

VOLUME 2
JOINT TRAVEL REGULATIONS
CHANGE 496

Alexandria, VA

1 February 2007

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 February 2007 unless otherwise indicated.

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This change includes all material written in CAP Items 85-06(E); 88-06(E); 90-06(E); 91-06(I); 93-06(I); 94-06(E); 96-06(I); 98-06(I); 101-06(I). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 495 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 496:

Introduction; Appendix A, Part 1; Appendix A, Part 2. Adds information in the JTR about the newly formed General Services “Civilian Board of Contract Appeals” (CBCA). Section 847 of the NDAA for FY06, (Pub. L. No. 109–163), establishes the Civilian Board of Contract Appeals (CBCA) to replace GSBICA within GSA.

C4564. Indicates that if the TDY is known before departure on leave, the member is reimbursed actual travel expenses up to the constructed round-trip cost between the PDS and TDY location.

C5216-C. Indicates that when an employee is authorized POV transportation incident to a PCS, and there is no port or terminal at the point of origin and/or destination, transportation for the POV at Government expense is from the point of origin to the destination.

C5600; C5604; Appendix E, Part I, par. A21. Adds GSBICA 16815-RELO which ruled employee’s children are not eligible for a HHT; 59 Comp. Gen. 461 (1980) (companion case to 56 Comp. Gen. 661 (1977)) allows attendant or escort travel for disabled or special need employee for HHT when appropriate under Chapter 6, Part L.

C5715-C. Corrects cross references.

C6700-C3. Allows FEML to be combined with other funded leave transportation programs or official travel.

Appendix G. Revises Appendix G by inserting the note “*Mission-related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items*” which was erroneously deleted from the regulations.

Appendix U. Adds Cuba, JTF-GITMO to R&R locations in the JTR.

Various paragraphs. Removes references to Chapter 4 for DTS Processing.

VOLUME 2

JOINT TRAVEL REGULATIONS

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INTRODUCTION TO JOINT TRAVEL REGULATIONS, (JTR) DEPARTMENT OF DEFENSE CIVILIAN PERSONNEL

FOREWORD

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

PURPOSE AND AUTHORITY

These regulations pertain to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of DOD civilian employees.

With the exception of DOD civilian employees appointed under Section 625(d) of the Foreign Assistance Act of 1961, as amended (22 USC §2385(d)), who are authorized per diem, travel, and transportation allowances in accordance with Volume 14, State Department Foreign Affairs Manual (FAM), these regulations are the sole travel and transportation allowances regulations for DOD components.

If there is a headquarters dispersal, the authority for prescribing the allowances in these regulations becomes vested in each DOD Committee member. Each DOD Committee member may issue necessary regulations prescribing allowances applicable to that Service (or those Services in the case of the Department of the Navy) until the headquarters activities again are centralized ***NOTE: The JTR remain as the governing regulations for OSD and Defense Agency employees.*** At that time, regulation-issuing authority again becomes vested in the Committee.

The JTR is issued under the following authorities:

1. Federal Travel Regulation (FTR), published by GSA (41 CFR 300-304); the Department of State Standardized Regulations (DSSR) for Government Civilians in Foreign Areas, issued by State Department; and regulations published by the Office of Personnel Management (OPM) (CFR, title 5);
2. The United States Code, primarily sections found in title 5 (especially chapter 57, concerning allowances for travel, transportation, and subsistence) and title 10;
3. Executive Orders, General Services Administration (GSA) Commuted Rate Schedule, and DOD directives; and

Effective 6 January 2007

- *4. Decisions of the U.S. Comptroller General (GAO), the GSA Board of Contract Appeals (GSBCA) or Civilian Board of Contract Appeals (CBCA) and the OSD General Counsel (OSDGC).

Effective 6 January 2007

***CLAIMS AND ADVANCE DECISIONS**

Under 31 USC §3702, the Comptroller General of the United States settled claims involving federal civilian employees' travel, transportation and relocation allowances until 30 June 1996 when that function was transferred to the office of Management and Budget (OMB). OMB delegated this authority to the General Services Administration (GSA), who assigned it to the GSA Board of Contract Appeals (GSBCA). Effective 6 January 2007 Congress established the Civilian Board of Contract Appeals (CBCA) within GSA (Section 847 of Pub. L. 109-163) and transferred the claims settlement function from GSBCA to CBCA.

A civilian employee who disagrees with a claim settlement by a paying office may submit the claim to CBCA (no specific form or format is required) at the address listed below. The claim must be forwarded through the proper paying office, which must attach an administrative report explaining why the claim was settled as it was. An accountable officer desiring an advance decision on an issue involving the interpretation of the JTR must forward the request for an advance decision through the PDTATAC.

Correspondence to CBCA should be addressed to:
The Civilian Board of Contract Appeals
1800 F Street, NW
Washington, DC 20405-0002

Phone Number of the Clerk of the Board (202) 606-8800
FAX (202) 606-0019
Internet address of the CBCA: <http://www.cbca.gsa.gov>

Throughout the JTR, Comptroller General (Comp. Gen.) Decisions from the Government Accountability Office (GAO – formerly the General Accounting Office) and decisions from the General Services Administration Board of Contract Appeals (GSBCA) or Civilian Board of Contract Appeals (CBCA) are referenced. Decisions appearing in the published annual GAO volumes are cited by volume, page number, and date, e.g., 71 Comp. Gen. 530 (1992). Decisions of the Comptroller General that do not appear in the published volumes are cited by the appropriate file number and date, e.g., B-248928, 30 September 1992. GSBCA decisions on their website are listed by category and case number (the case number includes the date the decision was issued), e.g., Travel Cases, GSBCA 14401-TRAV issued 06-01-98. In JTR, these decisions are cited by GSBCA case number, category, and date, e.g., (GSBCA 14515-TRAV, 22 July 1998).

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

PARAGRAPH NUMBERING SYSTEM

The paragraph numbering system of the JTR is coordinated with that of the Joint Federal Travel Regulations (JFTR). The volume letter "C," precedes the 4- or 5-digit paragraph number (the first or first two digits indicate the chapter number) and subparagraph designators, as shown in the following breakdown. **NOTE: Not all paragraph numbers are in consecutive numerical sequence (e.g., C1000, C1001, C1002); numbers may be skipped (e.g., C5001, C5005, C5010) so that new paragraphs can be added without changing the numbers of existing paragraphs.**

Paragraph C1052-B2b(3)
JTR
Chapter 1
Paragraph 052
Subparagraphs

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

JTR, par. C1052
JTR, par. C1052-B2
JTR, par. C1052-B2b(3)
JTR, pars. C1052-C1058

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

JTR, par. C1052-B2b(3)b
JTR, par. C1055-A2

The most specific unit of reference should be used.

CHANGES

Changes to JTR allowances are initiated by DOD Civilian Travel Determinations (CTDs), and General Services Administration (GSA) bulletins, memoranda, or amendments. CTDs are effective on the indicated date. They may be effective on the date published in the JTR, on the PDTATAC Chairman's signature date, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by the statute or a change to the FTR, some other date. When an effective date is earlier than the date assigned to the published change page, the changes are disseminated using the PDTATAC website.

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

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

FEEDBACK REPORTING

Recommendations for JTR changes should contain an explanation of and rationale for the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates in accordance with par. C4551.

Effective 11 July 2005

1. Army - Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CP-PPD, Hoffman Building 1, Room 100, 2461 Eisenhower Avenue, Alexandria, VA 22331-3001.

Effective 1 June 2006

2. Navy - Navy Civilian Advisory Panel Member, Office of the Civilian Human Resources, Labor and Employee Relations Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington DC 20374-5072.

3. Marine Corps - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPC-10), 3280 Russell Road, Quantico, VA 22134-5103.

Effective 17 August 2006

4. Air Force - Air Force Civilian Advisory Panel Member, HQ USAF/A1SF, 1040 Air Force Pentagon, (Room 4D236) Washington, DC 20330-1040.

5. OSD/WHS/Defense Agencies - DOD Civilian Personnel Management Service, Field Advisory Service, Attn: Mr. Gary Pugh, 1400 Key Boulevard, Arlington, VA 22209-5144.

Effective 22 June 2006
HOW TO GET THE JTR

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

F. Delay in Returning to PDS. When for personal reasons, including taking leave, an employee does not return immediately to the PDSs after TDY, the employee is authorized per diem for the time between when the employee reasonably could have left the TDY point and arrived at the PDS. Normally, when the return trip is short or travel is authorized on carriers with sleeping accommodations, the constructed departure day is the same day that the TDY is completed. When return travel is by an authorized mode on which sleeping accommodations are not available, the constructed departure date may be the morning of the day following TDY completion. ***An employee is not expected to select a schedule that requires boarding or leaving a carrier between 2400 and 0600.*** Travel time should be based upon regular published carrier schedules and properly is authorized upon administrative approval of the voucher.

G. Permanent Duty Travel. An employee is not authorized per diem while on leave during permanent duty travel.

C4564 EMPLOYEE'S LEAVE CANCELED OR INTERRUPTED

A. Absent from PDS for Personal Reasons. Except as provided in par. C4564-D, an employee who is absent from the PDS for personal reasons and who is required to return to the PDS for official reasons prior to the originally contemplated time of return is not authorized reimbursement for expenses incurred for such travel.

B. TDY Required at Leave Location. An employee, required to perform TDY at a place away from the PDS to which the employee has traveled for personal reasons, is authorized per diem for the TDY period and to per diem and transportation expenses for the return trip which exceed those which the employee otherwise would have incurred if the employee had not been required to perform the TDY (31 Comp. Gen. 509 (1952)).

C. TDY at Various Places, Including Return to PDS. An employee, while in authorized leave status away from the PDS, who is required to interrupt the leave to perform official TDY at various places, including return to the PDS, and then resume leave status upon completion of the TDY assignment, is allowed per diem and transportation expenses from the place where leave was interrupted to the places of TDY (except no per diem while at PDS) and return to the place where leave was interrupted (25 Comp. Gen. 347 (1945); 28 id. 237 (1948); 39 id. 611 (1960)).

D. TDY at Various Places Not Involving Return to PDS. In a situation not involving temporary return to a PDS, but otherwise similar to par. C4564-B, an employee upon completion of TDY is allowed per diem and transportation expenses to return to resume leave at a point more distant from the place of TDY than the point where leave was interrupted, provided the round-trip distance and expense are not greater than the distances and constructed travel expense between the employee's PDS and the place of TDY (27 Comp. Gen. 648 (1948)).

