

VOLUME 2
JOINT TRAVEL REGULATIONS
CHANGE 499

Alexandria, VA

1 May 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 May unless otherwise indicated.

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This change includes all material written in CAP Items 78-06(E); 105-06(E); 107-06(E); 13-07(I); 14-07(I); 16-07(I); 18-07(I); 19-07(I); and 22-07(I);. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 498 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 499:

C1405; C4555. Clarifies monthly telephone bill and communications services when cellular phone is used.

C2198-D; C4677-B; Appendix E, Part II. Updates TDY per diem and POC mileage rate increase computation examples in the JTR. POC TDY mileage rate increases to \$0.485 effective 1 February 2007.

C2200-G. Changes the reference for definition of Special Needs from Appendix A to par. C6551-H.

C3000; C15102-C1; Appendix L-B2a. Removes the acronym "MACOM" and replaces it with "Army Commands, Army Service Component Commands, and Direct Reporting Units".

C4009-C. Indicates which activity is responsible for paying the employee's PCS allowances when transferring to another department or agency under a service agreement.

C4555-B3; C4555-I. Clarifies and establishes lodging reimbursement option when two TDY travelers (civilian and uniformed are sharing lodging or one traveler stays with friends or family).

C6677-C. Inserts cross reference to par. C6675-A2.

Appendix L-B1, -B11. Changes AEA submission channel for Uniformed Services University of the Health Sciences (USUHS) to Vice President for Finance and Administration.

Appendix R, Part II, par. J. Updates the PMR computation example in Appendix R, Part II using the current GMR amount.

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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496	C5E2-5	496	C6J-3	493	A1-9	470	IA-25
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485	C5G-1	467	C6N-1	493	A1-25	454	J-1
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498	C5I-1	489	C7-i	489	E1-5	481	O-3
489	C5K-1	486	C7-1	499	E2-1	492	O-5
496	C5K-3	489	C7-3	499	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
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496	C5M-3	483	C13-i	468	H2A-1	488	O-29
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CHAPTER 1

PART F: MISCELLANEOUS REIMBURSABLE EXPENSES

C1400 GENERAL

A. Scope. This Part provides guidance for reimbursement of the more commonly incurred miscellaneous expenses. ***Incidental Expenses (defined as part of per diem in Appendix A) are different than these expenses.*** Finance regulations should be consulted regarding any required description of the expense on the travel voucher.

B. Transportation Expenses Incurred in or around a PDS or TDY Location. Reimbursement of these expenses is covered in Chapter 2, Part H.

*C1405 COMMUNICATION SERVICES (FTR §301-12.1)

Government-owned or Government-leased services should be used for official communications. Commercial communications services to include cellular phones may be used when Government services are not available. When cellular phones are used for official communication the traveler must be able to document each call showing the additional cost incurred outside of the normal usage covered in the cell phone contract. The AO may determine that certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. Charges for Internet connections used for computers for official Government business also are reimbursable. The AO may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, 18 August 1998). See App G, Part I, Item 21g.

NOTE: Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.

Effective 1 April 2006

C1410 MISCELLANEOUS EXPENSES (FTR, §301-70.300, and §301-70.301)

See Appendix G.

Effective 8 September 2004

C1415 CONTEMPLATED OFFICIAL TRAVEL, PASSPORTS, AND VISA (INCLUDING GREEN CARDS) FEES (FTR §301-12.1, §302-4.701, and GSBCA 15923-RELO, 16 December 2002)

A. General for All Travel

1. An employee is reimbursed the associated expenses (for the employee and dependents, if officially required to obtain a change of status and/or to renew passports and/or visas (including green cards, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a Government medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)) (dependents' fee is reimbursable ***except*** ICW personal travel.). Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.

NOTE: A travel authorization may be issued to authorize/approve (see Chapter 3, Part B) travel and transportation at Government expense to:

- 1. A visa issuing office located outside the local area of the employee's PDS if the traveler's presence at that office is/was mandatory.***
- 2. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the local area of the employee's PDS.***

Effective 5 July 2005

2. These expenses include fees/charges for legal services including lawyer fees (except for retainer fees) for obtaining and/or processing applications for passports, visas (including green cards) for TDY, PCS or changes in status if local laws and/or customs require the use of lawyers in processing such applications.

3. Medical expenses associated with obtaining passports and/or visas (including green card), are not reimbursable, except for inoculations as in App G, Part I, Item 6.

B. Reimbursement. Reimbursement authority is for a traveler who is a U.S. citizen:

1. Hired locally or transported to a foreign OCONUS area at Government expense,
2. Serving under a service or renewal agreement, ***and***
3. Required to obtain/renew passports and/or visas (employee's and/or dependents') as a result of continued employment in a foreign OCONUS area, ***or***
4. Described in par. C1415-C.

C. Passport and/or Visa (Including Green Cards, Photographs for OCONUS Travel and Physical Examinations Required to Obtain a Visa) for Emergency Technical Support Personnel. Activities may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports and/or visas (including green cards) in preparation for such travel, may be reimbursed the fees paid for passports, visas (including green cards, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a Government medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)).

NOTE: A travel authorization may be issued to authorize/approve (see Chapter 3, Part B) travel and transportation at Government expense to:

- 1. A visa issuing office located outside the local area of the employee's PDS if the traveler's presence at that office is/was mandatory.***
- 2. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the local area of the employee's PDS.***

***EXAMPLE (TDY Per Diem and POC TDY Mileage Computation)**

An employee is authorized TDY in Location B, from a PDS in Location A for two days (overnight TDY stay). The travel authorization directs the employee to travel by common carrier; however, the employee elects to travel by POC which is not advantageous to Government between the residence and TDY location (par. C2150, item 8). The employee arrives at the TDY location on Day 3, completing TDY assignment on the same day.

Reimbursement is limited to constructed cost by common carrier.

The maximum per diem rate for the TDY location is \$104 (\$65/\$39), actual lodging cost is \$40. The 12-hour rule does not apply because the TDY is over 12 hours. AEA is not authorized for this example.

The round-trip official POC distance is 1,500 miles (750 miles one-way) requiring two travel days each way between the residence and TDY location. Pars. C2150, item 8 and C2153-A apply. Parking fees are not authorized for this example (par. C2186-B1).

The traveler is paid \$381.77 (constructed cost by common carrier) since the actual POC travel cost exceeds the constructed Government cost. Employee is charged leave for the excess travel time, if appropriate, IAW appropriate personnel directives.

ITINERARY

<u>Travel Date</u>	<u>Depart</u>	<u>Arrive</u>	<u>Per Diem Rate</u>	<u>Actual Lodging Cost</u>	<u>POC Mileage</u>
<u>1</u>	<u>Residence</u>	<u>1st Stopover</u>	<u>\$105 (\$66/\$39)</u>	<u>\$35</u>	<u>350</u>
<u>2</u>	<u>En Route</u>	<u>2nd Stopover</u>	<u>\$112 (\$73/\$39)</u>	<u>\$39</u>	<u>350</u>
<u>3</u>	<u>En Route</u>	<u>TDY Station</u>	<u>\$104 (\$65/\$39)</u>	<u>\$40</u>	<u>50</u>
<u>4</u>	<u>TDY Station</u>	<u>1st Stopover</u>	<u>\$110 (\$71/\$39)</u>	<u>\$80</u>	<u>350</u>
<u>5</u>	<u>En Route</u>	<u>2nd Stopover</u>	<u>\$120 (\$81/\$39)</u>	<u>\$70</u>	<u>350</u>
<u>6</u>	<u>En Route</u>	<u>Residence</u>	<u>Use #5 stopover MI&E</u>		<u>50</u>

REIMBURSEMENT

ACTUAL TRAVEL COST BY POC

(including per diem on travel days to and from Location B)

Day 1	75% x \$39 + \$35 (1 st stopover lodging cost) =	\$64.25
Day 2	\$39 + \$39 (2 nd stopover MI&E rate and lodging cost) =	\$78.00
Day 3	\$39 + \$40 (Arrive TDY location) =	\$79.00
Per Diem for Travel from Location A (residence) to Location B (TDY) - \$221.25		
Day 4	\$39 + \$71 (Depart TDY location, 1 st stopover lodging cost of \$80 exceeds the per diem rate) =	\$110.00
Day 5	\$39 + \$70 (2 nd stopover M&IE rate and lodging cost =)	\$109.00
Day 6	75% x \$39 (use departing 2 nd stopover MI&E rate) =	\$29.25

Per Diem for Travel from Location B (TDY) to Location A (residence) - \$248.25		
Transportation Costs	Round-trip mileage – 1,500 miles times \$0.485 cents/mile	\$727.50
	Round-trip tolls	\$12.00
Actual Travel Cost by POC Total		\$1,209.00
CONSTRUCTED TRAVEL COST BY COMMON CARRIER (including per diem on travel days to and from Location B)		
Day 1	75% x \$39 plus \$40 (lodging cost) =	\$69.25
Day 2	75% x \$39	\$29.25
Transportation Costs	1 round-trip air coach ticket (including federal tax paid by Government)	\$163.27
	Shuttle costs between airport and hotel (\$20.00 each way, par. C2101-A)	\$40.00
	Taxicab costs between residence and airport (\$40.00 each way, par. C2101-B)	\$80.00
Constructed Travel Cost by Common Carrier Total		\$381.77

E. Mixed Modes

1. General. All official travel must be:

- a. Arranged in accordance with pars. C2203-A and; C2203-B; and
- b. Reimbursed in accordance with par. C2203-D.

2. Advantageous to the Government

a. If an official traveler is authorized POC travel as advantageous to the Government and travels partly by POC and partly by common carrier, the official traveler is authorized:

- (1) The authorized TDY mileage rate for the distance traveled by POC,
- (2) The cost of transportation purchased through a CTO, *and*
- (3) Per diem for actual travel.

The total amount may not exceed the TDY mileage plus per diem for the authorized travel.

b. The AO may authorize, or the travel-directing/approving official may approve, actual travel cost (mileage plus the cost of transportation purchased plus per diem for the authorized travel) when justified in unusual circumstances.

3. Not Advantageous to the Government. If the official traveler is not authorized POC travel as advantageous to the Government and travels partly by POC for personal convenience and partly by common carrier, the official traveler is authorized:

- a. The authorized mileage rate for the distance traveled by POC,
- b. The cost of transportation purchased through a CTO, and
- c. Per diem for actual travel.

The total amount may not exceed the cost of constructed transportation and per diem. See par. C2198-B3 for authorized travel.

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CHAPTER 2

PART E: TRAVEL BY COMMON CARRIER

C2200 TRAVEL/TRANSPORTATION POLICY

Effective 1 June 2005

A. General. It is Government policy that coach (less than first/business) class accommodations are to be used for all passenger transportation modes. See pars. C2204-A, C2205 and C2208 for exceptions.

B. Travel Prudence. *A traveler must exercise the same care in incurring expenses as would a prudent person traveling on personal business.*

C. GSA City-pair Airfares. See Appendix P.

D. Official Travel. Transportation procured and/or paid for by the Government may be used only for that portion of a trip properly chargeable to the Government. Any additional expense is the traveler's financial responsibility.

E. Usual Routing. The AO must justify travel other than by a usually traveled route. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility.

F. Time. All time not justifiable as official travel time must be accounted for IAW appropriate personnel-related regulations.

*G. Accommodations. (FTR §301-72.2) Common carrier accommodations are addressed specifically in pars. C2204, C2205, and C2208 and apply to all official travel. AOs should consider physical characteristics and not just medical, disability reasons, or special needs when recommending first-class travel, if other travel options are not available (e.g., purchase of two coach seats or reserving a coach "bulkhead" seat with extra legroom). See par. C6551-H for the definition of "special needs". A traveler may voluntarily use/accept, and the Government may furnish, accommodations that do not meet minimum standards if the employee's or DOD component's needs require use of these accommodations.

H. Non-U.S.-certificated Carrier Reimbursement. A traveler may not be reimbursed for travel at personal expense on non-U.S.-certificated aircraft/ships, except as specified in par. C2204-B or C2205-F.

I. Dependents' Seating. Each dependent is authorized a seat.

J. Interlining. If a traveler must change airlines to get to a destination, and one (or both) of the airlines does not interline baggage (i.e., automatically transfer baggage between airlines), then the traveler is not required to use the non-interlining airline, even if less expensive.

NOTE 1: This does not apply to Air Mobility Command Patriot Express (Category B) flights nor does it permit violation of the 'Fly America' Act.

NOTE 2: In the absence of 'interlining', the traveler usually must go to the baggage area, pick up the luggage, then go back to the terminal, stand in line, recheck through security, etc. This seriously inconveniences the traveler and could lead to missed flight connections and mission delay/failure.

