

JOINT FEDERAL TRAVEL REGULATIONS

VOLUME 1

CHANGE 251

Alexandria, VA

1 November 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 November 2007 unless otherwise indicated.

LYNN S. HEIRAKUJI

Deputy Assistant Secretary of the Army
Manpower and Reserve Affairs (Personnel Oversight)

CURTIS B. ODOM

Director of Personnel Management (Acting)

LYNDA DAVIS

Deputy Assistant Secretary of
the Navy (Military Personnel Programs)

JONATHAN W. BAILEY

RADM, NOAA
Director, NOAA Corps

CHARLENE M. BRADLEY

Assistant Deputy Secretary of the Air Force
for Force Management and Integration

JOHN O. AGWUNOBI

ADM, USPHS
Assistant Secretary for Health

This change includes all material written in MAP Items 51-07(E), 57-07(E), 69-07(E), 70-07(E), 75-07(E), 89-07(I), 90-07(I), 93-07(I), and 94-07(I). Insert the attached pages and remove the corresponding pages. Remove and replace Chapter 4, Part B. This cover page replaces the Change 250 cover page.

BRIEF OF REVISION

These are the major changes made by Change 251:

U4115-B. Adds International Dateline (IDL) TDY computation examples.

U4129-E. Clarifies what M&IE is authorized when lodging with friends or relatives.

U5105-E3. Adds an example of PCS mixed mode travel computation.

U5310-E. Redefines jet ski as a personal watercraft and is considers it a boat shipment if the length exceeds 14 feet.

U5310-F. Redefines jet ski as a personal watercraft and is considers it a boat shipment if the length exceeds 14 feet.

U7200-A3e. Clarifies that a student dependent is not temporarily away from the PDS while at school for COT travel eligibility

U7205-C. Adds language to JFTR, par. U7205-C to clarify authorized locations when notified of emergency and placed in an emergency leave status.

U10010-A. Clarifies that there is no authority to pay BAH-Partial if member is receiving BAH-DIFF.

U10010-B14. Clarifies that there is no authority to pay BAH-Partial if member is receiving BAH-DIFF.

U10416-D NOTE. Clarifies that OHA, in addition to BAH, based on the school location may be paid to ROTC graduates without dependents who remain at the school after graduation/commissioning until departure for training. OHA was inadvertently deleted from MAP 08-07, effective 24 May 2007.

App A, HHG definition. Redefines jet ski as a personal watercraft and is considers it a boat shipment if the length exceeds 14 feet.

App O, T4040-A. Clarifies what M&IE is authorized when lodging with friends or relatives.

App Q. Corrects erroneous error in MAP 62-07 which deleted the Naval Station 30/18 tour length for Guantanamo Bay, Cuba. Establishes an updated tour length for military personnel permanently assigned to Joint Task Force, Guantanamo Bay, Cuba.

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.

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
247	Title-i	243	U3B-15	232	U4H-1	235	U5C-19	232	U5D-61
251	CL-i	243	U3B-17	230	U4H-3	238	U5C-21	219	U5D-63
251	CL-iii	243	U3B-19	232	U4H-5	235	U5C-23	219	U5D-65
251	CL-v	232	U3C-1	219	U4H-7	235	U5C-25	219	U5D-67
247	Intro-i	244	U3D-1	232	U4H-9	235	U5C-27	219	U5D-69
247	Intro-iii	244	U3D-3	214	U4I-1	235	U5C-29	232	U5D-71
247	TOC-i	244	U3D-5	214	U4I-3	235	U5C-31	241	U5E1-1
247	TOC-iii	234	U3E-1	202	U4J-1	234	U5C-33	216	U5E1-3
247	TOC-v	235	U3E-3	240	U5-i	234	U5C-35	216	U5E1-5
228	U1-i	235	U3E-5	230	U5-iii	244	U5C-37	229	U5E1-7
241	U1-iii	246	U3F-1	234	U5-v	244	U5C-39	232	U5E1-9
250	U1A-1	246	U3F-3	225	U5-vii	238	U5C-41	232	U5E1-11
248	U1A-3	246	U3F-5	239	U5-ix	242	U5C-43	227	U5E1-13
248	U1A-5	225	U3G-1	225	U5-xi	242	U5C-45	232	U5E1-15
193	U1B-1	233	U4-i	241	U5-xiii	242	U5C-47	244	U5E2-1
245	U1C-1	216	U4-iii	225	U5-xv	240	U5D-1	244	U5E2-3
239	U1C-3	223	U4-v	240	U5-xvii	251	U5D-3	244	U5E2-5
235	U1D-1	232	U4-vii	235	U5-xix	240	U5D-5	244	U5E2-7
243	U2-i	233	U4A-1	250	U5-xxi	249	U5D-7	240	U5F-1
241	U2-iii	251	U4B-1	227	U5-xxiii	230	U5D-9	240	U5F-3
249	U2A-1	251	U4B-3	240	U5A-1	232	U5D-11	240	U5F-5
243	U2A-3	251	U4B-5	240	U5A-3	230	U5D-13	240	U5F-7
243	U2A-5	251	U4B-7	246	U5A-5	248	U5D-15	232	U5F-9
221	U2B-1	251	U4B-9	246	U5A-7	248	U5D-17	232	U5F-11
231	U2B-3	251	U4B-11	238	U5B-1	246	U5D-19	235	U5F-13
245	U2B-5	251	U4B-13	251	U5B-3	239	U5D-21	232	U5G-1
232	U2C-1	251	U4B-15	251	U5B-5	232	U5D-23	250	U5G-3
232	U2C-3	251	U4B-17	251	U5B-7	246	U5D-25	250	U5G-5
250	U2D-1	251	U4B-19	251	U5B-9	221	U5D-27	246	U5G-7
176	U2E-1	251	U4B-21	238	U5B-11	223	U5D-29	241	U5G-9
246	U2F-1	251	U4B-23	246	U5B-13	216	U5D-31	227	U5G-11
239	U2G-1	251	U4B-25	246	U5B-15	248	U5D-33	246	U5H-1
244	U2H-1	251	U4B-27	246	U5B-17	238	U5D-35	233	U5H-3
249	U3-i	231	U4C-1	246	U5B-19	232	U5D-37	233	U5H-5
244	U3-iii	231	U4C-3	221	U5B-21	238	U5D-39	233	U5H-7
246	U3-v	231	U4C-5	232	U5B-23	232	U5D-41	240	U5H-9
214	U3A-1	250	U4C-7	240	U5C-1	216	U5D-43	250	U5I-1
248	U3A-3	250	U4C-9	239	U5C-3	238	U5D-45	223	U5J-1
249	U3B-1	194	U4C-11	239	U5C-5	216	U5D-47	213	U5J-3
238	U3B-3	220	U4D-1	232	U5C-7	227	U5D-49	213	U5J-5
243	U3B-5	220	U4D-3	236	U5C-9	241	U5D-51	213	U5J-7
243	U3B-7	220	U4D-5	231	U5C-11	232	U5D-53	241	U5J-9
243	U3B-9	193	U4E-1	231	U5C-13	232	U5D-55	221	U5J-11
243	U3B-11	235	U4F-1	234	U5C-15	238	U5D-57	213	U5J-13
243	U3B-13	225	U4G-1	213	U5C-17	216	U5D-59	248	U6-i