E. Authorized Leave of 5 or More Days Canceled within 24 Hours, and Leave Temporarily Interrupted due to Recall to PDS. When an employee leaves the PDS on authorized leave of absence for 5 or more days and, because of an urgent unforeseen circumstance, it is necessary to cancel the leave and recall the employee to duty at the PDS within 24 hours after departure, the return per diem and transportation expenses may be authorized. Also, if an employee's authorized leave of absence away from the PDS is temporarily interrupted because the employee is recalled to duty at the PDS, or is authorized to perform TDY at another place, and the employee wishes to resume leave immediately after completion of the duty at the place at which the leave of absence was interrupted or at another place, per diem and transportation expenses not to exceed the per diem and transportation expenses for travel from the place where the leave of absence was interrupted to the place where the duty was performed and

return may be authorized. The one way, or round trip, must not be allowed unless, by an appropriate statement in the travel authorization, it is indicated clearly that, because of the personal expense incurred by the employee in traveling to the leave location, an administrative determination was made that it is unreasonable to require the employee to assume the additional travel expense to comply with the recall or TDY travel authorization (39 Comp. Gen. 611 (1959)).

F. Leave Interrupted for TDY, Employee Not Allowed to Resume Leave Status. An employee on authorized leave away from the PDS, who is required to perform TDY at places other than the PDS and upon completion of the TDY assignment is not allowed to resume the leave status but is required to return to the PDS, is allowed per diem and transportation expenses for the TDY performed. However, for return to the PDS from the place where the TDY assignment is completed, per diem and transportation expenses are allowed only to the extent it exceeds the constructed per diem and transportation expenses for return direct from the place of leave to the PDS (11 Comp. Gen. 336 (1932); 16 id. 481 (1936); 30 id. 443 (1951)).

G. TDY Directed at Termination of Leave Status. An employee on authorized leave away from the PDS who is directed, at the termination of leave, to proceed to a TDY location and upon completion of the TDY assignment to return to the PDS, is authorized per diem and transportation expenses only to the extent travel relating to the TDY assignment exceeds the constructed cost of direct route travel from the place of leave to the PDS (19 Comp. Gen. 977 (1940)). If, in relation to the place where the employee is on leave, the TDY location is located in a routing direction through and beyond the employee's PDS, the allowable per diem and transportation expenses are limited to that for round-trip travel between the PDS and the TDY location (24 Comp. Gen. 443 (1944)).

H. Cancellation of TDY Travel Authorizations after Commencement of Travel and while on Authorized Leave. When an employee is on leave en route to a TDY station and the TDY travel authorization is canceled, the employee is authorized travel and transportation allowances for travel performed, provided the travel authorization is canceled on or after the date travel was required to begin. In such case, the allowances payable must not exceed the constructed allowances payable for travel from the PDS to the TDY station and return over a usually traveled direct route, provided that official travel to the TDY station is authorized prior to departure on annual leave.

Effective 1 December 2006

***NOTE:** *If the TDY requirement is known before departure on leave, the employee is reimbursed actual travel expenses NTE the constructed round-trip cost between the PDS and TDY location. City-pair fares are not authorized for use to/from the leave location if the TDY requirement is known before leave is begun.*

Effective 1 October 2005

C4565 PER DIEM COMPUTATION EXAMPLES

Following are per diem computation examples for specific circumstances.

NOTE 1: *The maximum amount allowed for lodging in CONUS and non-foreign OCONUS locations does not include an amount for lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS locations are a separately reimbursable travel expense. The maximum amount allowed for lodging in foreign OCONUS locations includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS locations are not separately reimbursable. See <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for all per diem rates.*

NOTE 2: *The per diem/mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>.*

Example 4. An employee, initially recruited from Puerto Rico to work in Hawai'i and is then transferred from Hawai'i to a CONUS PDS, is authorized POV transportation from Hawai'i to CONUS if previously authorized POV transportation from Puerto Rico to Hawai'i or if it was in the Government's interest for the employee to have the POV in Hawai'i.

B. Transportation Authorized. POV Transportation may be authorized when a traveler:

1. Is transferred/assigned from a CONUS to an OCONUS PDS, meets the eligibility criteria in par. C5208, and signs a service agreement in par. C4001;
2. Is transferred/assigned between OCONUS PDSs, meets the eligibility criteria in par. C5208, and signs a service agreement in par. C4001;
3. Completes a tour(s) of duty at an OCONUS PDS where it was in the Government's interest for the traveler to have a POV, or the traveler was assigned to Johnston Island and a POV was transported to Hawai'i under par. C5208-D, and the traveler is returning through transfer, or upon separation from service after completion of a tour of duty, to CONUS;
4. Does not complete a tour(s) of duty at an OCONUS PDS at which it was in the Government's interest for the traveler to have a POV or does not complete a tour(s) of duty on Johnston Island incident to which a POV was transported to Hawai'i under par. C5208-D, and the traveler is returning through transfer for the Government's convenience and not at personal request;
5. At an OCONUS PDS where it was initially in the Government's interest for the traveler to have a POV or, for a traveler assigned on Johnston Island whose POV was transported to Hawai'i under par. C5208-D, but the traveler is transferred to another OCONUS PDS and it is not in the Government's interest for the traveler to have a POV at the new PDS, and the traveler requests transportation of a POV to CONUS;
6. Is stationed at an OCONUS PDS where initially it was not in the Government's interest for the traveler to have a POV and due to changed circumstances at the station, it is later determined that it is in the Government's interest for the traveler to have a POV there and the traveler has signed a service agreement as provided in par. C4001; or
7. Is stationed at an OCONUS PDS where initially it was in the Government's interest for the traveler to have a POV and due to changed circumstances the determination is rescinded. In such cases, the traveler may elect either to keep the POV at the PDS or have it shipped back at Government expense to the port/VPC serving the actual residence.

C5216 TRAVEL AND TRANSPORTATION TO/FROM PORTS

A. General

1. POV transportation at Government expense is:
 - a. Limited to over-water movement from an appropriate CONUS loading port/VPC to an appropriate unloading port/VPC serving the OCONUS PDS and return,
 - b. Between appropriate ports/VPCs serving OCONUS PDSs, or

c. From the appropriate loading port/VPC serving the traveler's last PDS to the unloading port/VPC serving Hawai'i in the case of a traveler assigned to Johnston Island who is authorized POV shipment under par. C5208-DC11002-C.

2. *Shipment may not be authorized at Government expense between CONUS port/VPCs for the traveler's convenience.*

3. Transportation at Government expense includes port-handling charges for readying the POV for:

a. Shipment at the loading port/VPC, and

b. Use at the unloading port/VPC.

4. Instructions concerning the ports/VPCs from which the POV may be shipped are in Service transportation regulations.

B. Alternate Ports

1. Transportation at Government expense is authorized between the port/VPC serving the origin point and the port/VPC serving the traveler's new PDS. For an employee assigned to Johnston Island, transportation at Government expense is to the point authorized in par. C5208-D.

2. A POV may be transported to an alternate designated port. The Government's transportation cost liability must not exceed the transportation cost between the ports/VPCs serving the old PDS/new PDS. For an employee assigned to Johnston Island, the Government's transportation cost liability must not exceed the cost to transport the POV from the port/VPC to which transportation was authorized in par. C5208-D.

3. When an employee is authorized to return a POV at Government expense from the OCONUS location to which it was transported, the POV may be transported from the port/VPC serving that PDS. For an employee assigned to Johnston Island, the employee is authorized to return a POV from the port/VPC in Hawai'i to which it was transported under par. C5208-D.

4. The traveler may drive/transport the POV to a different port/VPC serving the destination specified by the traveler. The Government's transportation cost liability must not exceed the transportation costs from the port/VPC serving the traveler's old PDS to the port/VPC serving the authorized destination (new PDS or actual residence).

5. An authorized origin point must be in the U.S. or in a non-foreign OCONUS area (see Appendix A) when the traveler purchases a replacement vehicle from a manufacturer and the POV is shipped to a traveler.

*C. Transportation to/from Ports

1. Transportation Arrangements (FTR §302-9.104). If there is no port/VPC at the point of origin and/or destination, the DOD component must pay the entire cost of transporting the POV from the:

a. Old PDS, or the actual residence at the time of employment, to the port/VPC serving the old PDS or actual residence, and/or

b. Port/VPC to the new OCONUS PDS, or (upon return by PCS or for separation) to the actual residence at time of appointment or assignment to an OCONUS PDS.

2. Traveler Pays for POV Transportation to/from Port/VPC. Reimbursement is:
 - a. Authorized if a traveler pays another individual to drive the POV, or arranges to have the POV transported commercially, to/from the port/VPC, and
 - b. Limited to the actual cost of having the POV transported between the:
 - (1) Traveler's old PDS or actual residence at the time of appointment, and the port/VPC ,
 - (2) Port/VPC and the traveler's new OCONUS PDS, or
 - (3) Port/VPC and the traveler's actual residence at the time of appointment or assignment to an OCONUS PDS, whichever is applicable, when returning by PCS or for separation.
3. Reimbursement when an Employee Chooses to Deliver/Pickup the POV to/from the Port/VPC
 - a. Per Diem Not Allowed. Per diem is not allowable when a traveler/designated representative makes a separate trip to a port/VPC to deliver/pickup the POV. City-pair airfares may not be used for travel to or from the port/VPC to pickup or deliver a POV. Administrative Leave and duty status incident to a PCS is addressed in DOD 1400.25-M, December 1996, SC630. available at:
<http://www.cpms.osd.mil/cpm/docs/M1400630.pdf>.
 - b. Mileage Reimbursement. Reimbursement is authorized at the applicable PCS mileage rate in par. C2505 for one-way travel for the official distance traveled:
 - (1) To the port/VPC to deliver the POV, and
 - (2) From the port/VPC after reclaiming the POV.
 - c. Transportation Reimbursement. Limited reimbursement is authorized for the actual cost incurred for one-way return transportation:
 - (1) From the port/VPC after delivering the POV, and
 - (2) To the port/VPC to pick up the POV.
 - d. Limitations. The total of the one-way TDY mileage and one-way transportation costs paid by the Government may not exceed the POV transportation cost from the:
 - (1) Traveler's old PDS/actual residence at the time of appointment, to the port/VPC,
 - (2) Port/VPC to the traveler's new OCONUS PDS, or
 - (3) Port/VPC to the traveler's actual residence at the time of appointment/assignment to an OCONUS PDS when returning by PCS or for separation.