C2201 UNUSED ACCOMMODATIONS, DOWNGRADED, OR OVERSOLD TRANSPORTATION SERVICES

A. Limited or Downgraded Accommodations. When a traveler knows reservations for transportation and/or accommodations will not be used, the traveler must cancel the reservations within the time limits specified. Likewise, when the transportation furnished is different or of less value than authorized on the ticket, or where a journey is terminated short of the destination specified on the GTR, the traveler must report the facts to the transportation office of the DOD component concerned. All adjustments ICW official passenger transportation must be promptly processed to prevent loss to the Government. All unused tickets (including portions thereof), coupons, exchange orders, refund slips, notices of airfare adjustments, etc., and the factual information relating to the unused passenger transportation must be turned into the local CTO/TMC. A traveler's failure to follow these procedures may subject the traveler to liability for any resulting losses.

B. Oversold Reserved Accommodations. When penalty payments are made by air carriers under certain provisions of their tariffs for failing to furnish accommodations for confirmed reserve space, the payments belong to the Government and not to the traveler. A traveler, on receipt of such a payment, is required to turn the payment into the CTO/TMC for proper disposition. In contrast, an employee who voluntarily gives up a seat on an overbooked plane may retain the payment (as distinguished from the penalty payment for failure of the carrier to furnish the Government traveler a confirmed space). If the employee voluntarily gives up a seat and thereby incurs additional travel expenses, the additional expenses are the employee's financial responsibility. If giving up a seat impinges on official duty performance, the employee must not voluntarily give up a reserved seat. To the extent the employee's travel is delayed as a result of the employee voluntarily giving up a reserved space, the employee must be charged annual leave for the additional working hours (59 Comp. Gen. 203 (1980)).

C2202 RECORDING USE OF COMMERCIAL TRANSPORTATION FOR OCONUS PERMANENT DUTY AND RAT

When commercial facilities are authorized for any portion of the journey to, from, or between OCONUS stations, ICW initial appointment, reassignment, or transfer, or RAT, the office processing the appointment or transfer or authorizing the RAT must request the transportation officer to place an endorsement on a copy of the employee's travel authorization. The endorsement includes serial numbers of transportation requests issued for the travel, issue date, points between which transportation is furnished at Government expense and the name and grade or rating of the employee. The copy so endorsed is placed in the employee's official personnel folder.

Effective 31 July 2006

C2203 ARRANGING OFFICIAL TRAVEL**A. CTO/TMC Use**

1. Mandatory Policy. It is DOD *mandatory policy* that an employee uses an available CTO/TMC to arrange official travel, including transportation and rental cars. *A command must not permit a CTO/TMC to issue premium-class tickets purchased at Gov't expense to a traveler without prior proper authorization.*
2. Service Regulations. See DOD component regulations for CTO/TMC use information.
3. Failure to Follow Regulations
 - a. Commands/units are expected to take appropriate disciplinary action when an employee and/or an AO fails to follow the regulations concerning CTO/TMC use (see par. C1070).

CHAPTER 3

PART A: DELEGATION OF AUTHORITY

NOTE: Only the officials listed in par. c2204-b may authorize/approve premium-class air accommodations.

C3000 WHO MAY ISSUE TRAVEL AUTHORIZATIONS (FTR §301-71.104)

The Departments of the Army, Navy and Air Force have delegated authority to issue travel authorizations. That authority may be re-delegated, as shown in the following tables. Within DOD components other than Departments of the Army, Navy and Air Force, authority to issue travel authorizations is as delegated by the head of each component. One AO may ask another AO to issue an authorization. The requesting AO must provide the required information and accounting data. Specific travel authorization-issuing conditions are indicated in the following tables. Permitted delegations and re-delegations of travel authorization-issuing authority should be in writing, by organizational title to individual(s) for the purpose of authorizing/approving travel and authenticating travel authorizations. See Chapter 4, Part M and Appendix L for AEA information.

DEPARTMENT OF THE ARMY

(“X” indicates delegation of authority for the issuance of travel authorizations)

Authorizing and Approving Officials	TDY Travel 1/	Permanent Duty Travel 5/	Invitational Travel 1/, 6/
Secretary of the Army	X	X	X
Administrative Assistant to the Secretary of the Army	X 3/	X 3/	X 3/
Chief of Staff	X 2/	X	X
*Commanders of Army Commands, Army Service Component Commands, and Direct Reporting Units (includes components of Combatant Commands), Heads of Army Staff Agencies, Commanders of Major Subordinate Commands and Regional Commanders	X 2/, 4/	X	X
Commanders or Heads of Installations, Activities, and Field Operating Agencies	X 4/	X	X
National Guard Adjutants General of the Respective States	X 4/	X	X 4/

1/ Issuance is subject to the provisions of AR 1-40, “Official Temporary Duty Travel Outside Continental United States.”

2/ These officials may re-delegate authority to commanders of subordinate installations, activities and field operating agencies for issuance of TDY travel authorizations for travel to, from, and between OCONUS areas when AR 1-40 does not require issuance of travel authorizations by Headquarters, Department of the Army. When such authority is re-delegated, it must be for a specific project and time period.

3/ For the Office of the Secretary of the Army and elements reporting directly thereto.

4/ For the National Guard Bureau, prior authorization from the Chief, National Guard Bureau is required prior to issuance of a blanket TDY travel authorization. **NOTE:** Blanket travel authorizations are not used in DTS.

5/ For PCS between CONUS locations: applies to Commanders to whom authority has been delegated to fill positions. These officials may re-delegate authority to issue permanent duty travel authorizations. For PCS to, from or between OCONUS locations: applies to Commanders who are responsible for filling requisitions and processing appointments to OCONUS areas, or for assigning employees to OCONUS permanent duty. These officials may re-delegate authority to issue permanent duty travel authorizations. The gaining activity is responsible for travel authorization issuance but may request the losing activity to issue the travel authorization.

DEPARTMENT OF THE NAVY

("X" indicates delegation of authority for the issuance of travel authorizations)

Authorizing and Approving Officials	TDY Travel 5/	Permanent Duty Travel 3/		Invitational Travel 1/, 2/
	Trip And Blanket 1/, 2/, 4/	OCONUS Involving Employment Agreements	Other Including First Duty Station Travel Within CONUS	
Secretary of the Navy	X	X	X	X
Under Secretary of the Navy	X	X	X	X
Deputy Under Secretary for Manpower	X	X	X	X
Assistant Secretaries of the Navy	X	X	X	X
Special Assistant to the Secretary of the Navy	X	X	X	X
Commandant, Assistant Commandant, and Director, Marine Corps Staff	X	X	X	X
Chief, Deputy Chiefs, Vice Chiefs, and Assistant Chiefs of Bureaus and Offices and Heads of Offices of the Navy Department	X	X	X	X
Auditor General of the Navy and Director, Naval Audit Service	X	X	X	X
Directors, Naval Audit Service Regions	X			
Representative of the Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity)	X	X	X	
Commanders and Vice Commanders of Naval Systems Command Headquarters	X	X	X	X
Commander, Deputy Commander and Chief of Staff, Military Sealift Command	X	X	X	X
Director, Defense Printing Service	X	X	X	
Directors, Naval Training Aids Centers	X			
Executive Assistant to the Commander and Administrative Officer, Naval Facilities Engineering Command Headquarters	X	X	X	X
Chairman, Armed Services Board of Contract Appeals	X	X	X	
Commanding Officers/Executive Officers and Heads of Activities of the Department of the Navy	X	X	X	X
Director, Assistant Director, and Recruiting Representatives of OCONUS and Return Placement Staff		X		
Directors of Civilian Personnel and Industrial Relations Officers		X	X	
Industrial Relations Officers and Directors of Industrial Relations Divisions in all MSC Commands and Recruiting Representatives, Military Sealift Command	X	X	X	X
Superintendent and Deputy Superintendent of the Dependents Schooling Office, Atlantic		X		
Deputy Assistant Director for Career Services, Naval Investigative Service Headquarters		X	X	

1/ Issuance is subject to OPNAVINST 4650.11(series) concerning official visits to military installations and to OPNAVINST 5510.1(series), Department of the Navy Security Program Regulation, Chapter 16 for duty involving access to classified material.

CHAPTER 4
EMPLOYEE TRAVEL

PART A: PERMANENT DUTY TRAVEL

<u>Paragraph</u>	<u>Contents</u>
C4000	NOT USED (SEE CHAPTER 5, PART A)
C4001	AGREEMENTS FOR TRANSPORTATION ENTITLEMENT A. General B. Negotiation of Agreements
C4002	WITH WHOM INITIAL TRANSPORTATION AGREEMENTS ARE NEGOTIATED A. General B. OCONUS Local Hires
C4003	WITH WHOM RENEWAL AGREEMENTS ARE NEGOTIATED A. General B. Married Employees C. Exception
C4004	ACTUAL RESIDENCE DETERMINATION A. Appointees (including Student Trainees) Travel to First PDS B. OCONUS Employment
C4005	PERIOD OF SERVICE REQUIREMENT (TOUR OF DUTY) A. Transfers to and within CONUS B. Appointment to First PDS C. OCONUS Employment
C4006	DATE TOURS OF DUTY BEGIN A. Transfer to and within CONUS B. Appointment to First PDS C. Employment OCONUS
C4007	VIOLATION OF AGREEMENT
C4008	TRAVEL AND TRANSPORTATION ALLOWANCES LOSS UNDER AN AGREEMENT
C4009	ACCEPTABLE REASONS FOR RELEASE FROM A PERIOD OF SERVICE REQUIREMENT A. General B. Acceptable Reasons for Release from Periods of Service Requirements C. <u>Transfer to Another Department or Agency</u>

- C4010 DOCUMENTATION OF AUTHORIZATION AND LIMITATIONS**
- C4011 SERVICE AGREEMENT REQUIREMENTS (FTR §302-2,100(e); 2.100(f))**
- C4012 PREPARATION AND DISPOSITION OF SERVICE AGREEMENTS**
- A. General
 - B. Preparation and Disposition
 - C. Service Agreement for OCONUS Employees other than School Teachers
 - D. Department of Defense (DOD) Service Agreement – Transfer of Professional School Personnel outside CONUS (OCONUS)
 - E. Department of Defense (DOD) Service Agreement - Transfer of Civilian Employees to and within Continental United States (CONUS)

PART B: RESERVED

PART C: PERMANENT CHANGE-OF-STATION (PCS) TRAVEL

<u>Paragraph</u>	<u>Contents</u>
C4100	NOT USED (SEE CHAPTER 5, PART A)
C4107	NOT USED (SEE CHAPTER 5, PART M)
C4109	TEMPORARY ASSIGNMENT OF EMPLOYEES BETWEEN THE FEDERAL GOVERNMENT AND STATE OR LOCAL GOVERNMENTS OR INSTITUTIONS OF HIGHER EDUCATION AUTHORIZED BY THE INTERGOVERNMENTAL PERSONNEL ACT (IPA) MOBILITY PROGRAM
C4113	TDY STATION BECOMES PDS <ul style="list-style-type: none"> A. Per Diem Ends upon Notification of Transfer B. PCS Allowances C. Return to the Old PDS D. Per Diem at the Old PDS E. Guidance in Comptroller General and GSBICA Decisions Applicable to Cases in which an Employee is Transferred to the Location at which the Employee is TDY

PART D: RESERVED (SEE CHAPTER 5, PART K)

PART E: RESERVED

C4007 VIOLATION OF AGREEMENT

An individual violates an agreement by failing to meet or comply with any of the conditions specified in it. An individual who violates an agreement is not eligible for the travel and transportation allowances there under and/or is indebted and subject to collection action. See Part H. Violations include failure:

1. For reasons unacceptable to the employing activity, to meet or comply with the conditions specified in an agreement;
2. To report for duty;
3. To return to country or geographical locality in which actual residence is located in connection with a renewal agreement; or
4. To use travel and transportation allowances within a reasonable time after separation.

C4008 TRAVEL AND TRANSPORTATION ALLOWANCES LOSS UNDER AN AGREEMENT

An individual loses eligibility for travel and transportation allowances under an agreement and/or is indebted and subject to collection action. See Part H for travel and transportation furnished if there is a:

1. Loss of dependency status under which there was a previous authorization (e.g., a child reaches age 21; or
2. Duplication of travel and transportation allowances under separate statutes.

C4009 ACCEPTABLE REASONS FOR RELEASE FROM A PERIOD OF SERVICE REQUIREMENT

A. General. An employee serving under a service agreement at any PDS may be released from the period of service requirement specified in the agreement for reasons beyond the employee's control that are acceptable to the DOD component. Except as provided in par. C4009-C, the commanding officer, or designee, at the employee's assigned activity must make the determination of acceptability.

