

VOLUME 2  
JOINT TRAVEL REGULATIONS  
CHANGE 494

Alexandria, VA

1 December 2006

These regulation changes are issued for all Department of Defense civilian employees. New or revised material is indicated by a star and is effective 1 December 2006 unless otherwise indicated.

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This change includes all material written in CAP Items 66-06(I); 72-06(I) through 75-06(I); 77-06(I); 79-06(I) through 84-06(I). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 493 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 494:

C1420-A6. Changes reference in this paragraph from Appendix G, Part I, item 19 to Appendix G, Part I, item 20.

C2166; Appendix A. Moves designation of the highest CONUS M&IE rate to Appendix A and references to Appendix A are inserted in the paragraphs dealing with travel by car ferries where the highest CONUS M&IE rate was indicated.

C2198-3. Renames the Military Personnel and Civilian Employees Claims Act to Personnel Claims Act and moves this to 31 USC §3721 (2004).

C2204-B4i, NOTE 3. Aligns wording with JFTR, par. U3125-B4i, NOTE 3.

C5010-B. Corrects and updates entries in Table 3.

C6550-B. Inserts reference to a decision in which the Comptroller General ruled that an attendant may be provided for a handicapped employee incident to TDY or a PCS.

Appendix A, Part I; Appendix A2; Appendix R2. Makes clear that use of the individually billed Government sponsored travel charge card is not mandated to pay advance registration fee.

Appendix F. Adds Kosovo (including Pristina), Republic of Serbia-Montenegro to Appendix F as an authorized foreign location to which consumable goods allowance shipment is allowed.

Appendix Ib. Inserts OPM regulations (CFR, Sec. 550.409) governing evacuation payments during a pandemic health crisis.

Appendix P1. Adds new requirements that address the use of other-than contract city pair airfares and changes exemption to the requirement for use of contract city pair airfares from groups of 21 to 10.

Appendix P2. Clarifies that contracted city-pair airfares are inappropriate and not authorized for personal convenience travel in conjunction with official travel authorization/order.

Appendix S. Establishes FEML for Tajikistan with a relief destination of Baltimore, Maryland effective 22 September 2006, and a recertification date of 30 September 2008.

VOLUME 2

JOINT TRAVEL REGULATIONS

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D. Reimbursement when No Travel Is Involved. Actual travel to obtain the required documents is not required for reimbursement (e.g., the expenses may be related to mail).

E. Voucher Submission. DODFMR, Volume 9, Travel Policy and Procedures, at website <http://www.dtic.mil/comptroller/fmr/>, prescribes the requirements for voucher submission, with supporting authority. Funds must be obligated in accordance with finance policy (ordinarily at the time the expense is incurred).

## C1420 GOVERNMENT CONVEYANCE

A. General. **NOTE: See Chapter 2, Part B for Travel by Government Conveyance.** Except as indicated in par. C1420-B1, the following are examples of allowable (when necessary) expenses for Government conveyance operation that are reimbursable when Government facilities are not available:

1. Gasoline and oil;
2. Parking fees;
3. Repairs;
4. Ferry fares;
5. Bridge, road or tunnel tolls;

### *Effective 21 September 2006*

\*6. Trip insurance for travel in foreign countries (App G, Item 20);

7. Guards; and
8. Storage fees.

## B. Aero Club Aircraft Use

1. General. The use of Aero Club owned or Government loaned aircraft does not take precedence over normal Government conveyance use. When the use of these aircraft is authorized/approved, reimbursement is limited to the lesser of the actual necessary expenses or the Government's commercial transportation cost. When two or more travelers are authorized to travel together to accomplish official travel in an Aero Club aircraft, reimbursement to the operator (pilot) is the lesser of actual necessary expenses or the Government's total commercial transportation costs for the pilot and accompanying passengers. ***The accompanying passengers receive no transportation-related payments for the transportation in the Aero Club aircraft.*** Necessary expenses include:

- a. The hourly fee imposed by the Aero Club,
- b. Fuel charges if not reimbursable by the Aero Club, and
- c. Landing and tie down fees (to include the hangar fee for the aircraft in severe weather conditions) charged at en route and destination airports.

Aero Club aircraft travel authorization is in accordance with Service regulations.

2. Allowable Travel Time for Computation of Per Diem or Actual Expenses. Per diem is payable to all individuals using this transportation mode for official duty travel for the actual time, including necessary delays, up to, but not more than, the amount which would have been payable if commercial transportation had been used.

#### C1425 COMMERCIAL PASSENGER TRANSPORTATION (FTR, §301-72.3)

##### A. When the Commercial Transportation Cost Is \$100 or Less (FTR §301-51.100)

***NOTE:*** It is DOD policy that, when available, CTO services be used to arrange official travel.

1. General. When the commercial passenger transportation cost is in excess of \$10 but does not exceed \$100, exclusive of Federal tax, the traveler may either pay cash, be issued a transportation request in accordance with the provisions contained in pars. C1425-A2 and C1425-A3, or use a GTCC. Cash payment is ordinarily made for transportation when the amount involved is \$10 or less, unless special circumstances justify the use of a transportation request.

2. Purchasing Transportation. The traveler is required to follow par. C2204-A, governing the use of less than premium-class accommodations when purchasing commercial transportation.

3. Reimbursement (FTR, §301-72.204). Reimbursement is authorized for the cash (or GTCC) purchase of transportation of \$100 or less, plus Federal tax, when approved as claimed on a travel voucher. Finance regulations may require the traveler to show the date, carrier, name, accommodations used, origin and destination of travel performed, and the transportation cost and Federal tax paid. For appropriate documentation to support the reimbursement, see par. C1400. A traveler who has procured passenger transportation services with cash (whether using personal funds, a travel advance, or a GTCC) must, in accordance with finance regulations, assign to the Government any right to recover any excess payment involving a carrier's use of improper rates.

##### B. When a Transportation Requests (GTR) Is Not Available (FTR §301-51.100). See par. C2253.

C. When a GTR is Available but Not Used and the Transportation Cost Exceeds \$100. (FTR, §301-72.201, and §301-72.203) When a GTR is available but due to conditions beyond the traveler's control it was not utilized, reimbursement is authorized for the actual authorized transportation and accommodations cost. In all other cases, when a GTR is available but not used and commercial transportation cost purchased by the traveler exceeds \$100, reimbursement is authorized NTE the Government's cost for authorized transportation and accommodations had Government-procured transportation and accommodations been arranged or a GTR had been used.

D. Streetcar and Bus Transportation. (FTR §301-10.190) Reimbursement for bus or streetcar transportation expenses:

1. Is allowed under the conditions in Chapter 2, Part C, and
2. Includes transportation expenses incurred to procure meals at the nearest available place when suitable meals cannot be obtained at the TDY station.

***NOTE:*** It is possible that finance regulations may require a statement of the necessity for daily travel involving bus or streetcar to accompany the travel voucher.

## 2. Expenses

- a. Reimbursable Expenses. The following expenses are reimbursable: fuel; oil; and aircraft parking, landing, and tie-down fees.
- b. Non-reimbursable Expenses. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

### **C2164 PRIVATELY-OWNED MOTORCYCLE**

A. PCS-related Travel Policy. The use of a privately owned motorcycle is advantageous to the Government for:

1. First duty station travel by a newly recruited employee or appointee,
2. PCS travel,
3. Separation travel, or
4. RAT

when travel costs at the applicable PCS mileage allowance rate, plus per diem for the travel period (not in excess of the time required to complete the trip at a rate of 350 miles per calendar day) are less than common carrier transportation.

B. TDY-related Travel Policy. TDY motorcycle travel reimbursement that is to the Government's advantage is paid at the appropriate TDY mileage rate in par. C2500.

C. Travel Time. Travel time is as provided in par. C5060.

D. Computation. Reimbursement computation for travel by privately owned motorcycle is in par. C2198.

### **C2165 TRANSOCEANIC TRAVEL BY PRIVATELY OWNED BOAT**

When an employee travels by POC using a personally owned boat, constructed or actual (fuel, oil, and docking fees) reimbursement is authorized NTE the airfare (contract city pair airfare if available). ***Per diem and travel time are based on the air travel time.*** (59 Comp. Gen. 737 (1980)) The AO, in accordance with pars. C3104-D1e and C2206-B, must ensure a statement is on the travel authorization indicating that Government-procured air transoceanic travel is authorized and reimbursement for travel at personal expense (including per diem) cannot exceed the amount that would have been paid for the available Government-procured air transportation (plus appropriate per diem).

*Effective 1 October 2005*

**C2166 OCEAN-GOING CAR FERRIES**

A. Authorized Allowances. Travelers authorized to travel by POC over a route that requires use of one or more car ferries are authorized the allowances in pars. C2166-B, C2166-C and C2166-D below.

B. PCS Mileage

1. PCS mileage (see par. C2505) 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, PCS mileage is payable for overland travel between ferries;

*Effective 21 September 2006*

\*C. Transportation. The employee and each dependent is 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);
3. M&IE when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based and computed for the employee 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. Standard CONUS per diem rate (see par. C4550-F or <https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html>) if debarkation is in CONUS, and
  - b. Per diem rate for the new PDS if debarkation is OCONUS and travel ends on that day, or
  - c. Per diem rate for the en route location at which the employee/dependents obtain overnight lodging on that day while en route to the new OCONUS PDS.

***NOTE 1:*** *The percentages in par. C7006-A apply when computing a dependent's per diem.*

***NOTE 2:*** *If the ferry passage does not include an overnight, PCS per diem continues uninterrupted while on the ferry.*

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

***NOTE:*** *See par. C2205-F3 for required documentation if U.S. flag ferries are not available.*

**C2198 POC TRAVEL REIMBURSEMENT COMPUTATION****A. Advantageous to the Government**

1. Reimbursement for the official distance is computed at the authorized mileage rate.
2. Per diem is computed for the travel time under par. C2194.

***Effective 3 October 2006***

\*3. Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for POCs used for official travel, using Service procedures, under the Personnel Claims Act (31 USC §3721). See <http://141.116.74.201/regs/comp-gen-dec/31USCS3721-2004.PDF>.

4. See par. C2188 for other allowable costs.

**B. Not Advantageous to the Government****1. Limitation**

- a. When, for personal preference a POC is used for official travel instead of common carrier transportation, travel reimbursement is computed at the TDY mileage rate in par. C2184 plus per diem.
- b. The total allowable payment is limited to the total common carrier transportation constructed cost including constructed per diem for that transportation method.
- c. Par. U2198 does not apply to travel performed under par. C2180. See B-183480, 4 September 1975.

**2. Mileage and Per Diem Computation**

- a. TDY mileage allowance is computed for the DTOD distance between authorized points.
- b. Ferry fares; bridge, road, and tunnel tolls; and automobile parking fees (related to official business) are added to the amount in par. C2198-B2a.
- c. The per diem rate in the travel authorization is used for computing per diem.