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
248	U6-iii	251	U7H1-7	250	U9C-23	238	A1-3	226	J1-1
248	U6A-1	247	U7H1-9	240	U9D-1	238	A1-5	226	J1-3
248	U6A-3	242	U7H1-11	240	U9D-3	229	A1-7	236	J2-1
248	U6A-5	242	U7H1-13	243	U10-i	241	A1-9	226	J3-1
248	U6A-7	242	U7H1-15	240	U10-iii	229	A1-11	226	K-i
248	U6A-9	232	U7H2-1	241	U10-v	240	A1-13	240	K1-1
248	U6A-11	242	U7I-1	250	U10-vii	246	A1-15	240	K1-3
248	U6A-13	242	U7I-3	246	U10A-1	251	A1-17	240	K1-5
248	U6A-15	241	U7J-1	248	U10A-3	251	A1-19	240	K2-1
248	U6A-17	231	U7J-3	240	U10A-5	232	A1-21	217	K3-1
248	U6A-19	250	U7K-1	245	U10A-7	242	A1-23	241	K4-1
248	U6A-21	216	U7L-1	251	U10A-9	243	A1-25	245	L-i
248	U6A-23	168	U7M-1	246	U10A-11	246	A1-27	245	L-1
250	U6A-25	209	U7N-1	246	U10A-13	245	A1-29	250	L-3
240	U6B-1	243	U7O-1	246	U10A-15	232	A1-31	245	L-5
240	U6B-3	242	U7P-1	240	U10A-17	238	A1-33	245	L-7
236	U6B-5	223	U7Q-1	240	U10A-19	230	A1-35	236	L-9
242	U6B-7	242	U7R-1	240	U10B-1	243	A2-1	229	L-11
242	U6B-9	185	U7S-1	241	U10B-3	243	A2-3	226	M-1
231	U6B-11	160	U7T-1	240	U10B-5	221	B-1	217	N-i
228	U6B-13	213	U7U-1	240	U10B-7	138	C-1	249	N1-1
228	U6B-15	242	U7V-1	240	U10B-9	221	D-1	249	N1-3
242	U6B-17	193	U7W-1	240	U10B-11	234	E-i	249	N1-5
242	U6B-19	223	U7X-1	240	U10B-13	246	E1-1	244	N2-1
216	U6B-21	250	U7Y-1	240	U10C-1	250	E1-3	244	N2-3
216	U6B-23	237	U7Z1-1	241	U10C-3	246	E1-5	235	O-i
250	U6B-25	237	U7Z2-1	241	U10C-5	245	E2-1	229	O-1
240	U6B-27	250	U8-i	241	U10D-1	245	E2-3	227	O-3
243	U7-i	250	U8-1	241	U10D-3	234	E3-1	238	O-5
242	U7-iii	250	U8-3	240	U10D-5	217	F-i	251	O-7
232	U7-v	250	U8-5	248	U10E-1	248	F1-1	251	O-9
216	U7-vii	250	U8-7	248	U10E-3	217	F2-1	238	O-11
242	U7-ix	250	U8-9	248	U10E-5	233	G-1	238	O-13
250	U7-xi	250	U8-11	249	U10E-7	233	G-3	243	O-15
243	U7A-1	250	U8-13	250	U10E-9	250	G-5	243	O-17
242	U7B-1	250	U8-15	248	U10E-11	246	G-7	246	O-19
189	U7C-1	250	U8-17	250	U10E-13	217	H-i	246	O-21
243	U7D-1	250	U9-i	250	U10E-15	214	H1-1	246	O-23
242	U7E-1	234	U9-iii	250	U10E-17	214	H2A-1	246	O-25
242	U7F1-1	234	U9A-1	250	U10E-19	214	H2B-1	248	O-27
242	U7F1-3	249	U9B-1	250	U10E-21	232	H2C-1	248	O-29
157	U7F2-1	249	U9B-3	250	U10E-23	232	H2C-3	240	P-i
242	U7F3-1	250	U9B-5	250	U10E-25	246	H3A-1	240	P1-1
227	U7G-1	250	U9C-1	251	U10E-27	220	H3B-1	240	P1-3
246	U7G-3	250	U9C-3	250	U10E-29	220	H3B-3	230	P2-1
245	U7G-5	250	U9C-5	250	U10E-31	221	U3B-5	240	P2-3
246	U7G-7	250	U9C-7	250	U10E-33	214	H4A-1	242	P2-5
245	U7G-9	250	U9C-9	250	U10E-35	214	H4B-1	251	Q-1
245	U7G-11	250	U9C-11	250	U10E-37	214	H4C-1	247	Q-3
245	U7G-13	250	U9C-13	250	U10E-39	214	H4D-1	249	Q-5
233	U7G-15	250	U9C-15	250	U10E-41	214	H4E-1	247	Q-7
251	U7H1-1	250	U9C-17	250	U10E-43	214	H4F-1	247	Q-9
238	U7H1-3	250	U9C-19	250	U10E-45	176	I-1	239	R-i
250	U7H1-5	250	U9C-21	240	A1-1	226	J-i	239	R1-1

Ch.	Page								
239	R1-3								
239	R1-5								
250	R2-1								
250	R2-3								
239	R2-5								
249	S-1								
249	S-3								
216	T-i								
216	T-1								
216	T-3								
246	U-1								
240	V-1								
240	V-3								
240	V-5								
240	V-7								

PAGE LEFT BLANK INTENTIONALLY

CHAPTER 4

PART B: PER DIEM ALLOWANCE

U4100 GENERAL

A per diem allowance is designed to offset the cost of lodging, meals, and incidental expenses incurred by a member while performing travel, and/or TDY away from the member's PDS. A per diem allowance is payable for whole days, except for the departure day from and for the return day to the PDS, in which case per diem is computed as prescribed in par. U4147. *The per diem rate is determined based on the member's TDY location, not the lodging location.* See par. U4129-G if neither Government nor commercial quarters are available at the TDY location. Per diem rates are prescribed at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

NOTE: *When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky)), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables, the applicable per diem rate is based on the location of the front gate for the reservation, station or other established area. Refer to the U.S. Census Bureau website (<http://quickfacts.census.gov/cgi-bin/qfd/lookup>) which can help determine in which county a destination is located. If the specific location (e.g., city or town) is not listed in the per diem list, but the county is, then the county per diem rate is the rate for that entire county – including all encompassed cities and towns. If neither the city/town nor the county is listed, that area is a Standard CONUS per diem rate location. See <http://perdiem.hqda.pentagon.mil/perdiem/conuspd.html> or par. U2025 for the current Standard CONUS per diem rate.)*

U4101 WHEN PER DIEM ALLOWANCE IS AUTHORIZED

Unless otherwise specifically provided for or restricted in this Volume, the per diem allowances prescribed in this Part apply for all periods of TDY, and travel in connection therewith, including but not limited to the following:

1. Periods of necessary delay awaiting further transportation,
2. Periods of delay at ports of embarkation and debarkation ICW a PCS,
3. Periods of TDY directed in a PCS order,
4. Delays to qualify for reduced travel fares. See par. U4325-E.

U4102 CIRCUMSTANCES IN WHICH PER DIEM NOT AUTHORIZED

A. When Not in a Travel Status. A member is not authorized per diem for any day before the day during which a travel status begins or for any day after a travel status ends. See par. U2200-C.

B. Day of Leave or Proceed Time. A member is not authorized per diem on any day classified as leave or proceed time. See par. U7225 when on leave during a contingency TDY or par. U7226 when on leave from a TDY site to visit evacuated dependents at a safe haven location.

NOTE: *A day used in a constructed PCS mixed-mode travel computation does not make that day a travel day. See par. U5160.*

C. When PCS 'MALT-Plus' Per Diem Is Paid. A member is not authorized "Lodgings-Plus" per diem for any day that PCS 'MALT-Plus' per diem is paid.

D. Travel or TDY within PDS Limits. Except as authorized in par. U4105-H, a member is not authorized per diem for travel or TDY performed within the limits of the PDS. This does not preclude payment of per diem on the day of departure from or day of return to the PDS ICW TDY away from the PDS. For transportation allowances see Chapter 3. Par. U4102-D does not prohibit reimbursement under par. U4510 for occasional meals and quarters necessarily procured within the PDS limits by a member escorting arms control inspection team/members while engaged in activities related to the implementation of an arms control treaty or agreement during the in-country period referred to in the treaty or agreement (DOD Authorization Act, FY93, P.L. 102-484, dated 23 October 1992.)

Except as indicated below, per diem is not payable at the old or new PDS for TDY en route ICW PCS travel. This applies even if the member vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY. **Exception:** A member who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is authorized per diem at the old PDS (B-161267, 30 August 1967). Example: A member departs the Pentagon (in Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1 -31 July, returns TDY en route to the Pentagon 5-15 August, and then signs in PCS to Ft. Polk on 31 August. The member is authorized per diem at the Pentagon (old PDS) 5-15 August. If the member had departed on 15 June but performed TDY in Arlington, VA first, no per diem is payable for the TDY in Arlington immediately after detachment.

E. TDY within the Local Area of the PDS (Outside the PDS Limits). A member is not authorized per diem for TDY performed within the local area (outside the limits) of the PDS as defined in par. U3500-B, unless overnight lodging is required. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. See Chapter 3 for transportation allowances.

F. Round Trips within 12 Hours. A member is not authorized per diem for TDY that is performed entirely within 12 hours. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. See Chapter 3 for transportation allowances.

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

H. Navigational and Proficiency Flights. *A member is not authorized per diem for a navigational and proficiency flight when the flight is authorized at the member's request.*

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

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

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

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

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

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

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

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

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

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

U4105 PER DIEM PAYABLE UNDER SPECIFIC CASES

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

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

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

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

C. Travel, TDY Aboard a Commercial Ship or a U.S. Government Ship Totally Leased for Commercial Operation.

Except for the days of arrival/embarkation and departure/debarkation, for travel aboard a commercial ship, a per diem rate equal to the anticipated expenses should be set. The AO should state in the order the circumstances warranting the rate.

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

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

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

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

2. TDY at other than Leave Point

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

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

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

TDY allowances are payable at the TDY location.

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

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

TDY allowances are payable at the TDY location

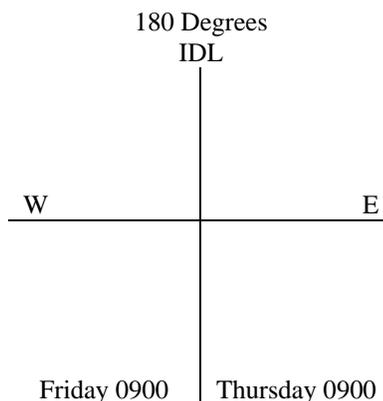
G. Order Canceled while the Member Is en route to a TDY Station. If a TDY order is canceled while a member is en route to a TDY station, round trip travel and transportation allowances are authorized from the PDS (or residence, as appropriate) to the point at which the cancellation notification was received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

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

***U4115 INTERNATIONAL DATELINE**

A. International Dateline (IDL). The IDL is a hypothetical line along the 180th meridian where each calendar day begins. For example, when it is Thursday east of the IDL it is Friday west of the IDL. See 39 Comp. Gen. 853 (1960).