B. Acceptable Reasons for Release from Periods of Service Requirements

1. General. Examples of acceptable reasons for release from period of service requirements include:
 - a. Illness not induced by misconduct;
 - b. Enlistment or call to active duty in the Armed Forces;
 - c. Exercise of statutory re-employment rights within a time limitation that precludes completion of a period of service;
 - d. Release for the Government's convenience (see **NOTE**), separation because of physical or mental disqualification, lack of skill to perform duties for which recruited or any other duties to which the employee could be assigned;
 - e. Separation as a result of reduction in force; or

f. See par. C4005-C6 when employee's services not required for entire period of tour of duty.

NOTE: An employee separated because of illness induced by misconduct or because of misconduct is not separated for the Government's convenience.

2. OCONUS. In addition to the examples listed in par. C4009-B1, the following are acceptable reasons for an employee stationed OCONUS:

a. The employee's immediate presence is required in the geographical locality in which actual residence is located because of an unforeseen emergency;

b. Completion of the agreed period of service would result in extreme personal hardship because of circumstances beyond the employee's control, such as conditions seriously affecting the health, welfare, and safety of the employee, serious illness or death in the immediate family, imminent breakup of the family group ***NOTE: Falsification of facts in connection with employment is not a reason beyond the employee's control.***; or

c. There are significant changes in the employee's employment situation or loss of economic benefits such as a significant salary loss resulting from a downgrading of the grade level the employee accepted upon assignment, or a significant loss in OCONUS quarter allowance payments resulting from a downgrade as distinguished from a reduction in quarters allowance payment which may be reduced for other reasons.

NOTE: The nature and extent of the "unforeseen emergency" or "extreme personal hardship" must be established to the determining official's satisfaction. Verification must be received from a reliable and trustworthy source such as private, state, or local welfare agencies; an attending physician; or a local cleric.

*C. Transfer to Another Department or Agency. Except as indicated in par. C5005-C, an employee, serving under a service agreement at any PDS who transfers to another Government agency (including another DOD component), must be released from the period of service requirement specified in the employee's current service agreement. The following rules apply:

1. If the employee has not completed a tour of duty at an OCONUS location under an earlier service agreement which provided return transportation to the employee's actual residence, the gaining activity, or the employee, is responsible for all PCS costs to the new PDS. (Example: An employee who transferred from an OCONUS PDS to the former PDS in CONUS after serving only 3 months at the OCONUS PDS was not authorized travel to the new PDS at Government expense and was required to pay for the costs involved with personal funds because the transfer was not in the Government's interest (B-194836, 28 August 1979). This decision is available at <http://141.116.74.201/regs/comp-gen-dec/B-194836.pdf>.)

2. If the employee has earned return transportation authorization from an OCONUS PDS to the employee's actual residence under an earlier service agreement and the new PDS is located (in CONUS or OCONUS) at the employee's actual residence location, separation travel from the OCONUS PDS is involved, and the losing activity is responsible for separation travel costs NTE the cost of returning the employee, dependents, HHG and POV to the actual residence. In such case if the gaining activity authorized PCS allowances, the gaining activity is responsible for any additional costs involved (MEA, TQSE, transportation, and if applicable house hunting and real estate allowances) in connection with the transfer to the new PDS (Ex., Employee is transferred from Germany to Hawai'i where the employee's actual residence is located. The losing activity is responsible for the separation travel costs and the gaining activity is responsible for any additional PCS costs if the gaining activity authorizes PCS allowances.).

3. If the employee has earned return transportation authorization to the employee's actual residence under an earlier service agreement but the new PDS is located in CONUS or OCONUS other than at the employee's actual residence location, separation travel is not involved, and the gaining activity is responsible for all PCS costs (Example 1; Employee is transferred from Germany to Italy but the employee's actual residence is in CONUS. The gaining activity is responsible for all PCS costs. Example 2; An employee whose actual residence is in CONUS is transferred from Germany to Hawai'i. The gaining activity is responsible for all PCS costs to Hawai'i if the gaining activity authorizes PCS allowances.).

4. See, par. C1052-E4 regarding responsibility for separation travel costs to an employee's actual residence when an employee is transferred between OCONUS activities.

NOTE 1: *The employee must continue in Government service for at least 12 months after the employee reported at the PDS from which departing to satisfy the obligation for costs incurred by the losing activity in moving the employee to that PDS or providing RAT. This 12-month period can be at the PDS from which departing or partly there and partly at the new PDS to which being transferred.*

NOTE 2: *See pars. C1052-B and C1052-C for an explanation of what activity funds movements between different departments and agencies, or between DOD components, and movements within the same DOD component.*

C4010 DOCUMENTATION OF AUTHORIZATION AND LIMITATIONS

A record must be maintained in the employee's official personnel folder of transportation and storage authority, authorizations, and limitations. Maintenance of the record is limited to information and for the period of time necessary to meet the requirements and restrictions in this Part. Record material may be removed when it no longer applies.

C4011 SERVICE AGREEMENT REQUIREMENTS (FTR §302-2.100(e); 2.100(f))

Agreement requirements are premised on the employee's status as outlined in the following table:

Situation	Agreement
1. Person locally employed initially by a DOD component at an OCONUS PDS who does not meet service agreement eligibility conditions. See ppar. C4002-B.	1. No service agreement requirement
2. Persons locally employed initially by a DOD component at an OCONUS PDS who meets service agreement eligibility conditions. See(par. C4002-B.	2. Service agreement required for tour of duty applicable to the OCONUS PDS at which employed. The agreement concerns separation travel, in specific instances transportation for dependents and/or HHG from the actual residence and renewal agreement eligibility.

<p>3. Person locally employed initially by a DOD component at an OCONUS PDS who meets service agreement eligibility conditions (par. C4002-B) and OCONUS prior service credit requirements (par. C4005-C3).</p>	<p>3. Service agreement required to serve for 12 months from date of employment, or a period of time which, when added to immediate prior period of civilian or military service, totals the prescribed tour of duty for the area, whichever is greater. The agreement concerns separation travel, in specific instances transportation for dependents and/or HHG from the actual residence and renewal agreement eligibility.</p>
<p>4. Employee of a DOD component at an OCONUS PDS who has not completed an initial tour and is transferred to a new PDS of a different DOD component within the same or a different OCONUS geographical locality. See par. C4005-C3.</p>	<p>4. Service agreement required to serve for 12 months from the date of reporting for duty at a new PDS or the difference between the period of service at the old PDS and the prescribed initial tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel and renewal agreement eligibility.</p>
<p>5. Employee initially hired locally by a DOD component at an OCONUS PDS not serving under a service agreement who is transferred to a new PDS within the same OCONUS geographical locality (either within the same or to a different DOD component).</p>	<p>5. Service agreement required to serve for 12 months from the date of reporting for duty at the new PDS. The agreement concerns eligibility for PCS allowances to the new PDS. <i>There is no other eligibility.</i></p>
<p>6. Employee initially hired locally by a DOD component at an OCONUS PDS not serving under a service agreement who is transferred to a new PDS in a different OCONUS geographical locality (either within the same or to a different DOD component). See par. C4005-C3.</p>	<p>6. Service agreement required to serve for 12 months from the date of reporting for duty at the new PDS or the difference between the period of service at the old PDS and the prescribed tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.</p>

<p>7. Employee of a DOD component at an OCONUS PDS who is serving under a service agreement and is reassigned or transferred to a new PDS at the same geographical locality (either within the same or to a different DOD component). See par. C4005-C4.</p>	<p>7. The current service agreement (x) continues in effect for all eligibility purposes. However, if less than 12 months of service remain to be completed under the current agreement (x) and PCS costs are incurred, a new agreement (y) for 12 months' service is required for authorization for PCS allowances to the new PDS. A release from the period of service requirement for the Government's convenience without penalty provisions (par. C4009) applies to any incomplete service under the 12 months agreement (y) when allowing authorization upon completion of tour of duty under the agreement (x) in effect at the time of reassignment or transfer. Unless released from the period of service requirement failure to meet the service conditions in the continued current agreement (x) may result in indebtedness for PCS expense to the new PDS.</p> <p>Example 1. If the person completes their initial service agreement (x) but fails to complete the 12 months service agreement (y) then they may be indebted for the PCS expense to the new PDS based on failure to complete the 12 month agreement not on failure to complete the initial agreement (x). Person was under 36 month initial agreement (x) & completes 30 months service prior to another PCS move. New 12 months service agreement (y) is signed to cover PCS costs of this second PCS move. Person completes 40 months OCONUS federal service & resigns at second PDS. The person may be indebted for the second PCS move as they served only 10 months of the 12 months service agreement (y) but did complete the initial service agreement (x).</p> <p>Example 2. If the person fails to complete both the initial service agreement (x) and the 12 months service agreement (y) then they may be indebted for the second PCS move & return to CONUS if appropriate. Person was under 24 month initial service agreement & completes 13 months service prior to PCS move. New 12 months service agreement (y) is signed to cover PCS cost of this second PCS move. Person completes 20 months OCONUS federal service & resigns at second PDS. The person may be indebted for the second PCS move as well as return to CONUS if appropriate for failure to complete both service agreements.</p>
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<p>8. Employee of a DOD component at an OCONUS PDS who completes a prescribed tour of duty, does not perform renewal agreement travel (par. C5075), and is transferred to a new PDS in the same OCONUS geographical locality within the same DOD component.</p>	<p>8. Service agreement required to serve for 12 months from the date of reporting for duty at the new PDS. The agreement concerns PCS allowances only. Authorization under the completed tour of duty agreement remains unchanged.</p>
<p>9. A DOD component civilian employee at an OCONUS PDS who completes a prescribed tour of duty, <i>does not perform renewal agreement travel</i> (par. C5075), and is transferred to a new PDS in a different OCONUS geographical locality within the same DOD component.</p>	<p>9. Service agreement required to serve the period of service in (a) or (b), whichever is greater:</p> <p>(a) 12 months from the date of reporting for duty at the new PDS or</p> <p>(b) The prescribed initial/renewal tour of duty, as applicable, at the new PDS less the period of service at the old PDS. (If the current tour at the old PDS is the initial tour, the applicable tour is the initial tour at the new PDS. Similarly, if the current tour at the old PDS is the renewal tour, the applicable tour at the new PDS is the renewal tour.)</p> <p>Example 1: An employee completed 18 months of the initial tour at the old PDS. The initial tour at the new PDS is 36 months. An agreement to serve 18 months is required from the date of reporting for duty at the new PDS since the initial tour at the new PDS (36 months) less the period of service at the old PDS (18 months) is 18 months.</p> <p>Example 2: An employee completed 18 months of a renewal tour at the old PDS. The renewal tour at the new PDS is 24 months. An agreement to serve 12 months is required at the new PDS since the renewal tour at the new PDS (24 months) less the period of service at the old PDS (18 months) is only 6 months.</p> <p>If the period of service at the old PDS exceeds the applicable initial/renewal tour at the new PDS, an agreement is required to serve 12 months from the date of reporting for duty at the new PDS.</p> <p>The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.</p>

<p>10. A DOD component civilian employee at an OCONUS PDS who completes the prescribed tour of duty, performs renewal agreement travel (Chapter 5, Part K), and returns to the same or a different OCONUS PDS (within the same or to a different DOD component).</p>	<p>10. Renewal agreement required. The tour of duty under the new agreement must be the tour of duty applicable for the area in which the PDS, upon return, is located. (par. C4005-C1).</p>
<p>11. A DOD component civilian employee at an OCONUS PDS serving under a service agreement completes the prescribed tour of duty and is returning to the actual residence in CONUS for separation from Government service.</p> <p><i>NOTE: Separation travel applies when an employee is separating from an OCONUS activity (for instance for the purpose of retiring from Government service) and returning to the employee's actual residence or an alternate location. Separation travel also applies when an employee is separating from an OCONUS activity to continue in Government service at the location of the employee's actual residence or at a different location (see situation #12).</i></p>	<p>11. No service agreement requirement. The employee is authorized separation travel to the actual residence. Separation travel includes (1) transportation for the employee and dependents to the actual residence, (2) per diem for the employee only (3) shipment for the employee's HHG from the OCONUS PDS to the actual residence and SIT (4) drayage for HHG from NTS to the actual residence, (5) return shipment of the employee's POV from the OCONUS PDS to the port/VPC serving the employee's actual residence (6) allowances for POV delivery to the POV port facility/VPC from the old PDS/POV pick up from the POV port facility/VPC to the actual residence if the employee makes a separate trip for that purpose. See par. C5085.</p>
<p>12. A DOD component civilian employee at an OCONUS PDS serving under a service agreement completes the prescribed tour of duty and is returning to CONUS where the employee is employed without a break in service with the same or another DOD component.</p>	<p>12a. No service agreement requirement if the gaining activity <i>does not authorize PCS allowances</i>. In such case the employee is authorized allowances limited to separation travel allowances to the actual residence (see item 11 above for what is included in separation allowances.).</p> <p>12b. Service agreement required to serve for 12 months in Government service from the date of reporting for duty at the new PDS <i>if the gaining activity authorizes PCS allowances</i>. In such case the employee is authorized separation travel allowances and PCS allowances. The separation allowances are described in item 11. The PCS allowances include (1) transportation (in addition to transportation provided under separation travel) required to move the employee, dependents, HHG and POV to the new PDS, (2) Per diem for the employee and dependents (3) MEA, (4) Real Estate allowances if the employee is eligible, (5) a House hunting Trip if authorized by the gaining activity (if the employee is eligible – see par. C5602) and (6) TQSE if authorized by the gaining activity. See par. C5070.</p>

C4012 PREPARATION AND DISPOSITION OF SERVICE AGREEMENTS

A. General. To establish an employee's eligibility for certain travel and transportation allowances incident to permanent duty travel, applicable statutory authority requires that a service agreement be completed. Par C4012 covers the various service agreements that are negotiated with DOD civilian employees.