4. POV Delivery/Pickup Incident to PDT by POV (Other than During RAT)

NOTE: PDT includes first PDS travel, RAT, PCS travel, and separation travel as defined in Appendix A.

a. Mileage Reimbursement. Reimbursement for POV delivery/pickup incident to PDT by POV is allowable at the applicable PCS mileage rate in par. C2505 from the:

- (1) Traveler's old PDS, or actual residence at the time of appointment, to the port/VPC or passenger POE (if the traveler travels there to drop off dependents);
- (2) Passenger POE (where the traveler drops off dependents) to the port/VPC;
- (3) Port/VPC where the POV is reclaimed to the passenger POD (if the traveler returns there to pick up dependents);
- (4) Port/VPC or passenger POD (if the traveler returns there to pick up dependents) to the new PDS or (upon return for separation) the actual residence at time of appointment or assignment to an OCONUS PDS.

b. Transportation Reimbursement. In connection with reimbursement for POV delivery/pickup incident to PDT (other than renewal agreement travel) payment is also allowable for:

- (1) the transportation cost for the traveler or the traveler and dependents, from the vehicle loading port/VPC to which the traveler delivers the POV, to the passenger POE; or
- (2) PCS mileage from the POE, at which the traveler drops off dependents, to the vehicle loading port/VPC to which the traveler delivers the POV, and the traveler's return transportation to the POE.
- (3) the transportation cost for the traveler or traveler and dependents from the POD to the vehicle unloading port/VPC center to reclaim the POV; or
- (4) the traveler's transportation cost from the POD to the vehicle unloading port/VPC at which the POV is reclaimed and PCS mileage to the POD if the traveler returns there to pick up dependents.

C5220 CIRCUMSTANCES

A. Transfer or Assignment between OCONUS PDSs

1. If the traveler does not have a POV at the current OCONUS PDS, one may be transported to the appropriate port/VPC serving the new PDS at Government expense provided the maximum amount the Government pays is the POV transportation cost from an appropriate port/VPC within CONUS, or a port/VPC in Hawai'i for an employee assigned on Johnston Island whose dependents reside in Hawai'i.
2. If, due to changed circumstances at a PDS, it is no longer in the Government's interest for the traveler to have a POV at the PDS, the traveler may transport it at Government expense to another OCONUS PDS to which the traveler is transferred if it is in the Government's interest for the traveler to have the POV there.
3. Upon completion of a tour of duty at the new PDS the traveler may ship the POV at Government expense to the appropriate port/VPC serving the actual residence or serving a CONUS PDS. In this case, the Government may not pay more than the transportation cost from the place to which it was last transported at Government expense.

- a. RAT at Government expense may not be denied to an employee who has earned it except under the circumstances in par. C5515-A.
 - b. The time at which leave is granted (to perform RAT) is subject to appropriate personnel regulations.
 - c. RAT ordinarily is performed between OCONUS tours of duty. See par. C4006-C2. Travel at a later date, within a tour of duty, may be authorized/approved by the employee's OCONUS commander (B-232179, 6 October 1989) subject to leave being granted IAW personnel regulations.
2. Delay at Management's Request. Management may request an employee to delay RAT by extending the initial tour (or tour then in effect) not to exceed 90 days if:
- a. The employee is engaged on a project that is scheduled for completion within a reasonable time.
 - b. There is a temporary personnel shortage, or
 - c. For other good reasons.

Sufficient time must remain in the employee's renewal agreement tour (after adjusting the length of the tour by subtracting the number of days that the initial tour was extended) following RAT to serve at least 12 months upon return to the OCONUS PDS.

3. Delay at the Employee's Request. An employee may request an extension of the initial tour (or tour then in effect) to permit leave scheduling to accommodate personal/job related reasons acceptable to and permitted by the OCONUS commander concerned. See par. C4005-C1. In this case, the employee's tour after performing RAT and returning to the OCONUS PDS is the greater of:
- a. The renewal agreement tour for the PDS concerned, decreased by the number of days the initial tour was extended; or
 - b. 12 months.
4. Limits on OCONUS Assignments. A delay in performing RAT should not be authorized if the resulting extension to the new tour, or requirement to serve 12 months following return to the OCONUS PDS, requires the employee to remain at the OCONUS PDS beyond any 5- (or other-) year limit on OCONUS assignments contained in personnel regulations, unless the employee is not affected by, or has been released from, the 5- (or other-) year OCONUS service limitation. See par. C4005-C1e.

5. Computing the Tour of Duty when Delayed RAT is Involved and the Employee Is Not Affected by a OCONUS Service Limitation

Example

An employee's initial 36-month tour ended 30 June 2003. The employee was eligible to perform RAT beginning 1 July 2003 after signing a 24-month renewal agreement. The employee departed the PDS on 1 July 2003, performed RAT and returned 31 July 2003. The new tour of duty begins on 1 August 2003 and ends 31 July 2005 (i.e., 24 months after return from RAT).

If the initial tour was extended to 31 August 2003, delaying RAT for 62 days, and RAT for 30 days was performed from 1 to 30 September 2003, the employee's RAT tour after returning to the OCONUS PDS would be for 22 months beginning 1 October 2003 and ending 31 July 2005. The 22 months is computed by

decreasing the 24-month tour prescribed for the PDS after RAT completion by the number of days the initial tour was extended (62 days).

C5518 TRAVEL IN FAMILY UNITS NOT REQUIRED

An employee may travel alone or with dependents. Dependents may travel unaccompanied but cannot perform round trip travel under renewal agreement authority if the employee does not perform authorized RAT. Unaccompanied dependents must not be allowed delayed use of renewal agreement authority (i.e., start RAT) beyond 6 months after the date the employee begins travel, except for teachers. See par. C5542.

C5521 RENEWAL AGREEMENT TRAVEL (RAT) NONCUMULATIVE

RAT is to be used between consecutive periods of continuous OCONUS employment. RAT may be performed between the completion date of one agreement and prior to serving another tour of duty pursuant to a written agreement (35 Comp. Gen. 101 (1955)). *RAT authorization is not cumulative from one period of service to another if not used.*

C5524 BAGGAGE TRANSPORTATION

See par. C2305 for allowed baggage transportation.

C5527 HOUSEHOLD GOODS (HHG) STORAGE IN TRANSIT (SIT)

See par. C5190 for up to 90 days of HHG storage in transit.

C5530 PER DIEM

An employee is authorized per diem during the allowable RAT travel periods between the OCONUS PDSs and the authorized RAT destination. *No per diem is authorized for the employee's dependents incident to RAT when the employee returns to the same OCONUS PDS for duty.* However, when the employee is to report to a different OCONUS PDS for duty, after leave, per diem is allowable for dependents while en route, limited to the constructed time by the usual transportation mode and route *directly* between old and new OCONUS duty stations. See par. C5512 for allowable travel and transportation.

**NOTE: AEA in JTR, Chapter 4, Part M, or Appendix O, par. T4040-A1d, may not be authorized/approved for RAT/PCS travel.*

C5533 LEAVE STATUS DURING ABSENCE FROM DUTY

The leave regulations of the separate departments and DOD component apply regarding the employee's leave 'status'. Certain limitations may apply to teachers in the DOD Education Activity. See par. C5542.

C5536 ALTERNATE DESTINATION

A. Authorization

1. An employee/dependents is/are authorized to perform RAT to a destination (other than the employee's actual residence) in:
 - a. A CONUS/non-foreign OCONUS location, or

CHAPTER 5**PART M: HOUSEHUNTING TRIP (HHT) (FTR §302-5)*****C5600 GENERAL (FTR §302-5.1-2)**

A HHT:

1. May be allowed at the discretion of the AO. *The AO, not the employee, determines whether or not a HHT is necessary.*
2. May only be authorized on a case-by-case basis when an employee has accepted a permanent transfer, and the circumstances indicate the need for a HHT.
3. May not be authorized to assist an employee in deciding whether or not to accept a transfer.
4. May be authorized only for an employee and/or spouse.
5. May be authorized for an attendant or escort within this Part when Chapter 6, Part L or Appendix E, Part I, par. A2l apply (59 Comp. Gen. 461 (1980)), <http://141.116.74.201/regs/comp-gen-dec/B-198237.pdf>.

If the HHT is allowed, it should serve to lower the Government's overall relocation costs by reducing the time for which the employee is later reimbursed for temporary quarters occupancy.

C5602 ELIGIBLE EMPLOYEE (FTR §302-5.3)

An employee may be authorized a HHT when:

1. A PCS is authorized;
2. Both the old and new PDSs are located within CONUS and/or a non-foreign OCONUS area (e.g., one PDS could be in Nebraska and the other in Guam);
3. Government/other prearranged housing is not going to be assigned at the new PDS; and,
4. The old and new PDSs are 75 or more miles apart (as measured by map distance) via a usually traveled surface route.

***C5604 INDIVIDUALS NOT ELIGIBLE FOR A HHT (FTR §302-5.4)**

A HHT may not be provided for a/an:

1. New appointee or the new appointee's spouse if par. C5080-B applies; or
2. Employee authorized dependent and/or HHG transportation to/from a training location to which transportation is authorized under par. C4500 instead of per diem/actual expense allowance while at the training location; or
3. Employee's children, GSBICA 16907-RELO, 14 August 2006, <http://www.gsbca.gsa.gov/relo/s1690714.pdf>

C5606 SEPARATE TRIPS BY EMPLOYEE AND SPOUSE (FTR §302-5.9)

Separate HHT round trips by the employee and spouse may be allowed; however, the Government's overall cost is limited to the cost of one round trip for the employee and spouse traveling together.

C5608 WHEN A HHT MAY BEGIN (FTR §302-5.10)

A HHT may begin after the:

1. Employee signs a transportation agreement; and
2. DOD component establishes, and informs the employee of, the reporting date to the new PDS.

