

NAVSO P-6034

# **THE JOINT FEDERAL TRAVEL REGULATIONS**

## **VOLUME 1**

### **UNIFORMED SERVICE MEMBERS**

Published by:  
The Per Diem, Travel and  
Transportation Allowance  
Committee, Department of  
Defense

This Volume of the  
Joint Federal Travel Regulations  
is drilled to fit a three-ring binder.

## JOINT FEDERAL TRAVEL REGULATIONS

## VOLUME 1

## CHANGE 247

Alexandria, VA

1 July 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 July 2007 unless otherwise indicated.

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This change includes all material written in MAP Items 110-06(E), 48-07(I), and 54-07(I). This cover page replaces the Change 246 cover page.

**BRIEF OF REVISION**

These are the major changes made by Change 247:

Title Page. Renumbers pages and corrects errors.

Cover Letter and Sheets-in-Force. Renumbers pages and corrects errors.

Introduction. Renumbers pages and corrects errors.

Table of Contents. Renumbers pages and corrects errors.

U7200-A1b(2). Clarifies when a member on a 12-month tour to a FEML area extends for a second 12-month tour, the member is only eligible for one funded leave transportation program, either COT or FEML, but not both programs.

U7207-B1. Clarifies when a member on a 12-month tour to a FEML area extends for a second 12-month tour, the member is only eligible for one funded leave transportation program, either COT or FEML, but not both programs.

App Q. Publishes tour lengths for Djibouti, Ethiopia; Accra, Ghana; Ghedi, Italy; Vientiane, Laos; Abuja, Nigeria; Dakar, Senegal; and Moscow, Russia.

App S. Publishes FEML for Tripoli, Libya with a relief destination of Frankfurt, Germany, effective 4 April 2007. Recertification date is 31 March 2009.

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

**FOREWORD**

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

**PURPOSE AND AUTHORITY**

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

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

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

The JFTR is issued under the following authorities:

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

## CLAIMS AND ADVANCE DECISIONS

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

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

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

Correspondence to DOHA should be addressed to:

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

### *Effective 6 January 2007*

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

### *Effective 6 January 2007*

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

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

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

## PARAGRAPH NUMBERING SYSTEM

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

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

Paragraph: U5310-B2a(1)(a)

- Volume 1 . . . . .
- Chapter 5 . . . . .
- Paragraph 310 . . . . .
- Subparagraphs . . . . .

References and citations to the JFTR should be in the following format:

- JFTR, par. U5310
- JFTR, par. U5310-A
- JFTR, par. U5310-A1
- JFTR, par. U5310-A1a
- JFTR, par. U5310-A1a(1)(a)
- JFTR, pars. U5310-U5350

Paragraphs and subparagraphs may contain itemizations. Reference to a specific item should be in the following format:

- JFTR, par. U5310-A2
- JFTR, par. U5310-B4a

The most specific unit of reference should be used.

**CHANGES**

DOD Uniformed Travel Determinations (UTDs) initiate changes to the JFTR. A UTD is effective on its indicated date. A UTD may be effective on the date published in the JFTR, on the date of signature by the PDTATAC Chair, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by law, some other date. When an effective date is earlier than the date assigned to the published change page, changes reflect the specific effective date.

Per diem Bulletins make changes in the non-foreign OCONUS per diem rates contained in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>. Per diem bulletins are published in the Federal Register.

Published changes are numbered consecutively and ordinarily are issued monthly. They contain the text and rate changes directed in determinations. The determinations memoranda included in a published change are shown on the cover sheet of the published change.

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

**FEEDBACK REPORTING**

Recommendations for changes in the JFTR should contain an explanation of and rationale for the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates in accordance with par. U4179.

Suggestions that would improve this Volume are encouraged. Route them as follows:

1. Army - Through appropriate command channels to: HQDA (DAPE-PRR-C), 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 22134-5103;

***Effective 17 August 2006***

4. Air Force - Through appropriate command channels to: HQ USAF/A1SF, 1040 Air Force Pentagon, (Room 4D236), Washington, DC 20330-1040;
5. Coast Guard - Directly to: Commandant (CG-1222), U.S. Coast Guard, 2100 2<sup>nd</sup> 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; or
8. Office of the Secretary of Defense and other DOD Components - Directly to: Per Diem, Travel and Transportation Allowance Committee, Hoffman Building 1, Room 836, 2461 Eisenhower Avenue, Alexandria, VA 22331-1300.

***Effective 22 June 2006*****HOW TO GET THE JFTR**

Printed paper JFTR copies and changes can no longer be ordered. You can download and print copies by accessing the following website: <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>.

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**U4129 LODGING UNDER THE 'LODGINGS-PLUS' COMPUTATION METHOD**

- A. **General.** The amount allowed for lodging expense is the expense actually incurred or the maximum locality amount for lodging at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, whichever is less. Reimbursement computation for the commercial lodging cost incurred for any day that the member was TDY to a U.S. Installation and Government quarters were available on that installation is in par. U1045.
- B. **Commercial Lodging.** Except as provided for double occupancy in par. U4129-D, when a member uses commercial lodging facilities (i.e., hotels, motels, and boarding houses), the allowable lodging expense is based on the single room rate for the lodging used.
- C. **Government Quarters.** A fee/service charge paid for Government quarters is an allowable lodging expense.
- D. **Double Occupancy.** In the case of double occupancy, each official traveler is allowed one-half of the double occupancy charge if a room is shared with another official traveler. Otherwise, the official traveler is allowed the single room rate. *The official traveler must provide the single room rate.*
- E. **Lodging with Friends or Relatives.** *Reimbursement of lodging cost is not authorized for a member who stays with friends or relatives.* The lodging reimbursement examples below apply for official travel to include as an attendant/escort, evacuation, extended TDY, limited evacuation and other circumstances in which the member has the option to stay with friends or relatives. *The Service/Agency cannot direct the member to lodge with friends or relatives.*
- Example 1:** A member (outpatient) and a DOD civilian employee (attendant), each traveling under an official TDY travel order/authorization to Location A, reside together with family members who live at/near Location A during the TDY. They commute daily to the TDY location. The member is not authorized lodging reimbursement, but the DOD civilian employee may be eligible for reimbursement of some lodging costs. See JTR, par. C4555-B3.
- Example 2:** A member is TDY (active duty call-up) to Location A and stays in commercial lodging. A family member later joins the member at personal expense. The member is authorized up to the single room rate and room taxes on the single rate if applicable.
- F. **Lodging in other than Commercial Facilities.** When no commercial lodging facilities are available (i.e., in remote areas) or when there is a room shortage because of a special event (e.g., World Fair or International Sporting Event), the cost of lodging obtained in other than commercial facilities may be allowed. Such facilities may include college dormitories or similar facilities as well as rooms made available to the public by area residents in their homes. In these cases, the member must provide a written explanation that is acceptable to the AO/designated representative.
- G. **Lodging Not Available at TDY Station.** The TDY locality per diem rate or the AEA (see Chapter 4, Part C) ceiling for the location where lodging is obtained is used for computation *only* when a member is TDY at a place where neither Government nor commercial quarters are available. **NOTE: Par. U4129-G applies only when the locality per diem rate for the lodging location is higher than the locality per diem rate for the TDY location. The higher per diem rate must be authorized/approved by the AO.**

**U4131 REIMBURSEMENT FOR AN APARTMENT, HOUSE, OR RECREATIONAL VEHICLE WHILE TDY**

A. General. An apartment, house, or recreational vehicle (includes a mobile home, a camper, a camping trailer, or self-propelled mobile recreational vehicle) qualifies as quarters. Par. U4129-E applies for lodging with friends/relatives.

***Effective 20 September 2004***

B. Expenses. Allowable lodging expenses are:

1. Rent of the apartment, house, or recreational vehicle;
2. Rent of a parking space for the recreational vehicle;

***Effective 23 August 2005***

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

***Effective 23 August 2005***

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

4. Connection, use, and disconnection costs of utilities including electricity, natural gas, water, fuel oil and sewer charges;
5. Dumping fees;
6. Shower fees;
7. Maid fees and cleaning charges;
8. Monthly telephone use fees (*does not include installation charges and unofficial long distance calls. When a personally-owned cellular phone is used in lieu of an installed phone, the monthly cell phone fee may not be claimed. See par. U1405 for official communications.*);
9. The costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters, if ordinarily included in the price of a hotel/motel room in the area concerned; and
10. Exchange fee (but not the annual maintenance fee) paid by a member to acquire use of timeshare lodgings at the TDY point (B-254626, 17 February 1994).