### 3. Constructed Transportation Cost and Per Diem Computation

- a. The Government's constructed transportation cost is computed on fares or charges for the policy-constructed airfare (see Appendix A) (often contract city-pair airfare; see par. C2156) between authorized points.
- b. Air transportation constructed cost includes taxes or fees the Government would pay if Government-procured transportation had been provided.
- c. Taxi fares and excess baggage costs that would have been allowed are included.
- d. The constructed POC transportation cost includes transportation expenses for:
  - (1) The official traveler claiming mileage, and
  - (2) Persons performing official travel as passengers in the same conveyance.

### 4. Comparison

- a. Computed POC TDY mileage and per diem are compared with the total constructed travel cost including per diem by common carrier. Reimbursement is made for the lesser amount.
- b. See par. C2156 for determining common carrier constructed cost.

### 5. Passengers

- a. Passengers are not authorized TDY mileage.
- b. Per diem for eligible passengers is computed by comparing the total per diem payable for the travel performed and the total per diem payable for the appropriate common carrier constructed travel. The lesser amount is reimbursed.

C. Privately Owned Aircraft (other than airplane) or Privately Owned Boat. ***Reimbursement is the actual transportation costs in pars. C2162 and C2165, instead of paying mileage and other reimbursable expenses.***

D. Example. The per diem/TDY mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes the current TDY mileage rate; and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>.

g. Congressional travel. Travel of a DOD employee accompanying a Member of Congress or a member of the armed forces on official travel under the authority in 31 USC §1108(g). See Chapter 6, Part K.

***Effective 16 August 2004***

4. Business-class Accommodations Use. (*Only the officials listed in par. C2204-B2b may authorize/approve business-class airline accommodations.*) *Use of business-class accommodation must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. Premium-class authorizing/approving officials (see par. C2004-B2b) must consider each request for business-class airline accommodations individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. See par. C1059 about scheduled travel and **NOTE 1** in par. C1060 on rest periods. See par. C2000-A2. See Appendix H, Part III, Section B, for business-class accommodations procedures/requirements.* Business-class accommodations may be authorized/approved when:

***Effective 30 June 2005***

a. Space Is Not Available in Coach-Class Accommodations on Any Scheduled Flight in Time to Accomplish the Official (TDY) Travel Purpose/Mission, a Purpose/Mission that is So Urgent It Cannot Be Postponed. When “space is not available in coach-class” is used to justify premium-class accommodations, the business-class authorizing/approving official must require that the travel authorization be clearly annotated as to when the TDY travel was identified, when travel reservations were made and the cost difference between coach (economy) and business-class. (Business-class accommodations may not be provided for official travel for PCS, RAT leave, emergency leave, EVT, FVT, R&R, FEMLE, and personnel evacuations). When TDY travel in business-class accommodations is authorized/approved because the mission is “so urgent it cannot be postponed,” business-class accommodations may only be authorized to the TDY site. Coach (economy) accommodations are to be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work. Each TDY travel authorization on which return transportation in premium-class accommodations is not required must require economy-class accommodations use for the return flight. See par. C2000-A2d.

b. See par. C2000-A2c for Medical Reasons.

c. Exceptional Security Circumstances Require Such Travel. Examples are:

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

***Effective 5 December 2005***

d. When required by the mission. This criterion is exclusively for use in connection with Federal advisory committees, special high-level invited guests, and U.S. defense attachés accompanying ministers of foreign governments traveling to the United States to consult with members of the Federal Government. The approval authority is the Director, Administration and Management, Office of the Secretary of Defense, or as delegated by the Director.

***Effective 23 July 2004***

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

f. When a Non-Federal Source Makes Full Payment for the Transportation Services in Advance of Travel. See the Joint Ethics Regulation (JER), DOD 5500.7-R, at <http://www.dtic.mil/whs/directives/corres/html/55007r.htm> or [http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html). The travel authorization must state that transportation services have been paid in advance by a non-federal source.

g. Coach-class Airline Accommodations on Non-U.S.-certificated Carriers do not Provide Adequate Sanitation or Meet Health Standards and Non-U.S.-certificated Air Carrier Service Use is Authorized/ Approved in Accordance with the Fly America Act. See par. C2204-C for rules governing U.S. flag carrier use.

h. Use of the Business-class Accommodations Would Result in an Overall Savings to the Government Based on Economic Considerations (e.g., the Avoidance of Additional Subsistence Costs, Overtime, or Lost Productive Time) that would be Incurred while Awaiting Coach-class Accommodations. An actual cost-comparison must be made and the details made part of the travel authorization.

***Effective 15 September 2006***

\*i. TDY Travel is between Authorized Origin and Destination Points (at Least One of which is OCONUS), the Scheduled Flight Time (Including Non-overnight Airport Stopovers and Plane Changes) is in Excess of 14 Hours, the TDY Purpose/Mission is so Urgent It Cannot Be Delayed or Postponed, and a Rest Period Cannot be Scheduled En Route or at the TDY Site before Starting Work. See ***NOTE 2*** below.

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

***Effective 30 June 2005***

***NOTE 2:*** *The AO must certify that the options contained in NOTE 1 in par. C1060 have been read and considered if par. C2204-B4d is placed on the travel authorization in accordance with par. C3150-B16(c). The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify business-class airline accommodations for PCS, RAT leave, emergency leave, EVT, FVT, R&R, FEML, personnel evacuation, or any other transportation.*

***Effective 15 September 2006***

***\*NOTE 3:***

***(1) The traveler is not eligible for business-class airline accommodations at Government expense if:***

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

***(b) A Rest stop en route is authorized, or***

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

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

*Effective 1 June 2005*

(3) *On TDY travel, the 14-hour rule (in par. C2204-B4i above) only applies en route to the TDY site. Less than business-class (e.g., economy/coach) accommodations are to be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.*

(4) *When business-class accommodations use is authorized/approved, use of available business-class airfares provided under the contract city-pair program is mandatory.*

j. Congressional Travel. Travel of a DOD employee accompanying a Member of Congress or a member of the armed forces on official travel under the authority in 31 USC §1108(g). See Chapter 6, Part K.

*Effective 14 July 2006*

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

*Effective 16 August 2004*

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

a. Travel Authorizations. See par. C2000-A2a.

b. Travel Certification. A traveler must certify on the travel authorization, or by attachment to the travel authorization the reason(s) for the use of premium-class airline accommodations. (*Circumstances justifying use of premium-class transportation accommodations are limited to those listed in pars. C2204-B3 and C2204-B4.*) Specific authorization/approval, including which of the specific conditions were met, and the cost difference between first-class and coach-class, must be attached to, or stated on, the travel authorization and kept as part of the record. When regularly scheduled flights between the authorized origin and destination (including connection) points provide only premium-class accommodations, the traveler must certify these circumstances on the attachment to the travel authorization. In the absence of specific authorization/approval from an authority designated in par. C2204-B2, the traveler is financially responsible for all additional costs resulting from premium-class airline accommodations use. Additional costs are the difference between the cost of the premium-class of transportation used and the transportation class for which the traveler was eligible.

C. U.S.-certificated Air Carrier Use

*Effective 6 September 2005*

**NOTE 1:** *The 'Fly America Act' does not mandate travel across the CONUS when traveling between two OCONUS locations (e.g., Travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS. When it is determined that a U.S.-certificated air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a non-U.S.-certificated flag air carrier may be authorized or approved (GSBCA 16632-RELO, 15 July 2005)).*

**NOTE 2:** *Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by non-U.S.-certificated air carriers between two foreign areas even if U.S.-certificated air carriers are available. This authority does not apply to uniformed Service members (Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), DOD civilian employees, or their dependents. Uniformed Service members, DOD civilian employees and dependents are required to use available U.S.-certificated carriers for all commercial foreign air transportation as indicated in par. C2204.*

***Effective 30 November 2005***

1. **Requirements.** Available U.S.-certificated air carriers must be used for all commercial foreign air transportation of persons/property when the U.S. Government funds the air travel (49 USC §40118 and B-138942, 31 March 1981). Except as provided in par. C2204-C3, U.S.-certificated air carrier service is available if:

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

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

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

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

***Effective 24 August 2005***

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

**\*TABLE 3. NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED TO FIRST OFFICIAL STATION OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS)**

| Column 1—Relocation allowances that a DoD component must pay or reimburse <i>when the DoD component elects to pay movement costs to the employee's first PDS.</i> <sup>1</sup>  | Column 2—Relocation allowances that a DoD component has discretionary authority to pay or reimburse <i>when the DoD component elects to pay movement costs to the employee's first PDS.</i>   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Transportation of employee &amp; immediate family member(s) (JTR, Chap. 5 Part A) (FTR, Part 302–4).</li> <li>2. Per diem employee only (JTR, par. C7006-B) (FTR, Part 302–4).</li> <li>3. Transportation &amp; storage in transit (SIT) of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7).</li> <li>4. Non-temporary (extended) storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–8).</li> <li>5. The Miscellaneous Expense Allowance (MEA) portion of the FTA is authorized for a new appointee assigned to first foreign PDS (DSSR, Sec. 241.2). DSSR available at: <a href="http://www.state.gov/m/a/als/">http://www.state.gov/m/a/als/</a>.</li> </ol> | <ol style="list-style-type: none"> <li>1. Shipment of privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302–9).</li> <li>2. Temporary Quarters Subsistence Allowance (TQSA) may be authorized for temporary quarters occupied at the foreign PDS under the Department of State Standard Regulations (DSSR) (Government Civilians - Foreign Areas, Sec. 120).</li> <li>3. Foreign Transfer Allowance (FTA) (Subsistence Expense), (DSSR Sec. 242.3) may be authorized for quarters occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign OCONUS area.</li> </ol> |

<sup>1</sup> **Note to Column 1 heading:**

\*(a) Temporary Quarters Subsistence Expense (TQSE) in Chapter 5, Part H is *not* authorized for new appointee movement to the first PDS.

(b) The Miscellaneous Expense Allowance (MEA) in Chapter 5, Part G is *not* authorized for new appointees to first PDS.

(c) Use of Relocation Service Companies, Property Management Services and Home Marketing Incentive Payments is *not* authorized for new appointees assigned to first PDS (JTR, Chapter 15) (FTR, Part 302–12).

(d) Relocation income tax allowance (RITA) is *not* authorized for a new appointee assigned to first PDS (JTR, Chap. 16) (FTR, Part 302–17).