NOTE: *The maximum time for beginning allowable travel and transportation is ordinarily 2 years from the date the employee reports for duty at the new PDS. See par. C1057 for extensions.*

C5610 WHEN A HHT MUST BE COMPLETED (FTR §302-5.12)

Round-trip house-hunting travel must be completed by the:

1. Employee on the day before the day the employee reports to the new PDS, and
2. Spouse:
 - a. On the day before the family begins relocation to the new PDS, or
 - b. The expiration of the maximum time for beginning allowable travel and transportation.

C5612 HHT AUTHORIZATION (FTR §302-5.5)

After considering par. C5614-I, an AO/AO designee may authorize a HHT. The AO/AO's designee must determine:

1. If a HHT is necessary;
2. Whether subsistence reimbursement is to be per diem under the Lodgings-plus method (par. C5624-B1) or if a fixed amount is to be offered (par. C5624-B2);
3. The appropriate HHT duration (NTE the maximums in the Part);
4. The authorized transportation mode(s) for the HHT to and from the new PDS location; and
5. The authorized transportation mode(s) for local travel while house-hunting at the new PDS location.

C5614 CONSIDERATIONS

A. General. *The HHT must be administered to minimize/avoid its use when other satisfactory and more economical alternatives are available.* An AO/AO designee must consider pars. C5614-B, C5614-C, C5614-D, C5614-E, and C5614-F before authorizing a HHT.

B. Arranging a Permanent Residence before a Move. If the employee has a large family and must promptly vacate the residence at the old PDS, it might be less costly to the Government, as well as more convenient to the employee, to complete arrangements for a new residence before the move actually takes place.

C. Arranging a Permanent Residence while in Temporary Quarters. If the employee has no family or a small family, it might be less costly to allow the employee (and family) to remain in temporary quarters at the new PDS for a somewhat longer period than might otherwise be required, subject to limitations until the employee finds a permanent residence.

D. Avoiding an Advance Trip. If TQSE is to be authorized, a HHT possibly may be avoided. It might be less costly to the Government, and more satisfactory to the employee, for the employee's dependents to remain at the former residence while the employee occupies temporary quarters at the new PDS. During that time the employee can select a permanent residence after becoming familiar with the new PDS area.

E. TDY at the New PDS. When an employee is TDY at what is already known to become a new PDS - before the permanent transfer is effective - a HHT should not be necessary.

F. Housing Information Assistance. It might be possible for the DOD component to avoid/shorten the HHT duration by providing assistance and information to an employee concerning housing conditions and markets at the new PDS location.

C5616 PROHIBITIONS

HHTs are not authorized when the:

1. Employee is to be assigned to a Government/other prearranged permanent residence at the new PDS location.
2. Employee has not formally agreed to transfer to the new PDS.
3. Old and/or new PDS, are located in a foreign OCONUS area (see Appendix A).
4. Distance between the old and new PDSs is less than 75 miles (as measured by map distance) via a usually traveled surface route.

C5618 TRIP DURATION (FTR §302-5.11-12)

House-hunting trips, when authorized, should be for a reasonable time period considering the distance between the old and new PDSs, transportation mode, and the housing situation at the new PDS. ***A funded HHT, including travel time, must not exceed 10 calendar days.***

C5620 TRANSPORTATION TO AND/OR FROM A NEW PDS LOCALITY (FTR §302-5.14)

1. When authorizing/approving a particular transportation mode, the objective is to minimize the time en route and maximize time at the new PDS.
2. If POC use is authorized (thereby making POC transportation 'in the Government's interest') the applicable PCS mileage rates in par. C2505 apply.
3. If the employee travels by other than the authorized transportation mode, reimbursement is for the lesser of the actual transportation expenses or the authorized transportation cost.

C5622 LOCAL TRANSPORTATION

A. General Expenses. Reasonable expenses for local transportation at the new PDS are allowed.

B. Local Transportation

1. Local transportation by common carrier, local transportation systems, SDDC-negotiated agreement rentals (see par. C2102-B regarding mandatory CTO use), commercially rented automobile, or a POC at the applicable PCS mileage rate in par. C2505 may be authorized.
2. The local transportation mode must be consistent with the transportation mode authorized for travel to and from the PDS (e.g., a rental car should not be authorized if POC transportation to the new PDS is authorized).

C. Special Conveyance (Taxi/Cab) Use. Special conveyance reimbursement is limited to transportation between carrier terminals and the places of lodging.

C5624 SUBSISTENCE**A. General**

1. HHT subsistence expenses are ordinarily reimbursed under the Lodgings-plus method as in par. C5624-B1.
2. A DOD component may, however, offer to pay a fixed amount for subsistence expenses. See par. C5624-B2. The following are factors in determining whether or not to offer fixed amount reimbursement:

- a. Administration Ease. Per diem payment under par. C5624-B1 (Lodgings-plus method) requires submission of a travel claim for review of the validity, accuracy, and reasonableness of the lodging expense amount. A fixed amount paid under par. C5624-B2 is easier to administer because an expense review is not required.
- b. Cost Considerations. The cost of each subsistence reimbursement option must be considered on a case-by-case basis. *A single 'generic' decision for all PCS moves is not authorized.*
- c. Employee Treatment. Employee morale and productivity should be considered as well as direct costs.

B. Methods. An employee's subsistence allowance may be calculated under par. C5624-B1 or C5624-B2.

1. 'Lodgings-Plus' Computation Method. An appropriate per diem is authorized, as prescribed in pars. C4553 and C7006, for one round trip of the employee and/or spouse for up to 10 calendar days between the old and new PDS.

NOTE: AEA in Chapter 4, Part M, may not be authorized/approved for a HHT.

2. Fixed Amount. The amount calculated under par. C5624-B2a or C5624-B2b, as applicable:

- a. The employee and spouse both travel (together or separately), multiply the applicable locality rate (listed at <http://www.dtic.mil/perdiem/perdiemrates.html>) by 6.25, or
- b. If only one person (the employee or the spouse) travels, multiply the applicable locality rate (listed at <http://www.dtic.mil/perdiem/perdiemrates.html>) by 5.

3. Payment

- a. The fixed amount determined in par. C5624-B2a or C5624-B2b applies for the entire trip without regard to the number of days authorized for the HHT.
- b. Any balance from the determined fixed amount not used by the employee for expenses:
 - (1) Belongs to the employee,

- (2) Is not subject to being collected back, and
- (3) May be taxable (FTR §302-5.18).

C. Subsistence Calculation Examples

1. General. An employee and spouse are authorized a 10-day HHT to Arlington, VA. For the examples below the following information is applicable:

- a. Per diem for Arlington, VA, at the time of travel is \$201 (\$150 for lodging and \$51 for M&IE).
- b. The single occupancy lodging cost is \$130.
- c. The DOD component offers a HHT and the option of either the fixed amount option (par. C5624-B2) or the Lodgings-plus option (par. C5624-B1).
- d. When the employee elects per diem under the ‘Lodgings-Plus’ computation method for a HHT, and the spouse accompanies the employee, the employee’s computation for the lodging rate is computed at the *single room rate*.

2. **Example 1**. The traveler elects a 10-day HHT with per diem computed under the ‘Lodgings-Plus’ computation method. See par. C5624-B1. The traveler and spouse travel together. *The traveler must provide lodging receipts.*

| <u>Employee’s Per Diem</u> | | |
|--|---|-------------------|
| Travel day to Arlington: | 75% x \$51 = \$38.25 plus \$130 (single lodging cost) = | \$ 168.25 |
| 8 days in the Arlington Area: | \$51 (M&IE) + \$130 (Lodging) = \$181 x 8 days = | \$1,448.00 |
| Travel day back to the PDS: | 75% x \$51 = | + \$ 38.25 |
| Total Per Diem for Employee | | \$1,654.50 |
| <u>Spouse’s Per Diem</u> | | |
| Using par. C7006-C, the maximum amount allowable is 75% of the per diem rate to which the employee is authorized under par. C4553. | | |
| Total Per Diem for Spouse | 75% x \$1,654.50 (employee’s per diem) = | \$1,240.88 |
| <u>Total Per Diem Payment</u> | | |
| Employee’s per diem | | \$1,654.50 |
| Spouse’s per diem | | + \$1,240.88 |
| Total Per Diem for Employee and Spouse | | \$2,895.38 |

3. **Example 2.** The employee accepts a HHT with subsistence at the fixed amount (par. C5624-B2a). *No lodging receipts are required.*

| | | |
|--|---|-------------------|
| Total Fixed Subsistence for the Employee and Spouse | \$201 (locality rate) x 6.25 (fixed rate for employee and spouse) = | \$1,256.25 |
|--|---|-------------------|

4. **Example 3.** The employee reports to the new PDS without performing a HHT. The spouse performs a HHT alone.

| | | |
|---|--|-------------------|
| <u>Situation A:</u> | | |
| <p>The employee elects the 10-day HHT with per diem computed under the ‘Lodgings-Plus’ computation method (par C5624-B1). Using par. C7006-C, the employee is authorized per diem for the spouse up to the maximum rate.</p> <p style="text-align: center;"><i>The employee must provide lodging receipts.</i></p> <p style="text-align: center;"><u>NOTE:</u> <i>If the spouse lodges with the employee at the new PDS location, there is no lodging reimbursement unless there is an additional charge for the spouse.</i></p> | | |
| Travel day to Arlington: | \$38.25 (75% x \$51) + \$130 (Lodging) = | \$ 168.25 |
| 8 days in the Arlington area: | \$51+ \$130 = \$181 x 8 days = | \$1,448.00 |
| Travel day back to the PDS: | 75% x \$51= | + \$ 38.25 |
| Total Per Diem for Spouse | | \$1,654.50 |
| <u>Situation B:</u> | | |
| <p>The employee elects the fixed-amount HHT (par. C5624-B2b) for the spouse.</p> <p style="text-align: center;"><i>No lodging receipts are required.</i></p> | | |
| Total Fixed Subsistence for the Spouse | \$201 x 5 (fixed rate for one person)= | \$1,005.00 |

5. **Example 4.** The employee elects a 10-day HHT with per diem computed under the ‘Lodgings-Plus’ computation method. See par. C5624-B1. The employee and the spouse perform HHTs at different times. *The employee must provide lodging receipts.*

| | | |
|------------------------------------|---|-------------------|
| <u>Employee’s Per Diem</u> | | |
| Travel day to Arlington: | 75% x \$51 = \$38.25 plus \$130 (single lodging cost) = | \$ 168.25 |
| 5 days in the Arlington Area: | \$51 (M&IE) + \$130 (Lodging) = \$181 x 5 days = | \$ 905.00 |
| Travel day back to the PDS: | 75% x \$51 = | + \$ 38.25 |
| Total Per Diem for Employee | | \$1,111.50 |

F. Distance Requirement (FTR §302-3.409). No minimum distance between a PDS and TCS location is required to qualify for a TCS.