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

**U4133 LODGING COST ALLOWANCE UNDER THE BARTER SYSTEM**

A member, TDY in a remote location at which there are no Government quarters or other suitable commercial lodging facilities, may be reimbursed the cost of barter goods used in exchange for lodgings obtained in private dwellings. Reimbursement may not exceed 20 percent of the locality per diem rate. *Vouchers must be supported by receipts for the barter goods (as an exception to the \$75 or more receipt rule) together with the member's certification that the barter goods were delivered to the householder for lodgings received.*

**U4135 DUAL LODGING REIMBURSEMENT ON A SINGLE DAY**

A. Per Diem Basis. When it is necessary for a member to retain lodgings at one TDY location (Location A) for other than personal convenience and procure lodgings at a second TDY location (Location B) on the same calendar day, the lodging cost incurred at the second TDY location (Location B) is used for computing the member's per diem for TDY at that location (Location B) for that day.

B. Miscellaneous Expense for Lodging. The lodging cost incurred at the first location (Location A) is reimbursable as a miscellaneous expense allowance (App G, Part I, Item 21k) if approved by the AO (60 Comp. Gen. 630 (1981)).

C. Maximum Reimbursement. Reimbursement for the actual lodging cost at the first TDY location (Location A) must not exceed the amount of per diem or AEA plus lodging taxes that would have been paid had the member remained at Location A overnight.

D. Long-term Occupancy of Dual Lodgings. *An order that authorizes long-term reimbursement for dual lodging is not in conformance with the intent of par. U4135. Example:* An order is prepared to direct TDY at Location C for 150 days. The AO knows the member is to spend limited time at Location C and is also going to one or more other locations for lengthy periods during the TDY period. Using the authority in par. U4135 to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C violates the intent of this authority and is not authorized.

<b>EXAMPLE 1</b>			
<b><i>NOTE: Lodging taxes are not reimbursable in addition to per diem when TDY is in a foreign area.</i></b>			
A member, who leased an apartment while TDY at Location A, was required to perform additional TDY in Location B for 5 days. The AO agreed that it would be more economical for the member to retain the apartment in Location A while TDY in Location B and authorized/approved reimbursement for the \$45/day apartment cost in Location A as a miscellaneous expense allowance (App G, Part I, Item 21k). The lodging cost incurred in Location B (\$95/day) was used for computing the member's per diem while TDY in that location.			
<b>Applicable Per Diem Rates at the Time of This Example</b>			
<u>Location</u>	<u>Max Lodging</u>	<u>M&amp;IE</u>	<u>Total</u>
A	\$130	\$46	\$176
B	\$119	\$46	\$165
<b>Reimbursement for the Location A Apartment for 5 days</b>			
Lodging Cost	Number of Days	Total	
\$45	5	\$225	
<b>Per Diem for the TDY Assignment in Location B</b>			
<b><u>First Day</u></b>			
(Day of departure from Location A and arrival in Location B):			
Lodging	M&IE	Total	
\$95	\$46	\$141 plus lodging tax (see <b><i>NOTE</i></b> )	

<b>Second thru Fifth Day (M&amp;IE + lodging cost) x 4 days</b>		
Lodging	M&IE	Total
\$95	\$46	\$141 X 4 days = \$564 plus lodging tax (see <i>NOTE</i> )
<b>Day of Return to Location A (Lodging cost + M&amp;IE)</b>		
Lodging	M&IE	Total
\$45	\$46	\$91

<b>EXAMPLE 2</b>			
<b><i>NOTE: Lodging taxes are not reimbursable in addition to per diem when TDY is in a foreign area.</i></b>			
A member occupied Government quarters while on a training assignment at a U.S. Installation in Location C. The member was required to perform additional TDY for 3 days in Location D. If the member vacated the Government quarters (daily cost \$25) while on the 3-day TDY assignment, the quarters might not be available upon return. The AO agreed that it would be more economical for the member to retain the Government quarters while TDY in Location D and authorized/approved reimbursement for those quarters as a miscellaneous expense (App G, Part I, Item 21k). The lodging cost (\$110) incurred in Location D was used to determine the member's per diem while TDY in that city.			
<b>Applicable Per Diem Rates at the Time of this Example</b>			
Location	Max Lodging	M&IE	Total
C	\$109	\$38	\$147
D	\$130	\$46	\$176
<b>Reimbursement for Government Quarters for 3 Days</b>			
Lodging	Number of Days	Total	
\$25	3	\$75	
<b>Per Diem for the TDY Assignment in Location D</b>			
<b>First Day</b> (Day of Departure from Location C and Arrival in Location D):			
Lodging	M&IE	Total	
\$110	\$46	\$156 plus lodging tax (see <i>NOTE</i> )	
<b>Second and Third Day</b> (Lodging Cost + M&IE) x 4 days			
Lodging	M&IE	Total	
\$110	\$46	\$156 X 2 days = \$312 plus lodging tax (see <i>NOTE</i> )	
<b>Day of Return to Location C</b> (Lodging Cost + M&IE)			
Lodging	M&IE	Total	
\$25	\$38	\$63	

*Effective 6 February 2006*

#### **U4137 ALLOWABLE EXPENSES WHEN A RESIDENCE IS PURCHASED AND USED FOR TDY LODGINGS**

A member may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

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

prorated based on the number of days in the month rather than by the actual number of days the member occupied the residence (57 Comp. Gen. 147 (1977)). *In no case may the total per diem payable exceed the applicable maximum locality rate for the area unless an AEA (see Chapter 4, Part C) is authorized/approved. Par. U4141 does not apply when the residence is purchased.*

***NOTE:*** *A member who purchases or rents (par. U4131) and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from a previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. Adopted from GSBCA 16699-TRAV, 17 August 2005 (This decision is available at: [http://141.116.74.201/regs/comp-gen-dec/GSBCA\\_16699.htm](http://141.116.74.201/regs/comp-gen-dec/GSBCA_16699.htm)).*

#### **U4139 LODGING COST FOR QUARTERS JOINTLY OCCUPIED BY MEMBER AND DEPENDENTS**

Lodging cost for quarters jointly occupied by a member and dependents is 50% for the member and 50% for the dependents (regardless of the number of family members) when a member in a per diem status is in receipt of TLA for dependents. See par. U9160-C. When dependents are not traveling at Government expense, the member is authorized the single room rate.

*Effective 1 October 2005*

#### **U4141 LODGING OBTAINED ON A WEEKLY, MONTHLY, OR LONGER TERM BASIS**

When a member obtains lodging on a weekly, or monthly, or longer term basis, the daily lodging cost is computed by dividing the total periodic (e.g., weekly, monthly) lodging cost by the number of days the member is authorized the lodging portion of per diem (62 Comp. Gen. 63 (1982)). This computation presumes that the member acts prudently in renting by the week or month, and that the Government cost does not exceed the cost of renting conventional lodgings at a daily rate. ***NOTE:*** *This does not apply when a residence is purchased (see par. U4137).*

**EXAMPLE 1**

- |   |
|---|
| 1. A member is TDY at a location at which the per diem is \$99 (\$60 for lodging and \$39 for M&IE).  |
| 2. The member obtains lodgings on a long-term basis and is paying \$900 a month for an apartment and utilities.   |
| 3. In a typical month, the daily lodging cost would be \$30 (\$900/30 days).  |
| 4. In June the member took leave for 10 days and is authorized per diem for only 20 days.   |
| 5. The daily lodging rate for the member during June is computed to be \$45/day (\$900/20). Since the \$45/day lodging cost does not exceed the authorized \$60 locality lodging ceiling, the member is reimbursed \$45/day for 20 days of lodging in June. |

*Effective 24 January 2006*

**NOTE:** See par. U7225 if lodging is obtained on a daily basis and a member takes an authorized absence while on TDY in support of a contingency operation, or par. U7226 if a member takes leave ICW an authorized/ordered evacuation to visit dependents at their safe haven

**U4143 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT**

When a contracting officer contracts for rooms and/or meals for members traveling on TDY, the total daily amount paid by the Government for the member's lodging, meals, and incidental expenses may not exceed the applicable per diem authorized in this Part (60 Comp. Gen. 181(1981) and 62 Comp. Gen. 308 (1983)) unless an AEA is authorized/approved under Chapter 4, Part C. **NOTE:** *There is NO reimbursement for any items rented for contract quarters that are rented with an "option to buy" (adopted from GSBCA 15890-TRAV, 29 July 2003).*

**U4145 PER DIEM COMPUTATION**

A. General. Ordinarily, per diem is based on the TDY location of the member at 2400. There are occasions, however, when the member is en route to a TDY location and does not arrive at the lodging site until 2400 or later. In that case, lodging is claimed for the preceding calendar day and the maximum per diem for the preceding day is determined as if the member had been at the stopover point or TDY location at 2400 of the preceding day. If no lodging is required, the per diem rate is still determined as if the member had been at the stopover point or TDY location at 2400 of the preceding day.

