS is CONUS, see par. U5240-F, or if the last PDS is OCONUS, see par. U5940-D.
- 21/ A member without dependents, stationed in CONUS, who is discharged under other than honorable conditions, is *not* authorized HHG shipment.
- 22/ A member may exercise travel and transportation allowances ICW being placed on the TDRL; however, if a retirement order is subsequently issued, the allowances are subject to adjustment so as not to exceed the allowances for the distance from the PDS at the time the member received the TDRL order to the point to which the member is authorized incident to retirement, release from active duty, etc., less any amount previously paid for transportation to the waiting point.
- 23/ Travel and transportation allowances may/may not be paid to the member's HOS. See par. U5130.
- 24/ The member must meet the eligibility criteria in par. U5466 to be authorized POV storage.
- 25/ TLA is payable to a separating/retiring member stationed OCONUS when temporary quarters must be occupied at the old PDS prior to departure *and only while on active duty*.

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1. Home Port Changed. When a unit's home port is changed, a member may be paid PCS allowances to the old home port and then to the new home port via any TDY stations(s). If the unit is at the old home port, the member may be paid PCS allowances from old home port to the new home port and return to the unit via any TDY station. This travel must begin within 1 year from the effective date of the home port change, unless the time limit is extended by the Secretarial Process. If a member is on leave from a deployed unit whose home port is changed, the PCS allowances accrue from the leave point to the new homeport via the old home port, not to exceed the allowances payable from the unit's location when the member departed on leave to the new home port via the old home port (57 Comp. Gen. 198 (1977), 60 id. 561 and 564 (1981)).
2. PCS from a Unit when the Unit Is Away from Home Port/PDS. A member, ordered PCS while with the unit away from its home port or PDS, may be paid PCS allowances from the location at which PCS travel begins to the new PDS via the old home port/PDS and any TDY station(s).
3. PCS to a Unit when the Unit Is Away from Home Port/PDS. A member, ordered PCS to a unit that is deployed away from its home port/PDS, may be paid PCS allowances from the old PDS to the new unit via its home port/PDS and/or any TDY station(s).
4. PCS to a Unit Whose Home Port Change Has Been Announced and the Member Arrives before or after the Effective Date of Home Port Change. A member, ordered PCS to a unit whose home port change has been announced and who travels to the new home port either before or after the effective date of the home port change, may be paid PCS allowances from the old PDS to the unit via the new home port and any TDY station(s) (60 Comp. Gen. 561 (1981)).
5. PCS to a Ship with a Home Port Assignment Effective upon Commissioning. A member, ordered to a newly commissioned ship and the ship's announced home port is different from the member's old PDS, may be paid PCS allowances to the old PDS (or homeport), then to the ship's announced home port via any TDY stations, and then to the place where the ship is located. For two-crew ships, both crews may be paid these allowances. This travel must begin within 1 year from the effective date of the ship's commissioning (60 Comp. Gen. 561 and 564 (1981)).
6. PCS from a Unit Undergoing a Home Port Change. A member, ordered PCS from a unit undergoing a home port change and who detaches after the effective date of the home port change, may be provided PCS allowances from the unit to the new PDS via the old home port (or a designated place, if applicable) and any TDY station(s) (60 Comp. Gen. 562 (1981)).
7. Travel to/from a Place other than the New/Old Home Port. A member traveling under pars. U5120-F1 through U5120-F6, may be paid PCS allowances for travel via:
 - a. A place other than the old homeport to the new home port,
 - b. The old home port to a place other than the new homeport, or
 - c. A place other than the old homeport to a place other than the new home port.

Allowances must not exceed those payable for travel between the locations authorized in par. U5120-F.

G. Travel to/from a Designated Place. A member, ordered on a PCS who travels to a designated place, may be paid PCS allowances for travel from the old PDS to:

1. The new PDS via the designated place,
2. The designated place via any TDY station(s) and then to the new PDS, or
3. Any TDY station(s) via the designated place and then to the new PDS

but not for round-trip travel between a TDY station and designated place. On a subsequent PCS that results in relocation of dependents, the member may be paid PCS allowances for travel from the old PDS to the:

1. New PDS via any TDY station(s) and/or the designated place, or
 - *2. Authorized processing station, if appropriate, to the HOS, HOR, or PLEAD via the designated place.
- NOTE: NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are processing stations for NOAA.***

These travel allowances may be authorized/approved by the official(s) designated by the Service concerned when the member must travel to the designated place to assist:

1. In moving dependents,
2. Dependents with HHG shipment, or
3. Dependent transportation by POC.

(60 Comp. Gen. 562 (1981)). If member is divorced or dependents die before the effective date of the subsequent PCS and the member no longer has dependents at the designated place, the member may be authorized PCS allowances for travel to the designated place to pick up HHG or personal items, or to use the member's or dependent's POC for transportation.

H. Member Escorts Dependents to/from a Designated Place ICW a Unit PCS Move to/from an OCONUS Unaccompanied Tour

1. CONUS PDS to OCONUS PDS. Unit members who are required to travel on a PCS from a CONUS PDS to an OCONUS PDS with the unit for an unaccompanied tour may escort dependents from the old PDS to a designated place, and return to the PDS before departure for the OCONUS PDS. These members are authorized round trip PCS allowances between the old PDS and the designated place; however, the allowable travel time for return to the PDS is limited to constructed travel time (par. U3005-A) as if the travel had been performed by Government-procured transportation.
2. OCONUS PDS to CONUS PDS. Unit members who are required to travel on a PCS from an unaccompanied tour at an OCONUS PDS to a CONUS PDS with the unit may escort dependents from the designated place to the new PDS. Members who do, are authorized round trip PCS allowances between the new

PDS and the designated place; however, the allowable travel time for travel from the new PDS to a designated place is limited to constructed travel time (par. U3005-A) as if the travel had been performed by Government-procured transportation.

Effective 15 November 2005

I. Member Ordered PCS from a PDS from Which Dependents Have Been Evacuated. A member, ordered on a PCS from a PDS from which dependents were evacuated under par. U6004 or U6053, may be paid PCS allowances for travel from the old PDS to

1. The new PDS via the designated place or safe haven, as applicable;
2. The designated place or safe haven, as applicable, via any TDY station(s) and then to the new PDS;
3. Any TDY station(s) via the designated place or safe haven, as applicable and then to the new PDS; or
- *4. The authorized processing station, if appropriate, to the HOS, HOR, or PLEAD via the designated place or safe haven, as applicable; ***NOTE: NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are processing stations for NOAA.***

but not for round-trip travel between a TDY station and a designated place or safe haven. Service-designated official(s) may authorize/approve these travel and transportation allowances when the member must:

1. Assist in the transportation of dependents and/or HHG,
2. Pick up personal items, or
3. Personally drive the member's POC.

Travel to a designated place must occur before the member completes PCS travel.

J. Unable to Travel with Member's Organization. A member, unable to travel to the new home port/PDS with member's organization for reasons acceptable to the Service, but who later joins it under a competent order, is authorized the allowances in par. U5105.

K. PCS to Hospital. PCS travel allowances are payable, if otherwise proper, for travel to, from, or between hospitals, provided the order does not contemplate return to the PDS.

L. Member Dies while En Route to New PDS. PCS allowances are payable on behalf of a member traveling on a PCS, who dies after beginning the travel, from the old PDS to the place of death. The amount paid must not exceed the amount for travel from the old PDS to the ordered new PDS.

M. Directed Travel over other than a Usually Traveled Route. When ordered to travel over a route involving a higher cost to the Government on an order that is amended or modified while en route, a member is authorized allowances over the ordered route.

U5125 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAYA. General1. Travel in CONUS. A member on active duty, who:

- a. Is separated from the Service or relieved from active duty in CONUS under conditions other than those in par. U5125-A5, pars. U5125-B and U5125-C, and par. U5130-A1;
- b. Has a break in service of at least 1 calendar day; and
- c. Actually travels

is authorized travel and transportation allowances from the last PDS to the HOR or PLEAD, as the member elects. ***NOTE: See par. U5340-C for excess cost information and par. U5360-A for authorized HHG transportation.*** A member traveling to/between any/different location(s) is authorized allowances for travel performed up to the amount payable for travel from the last PDS to the HOR or PLEAD, whichever is greater.

2. Travel OCONUS. A member on active duty, who:

- a. Is separated from the Service or relieved from OCONUS active duty under conditions other than those in par. U5125-A5, pars. U5125-B and U5125-C, and par. U5130-A1; or
- b. Is authorized travel allowances under this paragraph to an OCONUS HOR or PLEAD; and
- c. Has a break in service of at least 1 calendar day; and
- d. Actually travels

is authorized travel and transportation allowances under par. U5116.

*3. Travel to and from Place of Separation. A member may travel to the HOR or PLEAD as the member elects from the last PDS via a processing station of the member's choice. The member is authorized travel and transportation allowances up to the amount payable had the member been ordered to, traveled to, and separated at, the appropriate separation activity. See par. U1010-B6. The member is authorized the per diem or AEA appropriate for the processing station away from the PDS while undergoing separation processing. ***NOTE: NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are processing stations for NOAA.***

4. Order Received at a Leave Location. When a member receives a discharge certificate or separation order at a place to which the member traveled at personal expense on authorized leave, the member is authorized travel and transportation allowances under par. U5125-A1 or U5125-A2, whichever applies, from the member's last actual or constructed place of duty and not from the place at which the member received the discharge certificate or separation order. For definition of last duty station, see Appendix A.

5. Member Serves Less Than Prescribed Period of Service. A member:
- a. Separated from the Service or relieved from active duty during the initial enlistment period or agreed period of service, and
 - b. Whose period of active duty service at separation or relief from active duty is less than 90 percent of the active duty period for which the member initially enlisted or otherwise initially agreed to serve, must be provided only:
 - (1) Transportation in kind (no per diem) by the least expensive transportation mode available, or
 - (2) Be paid an amount up to the Government's cost of such transportation.

This limitation does not apply to members in the following categories:

- a. Retired for physical disability or placed on the TDRL (without regard to length of service) under Chapter 61, 10 USC (see par. U5130-A1);
- b. Retired with pay for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break of more than 90 days (see par. U5130-A1) (B-160488, 14 February 1967);
- c. Separated from the Service or released from active duty for a medical condition affecting the member, as determined by the Secretary concerned;
- d. Separated from the Service or released from active duty because the time period for which the member initially enlisted or otherwise initially agreed to serve has been reduced by the Secretary concerned and the member is separated or released under honorable conditions; or
- e. Discharged under 10 USC §1173 for hardship.

B. Separation from the Service or Relief from Active Duty to Continue in the Service. A member, separated from the Service or relieved from active duty for the express purpose of continuing on active duty in the same or another Service, is not authorized travel and transportation allowances. This prohibition does not deny PCS allowances when the member is transferred on a PCS order in conjunction with reentry into or continuance in the Service. The service performed after separation from the Service or relief from active duty is, so far as travel rights are concerned, merely a continuation of the prior period of service. (See 45 Comp. Gen. 661 (1966)).

C. Discharge from the Service under other than Honorable Conditions. See Chapter 7, Part P.

D. Time Limitation. Except when additional time is authorized/approved, travel must be completed before the 181st day following separation from the Service or relief from active duty. If completion of travel before the 181st day imposes a hardship on the separated member, an extension of the time limit (see par. U5012-I) may be authorized/approved for a specific additional period of time by the Secretarial Process.

E. Member Ordered to a Place to Await Disability Proceedings Results. A member who is:

1. Found unfit by a physical evaluation board to perform the duties of the member's grade,
2. Not authorized a HOS move under par. U5130, and
3. Ordered to a place to await completion of the disability proceedings for the Government's convenience,

is authorized travel and transportation allowances for travel to that place providing the member signs a release agreeing not to contest the results of the initial physical evaluation board. Upon final disposition of disability proceedings, the member is authorized travel and transportation allowances from that place.

F. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is authorized travel and transportation allowances to the college.

U5130 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY

A. General

1. Travel to HOS Authorized. A member on active duty is authorized travel and transportation allowances to a home selected by the member from the last PDS when the member is:

- a. Retired for physical disability or placed on the TDRL (without regard to length of service);
- b. Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (B-160488, 14 February 1967);
- c. Separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days; or
- d. Involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days.

A member may select a home:

- a. Any place within the U.S.;
- b. The HOR outside the U.S. (see par. U5125-A) or the place outside the U.S. from which the member was initially called or ordered to active duty (53 Comp. Gen. 963 (1974), 54 id. 1042 (1975)); or

c. Any other place. ***NOTE: Allowances paid in this case must not exceed those payable had the member selected a home at a CONUS location specified by the member.***

2. Travel to HOS Not Authorized. A member on active duty is authorized travel and transportation allowances under par. U5125-A when the member:

a. Is retired without pay;

b. Has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or

c. Has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay.

*3. Travel to Processing Station of Choice. A member may travel to the HOS from the last PDS via a processing station of the member's choice. The member is authorized travel and transportation allowances up to those payable had the member been ordered to, traveled to and retired/released to inactive duty at, the appropriate processing station. See par. U1010-B6. The member is authorized the per diem or AEA appropriate for the processing station away from the PDS while undergoing retirement processing. ***NOTE: NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are processing stations for NOAA.***

B. Time Limitations

1. General. Except as provided in pars. U5130-B2, U5130-B3, and U5130-B4, travel to a selected home must be completed within 1 year after active duty termination.

2. Member Undergoing Hospitalization or Medical Treatment

a. On the Active Duty Termination Date. A member confined in, or undergoing treatment at, a hospital on the active service termination date under the conditions outlined in par. U5130-B1, is authorized travel and transportation allowances to a HOS from the last PDS. Travel completion must be within 1 year after the discharge date from the hospital or termination of medical treatment except when a longer time limit is authorized/approved by the Secretarial Process. See par. U5012-I.

b. During the 1-Year Period after the Active Duty Termination Date. A member confined in, or undergoing treatment at, a hospital for any period of time during the 1-year period after the active service termination date under the conditions outlined in par. U5130-B1, is authorized travel and transportation allowances to a HOS from the last PDS. Travel must be completed within 1 year after the active service termination date, plus a period equal to the member's hospitalization or treatment period. A longer time period may be authorized/approved by the Secretarial Process. See par. U5012-I.

3. Member Undergoing Education or Training. A member, who on the active service termination date is undergoing education or training to qualify for acceptable civilian employment or who begins such education or training during the period specified in U5130-B1, as extended by par. U5130-B2 (if applicable), is authorized travel and transportation allowances to a HOS from the last PDS. However:

- a. Travel must be completed within 1 year after the education or training is completed, or 2 years from the active service termination date, whichever is earlier; and
- b. The extended time must be authorized/approved by the Secretarial Process. A further extension of this time limit may be authorized/approved by the Secretarial Process (see par. U5012-I).

Effective 27 June 2006

4. Other Deserving Cases. An extension of the 1-year time limit prescribed in par. U5130-B1 may be authorized/ approved by the Secretarial Process for a period NTE six years when an unexpected event beyond the member's control prevents the member from moving to the HOS within the specified time limit. An extension of the time limit also may be authorized/approved by the Secretarial Process for a period NTE six years if it is in the Service's best interest, or substantially to the benefit of the member and not costly or otherwise adverse to the Service. These extensions are authorized/approved for the specific period of time, NTE six years, that the member anticipates is needed to complete the move. If additional time beyond the 6-year limit is required because of a member's certified on-going medical condition, the member may request a further extension (see par. U5012-I) using the Secretarial Process. See B-126158, 21 April 1976 available at: <http://141.116.74.201/regs/comp-gen-dec/B-126158.txt>. The delayed travel authorized under par. U5130-B4 must be incident to the member's separation from the Service. See B-207157, 2 February 1983 available at: <http://141.116.74.201/regs/comp-gen-dec/B-207157.txt>.