C5715 TCS ALLOWANCES (FTR §302-3.412, §302-3.413)

A. Basic Allowances. *TDY travel and transportation allowances including per diem are not paid while at the TCS location.* An employee is authorized:

1. PCS mileage if a POC is used (see par. C5050);
2. Employee's travel and transportation expenses (see par. C4553-B3);
3. Transportation and per diem for dependents (see Chapter 7);
4. HHG transportation, storage-in transit, (see Chapter 5, Part D);
5. Miscellaneous expense allowance (MEA) (see Chapter 5, Part G);
6. Mobile home transportation instead of HHG transportation (see Chapter 5, Part F);
7. POV(s) transportation (see Chapter 5, Part E); and
8. RIT allowance (RITA) (see Chapter 16).

NOTE: *AEA (see Chapter 4, Part M) may not be authorized/approved for a TCS*

B. Discretionary Allowances. The employee may be authorized:

1. A HHT (see Chapter 5, Part M);
2. TQSE while occupying temporary lodging (see Chapter 5, Part H);
3. NTS of HHG *when necessary during the assignment* (FTR §§302-3.414, §302-3.415, §302-3.416, and §302-3.417) (see Chapter 5, Part D).
 - a. HHG may be in NTS for the TCS duration.
 - b. The transportation officer determines the NTS location.
 - c. The total weight of HHG stored plus the weight of HHG transported cannot exceed 18,000 pounds. The employee is personally financially responsible for all excess costs if the total weight of stored and transported HHG exceeds 18,000 pounds.; and

4. Property Management Services for the Employee's Residence at the Old PDS for the TCS Duration. See Chapter 15. (FTR §302-3.418, §302-3.19, §302-3.420).

Effective 29 October 2004

NOTE: *PM services may be authorized only for a residence at the employee's PDS in CONUS or in a non-foreign OCONUS area from which the employee was assigned to the TCS location (GSBCA 16138-RELO, 30 September 2003).*

Effective 6 November 2006

*C. Allowances upon Assignment Completion. The employee is authorized all of the allowances in pars. C5715-A and C5720-B, except property management services (par. C5720-B6) and a HHT (par. C5720-C1) when returning to the original PDS (FTR §302-3.422).

D. TCS Allowances vs. Per Diem (FTR §302-3.422). If a TCS is authorized, an employee may not elect payment of per diem expenses instead of a TCS.

C5720 THE TEMPORARY OFFICIAL STATION BECOMES THE PDS (FTR §§302-3.426, 302-3.427, 302-3.428, and §302-3.429)

A. Allowance Duration. TCS allowances (see par. C5415) stop on the day the temporary official station becomes the PDS.

B. Payable Allowances. The following allowances are payable when the temporary official station becomes the PDS:

1. Travel, including per diem for the employee (see par. C4553-B), and dependents (see Chapter 7) who relocated to the temporary official station for one round-trip between the temporary official station and old PDS;
2. Transportation and per diem (see Chapter 7) for one-way travel from the old PDS for those dependents not previously relocated to the temporary official station;
3. TQSE while occupying temporary lodging (see Chapter 5, Part H) *may be authorized but is not mandatory* in extraordinary circumstances;
4. Real estate expenses (see Chapter 14);
5. Residence-related relocation services expenses (see Chapter 15);
6. Property management expenses (see Chapter 15);
7. Transportation of HHG not previously transported to the temporary official station (18,000 pound maximum applies);
8. Transportation of POVs not previously transported, if authorized, in Chapter 5, Part E (for a CONUS to CONUS TCS being converted to a PCS); and
9. Short distance HHG move (not to exceed 18,000 pounds) if the residence at the new PDS changes.

CHAPTER 6

PART J: EMERGENCY TRAVEL AND TRANSPORTATION OF EMPLOYEE DUE TO ILLNESS OR INJURY OR A PERSONAL EMERGENCY SITUATION WHILE TDY (FTR §301-30)

NOTE: See Chapter 6, Part O for Emergency Visitation Travel (EVT).

C6450 GENERAL

Travel and transportation expenses may be allowed as provided in this Part when an employee discontinues or interrupts a TDY travel assignment before completion because of incapacitating illness or injury or a personal emergency situation. (See par. C6600 for Health Care Travel and Transportation Allowances for Employees assigned at PDS outside the U.S.) ***NOTE:*** *Government-funded emergency leave transportation from the PDS is NOT authorized.*

C6451 DOD COMPONENT RESPONSIBILITY/AUTHORITY DELEGATION

DOD components may authorize/approve reimbursement for transportation and per diem expenses under this Part based on the exigencies of the employee's personal situation and the mission of the component. Heads of DOD components may delegate their authority under this Part. Such delegation must be held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances surrounding the need for emergency travel.

C6452 EMPLOYEE RESPONSIBILITY AND DOCUMENTATION

As soon as an employee is incapacitated by illness or injury or informed of an emergency situation that necessitates discontinuance or interruption of the TDY assignment, the employee should attempt to contact the travel-approving official for instructions. If timely contact cannot be made, payments may be approved after the travel has been performed.

C6453 DEFINITIONS

As used in this Part, the definitions in pars. C6453-A; C6453-B; C6453-C; C6453-D; C6453-E; C6453-F and C6453-G apply.

A. **Official Station/PDS.** The term "official station/PDS", in addition to the Appendix A definition, also refers to the home or regular business place as it pertains to experts and consultants described in 5 USC §5703.

B. **Alternate Location.** An alternate location is a destination, other than the employee's official station or the point of interruption, where necessary medical services or a personal emergency situation exists. In the case of an employee's illness or injury, the nearest hospital or medical facility capable of treating the illness or injury is not an alternate location.

C. **Employee's Incapacitating Illness or Injury.** For purposes of this Part, an incapacitating illness or injury is one that occurs suddenly for reasons other than the employee's own misconduct and renders the employee incapable of continuing, either temporarily or permanently, the travel assignment. A sudden illness or injury may include a recurrence of a previous medical condition thought to have been cured or under control. The illness or injury may occur while the employee is at, or en route to or from, a TDY location.

D. Family. Family means those dependents defined in Appendix A who are members of the employee's household at the time the emergency situation arises. For compassionate reasons, and when warranted by the circumstances of a particular emergency situation, a DOD component may include other members of an employee's extended family and the family of the employee's spouse. Individuals named in Appendix A who are not dependents of the employee or members of the employee's immediate household fall within this group. In using this authority and deciding each case, DOD components must evaluate the extent of the emergency and the employee's relationship to, and the degree of responsibility for, the individual(s) involved in the emergency situation.

E. Personal Emergency Situation. Personal emergency situation means the death or serious illness or injury of a member of the employee's family. It also means a catastrophic occurrence or impending disaster such as a fire, flood, or act of God that directly affects the employee's home at the official station or the family and occurs while the employee is at, or en route to or from, a TDY location.

F. Serious Illness or Injury of Family Member. Serious illness or injury of a family member means a grave, critical, or potentially life-threatening illness or injury. It includes a sudden injury such as an automobile or other accident where the exact extent of injury may be undetermined but is thought to be critical or potentially life threatening, based on the best assessment available. It also includes other situations involving less serious illness or injury of a family member in which the absence of the employee would result in great personal hardship for the immediate family.

G. Fire, Flood, or Act of God. Fires or floods may be due to natural causes or human actions (e.g., arson) or other identifiable causes. Act of God means an extraordinary happening by a natural cause (as fire, flood, tornado, hurricane, earthquake, or other natural catastrophe) for which no one is liable because experience, foresight, or care could not prevent it.

C6454 EMPLOYEE'S INCAPACITATING ILLNESS OR INJURY

When an employee interrupts or discontinues a travel assignment because of an incapacitating illness or injury (as defined in par. C6453-C), transportation expenses and per diem may be allowed to the extent provided below.

*A. Per Diem Continuation at the Interruption Point. An employee who interrupts the TDY assignment because of an incapacitating illness or injury, and takes leave of any kind, is authorized a TDY per diem allowance, as appropriate. The per diem must not exceed the maximum rates in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the location at which the interruption occurs. Such per diem may be continued for a reasonable period, ordinarily not to exceed 14 calendar days (including fractional days) for any one absence. However, the DOD component may authorize/approve a longer period if justified by the circumstances of a particular case. The interruption point may include the nearest hospital or medical facility capable of treating the employee's illness or injury. Per diem is not allowed while an employee is confined to a hospital or medical facility that is within proximity of the PDS or that is the same one to which the employee would have been admitted to if the illness or injury had occurred while at the PDS.

1. Receipt of Payments from other Federal Sources. If, while in a travel status under circumstances described in par. C6454-A, the employee receives hospitalization (or is reimbursed for hospital expenses) under any Federal statute (including hospitalization in a Department of Veterans Affairs or military hospital) other than 5 USC §8901-8913 (Federal Employees Health Benefits Program), the per diem allowance for the period involved must not be paid or, if paid, must be collected from the employee.

2. Documentation and Evidence of Illness. The type of leave and its duration must be stated on the travel voucher. No additional evidence of the illness or injury need be submitted with the travel voucher. The evidence filed with the DOD component concerned, as required by that component under the annual and sick leave regulations of the Office of Personnel Management, suffices.

B. Return to Official Station or Home

1. General. When an employee discontinues a TDY assignment before its completion because of an incapacitating illness or injury, expenses of appropriate transportation and per diem while en route shall be allowed for return travel to the official station. Return travel may be from the interruption point or other point where the per diem allowance was continued as provided in par. C6454-A. If, when the employee's health has been restored, the DOD component decides that it is in the Government's interest to return the employee to the TDY location, such return is a new travel assignment at Government expense.