**TABLE 4. TRANSFER BETWEEN OFFICIAL STATIONS IN THE CONTINENTAL UNITED STATES (CONUS)**

| Column 1—Relocation allowances that a DoD Component must pay or reimburse <i>when the Component authorizes PCS allowances.</i>  | Column 2—Relocation allowances that a DoD Component has discretionary authority to pay or reimburse <i>when the Component authorizes PCS allowance.</i>  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Transportation &amp; per diem for employee &amp; immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302–4).</li> <li>2. Miscellaneous Expense Allowance (MEA) when moving household (JTR, Chap. 5, Part G) (FTR, Part 302–16).</li> <li>3. Sell or buy residence transactions or lease termination expenses (JTR, Chap. 14) (FTR, Part 302–11).</li> <li>4. Transportation &amp; temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7).</li> <li>5. Non-temporary (extended) storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–8).<sup>1</sup></li> <li>6. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Chap. 5, Part F) (FTR, §302–10).</li> <li>7. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17).</li> </ol> | <ol style="list-style-type: none"> <li>1. House-hunting, per diem, &amp; transportation, employee &amp; spouse only (JTR, Chap. 5, Part M) (FTR, Part 302–5).</li> <li>2. Temporary quarters subsistence expense (TQSE) (JTR, Chap. 5, Part H) (FTR, Part 302–6).</li> <li>3. Shipment of privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302–9, subpart B).</li> <li>4. Use of relocation service companies (JTR, Chap. 15, Part A) (FTR, Part 302–12).</li> <li>5. Property management services (JTR, Chap. 15, Part B) (FTR, Part 302–15).</li> <li>6. Home marketing incentives (JTR, Chap. 15, Part C) (FTR, Part 302–14).</li> </ol> |

<sup>1</sup> **Note to Column 1, Item 5:** Only when assigned to a designated isolated official station in CONUS.

**TABLE 5. TRANSFER FROM CONUS TO AN OFFICIAL STATION OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS)**

| Column 1—Relocation allowances that a DoD Component must pay or reimburse <i>when the Component authorizes PCS allowances.</i>  | Column 2—Relocation allowances that a DoD Component has discretionary authority to pay or not pay <i>when the Component authorizes PCS allowances.</i>  |
|---|---|
| <ol style="list-style-type: none"> <li>1. Transportation &amp; per diem for employee &amp; immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302–4).</li> <li>2. Miscellaneous Expense Allowance (JTR, Chap. 5, Part G) (FTR, Part 302–16).</li> <li>3. Transportation &amp; temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7).</li> <li>4. Non-temporary (extended) storage of household goods (JTR, Chap. 5, Part D ) (FTR, Part 302–8).</li> <li>5. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17)<sup>1</sup>.</li> </ol> | <ol style="list-style-type: none"> <li>1. Temporary quarters subsistence expense (TQSE) under JTR, Chap. 5, Part H may be authorized for a PCS to a PDS in a non-foreign area outside CONUS but may not be authorized for a PCS to a PDS in a foreign area.</li> <li>2. The Foreign Transfer Allowance (FTA), Pre-Departure Subsistence Expense Portion (DSSR, Sec. 242.3) may be authorized for quarters occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign area.</li> <li>3. Temporary Quarters Subsistence Allowance (TQSA) (DSSR, Sec. 120) may be authorized for temporary quarters occupied at the foreign PDS upon arrival.</li> <li>4. Shipment of a privately owned vehicle (JTR, Chap. 5, Part E) (FTR, Part 302–9).</li> <li>5. Property management services may be authorized for an employee who qualifies under JTR, Chap. 15, Part B (FTR, Part 302–15).</li> <li>6. Use of relocation service companies may be authorized when transfer is to non-foreign OCONUS PDS (JTR, Chap. 15, Part A) (FTR, Part 302–12).</li> <li>7. Home marketing incentives may be authorized when transfer is to a non-foreign OCONUS PDS (JTR, Chap. 15, Part C) (FTR, Part 301–14).</li> </ol> |

<sup>1</sup> **Note to Column 1, item 5:** Allowed when old and new official stations are located in CONUS and/or a non-foreign OCONUS location.

**TABLE 6. TRANSFER FROM OCONUS OFFICIAL STATION TO AN OFFICIAL STATION IN CONUS**

| Column 1—Relocation allowances that agency must pay or reimburse   | Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse  |
|--|---|
| <ol style="list-style-type: none"> <li>1. Transportation &amp; per diem for employee &amp; immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302–4).</li> <li>2. Miscellaneous Expense Allowance (JTR, Chap. 5, Part G) (FTR, Part 302–16).</li> <li>3. Sell &amp; buy residence transaction expenses or lease termination expenses (JTR, Chap. 14) (FTR, Part 302–11) <sup>1</sup>.</li> <li>4. Transportation &amp; temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7).</li> <li>5. Non-temporary (extended) storage of household goods only when assigned to a designated isolated official station in CONUS (JTR, par. C5195-A) (FTR, Part 302–8).</li> <li>6. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17).</li> </ol> | <ol style="list-style-type: none"> <li>1. Shipment of a privately owned vehicle (JTR, Chap. 5, Part E) (FTR, Part 302–9).</li> <li>2. Temporary quarters subsistence expense (TQSE) (JTR, Chap. 5, Part H) (FTR, Part 302–6) may be authorized for temporary quarters occupied at the old PDS and new PDS. However, a Temporary Quarters Subsistence Allowance (TQSA) under DSSR Sec. 120 may be authorized for temporary quarters occupied at a foreign OCONUS PDS before departure from that PDS while TQSE may be authorized for temporary quarters occupied in CONUS. <sup>1</sup></li> </ol> |

<sup>1</sup> **Note to Column 1, item 3:** Allowed when the old and new official stations are located in CONUS and/or in a non-foreign OCONUS area. Also allowed when instead of being returned to the former non-foreign OCONUS area official station, an employee is transferred in the Government’s interest to a different non-foreign OCONUS area official station than from the official station from which transferred when assigned to the foreign OCONUS official station.

**CHAPTER 6****PART L: ADDITIONAL TRAVEL AND TRANSPORTATION EXPENSES INCURRED  
BY AN EMPLOYEE WITH A DISABILITY OR A SPECIAL NEED  
(FTR §301-13)****C6550 POLICY, APPLICABILITY, AND GENERAL RULES (FTR §301-70.400)**

A. Policy. In accordance with the Rehabilitation Act of 1973, as amended, 29 USC §701 et seq., and 5 USC §3102, these provisions are intended to accommodate an employee with a disability or a special need by providing for reimbursement of necessary additional travel and transportation expenses incurred in the performance of official travel. ***NOTE: An employee with a special need is treated the same as an employee with a disability.***

***Effective 15 September 2006***

\*B. Applicability (FTR §§ 302-4.100 and 301-13.1). This Part applies to an employee with a disability as defined in par. C6551 incident to TDY or a PCS (59 Comp. Gen. 461 (1980)). The decision is available at: <http://141.116.74.201/regs/comp-gen-dec/B-198237.txt>. This Part also applies to a dependent with a disability traveling in connection with a PCS.

C. General Rule. Payment is authorized for the additional travel expenses listed in par. C6552, that are necessarily incurred by an employee with a disability or a special need in the performance of official travel.

**C6551 DEFINITIONS**

For this Part, the terms in pars. C6551-A through C6551-H have the meanings indicated.

A. Employee with a Disability. The term "employee with a disability" means an employee who has a disability as defined in par. C6551-B and E otherwise is covered generally under the Rehabilitation Act of 1973, as amended, 29 USC §701 et seq. The term "employee with a special need" is defined in C6551-H.

B. Disability. The term "disability" with respect to an employee, means:

1. Having a physical or mental impairment that substantially limits one or more major life activities;
2. Having a record of such an impairment; or
3. Being regarded as having such an impairment.

C. Physical or Mental Impairment. The term "physical or mental impairment" means:

1. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems; neurological, musculo-skeletal special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine; or
2. Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

The term "physical or mental impairment" includes, but is not limited to, such diseases and conditions as cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, and orthopedic, visual, speech, and hearing impairments.

D. Major Life Activities. The term "major life activities" means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

E. Substantially Limits. The term "substantially limits" means that the employee is:

1. Unable to perform a major life activity that the average person in the general population can perform; or
2. Significantly restricted as to the condition, manner, or duration under which the employee can perform a particular major life activity as compared to the condition, manner, or duration under which the average person in the general population can perform that same major life activity.

F. Has a Record of Such an Impairment. The term "has a record of such an impairment" means the employee has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.

G. Is Regarded as Having Such an Impairment. The term "is regarded as having such an impairment" means the employee:

1. Has a physical or mental impairment that does not substantially limit major life activities but the impairment is treated by the agency as constituting such a limitation;
2. Has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or
3. Has none of the impairments defined in par. C6551-C but is treated by the employing agency as having a substantially limiting impairment.

H. Employee with a Special Need. The term "a special need," with respect to an employee, means physical characteristics of an employee not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the weight or height of the traveler.

#### **C6552 ALLOWABLE EXPENSES**

The following expenses are allowable additional travel and transportation expenses payable to an employee with a disability or special need:

1. Transportation and per diem authorized under this Part incurred by an attendant accompanying the employee, whether the attendant is or is not a member of the employee's immediate family, when the employee requires the assistance of an attendant;
2. Specialized transportation for the employee to, from, and/or at the TDY location;
3. Specialized services provided by a commercial carrier necessary to accommodate the employee's disability or special need;
4. Costs incurred as a direct result of the employee's disability or special need for baggage handling in connection with public transportation or at lodging facilities;

**FOREIGN SERVICE OF THE UNITED STATES.** The Foreign Service as constituted under the Foreign Service Act of 1980.

**FORMER CANAL ZONE AREA.** Areas and installations in the Republic of Panama made available to the U.S. under the Panama Canal Treaty of 1977 and related agreements as described in section 3(a) of the Panama Canal Act of 1979.

**FUND-APPROVING OFFICIAL.** One who provides the accounting data for authorized/approved travel authorizations or amendments.

**GEOGRAPHICAL LOCALITY.** The contiguous political area of a single country or a related island group in the same region.

***NOTE 1:** Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Island, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the United States, CONUS is a single geographical locality, but the states of Hawai'i and Alaska, and each United States territory or possession, are separate geographical localities.*

***NOTE 2:** When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.*

**GOVERNMENT.** The Government of the United States and the Government of the District of Columbia.

**GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS).** A reimbursable expense charged by rental car companies for costs incurred unique to doing business with the U.S. Government.

**GOVERNMENT AIRCRAFT.** Any aircraft owned, leased, chartered or rented and operated by an executive agency.

**GOVERNMENT-CONTRACT RENTAL AUTOMOBILE.** An automobile obtained for short-term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

**GOVERNMENT-CONTROLLED QUARTERS.** Quarters (other than Government or privatized quarters) under the jurisdiction of a uniformed service (e.g., Ministry of Defense (MOD) leased quarters that the Government controls occupancy).