B. Stopover Point. If authorized travel requires more than 1 day and a stopover for the night is required, per diem at the stopover point is based on the stopover point locality per diem rate.

*Effective 5 August 2004*

C. M&IE Payment. The M&IE rate is payable to the member without expense itemization and without receipts. Box lunches, in-flight meals and rations furnished by the Government on military aircraft are not a Government mess for per diem computation purposes. **NOTE:** See par. U4800-E for members on TDY within a *Combatant Command or Joint Task Force Area of Operations*.

D. Meal Rate. The meal rate established by the order cannot be reduced after the ordered travel has been completed except for a deductible meal (Government meals paid for by the member and consumed in a Government mess are not deductible meals, see par. U4165). However, AOs/schoolhouse commanders may amend orders to direct immediate and/or future meal rate changes.

**U4147 PER DIEM COMPUTATION FOR DEPARTURE FROM AND RETURN DAYS TO PDS**

1. 75% of the appropriate M&IE rate (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) is paid for the days of departure from and/or return to the PDS ICW TDY, regardless of what time the member departs or returns. On these days, the GMR or PMR do not apply.
2. The M&IE rate for the days of departure from and/or return to the PDS is the M&IE rate (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) applicable to the first/last TDY station, except when en route travel requires more than one day and a stopover for the night is required. When that occurs, the M&IE rate for the en route stopover point applies to the day of departure from/return to the PDS.
3. Stopover Point. If authorized return travel to the PDS requires more than 1 day and multiple stopovers are required, the maximum per diem is based on the locality per diem rates of the additional stopover points with the locality per diem rate for the final stopover point applying to the final day of travel to the PDS.
4. Lodging Not Procured. The per diem rate for the day of departure from the PDS is based on the member's TDY location at 2400 on that day. If the member is traveling and lodging is not procured for that night, the locality M&IE rate for the destination is the applicable M&IE rate.

*Effective 29 June 2005*

**U4149 M&IE RATE DETERMINATION FOR CONUS FULL DAYS**

A. Locality Rate. See <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the applicable locality rate.

*Effective 1 October 2003*

B. Government Meal Rate (GMR). The standard GMR for meals in a Government mess plus \$3 for incidental expenses is paid. This rate applies each day that:

1. Adequate Government quarters are available (see **NOTE** below) on the U.S. Installation to which the member is assigned TDY,
2. The GMR is directed,
3. The Government mess is available for all three meals on the U.S. Installation to which the member is assigned TDY, and
4. The member is not traveling, or

**NOTE:** *In circumstances in which adequate Government quarters are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the quarters are not available and authorized the locality meal rate instead of the GMR and \$3 for incidental expenses (i.e., Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality meal rate to GMR.).*

**Effective 1 October 2003**

C. Proportional Meal Rate (PMR). The PMR plus \$3 for incidental expenses is paid. The PMR applies each day that:

1. Adequate Government quarters are available on the U.S. Installation to which the member is assigned TDY,
2. At least one meal is available and directed where the member is assigned TDY, and
3. The member is not traveling.

***NOTE:*** *In circumstances in which adequate Government quarters are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the quarters are not available and authorized the locality meal rate instead of the PMR and \$3 for incidental expenses (i.e., Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality meal rate to PMR.).*

**U4150 PER DIEM AND AEA ON A SINGLE TRIP**

A member performing TDY at more than one location on a per diem and actual expense basis for a single trip is authorized the allowances prescribed in par. U4260-D.

**Effective 29 June 2005****U4151 M&IE RATE DETERMINATION FOR OCONUS FULL DAYS**

A. Applicable Locality Rate. (See <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>). Use \$3.50 instead of the incidental expense rate for the locality concerned for the incidental expense rate when adequate Government quarters are available (see ***NOTE*** below) on the U.S. Installation to which the member is assigned TDY, or

B. The Standard GMR for Meals in a Government Mess Plus \$3.50 for Incidental Expenses. This rate applies each day that:

1. Adequate Government quarters are available on the U.S. Installation to which the member is assigned TDY,
2. The GMR is directed,
3. The Government mess is available for all three meals on the installation to which the member is assigned TDY, and
4. The member is not traveling.

***NOTE:*** *In circumstances in which adequate Government quarters are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the quarters are not available and authorized the locality meal rate instead of the GMR and the locality incidental expense rate unless the \$3.50 incidental expense rate is authorized under par. U4151-D. (i.e., Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality M&IE to GMR plus \$3.50.).*

C. PMR Plus the Incidental Expense Rate. The PMR applies each day that:

1. Adequate Government quarters are available on the U.S. Installation to which the member is assigned TDY,
2. At least one meal is available and directed in a Government mess on the U.S. Installation to which the member is assigned TDY, and
3. The member is not traveling.

***NOTE: In circumstances in which adequate Government quarters are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the quarters are not available and authorized the locality meal rate instead of the PMR and the locality incidental expense rate unless the \$3.50 incidental expense rate is authorized under par. U4151-D (i.e., Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality M&IE rate to PMR plus \$3.50.)***

D. OCONUS Incidental Expense Rate. The OCONUS locality incidental expense rate is the applicable rate when the member is not ordered TDY to a U.S. Installation (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>), or \$3.50 when the member is TDY to a U.S. Installation and Government quarters are available (see ***NOTE*** below) on that U.S. Installation. Two exceptions are noted below. The AOs can determine that \$3.50 is:

1. Adequate when the member *is not lodged* on a U.S. Installation. ***The OCONUS incidental expense rate of \$3.50 may be authorized and must be stated in the travel order.***
2. *Not adequate when the member is lodged on a U.S. Installation. The locality incidental expense rate (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemratespdrates.html>) may be authorized and must be stated in the travel order.*

***NOTE: In circumstances in which adequate Government quarters are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the quarters are not available and authorized the locality incidental expense rate unless the \$3.50 incidental expense rate is authorized under par. U4151-D. (i.e., Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality incidental rate to \$3.50.)***

#### U4153 PER DIEM ON ARRIVAL AT OR DEPARTURE FROM A TDY POINT

The M&IE rate payable on the days of arrival at and departure from the TDY point is the M&IE rate for that location, unless the member is in a different TDY location at 2400 on that day. On a ship, the embarkation/debarkation port M&IE rate applies.

**U4155 SCHOOLHOUSE TRAINING (FORMAL COURSES OF INSTRUCTION)**

A schoolhouse commander is authorized to determine if one of the two meal rates based on Government mess availability (PMR or GMR) is appropriate in lieu of the locality meal rate - regardless of what the AO may put in a TDY order to the contrary. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be in the order. If that information is not available prior to order issuance it must be provided to the member by the schoolhouse commander (or designee) upon arrival at the school and submitted with the travel voucher.

**U4157 LODGING PER DIEM COMPUTATION**

Lodging while on TDY or at a delay point, may not exceed the locality per diem lodging ceiling for the TDY or delay location in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>. The lodging cost, or the locality lodging ceiling whichever is less, is added to the M&IE rate for that location to determine the per diem rate for the day. The total amount must not exceed the maximum per diem rate for the TDY (or stopover) locality unless an AEA is authorized/approved IAW Chapter 4, Part C. When lodging has been obtained at a location other than the TDY location the per diem rate for the lodging location may apply. See par. U4129-G.

