

VOLUME 2
JOINT TRAVEL REGULATIONS
CHANGE 498

Alexandria, VA

1 April 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 April unless otherwise indicated.

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This change includes all material written in CAP Items 5-07(I) through 7-07(I); and 12-07(I). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 497 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 498:

C1300. Includes reference for claims paid by non-DOD agencies.

C2403. Adds Comptroller General Decision references that there is no mileage reimbursement for commuting even though reimbursement for a taxi may be authorized in certain instances.

C2500. Increases the POC TDY mileage rates to \$0.485 per GSA announcement in the Federal Register, Vol. 72, No. 19 dated 30 January 2007. Privately owned airplane and motorcycle TDY mileage rates remain unchanged as do the PCS mileage (MALT) rates.

C5310-D7; C5400. Moves JTR pet quarantine allowances to its own Part.

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VOLUME 2

JOINT TRAVEL REGULATIONS

Following is a list of sheets in force in Joint Travel Regulations, Volume 2 that are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. Single sheets or entire monthly changes are available from the PDTATAC website.

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486	C1F-1	475	C3B-3	492	C4L-13	483	C5B-11
494	C1F-3	497	C3C-1	492	C4L-15	475	C5B-13
486	C1F-5	497	C3C-3	486	C4L-17	475	C5B-15
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497	C2-vii	489	C3D-3	482	C4L-27	492	C5D-1
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489	C2C-3	471	C4A-1	458	C4M-3	486	C5D-17
489	C2C-5	489	C4A-3	464	C4M-5	481	C5D-19
487	C2D1-1	489	C4A-5	458	C4M-7	481	C5D-21
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493	C5H2-1	489	C6O-7	475	B-1	495	L-5
483	C5H2-3	489	C6O-9	479	C1-1	483	L-7
492	C5H2-5	489	C6O-11	479	C2-1	490	L-9
483	C5H2-7	496	C6P-1	479	C3-1	483	L-11
490	C5H2-9	490	C6P-3	475	D-1	454	M-1
483	C5H3-1	492	C6Q-1	488	E-i	454	N-1
483	C5H3-3	467	C6Q-3	496	E1-1	489	O-i
483	C5H4-1	477	C6R-1	496	E1-3	483	O-1
498	C5I-1	489	C7-i	489	E1-5	481	O-3
489	C5K-1	486	C7-1	485	E2-1	492	O-5
496	C5K-3	489	C7-3	474	E2-3	492	O-7
492	C5K-5	493	C7-5	488	E3-1	492	O-9
486	C5K-7	489	C7-7	471	F-i	492	O-11
489	C5K-9	483	C7-9	494	F1-1	492	O-13
477	C5L-1	456	C8-i	471	F2-1	497	O-15
477	C5L-3	464	C9-i	487	G-1	497	O-17
477	C5L-5	477	C10-1	487	G-3	488	O-19
477	C5L-7	465	C11-1	487	G-5	488	O-21
477	C5L-9	435	C12-i	496	G-7	488	O-23
477	C5L-11	457	C12-1	471	H-i	488	O-25
496	C5M-1	483	C12-3	468	H1-1	488	O-27
496	C5M-3	483	C13-i	468	H2A-1	488	O-29
496	C5M-5	474	C14-i	468	H2B-1	494	P-i
483	C5M-7	491	C14-1	486	H2C-1	494	P1-1
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496	C5O-3	488	C14-7	474	H3B-1	494	P2-3
471	C5O-5	488	C14-9	474	H3B-3	496	P2-5
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493	C6-v	488	C14-15	468	H4B-1	493	R-i
489	C6-vii	488	C14-17	468	H4C-1	493	R1-1
489	C6-ix	488	C14-19	468	H4D-1	493	R1-3
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484	C6B-1	488	C14-23	468	H4F-1	493	R2-1
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484	C6B-5	455	C15-i	470	IA-3	493	R2-5
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491	C6D-1	471	C15B-1	470	IA-7	497	S-3
486	C6E-1	471	C15B-3	470	IA-9	470	T-i
486	C6E-3	455	C15C-1	470	IA-11	470	T-1
486	C6F-1	459	C16-i	470	IA-13	470	T-3
462	C6G-1	459	C16-1	470	IA-15	496	U-1
409	C6H-1	493	A1-1	470	IA-17	484	i-1
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CHAPTER 1