**GOVERNMENT CONVEYANCE.** Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for Government use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel.

**GOVERNMENT DINING FACILITY/GOVERNMENT MESS.** A generic term used in lieu of Government mess, general mess, dining hall dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used (See Appendix O, par. T4040-A2b for information on "Government mess available.") by an employee includes:

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

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

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

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

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

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

***Effective 1 January 2006.***

1. Discount Government Meal Rate: \$7.70 per day
2. Standard Government Meal Rate: \$9.05 per day

***NOTE: Also see DISCOUNT GOVERNMENT MEAL RATE.***

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

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

**GOVERNMENT QUARTERS.**

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

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

***NOTE 2:*** *Adequacy standards are prescribed by the Office, Secretary of Defense in DOD 4165.63-M DOD Housing Management (See [http://www.dtic.mil/whs/directives/corres/pdf/416563m\\_0993/p416563m.pdf](http://www.dtic.mil/whs/directives/corres/pdf/416563m_0993/p416563m.pdf)), and implemented by appropriate DOD component regulations.*

*Effective 25 September 2006*

**\*GOVERNMENT-SPONSORED CONTRACTOR-ISSUED TRAVEL CHARGE CARD.** *See GOVERNMENT TRAVEL CHARGE CARD.*

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

*Effective 28 July 2005*

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

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

**Effective 25 September 2006**

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

**GROUP MOVEMENT.** A movement of 2 or more official travelers traveling as a group, under the same travel authorization (either PCS or TDY) for which transportation will be furnished by Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the travel authorization.

**\*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*

**HOUSEHOLD GOODS (HHG)** (FTR, §300-3.1). Items (*except those listed in B and C*) associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date of transfer or appointment (see the definition in this Appendix) that legally may be accepted and transported by a commercial HHG carrier.

**A. HHG 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 but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (see par. C5154-C1) and therefore must be weighed separately and identified on the inventory at origin as PBP&E.);
2. Spare parts for a POV (see the definition in this Appendix) and a pickup tailgate when removed;
3. Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), and miscellaneous associated hardware);
4. Consumable goods for employees with PCS travel authorization to locations listed in Appendix F;
5. Vehicles other than POVs (such as motorcycles, mopeds, hang gliders, golf carts, jet skis and snowmobiles (and/or their associated trailers) of reasonable size, that can fit into a moving van);
6. Boats (and/or their associated trailers) of reasonable size that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat); and

**Effective 19 February 2002**

7. Ultralight vehicles (defined in 14 C.F.R. Sec 103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered 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. Utility trailers, with or without tilt beds, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).

**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);

## APPENDIX A

(C) means applicable only to JTR (U) means applicable only to JFTR

## PART II: ACRONYMS

|            |  |
|------------|--|
| AEA        | Actual Expense Allowance                                 |
| AMC        | Air Mobility Command                                     |
| AO         | Authorizing/Order-Issuing Official or Approving Official |
| AOR        | Area of Responsibility                                   |
| AT         | Annual Training (U)                                      |
| ATM        | Automated Teller Machine                                 |
| AWOL       | Absent Without Leave (U)                                 |
| BAH        | Basic Allowance for Housing (U)                          |
| *BAH-DIFF  | Basic Allowance for Housing – Differential (U)           |
| *BAH-RC    | Basic Allowance for Housing - Reserve Component (U)      |
| *BAH-T     | Basic Allowance for Housing – Transit (U)                |
| BAS        | Basic Allowance for Subsistence (U)                      |
| BRAC       | Base Realignment and Closure                             |
| CAP        | Civilian Advisory Panel                                  |
| CBA        | Centrally-billed Account                                 |
| CFR        | Code of Federal Regulations                              |
| COLA       | Cost-of-Living Allowance                                 |
| CONUS      | Continental United States                                |
| CONUS COLA | Continental United States Cost of Living Allowance (U)   |
| COSTEP     | Commissioned Officer Student and Extern Program          |
| COT        | Consecutive Overseas Tour (U)                            |
| CSRS       | Civil Service Retirement System (C)                      |
| CTD        | Civilian Travel Determination (C)                        |
| CTO        | (Contracted) Commercial Travel Office                    |
| CWT        | Hundred weight   |
| DDESS      | Domestic Dependent Elementary and Secondary School       |
| DLA        | Dislocation Allowance (U)                                |
| DOD        | Department of Defense                                    |
| DODDS      | Department of Defense Dependents Schools (C)             |
| DODEA      | Department of Defense Education Activity                 |
| DOHA       | Department of Defense Office of Hearings and Appeals (U) |
| DOJ        | Department of Justice (U)                                |
| DPM        | Direct Procurement Method (U)                            |
| DSSR       | Department of State Standardized Regulations (C)         |
| DTOD       | Defense Table of Official Distances                      |
| DTR        | Defense Transportation Regulation                        |
| DTS        | Defense Travel System                                    |
| EUM        | Essential Unit Messing                                   |
| EVT        | Emergency Visitation Travel (C)                          |
| FAM        | Foreign Affairs Manual (C)                               |
| FAST       | Federal Automated System for Travel                      |
| FEMA       | Federal Emergency Management Agency                      |
| FEML       | Funded Environmental and Morale Leave                    |
| FERS       | Federal Employees Retirement System (C)                  |
| FHA        | Federal Housing Administration (C)                       |
| FTA        | Foreign Transfer Allowance (C)                           |
| FSH        | Family Separation Housing (U)                            |

|           |  |
|-----------|--|
| *FSH-B    | Family Separation Housing – BAH Based Location ( <i>U</i> )  |
| *FSH-O    | Family Separation Housing – OHA Based Location ( <i>U</i> )  |
| FTR       | Federal Travel Regulation  |
| FUTA      | Federal Unemployment Tax Allowance ( <i>C</i> )  |
| FVT       | Family Visitation Travel ( <i>C</i> )  |
| FWS       | U.S. Fish and Wildlife Service ( <i>C</i> )  |
| GAO       | Government Accountability Office   |
| GARS      | Government Administrative Rate Supplement  |
| GMR       | Government Meal Rate   |
| GSA       | General Services Administration  |
| GSBCA     | General Services Administration Board of Contract Appeals  |
| *GTCC     | Government Travel Charge Card  |
| GTR       | Government Transportation Request (SF 1169)  |
| HHG       | Household Goods  |
| HHS       | Health and Human Services ( <i>U</i> )   |
| HHT       | House Hunting Trip ( <i>C</i> )  |
| HOR       | Home of Record   |
| HOS       | Home of Selection ( <i>U</i> )   |
| HP        | Home Port ( <i>U</i> )   |
| HSTA      | Home Service Transfer Allowance ( <i>C</i> )   |
| IADT      | Initial Active Duty for Training ( <i>U</i> )  |
| *IBA      | Government Travel Individually Billed Charge Card Account. <b><i>NOTE: Does not apply to any other form of personal credit card.</i></b> |
| IPCOT     | In-Place Consecutive Overseas Tour ( <i>U</i> )  |
| IRC       | Internal Revenue Code ( <i>C</i> )   |
| IRS       | Internal Revenue Service ( <i>C</i> )  |
| ITA       | Invitational Travel Authorization  |
| ITDY      | Indeterminate TDY ( <i>U</i> )   |
| ITO       | Installation Transportation Officer  |
| ITRA      | Income Tax Reimbursement Allowance ( <i>C</i> )  |
| JFTR      | Joint Federal Travel Regulations   |
| JTF       | Joint Task Force   |
| JTR       | Joint Travel Regulations   |
| LPDCI     | Living Pattern Data Collection Instrument ( <i>U</i> )   |
| LPQ       | Living Pattern Questionnaire ( <i>U</i> )  |
| LPS       | Living Pattern Survey ( <i>U</i> )   |
| LWOP      | Leave Without Pay ( <i>C</i> )   |
| M&IE      | Meals and Incidental Expenses  |
| MALT      | Monetary Allowance in Lieu of Transportation   |
| MALT PLUS | Monetary Allowance in Lieu of Transportation Plus Flat Per Diem  |
| MAP       | Military Advisory Panel  |
| MARS      | Military Affiliate Radio System  |
| MEA       | Miscellaneous Expense Allowance ( <i>C</i> )   |
| MIA       | Missing in Action  |
| MIHA      | Move-in Housing Allowance ( <i>U</i> )   |
| MILAIR    | Military Aircraft  |
| MSC       | Military Sealift Command ( <i>C</i> )  |
| NIST      | National Institute of Standards and Technology ( <i>C</i> )  |
| NOAA      | National Oceanic and Atmospheric Administration ( <i>Same as USNOAA</i> )  |
| NTE       | Not to exceed  |
| NTS       | Non-temporary Storage ( <i>also referred to as Extended Storage</i> )  |
| OCONUS    | Outside the Continental United States  |

## APPENDIX F

### PART I: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES

*A member*, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year\* (*i.e., 12-month tour–1,250 lbs; 18-month tour – 1,875 lbs, etc.*). **NOTE: Two shipments of consumable goods (totaling 1,250 pounds) per year are allowed if the consumable allowance is authorized.**

*\*A civilian employee*, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year\* (*i.e., 12-month tour– 1,250 lbs; 18-month tour– 1,875 lbs, etc.*). **NOTE: Two shipments of consumable goods (totaling 1,250 pounds) per year are allowed if the consumable allowance is authorized.** This allowance is in addition to the 4,500 pounds weight allowance authorized in JTR, par. C5156-A. **In no event may the total weight of HHG shipped and/or stored at Government expense exceed 18,000 pounds. The 18,000 pounds includes the weight of HHG shipped at Government expense, consumable goods shipments, and the weight of HHG stored.**

**Requests for increased weight allowances for consumable goods shipments must be justified in writing and sent through the appropriate organizational channels to the PDTATAC for approval. In no event may the maximum weight allowance for consumable goods shipment exceed 2,000 pounds per year.**