Effective 13 April 2006

B. Preparation and Disposition. The signed original service agreement or a faxed copy of the signed service agreement is placed in the employee's personnel folder, or as otherwise directed in appropriate personnel directives, and the employee is furnished a copy of the signed original. The provisions of par. C4004 apply when determining the actual residence. Service agreement forms, DD Form 1617 (Transfer of Civilian Employees Outside CONUS (OCONUS)) and DD Form 1618 (Transfer of Civilian Employees To and Within Continental United States (CONUS)), are available through the Washington Headquarters Service DOD Forms Program at: <http://www.dtic.mil/whs/directives/>.

C. Service Agreement for OCONUS Employees other than School Teachers. Department of Defense (DOD) Service Agreement - Transfer of Civilian Employees Outside CONUS (OCONUS), (DD Form 1617), is prescribed for use in connection with:

1. Employees transferred or assigned to an OCONUS PDS,
2. New appointees appointed to OCONUS positions (see par. C5080-B3 concerning appointments and assignments to the first PDS),
3. Renewal agreement for round trip travel to take leave between consecutive tours of OCONUS employment, and
4. Return transportation of eligible OCONUS local hires.

D. Department of Defense (DOD) Service Agreement - Transfer of Professional School Personnel outside CONUS (OCONUS). Department of Defense (DOD) Service Agreement - Transfer of Professional School Personnel Outside CONUS (OCONUS), DD Form 1616, is used in connection with travel of educators in the DOD Education Activity. DD Form 1616 is available for printing and/or downloading from the Internet through the Washington Headquarters Service DOD Forms Program at the following website: <http://www.dior.whs.mil/>.

E. Department of Defense (DOD) Service Agreement - Transfer of Civilian Employees to and within Continental United States (CONUS). The Department of Defense (DOD) Service Agreement - Transfer of Civilian Employees To and Within Continental United States (CONUS), (DD Form 1618), is prescribed for use in connection with civilian employee travel when transferred to/within CONUS, including appointees/student trainees eligible for travel to the first CONUS PDS.

CHAPTER 4

PART L: PER DIEM ALLOWANCES

C4550 PER DIEM RATES

A. General. Per diem prescribed in this Part is applicable for all TDY periods, except when an AEA, authorized under Part M, applies, and for all periods of PDT. ***The per diem rate is determined based on the traveler's TDY location, not the lodging location.*** If neither Government nor commercial quarters are available at the TDY location. See par. C4555-A.

NOTE: When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky)), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables, the applicable per diem rate is based on the location of the front gate for the reservation, station or other established area. Refer to the U.S. Census Bureau website (<http://quickfacts.census.gov/cgi-bin/qfd/lookup>) which can help determine in which county a destination is located. If the specific location (e.g., city or town) is not listed in the per diem list, but the county is, then the county per diem rate is the rate for that entire county – including all encompassed cities and towns. If neither the city/town nor the county is listed, that area is a Standard CONUS per diem rate location. For the current Standard CONUS per diem rate, see <https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html> or par. C4550-F3.

B. Responsibilities for Authorizing/Approving Rates. It is the responsibility of the head of each DOD component, or a designee, to ensure per diem allowances for travelers are sufficient to meet the necessary subsistence expenses for the official travel. ***Allowances in excess of need must be avoided.*** The per diem allowances prescribed in this Part are the maximums allowable. See par. C4550-C for information about requesting a reduced per diem rate. To avoid authorization/approval of amounts in excess of the needed amounts, consideration must be given to the following factors that tend to reduce an employee's necessary expenses:

1. Actual arrangements or established cost experience at TDY locations showing that lodging and/or meals can be obtained without cost or at reduced cost to an employee;
2. Special accommodation rates availability for a particular meeting, conference, training or other TDY assignment;
3. An employee's familiarity with establishments providing lodging and meals at a lower cost in certain localities, particularly where repetitive travel or extended stays are involved;
4. Government-furnished lodging availability, such as Government quarters, or other lodging procured for the employee by means of a purchase order. See par. C4552-H.

C. Authorizing a Different Per Diem Rate. When it can be determined factually that the per diem rates prescribed in this Part are in excess of need for a particular duty assignment because of known reductions in lodging and/or meal costs resulting from pre-arrangement, special discounts, or other reasons (see also par. C4550-B), the AO should seek authority to prescribe a fixed per diem at a rate lower than the applicable rate prescribed in this Part. ***Such authority must be requested and authorized in advance of the travel.*** A fixed per diem may not exceed the locality per diem rates prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the

locality concerned. The request, including established lodging and meal costs, the traveler's name, travel dates, and TDY assignment location should be submitted to the appropriate office indicated in par. C4550-D or C4550-E. Include the name and telephone number for a PoC who may be contacted concerning the request. If the request is approved, a fixed per diem rate authorization is sent to the requesting official by the appropriate office listed in par. C4550-D or C4550-E. ***The authorized fixed per diem rate must be stated on the travel authorization before travel begins.*** This rate is the per diem rate payable on the travel voucher without any receipts and/or itemization by the employee. ***Except as indicated in pars. C4552-D, C4554-D and C4558-C, the appropriate office designated in par. C4550-D or C4550-E is the sole authority for substituting a fixed per diem rate for the otherwise applicable per diem allowance prescribed in this Part.***

D. Offices Designated to Authorize Increased Per Diem

1. General. The offices listed in pars. C4550-D2a, C4550-D2b, C4550-D2c, and C4550-D2d are designated to authorize (in advance) a:

a. Fixed per diem rate in excess of the 55 percent limitation prescribed in par. C4561-A1, for long-term TDY, and in par. C4530-D1 for training assignments of more than 30 consecutive calendar days, up to the applicable maximum rate prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the TDY or training locality; or

b. Per diem under the 'Lodgings-Plus' method prescribed in par. C4553 in lieu of the 55 percent limitation prescribed in par. C4561-A1 for long-term TDY, and in par. C4530-D1 for training assignments of more than 30 consecutive calendar days.

2. Designated Offices

*a. Army: Commanders of Army Commands, Army Service Component Commands, and Direct Reporting Units, major subordinate command, or departmental elements and/or agencies not subordinate to Army Commands, Army Service Component Commands, and Direct Reporting Units to which an employee's employing activity reports--this authority may be re-delegated at the commander's discretion. In addition, commands may submit requests for an employee attending the Inspector General Course to HQDA, USAIGA, ATTN: DAIG-TR, Humphreys Engineer Center, Casey Building, Room 112, Fort Belvoir, VA 20060-5581;

b. Navy and Marine Corps: The head of the DON activity/command to which employee is permanently assigned for long-term training assignments, and Office of Civilian Human Resources, Labor and Employee Relations Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington DC 20374-5072;

c. Air Force: The commander, major command or separate operating agency for long-term TDY. Authority may be re-delegated at the commander's discretion. For training assignments, the office is AFPC/DPK, Randolph Air Force Base, TX 78150-4703;

d. Office of the Secretary of Defense, Washington Headquarters Services, and other DOD components: Offices listed in Appendix L, par. B-1.

Effective 18 January 2005

NOTE: An increase to the 55 percent limitation prescribed in pars. C4530-D1 and C4561-A for a period of travel that has been completed can only be approved on an AEA basis based on the 55% per diem rate (e.g., 150% of the 55% per diem rate) under par. C4600 than 30 consecutive calendar days.

NOTE: If all three meals are deductible and provided/consumed at no cost to the traveler only the incidental expenses for that day (\$3 in CONUS; or the locality incidental expenses (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) or \$3.50 OCONUS) are payable.

C. Absence of Commercial OCONUS Establishments that Prepare and Serve Meals. When:

1. Government quarters are available or Government contractor's lodging facilities are used at an OCONUS location; and
2. The AO determines that no commercial establishments prepare and serve food either at or within a reasonable distance from the TDY station

per diem for full days should be based on the normal costs for food in whatever facilities are available and normally used by a traveler at that place. The AO must determine and state in the travel authorization, the applicable per diem rate. In determining the rate payable, the traveler is allowed a rate equal to the normal cost of food and lodgings in the available facilities plus \$3.50 for incidental expenses or the incidental rate in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, when the AO determines \$3.50 to be inadequate for anticipated expenses. The sum of these items is rounded to the next higher dollar.

D. TDY Performed in Support of Military Units on Field Duty. No per diem is payable to a civilian employee under a civilian travel authorization who, as part of assigned duties, accompanies military units on field duty, or provides noncombatant support to military units. See Appendix A for the definition of field duty. The per diem payment prohibition applies when both Government mess, including field rations (even though the employee is assessed a charge for that meal(s)) and Government-provided billeting are available (non-transient barracks or tents). An employee on field duty is required to pay the discounted meal rate for any meal(s) consumed in a Government mess (including field rations). Reimbursement is authorized for any charges incurred for meals or for any cost of quarters necessarily procured during the TDY assignment.

Effective 22 December 2005

E. Meals Provided by a Common Carrier or Complimentary Meals Provided by a Lodging Establishment. Meals provided by a common carrier do not affect per diem. Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals. See pars. C4554-B5 and C4554-B6 when a charge for meals is added to the lodging cost.

C4555 RULES CONCERNING LODGING AND LODGING COST

A. Lodging Location Rules

NOTE: In CONUS, per diem locations are defined ordinarily by counties, not just cities.

1. Lodging at a TDY Location. Ordinarily an employee should lodge at the TDY location. If an employee obtains lodging outside the area covered by the TDY location per diem rate because of personal preference or convenience, the allowable per diem is limited to the maximum per diem rate prescribed for the TDY location.
2. Lodging Not Available at a TDY Location. If lodgings are not available at a TDY location and must be obtained in an adjacent locality where the prescribed maximum per diem rate is higher, a DOD component may, on an individual case basis, authorize/approve the higher maximum per diem rate. If the higher maximum rate is not justified and authorized in advance, an employee must furnish a written statement with the travel voucher satisfactorily explaining the circumstances.

*B. Allowable Lodging Expenses. An official traveler is reimbursed for actual lodging costs up to the maximum amount prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the TDY locality. Expenses are allowed, as indicated, for lodging in the situations described in pars. C4555-B1, C4551-B2, C4551-B3, and C4555-B4.

1. Conventional Lodging. When an employee uses conventional commercial lodging facilities (hotels, motels, boarding houses, etc.), the allowable lodging expense is based on the single room rate for the lodging used (for double occupancy, see par. C4555-II). See par. C4555-G for computing the daily lodging expense when lodging is rented on a weekly or monthly basis.
2. Government Quarters. A fee or service charge paid for Government quarters use is an allowable lodging expense.
3. Lodging with Friends or Relatives (FTR §301-11-12 (c)). ***Reimbursement of lodging cost is not ordinarily authorized when staying with friends or relatives.*** When an official traveler lodges with friend(s) or relative(s) - with or without charges - the official traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler provided the traveler can substantiate the costs and the AO determines the costs are reasonable. ***The Service/Agency cannot direct the official traveler to lodge with friends or relatives.***

The lodging reimbursement examples below apply for official travel including as an attendant/escort, evacuation, extended TDY, limited evacuation and other circumstances in which the official traveler has the option to stay with friends or relatives. The official traveler is not reimbursed the cost of comparable conventional lodging in the area or a flat 'flat' token amount.

Example 1: A civilian employee (extended TDY) and a member (short-term TDY), each traveling under an official TDY travel authorization/order to Location A, reside together with family members who live at/near Location A during the TDY. They commute daily to the TDY location. The DOD civilian employee's lodging cost may be reimbursed for substantiated lodging cost (above the cost the host ordinarily incurs) if the additional costs are substantiated and determined to be reasonable by the AO, but the member is not authorized lodging reimbursement. See JFTR, par. U4129-E.

Example 2: A DOD civilian employee is TDY (training) to Location A and stays in commercial lodging. A family member later joins the employee at personal expense. The traveler is authorized up to the single room rate and room taxes if applicable. See pars. C4430, C4530-D and C4552-I if the civilian employee's TDY duration exceeds 30 days.

