

JOINT FEDERAL TRAVEL REGULATIONS

VOLUME 1

CHANGE 249

Alexandria, VA

1 September 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 September 2007 unless otherwise indicated.

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This change includes all material written in MAP Items 34-07, 42-07(E), 52-07(E), 53-07(E), 60-07(E), 62-07(I), 64-07(I), 66-07(I), 67-07(I), 68-07(I), and 71-07(I). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 248 cover page.

BRIEF OF REVISION

These are the major changes made by Change 249:

U2000-A2b. Revises JFTR/JTR to allow authorization/approval of premium class travel only by persons senior to the traveler.

U3110, Note 1. Clarifies that NOAA Corps members' must use CTOs in the arrangement of official travel and transportation.

U4173-Example 1. Aligns the 'regular' JFTR/JTR daily distance for TDY with the Appendix O daily distance for per diem computation purposes in recognition of the increasing transition to the 'Simplified Rules' in JFTR/JTR, Appendix O, that uses the 400 miles/day standard.

U5315-A. Clarifies administrative weight limitations when established by the Services under par. U5315-A authority.

U9115-A Note 1 and Note 2. Clarifies that COLA at the 0 dependent rate is only authorized when a Government dining facility/mess is truly not available to a member for the majority of meals and the member is expected (and able) to consume meals in the living quarters/barracks/dormitory (barracks). BAS authorization does not qualify the member for COLA at the 0 dependent rate.

U10402-B6. Clarifies that the Secretary concerned may determine that other reasons for BAH waivers are appropriate and allow the Secretarial Process authorize/approve individual cases.

U10412-C. Clarifies that the Secretary concerned may determine that other reasons for BAH waivers are appropriate and allow the Secretarial Process authorize/approve individual cases.

U10418-A. Allows member without dependents carried in a missing status to continue receiving BAH at the old PDS rate based on a Secretarial waiver.

App N-D1a. Clarifies that all security modifications are coordinated and funded under the guidance of the Regional Security Officer (RSO) of the Department of State in accordance with the 1990 Memorandum between the Department of State and the Department of Defense on Overseas Security Support.

App Q. Establishes an updated tour length for military personnel permanently assigned to Joint Task Force, Guantanamo Bay, Cuba, and establishes a tour length for military personnel assigned to Belgrade, Serbia.

App S. Establishes FEML for Mauritania, Nouakchott with a relief destination of Frankfurt, Germany, effective 28 April 2005, and a recertification date of 31 March 2007.

**JOINT FEDERAL TRAVEL REGULATIONS**

**VOLUME 1**

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

## ADMINISTRATION AND GENERAL PROCEDURES

## PART A: TRAVEL POLICY

## U2000 GENERAL

A. Travel and Transportation Policy. The following applies to all uniformed members and/or their dependents:

1. They must use economy (less than premium) -class transportation accommodations unless otherwise provided for in par. U3125-B, U3130, or U3135.

*Effective 27 April 2005*

2. Premium (First and Business)-class Travel/Accommodations. (See Appendix A): (See pars. U3125-B2a, U3125-B2b and U3135-C (trains only) to determine whose authority is required for Government-funded premium-class transportation to be provided.) See Appendix H, Part II, Section C, for first-class and Part III, Section B for business-class decision support tool.

***NOTE: The travel order MUST include the cost difference shown in items 13 and 14, and the information in items 16 and 17, of Appendix H, Part II, Section A, (Premium-class Travel Reporting Data Elements and Procedures). Example: "Business (or First) -class accommodations have been justified and authorized/approved based on JFTR, par. U3125-B4a. The cost difference between the business-class fare and the coach-class fare is \$765.00. LtGen. Aaaaa Bbbbb, HQ USA/XXXX, authorized/approved this use of premium-class accommodations. Full documentation of the authorization/approval for use of these premium-class accommodations is on file in the office of the premium-class AO."***

a. Requests for premium-class accommodations must be made and authorized in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If extenuating circumstances or emergency situations prevent advance authorization, the member must obtain written approval from the appropriate authority within 7 days of travel completion. If premium-class travel is not approved after-the-fact, the member is responsible for the cost difference between the premium-class transportation used and the transportation class for which the member (and/or dependents(s)) was/were eligible. A travel order authorizing premium-class accommodations due to extenuating circumstances or emergency situations must clearly explain the circumstances of the situation (i.e., not simply state the JFTR phrase, but provide the background and justification to enable an audit of the rationale for the upgrade) and include the difference in cost between the premium-class and coach-class fares, authority and authorization source (memo/letter/message/etc.), including date and position identity of the signatory for premium-class). Appropriate Government transportation documents must be annotated with the same information.

\*b. Only a person senior to the member may authorize/approve premium-class accommodations for the member/dependents (DODD 4500.9-R, par. E.3.1.4, Encl 3, 12 February 2005). See par. U3125-B2.

*Effective 16 August 2004*

c. Premium-class accommodations may be authorized/approved by the premium-class AO due to medical reasons only if competent medical authority certifies sufficient justification of disability or other special medical need exists and that the medical condition necessitates (for a specific time period) the accommodations upgrade. The premium-class AO must be able to determine that, at the time of travel, premium-class accommodations are/were necessary because the member or dependent is/was so disabled or limited by other special medical needs that other lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats) cannot/could not be used to meet the traveler's/dependent's requirements.

***NOTE: The attendant who is authorized transportation under par. U7250-B or U7251-B may be authorized/approved for premium-class accommodations use to accompany the attended member or dependent, when the attended member or dependent is authorized premium-class accommodations use and requires the attendant's services en route. Authorization for one member of a family to use premium-class accommodations due to a disability does not authorize the entire family to use premium-class accommodations during official travel. Premium-class authorization is limited to the disabled traveler and attendant (if required). See Appendix A for definition of "special needs".***

d. Use of premium-class accommodations is not authorized during travel incident to PCS, COT leave, emergency leave, R&R, FEML, or personnel evacuations unless for physical handicap or medical reasons in par. U2000-A2c above.

3. Travel other than by a usually traveled route must be justified.
4. A member or dependent may not be provided a contract city-pair airfares provided under GSA contract (see Appendix P) or any other airfares intended for official Government business for any portion of a circuitous route traveled for personal convenience.
5. The member and/or dependent(s) is/are personally financially responsible for any additional expense accrued by not complying with par.U3125-C.
6. Personnel directives dictate if/how leave is to be charged for workday time not justified as official travel.
7. Members may voluntarily use/accept, and the Government may furnish, accommodations that do not meet minimum standards if the member's or Service's needs require use of these accommodations.
8. Members may not be reimbursed for travel at personal expense (see par. U3120-D) on ships/aircraft of foreign registry, except as specified in par. U3130-F.
9. Each dependent is allowed a seat.

B. Service Responsibility. Each Service must:

1. Authorize only travel necessary to accomplish the Government's mission effectively and economically.
2. Establish internal controls to ensure that only travel essential to the Government's needs are authorized.

**U2010 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL**

1. A member must exercise the same care and regard for incurring expenses to be paid by the Government as would a prudent person traveling at personal expense.

***Effective 15 September 2005***

2. A traveler must maintain records to validate individual expenses of \$75 or more and for all lodging costs. All receipts should be maintained as required by finance regulations.
3. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the member's financial responsibility.

**CHAPTER 3**  
**TRANSPORTATION, ACCOMPANIED BAGGAGE, AND LOCAL TRAVEL**

**PART A: APPLICABILITY AND GENERAL RULES**

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**PART B: TRAVEL BY COMMON CARRIER**

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## CHAPTER 3

## PART B: TRAVEL BY COMMON CARRIER

## U3100 GENERAL

A. Transportation Policy

1. General. *It is Government policy that economy-class (less than first/business-class) accommodations are to be used for all passenger transportation modes.* See pars. U3125 (Commercial Air Transportation), U3130 (Commercial Ship Transportation), and U3135 (Train Transportation) for exceptions.
2. Prudence. Members and dependents must exercise the same care in incurring expenses paid by Government funds as a prudent person would when traveling on personal business at personal expense.
3. GSA City-Pair Airfares. See Appendix P.
4. Official Travel. Transportation procured and/or paid for by the Government may be used only for that portion of a trip properly chargeable to the Government. Any additional expense is the traveler's financial responsibility.
5. Usual Routing. The AO must justify travel other than by a usually traveled route. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility.
6. Time. All time not justifiable as official travel time must be accounted for in accordance with appropriate personnel-related regulations.
7. Accommodations. Common carrier accommodations, applicable to all official travel, are addressed specifically in pars. U3125 (Commercial Air Transportation), U3130 (Commercial Ship Transportation), and U3135 (Train Transportation). See par. U2000-A2c for medical reasons/justification for premium-class accommodations.
8. Foreign Flag Reimbursement. *Travelers may not be reimbursed for travel at personal expense on foreign flag vessels/aircraft, except as specified in par. U3125-C or U3130-F.*
9. Dependents' Seating. Each dependent is allowed a seat.
10. Interlining. If a traveler must change airlines to get to a destination, and one (or both) of the airlines does not interline baggage (i.e., automatically transfer baggage between airlines), then the traveler is not required to use that airline, even if less expensive. ***NOTE 1: This does not apply to Air Mobility Command Patriot Express (Category B) flights nor does it permit violation of the 'Fly America' Act. NOTE 2: In the absence of 'interlining', the traveler must go to the baggage area, pick up the luggage, then go back to the terminal, stand in line, recheck through security, etc. This seriously inconveniences the traveler and could lead to missed flight connections and mission delay/failure.***

B. TDY Travel Involving Non-PDS Location(s). A member on a TDY order is authorized travel/transportation allowances NTE the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between the member's PDS and TDY location. When TDY travel is to/from a ***non-PDS*** location:

1. The member is responsible for all excess travel/transportation costs; and
2. Constructed costs for each trip leg must be based on the non-capacity-controlled city-pair air fare, if available (not the capacity-controlled city-pair if both capacity-controlled and non-capacity-controlled fares are available).