PART E: TRAVEL CLAIMS AND RECEIPTS

*C1300 TRAVEL CLAIM SUBMISSION

An employee should submit a travel voucher as specified in DODFMR, Volume 9, Travel Policy and Procedures except when official assignments (TDY, TCS or PCS) are funded by a non-DOD agency. See par. C1001-C4. *The DOD Comptroller Finance Management Regulation website is found at <http://www.dtic.mil/comptroller/fmr/>.*

C1305 FALSIFIED TRAVEL CLAIMS

See DODFMR, Volume 9 for the requirements regarding payment when fraudulent expense(s) are suspected. Generally, when there is a reasonable suspicion of a falsified expense (other than lodging, meals or incidentals costs), the suspect expense is not allowed. When there is a reasonable suspicion of a falsified expense for lodging, meals or incidentals, the applicable per diem or AEA is denied for the entire day on which the suspected expense is claimed. Per the DODFMR, Volume 9, if payment is made before discovery of a suspected falsified expense, the payment recipient must reimburse the Government (57 Comp. Gen. 664 (1978) and 61 id. 399 (1982)).

C1310 RECEIPT REQUIREMENTS

A. General. Receipts are required for:

1. Lodging expenses regardless of amount, and
2. Expenditures of \$75 or more.

A receipted bill or other form of receipt must show when specific services were rendered or articles purchased, and the unit price.

B. Lost Receipts. If a receipt is impractical to obtain or it has been inadvertently lost or destroyed, a statement explaining the circumstances must be furnished. For lodging, a statement must include the name and address of the lodging facility, the dates the lodging was obtained, whether or not another shared the room (and the sharer's status as an official traveler or not), and the cost incurred.

C. Review and Administrative Approval. The travel-approving/directing official must determine whether or not the expenses claimed are reasonable. If expenses are:

1. Inflated, or
2. Higher than normal for similar services in the locality,

they must be disallowed.

NOTE 1: *Travelers are advised to retain ALL receipts for tax or other purposes.*

NOTE 2: *Lodging receipts are not required when a specific or reduced rate has been authorized in advance of travel as provided in pars. C4550-A, C4560 and C4530-C.*

Effective 28 July 2005

C1320 LOST/STOLEN/UNUSED TICKET/GTR REIMBURSEMENT

NOTE: SF-1170, Redemption of Unused Tickets, found at: <http://www.gsa.gov>, is usable, if authorized in Service regulations, for use ICW turning in unused tickets.

A. Lost/Stolen/Unused Tickets. A *traveler must safeguard tickets, if issued, carefully at all times*. The traveler must immediately notify the issuing CTO if a ticket is lost or stolen. The traveler is financially responsible to purchase a replacement ticket. If the Government pays for the lost/stolen ticket, the traveler must not be reimbursed for the purchase of a replacement ticket until the Government has received a refund for the lost/stolen ticket. ***If the traveler paid for both tickets, reimbursement is authorized initially only for the first ticket purchased.*** If that first ticket is recovered, turned in for refund, and the Government repaid, reimbursement may then be made for the second ticket, NTE the cost of the first ticket. The traveler must return unused tickets to the CTO.