**U4159 PER DIEM COMPUTATION FOR TDY OF MORE THAN 12 BUT LESS THAN 24 HOURS**

A. **M&IE Rate.** M&IE of 75% of the M&IE rate for the TDY location in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> is payable. If more than one TDY location is involved and the member is not required to obtain lodging, M&IE of 75% of the highest M&IE rate is payable. If the member must obtain lodging, the rules for travel of more than 24 hours apply. ***Per diem is not authorized under par. U4159-A when travel is performed in the local area. See par. U4510 for occasional meals authority.***

B. **Lodging Not Required.** If lodging is not required, per diem is 75% of the TDY location M&IE rate for one day even if the time period is over two calendar days.

C. **Lodging Required with/without Cost.** If lodging is required, the rules for travel of more than 24 hours apply.

**U4160 PER DIEM FOR TDY TRAVEL BY CAR FERRY**

When a member on TDY travels partly by POC and partly by car ferry (circuitously or otherwise), the member is authorized the following:

1. **Mileage** (see par. U2600)
  - a. Mileage is authorized for the official distance from the PDS to the car ferry POE and from the car ferry POD to the TDY location.
  - b. If more than one car ferry is used, mileage is payable for overland travel between ferries; or

2. Transportation. The member is authorized:
  - a. Government-procured ferry transportation; or
  - b. Reimbursement for personal transportation costs on the car ferry (limited to the Government-procured ferry transportation cost);

3. Per Diem

- a. Lodging. Reimbursement for lodging (unless included in the transportation cost) is authorized with no cost ceiling limitation.

***Effective 21 September 2006***

- b. Meals and Incidental Expenses (M&IE) when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based on and computed for the member using the highest CONUS M&IE rate (see Appendix A) for the arrival day (embarkation) on the ferry through the day before the departure day (debarcation) from the ferry. M&IE for the departure day (debarcation) from the ferry is the rate applicable for the member's location at 2400 on that day.

***NOTE: If the ferry passage does not include an overnight, the applicable M&IE while on the ferry is the rate applicable to the location of the member at 2400 (see par. U4145-A) on the debarcation day.***

4. Ferry Fees. Reimbursement is authorized for ferry fees.

***NOTE: See par. U3125-C4 for required documentation if a U.S. registered ferry is not available.***

***Effective 1 October 2003***

**U4163 ESSENTIAL UNIT MESSING (EUM)**

There is no authorization for the meal portion of the M&IE allowance when the Secretary concerned, or for a JTF the Combatant/JTF Commander, determines that Government messing is essential to accomplish training and readiness. The incidental expense rate is \$3 in CONUS, or the appropriate OCONUS incidental rate at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, or \$3.50 OCONUS when the AO determines \$3.50 to be adequate for anticipated expenses. ***The \$3.50 rate must be stated on the order for it to be paid.*** A member ordered to use EUM, who must procure occasional meals, is authorized reimbursement under par. U4510. ***IAW par. U4151-D, if an order does not state otherwise, the locality incidental rate is paid.***

*Effective 22 December 2005*

#### U4165 DEDUCTIBLE MEALS

1. The PMR in pars. U4149-C and U4151-C applies on any day when one or two deductible meals are provided. See par. U2555-E3.
2. A deductible meal is a meal/meals:
  - a. Made available pursuant to an agreement between a Uniformed Service and any organization, if the order directs use of the facility providing the meal(s);
  - b. Included in a registration fee paid by the Government;
  - c. Furnished at no cost to the traveler by a school while attending a course of instruction if the Government ultimately pays the school for the meal cost;
  - d. Furnished by the Government at no cost to a member (see par. U4167);
  - e. Provided by a lodging establishment for which a charge is added in the lodging cost (ex., lodging cost \$75 without breakfast; lodging cost \$85 with breakfast); or
  - f. Provided by a lodging establishment when the meal(s) are included in the lodging cost under an agreement between the Government and the lodging establishment (ex., an agency arranges for lodging at a conference/meeting and the cost of one or more meals is included in the lodging cost).
3. If all three meals are provided/consumed at no cost to the traveler, only the incidental expense amount for that day (\$3 in CONUS, or the applicable locality incidental expense rate (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) or \$3.50 OCONUS) is payable.

#### U4167 NON-DEDUCTIBLE MEALS

1. The following are not deductible meals:

*Effective 5 August 2004*

- a. Box lunches, (which include such things as C Rations, K Rations, MREs) - except when MREs and/or other box lunches are the *only method* of providing adequate subsistence to members. ***NOTE: See par. U4800-E for members on TDY within a Combatant Command or Joint Task Force Area of Operations.***
- b. In-flight meals,
- c. Rations furnished by the Government on military aircraft,

- d. Government meals paid for by the member and consumed in a Government mess,
- e. Meals furnished on commercial aircraft,
- f. Meals provided by private individuals, or

***Effective 22 December 2005***

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

***Effective 1 October 2003***

- 2. If all three meals are provided/consumed at no cost to the member, only the incidental expense amount for that day (\$3 in CONUS, or the applicable locality incidental expense rate (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) or \$3.50 OCONUS) is payable.

**U4169 LODGING REQUIRED ON THE DAY TRAVEL ENDS**

When lodging is required on the day travel ends and the AO authorizes/approves the member to obtain lodging, the lodging reimbursement is based on the locality rate, or AEA if appropriate, for the en route TDY site.

***Effective 22 December 2005***

**U4171 MEALS PROVIDED BY A COMMON CARRIER OR COMPLIMENTARY MEALS PROVIDED BY A LODGING ESTABLISHMENT**

Meals provided by a common carrier do not affect per diem. Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals. See par. U4165, items 2e and 2f when a charge for meals is added to the lodging cost.

***Effective 4 February 2005***

**U4173 PER DIEM ALLOWANCE COMPUTATION EXAMPLES**

A. Government Meal Rate (GMR). The GMR in the following examples are for illustrative purposes only. Check Appendix A for the current GMR.

B. U.S. and Non-foreign OCONUS Lodging Taxes. The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) does not include an amount for lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS areas are separately reimbursable travel expenses, except when MALT PLUS per diem for POC travel is paid.

C. Foreign Lodging Taxes. The maximum amount allowed for lodging in foreign areas (see OCONUS foreign locations in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) includes an amount for lodging taxes. Taxes on lodging in foreign areas are not separately reimbursable.

D. Examples

1. **Example 1 (Effective 1 February 2007)**

<b>EXAMPLE 1 (Per Diem Rate/POC TDY Mileage Computation)</b>			
Actual lodging cost is \$62/ night and Government mess is not available at the TDY point. The maximum per diem rate is \$99 (\$60/\$39). POC use between the residence and TDY station is advantageous to the Government authorized on the travel order. See par. U3305-B.			
<i>AEA is not used for this example but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO. See Chapter 4, Part C.</i>			
<b>ITINERARY</b>			
<b>Date</b>	<b>Depart</b>	<b>Arrive</b>	<b>POC Mileage</b>
10 May	Residence	TDY Station	340 miles
11 & 12 May		At TDY Station	
13 May	TDY Station	Residence	340 miles
<b>REIMBURSEMENT</b>			
10 May	$\$39 \times 75\% = \$29.25 + \$60$ (\$62 limited to \$60) =		\$89.25
11 & 12 May	$\$39 + \$60 \times 2$ days =		\$198.00
13 May	$\$39 \times 75\% =$		\$29.25
1 round trip of 680 miles x \$0.485 per mile =			\$329.80
<b>Total Reimbursement</b>			<b>\$646.30</b>