The traveler must be counseled on required document substantiation and responsibility to support lodging cost reimbursement when staying with friend(s) and family.

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

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

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

4. **Lodging in Non-conventional Facilities.** The cost of non-conventional commercial lodging facilities is allowed. These facilities include college dormitories or similar facilities and rooms generally not offered commercially that are made available to the public by area residents in their homes. In these cases, a traveler must provide a written explanation of the circumstances that is acceptable to the DOD component.

C. **Lodging Obtained after Midnight.** Although per diem ordinarily is based on an employee's TDY location at midnight, there are instances in which an employee is en route and does not arrive at a lodging location (either TDY location or en route stopover point) until after midnight. In these cases, the lodging expense must be claimed for the preceding calendar day and the applicable maximum per diem for the preceding day is determined as if the employee had been at the lodging location at 2400 midnight of that day.

Effective 20 September 2004

*D. **Allowable Expenses when an Apartment, House, or Recreational Vehicle Is Rented or Used for Quarters.** When an employee on TDY rents a furnished/unfurnished apartment, house or recreational vehicle (includes a mobile home, camper, camping trailer, or a self-propelled mobile recreational vehicle) for use as quarters, per diem is computed IAW the provisions of par. C4553 and par. C4559 when a recreational vehicle is used for lodging. Allowable lodging are (50 Comp. Gen. 647 (1971) and 52 id. 730 (1973)):

1. Rent of the apartment, house, or recreational vehicle (see par. C4559-B);
2. Rental of a parking space for the recreational vehicle;

Effective 23 August 2005

3. Rent of appropriate and necessary furniture, such as a stove, refrigerator, chairs, tables, beds, sofas, television, and a vacuum cleaner;

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

4. Connection, use, and disconnection costs of utilities including electricity, natural gas, water, fuel oil, and sewer charges;
5. Dumping fees;

6. Shower fees;
7. Maid fees and cleaning charges;
8. Monthly telephone use fees (*does not include installation charges and unofficial long distance calls. When a personally-owned cellular phone is used in lieu of an installed phone, the monthly cell-phone fee may not be claimed. See par. C1405 for official communications.*);
9. The costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters, if ordinarily included in the price of a hotel/motel room in the area concerned; and
10. Exchange fee (but not the annual maintenance fee) paid by a traveler to acquire use of timeshare lodgings at the TDY point (B-254626, 17 February 1994).

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

Effective 6 February 2006

E. Allowable Expenses when a Residence Is Purchased and Used for TDY Lodgings. An employee may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

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

prorated based on the number of days in the month rather than by the actual number of days the employee occupied the residence (57 Comp. Gen. 147 (1977)). ***In no case may the total per diem payable exceed the applicable maximum locality rate for the area unless an AEA (see Chapter 4, Part M) is authorized/approved. Par. C4555-G does not apply when the residence is purchased.***

NOTE: An employee who purchases or rents (par. C4555-D) and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. See GSBCA 16699-TRAV, 17 August 2005 (This decision is available at: http://141.116.74.201/regs/comp-gen-dec/GSBCA_16699.htm).

F. Dual Lodging Reimbursement on a Single Day. When it is necessary for a traveler to retain lodgings at one TDY location (ex. Location A) for other than personal convenience and procure lodgings at a second TDY location (ex., Location B) on the same calendar day, the lodgings cost incurred at the second TDY location (Location B) is used for computing the traveler's per diem for TDY at that location (Location B) for that day. The lodging cost incurred at the first location (Location A) is reimbursable as a miscellaneous expense allowance (App G, Part I, Item 21k) if approved by the AO (60 Comp. Gen. 630 (1981)). ***NOTE: Reimbursement for the actual lodging cost at the first TDY location (Location A) cannot exceed the amount of per diem or AEA plus appropriate lodging taxes that would have been paid had the traveler remained there (Location A) overnight. A travel authorization that authorizes long-term reimbursement for dual lodging is not permitted.*** (Ex., A travel authorization is prepared to authorize TDY at Location C for 150 days. The AO knows the traveler is to spend limited time at Location C and is to, in fact, be going to one or more other locations for lengthy periods during the TDY period. Using this authority to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C is not authorized.)

Example 1
A traveler who leased an apartment while on a long-term TDY assignment in Location A was required to perform additional TDY in Location B for 5 days. The AO agreed that it would be more economical for the traveler to retain the apartment in Location A while on TDY in Location B and authorized/approved reimbursement for the \$45 daily apartment cost as a miscellaneous expense allowance (App G, Part I, Item 21k). The lodging cost incurred in Location B (\$95 per day) was used for computing the traveler's per diem while TDY in that city.
<u>Applicable per diem rates as used in this example:</u>
Location A \$46 (M&IE) and \$130 (Maximum lodging)
Location B \$46 (M&IE) and \$119 (Maximum lodging)
Location A apartment reimbursement for 5 days: \$225 (\$45 x 5)
<u>TDY assignment per diem in Location B:</u>
First day (departure day from Location A and arrival day in Location B): \$46 (M&IE) plus \$95 (lodging cost) = \$141 plus lodging tax (see NOTE)
Second thru fifth day: \$46 (M&IE) plus \$95 (lodging cost) = \$141 x 4 = \$564 plus lodging tax (see NOTE)
Return day to Location A: \$46 (M&IE) plus \$45 (lodging cost) = \$91

Example 2
A traveler occupied Government quarters while on a training assignment at a military installation in Location C. The traveler was required to perform additional TDY for 3 days in Location D. If the traveler vacated the Government quarters (daily cost \$25) while on the 3-day TDY assignment the quarters might not be available upon return. The AO agreed that it would be more economical for the traveler to retain the Government quarters while on TDY in Location D and approved reimbursement for those quarters as a miscellaneous expense allowance (App G, Part I, Item 21k). The lodging costs (\$110) incurred in Location D was used for determining the traveler's per diem while on TDY in that city.
<u>Applicable per diem rates as used in this example:</u>
Location C \$38 (M&IE) and \$109 (Maximum lodging)
Location D \$46 (M&IE) and \$130 (Maximum lodging)
Government quarters reimbursement for 3 days: \$75 (\$25 x 3).
<u>TDY assignment per diem in Location D:</u>
First day (departure day from Location C and arrival day in Location D): \$46 (M&IE) plus \$110 (lodging cost) = \$156 plus lodging tax (see note)
Second and third day: \$46 (M&IE) plus \$110 (lodging cost) = \$156 x 2 = \$312 plus lodging tax (see NOTE)
Return day to Location C: \$38 (M&IE) plus \$25 (lodging cost) = \$63
NOTE: Lodging taxes are not reimbursable in addition to per diem when TDY is in a foreign area.

Effective 1 October 2005

G. **Lodging Obtained on a Weekly, Monthly, or Longer Term Basis.** When a traveler obtains lodging on a weekly, monthly, or longer term basis, the daily lodging cost is computed by dividing the total periodic (e.g., weekly, monthly) lodging cost by the number of days the traveler is authorized the lodging portion of per diem (62 Comp. Gen. 63 (1982)). This computation presumes that the traveler acts prudently in renting by the week or month, and that the Government cost does not exceed the cost of renting conventional lodgings at a daily rate. **NOTE:** *This does not apply when a residence is purchased. See par. C4555-E.*

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

H. Reimbursement of Nonrefundable Room Deposit and Prepaid Rent. See App G, Part I, Item 21k for reimbursement of lodging costs when TDY is curtailed, canceled or interrupted for official purposes.

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

J. Lodging Taxes. Unless exempted by the State or local jurisdiction, an employee, paying for lodging with the Government reimbursing the employee, is required to pay applicable lodging taxes while traveling on Government business. Exemptions from taxes for Federal travelers and the forms required to claim them vary from location to location. The GSA Travel Homepage (<http://policyworks.gov/travel>) lists jurisdictions where lodging tax-exemption may be offered.

C4556 LODGING AND MEALS PROVIDED WITHOUT COST

On days that all meals and lodgings are provided without cost to a traveler incident to a TDY or training assignment, the per diem allowance is:

1. \$3 incident to an assignment in CONUS; and
2. \$3.50 incident to an OCONUS assignment when the lodgings are on a post, camp, station, base, or depot owned or operated by the U.S., unless the AO determines that the \$3.50 is not adequate and authorizes/approves the incidental expense rate in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> (in this case, payment of the locality incidental expense rate must be stated in the travel authorization); or
3. The incidental amount prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the locality concerned instead of \$3.50 when, incident to an OCONUS assignment, the lodgings are not on a post, camp, station, base, or depot owned or operated by the U.S. The AO can determine \$3.50 to be adequate for anticipated expenses when the traveler is not lodged on a U.S. installation. The OCONUS incidental expense of \$3.50 may be authorized and must be stated in the travel authorization.

However, the applicable amount, plus the cost of meals and lodgings furnished without cost to the traveler may not exceed the applicable maximum per diem rate prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>. See par. C4554-D for per diem when TDY is performed in support of field training exercises with military units.

C4557 GOVERNMENT QUARTERS AVAILABLE AT AN OCONUS LOCATION

When Government quarters are available to the traveler on a post, camp, station, base, or depot owned or operated by the U.S., the incidental portion of per diem for OCONUS areas is \$3.50 instead of the amount prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> or the locality concerned. The AO can determine that the \$3.50 is not adequate and authorize/approve the incidental expense rate in

<https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>. In this case, payment of the <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> incidental expense rate must be stated in the travel authorization. When the traveler pays a Government quarters use charge, the per diem payable is increased in an amount equivalent to the charge for quarters. **The resultant amount is not to be rounded off to the next higher dollar.** In no case can the total per diem payable exceed the applicable OCONUS per diem locality rate for the area.

C4558 PER DIEM FOR TRAVEL BY SHIP

A. General. For ship travel, the per diem allowance for the arrival day on board (embarkation day) and departure day from the ship (debarkation day) is computed under the 'Lodging-Plus' method in par. C4553.

B. Government Ship

Effective 1 October 2003

1. General. A traveler is paid an incidental expense allowance of \$3/day while aboard a Government ship when furnished quarters without charge and meals with or without charge. The traveler is paid \$5/day (\$3 incidental expense plus \$2 for quarters) when required to pay for quarters onboard the ship. **Neither rate is subject to further reduction.** When a traveler is required to pay for meals, the \$3 or \$5 rate is increased by the current (standard) Government meal rate (See Appendix A). In the event a traveler maintains commercial quarters ashore for use following the completion of short trip(s) at sea, the per diem rate prescribed in par. C4558-B is increased by the actual daily quarters cost, not to exceed the locality per diem lodging ceiling for the TDY location ashore. **Reimbursement for the total cost of quarters on the ship and ashore may not exceed the maximum lodging amount prescribed in the per diem rates at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the TDY locality concerned.** When a traveler procures meals ashore at personal expense, reimbursement is authorized as prescribed in pars. C4554-A1a and C4554-A1b, as applicable. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the per diem rates at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the TDY locality concerned.

2. Naval Ship Research and Development Center Underwater Explosion Barge. The per diem rates provided in par. C4558-B1 (General) are prescribed for TDY performed aboard a Naval Civil Engineering Laboratory warping tug or the Underwater Explosion Barge (UEB). **The per diem rates are not subject to any further reductions.**

3. Two or More Meals Furnished with Charge Aboard Corps of Engineers Floating Plant. For days on which an employee is charged for two or more furnished meals in a mess facility aboard a Corps of Engineers floating plant incident to TDY, the per diem rate for that day is the actual cost of lodging up to the Standard CONUS lodging rate (see the per diem rates at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> or par. C4550-F3 for the current Standard CONUS per diem rate) plus \$20 for meals and incidental expenses. The resultant amount is not rounded off. This per diem rate is not subject to the rates in par. C4554-A1 (based on Government mess use). For days when less than two meals are furnished in a mess facility aboard a floating plant, the M&IE rate payable is the Standard CONUS per diem rate (see per diem rates at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> or par. C4550-F3 for the current Standard CONUS per diem rate). When meals are furnished without charge, the provisions of par. C4554-B (deductible meals) apply.

C. Commercial Ship

1. General. Except as noted in par. C4558-D below, for travel aboard a commercial ship, a per diem rate equal to the anticipated expenses should be set. The AO should state in the travel authorization the circumstances warranting the rate.

2. Alaska Marine Highway System. For travel by ferry on the Alaska Marine Highway System, the per diem rate is the Standard CONUS M&IE rate. See par. C4550-F3 or the per diem rates at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the Standard CONUS per diem rate.

3. Inland or Coastal Waters. Per diem rates for TDY travel aboard a commercial ship on CONUS inland or coastal waters are:

- a. \$3 when the cost of passage includes meals, or

Effective 1 October 2005

- b. \$39 when the cost of passage does not include meals.