B. Computing Per Diem when Crossing the International Dateline (IDL)



C. Computation. The following are examples of computing per diem allowances and making cost comparisons under par. U4115:

EXAMPLE 1			
TDY Travel Involving IDL with a 'Lost' Day			
The TDY location lodging cost is \$135/night. The per diem rate is \$225 (\$135/ \$90).			
The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/20.			
When crossing the IDL in a westward direction, the dates 8/18 -8/19 are treated as one day for per diem computation purposes because the traveler did not arrive at the TDY location until 8/20. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for two 8/25 dates.			
A Government mess is not available at the TDY point. AEA is not authorized.			
ITINERARY			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
20-24 Aug (Friday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
18 Aug Wednesday	75 % x \$90 =		\$67.50
19 August Thursday	NO PER DIEM		
20-24 Aug (Friday-Tuesday)	\$90 (M&IE) + \$135 (lodging) = \$225 x 5 days =		\$1,125.00
25 Aug Wednesday	\$90 (M&IE)=		\$90.00
25 Aug Wednesday	75 % x \$90 =		\$67.50
Total			\$1,350.00

EXAMPLE 2			
TDY Travel Involving IDL without a 'Lost' Day			
TDY location lodging cost is \$140/night. The per diem rate is \$218 (\$146/ \$72).			
The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/19.			
When crossing the IDL in a westward direction, the date 8/19 (Thursday) is treated as a full day for per diem computation purposes as the traveler arrived on 8/19. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for one 8/25 date.			
A Government mess is not available at the TDY point. AEA is not authorized.			
ITINERARY			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
19-24 Aug (Thursday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
18 Aug Wednesday	75 % x \$72 =		\$54.00
19-24 Aug (Thursday-Tuesday)	\$72 (M&IE) + \$140 (lodging) = \$212 x 6 days =		\$1,272.00
25 Aug Wednesday	75 % x \$72 =		\$54.00
Total			\$1,380.00

U4125 PER DIEM UNDER THE ‘LODGINGS-PLUS’ COMPUTATION METHOD

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

U4127 LODGING TAX UNDER ‘LODGINGS-PLUS’

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

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

U4129 LODGING UNDER THE ‘LODGINGS-PLUS’ COMPUTATION METHOD

A. General. The amount allowed for lodging expense is the expense actually incurred or the maximum locality amount for lodging at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, whichever is less. Reimbursement computation for the commercial lodging cost incurred for any day that the member was TDY to a U.S. Installation and Government quarters were available on that installation is in par. U1045.

B. Commercial Lodging. Except as provided for double occupancy in par. U4129-D, when a member uses commercial lodging facilities (i.e., hotels, motels, and boarding houses), the allowable lodging expense is based on the single room rate for the lodging used.

C. Government Quarters. A fee/service charge paid for Government quarters is an allowable lodging expense.

D. Double Occupancy. In the case of double occupancy, each official traveler is allowed one-half of the double occupancy charge if a room is shared with another official traveler. Otherwise, the official traveler is allowed the single room rate. *The official traveler must provide the single room rate.*

*E. Lodging with a Friend or Relative. *Reimbursement of lodging cost is not authorized for a member who stays with a friend or relative.* A member, who lodges with friends or relatives, is authorized the TDY location M&IE rate, if otherwise eligible. The lodging reimbursement examples below apply for official travel to include as an attendant/escort, evacuation, extended TDY, limited evacuation and other circumstances in which the member has the option to stay with friends or relatives. *The Service/Agency cannot direct the member to lodge with friends or relatives.*

***Example 1:** A member (outpatient) and a DOD civilian employee (attendant), each traveling under an official TDY travel order/authorization to Location A, reside together with family members who live at/near Location A during the TDY. They commute daily to the TDY location. The member is not authorized lodging reimbursement, but the DOD civilian employee possibly may be eligible for reimbursement of some lodging costs. See JTR, par. C4555-B3.

Example 2: A member is TDY (active duty call-up) to Location A and stays in commercial lodging. A family member later joins the member at personal expense. The member is authorized up to the single room rate and room taxes on the single rate if applicable.

F. Lodging in other than Commercial Facilities. When no commercial lodging facilities are available (i.e., in remote areas) or when there is a room shortage because of a special event (e.g., World Fair or International Sporting Event), the cost of lodging obtained in other than commercial facilities may be allowed. Such facilities may include college dormitories or similar facilities as well as rooms made available to the public by area residents in their homes. In these cases, the member must provide a written explanation that is acceptable to the AO/designated representative.

G. Lodging Not Available at TDY Station. The TDY locality per diem rate or the AEA (see Chapter 4, Part C) ceiling for the location where lodging is obtained is used for computation *only* when a member is TDY at a place where neither Government nor commercial quarters are available. ***NOTE: Par. U4129-G applies only when the locality per diem rate for the lodging location is higher than the locality per diem rate for the TDY location. The higher per diem rate must be authorized/approved by the AO.***

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

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

B. Expenses. Allowable lodging expenses are:

1. Rent of the apartment, house, or recreational vehicle;
2. Rent of a parking space for the recreational vehicle;
3. Rent of appropriate and necessary furniture, such as a stove, refrigerators, chairs, tables, beds, sofas, television, and a vacuum cleaner;

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

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

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

U4133 LODGING COST ALLOWANCE UNDER THE BARTER SYSTEM

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

U4135 DUAL LODGING REIMBURSEMENT ON A SINGLE DAY

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

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

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

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

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

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

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

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

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

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

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

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

U4139 LODGING COST FOR QUARTERS JOINTLY OCCUPIED BY MEMBER AND DEPENDENTS

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

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

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

EXAMPLE 1

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

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

U4143 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT

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

U4145 PER DIEM COMPUTATION

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

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

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

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

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

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

U4149 M&IE RATE DETERMINATION FOR CONUS FULL DAYS

A. Locality Rate. See <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the applicable locality rate.

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

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

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

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

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

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

U4150 PER DIEM AND AEA ON A SINGLE TRIP

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

U4151 M&IE RATE DETERMINATION FOR OCONUS FULL DAYS

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

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

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

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

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

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

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

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

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

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

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

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

U4155 SCHOOLHOUSE TRAINING (FORMAL COURSES OF INSTRUCTION)

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

U4157 LODGING PER DIEM COMPUTATION

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

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

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

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

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

U4160 PER DIEM FOR TDY TRAVEL BY CAR FERRY

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

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

2. Transportation. The member is authorized:
 - a. Government-procured ferry transportation; or
 - b. Reimbursement for personal transportation costs on the car ferry (limited to the Government-procured ferry transportation cost);
3. Per Diem
 - a. Lodging. Reimbursement for lodging (unless included in the transportation cost) is authorized with no cost ceiling limitation.
 - b. Meals and Incidental Expenses (M&IE) when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based on and computed for the member using the highest CONUS M&IE rate (see Appendix A) for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is the rate applicable for the member's location at 2400 on that day.

NOTE: If the ferry passage does not include an overnight, the applicable M&IE while on the ferry is the rate applicable to the location of the member at 2400 (see par. U4145-A) on the debarkation day.
4. Ferry Fees. Reimbursement is authorized for ferry fees.

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

U4163 ESSENTIAL UNIT MESSING (EUM)

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

U4165 DEDUCTIBLE MEALS

1. The PMR in pars. U4149-C and U4151-C applies on any day when one or two deductible meals are provided. See Appendix R, Part II, par. J.
2. A deductible meal is a meal/meals:
 - a. Made available pursuant to an agreement between a Uniformed Service and any organization, if the order directs use of the facility providing the meal(s);
 - b. Included in a registration fee paid by the Government;
 - c. Furnished at no cost to the traveler by a school while attending a course of instruction if the Government ultimately pays the school for the meal cost;
 - d. Furnished by the Government at no cost to a member (see par. U4167);

- e. Provided by a lodging establishment for which a charge is added in the lodging cost (ex., lodging cost \$75 without breakfast; lodging cost \$85 with breakfast); or
- f. Provided by a lodging establishment when the meal(s) are included in the lodging cost under an agreement between the Government and the lodging establishment (ex., an agency arranges for lodging at a conference/meeting and the cost of one or more meals is included in the lodging cost).

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

U4167 NON-DEDUCTIBLE MEALS

1. The following are not deductible meals:

- a. Box lunches, (which include such things as C Rations, K Rations, MREs) - except when MREs and/or other box lunches are the *only method* of providing adequate subsistence to a member. ***NOTE: See par. U4800-E for a member on TDY within a Combatant Command or Joint Task Force Area of Operations.***
- b. In-flight meals,
- c. Rations furnished by the Government on military aircraft,
- d. Government meals paid for by the member and consumed in a Government mess,
- e. Meals furnished on commercial aircraft,
- f. Meals provided by private individuals, or
- g. Meal(s) provided by a lodging establishment on a complimentary basis without adding a charge for the meal(s) in the lodging cost (ex., lodging cost \$75 with or without breakfast).

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

U4169 LODGING REQUIRED ON THE DAY TRAVEL ENDS

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

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

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

U4173 PER DIEM ALLOWANCE COMPUTATION EXAMPLES

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

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

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

D. Examples

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

EXAMPLE 1					
Per Diem Rate/POC TDY Mileage Computation					
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.					
Reimbursement is limited to the actual lodging cost not to exceed the maximum locality per diem lodging rate plus the appropriate M&IE.					
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.					
<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>					
ITINERARY					
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 nd Stopover MI&E		50
REIMBURSEMENT					
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
Total Reimbursement					\$820.05

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

EXAMPLE 2			
Per Diem Rate – GMR/PMR and POC TDY Mileage Computation			
<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 17th 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>NOTE: 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.</p>			
ITINERARY			
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
REIMBURSEMENT			
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
Total Reimbursement			\$448.35

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.