B. Lost/Stolen/Unused GTR. A *traveler or other person accountable for GTRs must safeguard them carefully at all times*. However, the traveler or other accountable person must immediately notify the proper official (as prescribed by the DOD Component's procedures) if a GTR is lost or a GTR in the care of any of them is stolen. If the lost or stolen GTR shows the carrier service desired and point of origin, the named carrier and other local initial carriers also must be promptly notified IAW the DOD Component's procedures. A GTR, recovered after it has been reported lost, must not be used but rather be sent to the activity specified in the DOD Component's procedures. A traveler or other accountable person may be held financially liable for any Government expenditure caused through negligence on that person's (the employee for the dependents under most circumstances) part in safeguarding GTRs.

NOTE 1: A traveler without sufficient funds to purchase duplicate transportation may be furnished the necessary transportation on a cost charge basis according to individual DOD Component procedures (see DOD 4900.9-R (DTR, Part I)). The necessary transportation is furnished as a personal loan for the traveler's benefit. The traveler remains financially responsible to the Government for the cost of the lost or stolen ticket, regardless of fault or negligence.

NOTE 2: A GTR may be issued and used only for official travel. A GTR must not be issued or used for personal travel regardless of the reason, even on a reimbursable basis.

***C2403 USE OF TAXICABS INCIDENT TO OFFICIALLY AUTHORIZED WORK OUTSIDE REGULARLY SCHEDULED WORKING HOURS**

Incident to conducting official business at the PDS, reimbursement may be authorized/approved for the usual taxicab fare and transportation-related tip paid by a traveler between the office or duty point and place of abode under the following conditions:

1. The traveler is dependent on public transportation for such travel, and
2. The traveler is officially authorized to work outside of regular working hours, and
3. The travel is during hours of infrequently scheduled public transportation or darkness.

Reimbursement for taxicab fares plus transportation-related tips may be authorized/approved by the official who authorized duty outside the regular working hours or by the traveler's supervisor, if such authority has been delegated. There may be a requirement in finance regulations that authorization/approval indicating the taxi use as advantageous to the Government be written separately or be placed on the reimbursement voucher. *There is no authority to reimburse POC mileage (58 Comp. Gen 188 (1978), B-171969.42, 9 Jan 1976, B-202836, 19 Nov 1981 and B-307918, 20 Dec 2006).*

C2404 VOUCHERS AND SUPPORTING DOCUMENTS

The Service/DOD Component concerned prescribes the preparation of vouchers and supporting documents. If the traveler was in a travel status, the expenses and mileage authorized/approved under this Part must be shown separately on the voucher.

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CHAPTER 2

PART I: MILEAGE RATES

***C2500 TDY & LOCAL TRAVEL**

TDY mileage rates for local and TDY travel are:

POC	Rate Per Mile
<i>Effective 1 September 2005</i>	
Airplane	\$1.07
<i>*Effective 1 February 2007</i>	
Automobile (if no Gov't-owned vehicle is available)	\$0.485
<i>Effective 4 February 2005</i>	
Motorcycle	\$0.305
<i>Effective 4 February 2005</i>	
POC use instead of a Gov't-furnished vehicle (if a Gov't-owned vehicle is available) when use of a Gov't-furnished vehicle is advantageous to the Gov't	\$0.285
<i>Effective 4 February 2005</i>	
Partial reimbursement for POC use when the member is committed to use a Gov't-owned vehicle and a Gov't-owned vehicle has been procured and is available for the member's use but the member elects to use a POC	\$0.125

NOTE: Use of a privately owned aircraft other than an airplane (e.g., helicopter) and a privately-owned boat are not reimbursed on a TDY mileage basis. See pars. C2162-B and C2165.

C2505 PCS, HHT, FIRST DUTY STATION, AND SEPARATION TRAVEL

A. General. The mileage amount for the authorized POC use during official PCS travel depends on the:

1. Official distance for which mileage may be paid under the circumstances (as determined IAW the applicable provisions of this regulation); *and*
2. Number of authorized travelers transported.