2. **Example 2**

<b>EXAMPLE 2 (Per Diem Rate – GMR/PMR and POC TDY Mileage Computation)</b>			
A member is TDY to a U.S. Installation where Government lodging (at \$6/ night) and messing is available. The GMR is directed in the order. The AO approves the PMR on the 17 <sup>th</sup> because breakfast was not available.			
POC use between the residence and TDY station is advantageous to the Government and is authorized on the travel order. See par. U3305-B.			
The maximum per diem rate is \$99(\$60/\$39). GMR (par. U4149-B) is \$9.30 and the PMR (par. U4149-C) is \$23 plus \$3.00, the CONUS incidental expenses rate, applies in this example.			
<i><b>NOTE:</b> Government mess deductions are never made for arrival and departure days. See par. U4147, item 1. The GMR and PMR rates used in this example are for illustrative purposes only – see Appendix A, GMR definition for the current Government meal rate.</i>			
<b>ITINERARY</b>			
<b>Date</b>	<b>Depart</b>	<b>Arrive</b>	<b>POC Mileage</b>
10 March	Residence	TDY Station	325 miles
16 to 18 March		At TDY Station	
19 March	TDY Station	Residence	325 miles
<b>REIMBURSEMENT</b>			
15 March	$\$39 \times 75\% = \$29.25 + \$6 =$		\$35.25
16 March	$\$9.30$ (GMR) + \$3 (I) + \$6 =		\$18.30
17 March	$\$23$ (PMR) + \$3 + \$6 =		\$32.00
18 March	$\$9.30$ (GMR) + \$3 + \$6 =		\$18.30
19 March	$\$39 \times 75\% =$		\$29.25
1 round trip of 650 miles x \$0.485/mile =			\$315.25
<b>Total Reimbursement</b>			<b>\$448.35</b>

**U4175 RETURN TO PDS FROM TDY FOR PERSONAL REASONS**

A. General. A member who voluntarily returns to the PDS, or residence from which the member ordinarily commutes daily to the PDS, during a TDY period for personal reasons is authorized the lesser of per diem or AEA:

1. For the actual travel time (*no per diem or AEA while at the PDS*) and transportation expenses for the travel from the TDY point to the PDS and return; or
2. That would have been allowed had the member stayed at the TDY point.

*Effective 7 September 2004*

**NOTE:** *No allowances are credited for any day the member was in a leave status. However, see par. U7225 concerning reimbursement for lodging retained at a contingency operation TDY location during leave away from that location.*

B. Computation. The following are examples of computing per diem allowances and making cost comparisons under par. U4175:

**NOTE:** *The GMR used in the following example(s) is for illustrative purposes only. Check Appendix A (GMR) for the current Government meal rates.*

**1. Example 1 (Effective 1 February 2007)**

<b>EXAMPLE 1 (Per Diem and POC TDY Mileage Computation)</b>			
A member performed TDY and returned to the PDS while TDY on the weekend for personal reasons. TDY location lodging cost is \$65/night. The maximum per diem rate is \$102(\$63/\$39). A Government mess is not available at the TDY point. AEA is not authorized and per diem is not payable for 28 June (actual cost computation) because the member is at the PDS. See par. U4102-D.			
POC use between the residence and TDY station is advantageous to the Government and is authorized on the travel order for one round trip. See par. U3305-B.			
The member is due \$1,354.75 (constructed cost since it is less than the actual cost for this example).			
<i>AEA is not used for this example but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Chapter 4, Part C).</i>			
<b>ITINERARY</b>			
<b>Date</b>	<b>Depart</b>	<b>Arrive</b>	<b>POC Mileage</b>
23 June	PDS	TDY Station	325 miles
24 to 26 June		At TDY Station	
27 June	TDY Station	PDS (personal reasons)	325 miles
28 June		PDS	
29 June	PDS	TDY Station	325 miles
30 June to 2 July		At TDY Station	
3 July	TDY Station	PDS	325 miles
<b>REIMBURSEMENT (Actual and Constructed Cost Comparison)</b>			
23 June	\$39 x 75% = \$29.25 + \$63 =		\$92.25
24 to 26 June	\$39 + \$63 = \$102/day x 3 days =		\$306.00
27 June	\$39 x 75% =		\$29.25
28 June	Per diem is not payable at the PDS (par. U4102-D)		\$0.00
29 June	\$39 x 75% = \$29.25 + \$63 =		\$92.25
30 June to 2 July	\$39 + \$63 = \$102/day x 3 days =		\$306.00
3 July	\$39 x 75% =		\$29.25
2 round trips of 650 miles = 1,300 miles x \$0.485/mile =			\$630.50

<b>Actual Cost Total</b>		<b>\$1,485.50</b>
<b>Constructed Cost</b>		
23 June	\$39 x 75% = \$29.25 + \$63 =	\$92.25
24 June to 2 July	\$39 + \$63 = \$102/day x 9 days =	\$918.00
3 July	\$39 x 75% =	\$29.25
1 round trip of 650 miles x \$0.485/mile =		\$315.25
<b>Constructed Cost Total</b>		<b>\$1,354.75</b>

2. Example 2 (Effective 1 February 2007)

<b>EXAMPLE 2 (Per Diem, GMR and POC TDY Mileage Computation)</b>			
<p>A member is TDY at a U.S. Installation at which Government messing is available for all meals and lodging cost is \$6.00/night. Government mess use is directed and per diem is not paid on 12 July (actual cost computation) while the member is at the PDS. See par. U4102-D. The member returned by POC to the PDS while TDY on the weekend for personal reasons.</p> <p>The maximum per diem rate is \$99(\$60/\$39). The GMR (par. U4149-B) is \$9.30 plus \$3.00 CONUS incidental rate for this example.</p> <p>POC use between the residence and TDY station is advantageous to the Government and is authorized on the travel order for one round trip. See par. U3305-B.</p> <p>The member is due \$353.75 (constructed cost since it is less than the actual cost for this example).</p> <p><b>NOTE:</b> Government mess deductions are not made for arrival and departure days (par. U4147, item 1). The GMR rate used in the example is for illustrative purposes only – see Appendix A, GMR definition for the current Government meal rate.</p>			
<b>ITINERARY</b>			
Date	Depart	Arrive	POC Mileage
9 July	PDS	TDY Station	185 miles
10 July		At TDY Station	
11 July	TDY Station	PDS	185 miles
12 July		PDS (personal reasons)	
13 July	PDS	TDY Station	185 miles
14 & 15 July		At TDY Station	
16 July	TDY Station	PDS	185 miles
<b>REIMBURSEMENT (Actual and Constructed Cost Comparison)</b>			
9 July	\$39 x 75% = \$29.25 + \$6 =		\$35.25
10 July	\$9.30 + \$3 + \$6 =		\$18.30
11 July	\$39 x 75% =		\$29.25
12 July	Per diem is not payable at the PDS (par. U4102-D)		\$0.00
13 July	\$39 x 75% = \$29.25 + \$6 =		\$35.25
14 to 15 July	\$9.30 + \$3 + \$6 = \$18.30/day x 2 days =		\$36.60
16 July	\$39 x 75% =		\$29.25
2 round trips of 370 miles x 2 = 740 miles x \$0.485/mile =			\$358.90
<b>Actual Cost Total</b>			<b>\$542.80</b>

Constructed Cost		
9 July	$\$39 \times 75\% = \$29.25 + \$6 =$	\$35.25
10 to 15 July	$\$9.30 + \$3 + \$6 = \$18.30/\text{days times } 6 \text{ days} =$	\$109.80
16 July	$\$39 \times 75\% =$	\$29.25
1 round trip of 370 miles x \$0.485/mile =		\$179.45
<b>Constructed Cost Total</b>		<b>\$353.75</b>

#### U4176 TRAVEL TO AN ALTERNATE LOCATION ON NON-DUTY DAYS

*A TDY member who travels to a location, other than the PDS or home, for personal reasons on non-duty days (and returns to the TDY location) is not authorized reimbursement for transportation expenses.* The member is authorized reimbursement for only per diem-related expenses and any reimbursable miscellaneous expenses that would have been allowable had the member remained at the TDY location. Reimbursement is not to exceed what would have been paid had the member remained at the TDY location (B-200856, 3 August, 1981; and B-214886, 3 July, 1984).