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)

EXAMPLE 1			
Per Diem and POC TDY Mileage Computation			
A member performed TDY and returned to the PDS while TDY on the weekend for personal reasons. TDY location lodging cost is \$65/night. The maximum per diem rate is \$102(\$63/\$39). A Government mess is not available at the TDY point. AEA is not authorized and per diem is not payable for 28 June (actual cost computation) because the member is at the PDS. See par. U4102-D.			
POC use between the residence and TDY station is to the Government's advantage and is authorized on the travel order for one round trip. See par. U3305-B.			
The member is due \$1,354.75 (constructed cost since it is less than the actual cost for this example).			
<i>AEA is not used for this example but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Chapter 4, Part C).</i>			
ITINERARY			
Date	Depart	Arrive	POC Mileage
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
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
23 June	\$39 x 75% = \$29.25 + \$63 =		\$92.25
24 to 26 June	\$39 + \$63 = \$102/day x 3 days =		\$306.00
27 June	\$39 x 75% =		\$29.25
28 June	Per diem is not payable at the PDS (par. U4102-D)		\$0.00
29 June	\$39 x 75% = \$29.25 + \$63 =		\$92.25
30 June to 2 July	\$39 + \$63 = \$102/day x 3 days =		\$306.00
3 July	\$39 x 75% =		\$29.25
2 round trips of 650 miles (official distance) = 1,300 miles x \$0.485/mile =			\$630.50
Actual Cost Total			\$1,485.50
Constructed Cost			
23 June	\$39 x 75% = \$29.25 + \$63 =		\$92.25
24 June to 2 July	\$39 + \$63 = \$102/day x 9 days =		\$918.00
3 July	\$39 x 75% =		\$29.25
1 round trip of 650 miles (official distance) x \$0.485/mile =			\$315.25
Constructed Cost Total			\$1,354.75

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
Actual Cost Total		\$542.80
Constructed Cost		
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
Constructed Cost Total		\$353.75

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 <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>

The Secretary concerned may authorize per diem rates in lesser amounts (to zero) than those prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.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 <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> is without effect and the locality rates in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.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 a member, command or AO thinks 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: See Chapter 4, Part C to cover one-time necessary expenses in excess of the prescribed per diem rate.

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		
Abbreviations used:						
Gov't = Government		GMR = Government meal rate		NTE = Not to exceed		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.
Per Diem for the Departure Day from the PDS ^{6/}	75% of the M&IE rate for the TDY locality ^{1/} plus the lodging cost NTE the maximum lodging prescribed for the TDY locality. ^{2/, 5/}	75% of M&IE rate for TDY locality ^{1/} plus the cost of Gov't quarters NTE maximum lodging prescribed for TDY locality.	75% of the M&IE rate for the TDY locality ^{1/} plus the cost of lodgings occupied NTE cost of available Gov't quarters. No reimbursement for lodging tax.	75% of the M&IE Rate for the destination TDY locality ^{1/}	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. ^{2/, 5/}	75 % of the M&IE rate for TDY locality ^{1/} plus lodging ^{2/, 5/} 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.

(2) Whole Travel Days - CONUS						Footnotes: See table # 4
Abbreviations used:						
Gov't = Government		GMR = Government meal rate		NTE = Not to exceed		PMR = Proportional meal rate
	A	B	C	D	E	F
	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.
Per Diem for Whole Travel Days ^{6/}	M&IE applicable to the CONUS TDY locality plus the cost of lodging NTE maximum rate prescribed for the TDY locality ^{2/} .	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. ^{1/}	M&IE applicable to the CONUS TDY locality plus the cost of lodging NTE the maximum rate prescribed for the TDY locality ^{2/} (If directed in the order, M&IE is PMR plus \$3 when deductible meals are provided ^{7/} – 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.

(3) Whole Travel Days - OCONUS						Footnotes: See table # 4
Abbreviations used:						
Gov't = Government GMR = Government meal rate NTE = Not to exceed PMR = Proportional meal rate						
	A	B	C	D	E	F
	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.
Per Diem for Whole Travel Days ^{6/}	M&IE ^{4/} applicable to the OCONUS TDY locality plus the cost of lodging ^{5/} 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. ^{1/)}	M&IE ^{4/} applicable to the OCONUS TDY locality plus the cost of lodging ^{5/} 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 ^{3/} , if directed in the order, (3) PMR plus \$3.50 ^{3/} , if directed in the order, or (4) no amount for meals plus \$3.50 ^{3/} 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 ^{5/} . (M&IE may be at (1) the rate prescribed for the TDY locality, (2) Standard GMR plus \$3.50 ^{3/} , if directed in the order, (3) PMR plus \$3.50 ^{3/} , if directed in the order, or (4) no amount for meals plus \$3.50 ^{3/} 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.

(4) Day of Return to PDS					Footnotes: See below
Abbreviations used:					
Gov't = Government		GMR = Government meal rate		NTE = Not to exceed	
				PMR = Proportional meal rate	
	A	B	C	D	E
	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.
Per Diem for Return Day to PDS ^{6/}	75% of M&IE rate for last TDY locality. ^{1/}	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. ^{1/}	For departure day from the TDY: M&IE plus lodging ^{2/} , ^{5/} 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.

Footnotes

- 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.
- 2/ Lodging tax *is* separately reimbursed for lodging in CONUS and non-foreign OCONUS areas because a tax amount is not included in the applicable maximum lodging amount.
- 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 <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>. TDY locality IE rate payment may be authorized and must be stated in the travel order.
- 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.
- 5/ Lodging tax *is not* separately reimbursable for foreign area lodging because a tax amount is included in the applicable foreign area maximum lodging amount.
- 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 *within CONUS* requires at least 7 consecutive nights TDY lodging *in CONUS* (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 Nights NTE \$16, etc.).

 (b) The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing *is not* a separately reimbursable expense for *OCONUS* travel and is part of the incidental expense (IE) allowance included within the per diem rates/AEA authorized/approved for *OCONUS* travel.
- 7/ On any day that 3 deductible meals are provided without cost to the member, no reimbursement is allowed for meals.

PAGE LEFT BLANK INTENTIONALLY

NOTE: The following is not considered in determining if mixed mode travel is involved in a journey:

- a. Travel between the duty station and local transportation terminal, or
- b. Travel between local transportation terminals.

2. **Computation.** Total reimbursement for POC and personally-procured commercial travel may be no more than the 'MALT-Plus' payable for the entire ordered travel distance less the cost of any Government-procured transportation used for a portion of the journey. **NOTE: Do not collect excess cost from the member if deducting the cost of the Government-procured transportation for the ordered travel from the 'MALT-Plus' results in a negative amount.**

*3. **Example:**

NOTE: The rates used in this example may not be current. See <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> or par. U2025 for the current Standard CONUS per diem and par. U2600 for MALT rates.

Example PCS Mixed Modes

1 June	Dep:	Old PDS	CP
1 June	Arr:	LV address	
20 June	Dep:	LV address	POC
30 June	Arr:	New PDS	

DTOD distance from the old PDS to the new PDS is 2,984 miles
 DTOD distance from the leave address to the new PDS is 838 miles
 M&IE for the LV address is \$44.00
 M&IE for the new PDS is \$64.00
 Commercial air cost from old PDS to leave address is \$250.00 (non city-pair airfare)

COST FOR ACTUAL TRAVEL:		
6/1 per diem	75% times \$44 =	\$ 33.00
6/1 ticket cost		250.00
6/1 Taxi		25.00
MALT	838 miles x \$0.20/mile =	167.60
'MALT-Plus' per diem	3 days @\$109 =	<u>327.00</u>
Total Actual Cost =		\$802.60

COST FOR POC TRAVEL FOR THE ORDERED DISTANCE:		
MALT	2,984 miles x \$0.20/mile =	\$596.80
'MALT-Plus' per diem	9 days @\$109 =	<u>981.00</u>
Total Constructed Cost =		\$1,577.80

Reimburse to the member the actual cost (\$802.60) NTE the constructed cost (\$1,577.80). **The member is due \$802.60.**

U5106 PCS EXAMPLES - LODGINGS AND 'MALT-PLUS' PER DIEM

EXAMPLE 1

15 July	Dep:	Old PDS	POC	
	Arr:	POE		114 miles
16 July	Dep:	POE	TP	
	Arr:	POD		
16 July	Dep:	POD	CA	Taxi \$25
	Arr:	New PDS		

Member spends \$115 for lodging on 15 July.
 POE per diem rate is \$188 (\$126 for lodging and \$62 for M&IE).
 POE is not the local terminal for the old PDS.
 M&IE for new PDS is \$31.

REIMBURSEMENT:		
7/15	75% times \$62 = \$46.50 plus \$115 (\$115 less than \$126) =	\$ 161.50
7/16	75% times \$30 =	22.50
114 miles x \$0.15/mile =		17.10
Taxi		25.00
Total Reimbursement =		\$226.10

NOTE: MALT & 'Lodgings-Plus' is paid for the same day.

EXAMPLE 2

The Standard CONUS per diem rate used in this example may not be current.
 See <http://perdiem.hqda.pentagon.mil/perdiem/conuspd.html> or
 par. U2025 for the current Standard CONUS per diem rate.

1 Aug	Dep:	Old PDS	POC	
3 Aug	Arr:	POE		805 miles
4 Aug	Dep:	POE	TP	
	Arr:	POD		
	Dep:	POD	CA	Taxi \$20
	Arr:	New PDS		

Member spends \$110 for lodging on 3 Aug.
 POE per diem rate is \$152 (\$110 for lodging and \$42 for M&IE).
 M&IE for new PDS is \$60.
 Standard CONUS per diem = \$99.