***NOTE:*** For TDY travel/transportation allowances when a TDY order is received while a member is on official leave, see par. U4105-F.

### U3105 COMMON CARRIER TRANSPORTATION PROCUREMENT

See DOD 4500.9-R, (DTR), Part I for Defense Transportation Regulation (DTR) Passenger Movement. For policy and FAQs regarding the City-Pair Program see Appendix P.

### U3110 PERSONALLY-PROCURED COMMON CARRIER TDY TRANSPORTATION REIMBURSEMENT

***\*NOTE 1:*** Throughout par. U3110, users must remember that it is MANDATORY DOD and NOAA Corps policy to use CTOs for all official travel transportation requirements. The payment options provided below should in no way be interpreted to suggest that use of other than the CTO/TMC is authorized or encouraged. The payment options are provided for situations when the CTO/TMC cannot be used. See par. U1055 for those who violate policy.

***NOTE 2:*** The cost paid by the Government for Government/Government-procured transportation, in house or CTO/TMC transportation, frequently includes a transaction fee for arranging the transportation. A CTO/TMC transaction fee incurred by a member is reimbursable under App G, Part I, Item 13. When a CTO/TMC is not available to the member, the transaction fee incurred by the member for arranging transportation through other than a CTO/TMC is reimbursable under App G, Part I, Item 13.

A. General. Except for PCS transoceanic travel (see par. U5108-A), when a specific transportation mode is directed, a member, who must procure transportation without benefit of using a CTO/TMC, may be reimbursed for personally procured transportation up to the cost of the directed mode. Otherwise, the member is authorized transportation cost reimbursement as prescribed in pars. U3110-B, U3110-C, U3110-D, U3110-E and U3110-F. Reimbursement may not be more than the accommodations cost prescribed in pars. U3125, U3130 and U3135. See Chapter 3, Part D when the transportation is partly by POC. If a member uses Government-procured transportation for part of a journey (see par. U3010), the limits in pars. U3110-B and U3110-C must be reduced by its cost.

***NOTE:*** This policy does not apply to pars. U5108-A, U7200-C1a, U7205-A, U7206, U7400, U7401, U7450-A, U7451, U7500 and U7551, items 3 and 4.

B. Government/Government-contracted Transportation/In-house or CTO/TMC Is Available. When Government/Government-contracted transportation/in-house or CTO/TMC (see Appendix A for definition) services are available and the traveler procures common carrier transportation (including sleeping accommodations) at personal expense under a travel order, the traveler may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between authorized points. For air transportation, constructed costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. If a city-pair airfare is not available between origin and destination

D. Examples

\*1. Example 1. Per Diem Rate/POC TDY Mileage Computation

<b>EXAMPLE 1</b>					
<b>Per Diem Rate/POC TDY Mileage Computation</b>					
<p>A member is authorized TDY from a PDS for two days, POC use between the residence and TDY station is to the Government's advantage and authorized on the travel order. See par. U3305-B. The member arrives at the TDY station on day 2 and completes the TDY assignment on day 4.</p> <p>Reimbursement is limited to the actual lodging cost not to exceed the maximum locality per diem lodging rate plus the appropriate M&amp;IE.</p> <p>The maximum per diem rate for the TDY location is \$99.(\$60/\$39), actual lodging cost is \$62/night and Government mess is not available at the TDY point. The 12-hour rule does not apply because the TDY is over 12 hours.</p> <p><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></p>					
<b>ITINERARY</b>					
Date	Depart	Arrive	Per Diem Rate	Actual Lodging Cost	POC Distance Traveled
10 May	Residence	1st Stopover	\$99 (\$60/\$39)	\$60	400 miles
11 May	En Route	TDY Station	\$99 (\$60/\$39)	\$62	15
12 May	TDY Station	TDY Station	\$99 (\$60/\$39)	\$62	
13 May	TDY Station	2nd Stopover	\$111 (\$72/39)	\$60	365 miles
14 May	En Route	Residence	Use 2 <sup>nd</sup> Stopover MI&E		50
<b>REIMBURSEMENT</b>					
Day 1	\$39 x 75% = \$29.25 + \$60 =				\$89.25
Day 2	\$39 + \$62 = (\$62 limited to \$60) =				\$99.00
Day 3	\$39 + \$62 = (\$62 limited to \$60) =				\$99.00
Day 4	\$39 + \$60 =				\$99.00
Day 5	\$39 x 75% =				\$29.25
1 round trip of 830 miles (official distance) x \$0.485 per mile =					\$404.55
<b>Total Reimbursement</b>					<b>\$820.05</b>

2. Example 2. Per Diem Rate – GMR/PMR and POC TDY Mileage Computation

<b>EXAMPLE 2</b>			
<b>Per Diem Rate – GMR/PMR and POC TDY Mileage Computation</b>			
<p>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.</p> <p>POC use between the residence and TDY station is to the Government’s advantage and is authorized on the travel order. See par. U3305-B.</p> <p>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.</p> <p><b>NOTE:</b> <i>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></p>			
<b>ITINERARY</b>			
Date	Depart	Arrive	POC Mileage
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 x 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 x 75% =		\$29.25
1 round trip of 650 miles (official distance) 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:

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

*Effective 7 September 2004*

**NOTE:** *No per diem 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>			
<p>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.</p> <p>POC use between the residence and TDY station is to the Government's advantage and is authorized on the travel order for one round trip. See par. U3305-B.</p> <p>The member is due \$1,354.75 (constructed cost since it is less than the actual cost for this example).</p> <p><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></p>			
<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	$\$39 \times 75\% = \$29.25 + \$63 =$		\$92.25
24 to 26 June	$\$39 + \$63 = \$102/\text{day} \times 3 \text{ days} =$		\$306.00
27 June	$\$39 \times 75\% =$		\$29.25
28 June	Per diem is not payable at the PDS (par. U4102-D)		\$0.00
29 June	$\$39 \times 75\% = \$29.25 + \$63 =$		\$92.25
30 June to 2 July	$\$39 + \$63 = \$102/\text{day} \times 3 \text{ days} =$		\$306.00
3 July	$\$39 \times 75\% =$		\$29.25
2 round trips of 650 miles (official distance) = 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	$\$39 \times 75\% = \$29.25 + \$63 =$		\$92.25
24 June to 2 July	$\$39 + \$63 = \$102/\text{day} \times 9 \text{ days} =$		\$918.00
3 July	$\$39 \times 75\% =$		\$29.25
1 round trip of 650 miles (official distance) x \$0.485/mile =			\$315.25
<b>Constructed Cost Total</b>			<b>\$1,354.75</b>

2. Example 2 (Effective 1 February 2007)

**EXAMPLE 2 (Per Diem, GMR and POC TDY Mileage Computation)**

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.

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.

POC use between the residence and TDY station is to the Government’s advantage and is authorized on the travel order for one round trip. See par. U3305-B.

The member is due \$353.75 (constructed cost since it is less than the actual cost for this example).

**NOTE:** 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.

**ITINERARY**

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

**REIMBURSEMENT (Actual and Constructed Cost Comparison)**

9 July	$\$39 \times 75\% = \$29.25 + \$6 =$	\$35.25
10 July	$\$9.30 + \$3 + \$6 =$	\$18.30
11 July	$\$39 \times 75\% =$	\$29.25
12 July	Per diem is not payable at the PDS (par. U4102-D)	\$0.00
13 July	$\$39 \times 75\% = \$29.25 + \$6 =$	\$35.25
14 to 15 July	$\$9.30 + \$3 + \$6 = \$18.30/\text{day} \times 2 \text{ days} =$	\$36.60
16 July	$\$39 \times 75\% =$	\$29.25
2 round trips of 370 miles (official distance) $\times 2 = 740 \text{ miles} \times \$0.485/\text{mile} =$		\$358.90
<b>Actual Cost Total</b>		<b>\$542.80</b>
<b>Constructed Cost</b>		
9 July	$\$39 \times 75\% = \$29.25 + \$6 =$	\$35.25
10 to 15 July	$\$9.30 + \$3 + \$6 = \$18.30/\text{days} \text{ times } 6 \text{ days} =$	\$109.80
16 July	$\$39 \times 75\% =$	\$29.25
1 round trip of 370 miles (official distance) $\times \$0.485/\text{mile} =$		\$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 maximum per diem rate of \$173 (\$122/\$51)) 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 maximum per diem rate in Location C is \$196 (\$149/\$47), 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 maximum per diem rate for Location B is \$173 (\$122/\$51) and the member is being paid per diem that would have been paid (max \$122 for lodging + \$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 maximum per diem rate of \$161 (\$110/\$51)) 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 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/\$43), 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 + \$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/\$51)), 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 \$113 (\$70/\$43), 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 + \$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 per diem rates in lesser amounts (to zero) 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**

GSA sets per diem rates for CONUS, PDTATAC sets per diem rates for non-foreign OCONUS areas, and State Department sets per diem rates for foreign countries. 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 & U4800 when JTF operations are involved.