2. Employee's Attendant or Escort. Transportation expenses, but not per diem, are allowed for an attendant or escort for an employee on TDY who becomes ill or is injured. An attending physician must certify that it is medically necessary for the employee to be accompanied by an attendant or escort. Transportation expenses allowed for the attendant or escort are the round trip transportation between the PDS and the TDY station or one-way transportation between those points, as appropriate (B-169917, 13 July 1970).

C. Travel to an Alternate Location and Return to the TDY Assignment

1. Conditions and Allowable Expenses. When an employee, with the approval of an appropriate DOD component official, interrupts a TDY assignment because of an incapacitating illness or injury, takes leave for travel to an alternate location to obtain medical services, and returns to the TDY assignment, reimbursement for certain excess travel costs may be allowed as provided in par. C6454-C2. The nearest hospital or medical facility capable of treating the employee's illness or injury is not an alternate location. See par. C6453-B.

*2. Excess Cost Calculation. The reimbursement that may be authorized/approved under par. C6454-C1 is the excess (if any) actual travel costs, from the interruption point to the alternate location and return to the TDY assignment, that exceed the constructed cost of round-trip travel between the PDS and the alternate location. The actual travel cost is the transportation expenses incurred and en route per diem for the travel as actually performed from the interruption point to the alternate location and from the alternate location to the TDY assignment. ***No per diem is allowed for the time spent at the alternate location.*** The constructed travel cost is the sum of transportation expenses the employee reasonably would have incurred for round-trip travel between the PDS and the alternate location (had the travel begun at the official station) plus TDY per diem for the appropriate en route travel time. The excess cost that may be reimbursed is the difference between the two calculations.

Effective 24 June 2004

C6455 PERSONAL EMERGENCY SITUATION

NOTE: Contract city-pair airfares may be used only when the Government funds the entire cost. Contract city-pair airfares may be used in the circumstances in par. C6455-A, but not in the circumstances in par. C6455-B.

A. Return to PDS or Home

1. When an employee discontinues a TDY assignment due to a personal emergency situation (see par. C6453-E) transportation expenses and per diem while en route may be allowed.

2. Authorization/approval for return travel from the interruption point to the PDS is required.

3. A new TDY travel authorization must be issued if the DOD component decides that it is in the Government's interest to return the employee to the TDY location after the personal emergency situation is resolved.

B. Travel to an Alternate Location and Return to the TDY Assignment

1. An employee may be allowed to interrupt a TDY assignment due to a personal emergency (see par. C6453-E), take leave for travel to an alternate location where the personal emergency exists, and return to the TDY assignment.
2. Reimbursement may be allowed for transportation and en route per diem as permitted in par. C6454-C.

C. Discount Airfare Use

1. Contract city-pair airfares, as well as other reduced airfares available to Federal travelers on official business, should be used for emergency leave travel authorized in par. C6455-A. The city-pair airfare is always the first choice if the other discount airfare is an airfare that matches the city-pair airfare.
- *2. If a contract city-pair airfare is not available, policy-constructed airfare (see Appendix A) (including a lower or equal airfare offered by a non-contract carrier limited to Government travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used.
3. The AO may authorize a lesser airfare (with or without restrictions) and the traveler may seek a lesser airfare (with or without restrictions).

D. Return to the PDS

1. ***When the employee is authorized emergency leave return travel, from the interruption/discontinuance point to the PDS, transportation must be arranged through a CTO/TMC if one is available. See par. C2203.***
2. An unused portion of Government-funded transportation for the TDY assignment must be used if possible.
3. The DOD component and the employee must ensure proper accountability for all unused tickets.

E. Travel to an Alternate Location

1. If the employee does not have sufficient personal funds to pay for emergency leave travel to an alternate location and return to the TDY assignment, the DOD component may procure transportation or provide an advance of funds for the employee to procure transportation, however, the employee must reimburse the Government for any transportation cost or travel advance that is above the allowable reimbursement that may be authorized/approved.
2. ***Contract city-pair airfares may only be used when transportation is entirely Government-funded.*** Since the Government only funds the excess costs of transportation (including en route per diem) from a TDY location to an alternate location and return over the cost of transportation (including en route per diem) from the employee's PDS to the alternate location and return, city-pair airfares may not be used for travel to an alternate location.

CHAPTER 6

PART M: EMPLOYEE TRAVEL FOR HEALTH CARE

NOTE: See Chapter 6, Part O for Emergency Visitation Travel (EVT).

C6600 HEALTH CARE TRAVEL AND TRANSPORTATION ALLOWANCES FOR EMPLOYEES ASSIGNED AT A FOREIGN OCONUS PDSA. General

1. When the Secretarial Process determines that local medical facilities (military or civilian) at a foreign OCONUS area (see definition in Appendix A) are not able to accommodate an employee's or dependent's needs, transportation to another location may be authorized for appropriate medical/dental care.
2. If possible, medical travel should be scheduled with other non-medical travel (e.g., RAT or EML (funded or unfunded)) to avoid separate medical travel.
3. Required medical treatment that cannot be postponed until the individual's next scheduled travel should be authorized as medical travel (see par. C6600-C).
4. When authorized, eligible individuals assigned to a foreign OCONUS PDS are authorized travel and transportation allowances for travel to and from another location incident to employees and their dependents obtaining required health care (whether or not that care is at Government expense) under the conditions and within the limitations in this Part.

*5. See Chapter 6, Part J for allowances when an employee discontinues or interrupts TDY because of incapacitating illness or injury or a personal emergency situation.

B. Eligibility. An eligible individual is an employee, dependent, attendant, and accompanying family member who meets the following criteria. **NOTE:** *A local hire employee who does not have a service agreement is not eligible.*

1. Employee. An employee must be permanently assigned to a foreign OCONUS PDS. The employee is eligible while performing foreign OCONUS PCS travel.
2. Dependent. The dependent:
 - a. Must reside with the employee at the foreign OCONUS PDS or be performing foreign OCONUS PCS travel.
 - b. Who boards at a foreign OCONUS school and otherwise resides with the employee at the foreign OCONUS PDS qualify.
 - c. Infant born during the mothers' health care travel qualify.
3. Attendants/Escorts. See par. C6608.

4. Accompanying Family Member. The AO may authorize/approve the travel of a patient's family member to travel with the patient if that official determines:

- a. The family member is incapable of self-care at the PDS,
- b. No suitable care arrangements can be made at the PDS, and
- c. The travel is in the Government's interest.

C. Required Health Care. Required health care is medical and dental care that the AO determines, based on the advice of an appropriate professional certifying physician, is needed by an employee or dependent at a foreign OCONUS PDS where there is no adequate facility to provide suitable care.

1. Included Health Care

a. Medical Care. Qualified medical care is treatment that:

- (1) Must be done before the next scheduled RAT, or EML (funded or unfunded) travel, and which,
- (2) If delayed, could result in a worsening of the condition, and
- (3) Includes specialized examinations, special inoculations, obstetrical care, and hospitalization (GSBCA 15948-TRAV, 30 April 2003).

b. Dental Care. Qualified emergency and required dental care are defined as follows:

- (1) Emergency Dental Care. Treatment of any dental condition causing severe pain and/or that, if treatment were deferred, would cause permanent and irreparable damage to the teeth or supporting dental structures.
- (2) Required Dental Care. Treatment that must be done before the next RAT or EML (funded or unfunded) travel and, if delayed, could result in a need for emergency dental care.
- (3) Orthodontic Care. Orthodontic care qualifies as required dental care when necessary for proper occlusion.
- (4) Periodontal Disease. Periodontal disease treatment qualifies when necessary to prevent permanent, irreparable damage to the teeth and supporting structures.

2. Excluded Health Care. Examples of treatments that are not required health care are:
 - a. Medical care: Elective treatment, routine medical examinations, and routine immunizations.
 - b. Dental Care: Elective treatment, dental prophylaxis (routine cleaning, superficial scaling, and fluoridation treatment), and cosmetic dental treatment (if elective).

D. Designated Point. The AO-determined location is the nearest facility to the patient at which suitable health care can be obtained, based on advice of the appropriate professional certifying physician, is the designated point.

C6601 HEALTH CARE TRAVEL ADMINISTRATION

A. Applicable Regulations

1. Civilians. Individuals performing health care travel in any capacity are subject to the provisions of this regulation.
2. Uniformed Service Members. Uniformed Service members serving as attendants as part of their official duties are governed by the JFTR.

See par. C6608 for regulations regarding attendants/escorts.

Effective 16 August 2004

B. Travel Authorizations. A DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) is used to authorize travel for medical reasons. If premium-class accommodations are to be used, the requirements for premium-class accommodations use must be met for full reimbursement. See par. C2000-A2.

C. Funding. Health care travel expenses are charged to operating funds of the employee's organization.

D. Excess Costs Agreement. Before the AO authorizes/approves travel to a location elected by the patient other than the designated point for the required health care, the employee must agree, in writing, to pay or reimburse the Government's excess travel and transportation costs incurred by the patient, attendants, and accompanying family member(s). The Government's cost is based on what transportation to and from the designated point cost. See the sample excess cost agreement in par. C6606.

C6602 TRANSPORTATION

A. General

1. Health care transportation must be IAW Chapter 2, except as otherwise provided in this Part.
2. AMC resources should be used when, in the judgment of the AO, after consultation with an appropriate health care provider, it is suitable under the circumstances and reasonably available. For AMC flight scheduling information please see the following website: <https://business.transcom.mil/gpmrc/>.
3. The AO, after consultation with a professional certifying physician, may authorize/approve travel by private airline, ambulance service, or other specialized medical transportation provider, if necessary.

B. Limitation. An eligible individual is authorized health care transportation from the foreign OCONUS PDS to the designated point and return to the PDS.

1. Travel to Other Locations. The AO may authorize/approve health care transportation to a location other than the designated point, if the patient elects and the employee executes an excess cost agreement. See par. C6601-D.
2. Obstetrical Patients. An obstetrical patient may elect to travel to a CONUS or non-foreign OCONUS area. In such cases, transportation at Government expense is authorized to the nearest CONUS POE. If an obstetrical patient elects to travel to an OCONUS location that is not the designated point, par. C6602-B1 applies.
3. Dental Patients. A patient is authorized health care transportation for required dental care no more than once a year, in addition to required dental care done during any other travel. The year begins on the first day of health care travel for required dental care.