REIMBURSEMENT:		
8/01 – 8/2	2 days @ \$99 =	\$ 198.00
8/03	\$110 + \$42 =	152.00
8/04	75% x \$60 =	45.00
805 miles x \$0.15/mile =		120.75
Taxi		20.00
Total Reimbursement =		\$535.75

NOTE: Even though there is another 'MALT-Plus' per diem day payable, pay 'Lodgings-Plus' per diem for the night spent at the port.

EXAMPLE 3

The Standard CONUS per diem rate used in this example may not be current. See <http://perdiem.hqda.pentagon.mil/perdiem/conuspd.html> or par. U2025 for the current Standard CONUS per diem rate.

1 Jun	Dep:	Old PDS	POC	
4 Jun	Arr:	TDY		1200 miles
10 Jun	Dep:	TDY	POC	
10 Jun	Arr:	New PDS		300 miles

Member spends \$60/night for lodging 4-10 Jun while TDY.
 TDY per diem rate is \$99 (\$60 for lodging and \$39 for M&IE).
 Standard CONUS per diem = \$99.

REIMBURSEMENT:		
6/01 – 6/3	3 days @ \$99 =	\$ 297.00
6/4	\$60 + \$39 =	99.00
6/5 - 6/9	5 x (\$60 + \$39) =	495.00
6/10	1 day @ \$99 =	99.00
1,200 miles x \$0.15/mile =		180.00
300 miles x \$0.15/mile =		<u>45.00</u>
Total Reimbursement =		\$1,215.00

NOTE: Even though MALT is paid 4 June, pay ‘Lodgings-Plus’ per diem since the member arrived at the TDY location that day.

EXAMPLE 4

The Standard CONUS per diem rate used in this example may not be current. See <http://perdiem.hqda.pentagon.mil/perdiem/conuspd.html> or par. U2025 for the current Standard CONUS per diem rate.

1 Jul	Dep:	Old PDS	POC	
10 Jul	Arr:	POE		1,080 miles
11 Jul	Dep:	POE	TP	
	Arr:	POD		
	Dep:	POD	POC	120 miles
	Arr:	New PDS		

Member spends \$100 for lodging on 10 Jul.
 POE per diem rate is \$145 (\$99 for lodging and \$46 for M&IE).
 POD is not the local terminal for the new PDS.
 M&IE for new PDS is \$82.
 Standard CONUS per diem = \$99.

REIMBURSEMENT:		
7/01 – 7/9	3 days @ \$99 =	\$ 297.00
7/10	\$99 + \$46 =	145.00
7/11	75% x \$82 =	61.50
1,080 miles x \$0.15/mile =		162.00
120 miles x \$0.15/mile =		<u>18.00</u>
Total Reimbursement =		\$683.50

NOTE: Even though MALT is paid 11 July, pay 'Lodgings-Plus' per diem since the member also traveled by TP that day. This allows the member to also receive TLA on 11 July.

U5107 POC TRAVEL PROHIBITED

Each Service may issue regulations prescribing exigencies under which AOs may prohibit a member from using a POC when traveling as an individual (as distinguished from members traveling together under an order directing no/limited reimbursement). ***If there are no Service regulations, order prohibiting POC transportation are without effect.*** Par. U5108 applies if the member's order states that POC travel is prohibited, or specifically directs a particular transportation mode (see par. U3002).

U5108 ALLOWANCES WHEN TRANSPORTATION MODE OR TRAVEL WITH NO/LIMITED REIMBURSEMENT (CHAPTER 4, PART B) DIRECTED

NOTE: Throughout par. U5108, users must remember that it is MANDATORY DOD policy to use CTOs for all transportation requirements.

A. Transoceanic Travel. When travel is directed (as opposed to being authorized) by Government/Government-procured transportation and the member performs transoceanic travel at personal expense, no reimbursement is authorized for the transoceanic travel. See par. U5116-D. ***NOTE:*** The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.

B. Members Traveling Together under an Order Directing No/Limited Reimbursement. When Service exigencies require that members perform PCS travel by traveling together with no/limited reimbursement, that requirement must be stated in the order. The TDY per diem rules in Chapter 4, Part B, also apply for PCS. ***NOTE:*** This form of travel may be directed for travel to the first duty station upon enlistment, reenlistment or induction IAW Service regulations.

C. Transportation Mode Directed to First Duty Station upon Enlistment, Reenlistment, or Induction. Each Service may issue regulations permitting AOs to direct in travel orders the use of Government transportation or common carriers and/or meal tickets for travel of enlistees, re-enlistees, or inductees from the place of enlistment, reenlistment, or induction to the first station. See par. U3002 if the directed transportation mode is not used. When meal tickets are not available and meals and/or lodgings are required, reimbursement is authorized for occasional meals and quarters under par. U4510. If Government/Government-procured transportation and/or meal tickets are used, the member is authorized reimbursement of miscellaneous reimbursable expenses under Chapter 4, Part F and Appendix G.

D. Travel Reimbursement. Unless otherwise prohibited in this regulation, when a specific transportation mode is directed a member may be reimbursed for personally procured transportation up to the cost of the directed mode. ***NOTE:*** Member transoceanic PCS travel is a notable exception.

U5109 MISCELLANEOUS REIMBURSEMENT

See Chapter 1, Part C; Chapter 5, Part I (regarding pets) and Appendix G.

U5113 PER DIEM FOR PCS TRAVEL WHEN GOVERNMENT OR COMMERCIAL TRANSPORTATION USED

A. Rate. The ‘new PDS’ per diem rate and the procedure in par. U4145 are used for PCS travel when transportation is personally procured (par. U5105-C), or furnished as transportation-in-kind (par. U5105-D), for separate legs of a journey (par. U3010). If there is an overnight stop or TDY en route, the per diem rate for the arrival day at the overnight stop/TDY site is the stopover or TDY location rate, as appropriate. The new PDS rate does not override the destination rate logic in par. U4145. M&IE for the new PDS arrival day is the new PDS rate whether or not there is a stopover. **NOTE: See par. U5113-D when the new PDS is a ship.**

EXAMPLE 1
(Crosses International Dateline)

17 February	Dep:	Old PDS	GB
	Arr:	POE	
18 February	Dep:	POE	TP
	Arr:	POD	
19 February	Dep:	POD	TP
	Arr:	New PDS	

Member spends \$150 for lodging on 17 February.
 POE per diem rate is \$291 (\$193 for lodging and \$98 for M&IE).
 POE is not the local terminal for the old PDS.
 Member spends \$100 for lodging on the second 18 February.
 POD per diem rate is \$161 (\$110 for lodging and \$51 for M&IE).
 M&IE for new PDS is \$39.

REIMBURSEMENT:		
2/17	75% x \$98 = \$73.50 plus \$150 (\$150 less than \$193) =	\$ 223.50
2/18	\$51 (destination M&IE rate) =	51.00
2/18	\$51 plus \$100 (\$100 less than \$110) =	151.00
2/19	75% x \$39 (new PDS rate)	<u>29.25</u>
Total Reimbursement =		\$454.75

EXAMPLE 2
(Crosses International Dateline)

18 February	Dep:	Old PDS	TP
18 February	Arr:	POD	
19 February	Dep:	POD	TP
19 February	Arr:	New PDS	

Member spends \$100 for lodging on the second 18 February.
 POD per diem rate is \$161 (\$110 for lodging and \$51 for M&IE).
 M&IE for new PDS is \$39.

REIMBURSEMENT:		
2/18	75% x \$51 (destination M&IE rate) =	\$ 38.25
2/18	\$51 (destination M&IE rate) plus \$100 (\$100 less than \$110) =	151.00
2/19	75% x \$39 (new PDS rate)	<u>29.25</u>
Total Reimbursement =		\$218.50

EXAMPLE 3
(Crosses International Dateline)

5 March	Dep:	Old PDS	TP
5 March	Arr:	POD	
5 March	Dep:	POD	TP
5 March	Arr:	New PDS	

POD per diem rate is \$177 (\$126 for lodging and \$51 for M&IE).
 M&IE for new PDS is \$39.

REIMBURSEMENT:		
3/5	75% times \$39 (new PDS rate) =	\$ 29.25
3/5	75% time \$39 (new PDS rate)	<u>29.25</u>
Total Reimbursement =		\$58.50

B. Partial Travel Days. The 75% rate in par. U4147 applies to the departure and arrival days at PDSs, designated places, or COT leave locations when ‘Lodgings-plus’ per diem is paid. If travel begins and ends on the same day, per diem is 75% of the appropriate M&IE rate (par. U4145). ‘MALT-Plus’ per diem always is paid in whole day increments (see par. U5105).

C. Travel Time. When a member takes leave ICW a PCS, or there is TDY en route, per diem is authorized for allowable travel time.

D. New PDS Is a Ship. When the new PDS is a ship, the new PDS rate is the rate for the location where the ship is boarded. If the ship is at sea, then the last place departed is the “new PDS rate.” The following examples clarify:

1. A member travels PCS from NAS Corpus Christi, TX, to the USS NIMITZ (home port Bremerton, WA). Travel is by commercial plane in one day. The per diem rate for Bremerton, WA, is used for that travel day.
2. A member travels PCS from NAS Jacksonville, FL, to USS Carr, which is at sea. Travel is by commercial plane (day 1) to Naples, Italy arriving after midnight (day 2). The member then changes to Government plane to USS Carr arriving day 2. The per diem rate is based on the final destination location or the last place departed – in this case Naples, Italy. Since the member did not remain overnight, the rate for both day 1 and day 2 is the Naples rate.
3. A member travels PCS from USS ENTERPRISE to USS NORMANDY, each of which is away from the home port. The member travels directly from one ship to the other by Government helicopter in one day. Since there is no POE and the helicopter does not land anywhere but the ships, no per diem is paid. (This does not preclude per diem under par. U5120-F.)