Quick Reference - Per Diem Allowances						
TDY Travel of More Than 24 Hours						
(1) Departure Day from PDS Footnotes: See table # 4			Abbreviation used: Gov't = Government NTE = Not to exceed		GMR = Government meal rate PMR = Proportional meal rate	
	A	b	C	d	E	f
	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 elected not to occupy available Gov't quarters.	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 the Departure Day from the PDS <sup>6/</sup></b>	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/, 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.

Effective 1 October 2003

<b>(2) Whole Travel Days - CONUS</b>		<b>Abbreviations used:</b> Gov't = Government NTE = Not to exceed			<b>GMR = Government meal rate PMR = Proportional meal rate</b>	
<b>Footnotes:</b> See table # 4						
	<b>A</b>	<b>b</b>	<b>c</b>	<b>d</b>	<b>E</b>	<b>f</b>
	Traveled overnight & arrived at a CONUS TDY location (not on a U.S. Installation) on day after departing PDS.	Traveled overnight & arrived at a CONUS TDY locality (on a U.S. Installation) on the day after departing the PDS. The member occupied Gov't quarters.	Each whole day at CONUS TDY locality (not on a U.S. Installation).	Each whole day at a CONUS TDY locality (on a U.S. Installation) – the member occupies Gov't quarters.	Each whole day at a CONUS TDY locality (on a U.S. Installation) when a member elects not to occupy available Gov't quarters.	Each whole day at a CONUS locality where per diem in a lesser amount than the prescribed rate for TDY location was authorized under par. U4177.
<b>Per Diem for Whole Travel Days <sup>6/</sup></b>	M&IE applicable to the CONUS TDY locality plus the cost of lodging NTE maximum rate prescribed for the TDY locality <sup>2/</sup> .	M&IE plus the cost of Gov't quarters. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) PMR plus \$3 if directed in the order and 1 or 2 deductible meals are provided, or (3) no amount for meals plus \$3 when the order directs essential unit messing and 3 meals are available to the member. PMR plus \$3 applies if 3 meals are not available to the member. <sup>1/</sup>	M&IE applicable to the CONUS TDY locality plus the cost of lodging NTE the maximum rate prescribed for the TDY locality <sup>2/</sup> (If directed in the order, M&IE is PMR plus \$3 when deductible meals are provided <sup>7/</sup> – par. U4165-1)	M&IE plus the cost of Gov't quarters. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) Standard GMR plus \$3, if directed in the order, (3) PMR plus \$3 if directed in the order, or (4) no amount for meals plus \$3 when the order directs essential unit messing (see par. U4400 for Gov't mess use/availability) (see par. U4149 for determination of the M&IE rate))	M&IE plus the cost of lodging not to exceed the cost of Gov't quarters (Lodging taxes are not reimbursable). (M&IE may be at (1) the rate prescribed for the TDY locality, (2) Standard GMR plus \$3, if directed in the order, (3) PMR plus \$3 if directed in the order, or (4) no amount for meals plus \$3 when the order directs essential unit messing (see par. U4400 for Gov't mess use/availability) (see par. U4149 for determination of the M&IE rate))	Per diem at the rate authorized under par. U4177.

<b>(3) Whole Travel Days - OCONUS</b>			<b>Abbreviations used:</b> Gov't = Government NTE = Not to exceed		<b>GMR = Government meal rate PMR = Proportional meal rate</b>	
<b>Footnotes:</b> See table # 4						
	<b>A</b>	<b>b</b>	<b>c</b>	<b>d</b>	<b>e</b>	<b>F</b>
	Traveled overnight & arrived at an OCONUS TDY location (not on a U.S. Installation) on the day after departing the PDS.	Traveled overnight & arrived at an OCONUS TDY locality (on a U.S. Installation) on the day after departing the PDS. The member occupied Gov't quarters.	Each whole day at the OCONUS TDY locality (not on a U.S. Installation)	Each whole day at an OCONUS TDY locality (on a U.S. Installation). The member occupied Gov't quarters.	Each whole day at an OCONUS TDY locality (on a U.S. Installation) when the member elects not to occupy available Gov't quarters.	Each whole day at an OCONUS locality where per diem in lesser amount than the prescribed rate for the TDY location was authorized under par. U4177.
<b>Per Diem for Whole Travel Days <sup>6/</sup></b>	M&IE <sup>4/</sup> applicable to the OCONUS TDY locality plus the cost of lodging <sup>5/</sup> NTE the maximum rate prescribed for the TDY locality.	M&IE plus the cost of Gov't quarters. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) PMR plus \$3.50 if directed in the order and 1 or 2 deductible meals are provided, or (3) no amount for meals plus \$3.50 when the order directs essential unit messing and 3 meals are available to the member. PMR plus \$3.50 applies if 3 meals are not available to the member. <sup>1/</sup> )	M&IE <sup>4/</sup> applicable to the OCONUS TDY locality plus the cost of lodging <sup>5/</sup> NTE the maximum rate prescribed for the TDY locality.	M&IE plus the cost of Gov't quarters. (M&IE may be at (1) the meal rate prescribed for the TDY locality plus \$3.50, (2) Standard GMR plus \$3.50 <sup>3/</sup> , if directed in the order, (3) PMR plus \$3.50 <sup>3/</sup> , if directed in the order, or (4) no amount for meals plus \$3.50 <sup>3/</sup> when the order directs essential unit messing (see par. U4400 for Gov't mess use/availability and par. U4149 for the applicable M&IE rate).	M&IE plus the cost of lodging not to exceed the cost of Gov't quarters <sup>5/</sup> . (M&IE may be at (1) the rate prescribed for the TDY locality, (2) Standard GMR plus \$3.50 <sup>3/</sup> , if directed in the order, (3) PMR plus \$3.50 <sup>3/</sup> , if directed in the order, or (4) no amount for meals plus \$3.50 <sup>3/</sup> when the order directs essential unit messing (see par. U4400 for Gov't mess use/availability and par. U4149 for the applicable M&IE rate)).	Per diem at the rate authorized under par. U4177.

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<b>(4) Day of Return to PDS</b>		<b>Abbreviations used:</b> Gov't = Government      GMR = Government meal rate NTE = Not to exceed      PMR = Proportional meal rate			
<b>Footnotes:</b> See below					
	<b>A</b>	<b>b</b>	<b>c</b>	<b>d</b>	<b>E</b>
	Arrived at the PDS on same day as departed the TDY location.	Traveled overnight (no lodging required) & arrived at the PDS on the day after departing the TDY location.	On day of departure from the TDY location overnight lodging was required at a stopover en route to the PDS.	On the day travel ended lodging was required en route to the PDS.	Arrived at the PDS on the same day as departed the TDY location where per diem in a lesser amount than the prescribed rate was authorized under par. U4177.
<b>Per Diem for Return Day to PDS <sup>6/</sup></b>	75% of M&IE rate for last TDY locality. <sup>1/</sup>	For day of departure from the TDY location M&IE at the rate prescribed for the TDY locality. Day of arrival at the PDS, 75% of the M&IE rate for the TDY locality. <sup>1/</sup>	For departure day from the TDY: M&IE plus lodging <sup>2/</sup> , <sup>5/</sup> cost NTE the rate for the stopover locality. For the day of arrival at PDS: 75% of M&IE rate for the stopover locality.	75% of the M&IE rate plus the cost of lodging based on the locality rate where lodging was obtained if authorized/approved by the AO. See par. U4169.	75% of M&IE prescribed for the TDY locality.
<p><b>Footnotes</b></p> <p>1/ GMRs/PMRs and the \$3.50 incidental rate do not apply on day of departure from, or return to the PDS, or any day the member is traveling.</p> <p>2/ Lodging tax <i>is</i> separately reimbursed for lodging in CONUS and non-foreign OCONUS areas because a tax amount is not included in the applicable maximum lodging amount.</p> <p>3/ The AO can determine that \$3.50 for incidental expenses (IE) is not adequate for TDY on a OCONUS U.S. Installation and authorize/approve the incidental expenses rate for the TDY locality prescribed on <a href="https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html">https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html</a>. TDY locality IE rate payment may be authorized and must be stated in the travel order.</p> <p>4/ For OCONUS travel the AO can determine that an incidental expense (IE) allowance of \$3.50, in lieu of the TDY locality IE, is adequate for anticipated expenses when the member is not lodged on a U.S. Installation. The OCONUS IE rate of \$3.50 may be authorized and must be stated in the order.</p> <p>5/ Lodging tax <i>is not</i> separately reimbursable for foreign area lodging because a tax amount is included in the applicable foreign area maximum lodging amount.</p> <p>6/ (a) The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel <i>within CONUS</i> requires at least 7 consecutive nights TDY lodging <i>in CONUS</i> (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 Nights NTE \$16, etc.).</p> <p>(b) The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing <i>is not</i> a separately reimbursable expense for <i>OCONUS</i> travel and is part of the incidental expense (IE) allowance included within the per diem rates/AEA authorized/approved for <i>OCONUS</i> travel.</p> <p>7/ On any day that 3 deductible meals are provided without cost to the member, no reimbursement is allowed for meals.</p>					

**Step 2:**

Compute the Actual HHG Transportation Cost. Add the sum of the SDDC international OTO rate for the boat and the lowest applicable international OTO HHG rate and multiply times the HHG weight actually transported, other than a boat.