**Example 1:** Member TDY from Location A to Location B (with a per diem rate of \$173 (\$122 for lodging and \$51 for M&IE)) drives to Location C on Friday night and returns to Location B Sunday night. The member checks out of the Location B hotel (which cost \$120/night plus a separate reimbursable amount for the 12% tax (\$14.40)) on Friday and stays in a Location C hotel Friday and Saturday nights. The member pays \$145 plus a 13% tax (\$18.85) per night for Location C lodging for Friday and Saturday. Even though the per diem rate in Location C is \$196 (\$149 for lodging and \$47 M&IE), the member is limited to \$122/night for lodging (and lodging taxes on \$122 - 12% of \$122 (\$14.64)) and to \$51/day for M&IE on Friday and Saturday. This is because the rate for Location B is \$173 (\$122 for lodging and \$51 for M&IE) and the member is being paid per diem that would have been paid (max \$122 for lodging plus \$51 for M&IE) had the member remained in Location B. The member's lodging tax in Location C each night is reimbursed but limited to \$14.64 per night (12% of \$122). The member is reimbursed up to \$29.28 for lodging tax while in Location C. *The member is not authorized any mileage for driving between Locations B and C.*

**Example 2:** Member TDY from Location X to Base Y (with a per diem rate of \$161 (\$110 for lodging and \$51 for M&IE)) where the member is staying on the installation for \$20/night with no taxes and is being paid the \$31 proportional meal rate (PMR) based on the order content that indicates Government quarters and the PMR is directed. The member drives to Location Z on Friday night and returns to Base Y Sunday night. The member checks out of the Base Y bachelor quarters on Friday and stays in a Location Z hotel Friday and Saturday nights. The member pays \$75 and 12% lodging tax (\$9.00) for Location Z lodging each night on Friday and Saturday. Even though the Location Z per diem rate is \$122 (\$79 for lodging and \$43 M&IE), the member is limited to \$20/night for lodging, no reimbursement of Location Z lodging taxes, and is paid \$31/day for M&IE on Friday and Saturday. This is because the member is being paid per diem (\$20 for lodging plus \$31 for M&IE) that would have been paid had the member remained in Base Y and limited to the Government quarters cost and PMR since they were directed in the order. *The member is not authorized any mileage for driving between Locations Y and Z.*

**Example 3:** Member TDY from Location D to Location E (with a per diem rate of \$161 (\$110 for lodging and \$51 for M&IE)), where the traveler is staying with friends and incurring no lodging costs. The member drives to Location F on Friday night and returns to Location E Sunday night. The member stays in a Location F hotel Friday and Saturday nights and pays \$75 and 12% lodging tax (\$9.00) for Location F lodging each night. Even though the Location F per diem rate is \$111 (\$70 for lodging and \$43 M&IE), the member is paid \$75/night for lodging, and reimbursement of Location F lodging taxes (\$18 for both nights), and is paid \$51/day for M&IE on Friday and Saturday. This is because the member is being paid per diem (up to \$110 for lodging plus \$51 for M&IE) that would have been paid had the member remained in Location E. The fact that the member was staying with friends has no effect on the traveler's per diem on days when not staying with friends. *The member is not authorized any TDY mileage for driving between Locations E and F.*

**U4177 NO PER DIEM OR RATES OF PER DIEM IN LESSER AMOUNTS THAN THOSE PRESCRIBED IN <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>**

The Secretary concerned may authorize zero per diem or rates of per diem in lesser amounts than those prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular Service. Also see par. U4105-D. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the Service concerned or to a commander of an appropriate naval systems command headquarters, but may not be re-delegated. ***In the absence of such an authorization, a travel order prescribing per diem rates different from those prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> is without effect and the locality rates in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> are used.*** Reduced per diem rates should incorporate amounts for clothes laundry/dry-cleaning/pressing if the travel is OCONUS or for less than 7 days in CONUS.

**U4179 REQUESTING REVIEW OF PER DIEM RATES**

When members, commands or AOs think that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent directly to:

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

***NOTE:*** *To cover one-time necessary expenses in excess of the prescribed per diem rate, see Chapter 4, Part C.*

**U4181 PER DIEM AND AEA ON A SINGLE TRIP**

A member performing TDY at more than one location on a per diem and actual expense basis for a single trip is authorized the allowances prescribed in par. U4260-D.

U4183 QUICK REFERENCE TABLES - PER DIEM ALLOWANCES

The following tables are for reference purposes only. For applicable rules see Chapter 4, Part B. See pars. U4163 and U4800 when JTF operations are involved.

<b>Quick Reference - Per Diem Allowances</b>						
<b>TDY Travel of More Than 24 Hours</b>						
<b>(1) Day of Departure from PDS</b>			<b>Abbreviation used:</b> Gov't. = Government    GMR = Government meal rate			
Footnotes: See table # 4 meal rate			NTE = Not to exceed    PMR = Proportional			
	<b>A</b>	<b>b</b>	<b>C</b>	<b>d</b>	<b>e</b>	<b>f</b>
	Arrived at the TDY location (not on a U.S. Installation) on the same day as departed the PDS.	Arrived at the TDY location (on a U.S. Installation) on the same day as departed the PDS. The member occupied Gov't. quarters.	Arrived at the TDY location (on a U.S. Installation – Gov't. quarters available) on the same day as departed the PDS. The member <b>elected not to occupy available Gov't. quarters.</b>	Traveled overnight – no lodging required	Overnight lodging required at a stopover en route to the TDY location.	Arrived on the same day as departed from the PDS at the TDY location where per diem at a lesser amount than rate prescribed for the TDY location was authorized under par. U4177.
<b>Per Diem for Day of Departure from PDS</b> <sup>6/</sup>	75% of the M&IE rate for the TDY locality <sup>1/</sup> plus the lodging cost NTE the maximum lodging prescribed for the TDY locality. <sup>2/, 5/</sup>	75% of M&IE rate for TDY locality <sup>1/</sup> plus the cost of Gov't. quarters NTE maximum lodging prescribed for TDY locality.	75% of the M&IE rate for the TDY locality <sup>1/</sup> plus the cost of lodgings occupied NTE cost of available Gov't. quarters. <b>(No reimbursement for lodging tax.)</b>	75% of the M&IE Rate for the destination TDY locality <sup>1/</sup>	75% of the M&IE rate for the en route stopover locality plus lodging cost NTE the maximum lodging amount prescribed for the stopover locality. <sup>2/, 5/</sup>	75 % of the M&IE rate for TDY locality <sup>1/</sup> plus lodging <sup>2/</sup> , <sup>5/</sup> cost NTE the maximum lodging prescribed for the TDY locality. (The per diem rate authorized under par. U4135 applies to full days at the TDY location.)

## CHAPTER 7

PART H1: LEAVE TRAVEL AND TRANSPORTATION  
EFFECTIVE FOR COT TRAVEL STARTED ON OR AFTER 19 APRIL 2002

## U7200 LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS (COT)

A. Authorization. An eligible member for personal travel and on behalf of eligible dependents, if any, is authorized the travel and transportation allowances in Chapter 5, Part B and Chapter 5, Part C, respectively for COT leave travel between authorized locations. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal) may be reimbursed. *See par. U3320, and Chapter 3, Part E.* A member and dependents may travel together or independently. ***NOTE: No cruise or tour packages.***

1. Eligible Member. An eligible member is one stationed OCONUS who is ordered to:
  - a. Consecutive tour of duty at the same (old) PDS (see Appendix A for IPCOT definition), or
  - b. Make a PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:
    - (1) One of the tours is unaccompanied, or
    - \* (2) Both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for the PDSs (DODI 1315.18, Procedures for Military Personnel Assignments at <http://www.dtic.mil/whs/directives/corres/html/131518.htm>).

***\*NOTE: When a member on a 12-month tour without dependents to a FEML area extends for a consecutive second 12-month tour, the member is only eligible for one funded leave transportation program, the COT or the FEML leave transportation program, but not both.***

2. Eligible Dependent. An eligible dependent is one who:
  - a. Is a dependent as defined in Appendix A (except a child described in item 8 of the definition) on the:
    - (1) Last day of the member's first tour at the old OCONUS PDS; or
    - (2) Effective date of the member's PCS order to the new OCONUS PDS; and
  - b. Is command-sponsored for both tours;
  - c. Is/was (in the case of deferred leave travel and evacuated dependents) located at or in the vicinity of the member's old OCONUS PDS; and
  - d. Accompanies the member during both tours.