C. Recalled to Active Duty before Selecting a Home. A member, eligible to select a home but recalled to active duty before traveling to a HOS, retains the authorization for travel and transportation allowances to a HOS from the last PDS. Travel must be completed to the selected home within 1 year after the last release from active duty unless extended under par. U5130-B.

D. Recalled to Active Duty after Selecting a Home. A member, recalled to active duty after traveling to a HOS, is authorized travel and transportation allowances from the last PDS to the home previously selected or the PLEAD, whichever the member elects, upon termination of active duty under honorable conditions.

E. Members on TDRL Who Are Discharged or Retired. A member, on the TDRL at the time of discharge with severance pay or retirement for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is authorized no additional travel and transportation allowances other than those paid under par. U5130-A or U5130-B in conjunction with placement on the TDRL.

F. Member Ordered to a Place to Await Disability Retirement. A member, found unfit by a physical evaluation board to perform the duties of the member's grade and who, for the Government's convenience, is ordered to a place to await further orders ICW disability retirement, is authorized travel and transportation allowances to that place. Upon final disposition of retirement proceedings, the member is authorized travel and transportation allowances to the HOS under the retirement order or other order if issued (32 Comp. Gen. 348 (1953)).

U5160 ALLOWABLE TRAVEL TIME COMPUTATION

A. General. A member performing PCS travel is authorized the travel time allowable to complete the PCS move. ***A member reassigned between activities at the same PDS is allowed no travel time. See par. U5100 for proximity PCS.*** The maximum travel time that may be allowed under par. U5160 is that which would have been allowed

5. HHG Removed from a Mobile Home to Meet Safety Requirements. HHG, which must be removed from a mobile home to meet safety requirements, may be transported at Government expense. The cost of transporting these HHG must be deducted from the total cost of what it would have cost the Government to transport the member's maximum authorized HHG weight to determine the member's cost limit on mobile home shipment under par. U5505.

G. HHG Transportation before an Order Is Issued

1. General. Except as indicated in par. U5330-G2, HHG transportation (before a PCS order is issued) is authorized if the request for transportation is supported by a:

a. Statement from the PCS order-issuing official or a designated representative that the member was advised before such an order was issued that it would be issued;

b. Written agreement signed by the applicant to pay any additional costs incurred for transportation to another point required because the new PDS named in the order is different than that named in a statement prescribed in par. U5330-G1a; and

c. Written agreement to pay the entire transportation cost (if a PCS order is not later issued to authorize the transportation) is signed by the applicant. The length of time before the PCS order is issued, during which a member may be advised that an order is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date on which the order is actually issued. General information furnished to the member concerning order issuance before the determination is made to actually issue the order (such as time of eventual release from active duty, time of service term expiration, eligibility date for retirement, expected rotation date from OCONUS duty) is not advice that the order is to be issued (52 Comp. Gen. 769 (1973));

2. Members Assigned to Ships Preparing to Enter Overhaul. HHG transportation before a PCS order is issued is authorized for members assigned to a ship that has been scheduled for an overhaul, provided the AO or the designated representative provides a statement that the ship's homeport is to be changed incident to the overhaul. This statement may be issued when there is less than 90 days between the specific overhaul site determination time and the actual ship's departure to such site. If the scheduled ship overhaul is canceled, par. U5330-C above applies (59 Comp. Gen. 509 (1980)).

H. Time Limitation. Unless otherwise prescribed in JFTR, a member's HHG transportation authorization may be used any time while the order remains in effect and prior to receipt of a further PCS order, as long as the HHG transportation is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, 22 July 1975).

Example: A member is ordered PCS from Location A to Location B. When an order from Location B to Location C is received, the member can no longer ship from Location A to Location B using the order from Location A to Location B (as there can be no intent to establish a permanent residence at Location B since the member is under an order to Location C). However, the member can ship from Location A to Location C (see par. U5310-A3) and/or from Location B to Location C.

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

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

U5335 THE NET WEIGHT DETERMINATION

A. General. The weight allowances are the actual weights of unpacked and uncrated HHG. They do not include accompanied baggage transported free of charge. When practical, the unpacked and uncrated HHG actual weight should be established before packing and used in determining if the weight allowance has been exceeded. When the unpacked and uncrated HHG actual weight is unknown, the weight is determined under par. U5335-B, U5335-C, or U5335-D.

B. Government-arranged Move and Transportation at Personal Expense. When the unpacked and uncrated HHG actual weight is unknown and the transportation, either in CONUS or between CONUS and OCONUS, is arranged by the Government or at personal expense, allowance is made for interior packing materials weight. The HHG weight is determined by subtracting 10 percent from the shipment net weight (which includes the interior packing weight) as shown on the shipping documents.

C. DPM Transportation

1. Standard Overseas Shipping Boxes. When HHG are transported by DPM in standard overseas shipping boxes (for example, type II containers or Government owned CONEX transporters) and only the gross and shipping boxes weights are known, weight is determined by subtracting 20 percent from the difference between the loaded container gross weight and the empty container stenciled weight. When only the shipment gross weight is shown on the shipping document, determine the weight by reducing the gross weight by 50 percent.

2. Crated Transportation Method. When the actual weight of unpacked and uncrated HHG is unknown and transportation is in crated condition by DPM, the weight is determined by subtracting 50 percent from the weight upon which transportation charges are based.

Effective 1 May 2007

*D. Short Distance Move and NTS Incident to Vacating Local Economy Quarters

1. Member Directed by Competent Authority to Vacate Local Economy Quarters.

a. A member is authorized a short distance HHG move, at Government expense, from local economy quarters to other local economy quarters (e.g., rental guarantee) from which the member is to commute daily to the PDS, with no weight limitation based on grade, when ordered to vacate the quarters for the Government's convenience

b. Example: When the member is directed by competent authority to vacate local economy quarters because the commander has:

- (1) Determined the member's residence does not meet Service health/sanitation standards, or
- (2) Placed the housing area/complex "off-limits".

c. Except as noted in par. U5355-D2, when a member moves from local economy quarters as a result of a landlord's refusal to renew a lease or otherwise permit continued occupancy, the move is for the member's convenience, absent military necessity/requirement (52 Comp. Gen. 293 (1972)).

d. For NTS, see par. U5380-G2a.

E. When Shipment Weight Is Unobtainable. If the HHG or unaccompanied baggage shipment weight is unobtainable by the methods in par. U5335-B, U5335-C, or U5335-D, the weight is 7 pounds per cubic foot for all shipments, except for PBP&E. PBP&E weight is 40 pounds per cubic foot.

F. Exceptions. When, through no fault of the member, the shipment tare weight exceeds the allowances prescribed in pars. U5335-B and U5335-C, the appropriate official may deviate from these allowances.

Effective 4 February 2005

U5340 EXCESS CHARGES

NOTE: The Government may pay the total transportation cost and other charges applicable to any excess weight that exceeds a member's HHG weight allowance and collect reimbursement from the member. Payment for the shipment and collection from the member for excess charges are IAW finance regulations.

A. General

1. Transportation. The member is financially responsible for all transportation costs as a result of:

- a. Exceeding the authorized weight allowance;
- b. Transportation between other than authorized locations;
- c. Transportation of articles that are not HHG (See Appendix A, definition of Household Goods);
- d. Transportation in more than one lot (other than an unaccompanied baggage shipment authorized under par. U5320-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. U5330-E);
- e. Special services requested by the member, i.e., the cost of increased valuation liability; and
- f. Transportation related costs that are incurred by the Government due to the member/member's agent's negligence, i.e., attempted pickup and/or delivery charges. *See DOD 4500.9-R (DTR, Part IV), Chapter 401; website http://www.transcom.mil/j5/pt/dtr_part_iv.html.*

2. NTS. The Government's maximum obligation for NTS is the storage cost of the difference between the member's weight allowance prescribed in par. U5310-B and the HHG weight transported incident to the same PCS order. If the weight of the HHG in NTS plus the weight of the HHG transported on the same order exceeds the member's prescribed weight allowance, the Government may pay the costs associated with the excess weight storage if requested to do so by the member. Excess weight storage costs are the member's financial responsibility. See par. U1010-B9.

B. HHG Transportation in Excess of Authorized Weight Allowance

1. Only One Shipment Made on a PCS Order. When the member makes only one shipment (that is, nothing is placed in NTS) the total transportation cost, less the unauthorized articles transportation cost as determined in par. U5340-D, must be prorated on the basis that the member bears the portion that the excess net weight bears to the total net weight transported. For example, if a member with a weight allowance of 8,000 pounds transports 8,500 pounds of authorized articles, the excess is computed on the basis of 500/8,500 of all HHG transportation costs.

2. Multiple Shipments Made on a PCS Order

a. Member Not Administratively Weight-restricted. When there is no administrative weight restriction and there are multiple shipments with excess weight involved, the excess weight cost must be computed on the shipment which results in the least excess cost to the member.

b. Member Assigned to/from Administratively Weight-restricted Area

(1) Weight in Excess of Administrative Weight Allowance Transported to or from OCONUS. When there is an administrative weight restriction, multiple shipments to/from that area, and weight in excess of the administrative weight allowance is transported to/from the OCONUS area, the cost attributable to the excess weight must be computed on the shipment to/from that area which results in the least cost to the member. Excess costs are computed on the overseas and transoceanic portions of the transportation

(2) Weight within Administrative Weight Allowance but Exceeds Full Weight Allowance. When there is an administrative weight restriction, multiple shipments and HHG are within the administrative weight allowance to/from the OCONUS area but in excess of the weight allowance (when all shipments are added together), the cost attributable to the excess weight is computed on the shipment which results in the least excess cost to the member.

C. HHG Transportation other than between Authorized Locations

1. General. A member may have HHG transported between any locations. However, the Government's expense, other than from a previous PDS or other authorized point to the new PDS, other authorized point or home of legal heir, is limited to that allowed on a like weight of HHG within the weight allowance transported in one lot from the last PDS, or from the actual location of the HHG, to the new PDS or home of the legal heir, whichever results in a lesser cost to the Government. This also applies to a member on an order from an administratively weight restricted area.

2. HHG Moved from Designated Place at Personal Expense. When HHG are transported to a designated place at Government expense and later moved at personal expense to another location, excess HHG transportation costs on the next PCS are based on the transportation cost of the same weight from the designated place to the new PDS. For example, incident to a member's PCS from Washington, DC, to unusually arduous sea duty in Norfolk, VA, the member's HHG are transported to a designated place in Detroit, MI. The HHG are later moved at personal expense to Fargo, ND. The member is subsequently ordered on PCS to Key West, FL. The HHG transportation costs to Key West, FL, from Fargo, ND, are compared to the transportation costs of the same weight of HHG from Detroit, MI.

D. Transportation of Unauthorized Articles. Non-HHG articles (see "HHG" definition in Appendix A) must be transported apart from authorized HHG. The member should arrange for separate transportation. When non-HHG articles are disclosed, the member is financially responsible for all identifiable transportation costs for the articles. If the transportation cost of the articles cannot be established, the weight of the non-HHG articles is excess weight and the transportation cost is computed under par. U5340-B.

E. HHG Transportation with Special Routing or Services Provided. When special routing or services have been furnished at the member's request, the member is financially responsible for the transportation cost above the cost of transporting the HHG without the special routing or services. Subject to pars. U5340-A through U5340-D and upon the member's or heirs' (of a deceased member) written request and agreement to pay any additional cost, the member or heirs may:

1. Turn over the HHG to a transportation officer for transportation at different times to the same destination;
2. Have special services used, such as additional valuation, specific routing, special loading, and other special or accessorial services which may involve additional expenses;
3. Have transportation between any points, limited to the cost in par. U5340-C. However, it must not be applied to HHG if the member is not authorized a HOS move;
4. Have HHG transportation of one final HHG shipment of articles legally awarded to a former-spouse incident to a divorce when a member has a transportation authorization under a PCS order, including separation and retirement (61 Comp. Gen. 180 (1981)).

U5345 TRANSPORTATION UNDER VARIOUS ORDER TYPES

See par. U5222 for related dependent travel.

A. Entrance into the Service

1. Initial Reporting. A commissioned, reinstated or warrant officer appointed or reappointed in a regular service, and a person enlisted from civil life or a Reserve Component is authorized HHG transportation from the home or PLEAD to the first PDS. See U5345-A2.

2. A Member Who Reenters the Service within 1 Year of Discharge or Release from Active Duty. A member who reenters any Uniformed Service, within 1 year from the date of discharge or separation under honorable conditions, is authorized HHG transportation to the new PDS from any combination of the following places:

- a. Home or PLEAD;
- b. The last or any previous PDS;

- c. An authorized storage place; or
- d. Any place to which HHG were transported at Government expense.

B. Called/Ordered to Active Duty

1. Called/Ordered to Active Duty for Training of 140 or More Days at One Duty Station. A Reserve Component member called/ordered to active duty for training of 140 or more days at one duty station under conditions other than those in par. U5345-B2 is authorized HHG transportation from HOR, or the PLEAD, to the first or any subsequent PDS.
2. Called/Ordered to Active Duty for Training for Fewer Than 140 Days at One Duty Station. An AO may authorize the TDY HHG weight allowance from HOR or PLEAD to the first and/or any subsequent duty station for a Reserve Component member called/ordered to active duty under the following conditions:
 - a. Initial active duty for training for less than 180 days,
 - b. Active duty for training for fewer than 140 days, or
 - c. Active duty for training for 140 or more days with fewer than 140 days at any one location, or
 - d. Active duty for training of 140 or more days and the Secretary has prescribed TDY allowances IAW par. U2146-B.

HHG transportation under par. U5345-B is subject to the same limitations and requirements as in par. U4705.

3. Called/Ordered to Active Duty (for other than training) for More than 180 days at One Duty Station. A Reserve Component member called/ordered to active duty for other than training for more than 180 days at one duty station under conditions other than those in par. U5345-B4 is authorized PCS HHG transportation from HOR, or the PLEAD, to the first or any subsequent PDS.
4. Called/Ordered to Active Duty (for other than training) for 180 or Fewer Days at One Duty Station. A Reserve Component member called/ordered to active duty for other than training for a period of 180 or fewer days at one duty station under the following conditions may be authorized HHG transportation within the TDY weight allowance from HOR or the PLEAD, to the first or any subsequent duty station:
 - a. Active duty for other than training for 180 or fewer days,
 - b. Active duty for other than training for more than 180 days with 180 or fewer days at any one location, or
 - c. Active duty for other than training of more than 180 days and the Secretary has prescribed TDY allowances IAW par. U7150-A4b(3).