*\*Effective 1 October 2006*

| LOCATIONS                           |   |  |
|-------------------------------------|---|--|
| Afghanistan, Kabul                  | Estonia   | Niger, Niamey  |
| Albania, Tirana                     | Ethiopia, Addis Ababa                                 | Nigeria, Abuja; Lagos  |
| Algeria, Algiers                    | Gabon, Libreville                                     | Norway, Bodo   |
| Angola, Luanda                      | Georgia, Tbilisi                                      | Oman, Muscat   |
| Armenia, Yerevan                    | Ghana, Accra  | Pakistan, Islamabad, Quetta  |
| Azerbaijan, Baku                    | Grenada, St. George's                                 | Philippines, Manila  |
| Bangladesh, Dhaka                   | Guinea, Conakry                                       | Poland, Warsaw   |
| Belarus, Minsk                      | Guyana, Georgetown                                    | Romania, Bucharest   |
| Benin, Cotonou                      | Haiti   | Russia, Moscow; St. Petersburg;<br>Vladivostok; Yekaterinburg                          |
| Bolivia, La Paz                     | India, Calcutta; Chennai; Mumbai;<br>New Delhi        | Rwanda, Kigali   |
| Bosnia & Herzegovina, Federation of | Indonesia   | Senegal  |
| Botswana                            | Ivory Coast ( <i>See Cote d'Ivoire</i> )              | *Serbia & Montenegro, Republics of,<br>Belgrade; Kosovo (incl. Pristina);<br>Podgorica |
| Bulgaria, Sofia                     | Kazakhstan, Almaty (Alma-Ata);<br>Astana (Aqmola)     | Sierra Leone, Freetown   |
| Burkina Faso, Ouagadougou           | Kenya   | Somalia, Mogadishu   |
| Burma, Rangoon                      | Kyrgyzstan, Bishkek                                   | Sri Lanka, Colombo   |
| Burundi, Bujumbura                  | Laos  | Sudan, Khartoum  |
| Cambodia, Phnom Penh                | Latvia, Riga  | Suriname, Paramaribo   |
| Cameroon, Yaounde                   | Liberia, Monrovia                                     | Syria, Damascus  |
| Cape Verde, Praia                   | Lithuania, Vilnius                                    | Tajikistan, Dushanbe   |
| Central African Republic, Bangui    | Macedonia, The Former Yugoslav<br>Republic of, Skopje | Tanzania, Dar es Salaam  |

|  |                          |                             |
|--|--------------------------|-----------------------------|
| Chad, N'Djamena  | Madagascar, Antananarivo | Togo, Lome                  |
| China, Beijing; Chengdu;<br>Guangzhou; Shanghai; Shenyang  | Malawi, Lilongwe         | Turkmenistan, Ashkhabat     |
| Congo, Democratic Republic of the<br>Brazzaville; Kinshasa | Mali, Bamako             | Uganda, Kampala             |
| Cote d'Ivoire, Abidjan                                     | Mauritania, Nouakchott   | Ukraine, Kiev               |
| Cuba, Havana   | Micronesia, Kolonia      | Uzbekistan, Tashkent        |
| Cyprus, Nicosia  | Mongolia, Ulaanbaatar    | Vietnam                     |
| Djibouti   | Moldova                  | Yemen, Sanaa                |
| East Timor   | Mozambique, Maputo       | Zambia, Lusaka              |
| Ecuador, Quito   | Nepal, Kathmandu         | Zaire, ( <i>See Congo</i> ) |
| Eritrea, Asmara  | Nicaragua, Managua       | Zimbabwe                    |

**APPENDIX I**

**PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE**

**PART B: EVACUATIONS IN THE UNITED STATES**

(See Chapter 12 for additional information)

\*DOD Implementation of OPM regulations in 5 CFR § 550-401 through § 550-409 regarding payments during an evacuation (Including evacuation during a pandemic health crisis)

**QUESTIONS REGARDING EVACUATIONS MAY BE REFERRED TO: [pay@cpms.osd.mil](mailto:pay@cpms.osd.mil)**

**DOD WEB SITE WITH EVACUATION INFORMATION IS AT:**

**[http://www.cpms.osd.mil/hurricaneinfo/pages/info\\_hrprct/pay.htm](http://www.cpms.osd.mil/hurricaneinfo/pages/info_hrprct/pay.htm)**

**\*FOR ADDITIONAL GUIDANCE SEE OPM'S "HANDBOOK (AND ADDENDUM) ON PAY AND LEAVE BENEFITS FOR FEDERAL EMPLOYEES AFFECTED BY SEVERE WEATHER EMERGENCIES OR OTHER EMERGENCY SITUATIONS" AVAILABLE AT: <http://www.opm.gov/oca/compmemo/2005/2005-18hb.pdf>**

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**Sec. 550.401 Purpose, Applicability, Authority, and Administration.**

***Effective 7 August 2000***

**\*(a) Purpose.** This part provides regulations to administer title 5 Code of Federal Regulations (CFR), section 550-401 through 550.409 within the Department of Defense. Those sections implement subchapter III (except sections 5524a and 5525) of chapter 55 of title 5, United States Code, and provide for Government wide uniformity in making payments during an evacuation to employees or their dependents, or both, who are evacuated in the United States because of natural disasters or for military or other reasons that create imminent danger to their lives. These regulations generally adopt the section numbering scheme of the corresponding CFR provisions that contain similar subject matter.

**(b) Who May Order an Evacuation from a Location in the United States.**

(See the definition of "United States" below.)

The following officials may order an evacuation from any location in the United States and certain non-foreign areas:

1. The Secretary of Defense, or the Secretary's designated representative (USD (P&R) DSN (312) 224-2798, COML (703) 614-2798), for employees and dependents of DOD components;
2. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for civilian employees and dependents of their respective Services;
3. The head of a DOD component (see definition in Appendix A) or designated representative;
4. The commander of a U.S. installation (see definition in Appendix A) or designated representative; and
5. The commander, director, head, chief or supervisor of an organization or office.

Allowances may be paid as soon as one of the above officials orders an evacuation. (The officials in item 5 were delegated the authority to order evacuations by USD (Personnel and Readiness) Memo Subject: Evacuation of Civilian Employees dated 29 July 1994.)

(c) **Applicability.** This part applies to—

- (1) The Department of Defense (DOD) and DOD components;
- (2) Employees of a DOD component who are U.S. citizens or who are U.S. nationals;
- (3) Employees of a DOD component who are not U.S. citizens or U.S. nationals, but who were recruited with a transportation agreement that provides return transportation to the area from which recruited; and
- (4) Alien employees of a DOD component hired within the United States.

(d) **Authority.** Advance payments, evacuation payments and payments of special allowances as provided by this part may be made by the responsible official designated by the Secretarial Process (See definition in Appendix A).

(e) **Administration.** The responsible official designated by the Secretarial Process for the DOD component concerned having employees subject to this part is responsible for the proper administration of this part. Advance payments and evacuation payments and any required adjustments shall be made in accordance with the DOD component's procedures.

**Sec. 550.402 Definitions.**

- (a) **Agency** means an Executive agency, as defined in section 105 of title 5, United States Code.
- (b) **Day** means a calendar day.

***Effective 13 October 2005***

- (c) **Dependent** means a relative (with no age limitation) of the employee residing with the employee and dependent on the employee for support. (OPM Evac - No age limit on dependent (11 Oct 2005 email)).
- (d) **Designated representative** means a person 16 years of age or over who is named by an employee for the purpose of caring for a dependent.
- (e) **Evacuated employee** means an employee of a DOD component who has received an order to evacuate.
- (f) **Order to evacuate** means an oral or written order to evacuate an employee from an assigned area.
- (g) **Safe haven** means a designated area to which an employee or dependent will be or has been evacuated.

- (h) **United States** means the 50 States, the District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and any territory or possession of the United States. This definition is equivalent to the definition of the United States and Non-foreign OCONUS area in JTR, Appendix A. See JTR, Appendix A for listing of territories and possessions of the United States.

**Sec. 550.403 Advance Payments; Evacuation Payments; Special Allowances**

(a) **An advance payment of pay, allowances, and differentials** may be made to an employee who has received an order to evacuate, if, in the opinion of the responsible official designated under the Secretarial Process, advance payment is required to help the employee defray immediate expenses incidental to the evacuation.

(b) **Evacuation payments of pay, allowances, and differentials** may be made to an employee during an evacuation and shall be paid on the employee's regular pay days when feasible.

(c) **Special allowances, including travel expenses and per diem**, may be paid to evacuated employees to offset any direct added personal expenses or dependents' expenses that are incurred as a result of the evacuation.

(d) **An advance payment or an evacuation payment** may be paid to the employee, a dependent 16 years of age or over, or a designated representative. When payment is made to someone other than the employee, prior written authorization by the employee must have been provided to the authorizing official designated by the Secretarial Process.

(e) Any DOD component may make payments in an evacuation situation to an employee of another Federal agency/DOD component (or the employee's dependent(s) or personal representative) who has received an order to evacuate. When a payment is made under this part by a DOD component other than the employee's agency/DOD component, the DOD component making the payment shall immediately report the amount and date of the payment to the employee's agency/DOD component so that prompt reimbursement may be made.

**Sec. 550.404 Computation of advance payments and evacuation payments; time periods**

(a) Payments shall be based on the rate of pay (including allowances, differentials, or other authorized payments) to which the employee was entitled immediately before the issuance of the evacuation order. All deductions authorized by law, such as retirement or social security deductions, authorized allotments, Federal withholding taxes, and others, when applicable, shall be made before advance payments or evacuation payments are made.

(b) (1) **The amount of advance payments** must cover a time period not to exceed 30 days or a lesser number of days, as determined by the authorizing official designated by the Secretarial Process.

(2) **Evacuation payments** must cover the time period during which the evacuation order remains in effect, unless terminated earlier, but cannot exceed 180 days. When feasible, evacuation payments should be paid on the employee's regular paydays.

(c) When an **advance payment** has been made to or for the account of an employee, the amount of the advance payment must not diminish the amount of the evacuation payments that would otherwise be due the employee.

(d) (1) **For full-time and part-time employees**, the amount of an advance payment or an evacuation payment is computed on the basis of the number of regularly scheduled workdays for the time period covered.

(2) **For intermittent employees**, the amount of an advance payment or evacuation payment is computed on the basis of the number of days on which the employee would be expected to work during the time period covered. The number of days must be determined, whenever possible, by approximating the number of days per week ordinarily worked by the employee during an average 6-week period, as determined by the DOD component.

#### **Sec. 550.405 Determination of Special Allowances**

*Effective 28 August 2005*

*\*NOTE: Agencies may provide special allowances for subsistence expenses under 5 CFR 550.405(b) for an employee who returns to the PDS and who does not occupy the uninhabitable home (e.g., single family home, apartment, etc.) used before the evacuation. See Examples at*

*<http://www.opm.gov/oca/compmemo/2005/2005-18hb.pdf>. Agencies may also use the same authority to provide special allowances for dependents who return to the PDS with the employee and who do not occupy the uninhabitable home.*

*Additional guidance is available in OPM's "Handbook On Pay and Leave Benefits For Federal Employees Affected By Severe Weather Emergencies or Other Emergency Situations" at <http://www.opm.gov/oca/compmemo/2005/2005-18hb.pdf> (OPM email - Employee & Dependents Return to PDS But their Residence Uninhabitable (11-17-05).)*

In determining the direct added expenses that may be payable as special allowances, the following must be considered:

(a) **The travel expenses and per diem** for an evacuated employee and the travel expenses for the dependents are as prescribed for TDY travel in the JTR, whether or not the employee or dependents would actually be covered or subject to the JTR. In addition, per diem is authorized for dependents of an evacuated employee at a rate equal to the rate payable to the employee, as

Determined in accordance with the JTR (except that the rate for dependents under age 12 is one half of this rate), whether or not the employee or dependents actually would be covered or subject to the JTR. Per diem for an employee and dependents is payable from the departure date from the evacuated area through the arrival date at the safe haven, including any en route delay period that is beyond an evacuee's control or that may result from evacuation travel arrangements.