***NOTE: COT leave travel and transportation allowances are authorized for a command-sponsored dependent born during a COT leave deferral period.***

3. Authorized Locations. The authorized locations listed below are official travel locations, and therefore available contract city-pair airfares **are authorized**.

a. Travel between authorized locations is travel:

- (1) Between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS;
- (2) From the old to the new OCONUS PDSs via an authorized destination; or
- (3) Between the new OCONUS PDS and an authorized destination, and return, if deferred IAW par. U7200-B.

b. An authorized destination is the member’s HOR or an alternate authorized place to which travel is no more expensive than to the HOR. ***If travel to the selected alternate place is more expensive than travel to the HOR, the member is financially responsible for the additional cost unless travel to the more expensive alternate place is authorized/approved by the Secretarial Process.*** If the member travels to a more expensive alternate place (and the Secretarial Process has not authorized/approved travel to that destination) city-pair airfares are not authorized to that alternate place.

<b>Example 1</b>	
Member’s PDS is in Germany and the HOR is Ames, IA. There is no city-pair airfare to Ames, IA.	
The policy-constructed airfare (see Appendix A) (incorporating some city-pair airfare connections):	\$1,200
Member desires to utilize COT leave to Boston, MA.	
City pair airfare to Boston:	\$1,400
Least cost non-city pair airfare to Boston:	\$1,600
Since travel to Boston, MA, is more expensive than travel to Ames, Iowa, the city pair airfare may not be used to Boston.	
The member is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400).	
The member is <b><i>not responsible</i></b> for the additional \$200 cost if travel to Boston, MA, is authorized/approved by the Secretarial Process making the city pair fare to Boston available.	

<b>Example 2</b>	
Member's PDS is in Germany and the HOR is Washington, DC.	
City pair airfare trip cost:	\$980
Member desires to utilize COT leave to St. Louis, MO.	
City pair fare to St. Louis:	\$840
Since travel to St. Louis, MO, is less expensive than travel to the HOR in Washington, DC, the member is authorized city pair airfare to St. Louis (\$840) NTE the \$980 cost to HOR.	

c. Eligible travelers (member and/or dependents) may return to the old PDS at Government expense from an authorized destination to drive a POC to a new PDS.

d. The Secretarial Process may authorize/approve travel and transportation allowances for a member who travels via a designated place as prescribed in par. U5120-G.

e. When eligible travelers (member and/or dependents) are temporarily absent from the PDS and do not return before beginning COT leave travel, see pars. U5120-B and U5120-C (member) and U5218 (dependents).

***NOTE:*** There is no authority for one-way emergency leave transportation from OCONUS back to the CONUS PDS if a member or dependent(s) is on personal leave OCONUS when the emergency occurs.

*Effective 31 May 2006*

#### **U7206 PERSONAL EMERGENCIES FOR A MEMBER ON TDY OR AWAY FROM HOME PORT**

A. Member TDY or Away from the Home Port. A member on TDY away from the PDS, or assigned to a ship or unit operating away from its home port, is authorized round-trip (if applicable) personal emergency travel and transportation allowances (including per diem while in a travel status but not while at the emergency leave location) between the TDY/unit location or ship and the:

1. PDS,
2. Home port, or
3. Other location if authorized emergency leave as determined under DODI 1327.6 (Leave and Liberty Procedures) <http://www.dtic.mil/whs/directives/corres/html/13276.htm> for DOD Services and/or Service regulations. See par. U1010-B9.

B. Transportation. Space-required Government transportation must be used if reasonably available; otherwise travel and transportation allowances are the same as if traveling on TDY. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply if Government transportation is reasonably available and not used.***

C. Reimbursement. Travel and transportation cost reimbursement for travel between the TDY/unit location and another location is limited to the travel and transportation cost between the TDY/unit location and the PDS or home port.

D. Cost Construction. If emergency travel to another location is appropriate for the member from the TDY/unit location and the member's return to the TDY/unit location is no longer required at the conclusion of the personal emergency, the member's travel and transportation cost to the PDS directly from the other location is limited to the balance of the travel and transportation cost from the TDY/unit location to the PDS not used under par. U7206-A3 (i.e., cost from TDY site to another location to PDS cannot exceed cost from TDY site to PDS).

E. City-pair Airfare Use. The locations listed in par. U7206-A are official travel locations (including par. U7206-A3 location'), and therefore available contract city pair airfares may be available for use. ***If the member travels to a more expensive 'other location' city pair airfares are not authorized to the other location.***

F. One-way Emergency Leave Travel. There is no authority for one-way emergency leave travel and transportation to the ship's location if the member departed on emergency leave while the ship was in its home port. If the member departed the ship on emergency leave while it was operating away from home port, return travel and transportation to the ship at its home port is authorized subject to the limitations in par. U7206-D. See par. U7215 for travel and transportation allowances when a ship relocates during the member's authorized absence.

***NOTE:*** The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs. Even though payable, per diem and transportation costs to and from terminals are not included in the examples.

<b>Example 1</b>	
A member's PDS is Ft. Belvoir, VA. The member is TDY to Ft. Campbell, KY, and the member's emergency leave destination is Denver, CO.	
There is no city-pair airfare from Ft. Campbell to Ft. Belvoir and the policy-constructed airfare (see Appendix A) (incorporating some city-pair airfare connections) is \$400.	
City pair airfare from Ft. Campbell to Denver	\$500
Policy-constructed airfare to Denver	\$600
Since travel to Denver is more expensive than travel to Ft. Belvoir the city-pair airfare may not be used to Denver. The member is financially responsible for the additional cost (\$600 - \$400 = \$200).	
<b>Example 2</b>	
A member's PDS is Ft. Belvoir, VA. The member is TDY to Ft. Hood, TX, and the member's emergency leave destination is Atlanta, GA.	
City pair airfare trip cost from Ft. Hood to Ft. Belvoir	\$320
City pair air fare to Atlanta	\$280
Since travel to Atlanta, GA, is less expensive than travel to the PDS (Ft Belvoir) the member is authorized city pair airfare to Atlanta (\$280) NTE the cost to Ft. Belvoir (\$320).	

**Effective 31 May 2006****U7207 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION**

A. Policy. FEML policy is established in DOD Instruction 1327.6 (Leave and Liberty Procedures), subsection 6.16.

B. Eligibility

\*1. Member. A member is eligible for FEML if stationed at an authorized FEML PDS (see Appendix S) for 24 consecutive months (including a 12-month tour extended for an additional consecutive 12 months) or more.

**\*NOTE:** *When a member on a 12-month tour without dependents to a FEML area extends for a consecutive second 12-month tour, the member is only eligible for one funded leave transportation program, the COT or the FEML leave transportation program, but not both.*

2. Dependents. Dependent(s) of a uniformed member serving an accompanied tour at the FEML PDS are eligible for FEML if they:

- a. Are command sponsored, and
- b. Reside with the member at the FEML PDS (a dependent student (see par. U5243) attending school away from the PDS (e.g., in the CONUS) resides with the member for FEML authorization).

**NOTE:** *Travel from the school to the designated FEML location or an alternate destination to join the family while on FEML may be authorized. The transportation cost from the school to the designated FEML destination or to an alternate location may not exceed the Government's cost had the dependent traveled from the OCONUS PDS to the designated FEML destination.*

C. Limitation1. Number of FEML Trips

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

**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) ( <b>NOTE 1</b> )	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 ( <b>NOTE 7, eff 6 July 2006</b> )		
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 ( <b>NOTE 7, eff 6 July 2006</b> )		
Personnel assigned to the ODC	24	18
AZORES (See PORTUGAL)		
BAHAMAS, Andros Island	24	24
BAHRAIN ( <b>NOTE 5</b> )	24	12
BANGLADESH	24	18

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
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 ( <b>NOTE 7</b> , <i>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
BULGARIA, Sofia	24	12
BURKINA FASO	24	12
CAMBODIA	NA	12
CANADA (except as indicated)	36	24
Argentia, 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 ( <b>NOTE 2</b> )	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)		

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
*DJIBOUTI ( <i>eff 11 April 2007</i> )	24	12
DOMINICAN REPUBLIC	36	24
ECUADOR	36	18
Manta	NA	12
EGYPT ( <b>except as indicated</b> )	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 ( <b>See UNITED KINGDOM</b> )		
ERITREA	24	12
ESTONIA, Tallinn	24	24
*ETHIOPIA ( <i>eff 11 April 2007</i> )	24	12
FRANCE	36	24
GEORGIA, Tbilisi	24	18
GERMANY ( <b>except as indicated</b> )	36	24
Donaueschingen	24	12
Geilenkirchen	36	36
*GHANA, Accra ( <i>eff 19 March 2007</i> )	24	18
GIBRALTAR	36	24
GREECE ( <b>except as indicated</b> )	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
GREENLAND ( <b>see DENMARK</b> )		
GUAM ( <i>eff 12 October 2004</i> )	36	24
GUATEMALA	36	24
GUYANA	24	18
HAWAI'I ( <b>except as indicated</b> ) ( <b><i>NOTE 1</i></b> )	36	36
Kauai	30	18
Pohakuloa Training Area	24	18