D. Car Ferries. When an employee on TDY travels partly by POC and partly by car ferry (circuitously or otherwise), the employee is authorized the following:

1. Mileage (see par. C2505)

- a. TDY mileage is authorized for the official distance from the PDS to the car ferry POE and from the car ferry POD to the TDY location;

- b. If more than one car ferry is used, TDY mileage is payable for overland travel between ferries;

2. Transportation. The employee is authorized:

- a. Government-procured ferry transportation; or

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

3. Per Diem

- a. Lodging. Reimbursement for lodging (unless included in the transportation cost) is authorized with no cost ceiling limitation.

- b. Meals and Incidental Expenses (M&IE). M&IE is based and computed for the employee using the standard CONUS M&IE rate for the arrival day (embarkation) on the ferry through the departure day (debarkation) from the ferry; and

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

NOTE: See par. C2204-B3 for required documentation if a U.S. registered ferry is not available.

C4559 USE OF A RECREATIONAL VEHICLE FOR LODGING

The term "recreational vehicle" includes mobile homes, campers, camping trailers, or self-propelled mobile recreational vehicles.

A. Privately Owned

1. Lodging Costs. See par. C4555-D for allowable lodging expenses. Depreciation is not an allowable lodging expense.

2. Meals and Incidental Expenses. The AO must: (a) determine an appropriate amount for M&IE based on whether or not the recreational vehicle used by an employee has meal preparation facilities, and (b) request a reduced per diem IAW par. C4550-C if the expected actual costs can be determined in advance of the travel.

B. Rented Recreational Vehicle. When the use of a rented recreational vehicle is authorized/approved as advantageous to the Government, the rental fee and the allowable expenses in par. C4555-D are lodging costs. Advantageous use might occur when an employee is on an extended TDY assignment in a remote area or where conventional lodging facilities are limited or not available. If the use of a rented recreational vehicle is not authorized/approved as advantageous, only expenses listed in pars. C4555-D2, C4555-D3, C4555-D4, C4555-D5, C4555-D6, C4555-D7, C4555-D8, and C4555-D9, are lodging costs.

Effective 18 January 2005

C4560 PER DIEM FOR LONG-TERM TDY ASSIGNMENTS

Per diem allowances for long-term TDY assignments of more than 180 consecutive calendar days at one location are as indicated in par. C4561-A. The per diem rates in par. C4561-A apply for the entire period, except that per diem allowances for the arrival day at and departure day from the TDY location are determined under the 'Lodgings-Plus' method in par. C4553. Per diem rates determined IAW instructions in pars. C4561-A and C4561-D1d are payable in fixed amounts. See par. C4430 for time limitation and authorization for long-term TDY assignments.

C4561 PER DIEM FOR LONG-TERM TDY ASSIGNMENTS

NOTE: See Chapter 4, Part K, for per diem for training assignments.

A. Long-term TDY Assignments. Per diem allowances for TDY assignments of more than 180 consecutive calendar days at one location are:

1. 55 percent of the applicable maximum daily TDY locality per diem rate in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> rounded to the next higher dollar (paid in a fixed amount plus actual lodging taxes as indicated in **NOTE 1** below (lodging receipts or a lease for the rental of an apartment are not required to confirm lodging costs except when necessary to confirm amount paid for lodging taxes); except that if:
2. Government quarters are used, the daily per diem computation is done using the 'Lodgings-Plus' method in par. C4553 (lodging receipts are required);
3. Government quarters are used and a Government mess is used, the daily per diem computation is done using the 'Lodgings-plus' method in par. C4553 (lodging receipts are required) and the provisions in par. C4554-A; and
4. Meals and lodgings are furnished without cost to an employee, per diem payable is \$3 within CONUS, or \$3.50 OCONUS when lodgings used are on a U.S. installation (see definition in Appendix A) or the applicable incidental expense allowance in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> if lodgings are not on an installation. See the **NOTE** following par. C4554-A1b for an OCONUS incidental expense rate discussion.

NOTE 1: Taxes on lodging in CONUS and non-foreign OCONUS areas (see Appendix A definitions) are limited to taxes on the maximum amount prescribed for lodging in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the TDY location and are reimbursable in addition to the 55% per diem. Taxes on lodging in foreign OCONUS areas are part of per diem and are not separately reimbursable.

NOTE 2: If an employee is transferred by PCS travel authorization to the long-term TDY location, per diem being paid ICW the long-term TDY assignment stops on the date the employee is notified of the transfer. See par. C4113)

B. Exceptions to the Prescribed Long-term TDY Per Diem Allowances. When the 55 percent rate prescribed in par. C4561-A1 is not appropriate for a particular TDY assignment, a DOD component may request an exception to the 55 percent rate IAW pars. C4561-B1 and C4561-B2, below. Requests for change to the 55 percent rate must be forwarded for decision to the appropriate office listed in par. C4550. Requests must be supported by documentation of the circumstances (for example, availability (or non-availability) of adequate lower-cost lodgings) justifying the need for the proposed change (up or down) to the 55 percent rate.

1. TDY Per Diem Allowance below the 55 Percent Rate. If an AO determines that the 55 percent rate is excessive because of lower lodging and/or meal costs, the DOD component involved may request a lower fixed per diem rate under par. C4550.

2. TDY Per Diem Allowance in Excess of the 55 Percent Rate. If an AO determines that a 55 percent rate is inadequate, the DOD component involved may request a higher fixed per diem rate that does not exceed the applicable maximum per diem rate prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the TDY locality.

3. Reimbursement for the Cost of Retained Lodging when an Employee on a Long-term TDY Takes Leave. It may be necessary and/or cost effective for an employee on long-term TDY to retain lodgings while on leave. The AO may authorize/approve reimbursement for the cost of the retained lodgings (supported by a lease or lodging receipt) during the leave period, *if requested by the employee*. The amount cannot exceed the per diem or AEA plus appropriate taxes that would have been paid had the employee not taken leave.

Effective 1 October 2004

Example 1

- a. An employee on a long-term TDY assignment is paid per diem at the rate of \$50.05 (55% of \$91, the per diem applicable to the TDY location, rounded to the next higher dollar. The \$91 rate includes \$31 for M&IE and \$60 for lodging).
- b. The \$50.05 per diem paid the employee consists of \$17.05 (55 % of \$31, the applicable M&IE rate) for meals and incidental expenses and \$33.00 (\$50.05 minus \$17.05) for lodging.
- c. In June the employee is scheduled to be on leave for 10 days and is authorized per diem for 20 days only (30 days in June less 10 days leave). The employee is paying \$800 per month for lodgings (an apartment, including utilities).
- d. The total amount allowed for lodging costs in the adjusted per diem rate is limited to the amount the employee would have received if no leave were taken. The limitation is \$990.00 (30 days x \$33.00), which is the amount provided within the initial 55 percent per diem rate for lodging. Since the actual cost of lodging, \$800, is less than the amount the employee would have received at the 55 percent rate, \$800 is used.
- e. The daily lodging cost for each day is \$40, determined by prorating the \$800 lodging cost for the month of June over the 20 days during which the employee is authorized per diem.
- f. The adjusted per diem is \$57.05 (\$17.05 for M&IE and \$40 for lodging). The \$57.05 does not exceed the locality per diem rate of \$91.

Example 2

Lodging-Plus Per Diem Computation		
Mon	3/5	Depart PDS
Mon	3/5	Arrive TDY
Fri	3/9	Depart TDY
Fri	3/9	Arrive PDS
Sun	3/11	Depart PDS
Sun	3/11	Arrive TDY
Fri	3/16	Depart TDY
Fri	3/16	Arrive PDS

1. An employee's daily TDY lodging cost was \$45, which, when added to the applicable meal and incidental expense rate of \$31 equals \$76 which does not exceed the TDY location \$90 maximum per diem rate.
2. **Constructed Cost:** Applying the \$76 per diem, which would have been allowable had the employee remained at the TDY location, the employee would be authorized a total per diem of \$228 for Friday, Saturday and Sunday (\$76/day x 3 days = \$228).
3. **Actual Cost:**

Per diem for day of return to the PDS on Friday 75% of \$31 =	\$ 23.25
Cost of round-trip transportation =	\$140.00
Per diem for day of travel to TDY location (75% of \$31) + \$45 =	<u>\$ 68.25</u>
Total	\$231.50

4. Since the actual cost of per diem and the transportation (\$231.50) for travel to the PDS and return exceeds the constructed cost of per diem (\$228) the employee would have been authorized if the employee remained at the TDY location, the employee is reimbursed \$228.
5. Using the same example, in a situation in which an official traveler accompanies another official traveler who is driving a POC, and assuming the same conditions apply, the official traveler driving the POC may be paid the round-trip mileage and per diem in the amount of \$231.50. This payment is based on the additional per diem that ordinarily could have been claimed by the accompanying official traveler if the official traveler remained at the TDY location. **NOTE: TDY mileage is not paid to the passenger. See par. C2198-B5.**
6. If each employee's per diem is taken into account, the maximum per diem payable would be \$456 (\$76 x 3 days = \$228 x 2 employees).
7. If the round-trip transportation cost for the two employees is \$140, the complete travel cost (i.e., per diem and round-trip mileage for the driver employee and per diem for the passenger employee equal to \$323) (\$23.25 per diem for Friday + \$68.25 per diem for Sunday = \$91.50 x 2 people = \$183 per diem + \$140 transportation = \$323) is payable. The driver receives \$231.50 and the passenger receives \$91.50. There also is a \$133 savings to the Government (\$456 - \$133).

Effective 1 February 2007

***EXAMPLE 3 (TDY Per Diem AND POC TDY Mileage Computation)**

An employee is assigned to a TDY location. The travel authorization does not require the employee's daily return to headquarters. The employee elects to travel by POC (personal convenience) from the residence and return to the TDY location each workday, incurring no lodging costs at the TDY location. Time spent on the daily TDY is greater than 12 hours but less than 24 hours.

The maximum TDY per diem rate is \$101 (\$62/\$39) which is reimbursed for the round-trip between the TDY and PDS locations. The employee's lodging cost is \$60 per day if the employee remained at the TDY location.

The employee is due \$389.25(constructed cost) which is less than the actual cost.

ITINERARY

Day	Date	Depart PDS	Return PDS	POC Mileage
Mon	10/15	0600	1830	75 miles
Tue	10/16	0600	1830	75 miles
Wed	10/17	0600	1830	75 miles
Thu	10/18	0600	1830	75 miles

REIMBURSEMENT

PER DIEM AND TDY MILEAGE FOR ACTUAL TRAVEL PERFORMED

Mon	10/15	75% of \$39 (par. C4553-D)	\$29.25
Tue	10/16	75% of \$39	\$29.25
Wed	10/17	75% of \$39	\$29.25
Thurs	10/18	75% of \$39	\$29.25
Four round trips of 150 miles each = 600 miles @ \$0.485 per mile			\$291.00
Per Diem & POC TDY Mileage for Actual Travel Total			\$408.00

CONSTRUCTED COST TO THE GOVERNMENT

10/15	75% of \$39 = \$29.25 plus \$60	\$89.25
10/16 to 10/17	\$39 plus \$60 = \$99/day times 2 days	\$198.00
10/18	75% of \$39	\$29.25
One round trip of 150 miles @ \$0.485 per mile		\$72.75
Per Diem & POC TDY Mileage for Constructed Cost Total		\$389.25

REPAYMENT ACKNOWLEDGEMENT

“I, _____ certify that I have read and understand the EVT
(Name)

regulations in JTR, Chapter 6, Part O, and that all expenditures made by my Command in connection with my EVT
(or

EVT for my eligible spouse (Name) _____ are subject to collection as an
overpayment in the event that approval of such travel is determined to be unwarranted under the provisions of JTR,
Chapter 6, Part O. If I do not repay these funds immediately upon demand, I understand that the Government may
pursue collection of these funds through deductions from salary, allowances, lump sum payments, or any other
remedy.”

(Signature) (Date) (Typed Name)

After execution of the Repayment Acknowledgement, the A/O may authorize transportation.

3. After Return to the PDS. In each case in which EVT is taken in advance of authorization, the employee must submit a statement to the AO not more than 30 calendar days after completion of travel, describing the circumstances for which travel was performed. The statement must include the name, address, and relationship of the ailing immediate family member and a report from the attending physician or hospital describing the nature of the illness at the time of travel. The AO determines whether or not the family member’s medical status at the commencement of EVT met the requirements of par. C6675-E7. If the AO determines that the family member’s status did not satisfy the requirements, all EVT expenses become the employee’s financial responsibility.

C6677 EVT IN THE EVENT OF AN IMMEDIATE FAMILY MEMBER’S DEATH

A. Limited to One Trip. Only one round trip may be taken by either the employee or the employee’s spouse in case of death of any immediate family member.