2. Ordered from an OCONUS PDS. When a member is ordered to CONUS from an OCONUS PDS, HHG transportation may be from the PDS to the place in CONUS to which ordered to report. HHG transportation is permitted even though the place to which ordered to report may not be the new PDS, which is unknown. If an order to the new PDS is not available when HHG arrive at the place to which transported, the HHG may be placed in NTS. Upon receipt of the order naming the new PDS, the same HHG may be transported to that PDS. In these circumstances, the order involving detachment from the OCONUS PDS and the order naming the new PDS are one PCS order. ***However, if the member takes physical possession of the HHG, the Government must not transport the HHG. See par. U5318.***

3. Ordered from an OCONUS PDS to the U.S. or to a Non-foreign OCONUS Area for Separation Processing with HOS Authorized. When a member is ordered from an OCONUS PDS to a CONUS or non-foreign OCONUS area for separation processing with HOS authorized under par. U5365-A, HHG may be:

- a. Transported from the PDS to the place to which ordered to report, and/or
- b. Placed in NTS.

*These HHG later may be transported under par. U5365-A. ***If the member takes possession of the HHG at the processing station, transportation of those HHG to the HOS from the processing station is still authorized. However, the member must agree to bear all costs in excess of HHG transportation in one lot directly from the OCONUS PDS to the HOS via (but without delivery at) the processing point (i.e., the costs of delivering the HHG to the member at the processing point, unpacking, re-packing, re-shipment, etc., are not part of the Government's cost obligation) (44 Comp. Gen. 826 (1965)).*** In determining excess costs, the cost of authorized SIT is part of the cost of one shipment from origin to final destination. HHG in NTS, at a designated place or at a designated location during the OCONUS tour, may be transported to the processing station only if the member's HOS is at the same location as the processing station. ***NOTE: NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are processing stations for NOAA.***

H. Ordered on a PCS to a PDS in the Vicinity of Storage. A member, whose HHG are in NTS at Government expense when ordered on PCS to a PDS at or in the vicinity of the place of storage, is authorized NTS. HHG transportation from NTS to the residence also is authorized. If, because of conditions beyond the member's control, the HHG cannot be withdrawn during the first 90 days, an additional 90 days of NTS may be authorized/approved as in par. U5375-B2. Additional NTS beyond 180 days may be authorized/approved as in par. U5375-B3.

U5350 TRANSPORTATION UNDER A PCS ORDER TO OR FROM SEA DUTY OR OCONUS DUTY

(See par. U5222 for related dependent travel.)

A. Ordered to an OCONUS PDS to Which HHG Transportation Is Permitted

1. General. The member is authorized HHG transportation from the last or any previous PDS to any combination of the following locations:
 - a. The new PDS,

- b. A CONUS location specified by the member,
- c. NTS.

Effective 16 March 2006

The Government expense for the combination of transportation under pars. U5350-A1a and U5350-A1b is limited to that which would have been allowed on a like HHG weight transported in one lot from the old PDS, or other authorized location, to the new OCONUS PDS. Excess costs due to a combination of shipment(s) are determined under par. U5340. Upon a subsequent PCS between OCONUS PDSs, HHG transportation from the CONUS location specified by the member under par. U5350-A1b or NTS to the new PDS, or to the place to which dependents are authorized to travel under par. U5222-D1, U5222-E, U5222-F or U5222-G, may be made only if authorized/approved through the Secretarial Process.

2. Ordered to an OCONUS PDS to Which HHG Transportation Is to Be Authorized within 20 Weeks of Member's Port Reporting Month. When a member is ordered to an OCONUS PDS and is advised in writing that HHG transportation is to be authorized within 20 weeks after the member's port reporting month, the HHG the member indicates eventually are to be transported to the OCONUS PDS may be placed in NTS until transported. The remaining HHG may be transported for the duration of the OCONUS assignment to a CONUS location designated by the member or placed in NTS. When the total weight of unaccompanied baggage plus HHG transported and stored exceeds the authorized weight allowance, the cost of transporting the excess weight is at the member's expense. If the member is required to vacate Government quarters at the old PDS upon receipt of this order and desires to establish a temporary residence for dependents near the old PDS pending authority for movement to the new PDS, the member may transport:

- a. Or store the HHG not needed to establish the temporary residence; and
- b. At Government expense, the HHG the member may need to establish a temporary residence for the dependents to a place in the vicinity of the old PDS.

3. Ordered to an OCONUS PDS to Which HHG Transportation Will Not Be Authorized until 20 or More Weeks after the Member's Port Reporting Month

- a. When a member is ordered to an OCONUS PDS, is to serve an accompanied tour, and is advised in writing that HHG transportation is to be authorized at some point 20 or more weeks after the member's port reporting month, HHG the member indicates eventually are to be transported to the OCONUS PDS may be placed in NTS until transported. The remaining HHG may be transported for the duration of the OCONUS assignment to a CONUS location designated by the member or placed in NTS. In addition, HHG transportation is authorized from the old PDS to a designated place in CONUS, or in a non-foreign OCONUS area if the member was:

E. DLA when a Member-married-to-member Couple Is Transferred to a New PDS. One DLA (at the rate payable to the senior member) is authorized to be paid to a member-married-to-member couple, assigned to family-type Government quarters, if both:

1. Are without dependents, and
2. Move to a new PDS.

Table U5G-3 is for a member, married to a member, who incident to a PCS disestablishes a household at one PDS and establishes a household at a new PDS.

Effective 9 August 2005

*F. DLA when a Member is Directed by Competent Authority to Vacate Private Sector Quarters. A member authorized a short distance HHG move from private sector quarters to other private sector quarters for the Government's convenience under the conditions in par. U5355-D is authorized a DLA. ***This does not include moves to or from privatized housing.***

Table U5G-1

PRIMARY DLA RATES EFFECTIVE 1 JANUARY 2007		
Grade	Without-Dependent Rate	With-Dependent Rate
O-10	\$3,085.77	\$3,798.55
O-9	\$3,085.77	\$3,798.55
O-8	\$3,085.77	\$3,798.55
O-7	\$3,085.77	\$3,798.55
O-6	\$2,830.95	\$3,420.25
O-5	\$2,726.57	\$3,296.78
O-4	\$2,526.75	\$2,906.15
O-3	\$2,024.99	\$2,404.37
O-2	\$1,606.30	\$2,053.04
O-1	\$1,352.61	\$1,835.30
O-3E	\$2,186.63	\$2,583.99
O-2E	\$1,858.87	\$2,331.45
O-1E	\$1,598.44	\$2,154.07
W-5	\$2,567.15	\$2,805.13
W-4	\$2,279.79	\$2,571.66
W-3	\$1,916.12	\$2,356.13
W-2	\$1,701.73	\$2,167.56
W-1	\$1,424.44	\$1,874.59
E-9	\$1,872.35	\$2,468.38
E-8	\$1,718.55	\$2,275.32
E-7	\$1,468.23	\$2,112.55
E-6	\$1,329.02	\$1,952.03
E-5	\$1,225.77	\$1,755.58
E-4	\$1,066.37	\$1,755.58
E-3	\$1,046.16	\$1,755.58
E-2	\$849.73	\$1,755.58
E-1	\$757.71	\$1,755.58

CHAPTER 5

PART H: TEMPORARY LODGING EXPENSE (TLE) ALLOWANCE WITHIN CONUS

U5700 PURPOSE

TLE is intended to *partially* pay for lodging/meal expenses when a member/dependent(s) occupy temporary quarters *in CONUS* due to a PCS.

U5705 AUTHORIZATION

A. Authorized TLE. A member is authorized TLE reimbursement not to exceed the number of days authorized in par. U5710:

1. Before leaving the old CONUS PDS, designated place (see Appendix A), a member's CONUS HOR, and/or technical school if the member is reporting to the first PDS; or

NOTE: TLE is payable incident to a move when entering active duty to the first PDS.

2. After arriving at the new CONUS PDS, designated place, and the member's first PDS, if the member is reporting there from HOR or initial technical school; or,

3. When house-hunting is performed after the member completes PCS travel to the new PDS (i.e., in conjunction with a PCS after arrival at the new PDS); or

4. For the elapsed time between PDSs when per diem is not payable; and

5. When the member's PCS order is cancelled or revoked after the member occupies temporary quarters. The member is authorized TLE reimbursement up to the maximum number of days allowable; or

6. Upon initial arrival at a CONUS PDS and waiting for Government quarters assignment, or while completing arrangements for other permanent living accommodations when Government quarters are not available.

NOTE: The 'TLE days' covered must be used in the vicinity of the old/new PDS, designated place, and/or the member's CONUS HOR or initial technical school if the member is ordered to active duty.

Example: If a member has 8 days elapsed time (e.g., proceed, delay, travel, etc.) between PDSs and the allowable travel time is 7 days, the member may be paid TLE for one day if spent near the old or new PDS. The additional available 'TLE days' may be claimed for days spent:

- a. Near the old PDS before (or after) the member checked out of the activity at the old PDS; and/or
- b. At a designated place (see Appendix A) en route; and/or
- c. Near the new PDS before (or after) the member checked into the new activity at the new PDS.

If a member has 22 days elapsed time between PDSs and the allowable travel time is 7 days, the member may be paid:

- a. The maximum allowable TLE allowance for days spent at/near the old/new PDS; or
- b. A designated place en route as described in the 8-day example.

B. Not Authorized TLE. A member is not authorized TLE:

1. When leaving active duty; or
2. For a house-hunting trip taken before the member moves to the new PDS (i.e., not in conjunction with a PCS); or
3. On behalf of dependent(s) acquired after the effective date of a PCS order; or
4. On behalf of dependent(s) who returned from an OCONUS location prior to PCS order issuance (see Chapter 5, Part J); or
5. On behalf of dependent(s) relocating for personal safety (see par. U5205); or
6. When ordered to Indeterminate Temporary Duty (*ITDY*).

NOTE: A member is authorized TLE for the acquired dependent for the next PCS assignment which also includes the vicinity of the place at which the dependent was acquired.

Effective 29 Mar 2007

***U5710 TIME LIMITATIONS**

TLE reimbursement is limited to:

1. 10 days for a PCS to a CONUS PDS (a member may split the days among old CONUS PDS, new CONUS PDS, and designated place in CONUS); or
2. 5 days for a PCS to an OCONUS PDS (a member may split the days between old CONUS PDS and designated place in CONUS);
3. 10 days for a member reporting to the first CONUS PDS from the HOR or initial technical school. A member may split the days among CONUS HOR, initial technical school, CONUS designated place and CONUS PDS; or
4. 5 days for a member reporting to the first OCONUS PDS from the HOR or initial technical school. A member may split the days between CONUS HOR, initial technical school, and designated place in CONUS; or

Effective for TLE incurred 30 May 2006 through and including 31 December 2008

5. 20 days for a PCS to a CONUS PDS for which the Secretaries concerned have prescribed a temporary increase due to:
 - a. a major disaster (PDS must be located in a Presidentially-declared disaster area), or
 - b. the PDS is experiencing a sudden increase in number of members assigned.

TLE has been temporarily increased for the following locations:

LOCATION	EFFECTIVE FOR DATES
Fort Drum, NY	22 March 2007 – 31 December 2008

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 27 March 2007

*** (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, or
- (d) Emergency circumstances, or
- (e) Contingency Operations, or
- (f) 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)**. The Secretarial Process may authorize per diem for a dual status military technician (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 may be paid only TDY mileage for the distance that exceeds the distance from home to the assigned unit since the member is financially responsible for travel from home to the assigned unit.

Effective 1 February 2007

Example 1: A member's home is Springfield, VA, and the assigned unit (ordinary drill site) is Ft. Belvoir, VA, (18 miles round trip). The member drives to an alternate duty site at the Pentagon (38 miles round trip). The member is due reimbursement for 20 miles (38 - 18) @ \$0.485 = \$9.70.

Example 2: A member's home is St. Louis, MO, and the assigned unit is at the Pentagon (in VA) (842 miles one way). The member ordinarily flies to Ronald Reagan Washington National Airport and takes a subway to the Pentagon. In this instance, the member drills at an alternate duty site, Andrews AFB, MD, which is inside the local Washington, DC, area (DODD 4515.14). The member flies to Ronald Reagan Washington National Airport and takes a taxi to Andrews AFB, MD, (850 miles from St. Louis). The member is due reimbursement for 8 miles (850 - 842) x 2 (round trip) @ \$0.485 = \$7.76.

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 Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area

a. Allowances. *A member directed to travel from 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.*

4. When one or more dependents (but not all) depart the PDS vicinity and early/advance-return to CONUS, the OCONUS COLA payment is reduced as of the day following the dependents departure to the rate specified in Appendix J, for the number of dependents remaining. If all the dependents early/advance-return to CONUS, the member becomes a member without dependents and the OCONUS COLA at the with-dependents' rate terminates the day before the dependents depart the member's PDS. See par. U8015 for CONUS COLA payment when all the dependents early/advance return at Government expense.

5. When in a confinement status as a result of disciplinary action. In this case the member is authorized COLA for dependents only at the rate specified in Appendix J for the number of dependents who continue to reside in the PDS vicinity.

B. Home Port Changes. If a member:

1. Is currently assigned to a ship or other fleet unit with an announced home port change, or
2. Is in receipt of a PCS order to a ship or other fleet unit with an announced home port change, and
3. Dependents are authorized to travel to the new home port,

the new home port is the member's PDS for COLA purposes (65 Comp. Gen. 888 (1986)).

C. PCS Order Amendment Changes the PDS. When, before joining dependents who have arrived at or in the vicinity of a new PDS OCONUS and on whose behalf COLA has been authorized, a member receives a PCS order amendment naming a different PDS, COLA at the original PDS rate ends on the dependents' departure day for the newly designated PDS. COLA at the initial PDS can extend beyond 60 days after the effective date of the amended order only if specifically authorized/approved through the Secretarial Process. COLA at the new PDS rate based on the number of command sponsored dependents begins on the dependents' arrival day.

U9135 GEOGRAPHIC COLA LOCATIONS

The PDS geographic location governs the COLA index payable unless otherwise specified. Geographic locations are determined as outlined in Appendix J, Part I, par. A. For specific COLA indexes, follow the instructions in Appendix J to access COLA Tables on the PDTATAC website at: <https://secureapp2.hqda.pentagon.mil/perdiem/>.

U9140 COLA REPORT SUBMISSION

For COLA report submission, see Appendix M.

Effective 1 October 2006

U9145 COLA FOR A RESERVE COMPONENT MEMBER

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 on active duty on/after 6 January 2006. If the 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 was 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.*

A. General. A Reserve Component member, called/ordered from an OCONUS residence to active duty/ADT, is authorized COLA in the circumstances described in pars. U9145-B and U9145-C. When a member is authorized COLA at the with-dependent rate for the PLEAD, there are no command-sponsorship requirements. The member must reside permanently in the area concerned at the time called/ordered to active duty (55 Comp. Gen. 135 (1975)).

B. Called/Ordered to Active Duty for More Than 30 Days. A Reserve Component member called/ordered to active duty from an OCONUS location for 31 or more days is authorized COLA for the principal residence location at the time called/ordered to active duty beginning on the first active duty day. This rate continues for the tour duration except as noted below.

1. Called/Ordered to Active Duty-for-Training for 140 or More Days. The initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authorization for COLA for the PDS location begins on the day the member reports at that location. A member called/ordered to ADT from a CONUS location for 140 or more days at one location is authorized COLA in the same manner as a member already on active duty.