U5116 PCS TO, FROM, OR BETWEEN OCONUS POINTS

A. General. Except as specifically provided in pars. U5116-B and U5116-C, a member traveling on a PCS order that neither directs a transportation mode nor specifies that the member is to travel with other members with no/limited reimbursement, to, from or between OCONUS points, are authorized:

1. The applicable allowances prescribed in par. U5105 for the official distance between the old PDS and the appropriate aerial or water POE serving the old PDS;
2. Transportation by available Government aircraft or ship, otherwise Government-procured transportation or reimbursement for transportation procured at personal expense for the transoceanic travel involved (see par. U5116-D) plus applicable per diem; and
3. The applicable allowances prescribed in par. U5105 for the official distance between the appropriate aerial or water POD serving the new PDS and the new PDS.

For travel to and from vehicle processing centers accomplished concurrently with travel performed under par. U5116-A1 and/or U5116-A3, see par. U5413.

B. When Land Travel only Is Involved. Except as specifically provided in par. U5116-C, a member on a PCS order not involving transoceanic travel (see Appendix A) is authorized the applicable allowances prescribed in par. U5105 for the official distance.

C. Transoceanic Travel

1. General. When transoceanic travel is involved between PDSs, the usual means of accomplishing travel is to use Government or Government-procured air transportation for personal and dependent transoceanic travel. Reimbursement is authorized for:

- a. Personal travel under par. U5116-A;
- b. Dependents' travel under par. U5207; and
- c. POV delivery to the loading port/VPC for shipment under par. U5413.

2. POC Travel

a. General. When transoceanic travel ordinarily would be involved but POC (see definition in Appendix A) is authorized by the AO as to the Government's advantageous and is used by the member for the entire distance between duty stations, reimbursement is on a 'MALT-Plus' basis for the member (and dependents if applicable) for the official distance involved. Reimbursement is authorized even though it exceeds that authorized in par. U5116-C1.

b. Transoceanic Travel by Personally Owned Boat. The AO may authorize/approve POC Government air transoceanic travel at personal expense when performing circuitous travel on a PCS travel order even though it is not advantageous to the Government. When the member travels by POC under this method, constructed or actual (fuel, oil, and docking fees), reimbursement is authorized NTE the airfare (contract city pair if available). Per diem and travel time are based on the air travel time. (59 Comp. Gen. 737 (1980)).

c. Travel Partly by POC and Partly by Common Carrier. When travel by POC has been authorized as prescribed in par. C5116-C2a, but actual travel is performed between the old and new PDSs by mixed modes, reimbursement is prescribed in par. U5105-E.

3. POC Travel Involving a Car Ferry. When a member travels between two PDSs partly by POC and partly by car ferry (circuitously or otherwise), the member is authorized the following:

a. 'MALT-Plus' (see par. U5105-B)

(1) 'MALT-Plus' is authorized for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS.

(2) If more than one car ferry is used, 'MALT-Plus' is payable for overland travel between ferries.;

b. Transportation. The member/dependent(s) are authorized:

(1) Government-procured ferry transportation, or

(2) Reimbursement for personal transportation costs on the car ferry (limited to the Government-procured ferry transportation cost);

c. Per Diem

(1) Lodging. Reimbursement for actual cost of required accommodations (unless included in the transportation cost) is authorized. See par. U3130-C.

(2) Meals and Incidental Expenses (M&IE) when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based and computed for the member and each dependent using the highest CONUS M&IE rate (see Appendix A) for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is based on the:

(a) per diem rate prescribed for the member's new PDS if travel ends on that day, or

(b) Standard CONUS per diem rate (see par. U2025 or <http://perdiem.hqda.pentagon.mil/perdiem/conuspd.html>) if travel by POC continues on the day after the departure day (debarkation) from the ferry.

NOTE 1: The percentages, in par. U5210-B, apply when computing a dependent's per diem.

NOTE 2: If the ferry passage does not include an overnight, 'MALT-Plus' continues uninterrupted while on the ferry.

NOTE 3: See par. U3125-C4 for required documentation if a U.S. registered ferry is not available.

d. Ferry Fees. Reimbursement is authorized for miscellaneous ferry fees.

NOTE: See par. U3130-F for required documentation if U.S. flag ferries are not available.

2/ For this table, members "with dependents" are members who have dependents eligible to travel at Government expense incident to the member's PCS. Actual dependent travel has no bearing. Incident to a member's *first PCS after*:

- a. The death(s) of all of the member's dependent(s), or
- b. A divorce that leaves the member with no dependent(s) eligible to travel at Government expense,

the member has the weight allowance of a member "with dependents".

3/ A Uniformed Services member appointed from an:

- a. Enlisted/warrant officer grade to a commissioned officer grade, or
- b. Enlisted grade to a warrant officer grade or rating,

is authorized the grade's weight allowance:

- a. Held on the member's PCS order effective date used for HHG transportation, or
- b. From which an appointment was accepted,

whichever is greater. Upon reversion, the member is authorized the weight allowance of the grade held:

- a. On the member's PCS order effective date then being used for HHG transportation, or
- b. Before reversion,

whichever is greater.

4/ A member selected as Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Sergeant Major of the Army, Chief Master Sergeant of the Air Force, Master Chief Petty Officer of the Navy, Sergeant Major of the Marine Corps, or Master Chief Petty Officer of the Coast Guard is authorized a weight allowance of:

- a. 17,000 pounds with dependents or,
- b. 14,000 pounds without dependents.

for a PCS order issued on or after receiving notice of selection to that position and for the remainder of the military career.

C. Professional Books, Papers, and Equipment (PBP&E). A member is authorized PBP&E transportation, when the member certifies the PBP&E as necessary for official duty. PBP&E is transported in the same manner as HHG, including incident to separation, relief from active duty or retirement, but is not charged against the authorized weight allowances in par. U5310-B. When the items no longer qualify as PBP&E, they may be transported or placed in NTS incident to the next PCS as PBP&E. Articles which lose their identities as PBP&E are HHG, if otherwise qualified.

NOTE: PBP&E must be declared at origin and documented IAW transportation policy and procedures.

D. Additional Consumable Goods. A member, assigned to a PDS designated in Appendix F, Part I is authorized transportation of consumable goods in addition to the authorized HHG weight allowance. The consumable goods must be for the member's and/or dependents' personal use. OCONUS locations and their consumable goods weight allowances are contained in Appendix F, Part I. Instructions for adding a location to the list are contained in Appendix F, Part II.

*E. Weight Additive Articles. When HHG include an article for which a weight additive is assessed by a carrier, the weight additive is added to the shipment's actual net weight each time a weight is computed. It becomes part of the weight shipped for comparison against the weight allowance in par. U5310-B. *Special packing, crating and/or handling expenses for these articles are the member's financial responsibility.*

*F. Excess Costs for Transportation of a Boat and/or a Personal Watercraft, either Exceeding 14 Feet, as HHG. The following examples outline excess cost determination, using various rates available from SDDC, ICW transportation of a boat and personal watercraft exceeding 14 feet (including the trailer) as HHG.

**NOTE 1: All rates used in the following examples are for illustrative purposes only. Cost factors change periodically. The examples are designed to establish a standardized procedure to compute excess costs incurred for transportation of a boat or personal watercraft exceeding 14 feet as HHG.*

**NOTE 2: If a boat is under 14' in length and no boat trailer is involved, or if it is a dinghy or scull of any size, the usual JFTR method of computing excess cost applies. See par. U5340.*

**NOTE 3: The member is responsible for all additional accessorial arrangements and costs related to the boat, including "lift-on" and/or "lift-off" services.*

**NOTE 4: A personal watercraft (e.g., a jet ski) and associated trailer for which the total length do not exceed 14 feet. A personal watercraft exceeding this standard is classified, and shipped, as a 'boat' IAW par. U5310-F.*

EXAMPLE 1

Member on PCS from San Diego, CA, to Washington, DC (2,595 miles).
 Member is an O-6 with a PCS HHG weight allowance of 18,000 lbs.
 Member transports HHG weighing 12,000 lbs. (net is tare weight less PBP&E and less 10% for packing) and a boat (no trailer) weighing 20,000 lbs.
 The lowest applicable tariff rate for transporting 12,000 lbs is \$30,124.19.
 The lowest applicable tariff rate for transporting 18,000 lbs is \$43,145.57.
 The SDDC one-time-only (OTO) rate for movement of a boat between authorized points is \$9,617.50.

EXCESS COST COMPUTATION

Step 1:

Compute the Government's Maximum Transportation Cost Liability. Add the weight of HHG transported (if any) plus the boat's weight.

NOTE: If the weight sum exceeds the member's authorized weight allowance, use the member's maximum weight allowance.

HHG transported (net is tare weight less PBP&E and less 10% for packing)		12,000 lbs.
Weight of boat		+ 20,000 lbs.
Total weight of HHG and boat		32,000 lbs.
Exceeds member's maximum weight allowance		
Member's maximum weight allowance (18,000 lbs.)	18,000	
Lowest applicable tariff cost to ship 18,000 lbs.		\$43,145.57

CHAPTER 7

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

U7200 LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS (COT)

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

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

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

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

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

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

a. Travel between authorized locations is travel:

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

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

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

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

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

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

*e. See pars. U5120-B, U5120-C (member), and U5218 (dependents) when an eligible traveler (member and/or dependents) is temporarily absent from the PDS and does not return before beginning COT leave travel. *COT leave must not be used as ‘student dependent travel’ (i.e., the student may not travel from the CONUS to the OCONUS PDS and return to the CONUS on COT leave allowance).*

- (1) Is on permanent duty OCONUS, or
 - (2) Has an OCONUS domicile and is on permanent duty in CONUS.
3. **Domicile.** As used in this paragraph, domicile is a member’s HOR or place:
- a. From which first called (or ordered) to active duty,
 - b. Of first enlistment, or
 - c. Of permanent legal residence.