**NOTE:** When HHG including a boat are transported OCONUS together, the HHG are all transported using the OTO HHG rate.

International OTO rate for moving boat		\$6,130.00
Weight of HHG actually transported (7,000 lbs. = 70 cwt)	70 cwt	
Times lowest usable applicable international OTO HHG rate	x \$104.00/cwt	+ \$7,280.00
Total		\$13,410.00

**Step 3:**

Compare the results of Steps 1 and 2.

*In this case, the cost in Step 2 is more than the cost in Step 1.*

The member is financially responsible for the following excess costs:

Total <b>Step 2</b> (Actual cost to ship HHG and boat)	\$ 13,410.00
Less <b>Step 1</b> (Gov't's obligation)	- \$ 10,347.26
Difference (if negative amount enter zero)	\$ 3,062.74
Additional accessorial costs member owes	+ 000.00
Total transportation cost for which the member is financially responsible	\$ 3,062.74

G. Civilian Clothing of Recruits. A recruit, required by Service regulations to dispose of civilian clothing when uniform clothing has been received, is authorized transportation of up to 50 pounds of civilian clothing to the HOR.

**Effective 19 January 2006**

H. Storage. HHG SIT is part of HHG transportation (par. U5375). NTS may be authorized/approved as an alternative to HHG transportation of any or all of a member's HHG.

I. Government-paid Expenses. Incident to HHG transportation, the following services are allowed NTE the cost associated with the authorized weight limit:

1. Packing, crating, unpacking, uncrating, drayage, and hauling (as necessary).
2. Special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).
3. Use of special rigging and equipment (e.g., cranes for HHG other than boats) for heavy or delicate articles and handling.
4. SIT NTE 90 days, as applicable. See par. U5375-B1.

J. Authorized Transportation Locations. Authorized HHG transportation locations include, but are not limited to, any combination of:

1. Origin:
  - a. From quarters to packing/crating facility and/or to place of storage;
  - b. From packing/crating facility to quarters, when a portion of the HHG, after being packed and crated, is to be joined with the remainder of the HHG;
  - c. From packing/crating facility to place of storage;
  - d. To carrier's station from quarters, packing/crating facility, and/or place of storage.
2. En route or in transit, such as from:
  - a. Incoming carrier's station to place of storage;
  - b. Place of storage to outgoing carrier's station;
  - c. Incoming carrier's station to outgoing carrier's station.
3. Destination from:
  - a. Carrier's station to quarters and/or place of storage;
  - b. Place of storage to quarters.

K. Transportation of Replacement HHG Items. When a member's original HHG shipment is destroyed or lost during transportation, through no fault of the member, replacement HHG may be transported as though the original shipment was improperly transported or unavoidably separated from the member (B-229189, 9 December 1988). The member's full weight allowance is authorized for the replacement shipment.

L. Required Medical Equipment. Medical equipment necessary for medical treatment authorized under Title 10, USC, required by a member/dependent (who is entitled to medical care under Title 10, USC). Required medical equipment:

1. May be shipped in the same manner as PBP&E (see par. U5310-C),
2. *Does not include a modified POV*, and
3. Must be certified by an appropriate Uniformed Services health care provider as necessary for medical treatment of the member/dependent authorized under title 10, USC.

#### **U5315 ADMINISTRATIVE WEIGHT LIMITATIONS**

\*A. General. Administrative weight limitations in par. U5315 and administrative weight, or item allowances (within the table of weight allowances in this Part), are established by the Services for specific locations using par. U5315-B weight allowances. Specified administrative weight limitation locations are subject to the conditions promulgated in Service regulations. An eligible member is authorized HHG transportation to a designated place and/or NTS of the remainder of the authorized HHG weight allowance that may not be transported to the PDS.

## CHAPTER 9

## PART B: COST-OF-LIVING ALLOWANCE (COLA)

## U9100 COLA

A. Purpose. COLA is authorized to assist a member in maintaining the purchasing power of the discretionary portion of spendable income while assigned to an OCONUS PDS. COLA is derived by comparing the OCONUS cost-of-living with the CONUS cost-of-living. *Allowances to cover official entertainment expenses are not authorized by 37 USC §405 and are not included in this Volume.*

B. Allowances Payable. The COLA index for each OCONUS location is shown in Appendix J. COLA rates are based on the member's PDS except when the ship's home port is the PDS for COLA purposes, see par. U9200; when dependents reside at a location other than the PDS in conjunction with an unaccompanied assignment, see par. U9205; or when dependents are evacuated, see par. U9215.

C. COLA Calculation. COLA is prescribed as a daily rate. It is computed by using the member's annual income (as determined by the member's grade, years of service, and dependency status) to identify the member's annual spendable income (as determined by the number of command sponsored dependents) which, when multiplied by the authorized COLA index determines the annual COLA. For detail computation steps, see Appendix J.

D. COLA Unique Expenses. In some OCONUS locations members incur expenses for items that are not incurred in CONUS. Under the procedures in Appendix J, Part II, reimbursement may be authorized for specific locations and specific types of expenses.

## U9105 COLA START/STOP

A. Start. COLA generally starts on the day a member reports to a new PDS or the day dependents arrive prior to the sponsor, as specified in par. U9220. COLA starts on the day after the member's reporting day if, on the reporting day, a member is authorized 'MALT-Plus' per diem.

B. Stop. COLA stops:

1. The day before the member departs in compliance with a PCS order, or
2. The day before the home port change effective date (from OCONUS) of the ship or unit to which the member is assigned (see item 3 below for the exception),

Unless:

1. An extension is authorized through the Secretarial Process under par. U9220,
2. COLA is authorized during a PCS between PDSs in close proximity under par. U9110, or
3. Member without Dependents Undergoing a Home Port Change. Ordinarily COLA based on the rate for the old home port stops on the day before the home port change effective date and COLA based on the rate for the new homeport begins on the home port change effective date. However, if a member without dependents is undergoing a home port change and the ship delays at the old home port after the home port change effective date (i.e., does not depart from the old home port before/on the home port change effective date) and quarters on board the ship are not available (e.g., ship dry docked) a member without dependents is authorized COLA based on the old home port until the day the member moves back aboard the ship.

**U9110 COLA INCIDENT TO PCS BETWEEN PDSs IN CLOSE PROXIMITY**

When a member is ordered on a PCS between PDSs located in close proximity (with no intervening PDS) and, at the new PDS, the member continues to commute from the residence occupied while at the old PDS, COLA continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited. A member ordered on PCS with TDY en route is paid COLA during that period. If the COLA rate differs between the old and new PDSs, the rate for the old PDS is paid through the day before the member reports to the new PDS.

**U9115 COLA FOR A MEMBER WITHOUT DEPENDENTS****A. Government Dining Facility/Mess Availability**

***\*NOTE1: For COLA purposes – If the member purchases meals, or receives meals at no cost at a Government dining facility/mess (see par. U9000-E and Appendix A), then a Government dining facility/mess is available. Payment of BAS is independent of the reality of the Government dining facility/mess being available.***

***\*NOTE 2: The decision on COLA authorization for a member with 0 dependents vs. the 47 percent rate in items 2 and 3 below is predicated on whether the dining facility is actually available to the member or not and whether or not the member is expected to purchase food for preparation in the living quarters/barracks/dormitory (barracks) based on the meal preparation facilities in the barracks. If the commander authorizing COLA expects the member to cook and consume meals in the barracks then COLA for a member with 0 dependents is authorized. However, if the member continues to eat the majority of meals in the Government dining facility/mess because meal preparation in the barracks is not expected, COLA at the 47 percent rate is authorized, regardless of whether or not BAS is paid to the member. A member, who routinely eats 2 or more meals a day in the dining facility/mess whether or not receiving BAS, should be receiving COLA at the 47% rate.***

1. Member with Government Quarters and Government Dining Facility/Mess Available. A member who has Government quarters available at the PDS (including aboard a ship) and a Government dining facility/mess available, is authorized COLA at 47 percent (rounded to the closest penny) of the rate computed as indicated in Appendix J for a member with 0 dependents. ***The presence of non-command-sponsored dependents at or near the PDS is not a reason for a member to not use available Government quarters and/or Government dining facility/mess.*** In that situation, the member is still only authorized COLA at the 47 percent rate.
2. Member with Government Quarters Available but without a Government Dining Facility/Mess Available. A member who has Government quarters available but who does not have a Government dining facility/mess available for 3 meals a day at the PDS is authorized COLA at the rate specified in Appendix J for a member with 0 dependents.
3. Member with Government Quarters Available but for Whom Government Dining Facility/Mess Use is Impractical. A member who has Government quarters available, but whose commanding officer, or the commanding officer's designee, furnishes a statement that Government dining facility/mess use is impractical, is authorized the COLA computed as indicated in Appendix J for a member with 0 dependents.
4. Enlisted Member Authorized to Mess Separately. An enlisted member for whom Government quarters are not available and who is authorized to mess separately (i.e., away from a Government dining facility/mess), is authorized COLA computed as indicated in Appendix J for a member with 0 dependents.
5. Member-Married-to-Member Couple Maintaining a Joint Residence. A member, who is authorized to mess separately and who maintains a joint residence with the spouse who also is a member, is authorized COLA computed as indicated in Appendix J for a member with 0 dependents. Also see par. U9210.