B. PCS Rates. PCS mileage rates per authorized POC (see par. C2159-C) are:

Number of Authorized Travelers	Rate Per Mile
One Authorized Traveler	\$0.15
Two Authorized Travelers	\$0.17
Three Authorized Travelers	\$0.19
Four or More Authorized Travelers	\$0.20

Effective 1 October 2005

NOTE: See par. C5050-A2 if more than one employee travels as an authorized traveler in a POC.

C2510 CONVERTING KILOMETERS TO MILES

One kilometer equals .62 mile. To convert kilometers to miles, multiply the number of kilometers times .62 to give the equivalent number of miles. The equation for this would be *Kilometers x .62 miles/km = Miles*.

Example. To convert 84 kilometers to miles, multiply 84 times .62 which equals 52 miles. The equation for this would be $84 \text{ km} \times .62 \text{ miles/km} = 52 \text{ miles}$.

- C5362** **AUTHORIZATION**
A. General
B. Considerations
- C5364** **LIMITATIONS**
A. Payment Limitation
B. Time Limitations
C. Additional TQSE(AE) Period Justification
D. Occupancy Limitations
- C5366** **ELIGIBILITY PERIOD**
A. Starting Temporary Lodging Occupancy
B. Temporary Lodging Occupancy Time Period
C. Ending Temporary Lodging Occupancy
- C5368** **RECEIPTS AND SUPPORTING DOCUMENTATION**
A. Receipts and Supporting Statement
B. Submitting TQSE(AE) Claims
- C5370** **PAYMENT**
A. General
B. Actual Expenses Allowed
C. Excess Expenses
D. Lodging with Friends or Relatives
E. Itemization
F. Conditions Affecting Reimbursement
- C5372** **COMPUTATION**
A. TQSE(AE) Calculation
B. Computation Examples

PART H3: TQSE FIXED (TQSE(F))

<u>Paragraph</u>	<u>Contents</u>
C5380	TQSE(F) OPTION
C5382	AUTHORIZATION A. General B. Considerations
C5384	LIMITATIONS A. Payment Limitation B. Time Limitation C. Erroneous Advice

C5386	ELIGIBILITY PERIOD
C5388	RECEIPTS AND SUPPORTING DOCUMENTATION
C5390	PAYMENT
C5392	COMPUTATION
	A. HHT
	B. Payment Basis
	C. TQSE(F) Per Diem Rates/Percentages
	D. TQSE(F) Computation Chart
	E. TQSE(F) Computation Example

PART H4: SUGGESTED TQSE(AE) FORMATS

<u>Paragraph</u>	<u>Contents</u>
C5398	SUGGESTED FORMATS

PART I: PET QUARANTINE

<u>Paragraph</u>	<u>Contents</u>
C5400	PET QUARANTINE CHARGES

NOTE 1: An employee is authorized MEA at the with-dependents rate even though dependents move from the residence at the old PDS to a different residence than the employee's residence at the new PDS (B-184558, 12 August 1976).

NOTE 2: An employee is authorized MEA at the "without-dependents rate" if the employee's dependents return early IAW par. C7003-D and do not relocate their household when the employee returns and is authorized PCS allowances (B-194061, 12 September 1979). For an employee to be authorized MEA at the "with-dependents" rate, the employee's dependents must discontinue a prior residence and establish a new residence ICW the employee's PCS.

C. Maximum Payment

1. The AO may authorize/approve MEA in excess of the amount in par. C5310-B if the:
 - a. Claim is supported by evidence of expenses incurred, and
 - b. Total amount does not exceed the employee's basic salary rate of:
 - (1) 1 week if the employee is without dependents, or
 - (2) 2 weeks if the employee has dependents who were relocated.
2. The basic salary rate is the rate in effect when the employee reports for duty at the new PDS.
3. The allowable amount cannot exceed the maximum rate (step 10) of Grade GS-13, in 5 USC §5332.
4. A claim for more than the amount authorized in par. C5310-B must be justified.