B. Beginning Travel. Travel must commence as soon as practical upon notice that the immediate family member has died.

*C. Death of Employee or Eligible Family Member. In the case of death of an employee or eligible family member stationed in a foreign area (*whether death occurs at the PDS or elsewhere in a foreign area*), one round trip to the place of interment is allowable for eligible family members resident at the PDS. See par. C6675-A2.

*D. Statement of Travel. The employee must provide a statement to the AO within 30 calendar days after travel completion with the name and relationship (to the employee or employee's spouse) of the deceased.

C6678 INCAPACITATED PARENT

A. Travel Purpose. Travel must be to arrange medical care or home care services or to evaluate a facility placement for a parent who has become incapacitated and may not be able to continue living independently. Examples of circumstances in which this EVT may be approved include:

1. Eyesight of a mother/father/stepparent (or one who has acted in this capacity) has deteriorated so the person may no longer be able to continue living independently;
2. A mother/father/stepparent (or one who has acted in this capacity) must leave an assisted living facility because the person requires medical or other care that is not available at that facility;
3. A mother/father/stepparent (or one who has acted in this capacity) is showing increasing signs of dementia and may require placement in a skilled nursing facility.
4. Similar circumstances.

CHAPTER 15

PART C: HOME MARKETING INCENTIVE PAYMENTS

C15100 GENERAL

A. Purpose. The purpose of a home marketing incentive payment is to reduce the Government's relocation costs by encouraging transferred employees who participate in the home sale program to independently and aggressively market, and find a bona fide buyer for, their residences. This significantly reduces the fees/expenses a DOD component must pay to relocation services companies and effectively lowers the cost of relocation programs.

B. Definitions

1. Home Sale Program. A program under which a relocation services company, under contract with DOD, purchases a transferred employee's residence at fair market (appraised) value, then independently markets, and sells the residence.

2. Home Marketing Incentive Payment. Payment made to a transferred employee to encourage the employee to independently and aggressively market the employee's residence and find a bona fide buyer.

C. Tax Consequences. A home marketing incentive payment is income. A DOD component must withhold and the employee may be liable for income taxes. No authority exists to pay a WTA or a RIT allowance to offset the Federal, state and local income taxes on the incentive payment.

C15101 ELIGIBILITY

Effective 4 December 1997 a DOD component may offer a home marketing incentive to an employee who:

1. Is authorized to transfer; and
2. Otherwise meets requirements for residence sale at Government expense.

C15102 PAYMENT CONDITIONS

A. Employee Qualification. To qualify for a home marketing incentive payment, an employee must:

1. Enter the residence in the DOD component's home sale program,
2. Independently and aggressively market the residence,
3. Find a bona fide buyer for the residence as a result of independent marketing efforts,
4. Transfer the residence to the relocation services company through which the buyer completes the sale, and
5. Meet any additional conditions established by the DOD component.

B. DOD. The DOD Component must pay a reduced fee/expenses to the relocation services company as a result of the employee's independent marketing efforts.

C. Authorization (FTR §302-14.101(c)). The following offices have been delegated the authority to authorize payment of a home marketing incentive payment:

Effective 27 February 2007

*1. Army: the Army Commands, Army Service Component Commands, and Direct Reporting Units. This authority may be re-delegated to the local commander. *No further delegation is authorized.*

2. Navy: Major Claimant.

3. Marine Corps: The head of Marine Corps activities/commands.
4. Air Force: HQ USAF/DPPCE
1460 Air Force Pentagon, Room 4C236
Washington, DC 20330-1040
Only employees traveling under Civilian Career funding may be authorized.
5. DOD Components: Each DOD agency must determine whether a Home Marketing Incentive payment is authorized and make certain agency employees know who to contact for information.

C15103 MAXIMUM AMOUNT PAYABLE

The DOD component determines the amount of a home marketing incentive payment (see **NOTE**); however, the payment may not exceed the lesser of:

1. One to five percent of the price the relocation service company paid when it purchased the residence from the employee;

Example. The relocation services company gives the employee a buyout offer of \$150,000 for the residence. The DOD component decides how much of an incentive they wish to pay (1% to 5%). If a 1% incentive is paid, the incentive computed under this item for comparison to the other two items is \$1,500 ($\$150,000 \times 1\% = \$1,500$). A 3% incentive is \$4,500 ($\$150,000 \times 3\% = \$4,500$) and a 5% incentive is \$7,500 ($\$150,000 \times 5\% = \$7,500$).

2. \$10,000; or

3. One half of the savings realized from the reduced fee/expenses paid as a result of the employee finding a bona fide buyer and the sale is closed.

NOTE: *If no savings are realized, a home marketing incentive may not be paid.*

The percentages shown are for illustrative purposes only.

Example. The relocation company gives the employee an “amended value” or “amend-from-zero” offer or closes an “assigned sale” offer that matches the outside buyer offer of \$150,000. The service cost to the DOD component for the relocation company to provide the regular “guaranteed home sale” service is 20.84% of the appraised value of the home. An “amended value”, “amend-from-zero”, or “assigned sale” offer home sale service cost is 12.43% of the amount of the outside buy offer.

The Service is willing to pay a 4% incentive (under par. C15103, item 1 above). A regular “guaranteed” appraised value offer is $\$150,000 \times 20.84\% = \$31,260$ service fee to the relocation company for providing the home sale service. The “amended” or “amend-from-zero” or “assigned sale” offer is $\$150,000 \times 12.43\% = \$18,645$ service fee to the relocation company. In this example:

The 4% incentive is \$6,000 ($\$150,000 \times 4\% = \$6,000$)

The flat limitation of \$10,000, and

One half of the savings realized is \$6,307.50. (There is a service fee savings to the DOD component of \$12,615 ($\$31,260 - \$18,645 = \$12,615$). One half of \$12,615 = \$6,307.50.)

Based on the comparison of \$6,000 (item 1), \$10,000 (item 2), and \$6,307.50 (item 3), the employee would receive \$6,000.

APPENDIX E

*PART II: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION

The sample format below may be used as a guide (for all DOD Services) to prepare an ITA. *Use of the sample format is not mandatory.*

INVITATIONAL TRAVEL AUTHORIZATION

Name _____ TRAVEL AUTHORIZATION NUMBER _____

Address _____

DATE APPROVED _____

You are invited to depart from _____

in sufficient time to arrive at _____ by _____ (Date)

for the purpose of _____

for approximately _____ days. Upon completion, you shall return to the point of origin.

You are authorized to travel by: Rail Commercial Air Military Aircraft Bus
See below for travel by Privately-Owned Conveyance

- The authorizing/order-issuing agent has arranged Transportation.
 - Transportation tickets are included with this authorization.
 - Transportation tickets shall be provided at a later date

NOTE: PLEASE GUARD TRANSPORTATION TICKETS CAREFULLY. However, if a transportation ticket in your possession is lost or stolen, you must make an immediate report to the command sponsoring the travel. You are required to pay for a replacement ticket and will be reimbursed for the second ticket, not to exceed the cost of the first ticket, ONLY AFTER the Government is refunded for the lost/stolen tickets. You must return unused transportation tickets with the travel claims.

- To arrange transportation call: (____) _____
- You may arrange your transportation. The following rules apply:

You must arrange your transportation with a (Contracted) Commercial Travel Office (CTO) when the contract with the CTO permits the CTO to arrange transportation for a traveler who is not a Government employee. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the Government if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the Government, reimbursement is limited to the Government's cost on a constructed basis, for transportation that would have been arranged by a CTO if available. If the contract between the Government and the CTO does

not permit the CTO to arrange transportation for a traveler who is not a Government employees, reimbursement for transportation may not exceed the least expensive coach/economy class air accommodations unless otherwise permitted in Joint Travel Regulations, Volume 2 (JTR), par. C2204-A.

It is DOD policy that in using regularly scheduled air transportation:

- (a) Accommodations selected must be the least costly unrestricted service that permits satisfactory accomplishment of the traveler’s mission, and
- (b) U.S. carriers must be used for all commercial foreign air transportation if service provided by those carriers is available; *otherwise reimbursement for the cost of transportation is not allowed.*

Effective 1 February 2007

You are authorized to travel by privately owned conveyance (POC) as advantageous to the Government. Reimbursement is at the rate of \$0.485 cents per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred including per diem while in travel status under this travel authorization.

You are authorized to travel by privately owned conveyance (POC) on a constructed basis. You would ordinarily be authorized to travel by common carrier. Reimbursement is limited to the transportation cost by the usual common carrier mode, including per diem.

Receipts: Ticket stubs/itinerary copies are required to substantiate your transportation cost. Receipts are required for all items of expense in an amount of \$75 or more plus any applicable tax.

You are paid a per diem allowance to cover your expenses for lodging, meals, and incidental expenses. Room taxes at locations in the 50 states, District of Columbia, U.S. territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are reimbursed separately. Room taxes in foreign areas are included in the total lodging cost and are not reimbursed separately. While traveling in connection with this Invitational Travel Authorization, you are authorized a per diem equal to the daily amount you pay for lodging, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable maximum amount prescribed on the Per Diem Committee homepage: <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the locality concerned. If your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, only the maximum per diem rate is payable. See JTR, Chapter 4, Part L, for applicable rules.

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

You are to be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

You are to be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning (*see NOTE below*); local transportation (including usual tips) between places of lodging, duty, and places at which meals are taken; and other necessary expenses. You are to be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned as indicated below. See JTR, Chapter 4, Part M, for applicable rules.

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

NOTE: The cost you incur during travel (not before leaving or after returning) for laundry/dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within the contiguous 48 states and the District of Columbia and requires at least 4 consecutive nights lodging while on Government-funded travel. There no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is in any other place. Those laundry/dry-cleaning and pressing costs (in the other places) are part of the per diem/AEA allowance when travel is outside the 48 contiguous states and the District of Columbia.

The JTR is available at <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>. Address any inquiries regarding this travel to: _____

The travel authorized in this travel authorization is in the public interest, and is chargeable to: _____

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APPENDIX L

ACTUAL EXPENSE ALLOWANCE (AEA) SUBMISSION CHANNELS

<u>Par.</u>	<u>Contents</u>
A.	General
B.	AEA Requests Not Exceeding 150%
C.	AEA Requests above 150% but Not Exceeding 300%
D.	Officials Who May Authorize/Approve AEAs for Their Own Travel and Travel of Accompanying Uniformed Members/Travelers
E.	Travel with Certain Dignitaries

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APPENDIX L

ACTUAL EXPENSE ALLOWANCE (AEA)
SUBMISSION CHANNELS

A. General. Except under the circumstances in par. C, submit AEA requests to the appropriate office listed below, the Secretary concerned for specific classified OCONUS missions (*this authority must not be re-delegated*), or as designated by the Service concerned. The AO, or the official who requires the TDY assignment, determines if an AEA is warranted. *Requests should arrive at least 10 days before travel begins.* Authority to authorize/approve AEAs is delegated below.

NOTE: Do not send AEA requests up to 300% directly to the PDTATAC.

*B. AEA Requests Not Exceeding 150%. Authority to authorize/approve AEA requests not exceeding 150% (see JFTR, par. U4235 or JTR, pars. C4614-A and C4614-B) is delegated as indicated below.