6. Member Authorized to Occupy Other Than Government Quarters. A member in grade E-7 or higher, who has no dependents, has elected to not occupy Government quarters, and who is occupying private sector housing is authorized the COLA computed as indicated in Appendix J for a member with 0 dependents.

7. Member-without-Dependents Who Elects Not to Occupy Inadequate Government Quarters. A member in grade E-6, who has no dependents, has elected to not occupy *inadequate* Government quarters, and who is occupying private sector housing is authorized the COLA computed as indicated in Appendix J for a member with 0 dependents.

8. Member Who Has No Dependents and Is Assigned to a Ship. A member who:

- a. Has no dependents,
- b. Is assigned to permanent duty aboard a ship,
- c. Is in grade E-6 or above and elects not to occupy assigned shipboard Government quarters, or in the grade of E-4 or E-5 and is authorized to not occupy assigned shipboard Government quarters, and
- d. Occupies private sector housing ashore,

is authorized COLA computed as indicated in Appendix J for a member with 0 dependents.

\*9. Both Spouses below Grade E-6 Assigned to Sea Duty. Each member of a dual military couple (both below grade E-6) is authorized COLA as specified in Appendix J for a member with 0 dependents if the spouses:

- a. Have no dependents,
- b. Are assigned to permanent duty aboard ship(s),
- c. Elect to not occupy assigned shipboard quarters, and
- d. Occupy non-Government quarters ashore.

10. Member in Confinement. A member without dependents is not authorized COLA while in a confinement status serving a sentence as a result of disciplinary action.

\*B. Leave Periods. If a member without dependents takes leave in CONUS, COLA continues for the first 30 days and stops as of day 31. If COLA is stopped, it starts again the day the member returns to the PDS from leave. If a member without dependents takes OCONUS leave, COLA continues during the entire leave period.

#### **U9120 NON-COMMAND-SPONSORED DEPENDENTS IN PDS VICINITY**

A member, who is serving an unaccompanied tour at an OCONUS PDS, but is accompanied or joined by non-command sponsored dependents, is not authorized with-dependent COLA because the dependents' presence leads the member to choose not to use an available Government dining facility/mess. The member is authorized COLA the same as any other member without dependents under par. U9115-A under the same conditions. If the member changes the tour election and agrees to serve the accompanied tour, with-dependent COLA under par. U9130 starts on the date dependents are command-sponsored.

**U9125 FRACTIONAL COLA FOR A MEMBER-WITHOUT-DEPENDENTS**

A member without dependents:

1. On duty at a PDS where a Government dining facility/mess is available, and
2. Whose duty, as distinguished from a travel status, requires the member's absence from the PDS (including a ship or other fleet unit having an assigned homeport outside CONUS) during one or more meals,

is authorized a pro rata share of the without-dependent COLA for each meal not furnished in a Government mess in addition to the 47 percent rate COLA authorized in par. U9115-A1. The commanding officer, or an officer designated by the commanding officer for that purpose, must authorize/approve payment of the additional allowance. The amount payable is obtained by applying the percentages indicated in the following table for the meals involved to the daily COLA rates computed IAW Appendix J for a member with 0 dependents for the PDS, or in the case of a member assigned to a ship or other fleet unit having an assigned OCONUS home port, the COLA for the place where the meals are taken.

<u>Meal Involved</u>	<u>Applicable Percentage</u>
Morning	10%
Noon	20%
Evening	20%

*Effective 1 June 2006*

**U9130 COLA FOR A MEMBER WITH DEPENDENTS**

A. General. A member with dependents is authorized COLA based on the number of command-sponsored dependents at the PDS (see par. U9210 for authorization for member-married-to-member couples) regardless of Government dining facility/mess availability (including aboard ship), except:

1. For any day in excess of 30 consecutive calendar days that a member accompanied by *all* dependents is on leave in CONUS;
2. When one or more, or all, dependents return to CONUS for a temporary period in excess of 30 consecutive calendar days, the COLA payment beginning on the 31st day that a dependent is in CONUS is reduced to the rate specified in Appendix J for the number of dependents remaining at the PDS;
3. When one or more dependents depart the PDS vicinity and return to CONUS to attend school, the payment is reduced as of the day following the departure day to the rate specified in Appendix J for the number of dependents remaining at the PDS; or

- 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;
- e. The member is disadvantaged as a result of reassignment for reasons of improving mission capability and readiness of the unit, in receipt of a PCS order between PDSs located in the same proximity, and disallowed HHG movement. See par. U5355. The Secretarial Process must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to movement of the individual for purposes of improving mission capability and unit readiness;
- f. The member is assigned to indeterminate TDY, or TDY pending further orders; or
- g. The member is assigned to a Professional Military Education (PME) or training course that is scheduled for a duration of one year or less.

\*6. Other Circumstances. The Secretary Concerned may determine that circumstances, not listed in pars. U10402-B5a through U10402-B5g, require the dependents to reside separately and authorize/approve a housing allowance payment based on either the dependent’s location or the old PDS. The Secretary Concerned may determine an additional reason for a BAH waiver is acceptable and the Secretarial Process may then be used to authorize/approve individual cases based on that determination.

7. Multiple Dependent Locations. In instances of multiple dependent locations, the member must designate the dependents’ primary residence. The housing allowance rate is based on this primary residence.

C. During Leave, Travel Status, Separation, and Other Situations. See Table U10E-2.

*Effective 1 November 2006*

<b>BAH OR OHA, MEMBER WITH DEPENDENTS ENTITLED TO BASIC PAY</b>			
<b>Table U10E-2</b>			
<b>RULE</b>	<b>If member is</b>	<b>and is authorized BAH or OHA at the PDS</b>	<b>then BAH or OHA authorization</b>
<b>1</b>	in a duty status or on authorized leave	Yes	continues.
<b>2</b>	status not incident to PCS (includes accrued, advanced, or convalescent leave) ( <b>NOTE 1</b> )	No	does not exist.
<b>3</b>	on excess leave	Yes	does not exist except for payment to dependents as provided in par. U10422-C for a member in grade E-4 (4 or fewer years), and more junior ( <b>NOTE 2</b> ).
<b>4</b>	in a duty, travel or leave status incident to PCS (includes TDY en route) ( <b>NOTES 1</b> and <b>3</b> )		exists unless permanent government quarters are assigned or occupied. See par.U10416 to determine rate.

<b>BAH OR OHA, MEMBER WITH DEPENDENTS ENTITLED TO BASIC PAY</b>			
<b>Table U10E-2 (continued)</b>			
<b>R U L E</b>	<b>If member is</b>	<b>and is authorized BAH or OHA at the PDS</b>	<b>then BAH or OHA authorization</b>
<b>5</b>	on TDY, not incident to PCS ( <b>NOTES 1</b> and <b>3</b> )	yes	continues as long as the PDS remains unchanged, except as restricted by par. U10306-I.
<b>6</b>		no	does not exist.
<b>7</b>	AWOL, not excused as unavoidable		does not exist except for payment to dependents as provided in par. U10422-A for a member in grade E-4 (4 or fewer years), and more junior.
<b>8</b>	absent due to disease (as	yes	continues.
<b>9</b>	distinguished from injury) from alcohol or drugs, causing loss of pay	no	does not exist. However, if quarters assignment at the PDS is terminated during an absence, BAH or OHA accrues on and after the termination date.
<b>10</b>	home on PCS awaiting further orders in connection with physical evaluation board proceedings		continues until the member's retirement or discharge.

**NOTES:**

1. The phrase, "incident to PCS," refers to whether or not the member is en route to a new PDS under a PCS order.
2. BAH or OHA does not accrue during excess leave if the member is not to continue in service after leave expires. Example: A member released from the disciplinary barracks on commandant's parole, and placed in excess leave status until the sentence is ordered to be executed
3. Includes such status under a permissive travel authorization.

**U10404 ACQUIRED DEPENDENTS****A. General Rules**

1. When a member, living off post, acquires dependents (marriage, birth, adoption, etc.), a with-dependent housing allowance is authorized based on the:
  - a. PDS if the member is assigned at a PDS in CONUS. A member assigned at a PDS in the CONUS may request a housing allowance based on the dependents' location through the Secretarial Process.
  - b. Dependents' location if the member is assigned at a PDS outside the CONUS and dependents do not reside at or near the PDS. If dependents do reside at or near the PDS, the housing allowance is based on the PDS.
2. If dependents do reside in the vicinity of the PDS or the member is assigned to a PDS in the CONUS, then an FSH is not authorized and the member is only authorized the with-dependent housing allowance.
3. If Government quarters are not available for a member assigned to an OCONUS PDS, and dependents do not reside in the vicinity of the PDS, then a FSH allowance is also authorized.