C6603 PER DIEM

*A. General. A patient and an attendant authorized transportation for health care travel also are authorized TDY per diem subject to the limitations in pars. C6603-B, C6603-C and C6603-D below, or in the JFTR for uniformed personnel. See pars. C4555-B3 or Appendix O, T4040-A1e regarding per diem when lodging with friends or relatives.

B. Patients

1. Maximum Number of Days. Subject to par. C6603-B2, C6603-B3, C6603-B4, C6603-B5, and C6603-B6, the AO may authorize/approve per diem for up to, **but in no case for more than**, 180 consecutive days including:
 - a. Travel to and from the designated point or elective destination,
 - b. Necessary delays before treatment and while awaiting return travel, and
 - c. Necessary outpatient treatment periods.
2. Elective Destinations. If a patient elects travel to a destination other than the designated point, per diem may be authorized/approved for travel periods to and from the elective destination, but for no longer than the constructed travel time to and from the designated point.
3. Hospital Stays. Per diem is not authorized/approved for patients during hospitalization periods.

4. Dental Care. Unless the AO specifically authorizes/approves a longer period because of extraordinary circumstances, per diem for periods described in pars. C6603-B1b and C6603-B1c for dental patients may not be authorized/approved for more than:

- a. 3 days for emergency dental care, and
- b. 1 day for required dental care.

Extraordinary circumstances are limited to those situations that, because of the severity of the dental condition, more time is required to complete emergency dental care.

5. Obstetric Care. A patient traveling for obstetric care ordinarily leaves the PDS about 6 weeks before the expected delivery date and returns 6 weeks thereafter. The AO may not authorize/approve per diem for obstetric care travel for a period longer than 90 days, unless an early departure from, or delayed return to, the PDS is medically required.

6. Newborn. A newborn infant is authorized per diem under the same circumstances and conditions as the mother, except at one-half the applicable locality rate.

C. Per Diem Rates. The applicable locality per diem rate applies. If the patient elects health care travel to a location other than the designated point, the per diem rate may not exceed the rate for the designated point.

C6604 BAGGAGE

The AO may authorize/approve the shipment of excess baggage for health care travel if necessary because of climatic factors, health care necessity, or other adequate reasons. See par. C2302.

C6605 SEPARATE MAINTENANCE ALLOWANCE (SMA) IN CONNECTION WITH HEALTH CARE TRAVEL

A. Eligibility. An employee may be eligible for SMA if an eligible dependent, while undergoing treatment away from the foreign OCONUS PDS, is delayed for at least 90 consecutive calendar days (30 days when an eligible dependent in the CONUS or a non-foreign OCONUS area is detained for medical clearance under the provisions of DSSR, section 262.4a).

B. Restrictions. SMA is not paid on behalf of a dependent when the dependent is hospitalized at Government expense, or for the same period for which per diem is paid.

D. Travel Allowances

*1. Uniformed Service Member as an Attendant/Escort. A Uniformed Service member traveling as an attendant or an escort is authorized the JFTR TDY travel and transportation allowances.

2. Civilian Employee as Attendant/Escort. A U.S. Government civilian employee is authorized the travel and transportation allowances in regulations issued by the employee's agency/department.

3. Other Person as Attendant. Another person designated to travel as an attendant/escort is:

a. Issued an ITA or included in the same travel order (identified as an attendant/escort) issued for the employee patient.

b. Authorized the same travel and transportation allowances as would be a civilian employee. See par. C6153.

E. Attendant Compensation Agreements

1. The AO may authorize the PDS contracting officer to enter into a contract with a non-family member attendant, including professional health care providers, to provide for reasonable compensation in addition to travel and transportation allowances (including excess baggage shipment expenses) under this Part.

2. The amount of compensation for a nonprofessional attendant may not exceed the prevailing rate in the locality for the type of services rendered.

3. Professional health care provider attendants ordinarily are unnecessary on AMC medical evacuation flights.

F. Per Diem for an Attendant. In addition to per diem for travel periods, an attendant is authorized up to 3 days' per diem after arrival at the treatment site to consult the treating health care providers and to make necessary return travel arrangements. The AO may authorize/approve longer periods of per diem only for a non-health care professional attendant who is a family member of:

1. An adult patient, in extraordinary cases, if the attendant's presence is necessary to the patient's treatment regimen, or

2. A minor patients, if the attendant's presence is required to resolve medical or legal problems, render psychological support during inpatient confinement, or provide parental care while awaiting inpatient admission and/or during outpatient treatment.

Effective 27 June 2005

G. Non-Concurrent Attendant Travel. Non-concurrent attendant travel may be authorized/approved when the need for an attendant arises during treatment or there is need for an attendant only during a portion of the patient's travel.

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CHAPTER 6

PART P: FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML)

C6700 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION

A. Policy. The FEML policy established in DOD Instruction 1327.6 (Leave and Liberty Procedures), subsection 6.16, dated April 22, 2005 (<http://www.dtic.mil/whs/directives/corres/html/13276.htm>) is also being used as the policy directive for FEML for civilian employees.

B. Eligibility

1. Employee. An employee is eligible for FEML if stationed for a prescribed tour of duty at an authorized FEML PDS (see Appendix S) for 24 consecutive months or more. ***Two consecutive 12-month tours do not constitute a 24-month tour.***
2. Dependent. A dependent is eligible for FEML if the:
 - a. Employee is authorized to have dependents at the PDS, and
 - b. The dependent resides with the employee at the FEML PDS.

A dependent may travel independently of the employee and may travel even if the employee does not.

C. Limitation1. Number of FEML Trips

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

| Tour Length | Number of FEML Trips Authorized |
|---|---------------------------------|
| a. At least 24 months, but less than 36 months | 1 |
| (1) Tour <i>extended</i> at least 12 months | 1 additional |
| b. At least 36 months | 2 |
| (1) Tour <i>extended</i> for any length of time | 0 additional |

- b. ***No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.***
- c. An employee signing a renewal agreement is authorized FEML trips based on the above table. For example, if the employee's tour was 36 months, two FEML trips were authorized during that 36-month tour. If the employee then signs a renewal agreement for an additional 24-month tour, the employee would be eligible for one FEML trip during that 24-month tour.

2. Time Limitation. FEML travel by an employees/dependent should not be performed within 6 months of the beginning or the end of the 24- or 36-month tour. FEML travel by a employee/dependent should not be performed within 3 months of the beginning or the end of a 12-month extension to a 24-month/less than 36-month tour. Major commands are authorized, on a case-by-case basis, to waive the six-month or three-month rule when appropriate. ***NOTE: Major Commands are those ordinarily commanded by 4-star (3-star for Marine Corps) flag officers.***

Effective 1 December 2006

*3. FEML May Be Combined with Other Travel. *FEML may be taken ICW any other funded leave transportation program or official travel.*

D. FEML Locations/Destinations. For a list of authorized FEML locations/destinations, see Appendix S.

1. FEML Location. A PDS, where FEML is authorized, listed in Appendix S.

2. Authorized Destination. The destination location authorized for a FEML PDS, listed in Appendix S. Locations shown are 'authorized' until removed from the list (regardless of the re-certification date shown next to the destination). **NOTE: Changes made to the JTR, but not in print may be found at <https://secureapp2.hqda.pentagon.mil/perdiem/> under the 'Travel Regulation' tab and 'immediate changes'.**

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

Example 1:

An employee's PDS is in Bahrain and the authorized destination is Frankfurt, Germany.

There is no city-pair airfare to Frankfurt, Germany and the policy-constructed airfare (see Appendix A) (incorporating some city-pair airfare connections) is \$1,200.

The employee desires to utilize FEML to Boston, MA.

The city-pair airfare to Boston is \$1,400.

The least cost non-city-pair airfare to Boston is \$1,600.

Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany the city-pair airfare may not be used to Boston. The employee is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400).

Example 2:

An employee's PDS is in Brazil and the authorized destination is Miami, FL.

The city pair airfare cost is \$980.

The employee desires to utilize FEML to St. Louis, MO.

The city-pair airfare to St. Louis is \$840.

Since travel to St. Louis, MO, is less expensive than travel to the Miami, FL, the employee is authorized to use the city-pair airfare to St. Louis (\$840) NTE the \$980 cost to Miami.

4. Location Designation/Recertification

a. Designating Authority. USD (P&R) is the designating authority for FEML locations/destinations.

b. Designation Requests. Forward requests for designations through Combatant Command channels to USD (P&R). USD (P&R) must recertify FEML location/destination designations every two years.

c. Re-certification Requests. Forward recertification requests through Combatant Command channels to reach USD (P&R) **before** the indicated recertification date.

PER DIEM, REDUCED. *See REDUCED PER DIEM.*

PER DIEM TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE. The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations. The Committee is chartered by the Uniformed Services and operates under the policy guidance of the Department of Defense (DOD). Its members are a Deputy Assistant Secretary from each of the military departments, the Director of the National Oceanic and Atmospheric Administration Corps (NOAA Corps), the Director of Personnel Management of the Coast Guard (USCG), and the Assistant Secretary for Health of the Public Health Service (USPHS). The Committee Chairman is the Deputy Under Secretary of Defense (Military Personnel Policy (MPP)).

**The Committee's purpose is to ensure that uniform travel and transportation regulations are issued pursuant to Title 37, United States Code, other applicable laws, Executive orders, and decisions of the Comptroller General of the United States and the Department of Defense Office of Hearings and Appeals (DOHA), for members of the seven Uniformed Services. In connection with Defense Department civilian employees, the Committee's primary purpose is to issue uniform regulations implementing the Federal Travel Regulation (FTR), statutory requirements, Executive orders, and decisions of the Comptroller General of the United States and of the General Services Administration Board of Contract Appeals (GSBCA) or Civilian Board of Contract Appeals (CBCA). (PDC Charter 20 April 1988; LAW 37 USC 411 and 1001; DOD Directive 5154.29, 9 March 1993).*

PERMANENT CHANGE OF STATION (PCS). In general, the assignment, detail, or transfer of an employee to a different PDS under a competent travel authorization that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

PERMANENT DUTY STATION (PDS). *Also called OFFICIAL STATION.* The employee's or invitational traveler's permanent work assignment location. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, post, or activity) where an employee regularly reports for duty. With respect to authorization under these regulations relating to the residence and the HHG and an employee's personal effects, PDS also means the residence or other quarters from (to) which the employee regularly commutes to (and from) work, except where the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance. In the latter situation, residence includes the dwelling where the employee's dependents reside or are to reside, but only if such residence reasonably relates to the PDS as determined by the appropriate travel-approving/directing official. For purposes other than PCS travel allowances, a PDS is defined as:

A. For an employee:

1. The corporate limits of the city or town in which stationed, or;
2. If not stationed in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (*e.g., McGuire AFB and Ft Dix*)) having definite boundaries in which the employee is stationed. *When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

B. For an invitational traveler:

1. The corporate limits of the city or town in which the home or principal place of business is located, or
2. If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (*e.g., McGuire AFB and Ft. Dix*)) having definite boundaries in which the home or principal place of business is located. *When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft Campbell is in Tennessee and Kentucky), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

NOTE: *Arlington County, VA, is a PDS. The Pentagon and other Government activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawai'i. Each of those seven Districts is a separate and unique PDS. (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).*

PERMANENT DUTY TRAVEL. First duty station travel for a newly recruited employee or appointee, RAT, PCS travel, and separation travel. See Chapter 5, Part A.