A member’s domicile is relevant to personal emergency transportation authorization only if the member is stationed in CONUS. A dependent’s domicile is not relevant.

*C. **Authorized Locations.** An eligible member and an eligible dependent are authorized transportation from an originating location to a destination. They are authorized return transportation from the destination to the originating location or PDS, if transportation is provided to the destination under par. U7205. The authorized locations listed below (including those in par. U7205-C1b(3)) are official travel locations, and therefore available contract city-pair airfares **may** be available for use.

****NOTE 1: Reimbursement is authorized only for air transportation, and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation between PDS or home (or destination) and the airport is not authorized.***

****NOTE 2: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.***

*Example 1	
A member’s OCONUS PDS is Location A and the emergency leave CONUS location is Location B. The closest CONUS international airport with a scheduled flight is Location C.	
City-pair airfare from Location A to Location C:	\$1,200
City-pair airfare from Location A to Location B:	\$1,400
Least cost non-city pair airfare to Location B:	\$1,600
Since travel to Location B is more expensive than travel to the closest international airport, Location C, the city pair fare may not be used to Location B.	
The member is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400).	

*Example 2	
A member’s OCONUS PDS is Location A and the emergency leave CONUS location is Location B. The closest CONUS international airport with a scheduled flight is Location C.	
City-pair airfare from Location A to Location C:	\$1,200
City-pair airfare from Location A to Location B:	\$ 980
Since travel to Location B is less expensive than travel to the closest international airport, Location C, the member is authorized city pair fare to Location B (\$980) NTE the \$1,200 cost to JFK.	

*1. **Member and Dependent(s) OCONUS.** For a member described in pars. U7205-B1a and U7205-B1b and dependent(s) described in pars. U7205-B2a and U7205-B2b:

a. Authorized origins are:

- (1) A member's PDS;
- (2) The dependents' other OCONUS location; or
- (3) The member's or dependents' location when notified of the personal emergency, if the location is OCONUS. *For a member described in par. U7205-B1c and dependents described in par. U7205-B2c, see par. U7205-B2a.*

b. Authorized destinations are:

- (1) Either:
 - (a) The CONUS international airport nearest to the location from which the member/dependents departed to which a scheduled direct flight is available along a normally traveled international route; or
 - (b) Any other CONUS airport that is closer to the traveler's destination if the transportation cost to the other airport is less than the transportation cost to the international airport described in (a) above. For an example, see par. U7205-C; ***NOTE: This creates a cost limit to be used for transportation.***
- (2) An airport in a non-foreign OCONUS area (see Appendix A); or
- (3) Any other OCONUS location, as determined by the Secretarial Process.

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

*2. Member and Dependent(s) in CONUS. For a member described in par. U7205-B1c and dependent(s) described in par. U7205-B2c:

a. Authorized origins are the international airports nearest the:

- (1) Member's PDS, or
- (2) Dependents' location when notified of the personal emergency.

b. Authorized destinations are:

- (1) An international airport in a non-foreign OCONUS area, or
- (2) Any other OCONUS location, as determined by the Secretarial Process.

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

U10008 BAH DIFFERENTIAL (BAH-DIFF)

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

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

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

U10010 PARTIAL HOUSING ALLOWANCE (BAH-Partial)

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

B. Conditions

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

6. A single member without dependents is not authorized BAH-Partial when assigned to family-type Government quarters.
7. A member without dependents confined in a guardhouse, brig, or correctional barracks who was assigned to single-type, Government quarters before confinement and remains assigned to such quarters during confinement is authorized BAH-Partial unless forfeiture of allowances was directed.
8. A member without dependents who is restrained in a status of arrest in assigned single-type Government quarters, and therefore not authorized BAH or OHA, is authorized BAH-Partial unless forfeiture of allowances was directed.
9. A member without dependents permanently assigned to a hospital for treatment and assigned quarters in the hospital is authorized BAH-Partial.
10. A member married to another member, if neither member has other dependents, who is assigned to sea duty and occupies Government family quarters assigned to the spouse when the ship is in port, is a member without dependents assigned to quarters on the ship and is not authorized BAH or OHA but is authorized BAH-Partial.
11. A member without dependents who is ordered PCS to confinement in a guard-house, brig, correctional barracks, or to additional training in a retraining or rehabilitation facility, is assigned to certain quarters therein and is not authorized BAH or OHA. Such member is Authorized BAH-Partial unless forfeiture of allowances was directed.
12. A member without dependents assigned to single-type Government quarters between PDSs and not authorized BAH or OHA is authorized BAH-Partial.
13. Effective 20 April 1999, a member without dependents is not authorized BAH-Partial when assigned to Government single-type quarters (including Government-leased quarters) that exceed the minimum standards of single quarters for the member's grade.
- *14. A member paying child support and receiving BAH-DIFF is not a member without dependents and therefore is not authorized BAH-Partial.

Effective 1 April 2007

C. Navy Barracks Privatization Test. Under the authority in 10 USC §2881a, the Navy is conducting a limited test of barracks privatization. The privatized barracks are defined as Government quarters for the purposes of the test. For a member occupying the privatized barracks, a special BAH-Partial rate equal to a percentage of the PDS locality BAH without-dependents rate for the member's grade is established. The following locations and rates apply.

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

U10416 MEMBER IN TRANSIT

A. General. A Transit housing allowance (BAH-T) is a temporary housing allowance paid while a member is in a travel or leave status between PDSs, provided the member is not assigned Government quarters. BAH-T continues during proceed time and authorized delays en route, including TDY en route. ***NOTE: If the member performs TDY en route at:***

1. *The new PDS or*

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

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

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

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

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

****NOTE: Service academy and ROTC graduates without dependents, who remain at the graduation/ commissioning location following graduation and commissioning before proceeding to another duty station and are not assigned Government quarters, are authorized a housing allowance at the without-dependents rate for the graduation/ commissioning location through the day prior to departure en route to the training location. If the officer acquires dependents, the officer's housing allowance with-dependent rate becomes based on the dependents' location effective the date dependents are acquired.***

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

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

E. Retirement or Separation

1. From a U.S. PDS. A member's old PDS is the PDS for BAH purposes from the day the member departs the old PDS through the separation or retirement date (if the member had been residing in Government quarters at the old PDS, the member is authorized BAH on Government quarters termination date provided the member is still on active duty). See Table U10E-12 for further guidance.

2. From a PDS outside the U.S.

a. Remains outside the U.S. A member at a PDS outside the U.S. who is processing for retirement or separation or on leave after processing, and who intends to establish a residence in an OHA based area after retirement or separation, is eligible for a housing allowance (OHA):

(1) If the member continues to occupy private sector leased/owned housing at or in the PDS vicinity OHA continues until the date of separation or retirement.

(2) If the member occupies private sector leased/owned housing after vacating Government quarters or moves to different private sector housing in the same country, OHA starts on the day the member obtains private sector housing and stops on the date of separation/retirement. In this case, OHA is based on the PDS rate.

(3) If a member at an OCONUS PDS moves to a different country, which is an OHA area, to establish a residence after separation/retirement, the member is eligible for a housing allowance based on the location of the residence. OHA starts on the day the member obtains private sector housing and stops on the date of separation/retirement. However, if the member is being paid a with-dependent rate OHA for dependents residing separately, that OHA rate continues provided the dependents remain at the OCONUS location.

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

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

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

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

HIGHEST CONUS M&IE RATE

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

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

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

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

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

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

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

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

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

NOTE 2: *HHG acquired after the effective date of the order but before entering an IPCOT may be shipped when par. U5370-11b or U5370-12 applies.*

*A. HHG also include:

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

3. Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
4. Consumable goods for members ordered to locations listed in Appendix F;
5. A vehicle other than a POV (such as a motorcycle, moped, hang glider, golf cart or snowmobile (and/or the associated trailer));
6. A boat or personal watercraft (e.g., a jet ski) 14 or more feet (and/or the associated trailer); and
7. Ultralight vehicles (defined in 14 CFR §103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).
8. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).

***B. HHG *do not* include:**

1. Personal baggage when carried free on commercial transportation;
2. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (see Chapter 5, Part E for POV shipment);
3. Live animals including birds, fish and reptiles;
4. Articles that otherwise would qualify as HHG but are acquired after the effective date of the PCS order, except:
 - a. Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the effective date of the PCS order, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the U. S. for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process (43 Comp. Gen. 514 (1964)); or
 - b. Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS (68 Comp. Gen. 143 (1988));
5. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);
6. HHG for resale, disposal or commercial use;
7. Privately owned live ammunition (B-130583, 8 May 1957);
8. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. See DOD 4500.9-R, DTR, Part IV, for examples of hazardous materials.

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

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

HOUSEHOLD GOODS TRANSPORTATION. *See TRANSPORTATION, HHG.*

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

INACTIVE DUTY TRAINING.

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

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

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

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

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

INVITATIONAL TRAVEL. See *TRAVEL, INVITATIONAL*.