2. Example of Delayed Travel. A member stationed in Chicago receives a PCS order in January to report to Japan in April. The member's family remains in Chicago until the school year ends in June.

B. Housing Allowance Based on Dependents' Location or Old PDS. Unless otherwise authorized/approved, a member's housing allowance is based on the PDS. A member may be authorized a housing allowance based on the location at which the dependents maintain a permanent residence, or the old PDS, if authorized/approved through the Secretarial Process. Examples of separation situations that are *routinely* authorized/approved at a lower level than the Service Secretary include:

1. The member is assigned to a PDS in an area in which sufficient housing quantities do not exist;
2. The member is assigned to unusually arduous sea duty and the dependents reside at or relocate to a designated place in the U. S.;
3. 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;
4. 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 U. S. if appropriate) before the effective date of the home port change;
5. The member is disadvantaged as a result of reassignment for reasons of improving mission capability and readiness of the unit, in receipt of a PCS order between PDSs located in the same proximity, and disallowed HHG transportation. See par. U5355. The Secretarial Process must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to movement of the individual for purposes of improving mission capability and unit readiness.;
6. The member is assigned to indeterminate TDY, or TDY pending further orders; or
7. The member is assigned to a Professional Military Education (PME) or a training course that is scheduled for a duration of one year or less.

***Effective 6 February 2007***

\*C. Secretarial Determinations. The Secretary Concerned may determine that circumstances, not listed in pars. U10412-B1 through U10412-B7, require the dependents to reside separately and authorize/approve a housing allowance payment based either on the dependent's location or the old PDS. The Secretary Concerned may determine an additional reason for a BAH waiver is acceptable and the Secretarial Process may then be used to authorize/approve individual cases based on that determination.

D. Rates Applicable

1. If dependents relocate, the rate applicable to the dependents' new residence location is effective on the date one or more dependents arrive there.
2. If the dependents do not relocate, the with-dependent allowance is based on the higher of the rates for the dependents' location or the member's old PDS and continues until the dependents depart the authorized/approved location.

3. A member is generally authorized a Transit Housing Allowance while on leave and travel between PDSs. However, in situations in which the Secretary Concerned has authorized/approved an advance or delayed travel situation, the authorized/approved with-dependent allowance rate applies. In delayed travel situations, when the dependents depart the authorized/approved location, the allowance changes to the new PDS if the member has already arrived there, or changes to the Transit Housing Allowance if the member is still in transit. See par. U10416 for the Transit rate.

E. Decision Logic Tables

<b>CHANGES WHEN DEPENDENTS TRAVEL IN ADVANCE OF THE MEMBER</b>					
<b>Table U10E-9</b>					
<b>R U L E</b>	<b>Dependents Perform PCS Travel in Advance of the Member</b>	<b>New PDS Location</b>	<b>Assigned Gov't Qtrs at the Old PDS</b>	<b>Has HA for Dependent's Location Been Authorized/ Approved by Secretarial Process?</b>	<b>Then</b>
<b>1</b>	Old PDS In U.S. (BAH Area)	New PDS In U.S. (BAH Area)	Yes	Yes	Start BAH at the with-dependents rate based on the dependent's location on the arrival date, or the date Gov't quarters assignment is terminated, or effective date specified by the authorizing/ approving document, whichever is later.
<b>2</b>				No	Do not start BAH.
<b>3</b>			No	Yes	Start BAH at the with-dependents rate based on the dependent's location on the arrival date or effective date specified by the authorizing/approving document, whichever is later.
				No	Stop BAH based on the current PDS as of the day before BAH starts based on dependent's location.
<b>4</b>		No	Continue BAH based on current PDS until member's departure.		
<b>5</b>		New PDS Outside U.S. (OHA Area)	Yes	Yes	Start OHA at the with-dependents rate based on the dependent's location on the date they obtain private sector housing at the new PDS, or the date Gov't quarters assignment is terminated, or effective date specified by the authorizing/approving document, whichever is later.
<b>6</b>				No	Do not start OHA.
<b>7</b>	No		Yes	Start OHA at the with-dependents rate based on the dependent's location on the date they obtain private sector housing or effective date specified by the authorizing/approving document, whichever is later.	
		No	Stop BAH based on the current PDS as of the day before OHA starts based on the dependents location.		

<b>MEMBER IN TRANSIT</b>			
<b>Table U10E-12 (continued)</b>			
<b>R U L E</b>	<b>If the member</b>	<b>and</b>	<b>then (<i>NOTES 1 and 2</i>)</b>
<b>8</b>		the member is with dependents	For dependents located in the U.S., continue dependents' location-based BAH through the day before the day the member reports to the new PDS. The first PDS BAH rate begins the day the member reports to the first PDS. For dependents located outside the U.S., continue training site location-based BAH 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.
<b>9</b>	New accession – Academy or ROTC graduate remaining at the graduation/ commission location awaiting follow-on training and not assigned Government quarters	the member has no dependents	Pay graduation/commission location-based BAH through the day prior to departure en route to the training location. The Transit rate applies thereafter. See rule 7 above.
<b>10</b>	is in leave status away from PDS awaiting final discharge from a PDS in the U.S.		Continue old PDS-based BAH through the date of discharge.
<b>11</b>	is processing for separation or retirement	from a PDS in the U.S.	Continue old PDS-based BAH through the date of separation or day before effective date of retirement.
<b>12</b>		from a PDS outside the U.S. with a processing location in the U.S.	Start retirement/separation processing location-based BAH 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 dependents' location-based BAH, continue that BAH rate through separation/retirement date.
<b>13</b>	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 dependents' location-based BAH, continue that BAH rate through separation/retirement date.
<b>14</b>		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.
<b>15</b>		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 and start OHA based on the OCONUS location the member moves to establish a residence on the day the member obtains private sector housing. Continue OHA through the date of separation or day before effective date of retirement. If the member is being paid a dependents' location-based OHA, continue that OHA rate through separation/retirement date provided the dependents remain at the OCONUS location.

<b>MEMBER IN TRANSIT</b>			
<b>Table U10E-12 (continued)</b>			
<b>R U L E</b>	<b>If the member</b>	<b>and</b>	<b>then (<u>NOTES 1 and 2</u>)</b>
<b>16</b>	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 member is authorized BAH/OHA).
<b>17</b>	in receipt of an appropriate order associated with a prolonged hospitalization determination	member was transferred from any PDS to a hospital in the U.S. for observation or treatment	Start BAH (for member authorized BAH) based on he hospital location to which the member has been transferred.

**NOTES:**

1. The member is not authorized BAH/OHA if assigned Government quarters adequate for the 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 the member arrives at the new PDS. If a Secretarial waiver is for an 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 without-dependent BAH. For a member whose PDS is in the U.S., pay without-dependent BAH based on the PDS location. If the member had a Secretarial waiver to pay BAH based on a former PDS due to a low-cost or no-cost PCS (par. U10400-B), that Secretarial waiver-based BAH rate continues rather than being changed to the current PDS BAH rate. For a member whose PDS is outside the U.S., pay without-dependent BAH based on the HOR location. See DODFMR, Vol. 7A, par. 340302.

B. Member with Dependents. A member with dependents continues to receive the housing allowance to which authorized upon entering the missing status. If dependents relocate, pay the with-dependent housing allowance appropriate for the dependents' 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. Table U10E-11, rule 9, Table U10E-1, rule 22 and pars. U10010-B7 and U10010-B8 do not apply to a member in civil or foreign confinement. 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.

## APPENDIX N

## PART I: MOVE-IN HOUSING ALLOWANCE (MIHA)

A. General

1. The Move-In Housing Allowance (MIHA) is comprised of the following three components (see par. U10026):
  - a. MIHA/Miscellaneous – a fixed-rate, lump-sum payment,
  - b. MIHA/Rent – an actual expense component that covers reasonable rent-related expenses, and
  - c. MIHA/Security – an actual expense component that covers reasonable security-related expenses.
2. To be authorized a MIHA, a member must be eligible for an Overseas Housing Allowance (OHA).
3. MIHA is intended to defray the move-in costs associated with occupying member-leased private sector housing covered under the OHA program.
4. *MIHA is not intended to cover move-out costs.*

B. MIHA/Miscellaneous. Actual expense data for MIHA/Miscellaneous is collected by survey. This data is used to set the MIHA/Miscellaneous allowance rate. A member residing in member-leased private sector housing receives an annual 'Overseas Housing Allowance Utility Expenses Survey'. Additionally, once every three years each member receives an 'Overseas Housing Allowance Utility and Move-In Expenses Survey'. ***To ensure that proper MIHA allowances are set, accurate, uniform and complete reporting of costs is essential. Therefore, it is imperative that members retain copies of all move-in expenses for later survey completion and cost reporting.***

1. Survey procedures are mailed to each country allowance coordinator (see Appendix M).
2. The 'Overseas Housing Allowance Utility and Move-In Expenses Survey' is used to report the member's MIHA/Miscellaneous expenses in addition to their utility expenses.