D. Reimbursable Costs. Examples of reimbursable costs include:

1. Disconnecting/connecting appliances, equipment, and utilities involved in relocation, and converting appliances for operation on available utilities (this does not include purchasing appliances or equipment in lieu of conversion);
2. Cutting and fitting rugs, draperies, and curtains moved from one residence to another;
3. Non-refundable utility fees/deposits;
4. Losses on non-transferable/non-refundable contracts for medical, dental, food lockers, and private institutional care (such as that provided for handicapped or invalid dependents only);
5. Automobile registration, driver's license and taxes imposed when bringing automobiles into some jurisdictions, reinstalling a catalytic converter upon vehicle reentry into CONUS or a non-foreign OCONUS area for employees participating in the DOD POV Import Control Program, securing a bond allowing a POV to be admitted into CONUS or a non-foreign OCONUS area for non-participants in the DOD POV Import Control Program (62 Comp. Gen. 282 (1983));
6. Rental agent fees customarily charged for securing housing in foreign countries;

Effective 22 January 2007

*7. Pet quarantine charges (B-206538, 14 September 1982) *excluding* medicine/medical care, grooming, and similar fees for services that are a part of routine pet care. See par. C5400;

8. Pet transportation (cats, dogs, and other house pets) (*FTR §302-16.1*); ***NOTE: Other animals (horses, fish, birds, various rodents, etc.) are excluded because of their size, exotic nature, or restriction on shipping, host country restrictions and special handling difficulties;***

*Effective 18 April 2006***GSBCA ruling involving costs related to “UK pet scheme”**

An employee transferred from Colorado to the United Kingdom (UK) incurred expenses to comply with the UK’s requirements for bringing pets into the country. The expenses, totaling \$906.89, included the costs for blood tests, insertion of an identification microchip, an export certificate, “UK pet scheme” costs charged by the airline to comply with UK guidelines, a health certificate, ground transportation to the new residence, express mailing of the export certificate, and a pet shipping container. The employee’s travel voucher included the above-listed expenses as itemized miscellaneous expenses. The employee’s agency reimbursed a total of \$1,537.41 for itemized miscellaneous expenses, but that amount did not include the pet-related expenses, which the agency considered to be unallowable. GSBCA agreed with the agency and indicated that reimbursable costs related to dogs, cats and other house pets are limited to transportation and handling costs, required to meet the more stringent rules of air carriers. The costs for inoculations, examinations, boarding quarantine or other charges in the moving process are not included. The costs involved are to be borne by the employee and are not reimbursable as miscellaneous expenses (GSBCA 16827-RELO, 14 April 2006). ***This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA16827.PDF>.***

9. Required removal/installation by host country law of automobile parts (such as tinted windows or special lights (56 Comp. Gen. 53 (1976)));

10. Reassembly, set up and tuning of a piano moved incident to a relocation (GSBCA 16104-RELO, 19 June 2003);

11. A post office box rental fee when rented to provide a constant mailing address between the time an employee departs the old residence and occupies a residence at the new PDS (GSBCA 16104-RELO, 19 June 2003);

12. Miscellaneous expenses connected with cancellation of a contract to purchase a house due to transfer in the Government’s interest (GSBCA 16351-RELO, 1 April 2004); and

13. Similar costs.

E. Non-Reimbursable Costs. MEA is not authorized to reimburse an employee for:

1. Costs that exceed the maximums provided by law or in these regulations;
2. Costs that are not allowed in this Volume;
3. Costs reimbursed under other provisions of law or regulations;
4. Costs incurred for reasons of personal taste or preference and not required because of the move;

CHAPTER 5**PART I: PET QUARANTINE****C5400 PET QUARANTINE CHARGES**

Pet quarantine charges (B-206538, 14 September 1982) *excluding* medicine/medical care, grooming, and similar fees for services that are a part of routine pet care are reimbursable under MEA due to household relocation. See par. C5310-D7.

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