Effective 5 April 2007

*2. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days. Except as provided in par. U9145-B3, the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. PDS location COLA authorization begins on the day the member reports at that location. A member called/ordered to active duty-for-other-than-training from a CONUS location for more than 180 days at one location is authorized COLA in the same manner as a member already on active duty.

3. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days but Not Authorized HHG Transportation. Except when HHG transportation is authorized, a Reserve Component member called/ordered to active-duty-for-other-than-training for more than 180 days at one location, away from the member's OCONUS principal place of residence (at the time called/ordered to active duty) is:

- a. Assigned to duty at that residence, and
- b. Paid COLA at that location rate.

HHG transportation under a TDY order IAW Chapter 4, Part H, does not affect this authorization. COLA authorization begins on the first active duty day.

Effective 16 January 2007

C. Called/Ordered to Active Duty for Less than 31 Days. A Reserve Component member called/ordered to active duty from an OCONUS location for less than 31 days is authorized COLA if the call/order to active duty is:

1. in support of a contingency operation (see Appendix A for definition of "CONTINGENCY OPERATION"); or
2. whenever there is no per diem authority.

The member is authorized COLA at the rate prescribed for the member's principal place of residence location at the time called/ordered to active duty. See 55 Comp. Gen. 135 (1975).

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

1. Government housing that has been privatized is, by definition (see App A), no longer Government housing.
2. The Service Secretary determines which privatized housing is suitable for use as military family housing.
3. Each member occupying privatized housing is authorized a housing allowance in the same manner as a member not assigned to Government quarters.
4. 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.; and
7. Reserve Component Rate (BAH-RC). See par. U10014.

U10002 HOUSING ALLOWANCES

Effective 5 March 2007

*A. **General.** Effective 1 January 1998, in general, a member on active duty entitled to basic pay is authorized a housing allowance based on the member's grade, dependency status, and location. Rates are prescribed depending on the member's grade and whether or not the member has dependents. The location not only determines the rate, but whether the allowance is BAH or OHA. The BAH rate is based on median housing costs and is paid independent of a member's actual housing costs. It is paid for housing in the U.S. OHA is a cost reimbursement based allowance. The authorization depends on other elements that factor in such as sharers, utilities, and owner vs. renter. OHA is paid for housing outside the U.S. The member is reimbursed actual rental costs not to exceed the maximum OHA rate for each locality and grade. The maximum OHA rates are established based on members' actual rental costs in those locations. FSH-B follows the BAH logic and FSH-O follows the OHA logic. Except for a partial housing allowance (see par. U10010) or BAH-Diff (see par. U10008), a housing allowance is not paid to a member assigned to adequate Government quarters. See Chapter 10, Part D.

B. **Rates.** See <https://secureapp2.hqda.pentagon.mil/perdiem/> for BAH, OHA, BAH-RC, BAH- Partial, BAH-Transit and BAH-Diff rates.

1. BAH Rates

- a. The PDTATAC determines adequate housing costs in a Military Housing Area (MHA) for all Uniformed Services' members authorized BAH by location. The determination for housing allowances is based upon the costs of adequate rental housing for civilians with comparable income levels in the same area.
- b. An adjustment in the rates of BAH as a result of the PDTATAC's re-determination of housing costs in a MHA takes effect with the pay raise each year.
- c. Military Housing Areas (MHA) are defined geographically by Zip Code within the United States. Major military population areas are further identified by a combination of 2 digit code for the state and a 3-digit numerical designation within the state. For small military population areas, Zip Codes are aggregated into areas of similar housing cost and designated as County Cost Groups. For specific BAH rates, select 'Rates and Allowances', then 'Housing Rates', then 'BAH Rates' on the PDTATAC website at: <https://secureapp2.hqda.pentagon.mil/perdiem/>.

2. OHA Rates

- a. The PDTATAC determines adequate housing costs in a locality for all Uniformed Services' members authorized OHA by location.
- b. OHA rate ceilings are calculated based on data provided by OCONUS commanders and actual rent data derived from pay systems.
- c. The PDS geographic location governs the OHA rate payable unless otherwise specified. Geographic locations are determined as outlined in Appendix K, Part I, par. A. For specific OHA rates, select 'Rates and Allowances', then 'Housing Allowances', then 'OHA Rates' on the PDTATAC website at: <https://secureapp2.hqda.pentagon.mil/perdiem/>.

3. FSH Rates

- a. The rate of FSH-B is the same as the without dependent rate of BAH for the same location.
- b. FSH-O is computed under the same rules and conditions as without dependent OHA for the same location.

4. BAH Partial. The rate of BAH partial is the differences in basic pay between the 1980 and 1981 reallocated pay raises and what those basic pay rates would have been had the raise not been relocated. The rate is fixed from those years and does not change.

5. BAH Diff. The rate of BAH Diff is defined as the difference in Basic Allowance for Quarters (BAQ) with dependents and BAQ without dependents for the member's grade as of 31 December 1997, increased each year by the average pay raise percentage.

6. BAH Transit. The rate of BAH Transit varies depending on old PDS location and the type of housing allowance received. Unless a location specific rate is payable, the default Transit rate is the amount of BAQ on 31 December 1997 incremented by pay raises each year.

7. BAH Reserve Components. The rate of BAH-RC for periods of active duty for non-contingencies for 30 days or less is the amount of BAQ on 31 December 1997 incremented by pay raises each year.

C. Government Quarters. A housing allowance (except partial BAH or BAH-Diff) is not authorized to a member who is assigned to Government quarters appropriate to the member's grade, rank, or rating and adequate for the member and dependents, if with dependents. See Chapter 10, Part D for Government quarters.

D. Dependency Determinations. For Army, Navy and Air Force determinations of dependency and relationships for secondary dependents and doubtful primary dependents are made by the Defense Finance and Accounting Service (DFAS). CMC-MPP-1 makes dependency and relationship determinations for secondary dependents and doubtful primary dependents for Marines. For non-DOD Services, see Service regulations. The Secretary Concerned or persons designated by the Secretary make determinations for primary dependents. The designee may re-delegate this authority. See Chapter 10, Part B for dependents.

E. Dates to Start and Stop Housing Allowances. See Tables U10A-1, U10A-2, and U10A-3.

1. Start. Unless specifically authorized by another paragraph in this Chapter, PDS housing allowance eligibility starts on the member's reporting day to a new PDS. OHA *eligibility* starts on the day after the member's reporting day if, on the reporting day, a member is authorized MALT PLUS per diem. OHA starts on the day the member obtains private sector housing. The authorization document for OHA is DD Form 2367. See Appendix K.

2. Stop. Unless an extension is authorized/approved under par. U10402-B, or the PCS is a close proximity move as described in pars. U10400-B or U10402-B, OHA and FSH-O authorization stops

- a. On the day the member's OHA lease terminates, or
- b. On the day before the member departs in compliance with a PCS order, or
- c. On the homeport change effective date (from OCONUS) of the ship or unit to which a member is assigned, or
- d. Upon assignment to Government quarters.

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.

Effective 1 April 2007

*C. Navy Barracks Privatization Test. Under the authority in 10 USC §2881a, the Navy is conducting a limited test of barracks privatization. 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 equal to a percentage of the PDS locality BAH without-dependents rate for the member's grade is established. The following locations and rates apply.

1. San Diego starting 1 October 2006 a special BAH-Partial rate equal to 34% for double occupancy of the quarters and 68% for single occupancy.
2. Hampton Roads, Virginia area which includes both the Hampton/Newport News and the Norfolk/Portsmouth MHAs starting in 1 April 2007 a special BAH-Partial rate equal to 66% for occupancy of existing Unaccompanied Housing and 74% for occupancy of new construction privatized housing (two-bedroom, two-bath market style).

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.

U10016 FAMILY SEPARATION HOUSING (FSH)

The Family Separation Housing (FSH) allowance is payable to a member-with-dependents for added housing expenses resulting from separation from the dependents when a member is assigned to an OCONUS PDS (see par. U10414), or incident to an assignment in the CONUS when dependent travel is delayed or restricted. See pars. U5222-N and U10406.

U10018 TEMPORARY BAH INCREASE

A. General. The Secretary of Defense may prescribe a temporary increase in BAH rates in areas declared as a major disaster by the President or at installations experiencing a sudden increase in the number of members assigned. Payment of the higher BAH is only effective for a military housing area (MHA) or zip code within a County Cost Group approved on or after 31 May 2006. *This authority expires 31 December 2008.*

B. Eligibility. A temporary increase in BAH rates results in members assigned to the same Zip Code being eligible for two different BAH rates, depending on the member's certification of higher costs. To receive the higher BAH rate, a member must certify to the Secretary Concerned that the member has incurred higher housing costs in an MHA by reason of a major disaster or sudden increase of military personnel assigned to an installation. The law requires that the member certify that higher costs have been incurred.

C. Member Certification. Once an MHA area is approved for an increased BAH rate, a member eligible for an increased allowance must document housing cost. The certification must be in a form acceptable to the approval authority. The member's certification must show rent, or mortgage expense in the case of homeowners, utility expenses and insurance costs (renters or homeowners).

D. Approval. The approval authority is at a level specified through the Secretarial Process. If the total housing expense (rent or mortgage, utility expenses and insurance costs) from the member's certification is:

1. Less than the existing BAH rate, no increase is authorized. In this situation, the existing allowance fully covers the documented expenses, even though the member may be paying more after the disaster/influx of military personnel than before.
2. Higher than the existing BAH rate, then the member is authorized the increased rate effective the earlier of the approval date of the MHA for an increased rate or the date of the member's certification of expenses, provided the member's certification does not predate the implementation effective date.

E. Termination. The increased allowance is paid through the day before the effective date of the next regular rate change for the area at which time the new regular BAH rate applies. There is no rate protection of temporary increased rates. The following examples reflect how changes during the temporary rate increase period affect the BAH paid. If a member receiving a temporary BAH rate increase:

1. Is Promoted. The member must certify that housing costs exceed the regular BAH rate for the higher grade, otherwise change to the regular BAH rate for the higher grade.
2. Is Demoted. The member must certify that housing costs exceed the regular BAH rate for the lower grade, otherwise change to the regular BAH rate for the lower grade.
3. Has a Dependency Change. The member must recertify housing costs for purposes of comparing applicable rates.

F. Locations. Any locations that a temporary BAH rate increase is approved are listed below:

NO LOCATIONS AT THIS TIME

U10020 OHA - GENERAL

NOTE:

1. *OHA is not intended, and must not be allowed to be used, for the personal enrichment of a member by including costs incurred for adapting a residence to accommodate renters.*
2. *OHA is intended to assist in paying for private sector leased/owned housing for a member and/or a member's dependents.*
3. *Disciplinary action addressed in par. U1055 applies when housing allowances are used for other than the purpose intended.*

A. Purpose. OHA is authorized to assist a member in defraying the housing costs incurred incident to assignment to a PDS outside the U.S. Every member authorized to live in private sector leased/owned housing is authorized OHA, provided an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) is completed by the member and approved by the senior officer of the Uniformed Services in the country concerned, or the individuals or offices designated for that purpose by the senior officer. See Appendix M, Part III for responsibilities of the Overseas Command/Commander, Senior Officer and Country Allowance Coordinator. There are two types of housing allowances paid under the OHA:

1. An up-front, lump-sum MIHA for those who qualify (see par. U10026 and Appendix N for rules and information), and
2. A monthly OHA including a utility/recurring maintenance allowance.

The location MIHA is based on the average "move-in" costs for members. The monthly OHA is the rent, up to the rental allowance at a PDS, plus the utility/recurring maintenance allowance.

- B. OHA and MALT PLUS. OHA is not payable on the arrival day when MALT PLUS per diem is paid.
- C. Allowances Payable. The amount of OHA payable is determined as shown in Appendix K, unless a special determination jointly issued by the Secretary concerned and the PDTATAC Chair authorizes a different rate due to special circumstances. OHA rates are based on a member's PDS except as indicated in Part E or par. U10400-B or U10402-B.
- D. OHA Calculation. OHA is calculated by comparing the member's monthly rent to the prescribed locality rental allowance, selecting the lesser of the two, and then adding the appropriate utility/recurring maintenance allowance. MIHA is paid at the start of the OHA. For detail computation procedures, see Appendix K.

U10022 OHA DETERMINING MONTHLY RENT

A. General. Monthly rent is the amount paid per month by a member for possession and use of private sector housing. (The term "private sector housing" includes a mobile home or boat.) The rent stated in the lease or as otherwise agreed to by the landlord and the tenant in a written document must be used in computing the OHA. The cost of a separate lease for parking at/in the vicinity of the private sector housing also should be added to the member's dwelling lease amount in determining the member's total rental amount. ***The cost of parking at the place of duty is not included in rent.*** The following rules apply for determining rent.

1. A recurring condominium or homeowner association fee, paid by the member, is prorated to a monthly charge and incorporated into the member's rent.
2. See par. U10022-C for a member-owned dwelling place.
3. A sharer's monthly rent is determined by dividing the total monthly rent by the number of sharers occupying the dwelling.
4. ***In an arrangement by which a member pays rent in advance and the landlord agrees to reimburse the member all or substantially all of the rental money at the end of the lease agreement, the amount of rent used in computing a member's OHA is zero.***
5. Re-compute OHA if/when the rent changes.

B. Sharers. See ***NOTE*** below. A sharer is authorized up to the maximum rental allowance set for a member-without-dependents unless accompanied by one or more dependents. A sharer accompanied by dependent(s) is authorized up to the maximum rental allowance set for a member-with-dependents. Compute the OHA to which each sharer is authorized by adding the:

1. Sharer's prorated share of the rent paid or the maximum rental established for the sharer's grade and locality, whichever is less, plus
2. Prorated monthly Utility/Recurring Maintenance Allowance.

A member authorized MIHA (see par. U10026 and Appendix N for specific rules) receives a full rather than prorated "Miscellaneous" allowance. ***Only one sharer may claim reimbursement for any individual rent or security-related expense.***

NOTE: A renter living in a completely separate unit of an owner-owned multiplex dwelling as described in par. U10022-C4 is not a “sharer”, and OHA is determined as if the renter occupied an unattached unit.

C. Private Sector Housing Owned

1. Divide the actual purchase price (not an appraised value, the actual purchase price) of the private sector housing by 120 to derive the monthly “rent” for a member-owned private sector dwelling. ***Settlement costs, fees for title search, other legal and related costs are not included in determining the actual purchase price.***

NOTE: For a member in the Azores who purchased a home on/after 1 January 1999, divide the purchase price by 24.

2. The amount of any personal installment type loans and real estate equity loans obtained for the purpose of renovating, or repairing the current dwelling place are added to the actual purchase price before determining the rent.

a. Definitions:

(1) Renovating: Restoring to a previous condition, as by remodeling.

(2) Repairing: Restoring to sound condition after damage or injury. Fixing, setting right, renewing or refreshing.

b. ***Loans used to furnish or decorate the home (including such things as the addition of a Jacuzzi or pool to a home purchased without such an amenity) or loans for personal reasons, or credit card or line of credit loans must not be used.***

c. To determine the monthly OHA rental equivalency when adding a loan as described in par. U10102-C2a, add the loan amount to the original mortgage amount, divide the new total by 120 (24 for the Azores), and the new ‘rental equivalency’ ***starts from the loan start date.***

d. The Service concerned must adjudicate loans for purposes not specified above. The request with all documentation should be submitted by the member’s command to:

(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 Air Force Pentagon (Room 4E235), 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

3. If a member (or the member's dependents) inherits a dwelling or residence or otherwise receives it without purchasing it, the purchase price of the dwelling or residence is \$0. In this case, the member is authorized to receive the utility/recurring maintenance allowance.