PLACE FROM WHICH CALLED (OR ORDERED) TO ACTIVE DUTY (PLEAD).

1. The place of acceptance in current enlistment, commission, or appointment of an active Service member, or of a Reserve Component member when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it is the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.
2. In the case of a Reserve Component member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an order to active duty is addressed.
3. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place where the member attains a military status or where the member enters the Service. ***NOTE:*** *Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).*

NOTE: *The PLEAD changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service.*

PLACE OF PUBLIC ACCOMMODATION. See *ACCOMMODATIONS, PUBLIC*.

PLACE OF STORAGE. Residence or authorized storage location.

POLICY-CONSTRUCTED AIRFARE. The least expensive, unrestricted economy/coach airfare. A capacity controlled city-pair airfare is not included when policy-constructing the airfare for comparison purposes.

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 |
| *CBCA | Civilian Board of Contract appeals |
| 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>) |
| IAW | In Accordance With |
| ICW | In Connection With |
| IBA | Government Travel Individually Billed Charge Card Account. <i>NOTE: Does not apply to any other form of personal credit card.</i> |
| 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 E

PART I: INVITATION TO TRAVEL

A. To Whom and when Invitational Travel is Applicable

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

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

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

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

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

- f. An individual is attending as a sponsor or in a similar official ceremony that is related directly to a DOD component's interest;
- g. An individual is authorized pre-employment interview travel under JTR, par. C6200;
- h. The individual is serving without compensation on a Board of Visitors as provided for in DOD governing regulations consistent with statutory authority;
- i. A witness is called to testify in administrative proceedings directed against a Government civilian employee or Uniformed Service member in an adverse action case. The testimony can be on behalf of the Government, the civilian employee, or the Uniformed Service member. The presiding hearing officer must determine that the witness's testimony is substantial, material, and necessary for proper case disposition and that an affidavit from the desired witness cannot adequately accomplish the same objective;
- j. An individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832;
- k. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, 28 February 1974);
- *l. An individual is an attendant for an employee: under (1) and (2), or is an escort for a Uniformed Service member's dependent(s) (under (3)) noted in JTR Chapter 5, Part M or par. 6150; or JFTR, par. U7551.
- (1) An employee with a disability or a special need on official travel (56 Comp. Gen. 661 (1977)), <http://141.116.74.201/regs/comp-gen-dec/B-186598.pdf>; (59 Comp. Gen. 461 (1980)), <http://141.116.74.201/regs/comp-gen-dec/B-198237.pdf>
- (2) An employee who interrupts TDY because of an incapacitating illness or injury (JTR, par. C6454); and the employee is incapable of traveling alone. Per diem allowances may not exceed 14 calendar days unless a longer period is authorized/approved by the DOD component on a case-by-case basis. See par. C6454-A.; or
- (3) A Uniformed Service member's dependent(s) when competent authority determined dependent(s)' travel is necessary because the dependent(s) is/are incapable of traveling alone due to age, mental or physical incapacity, or other extraordinary circumstances under JFTR, pars. U5240-C, U5241-D, U5242, U5243-C, U6004, and U6053. Round-trip transportation and travel allowances (per diem) may be authorized/approved including travel advances which may be paid per the Service's policy IAW 10 USC §1036.
- m. Dependents' Invitational Travel is for a family member and all pertinent conditions in items (1) through (5) below must be met before allowances are authorized/approved:
- (1) The AO determines that a dependent may travel with the sponsor, at Government expense when:
- (a) To attend an unquestionably official function in which the dependent participates in an official capacity, or

- (b) The travel is in the national interest because of a diplomatic or public relations benefit to the U.S. which requires the spouse's presence in a non-participatory role. Participation ordinarily is limited to spouses and is representational in nature.
- (2) Travel is allowed on a mission noninterference basis only, and must be supported with an ITA that ordinarily authorizes reimbursement of only transportation costs.
- (3) The AO may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is unquestionably mission essential and there is a benefit for DOD beyond fulfilling a representational role.
- (4) On a case-by-case basis, Code 2 civilians, 4-star general/flag officers, and certain 3-star general/flag officers serving as OCONUS or combatant commanders (as specified in DOD 4515.13-R, "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses. Spousal travel when authorized/approved must adhere to the criteria in DODD 4500.56, DOD Policy on the Use of Government Aircraft and Air Travel. ***This authority does not constitute blanket approval authority.***
- (5) The AO for all other travel under this item is the:
- (a) Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DOD;
 - (b) Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;
 - (c) Combatant Command Commander or designees for a request from a member and a civilian employee within the command. Joint or dual-hatted personnel traveling on behalf of the joint command must obtain approval through the joint command approval authority and not through the individual's Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DOD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4-star flag officers.***;
 - (d) Secretary of a Military Department, or designees, for requests from a staff member; and
 - (e) Service Chief or designees for a request from a member and a civilian employee within the Service. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DOD senior officials.

Except when par. A2m(3) applies, an ITA issued under the authority of par. A2m authorizes Government-funded transportation only (i.e., no per diem or actual expense allowances) for the dependent, must include the following statement: ***"This travel authorization authorizes the dependent to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowances for the dependent. If the dependent does not desire to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization is canceled"***;

n. A determination is made using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff or the Chairman's designated representative for personnel assigned to the Joint Staff and/or to Combatant commands that the spouse of a civilian employee or uniformed member may travel at Government expense to attend a Service-endorsed training course or briefing and subsequent voluntary service incident to such training or briefing (71 Comp. Gen. 6 (1991));

o. Travel is by an individual who serves as an organ donor for a Uniformed Services member, when the donation is authorized under Service regulations; or

p. An individual performing a direct service for the U. S. Government, consistent with 10 USC §1588. (See 5 USC §§ 5701(2), 5703; JTR, Appendix A; 55 Comp. Gen. 750 (1976)).

*q. The Services' may authorize/approve per diem and one round-trip transportation from the residence to the medical facility and return for a limited number of family members of an ill or injured member (*not of a civilian employee*) per par. U5246.

B. Restrictions. Invitational travel must not be authorized for:

1. A non-appropriated fund official or employee traveling on non-appropriated fund business;
2. Transportation of dependents and/or HHG (including freight and parcel post mail) or other property of an individuals to whom an ITA is issued;
3. A Federal Government employee or Uniformed Service member (A Federal employee and a Uniformed member on active duty are given regular TDY travel authorizations/orders) unless the individual is:
 - a. A retired Federal Government employee or Uniformed Services member (may include retired military personnel from foreign countries), or
 - b. Authorized pre-employment interview travel under JTR, par. C6200 and the employee/member is in a leave status during such travel (B-219046, 29 September 1986)); or
 - c. An employee/member, traveling as a non-medical attendant, included on an ITA issued to a patient; or
4. Contractors (see Appendix E, Part III).

C. Allowance Expenses

1. General. An ITA provides for travel and transportation of an individual from the business place or home to the place at which that individual's services are required, and return to the origin.
2. Transportation Modes. Authorization of transportation modes, routing, and accommodations should be consistent with the provisions in JTR, Chapter 2 and JFTR, Chapter 3 (see pars. A2p and q above) as appropriate to mission requirements.
3. Witness at a Military Court Martial. A person not in the Government's employ, when called as a witness before a military court martial, is authorized travel and transportation allowances under Service administrative regulations, except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832 (see par. A2j).
4. Participants in Annual National Matches Sponsored under 10 USC §4312. Title 10, USC §4312 authorizes TDY mileage allowance payment to a civilian competitor while traveling to and from the National Matches. The TDY mileage allowance for the return trip may be paid in advance. Provisions for transportation allowance payment are in Army Regulation (AR) 920-30. The ITA also may authorize a subsistence allowance for the competition duration. The allowance rate is set by the Director for Civilian Marksmanship and must be stated in the ITA issued to each competitor.

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

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

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

Effective 6 November 2006

NOTE: Mission-related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items.

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

APPENDIX U

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

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

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

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

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

| | | | | |
|-------------------------|----------|------------------------------------|------------------------------------|--------------------|
| Pakistan 2/ | Central | Airport closest to the leave point | Airport closest to the leave point | <i>30 Sep 2005</i> |
| Qatar 2/ | Central | Airport closest to the leave point | Airport closest to the leave point | <i>30 Sep 2005</i> |
| Saudi Arabia 2/ | Central | Airport closest to the leave point | Airport closest to the leave point | <i>30 Sep 2005</i> |
| Serbia | European | Frankfurt, Germany | Baltimore, Maryland | <i>31 Mar 2002</i> |
| Slovenia | European | Frankfurt, Germany | Baltimore, Maryland | <i>31 Mar 2002</i> |
| Tajikistan 2/ | Central | Airport closest to the leave point | Airport closest to the leave point | <i>30 Sep 2005</i> |
| United Arab Emirates 2/ | Central | Airport closest to the leave point | Airport closest to the leave point | <i>30 Sep 2005</i> |
| Uzbekistan 2/ | Central | Airport closest to the leave point | Airport closest to the leave point | <i>30 Sep 2005</i> |
| Yemen 2/ | Central | Airport closest to the leave point | Airport closest to the leave point | <i>30 Sep 2005</i> |

1/ Only for the mission of Operation Southern Watch.

Effective 21 June 2004

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

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