**(b) Subsistence expenses** for an evacuated employee or dependents are determined at applicable per diem rates for the safe haven or for a station other than the safe haven that has been approved by the responsible official designated by the Secretarial Process. Such subsistence expenses begin to be paid on the date following arrival and may continue until terminated. The subsistence expenses are computed on a daily rate basis, as follows:

***Effective 22 September 2005***

(1) The applicable maximum per diem rate is computed as shown in the example in JTR, par. C4567-C for the employee and each dependent who is age 12 or older. For each dependent under age 12, the per diem rate is one-half of the applicable maximum per diem rate for employees and dependents who are age 12 or older. These maximum rates may be paid for a period not to exceed the first 30 days of evacuation.

(2) If after expiration of the 30 day period, the evacuation has not been terminated, the per diem rate is computed at 60 percent of the rates prescribed in paragraph (b)(1) of this section until a determination is made by the responsible official designated by the Secretarial Process that subsistence expenses are no longer authorized. This rate may be paid for a period not to exceed 180 days after the effective date of the order to evacuate.

(3) The daily rate of the subsistence expense allowance actually paid an employee is either a rate determined in accordance with paragraphs (b) (1) and (2) of this section or a lower rate determined by the responsible official designated by the Secretarial Process to be appropriate for necessary living expenses.

**(c)** Payment of subsistence expenses is decreased by the applicable per-person amount for any period during which the employee is authorized regular travel per diem in accordance with the JTR.

**Sec. 550.406 Work Assignments During Evacuation; Return to Duty**

**(a)** Evacuated employees at safe havens may be assigned to perform any work considered necessary or required to be performed during the evacuation period without regard to the employees' grades or titles. Failure or refusal to perform assigned work may be a basis for terminating further evacuation payments.

(b) When part-time employees are given assigned work at the safe haven, records of the number of hours worked must be maintained so that payment may be made for any hours of work that are greater than the number of hours on which evacuation payments are computed.

(c) Not later than 180 days after the effective date of the evacuation order, or when the emergency or evacuation situation is terminated, whichever is earlier, an employee must be returned to the regular duty station, or appropriate action must be taken to reassign the employee to another duty station.

**Sec. 550.407 Termination of Payments During Evacuation**

Advance payments or evacuation payments terminate when the responsible official designated by the Secretarial Process determines that:

(a) The employee is assigned to another duty station outside the evacuation area;

(b) The employee abandons or is otherwise separated from the assigned position;

(c) The employee's employment is terminated by transfer to retirement rolls or other type of annuity based on cessation of civilian employment;

***Effective 28 August 2005***

(d) The employee has resumed duties at the duty station from which evacuated;

***NOTE: TDY allowances are not payable for an employee working at the PDS. However, if incident to an evacuation, an employee's home is not habitable but the employee is required to work at the PDS, the special allowance authority in 5 CFR §550.405 may be used to pay lodging and M&IE expenses for the employee while on duty at the PDS and per diem for dependents at the safe haven (OPM email 26 September 2005).***

(e) Payments are no longer warranted; or

(f) The employee is covered by the Missing Persons Act (50 USC App. §1001 et seq.), unless payment is earlier terminated under these regulations.

**Sec. 550.408 Review of Accounts; Service Credit**

(a) The payroll office having jurisdiction must review each employee's account for the purpose of making adjustments at the earliest possible date after the evacuation is terminated (or earlier if the circumstances justify), after the employee returns to the assigned duty station, or when the employee is reassigned officially.

(b) The employee's pay must be adjusted on the basis of the rates of pay, allowances, or differentials, if any, to which he or she would otherwise have been entitled under all applicable statutes other than 5 USC §5527. Any adjustments in the employee's account must also reflect advance payments made to the employee under §550.403(a) of this part.

(c) (1) After an employee's account is reviewed as required by paragraph (a) of this section, if it is found that the employee is indebted for any part of an advance payment, recovery of the indebtedness must be effected by the payroll office having jurisdiction over the employee's account, unless a waiver of recovery has been approved. Repayment of the indebtedness may be made either in full or in partial payments, as determined by the responsible official designated by the Secretarial Process.

(2) Recovery of indebtedness for advance payment is not required when it is determined by the responsible official designated by the Secretarial Process that the recovery would be against equity or good conscience or against the public interest. Findings that formed the basis for waiver of recovery must be filed in the employee's personnel folder on the permanent side.

(d) For the period or periods covered by any payments made under this part, the employee is performing active Federal service in the assigned position without a break in service.

*(Effective 18 September 2006)*

**\*Sec. 550.409 Evacuation Payments During a Pandemic Health Crisis.**

(a) An agency may order one or more employees to evacuate from their worksite and perform work from their home (or an alternative location mutually agreeable to the agency and the employee) during a pandemic health crisis. Under these circumstances, an agency may designate the employee's home (or an alternative location mutually agreeable to the agency and the employee) as a safe haven and provide evacuation payments to the employee. An agency must compute the evacuation payments and determine the time period during which such payments will be made in accordance with § 550.404. An evacuated employee at a safe haven may be assigned to perform any work considered necessary or required to be performed during the period of evacuation without regard to his or her grade, level, or title. The employee must have the necessary knowledge and skills to perform the assigned work. Failure or refusal to perform assigned work may be a basis for terminating evacuation payments, as well as disciplinary action.

(b) The head of an agency, in his or her sole and exclusive discretion, may grant special allowance payments, based upon a case-by-case analysis, to offset the direct added expenses incidental to performing work from home (or an alternative location mutually agreeable to the agency and the employee) during a pandemic health crisis.

(c) An agency may terminate evacuation payments under the conditions listed in § 550.407. An agency must make any necessary adjustments in pay consistent with § 550.408 after the evacuation is terminated.

## APPENDIX P

### CITY-PAIR PROGRAM

#### **PART I: CITY-PAIR PROGRAM**

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| A.          | Policy                 |
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#### **PART II: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM**

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| <u>Number</u> | <u>Question</u>  |
|---------------|--|
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| 2.            | What are the advantages of the program?  |
| 3.            | Who can use it?  |
| 4.            | Why can't contractors use it? It would save the government a lot of money!   |
| 5.            | Do I have to use the contract carrier? Won't any airline do?   |
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| 20.           | How can the cost of a GSA Airline City Pair flight between two cities vary on the same airline but different flights?  |

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## APPENDIX P

## PART I: CITY-PAIR PROGRAM

Regulations applicable to the Contract City-Pair Program are found in DOD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at <http://www.transcom.mil/j5/pt/dtr.html>. Following is an edited extract from that regulation.

A. Policy (DOD 4500.9-R, Part L. Chap. 103, par. B2)

1. GSA Airline City-Pairs Program. Each year, under the Airline City-Pairs program, the GSA Federal Supply Service awards contracts for air transportation for travelers on official government travel. The contracts are awarded competitively based on the best overall value to the Government. The best value decision is based on considerations of the type, distribution and number of flights, the average flight time, and the offered price. For more information, access "Travel on Government Business and Air Travel/City-Pairs" on the GSA website: <http://www.gsa.gov>.

*Effective 8 September 2004*

2. Some GSA routes may offer "dual airfares"; one airfare is an unrestricted airfare (fare basis code "YCA") and the other an unrestricted capacity-controlled airfare (fare basis code "\_CA"). The unrestricted capacity-controlled airfare differs from the unrestricted airfare only in that the airline can limit the number of seats offered under the unrestricted capacity-controlled, or "\_CA" fare basis (referred to as "capacity controlled"). The unrestricted airfare, or "YCA", has a last seat on the aircraft availability to the traveler. Neither airfare basis requires advance purchase and has no minimum nor maximum stay requirements, travel time limits, or blackout periods. The unrestricted capacity-controlled airfare is, in many cases, significantly less expensive than the unrestricted airfare. DOD travelers are encouraged to make reservations as far in advance as possible to increase the chance of obtaining an unrestricted capacity-controlled GSA Airline City-Pairs airfare on the routes offering the dual airfare structure. Local CTOs can provide information on what routes offer dual airfares.

*Effective 22 September 2006*

3. *A Government contractor is not authorized to use GSA city-pairs airfares to perform travel under a contract.*

*Effective 8 September 2004*

4. *Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.*

5. Non-mandatory Users. A non-mandatory user may request contract service, or have contract service requested, on an optional basis. Contract carriers may, but are not required to, furnish any requested service to non-mandatory users. Non-mandatory users are:

- a. All members and employees of the U.S. Congress; employees of the Judicial Branch of the Government; employees of the U.S. Postal Service; U.S. Foreign Service Officers; and employees of any agencies who are not subject to the provisions of 5 USC §5701-5709.
- b. DOD recruits traveling from Military Entrance Processing Stations (MEPS).

***Effective 22 September 2006***

c. Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity and identified as a group by the TMS upon booking is not a mandatory user of the Government's contract city-pair fares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the Government.

***NOTE: District of Columbia Government employees, with the exception of the District of Columbia Courts, are not eligible to use contract city-pair fares even though these employees otherwise may be covered by the FTR.***

***Effective 8 September 2004***

6. **Exception to the Use of Contract Carriers:** One or more of the following travel conditions, which must be certified on the travel order/authorization, travel voucher, or other document provided by the traveler or AO, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route.

***Effective 22 September 2006***

a. Space on a scheduled contract flight (including a confirmed pet space (see ***NOTE***)) is not available in time to accomplish the travel purpose, or contract service use would require the traveler to incur unnecessary overnight lodging costs that would increase the total trip cost.

***NOTE: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City-Pairs airfares, the traveler and not the Government is responsible for costs exceeding the most economical travel routing. See DTR, Part I, Chapter 103, par. B.2.c (note) for the source of this NOTE.***

b. The contract carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours. See JFTR, par. U3006/JTR, par. C1059.

c. A non-contract (DOD-approved) U.S.-certificated carrier offers a lower airfare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable airfare and has seats available at that airfare, or if the lower airfare offered by a non-contract carrier is limited to a Government and/or military traveler on official business and only may be purchased with a Government procurement document (e.g., a GTR), Government-sponsored Contractor-issued travel charge card, or through a centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar airfares).***

d. Rail service is available and that service is cost effective and consistent with mission requirements.

e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft is not acceptable to the traveler.