NOTE: If a member obtains a mortgage on the inherited dwelling or residence specifically i.e., for home improvements or takes out a loan to pay inheritance taxes on the residence or dwelling, the cost of the mortgage or loan may be used as a housing cost for OHA purposes.

Effective 1 October 2005

4. If the dwelling is a multiplex unit, owned by a member, the allowance claimed is based on the percentage of the multiplex unit's square footage occupied by the member and dependents, times the same percent of the purchase price divided by 120. If the member and dependents live in 1,200 square feet (40%) of a 3,000 total square feet multiplex unit, and the total purchase price of the multiplex unit is \$300,000, divide the actual purchase price of the multiplex unit by 120 to derive the monthly 'rent' for the multiplex unit which is \$2,500. \$1,000 (40% of \$2,500) may be claimed for OHA rental purpose. Renters of other units within the multiplex unit are not 'sharers'.

5. If the dwelling place owned by the member is a mobile home or boat, the monthly lot rental or berthing fee paid is added to this amount.

D. Maximum Rental Allowance. The maximum amount of monthly rent considered in computing the amount of OHA payable is contained in <https://secureapp2.hqda.pentagon.mil/perdiem/allooha.html>.

U10024 OHA UTILITY/RECURRING MAINTENANCE ALLOWANCE

A. Monthly Allowance

1. The utility/recurring maintenance allowances for each OHA locality are found in the OHA locality tables at <https://secureapp2.hqda.pentagon.mil/perdiem/allooha.html> and are based on member (with-dependents) reported expenses of members who pay all or a majority of their utilities,
2. Covers the utility costs for 80 percent of the members assigned to an area,
3. Is paid to sharers (see par. U10000-A) on a pro rated amount of the net allowance,
4. Is paid to members 'without dependents' (who **are not** sharers) at 75 percent of the 'with-dependents' rate, and
5. Is eliminated or paid on a percentage basis if all or parts of the utilities are included in rent.

B. Rent Includes All, No, or Some Utilities

1. When rent does not include utilities or the member is a homeowner, the member is authorized the utility/recurring maintenance allowance in par. U10024-A above.

2. When rent includes all utilities, a member is not authorized the utility/recurring maintenance allowance. However, the appropriate utility/recurring maintenance allowance in par. U10024-A above is added to the member's rental allowance when computing the OHA.

3. When rent includes some utilities, a member is not authorized all of the utility/recurring maintenance allowance in par. U10024-A above. The locality *climate code* and the *utility point score* determine the percentage of the utility/recurring maintenance allowance amount the member is authorized. However, the amount to which the member is not authorized is to be added to the appropriate rental allowance ceiling when computing the OHA.

a. Climate Codes. Locality climate codes are indicated on each locality table. See PDTATAC website at <https://secureapp2.hqda.pentagon.mil/perdiem/allooha.html>. The three climate codes include:

- (1) Code 1 (Cold) - long-term mean temperature of 45 degrees F or colder,
- (2) Code 2 (Moderate) - neither Code 1 nor Code 3, and
- (3) Code 3 (Hot) - long-term average of 69 degrees F or warmer, except when long-term average for one or more months of the year drops to 45 degrees F or colder. In such instances, a climate code of 2 is assigned.

b. Climate Code Utility Points. Use the table below to determine the correct climate code and then credit the member with appropriate points for each utility/service that is not included in the rent. The final number is the member's total utility point score.

Climate Code Utility Points			
See Appendix K OHA Locality Tables			
	3	2	1
	Hot	Moderate	Cold
Electricity	3	3	3
Heating	1	2	3
Air Conditioning	3	2	1
Water	1	1	1
Trash Disposal	1	1	1

c. Utility Point Percentage. After determining the total *utility point score* use the table below to determine the correct percentage of the utility/recurring maintenance allowance to be paid.

Percentage Utility/Recurring Maintenance Allowance Payment	
Total Utility Point Score	Allowance Percentage
0	0
1-2	25
3-4	65
5-9	100

*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 & 2)	if member is assigned or occupies Government quarters suitable and adequate for the member's grade (NOTES 3 & 4).
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 not to exceed 45 days 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 ICW 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 5)	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 6)	if member is grade E-5 or below (NOTE 6).
6	on field duty, PCS not involved (NOTE 7)	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 ICW 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 (NOTES 1 & 8)	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, (NOTES 1 & 8)	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.
12	on TDY (PCS not involved), including such duty on transport or under a permissive travel authorization (NOTES 2 & 7)	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, or for the first 30 days member temporarily occupies transient Government quarters at any one location (NOTES 8, 9, & 10). See par. U10416 to determine which rate is payable.	if member is assigned Government quarters, or for any period in excess of 30 days member temporarily occupies Government quarters at any one location (NOTE 11).

Table U10E-1

BAH OR OHA - MEMBER WITHOUT DEPENDENTS, ENTITLED TO BASIC PAY (continued)			
R U L E	If member is	then BAH or OHA accrues	BAH or OHA does not accrue
14	assigned PCS and is on authorized leave or duty at the old or new PDS	for not more than 30 days that member temporarily occupies Government transient quarters incident to the PCS at either old or new PDS (NOTES 8 & 10)	for period of occupancy of Government quarters 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 11). See par. U10416.	
17	ordered home or to a place other than a military organization awaiting further orders ICW 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.
20	a student training on a fellowship, scholarship or grant	if not furnished quarters by the college, university, or research facility	if furnished quarters by the college, university, or research facility. Such quarters are considered furnished on behalf of the United States.
21	a Nurse Corps officer or Nurse Corps candidate attending a course of instruction or affiliating with a state, county, municipal, or private hospital	if the member is not furnished quarters without charge	if furnished quarters without charge by the hospital. Such quarters are considered furnished on behalf of the United States.

Table U10E-1

BAH OR OHA - MEMBER WITHOUT DEPENDENTS, ENTITLED TO BASIC PAY (continued)			
R U L E	If member is	then BAH or OHA accrues	BAH or OHA does not accrue
22	in confinement in a guardhouse, brig or correctional barracks pursuant to a court-martial (does not include pretrial confinement/pretrial restraint other than confinement or an adjudged sentence of restriction alone, see NOTE 12)	if the sentence is set aside or disapproved and member is otherwise authorized to receive BAH	while confined pursuant to a court-martial and the sentence is effective or approved (NOTE 13), or, when the member was not receiving BAH or OHA on the day before the day of confinement and Government quarters assignment was not terminated before or during confinement. Service procedures must prescribe how and by whom Government quarters termination must be certified.

Table U10E-1

NOTES:

1. When not assigned to Government quarters at the PDS, BAH or OHA accrues for up to 30 consecutive days at one location at which Government quarters are temporarily occupied while in a duty or authorized leave status not incident to PCS. BAH or OHA for a 30-day period is not forfeited if occupancy exceeds 30 days.
2. A member away from PDS may occupy Government quarters designated for a member without dependents at the member's TDY station without affecting the member's authority to receive BAH or OHA or to be assigned to quarters, if any, at the member's PDS. Under such circumstances, a member may not occupy Government quarters that exceed the minimum prescribed Service standards for a member of that grade without dependents, unless the only quarters available (a) exceed the minimum standards, and (b) are made available for joint occupancy with other members.
3. Government quarters in fact occupied without payment of rental charges are deemed assigned as appropriate and adequate quarters.
4. Does not apply to temporary occupancy of Government quarters assigned to another member for 30 or fewer days at any one duty station. Occupancy for more than 30 days is considered to be of a permanent nature and BAH/OHA authorization does not accrue for any portion of the occupancy period. Movement from or between quarters units or in and out of the same unit, with or without a break, does not establish a new 30-day period.
5. BAH/OHA accrues from the reporting date through the day before the date the ship is placed in full commission, reduced commission, or in service not in commission, whichever occurs first. See par. U10400 and Service regulations for a member on sea duty.
6. A member in grade E-6 or above is authorized to receive BAH after reporting to a deployed ship or afloat unit. A member TDY to the ship or afloat unit is also authorized BAH/OHA after reporting to the deployed ship or afloat unit if in receipt of BAH/OHA at the PDS before beginning TDY. A member in grades E-4 or E-5, without dependents, assigned to sea duty may be authorized BAH/OHA if appropriate considering the availability of quarters for E-4s and E-5s. Effective 1 October 2003, member-married-to-member couples in grades E-5 and/or below are authorized BAH/OHA at the without-dependents rate applicable for their appropriate grades. *Service regulations do not affect this last authorization.* See par. U10400-E for requirements.
7. For a member below grade E-7, authorization does not exist during TDY if quarters are assigned or furnished at the PDS, even though the quarters are vacated at the beginning of the TDY.

8. The intent of this authorization is that BAH continue for a maximum of 30 days at any one location. Movement between Government quarters units, or in and out of the same unit, at the same location, with or without a break in occupancy, does not break the consecutiveness and does not create a new period or extend the authorized 30 days without loss of BAH/OHA. Government quarters occupancy at different locations creates a new 30-day period at each location. However, if Government quarters at one location are considered to be occupied by a member at the same time the member occupies Government quarters at a second location, a new 30-day period does not begin at the second location.
9. Authorization for BAH for 30 days in Government quarters applies only when Government quarters occupancy is of a temporary nature incident to the PCS as certified by the commander controlling the quarters. For rule 14, the authorization period must be after receipt of a PCS order and before departure from old PDS and/or after arrival at the new PDS.
10. Installation commanders may, for reasons of military necessity or relief of hardship, authorize a non-TDY member affected by a PCS order to temporarily occupy Government quarters beyond 30 days with BAH loss.
11. See par. U10416 for transit rules.
12. Neither pretrial confinement/pretrial restraint (which is not punishment) other than confinement nor an adjudged court-martial sentence that includes restriction alone (which is not confinement) affects a member's BAH authorization. This rule does not address a member's authorization for a housing allowance when the member is confined by civil or foreign authorities. See par. U10420.
13. Confinement imposed pursuant to a court-martial sentence begins to run from the date the sentence is adjudged. (10 USC §857(a), (b)).

Table U10E-1

U10402 MEMBER WITH DEPENDENTS

A. When Authorized BAH or OHA. Except for a member paying child support and assigned to Government quarters a member with dependents, who is entitled to basic pay, is authorized BAH or OHA at the rate prescribed for a member with dependents when:

1. Adequate Government quarters are not furnished for the member and dependents without a rental charge payment.
2. Adequate Government quarters are not furnished for the member's dependents, or all of the member's dependents are prevented by competent authority from occupying such quarters, even though quarters are assigned for the member's occupancy. This does not apply to the provisions of par. U10122.
3. Dependents are not en route or do not accompany the member to the PDS, or the vicinity thereof, so as to preclude assignment of family quarters. Under such circumstances, the mere availability of quarters which could have been assigned does not negate the right of a member to the BAH or OHA for dependents. See Tables U10E-6, U10E-12, U10E-13, and U10E-14 for the location to be used in determining the member's BAH or OHA authorization.
4. Effective 2 February 2005, a single or divorced member who maintains legal and physical custody of a child(ren) before receipt of a PCS order to an unaccompanied tour may continue to be paid BAH at the with-dependents rate, for last PDS, or designated place for certain periods if the requirements of par. U10402-A are met. The divorce decree must be specific on the time period(s) the member has legal and physical custody. BAH at the with-dependents rate is authorized only for the time period the member would have the custody of the child(ren) if not serving on the unaccompanied tour. The member must, for military necessity, place the child(ren) in the physical custody of a relative or care giver designated by the member, to be authorized BAH or OHA at the with-dependents rate.

NOTE: A member, who is a member with dependents for housing purposes solely because the member is paying child support, is not authorized a housing allowance other than BAH-Diff if the member is assigned Government quarters; or to sea duty unless in a grade above E-3 and, is authorized to, and elects to not occupy assigned unaccompanied Government quarters.

B. Location Rate. Ordinarily a housing allowance is paid based on the member's PDS or the home port if a member is assigned to a ship or afloat unit. However, the Service may determine that a member's assignment to a PDS or the circumstances of that assignment require the dependents to reside separately and approve payment of housing allowances based on the dependent's location or old PDS through the Secretarial Process.

1. Low/No Cost Moves. A Service may pay BAH or OHA based on the old PDS rate in situations involving low/no cost moves and for situations in which the member and dependents are residing separately. The Secretarial Process determines if it is inequitable to pay BAH or OHA based on the new PDS. When a member is ordered on a PCS between PDSs located in proximity and, at the new PDS, the member continues to commute from the residence occupied while at the old PDS, OHA or BAH continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited in this Chapter. A member ordered on PCS with TDY en route is authorized OHA or BAH during that period, see par. U10416. If a member is reassigned under the conditions of a low-cost or no-cost PCS and not authorized a HHG move, OHA or BAH is based on the rate for the old PDS if:

- a. Requested by the member, and
- b. The Secretarial Process determines that it would be inequitable to base the allowance on the housing cost in the new PDS area to which the member is reassigned.

2. Unaccompanied/Dependent Restricted OCONUS Assignments

a. Effective 1 July 2001, BAH or OHA is based on the old PDS in a situation in which member is making a PCS to a dependent restricted/unaccompanied OCONUS assignment and the dependents remain at member's old PDS. See Table U10E-6, rules 1 and 2.

b. If dependents of a member assigned to an unaccompanied tour move to a designated place, the member is authorized BAH/OHA based on the dependents' location. ***Payment based on the old PDS is not authorized.***

3. Member Assigned to Duty Aboard a Ship or Other Afloat Unit. A member with dependents assigned to duty aboard a ship or other afloat unit is authorized a with-dependents allowance when supported by a statement of the member's commanding officer, or an officer designated by the commanding officer for that purpose, that the dependents have established a residence at or in the home port vicinity. The applicable with-dependents allowance is payable in such cases even though the member is being quartered in kind aboard ship or with the member's afloat unit. The rate payable is the rate applicable to the ship's or afloat unit's home port.

4. Home Port Changes. If a member:

- a. Is currently assigned to a ship or other afloat unit with an announced home port change, or
- b. Is in receipt of a PCS order to a ship or other afloat unit with an announced home port change, and
- c. Dependents are authorized travel to the new home port,

change the housing allowance to the new home port rate effective the date the Service prescribes.

5. Examples of location rate changes routinely authorized/approved

- a. The member is assigned to a PDS in an area at which sufficient housing quantities do not exist;
- b. The member is assigned to unusually arduous sea duty and the dependents reside at or relocate to a designated place in the United States;
- c. The member is assigned or is in receipt of a PCS order to a ship entering overhaul involving a home port change and dependents are not relocated incident to the home port change;
- d. The member is in receipt of a PCS order to a unit with a promulgated change of home port and dependents relocate to the announced home port (or designated place in the United States if appropriate) before the effective date of the home port change;

U10416 MEMBER IN TRANSIT

A. General. A Transit housing allowance (BAH-T) 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. ***NOTE: If the member performs TDY en route at:***

1. *the new PDS or*
2. *a location near, but outside the limits of, the new PDS and per diem stops IAW par. U5120-D*

BAH for the new PDS begins the day of arrival in a "TDY" status at the new PDS in par. U10416-A1 or the day per diem stops in the case of par. U10416-A2.