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
<b>HONDURAS (except as indicated)</b>	24	18
Soto Cano AB	NA	12
<b>HONG KONG</b>	36	24
<b>HUNGARY, Budapest</b>	36	24
<b>ICELAND (except as indicated below – eff 4 October 99)</b>	30	18
USAF (not assigned to a joint activity)	24	12
USMC (not assigned to a joint activity)	24	12
<b>INDIA</b>	24	12
<b>INDONESIA</b>	24	12
<b>IRELAND</b>	36	24
<b>ISRAEL</b>	24	12
<b>ITALY (except as indicated)</b>	36	24
*Ghedi, (eff 15 February 2007)	24	24
Martina Franca, Mt. Corna, Mt. Venda, and Rimini	24	18
Mt. Vergine, and Crotone	24	15
Poggio Renatico	24	12
Mt. Finale Ligure, Mt. Limbara, Mt. Nardelo, Mt. Paganella, Paino di Cors	NA	12
Sardinia		
La Maddalena	24	24
Decimomannu Air Base (AB)	24	15
Sicily		
Sigonella	36	24
Comiso	24	12
<b>JAMAICA</b>	24	12
<b>JAPAN (except as indicated) (NOTE 3)</b>	36	24
Akizuki Kure, Kumamoto, Osaka, Itami (Sapporo), and Sendai (eff 7 December 2004)	24	12
Ie Shima, Okuma, and Seburiyama	NA	12
Ryukyu Islands (Okinawa) (except as indicated)	36	24
MCAS Futenma, MCAS Iwakuni, and MCB Butler	36	12
Kuma Shima	NA	12
<b>JOHNSTON ATOLL</b>	NA	12

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
JORDAN (except as indicated)	24	12
Amman	24	18
KENYA (except as indicated)	24	12
Nairobi	24	18
KOREA (except as indicated) ( <i>NOTE 4</i> )	NA	12
Camp Carroll, Camp Humphreys, Camp Market, Camp Red Cloud, Camp Walker, Chinhae, Hialeah, K-2 AB, Kimhae, Osan AB, Pusan, Pyongtaek, Seoul, Suwon, Taegu, and Yongsan	24	12
KUWAIT ( <i>NOTE 6</i> )	24	12
KYRGYZSTAN	24	12
LAOS	NA	12
*Vientiane ( <i>eff 21 December 2006</i> )	24	12
LATVIA, Riga	24	12
LIBERIA	24	18
LITHUANIA, Vilnius	24	12
LUXEMBOURG	36	24
MACEDONIA	24	18
Skopje	24	12
MADAGASCAR	24	12
MALAYSIA	36	24
MARSHALL ISLANDS		
Enewetok	NA	12
Kwajalein	24	18
MEXICO	24	18
MIDWAY ISLANDS	NA	12
MOLDOVA, Chisinau	24	18
MONGOLIA	24	24
MOROCCO (except as indicated)	24	15
Casablanca	24	12
Errachidia	NA	12
NETHERLANDS	36	24
NETHERLANDS ANTILLES, Curacao	NA	12
NEW ZEALAND	36	24
NICARAGUA	24	18
NIGER	24	12

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
*NIGERIA, Abuja ( <i>eff 11 April 2007</i> )	24	24
NORWAY ( <i>eff 7 July 2004</i> )	36	24
OKINAWA (See JAPAN)		
OMAN	24	12
PAKISTAN	24	12
PANAMA ( <b>except as indicated</b> )	36	24
Galeta Island	NA	12
PARAGUAY	24	18
PERU ( <b>except as indicated</b> )	36	24
Lima MAAG	30	18
PHILIPPINES ( <b>except as indicated</b> )	NA	12
Metropolitan Manila	24	18
POLAND		
Bydgoszcz ( <i>eff 21 October 2005</i> )	24	24
Szczecin ( <i>eff 21 October 2005</i> )	24	24
Warsaw	36	24
PORTUGAL ( <b>except as indicated</b> )	36	24
Azores Islands	24	15
PUERTO RICO ( <b>except as indicated</b> )	36	24
Caguas, Isabela, Juana Diaz, Ponce (Ft Allen), and Yauco	36	18
Vieques Island	NA	12
QATAR	24	12
ROMANIA, Bucharest	24	24
*RUSSIA, Moscow ( <i>eff 15 February 2007</i> )	24	24
SAINT HELENA (Ascension Island)	24	12
SAIPAN (See COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS)		
SARDINIA (See ITALY)		
SAUDI ARABIA ( <u>NOTE 5</u> )	24	12
SCOTLAND (See UNITED KINGDOM)		
*SENEGAL, Dakar ( <i>eff 21 March 2007</i> )	24	24
SEYCHELLES	24	12
SICILY (See ITALY)		
SINGAPORE	36	24
SLOVAKIA, Bratislava	36	24
SLOVENIA, Ljubljana	24	12

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

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

1. Tour-length policies for a service member assigned to duty stations within Alaska and Hawai'i are outlined in DODI 1315.18, par. E3.1.
2. Dependents are permitted only when Government quarters are available.
3. A maximum 48-month tour is permitted for Navy personnel.
4. Not every member is eligible to serve an accompanied-by-dependents tour in those locations where such tours are authorized. Eligibility is contingent upon the member's actual duty assignment and is controlled by U.S. Forces Korea. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour. Command-sponsored dependents for members assigned to Suwon are required to reside at Osan AB.
5. ***Due to threat levels, dependents are not currently authorized at this location.***
6. Not every member is eligible to serve an accompanied-by-dependents tour in those locations where such tours are authorized. Eligibility is contingent upon the member's actual duty assignment and is controlled by USCENTCOM. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour.
7. OSD (P&R/OEPM) memo dated 6 July 2006 established tour lengths for members assigned to the Office of Defense Cooperation (ODC), U.S. Embassy located in Yerevan, Armenia; Baku, Azerbaijan; and Sarajevo, Bosnia-Herzegovina.

**TABLE 2 - NOAA (effective 31 January 2005)**

Tour lengths are established by NOAA/CPC. Submit changes to tour lengths to NOAA/CPC. *Do not submit tour length changes to PDTATAC.*

The following are overseas tour lengths *for NOAA members only*:

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
ALASKA	36	36
AMERICAN SAMOA	NA	12
ANTARCTICA	NA	12
AUSTRALIA (LEARMONTH)	36	36
FRANCE	36	36
HAWAII	36	36
SWITZERLAND	36	36

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Ivory Coast, (See Cote D'Ivoire)			
Jamaica	Southern	Miami	<b>30 Apr 2007</b>
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	<b>31 Oct 2006</b>
Latvia, Riga	European	Frankfurt	31 Jul 2007
Lebanon, Beirut	Central	Baltimore	31 Mar 2008
*Libya, Tripoli ( <i>eff 4 Apr 2007</i> )	USEUCOM	Frankfurt	<b>31 Mar 2009</b>
Lithuania, Vilnius	European	Frankfurt	31 Jul 2007
Macedonia, The Former Yugoslavia Republic of Macedonia, Skopje	European	Frankfurt	31 Jul 2007
Madagascar, Antananarivo	Pacific	Frankfurt	<b>31 Oct 2008</b>
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	<b>30 Apr 2007</b>
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	<b>30 Apr 2007</b>
Paraguay	Southern	Miami	<b>30 Apr 2007</b>
Peru	Southern	Miami	<b>30 Apr 2007</b>
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	<b>30 Apr 2007</b>
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	<b>30 Apr 2007</b>
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	<b>30 Apr 2007</b>
Uzbekistan, Tashkent	Central	Baltimore	31 Mar 2008
Venezuela	Southern	Miami	<b>30 Apr 2007</b>
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’.