*Effective 22 September 2006*

7. Requirements that must be met to use a non-contract fare (FTR §301–10.108)

- a. Before purchasing a non-contract airfare one of the exception listed in par. A6 must be met and use of a non-contract airfare approved on the travel order/authorization; and
- (b) If the non-contract airfare is nonrefundable, restricted, or has specific eligibility requirements, the traveler must know or reasonably anticipate, based on the planned trip, that the ticket will be used; and
- (c) The traveler's agency must determine that the proposed non-contract transportation is practical and cost effective for the Government.

***NOTE: Carrier preference is not a valid reason for using a non-contract fare.***

B. Scheduled Air Carriers (DOD 4500.9-R, Part L. Chap. 103, par. A2)

1. Contract air service between city-pairs should be used for all domestic travel, and for international travel when AMC Category B/Patriot Express is not available or does not meet the mission requirement. ***If a contract city-pair airfare is not available***, the policy-constructed airfare (see Appendix A) (including a lower airfare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare and the traveler retains the ability to seek a lesser airfare. ***NOTE: foreign military personnel are not authorized to use GSA city-pair airfares.***

2. ***Government contractor personnel must never be in possession of ITAs while in the performance of their contracts and are prohibited from using Government discount airfares provided in the Contract City-Pair Program when purchasing commercial airline tickets.***

***NOTE: See JTR, par. C2001-A2c for policy regarding Rail or Bus service use.***

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- b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.
- c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.
- d. Jet Service: This factor gives preference to jets over propeller aircraft. All these factors are weighed against price and a best value decision is made.

### **9. Why isn't every award for non-stop service?**

Even though non-stop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service is awarded are as follows

- There is no non-stop carrier for a specific route.
- The non-stop carrier did not offer on the city-pair. Some carriers have so much traffic on certain routes that they do not want the Government business for the route.
- The non-stop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for our Federal traveler.
- The non-stop carrier has offered an unreasonably high price.
- The connect service carrier has offered a fare so low that it was the best overall value, even considering all the advantages of nonstop service.

### **10. Can't GSA make a carrier add nonstop service?**

No. Even though the City-Pair Program is huge, with sales well over \$1 billion per year, it still represents only about 2% of the airlines business. Unless the commercial traffic warrants it, a carrier will not add a new route or improved service levels for the Government.

### **11. Can you require the airlines to offer smoke free international flights?**

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (see paragraph 5, above, last exception listed).

**\*12. Can I use a contract city-pair airfare for personal travel? What if the personal travel is being taken in conjunction with official Government travel? What if the Government cancelled my leave or I received my TDY authorization/order while on leave without knowing about the TDY before going on leave? What Government-sponsored leave programs qualify for contract city-pair airfares?**

The use of contract city-pair airfares (or other airfares limited to official Government business) is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract city-pair airfares (or other airfares limited to official Government business) cannot be used for that portion of the trip since that travel is personal. These city-pair airfares or other airfares limited to official Government travel cannot be used to and/or from an unofficial point (such as a leave point) unless the Government is paying for the leave travel to (and/or from) the leave point.

**Example 1:** A traveler receives a TDY order/authorization for TDY travel (*official travel*) from Atlanta, GA, (PDS) to San Francisco, CA, (TDY assignment) and return. The traveler traveled from GA, to Chicago, IL, (*personal convenience*) to take leave in Chicago en route to San Francisco. Government and traveler limitations are:

Use the two one-way contract city-pair airfare costs for the official travel legs (GA to CA and CA to GA) to determine the constructed transportation reimbursement limit. In this example, the Government one-way fare is \$251.00 and round-trip is \$502.00.

Reimbursement for the entire trip is limited to \$502. The contract city-pair airfare is applicable only to the trip from San Francisco to Atlanta. The traveler must use airfares available to the general public for the GA to IL and IL to CA legs. The traveler is paid the lesser of actual or constructed expenses.

**Example 2:** A traveler goes on leave to Denver, CO. The leave is interrupted for official TDY to San Francisco, CA. The TDY assignment was not known prior to the traveler's departure on leave. The traveler's PDS is Atlanta, GA. Government and traveler limitations are:

Travel from Denver to San Francisco and return back to Denver to resume leave or back to Atlanta is *official travel*. See JFTR, par. U4105-F (uniformed members) or JTR, pars. C4440 and C4564 (civilian employee) and city-pair airfares may be used.

**NOTE:** CTO/TMC use is mandatory for official travel from Denver to San Francisco and return to Denver or Atlanta.

**NOTES:**

*Contract city-pair airfare use MAY BE POSSIBLE for official Government-funded leave transportation programs listed below; and when ordered TDY while on leave if the TDY assignment was unknown prior to taking leave. Refer to the applicable leave transportation programs within the JFTR/JTR for actual authority when contract city-pair airfares may be used.*

*Civilian Employee: RAT (JTR, par. C3104-D2 and Chapter 5, Part K), FVT (JTR, par. C6650), EVT (JTR, par. C6675), FEML (JTR, par. C6700), and R&R (JTR, par. C6750). A dependent also may qualify for certain leave transportation; refer to cited JTR references for authority.*

*Uniformed members: COT (JFTR, par. U7200), Emergency Leave (JFTR, par. U7205), FEML (JFTR, par. U7207), and R&R (JFTR, par. U7300). A dependent also may qualify for certain leave travel transportation allowance; refer to cited JFTR references for authority.*

**13. Can I combine two contract fares to save money?**

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

**14. How do I know if there is a contract fare?**

Contract city-pair airfares are identifiable because they normally carry the fare designator YCA or -CA. You can ask your (Contracted) Commercial Travel Office (CTO) or Travel Management Center (TMC) or check on the following city-pair website: <http://apps.fss.gsa.gov/citypairs/search>.

**15. Why does the Government have to pay the Airline Passenger Excise tax? Isn't the Government exempt from taxes?**

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a federal tax and the Federal Government is subject to it.

**16. I live in an area/location with multiple airports. What is the rule regarding what airport I must use when traveling on official Government business?**

Travelers can use the airport that best suits their needs in areas/locations with multiple airports, *except when the AO determines in written policy that a specific airport should be used after considering the most cost-effective routing and transportation means (to include not only air fares, but also transportation to and from airports) and may consider potential lost work time*. Areas/locations with multiple airports include, but are not limited to, are: Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco and Washington, DC.

**17. If airfares are booked "early", the Government receives a discount to the normal airline city pair fares. How early is early?**

The city-pair airfare program encourages Government travelers to book reservations as early as possible. Once a traveler decides that a trip is necessary, the reservation should be made. The earlier the reservation, the better the chances are that the agency can receive the additional savings (-CA known as capacity controlled city-pair airfares).

**18. How can I know that my travel was ticketed using the GSA Airline City-pair airfare rate?**

The ticket shows a three-letter airfare basis code with CA (Contract Award) as part of it. Airline City Pair tickets are issued using one of the following fare basis codes:

- (a) YCA = Guaranteed GSA coach/economy class city-pair airfare.
- (b) \_CA = Limited capacity, GSA coach/economy class city-pair airfare.

The first letter of the three-letter fare basis code in (b) varies by airline (e.g., LCA, QCA, etc). The only difference between the YCA and \_CA is that there are a limited number of seats on the lower \_CA Airline City Pair rate. Therefore, travelers should make flight reservations as soon as plans are firm.

**19. The price shown in the E-GOV Travel Service or Defense Travel System (DTS) online booking engine is different from what is shown on the GSA Airline City Pair website. How do I know I am getting the Government rate for my airline reservations?**

The E-GOV Travel and DTS vendors' online booking engines display valid GSA contract city-pair airfare rates, but they display them differently than the GSA Airline City Pair website. The GSA website lists the fares for general information purposes only, while the E-GOV Travel/DTS vendors can actually book reservations. Therefore, the GSA website shows the domestic price for the base fare, tax included but without segment, airport and security fees. International Airline City Pair fares on the GSA websites are shown as base fare only, exclusive of all fees and taxes. The E-GOV Travel/DTS vendors' display, on the other hand, shows either the base fare (without tax) or the total cost (base fare, tax plus airport and security fees) depending on which E-GOV Travel/DTS vendor is used.

**20. How can the cost of a city-pair flight between two cities vary on the same airline but different flights?**

While the base fare and taxes are required to be the same for all of a contract carrier's flights (using the same fare basis) between two cities, the airport and security fees may vary. The fees are based on the number of airports used, even if you do not change planes.

See the GSA website at <http://apps.fss.gsa.gov/citypairs>, or contact one of the following PoCs below for more information on GSA's Airline City Pairs Program. *Only those without Internet access should call.*

|  |  |  |  |
|--|--|--|--|
| Mr. Vincent Aquilino<br>COR, City Pair Program<br>(703) 872-8588<br>Vincent.aquilino@gsa.gov | Ms. Susan Ford<br>Travel Analyst<br>(703) 872-8638<br>Susan.ford@gsa.gov |  |  |
|--|--|--|--|

Charges/fees for light refreshments/snacks are reimbursable ONLY when included as part of the conference registration fee.

F. Membership Fees and Dues. The Secretary Concerned or DOD Agency Head may pay membership fees or dues from appropriated funds when the membership is in the Government's interest and the membership is in the Uniformed Service's or DOD Agency's name (e.g., Per Diem, Travel and Transportation Allowance Committee). (31 Comp. Gen. 398 (1952); 33 id. 126 (1953)).

G. Entertainment Expenses. Entertainment expenses for social events and other personal expenses not directly required by official duties are not reimbursable.

***Effective 30 May 2006***

H. Advance Payment of Discounted Conference or Training Registration Fee (adapted from FTR §301-74.25)

***Effective 25 September 2006***

\*1. General. It is a general practice for conference planners to offer discounted "early bird" registration fees, which are available in the months prior to the beginning of the conference. If a GTCC IBA is to be used to pay this fee, to take advantage of such specials, a traveler should be given oral or written authorization to register early, charge the registration fee to the GTCC IBA, and claim reimbursement for the discounted registration fee as soon as a written authorization to attend the conference has been generated. When the authorization to register early is oral, the written authorization must reference the oral authorization for the early registration. This does not prevent other payment methods for advance registration fees (e.g., Government purchase card).