B. Old PDS in the U.S. A member's old PDS is the PDS for BAH purposes from the day the member departs the old PDS through the day before the member reports to the new PDS in compliance with a PCS order (if the member had been residing in Government quarters at the old PDS, the member is authorized BAH as of the Government quarters termination date). See Tables U10E-12, U10E-16 and U10E-17 for further guidance.

C. Old PDS outside the U.S. When a member's old PDS is outside the U.S., the member is authorized OHA (if not assigned Government quarters) through the day before departing the OCONUS PDS. The day the member departs OHA is no longer authorized and the member is authorized the Transit rate (for rates see <https://secureapp2.hqda.pentagon.mil/perdiem/bah.html>) if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent rate BAH for dependents residing separately, that BAH rate continues until the member arrives at the new PDS. If the member is being paid a with-dependent rate OHA for dependents residing separately, that OHA rate continues provided the dependents remain at the OCONUS location. If the dependents also perform PCS travel, the Transit rate applies.

D. New Accessions. The Transit rate applies to a member without dependents in the accession pipeline, to include a Reserve Component member undergoing initial training, when in a travel status, leave en route or proceed time while transferring from the initial entry training location, between training locations and to the first PDS. The Transit rate applies until the member reports to the new PDS. A member in the accession pipeline includes a:

1. Member who is undergoing initial entry training, to include a Reserve Components member;
2. Student (includes ROTC and OCS) without prior Military Service;
3. Upon graduation a Service Military Academy graduate, until arrival at the first PDS.

For the purpose of BAH, only the initial entry-training site is defined as a PDS. A member without dependents is not authorized BAH since Government quarters are assigned. The BAH rate for a new accession with dependents is based on the dependents location if they are located inside the U.S. If dependents are located outside the U.S., BAH is based on the location of the training site.

E. Retirement or Separation

1. From a U.S. PDS. A member's old PDS is the PDS for BAH purposes from the day the member departs the old PDS through the separation or retirement date (if the member had been residing in Government quarters at the old PDS, the member is authorized BAH on Government quarters termination date provided the member is still on active duty). See Table U10E-12 for further guidance.
2. From a PDS outside the U.S.
 - a. Remains outside the U.S. A member at a PDS outside the U.S. who is processing for retirement or separation or on leave after processing, and who intends to establish a residence in an OHA based area after retirement or separation, is eligible for a housing allowance (OHA):
 - (1) If the member continues to occupy private sector leased/owned housing at or in the PDS vicinity OHA continues until the date of separation or retirement.
 - (2) If the member occupies private sector leased/owned housing after vacating Government quarters or moves to different private sector housing in the same country, OHA starts on the day the member obtains private sector housing and stops on the date of separation/retirement. In this case, OHA is based on the PDS rate.
 - (3) If a member at an OCONUS PDS moves to a different country, which is an OHA area, to establish a residence after separation/retirement, the member is eligible for a housing allowance based on the location of the residence. OHA starts on the day the member obtains private sector housing and stops on the date of separation/retirement. However, if the member is being paid a with-dependent rate OHA for dependents residing separately, that OHA rate continues provided the dependents remain at the OCONUS location.

To be paid OHA under any of the circumstances in par. U10416-E2 above, the member must provide a lease and an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) that is completed and approved.

*b. Returns to a U.S. Processing Station. A member separating/retiring at a PDS outside the U.S. who returns to the U.S. for retirement or separation processing is authorized OHA (if not assigned Government quarters) through the day before departing the OCONUS PDS. The day the member departs OHA is no longer authorized and the member is authorized the BAH rate for the retirement/separation processing location if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent rate BAH for dependents residing separately, that BAH rate continues until the member separates or retires. ***NOTE: NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are processing stations for NOAA.***

c. Returns to the U.S. after Completing Separation or Retirement Processing Overseas. A member retiring/separating at a PDS outside the U.S. who returns to the U.S. after completing retirement/separation processing at the overseas PDS, and who does not have a processing location within the U.S. is authorized OHA (if not assigned Government quarters) through the day before departing the OCONUS PDS. The day the member departs OHA is no longer authorized and the member is authorized the BAH rate for the leave address provided as part of the final processing if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent rate BAH for dependents residing separately, that BAH rate continues until the member separates or retires.

MEMBER IN TRANSIT			
R U L E	If member	And	then (NOTES 1 and 2)
1	is en route PCS	from a PDS in the U.S.	Continue BAH based on the old PDS through the day before the day the member reports to the new PDS, to include TDY en route. BAH or OHA authorization at the new PDS rate begins on the day the member reports to the new PDS.
2		from a PDS outside the CONUS	Start the Transit rate beginning the day the member departs an OHA area through the day before the day the member reports to the new PDS, to include TDY en route. BAH or OHA authorization at the rate for the new PDS begins on the day the member reports to the new PDS.
3	is en route PCS but was not paid BAH or OHA at the old PDS because Government quarters were assigned	From a PDS in the US.	Start BAH based on the old PDS beginning the day the member terminates Government quarters and the new PDS the day the member reports to the new PDS.
4		from a PDS outside the U.S.	Start the In-transit rate the day the member departs the old PDS through the day before the member reports to the new PDS. Start BAH based on the new PDS rate beginning the day the member reports to the new PDS.
5	new accession – newly inducted, enlisted, reenlisted, or an officer candidate	the member has dependents located in the U.S.	Start BAH based on the rate for the dependents' location beginning the date of enlistment, entry on active duty or date active duty pay begins through the day before the day the member reports to the first duty station other than for training. Start the PDS rate beginning the day the member reports to the first PDS.
6		the member has dependents located outside the U.S.	Start BAH based on the rate for the training site location beginning the date of enlistment, entry on active duty or date active duty pay begins through the day before the day the member reports to the first duty station other than for training. Start the PDS rate beginning the day the member reports to the first PDS.
7	new accession in the pipeline in a travel status, leave en route or proceed time while transferring from the initial training location, between training locations and to the first PDS	the member has no dependents	Start the Transit rate when the member is in a travel status between duty/training stations and the new PDS rate the day the member reports to the new PDS.
8		the member is with dependents	For dependents located in the U.S., continue BAH based on the dependents' location through the day before the day the member reports to the new PDS. The first PDS rate begins the day the member reports to the first PDS. For dependents located outside the U.S., continue BAH based on the training site location through the day before the day the member reports to the new PDS. The first PDS rate begins the day the member reports to the first PDS.
9	is in leave status away from PDS awaiting final discharge from a PDS in the U.S.		Continue BAH based on the old PDS rate through the date of discharge.
10	is processing for separation or retirement	from a PDS in the U.S.	Continue BAH based on the old PDS through the date of separation or day before effective date of retirement.
11		from a PDS outside the U.S. with a processing location in the U.S.	Start BAH based on the retirement/separation processing location beginning the day the member departs the PDS through the date of separation or day before effective date of retirement. If the member is being paid a BAH based on dependents location, continue that BAH rate through separation/retirement date.

Table U10E-12

MEMBER IN TRANSIT (continued)			
R U L E	If member	and	Then (NOTES 1 & 2)
12	is processing for separation or retirement	from a PDS outside the U.S. and returns to U.S. after processing OCONUS	Start BAH based on the leave address provided as part of the final out processing beginning the day the member departs the PDS through the date of separation or day before effective date of retirement. If the member is being paid a BAH based on dependents location, continue that BAH rate through separation/retirement date.
13		from a PDS outside the U.S. and remains at PDS outside U.S.	Continue OHA based on the PDS outside the U.S. provided the member continues to occupy private sector leased/owned housing.
14		from a PDS outside the U.S. and member remains OCONUS but moves to a different country	Stop OHA based on the PDS when the member stops paying rent or when the member departs the PDS area. Start OHA based on the OCONUS location to which the member moves to establish a residence on the day the member obtains private sector housing there. Continue OHA through the date of separation or day before effective date of retirement. If the member is being paid an OHA based on dependents' location, continue that OHA rate through separation/retirement date provided the dependents remain at the OCONUS location.
15	is participating in the Educational Leave Program Relating to Continuing Public and Community Services		Start BAH/OHA based on the designated unit of assignment during scheduled school breaks or periods of leave (only when the member is authorized BAH/OHA).
16	in receipt of appropriate orders associated with a prolonged hospitalization determination	member was transferred from a PDS outside or inside the U.S. to a hospital in the U.S. for observation or treatment	Start BAH (for member authorized BAH) based on the hospital location to which the member has been transferred..

Table U10E-12

NOTES

1. Member is not authorized BAH/OHA if assigned Government quarters for member and dependents (if applicable). Start BAH/OHA effective the date of termination of quarters, if applicable.
2. If the member has a Secretarial waiver to pay BAH based on the previous PDS or the dependents' location, then continue that rate until member arrives at new PDS. If Secretarial waiver is for a OHA location, continue the OHA rate if the dependents remain at the OHA location

U10418 MEMBER IN A MISSING STATUS

A. Member without Dependents. A member without dependents carried in a missing status is authorized BAH at the without-dependent rate. For a member whose PDS is in the U.S., pay BAH at the without-dependents rate based on the PDS location. For a member whose PDS is outside the U.S., pay BAH at the without-dependents rate based on the Home of Record location. See DODFMR, Vol. 7A, par. 340302.

B. Member with Dependents. A member with dependents continues to receive the housing allowance to which entitled upon entering the missing status. If dependents relocate, pay the with-dependents housing allowance appropriate for the dependent's location.

Effective 5 March 2007

***U10420 MEMBER IN CONFINEMENT**

When a member who is serving a court-martial sentence to confinement is transferred to a confinement facility, then the BAH/OHA rate is based on the dependent's location if the member is authorized a housing allowance (other than partial BAH) while confined. See DODFMR, Vol. 7A, Chapter 1. For FSH, see JFTR, Table U10E-11, rule 9. For a member without dependents who is sentenced to confinement pursuant to a court-martial, see Table U10E-1, rule 22 and pars. U10010-B7 and U10010-B8 for BAH-partial rules. A member in civil or foreign confinement does not fit under Table U10E-11, rule 9, Table U10E-1, rule 22 and pars. U10010-B7 and U10010-B8. A member is not authorized a housing allowance unless authorized basic pay and all rules concerning whether a member in civil or foreign confinement (including pre-trial) is authorized basic pay are covered in DODFMR, Vol. 7A, Chapter 1.

U10422 HOUSING ALLOWANCE FOR A MEMBER IN A NONPAY STATUS

A. Unauthorized Absence. For a period not to exceed 2 months from the first day of absence, a housing allowance at the rate being credited a member in grades E-1, E-2, E-3, and E-4 (4 or fewer years' service) at the time absence commenced may be paid to a dependent on whose behalf BAH or OHA was claimed prior to commencement of the absence, if all of the following conditions exist:

1. The member has been in an unauthorized absence status for more than 29 consecutive days.
2. The dependent applies for payment of BAH or OHA and the application is received by appropriate authority within 3 months after the date absence commenced. In the case of a dependent living outside the U.S. and claiming OHA, a copy of the current lease agreement must be included. Housing expenses must be incurred for OHA payment.
3. If the Service Concerned fails to provide timely notice to dependents of their right to apply for BAH/OHA, a waiver of the 3-month stipulation in par. U10422-A2 above, may be granted on a case-by-case basis by the authority specified in par. U10422-B1 below. If such a waiver is granted, payment may only be made on those applications received within 2 months after the dependents are properly notified of their right to submit such an application.
4. No positive information has been received that the dependent is residing with or has joined the member at the place of absence.

5. If a member is assigned Government family-type quarters (adequate or inadequate), no payment of BAH or OHA may be made. Payment of BAH or OHA may not be made directly to the member on behalf of a dependent. Payment must be made only to the dependents.

B. Pretrial Confinement in a Foreign Country. For a member in pretrial confinement in a foreign country, payment of BAH or OHA is authorized as follows:

1. An enlisted member in grade E-1, E-2, E-3, or E-4 (4 or fewer years' service). Payment is authorized for a period not to exceed 2 months under the conditions stated in par. U10422-A above. For any subsequent months there must be showing of hardship on the dependent and approval on a case-by-case basis as follows:

- a. Army:
Director, DFAS-PMTA/IN
8899 East 56th Street
Indianapolis, IN 46249-2301
- b. Navy:
Deputy Chief of Naval Operation (N130)
2 Navy Annex
Washington, D.C. 20370-2000
- c. Air Force:
HQ USAF/A1SF
1040 Air Force Pentagon (Room 4E235)
Washington, D.C. 20330-1040
- d. Marine Corps:
Commandant of the Marine Corps (MRP-1)
3280 Russell Road
Quantico, VA 22134-5143

2. An enlisted member in grade E-4 (over 4 years' service) or above (cases in which there has been a showing of hardship on the dependent). The approval authority for the initial and any subsequent payments is as in par. U10422-A1 above. No payment may be made without the approval of such authority on a case-by-case basis. Payments are subject to the conditions stated in par. U10422-B1a above. See Service regulations for procedures on processing claims.

C. Excess Leave. BAH or OHA may continue to be paid to a member in grade E-4 (4 or fewer years of service) or below, with dependents, for a period not to exceed 2 months during which an excess-leave status exists unless it is anticipated that member will not return to duty, for example, appellate leave. The 2-month period is computed from the first day of excess leave.

U10424 HOUSING ALLOWANCE FOLLOWING MEMBER'S DEATH

A. General. OHA continuation or payment of BAH to surviving dependents of a member who dies while on active duty is authorized for 365 days. See DODFMR, Vol. 7A, section 3603. This regulation may be viewed at <http://www.dod.mil/comptroller/fmr/>.

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.**

NOTE: Privatized housing, of any style or type and in any location, is not Government quarters.

A. Government Quarters. The following are 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 owned and operated by a private corporation, if the use of these facilities is directed by Service regulations;
7. Family-type housing owned/leased by the U.S. Government whether occupied as a guest or as a principal; and
8. 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.

B. Adequacy Standards

1. DOD Services. 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.
2. 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.***

HIGHEST CONUS M&IE RATE

\$51 Effective for travel by car ferry *on or after 1 January 2005*

\$64 Effective for travel by car ferry *on or after 1 October 2005*

HOME OF RECORD (HOR). The place recorded as the home of the individual when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

NOTE 1: *The place recorded as the home of the individual when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.*

NOTE 2: *Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the actual home of the member upon entering the Service, and not a different place selected for the member's convenience.*

NOTE 3: *An officer, who received a commission or warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place where then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.*

HOME OF SELECTION (HOS). The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions of par. U5130-A1.

HOUSEHOLD GOODS (HHG). Items (*except those listed in 2 and 3*) associated with the home and all personal effects (see ***NOTE 1***) belonging to a member and dependents on the effective date (see ***NOTE 2***) of the member's PCS or TDY order that legally may be accepted and transported by an authorized commercial transporter.