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

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

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

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

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

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

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

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

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

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

2. The TO provides Government ground transportation. (Within the Navy, Government vehicles are obtained directly from the providers, ordinarily Public Works.) Only use Government transportation for official business to go to and from: the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose and the traveler has an accident, the traveler may have to cover the expenses and liabilities. Use Government servicing for the vehicle whenever possible. When Government servicing is not available, the AO may authorize reimbursement of actual vehicle operating expenses. These expenses include: gas and oil; parking fees; repairs; ferry fares; bridge, road or tunnel tolls; trip insurance for travel in foreign countries; guards; and storage fees.

E. Privately Owned Conveyance. When a privately owned conveyance (POC) use is approved by the AO as the best way for travel to be performed, reimbursement is authorized at the standard rate per mile for the type of POC and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls for travel over a direct route is authorized. If the AO does not approve using a POC and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses but the amount is limited to the should-cost estimate of AO-approved transportation. In either case, reimbursement is only authorized for the driver. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the POC type being used, the AO may authorize reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

F. Rest Stops. Normally, a traveler is not required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers and plane changes exceeds 14 hours and the traveler is not authorized first/business-class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty. ***Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.*** Rest stops must not exceed 24 hours. ***NOTE: A traveler is disqualified from using business-class accommodations at Government expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized, or (c) an overnight rest period occurs at the TDY location before beginning work.***

G. Insurance Coverage in Foreign Areas. The AO may authorize reimbursement for additional insurance coverage in foreign areas for a rental, Government, or private vehicle used for official travel.

Effective 18 November 2004

H. Allowable Travel Days. The number of allowed travel days is determined by the transportation mode. For commercial air travel, one day is allowed in CONUS and within OCONUS areas. For travel between CONUS and OCONUS via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. The actual time is used for travel by Government/Government-procured air transportation based on scheduled departure and arrival dates. When the AO authorizes travel by private, rental or Government vehicle (other than government/government-procured air), one travel day is allowed for each 400 miles or increment thereof. If travel by POC is used but not authorized by the AO as advantageous, travel time is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Extended Business or Training TDY. The AO may permit round-trip transportation and per diem en route for a traveler, who routinely travels on business or training TDY for periods of more than three weeks, to return periodically to the PDS or home for non-workdays.

J. Voluntary Return Home during Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or non-workdays, it may still be performed for personal convenience. If so, reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the Government would have paid had the traveler remained at the TDY location.

K. Constructed Cost. Constructed transportation 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, the constructed transportation cost is limited by the policy-constructed airfare (see Appendix A) (except as limited by JFTR, par. U3125-B1f/JTR, par. C2204-B1f). City-pair airfare transportation is presumed available if there is a city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

T4040 LIVING EXPENSES (PER DIEM)

*The “Lodgings-Plus” computation method is used to reimburse TDY living expenses. A traveler is paid the actual lodging cost up to a limit, plus a set amount for M&IE. Per diem rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. A traveler also can be reimbursed for other necessary allowable travel-related expenses (see Appendix G) if the AO authorizes them as appropriate to the mission.

A. Lodging Overnight Required - Business Travel Standards

1. Sleeping

a. The CTO makes lodging reservations and reflects the estimate of their cost (including taxes) on the Trip Record.

b. Uniformed Member – A member ordered to a U.S. Installation (as opposed to a geographic location like a town or city) is required to check the Government quarters availability (e.g., through the CTOs/TMCs) at the U.S. Installation to which assigned TDY. The AO may direct adequate (based on DOD and Service standards) available Government quarters use for a uniformed member on a U.S. Installation only if the uniformed member is TDY to that U.S. installation. Availability/non-availability must be documented as indicated in par. U1045-C. A member should use adequate available Government quarters on the U.S. Installation at which assigned TDY; *however, when adequate Government quarters are available on the U.S. Installation to which a member is assigned TDY and the member uses other lodgings as a personal choice, lodging reimbursement is limited to the Government quarters cost on the U.S. Installation to which assigned TDY (44 Comp. Gen. 626 (1965)). Per diem cannot be limited based on the presence of ‘nearby’ Government quarters (i.e., not on the U.S. Installation to which the member is assigned TDY but on another ‘nearby’ U.S. Installation or other uniformed facility). The documentation of non-availability indicated in par. U1045-C is required only for Government lodging ‘AT’ the U.S. Installation at which the member is assigned TDY.*

NOTE: *The member is not required to seek (or check for) Government quarters when TDY to a U.S. Installation after non-availability documentation has been initially provided. Checking quarters availability is a one-time requirement at a TDY U.S. Installation. (Ex: A member who is required to check quarters availability on arrival at a U.S. Installation, does so, and is issued non-availability documentation cannot be required to re-check later for quarters availability at that U.S. Installation during that TDY period there). See par. U1045-C.*

c. Civilian Employee

(1) *A civilian employee may not be ordered/required to use Government quarters, nor may the lodging reimbursement simply be limited to the Government quarters cost. In compliance with the requirement to exercise prudence when incurring expenses, an employee should check for Government quarters availability (e.g., through their CTOs), and is encouraged to use those quarters when TDY to a U.S. Installation. However, if Government quarters are available on that installation for an employee TDY to a U.S. Installation, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the Government quarters cost. Reduced per diem rates can only be established before travel begins.*

(2) The head of a DOD component (see Appendix A) concerned may authorize zero per diem or per diem rates in lesser amounts than those prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DOD component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the DOD component concerned or to a commander/head of DON activity, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel order before travel begins (or part of an order amendment covering a prospective period after the order modification), travel orders, modified after the fact, prescribing per diem rates different from those prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> are without effect. The locality rates in <http://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html> are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS. See **NOTE 1** (applicable to a civilian employee) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry cleaning/pressing of clothing.

d. Commercial lodging reimbursement is based on the single occupant rate, up to the maximum of the TDY site or stopover location. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of \$110 (\$76 for lodging and \$34 M&IE). The AO could authorize up to \$296 for lodging (300% x \$110 = \$330 - \$34 = \$296). These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized **only in advance** by PDTATAC or the Secretary concerned and for **only a uniformed member** (see JFTR, par. U4250). The traveler is financially responsible for anything charged beyond the basic room fee and taxes. Travelers are to keep all lodging receipts. *An AEA may not be authorized for meals and incidental expenses.*

NOTE 1: *The maximum amount allowed for lodging in the United States and non-foreign OCONUS areas (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are separately reimbursable travel expenses except when MALT PLUS per diem for POC travel is paid to a uniformed member.*

NOTE 2: *The maximum amount allowed for lodging in foreign countries (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) includes an amount for lodging taxes. Taxes on lodging in foreign countries are not separately reimbursable.*

Effective 7 September 2007

*e. Lodging with a Friend or Relative

(1) Applicable to a Uniformed Service Member. **Reimbursement of lodging cost is not authorized when staying with a friend or relative.** A member, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

(2) Applicable to a Civilian Employee. When a traveler lodges with a friend or relative - with or without charge - the traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler if the traveler can substantiate the costs and the AO determines the costs are reasonable. **The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount.** See GSBCA 16836-RELO, 5 June 2006 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA16836.PDF>). A traveler, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

NOTE 1: *If the friend or relative is in the business of renting on a regular basis the quarters involved – for example, if that individual is operating a hotel or apartment house – the “friends or relatives” provision does not apply. See GSBCA 14398-TRAV, 24 Feb 1998 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA14398.txt>).*

NOTE 2: *Shortly after being transferred to a new PDS, an employee was sent TDY to the old PDS where the employee stayed at the former residence which was not yet sold. GSBCA ruled that the employee was not authorized reimbursement for lodging at the former residence. See GSBCA 15600-TRAV, 7 March 2002. (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA15600.PDF>).*

NOTE 3: *A traveler assigned at Avon Park Air Force Range (AFR), Florida lives in the Avon Park area during the week at a location approximately fifteen miles from the PDS and commutes to and from the family residence near Orlando, Florida, approximately 100 miles from the AFR, on weekends. The traveler had to attend a meeting near Orlando at 8 a.m. on Wednesday, 23 February. The meeting location was approximately twelve miles from the family residence. The meeting was to run until Friday, 25 February. The traveler began TDY travel to the Orlando area on the evening of Tuesday, 22 February. GSBCA ruled that the traveler should be authorized travel expenses both to and from the TDY location and M&IE even though the traveler lodged at the family residence in the TDY area. GSBCA also indicated that for the first and last days of the TDY, 22 and 25 February (unless the traveler was authorized to return on the 26th) the traveler is authorized 75% of the applicable M&IE rate for each day. M&IE for the days between the first and last days is authorized at the full rate. Adopted from GSBCA 16652-TRAV, 26 August 2005 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA16652.PDF>).*

f. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer-term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees that are part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses that do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is authorized per diem.

(2) A traveler may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

(a) Mortgage interest;

(b) Property tax; and

(c) Utility costs actually incurred (does not include any installation and hook-up charges), e.g., electricity, natural gas, water, fuel oil, sewer charges.

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 (eff 17 September 2004)	24	18
BENIN	24	12
BERMUDA	36	24
BOLIVIA	24	18
BOSNIA-HERZEGOVINA, Sarajevo (NOTE 7 , eff 6 July 2006)		
Personnel assigned to the ODC	24	18
BOTSWANA	24	12
BRAZIL	36	24
BRITISH INDIAN OCEAN TERRITORY, Diego Garcia	NA	12
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 (NOTE 2 , eff 5 April 2007)	30	18
*JTF-GTMO (NOTE 2) (eff 5 April 2007)	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)		