2. Traveler is Unable to Attend an Event for which Reimbursement Was Made in Accordance with Par. U2555-H1 (adopted from FTR §301-74.26). In all cases in which a traveler is unable to attend an event for which a discounted registration fee was paid and reimbursed in advance of the event, the traveler must seek a refund of the registration fee and repay the advance with any refund received. If no refund is made, the Service concerned must absorb the advanced payment as a preparatory travel expense if the traveler's failure to attend the event was caused either by a decision of the Service concerned or for reasons beyond the traveler's control that are acceptable to the Service concerned, e.g., unforeseen illness or emergency. ***If no refund is made, and the traveler's failure to attend the scheduled event is due to reasons deemed un-excusable by the Service concerned, the traveler must repay the amount advanced.***

***Effective 3 March 2005***

I. Guidance from the Comptroller General of the United States Concerning Reasonable Conference Costs Including Meals and Light Refreshments at a Formal Conference. Following is the Digest portion of the Comptroller General Decision (B-300826, 3 March 2005) rendered to the National Institutes of Health concerning reasonable conference costs. The complete decision is available at <http://www.gao.gov/decisions/appro/300826.htm>.

Decision

Matter of: National Institutes of Health - Food at Government-Sponsored Conferences

File: B-300826

Date: March 3, 2005

DIGEST

The National Institutes of Health (NIH) may pay for legitimate, reasonable conference costs, including meals and light refreshments, of a formal conference pertaining to Parkinson's disease subject to the conditions outlined herein.

A formal conference typically involves topical matters of interest to, and participation of, multiple agencies and/or nongovernmental participants. In addition, other indicators of a formal conference include registration, a published substantive agenda, and scheduled speakers or discussion panels. An agency hosting a formal conference may consider the cost of providing meals and refreshments to conference attendees an allowable conference cost as long as:

- (1) Meals and refreshments are incidental to the conference,
- (2) Attendance at the meals and when refreshments are provided is important for the host agency to ensure full participation in essential discussions, lectures, or speeches concerning the purpose of the conference, and
- (3) The meals and refreshments are part of a formal conference that includes not just the meals and refreshments and discussions, speeches, or other business that may take place when the meals and refreshments are served, but also includes substantial functions occurring separately from when the food is served.

The NIH conference here satisfies these three criteria. Without statutory authority to charge a fee and retain the proceeds, NIH may not charge a registration or other fee to defray the costs of providing meals or light refreshments. An appropriation establishes a maximum authorized program level, and an agency, without specific statutory authority, may not augment its appropriations from sources outside the government.

In applying this decision, NIH should develop an agency policy specifying the types of formal conferences at which NIH may consider providing food. NIH also should develop procedures to ensure that the provision of meals and refreshments meet the criteria listed above.

We (GAO) expect agency counsels, as well as certifying officers, agency auditors, and Inspectors General, to apply these criteria. To the extent that agency officials are uncertain as to the applicability of the criteria in particular circumstances, they may request a decision from this office, pursuant to 31 USC §3529, before proceeding.

**J Proportional Meal Rate (PMR) Computation Examples.** The following examples show how to compute the PMR and a PMR voucher. PMR is an amount based on the locality meal rate and the Government meal rate. ***Disclaimer: The numbers in this example are for illustrative purposes only. Please check JFTR or JTR, [Appendix A](#), for the current GMR.***

1. The examples below using the Standard CONUS M&IE rate of \$39.00 show how to compute a PMR amount. The \$39.00 consists of \$36.00 for meals and \$3.00 for incidental expenses. In the example, the Government Meal Rate (GMR) used is \$8.00.

Example computation rules: the PMR is an average of two rates – (1) the locality meal rate and the GMR which are added, (2) averaged and rounded up to the nearest dollar. To compute the Proportional M&IE rate, (3) add the appropriate incidental expense rate, and (4) the total becomes the proportional M&IE amount.

|        |  |                            |
|--------|--|----------------------------|
| Step 1 | Add the locality Meal rate and the GMR                 | \$36.00 + \$8.00 = \$44.00 |
| Step 2 | Divide step 1 total in half (rounded up to the dollar) | \$44.00 / 2 = \$22.00      |
| Step 3 | Add step 2 total to the incidental expense amount      | \$22.00 + \$3.00 = \$25.00 |
| Step 4 | Proportional per diem is step 3 total                  | \$25.00                    |

|   |               |               |                    |
|---|---------------|---------------|--------------------|
| Ivory Coast, (See Cote D'Ivoire)                                  |               |               |                    |
| Jamaica   | Southern      | Miami         | 30 Apr 2007        |
| Jordan ( <i>eff 28 March 2006</i> )                               | Central       | Baltimore     | 31 Mar 2008        |
| Kazakhstan, Almaty ( <i>eff 28 March 2006</i> )                   | Central       | Baltimore     | 31 Mar 2008        |
| Kenya ( <i>eff 28 March 2006</i> )                                | Central       | Baltimore     | 31 Mar 2008        |
| Kuwait ( <i>eff 28 March 2006</i> )                               | Central       | Baltimore     | 31 Mar 2008        |
| Kyrgyzstan, Bishkek ( <i>eff 28 March 2006</i> )                  | Central       | Baltimore     | 31 Mar 2008        |
| Laos, Vientiane ( <i>eff 29 October 2004</i> )                    | Joint POW/MIA | Honolulu      | <b>31 Oct 2006</b> |
| Latvia, Riga  | European      | Frankfurt     | 31 Jul 2007        |
| Lebanon, Beirut ( <i>eff 28 March 2006</i> )                      | Central       | Baltimore     | 31 Mar 2008        |
| Lithuania, Vilnius  | European      | Frankfurt     | 31 Jul 2007        |
| Macedonia, The Former Yugoslavia<br>Republic of Macedonia, Skopje | European      | Frankfurt     | 31 Jul 2007        |
| Madagascar, Antananarivo ( <i>eff 28 May 2004</i> )               | Pacific       | Frankfurt     | <b>31 May 2006</b> |
| Malaysia, Kuala Lumpur  | Pacific       | Sydney        | <b>31 Mar 2006</b> |
| Mali, Bamako  | European      | Frankfurt     | 31 Jul 2007        |
| Marshall Islands, Majuro  | Pacific       | Honolulu      | <b>31 Aug 2003</b> |
| Mexico  | Northern      | San Antonio   | <b>30 Aug 2005</b> |
| Moldova, Chisnau  | European      | Frankfurt     | 31 Jul 2007        |
| Mongolia, Ulaanbaatar   | Pacific       | San Francisco | <b>31 Mar 2006</b> |
| Morocco, Rabat  | European      | Frankfurt     | 31 Jul 2007        |
| Mozambique, Maputo  | European      | Frankfurt     | 31 Jul 2007        |
| Namibia, Windhoek   | European      | Frankfurt     | 31 Oct 2007        |
| Nepal, Kathmandu  | Pacific       | Honolulu      | <b>31 Dec 2004</b> |
| Nicaragua   | Southern      | Miami         | 30 Apr 2007        |
| Niger, Niamey   | European      | Frankfurt     | 31 Jul 2007        |
| Nigeria, Abuja  | European      | Frankfurt     | 31 Oct 2007        |
| Nigeria, Lagos  | European      | Frankfurt     | 31 Oct 2007        |
| Oman ( <i>eff 28 March 2006</i> )                                 | Central       | Baltimore     | 31 Mar 2008        |
| Pakistan ( <i>eff 28 March 2006</i> )                             | Central       | Baltimore     | 31 Mar 2008        |
| Panama  | Southern      | Miami         | 30 Apr 2007        |
| Paraguay  | Southern      | Miami         | 30 Apr 2007        |
| Peru  | Southern      | Miami         | 30 Apr 2007        |
| Philippines, Metro Manila   | Pacific       | Honolulu      | <b>31 Mar 2006</b> |
| Poland, Warsaw  | European      | Frankfurt     | 31 Oct 2007        |
| Qatar ( <i>eff 28 March 2006</i> )                                | Central       | Baltimore     | 31 Mar 2008        |
| Romania, Bucharest  | European      | Frankfurt     | 31 Jul 2007        |

|   |          |  |                    |
|---|----------|--|--------------------|
| Russia, Moscow                                      | European | Frankfurt                              | 31 Jul 2007        |
| Rwanda, Kigali                                      | European | Frankfurt                              | 31 Jul 2007        |
| Saudi Arabia ( <i>eff 28 March 2006</i> )           | Central  | Baltimore                              | 31 Mar 2008        |
| Senegal, Dakar                                      | European | Frankfurt                              | 31 Jul 2007        |
| Serbia and Montenegro, Belgrade                     | European | Frankfurt                              | 30 Nov 2007        |
| Singapore   | Pacific  | Honolulu<br>( <i>eff 14 Apr 2004</i> ) | <b>31 Mar 2006</b> |
| South Africa, Pretoria                              | European | Frankfurt                              | 31 Jul 2007        |
| Sri Lanka, Columbo                                  | Pacific  | Frankfurt                              | <b>31 Mar 2006</b> |
| Suriname  | Southern | Miami                                  | 30 Apr 2007        |
| Syria, Damascus                                     | Central  | Frankfurt                              | <b>31 Oct 2005</b> |
| *Tajikistan ( <i>eff 22 Sep 2006</i> )              | Central  | Baltimore                              | 30 Sep 2008        |
| Tanzania, Dar Es Salaam                             | European | Frankfurt                              | 31 Oct 2007        |
| Thailand, Bangkok                                   | Pacific  | Honolulu                               | <b>31 Mar 2006</b> |
| Thailand, Chiang Mai                                | Pacific  | Honolulu                               | <b>31 Mar 2006</b> |
| Trinidad and Tobago                                 | Southern | Miami                                  | 30 Apr 2007        |
| Tunisia, Tunis                                      | European | Frankfurt                              | 31 Jul 2007        |
| Turkey, Ankara                                      | European | Frankfurt                              | 31 Jul 2007        |
| Turkmenistan, Ashgabat ( <i>eff 28 March 2006</i> ) | Central  | Baltimore                              | 31 Mar 2008        |
| Uganda, Kampala                                     | European | Frankfurt                              | 31 Jul 2007        |
| Ukraine, Kiev                                       | European | Frankfurt                              | 31 Jul 2007        |
| United Arab Emirates ( <i>eff 28 March 2006</i> )   | Central  | Baltimore                              | 31 Mar 2008        |
| Uruguay   | Southern | Miami                                  | 30 Apr 2007        |
| Uzbekistan, Tashkent ( <i>eff 28 March 2006</i> )   | Central  | Baltimore                              | 31 Mar 2008        |
| Venezuela   | Southern | Miami                                  | 30 Apr 2007        |
| Vietnam, Hanoi                                      | Pacific  | Honolulu                               | <i>31 Mar 2006</i> |
| Yemen ( <i>eff 28 March 2006</i> )                  | Central  | Baltimore                              | 31 Mar 2008        |
| Zambia, Lusaka                                      | European | Frankfurt                              | 31 Jul 2007        |
| Zimbabwe, Harare                                    | European | Frankfurt                              | 31 Jul 2007        |

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

**Effective 31 May 2006**

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