NOTE 1: *See par. U5310-E for articles involving weight additives.*

NOTE 2: *HHG acquired after the effective date of the order but before entering an IPCOT may be shipped when par. U5370-I1b or U5370-I2 applies.*

1. HHG also include:
 - a. PBP&E needed and not needed for the performance of official duties at the next or a later destination (PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the inventory at origin as PBP&E.);
 - b. Spare POV parts (see the definition in this Appendix) and a pickup tailgate when removed;

- c. Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), and miscellaneous associated hardware);
 - d. Consumable goods for members ordered to locations listed in Appendix F;
 - e. Vehicles other than POVs (such as motorcycles, mopeds, hang gliders, golf carts, jet skis and snowmobiles (and/or their associated trailers));
 - f. Boats (and/or their associated trailers); and
 - g. Ultralight vehicles (defined in 14 CFR §103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).
 - h. Utility trailers, with or without tilt beds, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).
2. HHG *do not* include:
- a. Personal baggage when carried free on commercial transportation;
 - b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (see Chapter 5, Part E for POV shipment);
 - c. Live animals including birds, fish and reptiles;
 - d. Articles that otherwise would qualify as HHG but are acquired after the effective date of the PCS order, except:
 - (1) Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the effective date of orders, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the United States for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process (43 Comp. Gen. 514 (1964)); or
 - (2) Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS (68 Comp. Gen. 143 (1988));
 - e. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);
 - f. HHG for resale, disposal or commercial use;
 - g. Privately owned live ammunition (B-130583, 8 May 1957);
 - h. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. See DOD 4500.9-R, DTR, Part IV, for examples of hazardous materials.

3. Law or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:

- a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
- b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls); and
- c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless,
 - (1) Shipment is to be transported not more than 150 miles and/or delivery accomplished within 24 hours from the time of loading,
 - (2) No storage is required, and
 - (3) No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

HOUSEHOLD GOODS TRANSPORTATION. See *TRANSPORTATION, HHG*.

Effective 13 September 2002

HOUSEHOLD GOODS-WEIGHT ADDITIVE. A weight added to the net weight of the household goods shipment to compensate for the excessive van space used by the item. ***NOTE: The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.***

INACTIVE DUTY TRAINING.

1. Inactive duty that is:
 - a. Duty prescribed for members of a Reserve Component by the Secretary concerned, or
 - b. Special additional duty authorized for members of a Reserve Component by an authority designated by the Secretary concerned and performed by them on a voluntary basis ICW prescribed training or maintenance activities of the units to which they are assigned.
2. The duties in 1a above, when performed by members of the National Guard, including:
 - a. Unit training assemblies;
 - b. Training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

NOTE 1: This term does not include work or study for a correspondence course of a uniformed service.

NOTE 2: For pay purposes, inactive duty training must be performed under orders, cover a specific assignment, and have a prescribed time limit.

INITIAL ACTIVE DUTY TRAINING. The initial active duty training of a non-prior service enlistee, that is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT). A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS. ***NOTE: The effective date of an IPCOT order is the first day of duty on the new tour.*** No PCS movement is involved for a service member. However, dependents and HHG can be transported at Government expense to the member's current PDS if the member's new tour is the accompanied tour length. ***Curtailed of the initial overseas tour is not authorized. (Ref: DODI 1315.18, <http://www.dtic.mil/whs/directives/corres/html/131518.htm>) (For USCG, see Service directives.)***

INVITATIONAL TRAVEL. See *TRAVEL, INVITATIONAL*.

ITINERARY, VARIATION IN. A change in routing of travel or points of TDY ICW official business, justified by the mission's nature and requirements.

KEY BILLET. An OCONUS position (officers or warrant officers only) of extremely unusual responsibility for which it has been determined the continued presence of the incumbent is absolutely essential to the mission of the activity or unit or to the United States' presence in that area. ***NOTE: Approval authority for key billet designation is Joint Chiefs of Staff, USD(P&R), or the Secretary concerned.***

LAST DUTY STATION. For the purpose of computing a member's own travel allowances on separation, the last duty station (permanent or temporary) where the member was, in fact, on duty, or a hospital, if the member was undergoing treatment there.

LOCALITY RATES. Maximum per diem rates prescribed for specific localities.

LODGINGS IN KIND. Lodgings provided by the Government without cost to the member.

LODGINGS-PLUS PER DIEM METHOD. The method of computing per diem allowances for official travel. The per diem allowance for each travel day is established on the basis of the actual amount paid for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

MEMBER (UNIFORMED SERVICES). A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. ***NOTE: "Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.***

MILEAGE (ALLOWANCE) FOR LOCAL AND TDY TRAVEL. A rate per mile in lieu of reimbursement of actual POC operating expenses. See par. U2600 for current rates.

MISSING STATUS. The absence status of a member who is officially carried or determined to be:

1. Missing;
2. Missing in action;
3. Interned in a foreign country;

PORT OF EMBARKATION.

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

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

POST OF DUTY. *See PDS.*

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

PREMIUM-CLASS. Travel and accommodations that are:

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

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

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

PRIVATELY OWNED CONVEYANCE (POC). Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place. ***NOTE: A common carrier, or a conveyance owned by the Government, is never a POC.*** A conveyance loaned for a charge to, or rented at personal expense by, a member for transportation on PCS or TDY, when such rental conveyance has not been authorized/approved as a Special Conveyance as provided for in par. U3415 is a POC.

PRIVATELY OWNED (MOTOR) VEHICLE (POV).

1. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member or a dependent of the member for the primary purpose of providing personal transportation that:
 - a. Is self-propelled;
 - b. Is licensed to travel on the public highways;
 - c. Is designed to carry passengers or HHG; and

d. Has four or more wheels; or at a member's option, is a motorcycle or moped, if the member does not ship a vehicle with four or more wheels on the same orders.

2. As used in Chapter 6, a POV is a motor vehicle that is owned by the member (or a dependent of the member) and is for the personal use of the member or the member's dependents.

NOTE 1: *In the case of a leased vehicle, the member must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. All requirements stated in the lease are the responsibility of the member.*

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

***PRIVATIZED HOUSING.** Housing units on or near a military installation in the U.S. and/or its territories and possessions that are acquired or constructed by private persons, under the authority of 10 USC §§2871-2885. *Privatized housing is not Government quarters, nor is it Government-controlled quarters, nor is it private sector housing.* See also par. U10000.

PROCEED TIME. A period of time that a member is authorized, by Service regulations, to delay in the execution of travel orders.

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E). *(Also called PRO or PRO-Gear.)* Articles of HHG in a member's possession needed for the performance of official duties at the next or a later destination. Examples include:

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

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

APPENDIX E

PART I: INVITATION TO TRAVEL

A. To Whom and when Invitational Travel is Applicable

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

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

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

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

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

Effective 23 March 2007

*f. An individual is a sponsor, or is in a similar official capacity, and/or participates in a ceremony that is related directly to a DOD component's interest (***NOTE: Simple 'attendance' at a ceremony does not allow travel under an ITA.***);

g. An individual is authorized pre-employment interview travel under JTR, par. C6200;

h. The individual is serving without compensation on a Board of Visitors as provided for in DOD governing regulations consistent with statutory authority;

i. A witness is called to testify in administrative proceedings directed against a Government civilian employee or Uniformed Service member in an adverse action case. The testimony can be on behalf of the Government, the civilian employee, or the Uniformed Service member. The presiding hearing officer must determine that the witness's testimony is substantial, material, and necessary for proper case disposition and that an affidavit from the desired witness cannot adequately accomplish the same objective;

j. An individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832;

k. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, 28 February 1974);

l. An individual is an attendant for an employee: under (1) and (2), or is an escort for a Uniformed Service member's dependent(s) (under (3)) noted in JTR Chapter 5, Part M or par. 6150; or JFTR, par. U7551.

(1) An employee with a disability or a special need on official travel (56 Comp. Gen. 661 (1977)), <http://141.116.74.201/regs/comp-gen-dec/B-186598.pdf>; (59 Comp. Gen. 461 (1980)), <http://141.116.74.201/regs/comp-gen-dec/B-198237.pdf>

(2) An employee who interrupts TDY because of an incapacitating illness or injury (JTR, par. C6454); and the employee is incapable of traveling alone. Per diem allowances may not exceed 14 calendar days unless a longer period is authorized/approved by the DOD component on a case-by-case basis. See par. C6454-A.; or

(3) A Uniformed Service member's dependent(s) when competent authority determined dependent(s)' travel is necessary because the dependent(s) is/are incapable of traveling alone due to age, mental or physical incapacity, or other extraordinary circumstances under JFTR, pars. U5240-C, U5241-D, U5242, U5243-C, U6004, and U6053. Round-trip transportation and travel allowances (per diem) may be authorized/approved including travel advances which may be paid per the Service's policy IAW 10 USC §1036.

m. Dependents' Invitational Travel is for a family member and all pertinent conditions in items (1) through (5) below must be met before allowances are authorized/approved:

(1) The AO determines that a dependent may travel with the sponsor, at Government expense when:

(a) To attend an unquestionably official function in which the dependent participates in an official capacity, or

5. Attendance at an Award Ceremony

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

(1) Travel and transportation is authorized by the head of the DOD component concerned or designee; and,

(2) Individual is a person of the award recipient's choosing who is related by blood, marriage or whose close association with the award winner, as viewed by the DOD component, is the equivalent of a family relationship.

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

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

Example: The award winner and spouse live in Denver, CO, and the ceremony is in Washington, DC. Travel and transportation allowances may be authorized for both the winner and spouse.

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

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

*6. Travel of a DOD Education Agency (DODEA) Student for Academic Competitions and Co-curricular Activities. See JTR, par. C5120 and JFTR, par. U5243-D.

7. Travel and Transportation for Funeral Honors Detail. A person not employed by the Government, who participates in funeral honors detail for a veteran (see 10 USC §1491), may be authorized transportation or transportation reimbursement and expenses. The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. **Actual transportation expenses, (not a TDY mileage allowance), are payable when a POC is the authorized transportation mode.** Reimbursement for POC actual expenses is limited to: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for miscellaneous expenses in JFTR/JTR, Appendix G, Part I for employees or members under pars. A2p and A2q may be authorized/approved.

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

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

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

Effective 5 April 2007

***NOTE: Mission-related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for persons providing child care and/or pet care, hotel concierge, workout room/gym fees, and similar items. The optional Global Positioning System (GPS) for a rental car also is not reimbursable.**

APPENDIX H

Effective 16 August 2004

PART III

SECTION A

BUSINESS-CLASS AIR ACCOMMODATIONS CODES*(See JTR, pars. C2204-B4 and C6505; JFTR, pars. U3125-B4 and U7755)***Approval Code/Reference/Reason**

APPROVAL CODE	PARAGRAPH REFERENCE	REASON FOR TRAVEL
B1	JTR, par. C2204-B4a or JFTR, par. U3125-B4a	Lower Class Not Available in Time
B2	JTR, par. C2204-B4b or JFTR, par. U3125-B4b	Medical
B3	JTR, par. C2204-B4c or JFTR, par. U3125-B4c	Security
B4	JTR, par. C2204-B4d or JFTR, par. U3125-B4d	Mission
B5	JTR, par. C2204-B4e or JFTR, par. U3125-B4e	Only business class provided
B6**	JTR, par. C2204-B4f** or JFTR, par. U3125-B4f**	Non-Federal source**
B7	JTR, par. C2204-B4g or JFTR, par. U3125-B4g	Foreign flag coach not adequate
B8	JTR, par. C2204-B4h or JFTR, par. U3125-B4h	Overall savings
B9	JTR, par. C2204-B4i or JFTR, par. U3125-B4i	Over 14 hours
BC	JTR, par. C6505 or JFTR, par. U7755	Congressional Travel
<i>Effective 29 March 2007</i> *BF	JTR, par. C2204-B4k or JFTR, par. U3125-B4k	Required by Foreign Government Regulations, MOU/MOA/SOFA

**For business-class accommodations, this is a 'stand-alone' reason.

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

5/ Since a training location is the PDS, no per diem is payable when Government quarters & mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

6/ Temporary lodging facilities are not Government quarters for purposes of this table.

7/ A Reservist Component member on active duty for training not otherwise authorized per diem who occupies transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

8/ A Reserve Component member on active duty for training not otherwise authorized per diem who occupies transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/

SITUATION	TRANSPORTATION	PER DIEM
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home.	1. May be authorized reimbursement under par. T4040-F. 2. 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.	Not authorized.
Travel from home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to alternate site within the local commuting area.	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.	Not authorized.
Reserve Component Standby Reserve member voluntarily performing without pay.	Not authorized.	Not authorized.

This Table is for informational purposes only. Allowances are prescribed in par. T4045.

1/ For travel allowance purposes, the assigned unit is the designated post of duty.

2/ TDY station is alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home for the purposes of par. T4045.

3/ A Reserve Component member on inactive duty for training who is not otherwise authorized per diem and who occupies transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

Table 2. TDY Allowances for A Reserve Component Member

T4050 TAKING A TYPICAL BUSINESS TRIP

A. Before the Trip

1. Getting a Cost Estimate. Travelers should get a CTO should-cost estimate for the trip. It is the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including taxes), and rental car (if authorized) fees. The estimate also must reflect the per diem rate broken out by M&IE and lodging. A traveler may ask the CTO to estimate the amount for using a private vehicle or other commercial transportation.
2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's should-cost estimate (as the AO approves for mission reasons) is the reimbursement baseline.
3. Getting Authorization for Travel. The AO authorizes the TDY, the arrangements, and obligates funds to pay for the trip. The CTO updates the Trip Record with the fund cite provided by the AO. The resulting document is the travel authorization.

Effective 3 April 2007

*4. The Travel Packet. The CTO gives the traveler the Trip Record with the confirmed reservations and commercial tickets. The TO provides the documents needed for Government transportation if the CTO does not provide this service.

5. Paying for Arranged Services and Getting Cash to Pay for Expenses while Traveling. The CTO must charge airline tickets, lodging, and rental car reservations on the traveler's individual or unit Government travel card; airline tickets in some cases may be charged to a CBA. While on the trip, travelers should charge other expenses incident to official travel on their individual or unit Government travel cards whenever possible. For official travel-related expenses that cannot be charged, travelers can avoid using their own money by using their individual IBA to obtain cash advances or travelers checks. Advances are not an option on unit travel cards.

B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO's 24-hour 1-800 number, if possible, to have the needed changes made. The CTO must update the traveler's Trip Record. The AO may approve the changes after the trip is complete. However, it is best if the traveler gets the AO's authorization up-front, and has the Trip Record updated. In any case, the traveler is reimbursed only for changes the AO approves on the Trip Record.
2. Receipts. Travelers must keep all receipts for lodging and receipts for any individual official travel expense of \$75 or more.

C. After the Traveler Returns

1. Filling out the Expense Report. A traveler should fill out and turn in the expense report portion of the Trip Record within 5 working days after returning from the trip. The receipts are to be attached to the expense report. Electronic Fund Transfer (EFT) is the preferred method of reimbursement. Within EFT, the traveler has two options. The traveler may request (a) direct electronic transfer to the Government travel card company of the authorized expenses charged to the IBA with the remainder going to the traveler's personal bank account, or (b) an electronic transfer of the full amount to the traveler's personal bank account. Under option (a), the traveler must not have to write a check to the Government travel card company for official expenses charged.

2. Getting It Approved. The AO must approve the expenses on the Trip Record for the traveler to get paid. This includes reviewing the required receipts.
3. Turning in the Expense Report. A finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid is the amount the AO approves.
4. Random Audits. Random audits of travel expense reports are conducted.