C. MIHA/Rent. A completed DD Form 2556 (Move-In Housing Allowance Claim (May 1999)) must accompany each MIHA/Rent claim. A member may submit more than one DD Form 2556 while assigned to a PDS (e.g., to claim rent-related expenses, then again to claim security expenses). Receipts for individual expenses of \$75 or more must be provided.

1. When the MIHA/Rent expense is incurred in foreign currency, convert the cost to U.S. dollars (using the actual rate of exchange at which the member converted the U.S. dollars to the foreign currency).
2. If the member is a sharer (see par. U10000-A), only one sharer may claim an individual rent-related expense. Sharer status is based on the member's response to item 8 of DD Form 2367, Individual Overseas Housing Allowance (OHA) Report.
3. Both the member **and** an authorizing/approving official (commander or designated official, such as the housing officer) must complete the DD Form 2556.

4. The authorizing/approving official (commander or designated official, such as the housing officer) may authorize all, or any portion, of an expenditure if it is considered reasonable. When the expenditure is not authorized, an explanation must be provided on a separate sheet and the information submitted with the completed DD Form 2556.

5. When the amount authorized in DD Form 2556, Part B Subtotal, exceeds two times the member's monthly rent, the authorizing/approving official (commander or designated official, such as the housing officer) must justify the amount on a separate sheet and the information submitted with the completed DD Form 2556.

***NOTE: Copies of all DD Forms 2556 prepared by the member should be maintained at the member's PDS. For locations served by housing offices, the Housing Office should retain the copies of the DD Forms 2556.***

D. MIHA/Security

1. To qualify for MIHA/Security, a member must be assigned to an area where dwellings must be modified to minimize exposure to terrorist and/or criminal threat (for 'MIHA Security Locations', see Appendix N, Part II). Department of State and/or the Defense Intelligence Agency designate high threat areas when Department of State is:

\*a. **Responsible** for the area's residential security: in accordance with the 1990 Memorandum between the Department of State and the Department of Defense on Overseas Security Support.

b. **Not responsible** for the area's residential security: the senior officer in-country is responsible for developing the appropriate housing security policy for the area. When security modifications are deemed appropriate, acceptable items/expenditures must be determined by an individual/office designated by the senior officer. DD Form 2556, Part C must be completed to claim reimbursement for security related expenses.

2. When possible, costs for security upgrades to the dwelling should be borne by the landlord. However, the housing officer or appropriate official acting in place of the housing officer should expect the landlord to increase the rent on the unit to recover the upgrade expenses within a reasonable time period.

3. When the senior officer in-country determines that a duty station should be a MIHA/Security area, that officer should have a designation request forwarded for risk assessment and justification. The request may be by letter, message, or e-mail message to the PDTATAC at the addresses below. The request for risk assessment is forwarded by PDTATAC to the Department of State or the Defense Intelligence Agency for a final determination.

**Letter Address:**

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

**E-Mail Message Address:**

Housing.Security@perdiem.osd.mil

**Message Address:**

PER DIEM TVL AND TRANS ALW COMTE ALEXANDRIA VA

4. A completed DD Form 2556 (Move-In Housing Allowance Claim (May 1999)) must accompany each MIHA/Security claim. A member may submit more than one DD Form 2556 while assigned to a PDS (e.g., to claim rent-related expenses, then again to claim security expenses). Receipts for expenses of \$75 or more must be provided.
5. When the MIHA/Security expense is incurred in foreign currency, convert the cost to U.S. dollars (using the actual rate of exchange at which the member converted the U.S. dollars to foreign currency).
6. If the member is a sharer (see par. U10000-A), only one sharer may claim an individual security-related expense. Sharer status is based on the member's response to item 8 of DD Form 2367, Individual Overseas Housing Allowance (OHA) Report.
7. Both the member **and** an authorizing/approving official (commander or designated official, such as housing officer) must complete the DD Form 2556.
8. The authorizing/approving official (commander or designated official, such as the housing officer) may approve all, or any portion of, an expenditure if it is considered reasonable. When the expenditure is not authorized, an explanation must be provided on a separate sheet and the information submitted with the completed DD Form 2556.
9. When the amount authorized in DD Form 2556, Part B Subtotal, exceeds two times the member's monthly rent, the authorizing/approving official (commander or designated official, such as the housing officer) must justify the amount on a separate sheet and submit the information along with the completed DD Form 2556.

***NOTE: Copies of all DD Forms 2556 prepared by the member should be maintained at the member's PDS. For locations served by housing offices, the Housing Office should retain the copies of the DD Forms 2556.***

**E. Instructions for Completing DD Form 2367, Individual Overseas Housing Allowance (OHA) Report**

1. The member must complete items 1 through 10 (for assistance see the Housing Officer).
2. The 'Housing Officer or Appropriate Official designated for that purpose' must either check box 11a(1) **or** 11a(2), whichever is appropriate.
3. The Housing Officer or Appropriate Official designated for that purpose must also complete blocks 11b through 11d.
4. The 'Certifying Official' must check the appropriate block for both 12a **and** 12b. The selection for block 12b is based on the answer provided by the Housing Officer or Appropriate Official designated for that purpose in block 11a.

5. The Certifying Official must also complete blocks 12c through 12g.
6. When the certifying official authorizes/approves the MIHA/Miscellaneous allowance the member receives the allowance in subsequent pay.

F. Instructions for Completing DD Form 2556, Move-In Housing Allowance Claim

1. DD Form 2556, Part A – Service Member Identification and Residence Information. Items 1 through 5 are self-explanatory.

2. DD Form 2556, Part B – Rent Related Expenses. Report only fixed, one-time, nonrefundable fees related to renting the dwelling. These are charges levied by the landlord, the landlord's agent or a foreign government that the member is required to pay. ***Refundable security deposits, advance rental payments, and recurring costs are not reported on this form.***

a. Authorized expenses:

(1) Customary Restoration or Redecoration Fees. This fee ordinarily is levied as an up-front charge but is not a damage deposit (it is typically for repainting and cleaning). These charges should be reported only when there is no chance of a refund.

(2) Rental Agent Fees. When a member has no other recourse but to rent a unit with such charges, the charges are reimbursable.

(3) Lease Taxes or Rental Taxes. Some jurisdictions levy a lease tax or rental tax. When this tax is:

(a) A one-time charge - it is reported on DD Form 2556,

(b) A monthly charge - it is included with rent and reported on DD Form 2367, and

(c) Charged at other intervals (e.g., an annual charge), it is considered a recurring expense and is covered by the Utility/Recurring Maintenance Allowance.

b. Unauthorized Expenses. The authorizing/approving official (commander or designated official, such as the housing officer) has the authority to disapprove excessive or unjustifiable expenses, i.e.:

(1) Avoidable real estate agent fees (see Examples 1 and 2 below),

(2) Restoration/redecoration fees when they are not customary.

***Example 1:*** A housing office recommends an acceptable dwelling that could have been rented without a rent-related fee. However, the member chose to rent a unit through a real estate agent who charged a 2-month rental fee. The authorizing/approving official (commander or designated official, such as the housing officer) must disapprove reimbursement of the rent-related fee.

***Example 2:*** A member's landlord charged the member a 2-month up-front rental fee when a 1-month rental fee is the customary charge. The authorizing/approving official (commander or designated official, such as the housing officer) should authorize reimbursement for only 1 month's rental fee.

3. DD Form 2556, Part C – Security Expenditures. Report only security related items, i.e., security doors, locks, lights, and alarm systems. Expenditures not related to the physical dwelling, such as for personal security guards or dogs, are not reimbursable. Receipts for expenses of \$75 or more must be provided.

4. DD Form 2556, Part D – Reimbursement to Member. The amount reported in item 10 is the total MIHA/Rent and/or MIHA/Security allowance reimbursable to the member in connection with the specifics on that DD Form 2556. Receipts for expenses of \$75 or more must be provided.

5. DD Form 2556, Part E – Certifications. The member must certify the information on the DD Form 2556 by completing and signing Part E.

G. Submitting Completed DD Forms 2367 (Individual Overseas Housing Allowance (OHA) Report (May 1999)) and 2556 (Move-In Housing Allowance Claim (May 1999))

1. Completed DD Forms 2367 and 2556. Completed DD Forms 2367 and 2556 must be processed and submitted in accordance with finance center procedures.

2. Submitting Completed DD Forms 2367 and 2556. Completed DD Forms 2367 and 2556 **must not** be submitted to PDTATAC directly. Submitting the forms directly to PDTATAC delays processing and reimbursement of the MIHA/Miscellaneous allowance.