Effective 3 April 2007

*5. Lost/Stolen/Unused Tickets. See JFTR, par. U2515-A and JTR, par. C1320-A. The traveler:

- a. ***Must safeguard tickets, if issued, carefully at all times;***
- b. Must immediately report a lost or stolen ticket to the issuing CTO;
- c. Is financially responsible to purchase a replacement ticket;
- d. Must not be reimbursed for the purchase of a replacement ticket until the Government has received a refund for the lost/stolen ticket;
- e. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If the first ticket is recovered, turned in for refund, and the Government is repaid, reimbursement may then be made for the second ticket, NTE the cost of the first ticket; . and
- f. Must return unused tickets to the CTO. ***NOTE: SF-1170, Redemption of Unused Tickets, found at <http://www.gsa.gov>, is usable, if authorized in Service regulations, ICW turning in unused tickets.***

T4060 AUTHORIZING OFFICIAL'S RESPONSIBILITIES

A. General. Authorizing Officials have broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred ICW that mission. For civilian travelers, the AO must determine the purpose of the travel (see JTR/JFTR, Appendix H) for notation on the Trip Record. The CTO is central in helping to execute those responsibilities.

1. The CTO generates a Trip Record. On it, the CTO prepares a should-cost estimate that reflects standard arrangements made in compliance with travel policies using Government negotiated airline, lodging, and rental car rates. If the standard arrangements do not meet the needs of the mission, the CTO provides other travel options to satisfy mission requirements, and conform to law, regulation, policy, and contractual obligations. Use the should-cost estimate to determine if the travel budget can support the travel. Authorize CTO identified should-cost standard arrangements, unless additional or unusual cost options are required to complete the mission and they make good overall business sense.
2. The CTO and TO must have available information on policies relating to transportation and travel arrangements. Get other needed travel-related information from command channels or Service headquarters. Use management information from the CTO and the travel card company to assist in future travel decisions.
3. Make sure travelers have access to the unit's travel card if they do not have individually issued cards. Refer inquiries about card usage to the local card program coordinator.

4. Adhere to policies and procedures discussed in this regulation, use good judgment in obligating unit funds, and ensure travelers receive adequate reimbursement under policies established in this regulation.

B. What's Allowable and Not Allowable

1. Transportation

- a. What AOs may direct. AOs may direct the traveler to use a particular mode of travel, except for private or rental vehicle. Only direct a specific mode when it is essential to mission success.

Effective 24 August 2005

- b. Options on city-pair flight use. 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>.***

Effective 27 April 2005

2. Authorizing Business-class Transportation Accommodations. Only the officials listed in JTR, pars. C2204-B2b and C2208-C (trains only), and JFTR, pars. U3125-B2b and U3135-C (trains only) may authorize/approve business-class accommodations use (two-star level or civilian equivalent). Examples of reasons for use of business-class accommodations are found in JTR, par. C2004-B4 and JFTR, par. U3125-B4 (the reason must be recorded on the Trip Record).

NOTE:

1. If business-class seating is provided at Government expense, the traveler is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at Government expense.

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.

**3. The 14-hour rule only (in JFTR par. U3125-B4i and JTR, par. C2204-B4i) applies en route to the TDY site. On a return flight to the PDS, a business-class transportation authorization should not be provided.*

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

5. When scheduling flights of 14 or more hours, the first choice is always to fly the member in economy class and have the member arrive the day before the TDY is to begin to allow for appropriate rest. Second choice always is to fly the member in economy class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and clearly the most expensive option which should be avoided whenever possible, is to permit the member to travel in Government-funded business accommodations with arrival on the day the TDY starts.

NOTE: Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by foreign air carriers between two places in foreign areas even if U.S. flag air carriers are available. This authority does not apply to a Uniformed Service member (The Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), a DOD civilian employee, or their dependents. A Uniformed Service member, a DOD civilian employee, and their dependents are required to use available U.S. flag carriers for all commercial foreign air transportation as indicated in par. T4060.

Effective 30 November 2005

3. Using U.S.-certificated Carriers. Available U.S.-certificated air carriers must be used for all commercial foreign air transportation of persons/property when the U.S. Government funds the air travel (49 USC §40118 and B-138942, 31 March 1981). See JFTR, par. U3125-C and JTR, par. C2204-B. ***U.S.-certificated carriers are not “available” if:***

- a. Use of a U.S.-certificated air carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
- b. Use of a U.S.-certificated air carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
- c. Use of a non-U.S.-certificated air carrier would eliminate two or more aircraft changes en route on a trip between points in foreign areas (i.e., the travel is not through the U.S. or a non-foreign OCONUS location);
- d. The elapsed travel time by a non-U.S.-certificated air carrier is three hours or less and travel by a U.S.-certificated air carrier would be at least twice the time;
- e. The travel can only be financed with excess foreign currency and available U.S.-certificated air carriers do not accept the currency;
- f. Only first class accommodations are available on a U.S.-certificated air carrier while less-than-first-class accommodations are available on a non-U.S.-certificated air carrier; or

Effective 24 August 2005

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

Effective 6 September 2005

NOTE 1: The ‘Fly America Act’ does not require 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 GSBCA 16632-RELO, 15 July 2005)).

NOTE 2: When using code share flights involving U.S.-certificated air carriers and non-U.S.-certificated air carriers, the flight number of the U.S.-certificated air carrier must be used on the ticket. If the flight number of the non-U.S.-certificated air carrier is used on the ticket, the ticket is a non-U.S.-certificated air carrier and a non-availability of U.S.-certificated air carrier document is needed.

4. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. **However, contract fare travel must not be used for personal travel. See JFTR, par. U3145-C, item 12, and JTR, par. C2002-C, item 12.** The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Government. For civilian travelers, JTR, par. C4563-C applies. A member is not authorized per diem on any day leave is charged. Do not permit a TDY trip that is an excuse for personal travel.

5. Lodging Selection

a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effectiveness.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement must be based on the locality rate, or AEA if appropriate, for the en route TDY site.

6. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.

7. Authorized Trips Home during Extended Business TDY. **The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.** The AO must determine that savings outweigh the periodic return travel costs. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs are to be considered. **An analysis must be conducted at least every other year.** The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For civilian employees, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

8. Phone Calls to Home or Family during TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY when appropriate (GSBCA 1455-TRAV, 18 August 1998).

9. Travel Expense Report. The Trip Record contains the expense report. AOs must review the amounts claimed on their traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, that the charges are reasonable, that the phone calls authorized for reimbursement are in the Government's best interest, and that the payment of the authorized expenses is approved. Expense reports are subject to random selection for examination based on financial management directives.

10. TDY from Leave. AOs may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

Effective 9 August 2004

11. Shipment or Storage of HHG. An AO may authorize shipment of unaccompanied baggage for an employee (JTR, par. C2309), or a small amount of HHG for a member (JFTR, par. U4705) to the TDY point. Also, the AO may authorize storage of HHG for a member when appropriate. For example, storage may be authorized during a deployment. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H.

12. Lower or No Per Diem Rates. There may be situations in which the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Government mess may have a club at which the cost of meals is only a fraction of the full M&IE. In these cases, AOs may recommend payment of lower or no per diem to their Service point of contact listed in the Introduction of the JFTR and JTR under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** See par. T4040-A1c(2) for more on reduced per diem for civilian employees.

13. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies. See par. T4030-H. However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, AOs should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

14. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. Under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and,
- b. To a uniformed member escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

15. TDY aboard Ships. Normally, people TDY aboard ships are fed without charge making them ineligible for per diem. However, people TDY aboard non-U.S. government ships may be charged for meals. In this situation, AOs can determine a per diem rate to cover the food cost. This should not be confused with officers paying for meals the same as ship's company officers.

16. Additional Allowable Travel Expenses for an Employee with a Disability. AOs may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Chapter 6, Part L, for specifics.

17. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, AOs may authorize reimbursement of those expenses.

Effective 11 August 2005

18. TDY and Reserve Component Active Duty Time Limits for Per Diem Purposes

a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Combatant Command, approves an extension. See JFTR/JTR, Introductions for the Service points of contact. *Civilian employees, see Internal Revenue Service (IRS) rules for income tax implications for TDY beyond one year.* A school of at least 140 days duration is a PCS for a uniformed member (except as noted in JFTR, pars. U1036 or U2146).

b. For Reserve Component personnel, if active duty for training is fewer than 140 days, or fewer than 180 days for other than training duty at any one location, travel and transportation allowances are payable as for TDY. When a Reserve Component member is called to active-duty-for-training for 140 or more days, or more than 180 days for active-duty-for-other-than-training at one location, travel and transportation allowances are payable under JFTR, Chapter 5, as for PCS for a Reserve Component member unless the call to active-duty-for-other-than-training is because of unusual or emergency circumstances or exigencies of the Service concerned and the Secretarial Process authorized per diem.

19. Movement of Employees' Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are IAW JTR, Chapters 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C5050.

Effective 23 October 2004

20. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a TCS. The employee (but not a member) is authorized limited PCS allowances rather than TDY allowances. See JTR, Chapter 5, Part O.

21. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

22. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables (<https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>), the per diem rate is the rate applicable to the location of the front gate for the reservation, station or other established area.

Effective 16 November 2004

T4070 TDY GLOSSARY

Authorize. The giving of permission before an act or the ratification or confirmation of an act already done. Used interchangeably in this Appendix with "approve."

Government travel card. This is the Government-sponsored contractor issued travel charge card.

Effective 1 March 2006

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: Personnel 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.***

Must, Shall, Should, May, Can, Will. The following definitions from DOD 5025.1-M apply:

<u>Helping Verb</u>	<u>Degree of Restriction</u>
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action.
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time

Effective 1 March 2006

Temporary Duty (TDY) Travel. Official travel of a temporary duration away from the traveler's PDS. There are three types of TDY travel with different allowances:

Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee or a uniformed member (other than a uniformed member who has not yet reached the first PDS).

Deployment, Personnel Traveling Together Under An Order Directing No/Limited Reimbursement, and Unit Travel. Includes units traveling in support of combat missions, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Government provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.

Trip Record. This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that includes the travel authorization and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

Activities Authorized To Use Appendix O

DOD Component	Organization/Location	Effective Date
U.S. Army	Training & Doctrine Command, Ft. Leavenworth, KS	May 13, 1996
	U.S. Army Forces Command, Ft. McPherson, GA	August 13, 1996
	U.S. Army Europe, U.S. Army Military Community comprised of Boblinger, Echterdingen, Mohringen, Stuttgart, and Vaihingen, GE	June 25, 1996
	U.S. Army Missile Command, Huntsville, AL (also includes Corps of Engineers Waterways Experiment Station, Vicksburg, MS)	May 1, 1996
	Selected other tenants of Redstone Arsenal, AL, and selected personnel of the Simulation, Training and Instrumentation Command (STRICOM) Huntsville, AL, and Orlando, FL, and the Space and Strategic Defense Command (SSDC), Huntsville, AL)	June 17, 1996
	Corps of Engineers, Ohio River Div., Cincinnati, OH	Never Initiated [1]
	HQ Army Audit Agency, Alexandria, VA	October 1, 1996
U.S. Navy	USS Eisenhower <i>Discontinued</i>	June 20, 1996 March 31, 1997
	PSA, Norfolk, VA	June 20, 1996
	HQ, CINCLANTFLT (N00IG; N02; N6 and N1) Norfolk, VA	June 20, 1996
	Naval Command, Control & Ocean Surveillance System Center, (RDT&E), San Diego, CA	June 20, 1996
	NPGS, Monterey, CA	June 20, 1996
	Naval Undersea Warfare Center Div, Newport, RI	June 20, 1996
	HQ, CINCPACFLT, Pearl Harbor, HI <i>Discontinued</i>	June 20, 1996 March 31, 1997
U.S. Marine Corps	Marine Corps Air Station, Beaufort, SC	Never Initiated [1]
	Marine Corps Air Station, New River, NC	Never Initiated [1]
	Marine Corps Air Station, Cherry Point, NC	Never Initiated [1]
	Marine Forces Reserve, New Orleans, LA	Never Initiated [1]
	Second Marine Expeditionary Force, Camp Lejeune, NC	Never Initiated [1]
	Marine Corps Recruit Depot, Parris Island, SC	Never Initiated [1]
	Headquarters, U.S. Marine Corps, Washington, DC	Never Initiated [1]
	Sixth Marine Corps District, Atlanta, GA	Never Initiated [1]
U.S. Air Force	11th Wing, Bolling AFB, Washington, DC	May 2, 1996
	Dover AFB, DE	April 23, 1996
	Peterson AFB, CO	March 1, 1997
	Randolph AFB, TX	April 15, 1997
	Air Combat Command HQ and 1st Wing, Langley AFB, VA	June 5, 1996

APPENDIX Q

OVERSEAS TOUR LENGTHS

TABLE 1 - DOD

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

Effective 23 March 2007

***NOTE:** *Tour lengths for DOD Service members stationed OCONUS are 36 months accompanied and 24 months unaccompanied (except for Hawai'i and Alaska) unless the Military Departments provide conclusive evidence that specific tours must be shorter. Therefore, if a tour length is not listed in this table for a specific OCONUS location or country, the tour length is the standard 36 months accompanied and 24 months unaccompanied. See DODI 1315.18, par. E3.1.1 (12 January 05).*

The following are overseas tour lengths *for a member of a DOD Service only (other than the Defense Attachés):*

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

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

APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

The following are authorized FEML locations/destinations *for a member (and command-sponsored dependents) and, effective 2 Nov 2002, for a DOD civilian employee and dependents permanently assigned to the location. 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 member) and JTR, par. C6700-D2 (DOD civilian employee).*

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date (See <i>NOTE</i>)
Albania, Tirana	European	Frankfurt	30 Nov 2007
*Algeria, Algiers (<i>eff 5 Mar 2007</i>)	European	Frankfurt	28 Feb 2009
Angola, Luanda	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	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	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	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	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	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	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	Central	Baltimore	31 Oct 2008
Taiwan, Taipei	Pacific	Sydney	31 Oct 2008
Tajikistan	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'.

APPENDIX U

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

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

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

The following are authorized Rest and Recuperation (R&R) locations/destinations *for a Uniformed Services member and for a DOD civilian employee:*

Authorized R&R Location	Command Region	Authorized OCONUS Destination	Authorized CONUS Destination	Re-certification Due Date
Afghanistan 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Albania	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Bahrain 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Bosnia-Herzegovina	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Croatia	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
*Cuba, Joint Task Force – GITMO <i>only</i>	Southern	None	NAS Jacksonville NAS Norfolk	30 Nov 2008
Djibouti 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Hungary	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Iraq 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Joint Task Force - South West Asia (JTF-SWA) 1/	Central	Frankfurt, Germany	Baltimore, Maryland	31 Dec 2002
Jordan 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Kuwait 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Kyrgyzstan 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Macedonia, Former Yugoslavia, Republic of	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Montenegro	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Oman 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005

Pakistan 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Qatar 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Saudi Arabia 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Serbia	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Slovenia	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
*Somalia (<i>eff 30 Jan 2007</i>)	Central	Airport closest to the leave point	Airport closest to the leave point	31 Jan 2009
*Syria (<i>eff 30 Jan 2007</i>)	Central	Airport closest to the leave point	Airport closest to the leave point	31 Jan 2009
Tajikistan 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
United Arab Emirates 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Uzbekistan 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Yemen 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005

1/ Only for the mission of Operation Southern Watch.

Effective 21 June 2004

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

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