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**APPENDIX Q**  
**OVERSEAS TOUR LENGTHS**

**TABLE 1 - DOD**

\*Tour lengths are established IAW DODI 1315.18, par. E.3.1. Submit tour lengths change proposals IAW DODI 1315.18, par. E.3.1. *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 which are 36/36) 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. E.3.1.1 (12 January 05).*

\*The following are overseas tour lengths *for a DOD Service member only (other than a Defense Attaché): DODI 1315.18, par. E3.1.1 (12 January 05).*

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

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> )	24	12
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
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		
Enewetak	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
*SERBIA, Belgrade ( <i>eff 11 June 2007</i> )	24	24
SEYCHELLES	24	12
SICILY (See ITALY)		
SINGAPORE	36	24
SLOVAKIA, Bratislava	36	24
SLOVENIA, Ljubljana	24	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 NOTE)
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, Buenos Aires	Southern	Miami	30 Apr 2009
<b><i>Armenia, Yerevan</i></b>	<b><i>European</i></b>	<b><i>Frankfurt</i></b>	<b><i>31 Jul 2007</i></b>
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, Bridgetown	Southern	Miami	30 Apr 2009
<b><i>Belarus, Minsk</i></b>	<b><i>European</i></b>	<b><i>Frankfurt</i></b>	<b><i>31 Jul 2007</i></b>
Belize, Belmopan	Southern	Miami	30 Apr 2009
Bolivia, La Paz	Southern	Miami	30 Apr 2009
<b><i>Bosnia, Sarajevo</i></b>	<b><i>European</i></b>	<b><i>Frankfurt</i></b>	<b><i>31 Jul 2007</i></b>
<b><i>Botswana, Gaborone</i></b>	<b><i>European</i></b>	<b><i>Frankfurt</i></b>	<b><i>31 Jul 2007</i></b>
Brazil, Brasilia, Sao Paulo, Rio de Janeiro	Southern	Miami	30 Apr 2009
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
<b><i>Cameroon, Yaounde</i></b>	<b><i>European</i></b>	<b><i>Frankfurt</i></b>	<b><i>31 Jul 2007</i></b>
<b><i>Chad, N'djamena</i></b>	<b><i>European</i></b>	<b><i>Frankfurt</i></b>	<b><i>31 Jul 2007</i></b>
Chile, Santiago	Southern	Miami	30 Apr 2009
China, Beijing	Pacific	Honolulu	31 Oct 2008
Colombia, Bogata	Southern	Miami	30 Apr 2009
<b><i>Cote D'Ivoire, (formerly Ivory Coast), Abidjan</i></b>	<b><i>European</i></b>	<b><i>Frankfurt</i></b>	<b><i>31 Jul 2007</i></b>
Costa Rica, San Jose	Southern	Miami	30 Apr 2009

Croatia, Zagreb	European	Frankfurt	31 Jan 2008
Cuba, Guantanamo Bay	Southern	Jacksonville	30 Apr 2009
Cuba, Havana ( <i>for Coast Guard uniformed members only</i> )	USCG	Miami	31 Dec 2007
<i>Cyprus, Nicosia</i>	<i>European</i>	<i>Frankfurt</i>	<i>31 Jul 2007</i>
<i>Democratic Republic of Congo, Kinshasa</i>	<i>European</i>	<i>Frankfurt</i>	<i>31 Jul 2007</i>
Djibouti	Central	Baltimore	31 Mar 2008
Dominican Republic, Santo Domingo	Southern	Miami	30 Apr 2009
Ecuador, Quito	Southern	Miami	30 Apr 2009
Egypt	Central	Baltimore	31 Mar 2008
El Salvador, San Salvador	Southern	Miami	30 Apr 2009
Eritrea, Asmara	Central	Baltimore	31 Mar 2008
<i>Estonia, Tallinn</i>	<i>European</i>	<i>Frankfurt</i>	<i>31 Jul 2007</i>
Ethiopia, Addis Ababa	Central	Baltimore	31 Mar 2008
Fiji, Suva	Pacific	Honolulu	31 Oct 2008
<i>Gabon, Libreville</i>	<i>European</i>	<i>Paris</i>	<i>30 Jun 2007</i>
Georgia, Tbilisi	European	Frankfurt	31 Oct 2007
<i>Ghana, Accra</i>	<i>European</i>	<i>Frankfurt</i>	<i>31 Jul 2007</i>
Greece, Athens	European	Frankfurt	31 Oct 2007
<i>Greece, Larissa</i>	<i>European</i>	<i>Frankfurt</i>	<i>31 Jul 2007</i>
Greenland, Thule 1/	European	Baltimore	31 Oct 2008
Guatemala, Guatemala City	Southern	Miami	30 Apr 2009
<i>Guinea, Conakry</i>	<i>European</i>	<i>Paris/Frankfurt</i>	<i>31 Jul 2007</i>
Guyana, Georgetown	Southern	Miami	30 Apr 2009
Haiti, Port au Prince	Southern	Miami	30 Apr 2009
Honduras, Tegucigalpa	Southern	Miami	30 Apr 2009
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
<i>Israel, Tel Aviv</i>	<i>European</i>	<i>Frankfurt</i>	<i>31 Jul 2007</i>
Ivory Coast, (See Cote D'Ivoire)			
Jamaica, Kingston	Southern	Miami	30 Apr 2009
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

<i>Laos, Vientiane</i>	<i>Joint POW/MIA</i>	<i>Honolulu</i>	<i>31 Oct 2006</i>
<i>Latvia, Riga</i>	<i>European</i>	<i>Frankfurt</i>	<i>31 Jul 2007</i>
Lebanon, Beirut	Central	Baltimore	31 Mar 2008
Libya, Tripoli ( <i>eff 4 Apr 2007</i> )	European	Frankfurt	31 Mar 2009
<i>Lithuania, Vilnius</i>	<i>European</i>	<i>Frankfurt</i>	<i>31 Jul 2007</i>
<i>Macedonia, The Former Yugoslavia Republic of Macedonia, Skopje</i>	<i>European</i>	<i>Frankfurt</i>	<i>31 Jul 2007</i>
Madagascar, Antananarivo	Pacific	Frankfurt	31 Oct 2008
Malaysia, Kuala Lumpur	Pacific	Sydney	31 Oct 2008
<i>*Mauritania, Nouakchott (eff 28 Apr 2005)</i>	<i>European</i>	<i>Frankfurt</i>	<i>31 Mar 2007</i>
<i>Mali, Bamako</i>	<i>European</i>	<i>Frankfurt</i>	<i>31 Jul 2007</i>
Mexico, Mexico City	Northern	San Antonio	31 Aug 2008
<i>Moldova, Chisnau</i>	<i>European</i>	<i>Frankfurt</i>	<i>31 Jul 2007</i>
Mongolia, Ulaanbaatar	Pacific	San Francisco	31 Oct 2008
<i>Morocco, Rabat</i>	<i>European</i>	<i>Frankfurt</i>	<i>31 Jul 2007</i>
<i>Mozambique, Maputo</i>	<i>European</i>	<i>Frankfurt</i>	<i>31 Jul 2007</i>
Namibia, Windhoek	European	Frankfurt	31 Oct 2007
Nepal, Katmandu	Pacific	Honolulu	31 Oct 2008
Nicaragua, Managua	Southern	Miami	30 Apr 2009
<i>Niger, Niamey</i>	<i>European</i>	<i>Frankfurt</i>	<i>31 Jul 2007</i>
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, Panama City	Southern	Miami	30 Apr 2009
Paraguay, Asuncion	Southern	Miami	30 Apr 2009
Peru, Lima	Southern	Miami	30 Apr 2009
Philippines, Manila	Pacific	Honolulu	31 Oct 2008
Poland, Warsaw	European	Frankfurt	31 Oct 2007
Qatar	Central	Baltimore	31 Mar 2008
<i>Romania, Bucharest</i>	<i>European</i>	<i>Frankfurt</i>	<i>31 Jul 2007</i>
<i>Russia, Moscow</i>	<i>European</i>	<i>Frankfurt</i>	<i>31 Jul 2007</i>
<i>Rwanda, Kigali</i>	<i>European</i>	<i>Frankfurt</i>	<i>31 Jul 2007</i>
Saudi Arabia	Central	Baltimore	31 Mar 2008
<i>Senegal, Dakar</i>	<i>European</i>	<i>Frankfurt</i>	<i>31 Jul 2007</i>
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, Paramaribo	Southern	Miami	30 Apr 2009
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, Port of Spain	Southern	Miami	30 Apr 2009
<i>Tunisia, Tunis</i>	<i>European</i>	<i>Frankfurt</i>	<i>31 Jul 2007</i>
<i>Turkey, Ankara</i>	<i>European</i>	<i>Frankfurt</i>	<i>31 Jul 2007</i>
Turkmenistan, Ashgabat	Central	Baltimore	31 Mar 2008
<i>Uganda, Kampala</i>	<i>European</i>	<i>Frankfurt</i>	<i>31 Jul 2007</i>
<i>Ukraine, Kiev</i>	<i>European</i>	<i>Frankfurt</i>	<i>31 Jul 2007</i>
United Arab Emirates	Central	Baltimore	31 Mar 2008
Uruguay, Montevideo	Southern	Miami	30 Apr 2009
Uzbekistan, Tashkent	Central	Baltimore	31 Mar 2008
Venezuela, Caracas	Southern	Miami	30 Apr 2009
Vietnam, Hanoi	Pacific	Honolulu	31 Oct 2008
Yemen	Central	Baltimore	31 Mar 2008
<i>Zambia, Lusaka</i>	<i>European</i>	<i>Frankfurt</i>	<i>31 Jul 2007</i>
<i>Zimbabwe, Harare</i>	<i>European</i>	<i>Frankfurt</i>	<i>31 Jul 2007</i>

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’.