1. Office of the Secretary of Defense: For Washington Headquarters Services, and DOD Field Activities and Defense Agencies not specifically listed: AO:

a. American Forces Information Service
Attn: RM Administration
601 North Fairfax Street
Alexandria, VA 22314-2007

Effective 1 June 2005

b. Missile Defense Agency
Attn: Director Management Operations
7100 Defense Pentagon
Washington, DC 20301-7100

c. Defense Advanced Research Projects Agency
Office of Administration and Small Business
3701 North Fairfax Drive
Arlington, VA 22203-1714

d. Defense Commissary Agency
Attn: SAA
38th Street and E Avenue
Fort Lee, VA 23801-6300

e. Defense Contract Management Agency
Attn: DCMA-FB
8725 John J. Kingman Road
Fort Belvoir, VA 22060-6221

f. Defense Finance and Accounting Service (DFAS): Principal Deputy/Deputy Directors, Assistant Deputy Directors, and General Counsel at Headquarters; Directors/ Principal Deputy Directors at DFAS Centers and Operating Locations, and Directors/ Assistant Directors at Financial Systems organization/Activities for assigned personnel and other DFAS personnel under their command and control. *This authority must not be re-delegated.*

Effective 25 October 2004

g. Defense Information Systems Agency
Attn: MPS 4
PO Box 4502
Arlington, VA 22204-4502

h. Defense Intelligence Agency
Deputy Comptroller for Financial policy and Accounting (OC-4)
Washington, DC 20340-3035

i. Defense Legal Services Agency
Attn: Attorney Manager
1600 Defense Pentagon
Washington, DC 20301-1600

j. Defense Logistics Agency
Office of the Comptroller
8725 John J. Kingman Rd., Suite 533
Ft. Belvoir, VA 22060-6221

k. Defense Prisoner of War/Missing Personnel Office
Attn: Resource Management Directorate
1745 Jefferson Davis Highway, Suite 800
Arlington, VA 22205-2816

l. Defense Security Cooperation Agency
Attn: Deputy Director, Resource Management
1111 Jefferson Davis Highway, Suite 303
Arlington, VA 22205-2400

m. Defense Security Service
Attn: Comptroller
1340 Braddock Place
Alexandria, VA 22314-1651

n. Defense Threat Reduction Agency
Attn: Finance Management Office
45045 Aviation Drive
Dulles, VA 20166-7515

o. Department of Defense Contract Audit Agency
Headquarters, Assistant Director, Resources
8725 John J. Kingman Road, Suite 2135
Fort Belvoir, VA 22060-6219
The Regional Director at the Eastern, Northeastern, Central, Mid-Atlantic, and Western DCAA Region for assigned personnel and other DCAA personnel under command and control of the region.

p. Department of Defense Education Activity
Attn: Comptroller
4040 Fairfax Drive
Arlington, VA 22203-1613

q. Department of Defense Human Resources Activity
Attn: Assistant Director
4040 Fairfax Drive, Suite 200
Arlington, VA 22203-1613

Effective 13 March 2006

r. Department of Defense Office of Inspector General
Attn: Travel Office
400 Army Navy Drive
Arlington, VA 22202-4704

s. National Imagery and Mapping Agency
Attn: Administrative Office
8613 Lee Highway
Fairfax, VA 22031-2137

t. National Security Agency/Central Security Service
Attn: M6
Ft. George G. Meade, MD 20755-6000

u. Office of Economic Adjustments
Attn: Administrative Officer
400 Army Navy Drive, Suite 200
Arlington, VA 22202-2884

v. TRICARE Management Activity
Attn: TMA Budget Officer
5111 Leesburg Pike, Suite 810
Falls Church, VA 22041-3206

*w. Uniformed Services University of the Health Sciences
Attn: Vice President for Finance and Administration
4301 Jones Bridge Road
Bethesda, MD 20814-4799

x. United States Court of Appeals for the Armed Forces
Attn: Clerk of the Court
450 "E" Street, NW
Washington, DC 20442-0002

2. Army***Effective 27 February 2007***

*a. For DA Staff and Field Operating Agencies not specifically listed: AEA authority is delegated to the AO. Personnel assigned to the Army Commands, Army Service Component Commands, and Direct Reporting Units listed below submit requests to the authority indicated for each. ***These Commanders may delegate AEA authority to the lowest practicable level, but not beyond the level of the AO. If not listed the AEA authority has been delegated to the AO.;***

Effective 10 November 2004

b. Headquarters, Army Materiel Command, Attn: G1-F, 9301 Chapek Road, Ft. Belvoir, VA 22060-5527. Message address: CDRAMC FT BELVOIR VA//AMCPE//.

Telephone: DSN (312) 656-8157, Commercial (703) 806-8157;

c. Headquarters, Military Surface Deployment and Distribution Command (SDDC), Attn: SDDCRM-F, Hoffman Building II, Room 11S67, 200 Stovall Street, Alexandria, VA 22332-5000; Message Address: CDRSDDC ALEXANDRIA VA//SDDCRM-F//; Telephone: DSN (312) 328-2350, Commercial (703) 428-2350;

d. Commander, Eighth U.S. Army (USAEIGHTH), Attn: FKCS, APO AP 96205-0010; Message Address: CDRUSAEIGHTH SEOUL KOR//FKCS//; Telephone: DSN (315) 723-5241;

e. Commander, U.S. Army Information Systems Command (USAISC), Attn: ASRM-F-MA, Fort Huachuca, AZ 85613-5000; Message Address: CDRUSAISC FT HUACHUCA AZ//ASRM-F-MA//; Telephone: DSN (312) 879-6446, Commercial (520) 538-6446;

f. Headquarters, U.S. Army South (USARSO), Financial Services Division, Attn: SORM, PO Box 34000, Fort Buchanan, PR 00934;

g. Commander, Military District of Washington (MDW), Attn: ANRM-Z, 103 Third Avenue, Fort McNair, Washington, DC 20319-5058; Message Address: CDRMDW WASHINGTON DC//ANRM-Z-//; Telephone: DSN (312) 335-2048, Commercial (202) 475-2048;

h. Commander, U.S. Army Training and Doctrine Command (TRADOC), Attn: ATRM-AT, Fort Monroe, VA 23651-5000; Message Address: CDRTRADOC FT MONROE VA//ATRM//, Telephone: DSN (312) 680-4221; Commercial (757) 788-4221; ***NOTE: Delegated to Installation and Major Subordinate Commanders with further delegation authorized.***

i. Commander, U.S. Army Criminal Investigation Command (USACIDC), Attn: CISP-RM, 6010 6th Street, Fort Belvoir, VA 22060-5506; Message Address: CDRUSACIDC WASHINGTON DC//CISP-RM//; Telephone: DSN (312) 656-0194, Commercial (703) 806-0194, e-mail address: CISP-RMP@belvoir.army.mil;

j. Commander, U.S. Army Medical Command (MEDCOM), Attn: MCRM-F, 2050 Worth Road, Fort Sam Houston, TX 78234-6000; Message Address: CDRUSAHSC FT SAM HOUSTON TX//MCRM-F//; Telephone: DSN (312) 471-8141, Commercial (515) 221-8141 or 221-7298;

k. Commander, U.S. Army Pacific (USARPAC), Attn: APRM-BAA, Fort Shafter, HI 96858-5100; Message Address: CDRUSAPAC FT SHAFTER HI//APRM-BAA//; Telephone: DSN (314) 438-2710 or 438-2918;

l. Commander, U.S. Army Special Operations Command (USASOC), Attn: AOFI-RM, Fort Bragg, NC 28307-5200; Message Address: CDRUSASOC FT BRAGG NC//AOFI-RM//; Telephone: DSN (312) 239-2022, Commercial (910) 432-2022;

m. Department of the Army, Army National Guard, Attn: NGB-ARC, 111 S. George Mason Drive, Arlington, VA 22204-1382; Message Address: CNGB WASHINGTON DC//NGB-ARC//; Telephone: DSN (312) 327-7563, Commercial (703) 607-7563; ***NOTE: Delegated to USPFOs.***;

n. Commander/Deputy to the Commander, U.S. Army Central Identification Laboratory, Hawai'i, 310 Worchester Avenue, Hickam AFB, HI 96853-5530;

Effective 20 May 2004

o. Commander, Forces Command (FORSCOM), ATTN: AFRM-B-O, 1881 Hardy Avenue, Fort McPherson, GA 30330-6000. MSG ADDRESS; CDRFORSCOM FT MCPHERSON GA//AFRM-B-O//; Telephone DSN (312) 367-7422 Commercial (404) 464-7422.

3. Navy

a. Military Personnel: AOs;

b. Civilian Employees: Heads of Activities/commands or their designees.

4. Marine Corps

a. Military Personnel: AOs;

b. Civilian Employees: Heads of Activities/Commands or their designees.

Effective 1 February 2005

5. Air Force

a. Wing Commander or equivalent, ***who may delegate no lower than the Group Commander*** (lodging, meals, and incidentals) and AOs (lodging only);

b. Direct Reporting Unit (DRU) and Field Operating Agency (FOA) FMs or equivalents for their assigned personnel who may delegate no lower than Wing Commander equivalents (lodging, meals, and incidentals) and AOs (lodging only);

c. HQ USAF. AOs;

Effective 26 October 2005

d. Reserve Component:

(1) Individual Mobilization Augmentees (IMA) on RPA funded orders – ARPC/FM, 6760 E. Irvington Place, Denver, CO 80280-3000 who may delegate no lower than AOs (lodging only);

(2) HQ AFRC – two-digit staff Directors i.e., DP, CE, FM, etc., for their assigned personnel;

(3) For Guard/Reserve Units – Wing commander or equivalent, ***who may delegate no lower than the group commander*** (lodging, meals, and incidentals) and AOs (lodging only).

6. Coast Guard (Military Personnel). AO.
7. National Oceanic and Atmospheric Administration Corps. AO.
8. Public Health Service. Director, Office of Commissioned Corps Force Management, Attn: PDTATAC MAP Member, 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.
9. Combatant Commands
 - a. United States Central Command (CENTCOM), Attn: CCCO, 7115 South Boundary Boulevard, MacDill AFB, FL 33621-5101;
 - b. Commander, U.S. Pacific Command (PACOM), Attn: Comptroller, Box 64037, Camp H.M. Smith, HI 96861-4037; Telephone: DSN (315) 477-6681, Commercial (808) 477-6681;
 - c. United States Northern Command (USNORTHCOM), Comptroller, 250 S. Peterson Boulevard, Peterson AFB, CO 80914-3302;
 - d. North American Aerospace Defense Command (NORAD), Joint Secretary (JS), 250 S. Peterson Boulevard, Sta 116, Peterson AFB, CO 80914-3010;
 - e. Commander, Joint Forces Command (JFCOM), Chief of Staff (J02), 1562 Mitscher Avenue, Suite 200, Norfolk, VA 23551-2488; Telephone: DSN (312) 836-5487, Commercial (757) 836-5487;
 - f. Chief of Staff, United States Strategic Command (USSTRATCOM), 901 SAC BLVD STE 2A3, Offutt AFB, NE 68113-6000;
 - g. United States Transportation Command (USTRANSCOM), Attn: TCJ8-B, 508 Scott Drive, Scott AFB, IL 62225-5357;
 - h. United States Southern Command (USSOUTHCOM), Attn: SCCM, 3511 Northwest 91st Avenue, Miami, FL 331721216; and
- Effective 5 June 2006*
 - i. United States European Command (USEUCOM), Attn: Comptroller, APO AE 09131, Patch Barracks.
10. Special Operation Commands
 - a. Commander, Naval Special Warfare Command, Attn: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN (312) 577-0916, Commercial (619) 437-0844;
 - b. Commander, Air Force Special Operations Command, Attn: FM, 100 Bartley Street, Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN (312) 579-2815, Commercial (904) 884-2325;

- c. Commander, Joint Special Operations Command, Attn: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: (312) 236-0141, Commercial (901) 396-0141;
- d. Commander, United States Special Operations Command; Attn: Comptroller (SORR-RC); 7701 Tampa Point Boulevard; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SORR-RC//. Telephone: DSN (312) 299-5469, Commercial (813) 828-5469;
- e. Joint Special Operations University, Attn: RM; 357 Tully Street, Hurlburt Field, FL 32544-5000. Message address: JSOU HURLBURT FLD FL//RM//. Telephone: DSN (312) 579-2649, Commercial (850) 884-2649. Email address: jsou.pres@hurlburt.af.mil;
- f. Commander, Special Operations Command Pacific, Attn: RM, PO Box 64046, Camp H.M. Smith, HI 96961-4046. Message address: COMSOPAC HONOLULU HI//RM//J1//. Telephone: DSN 315-477-2603, Commercial (808) 477-3923;
- g. Commander, Special Operations Command, Joint Forces Command, Attn: RM, 1721 Piersey Street, NAS, Norfolk, VA 23511-5692. Message address: COMSOPCOM NORFOLK VA//RM/J4//. Telephone: DSN (312) 646-5841, Commercial (757) 443-5854. Email address: j41director@socjcom.navy.mil;
- h. Commander, Special Operations Command Europe, Attn: RM, CMR, Box 1000, APO AE 09128-4209. Message address: COMSOCEUR VAIHINGEN GE//RM//. Telephone: DSN 314-430-4488, Commercial 011-49-711-680-4488. Email address: ECSO-J8.PG@EUCOM.MIL;
- Effective 10 August 2004*
- i. Commander, Special Operations Command South, Attn: RM, 29350 Coral Sea Boulevard, Homestead, ARB, FL 33039-. Message address: COMSOCSOUTH HOMESTEAD ARB FL//RM/J4//. Telephone: DSN (312) 791-6303, Commercial (305) 224-6303. Email address: J8@socso.southcom.mil;
- j. Commander, Special Operations Commander Central, Attn: RM, Bldg. 1105, MacDill AFB, FL 33608-5261. Message address: COMSOCCENT MACDILL AFB FL//RM/COMP//. Telephone: DSN (312) 299-6547, Commercial (813) 828-6547. Email address: soccomp@soccent.centcom.mil; and
- k. Commander, Special Operations Command Korea, Attn: RM, Unit 15622, Box 97, APO AP 96205-0328. Message address: COMUSKOREA SEOUL KOREA//RM/COS/FKSO//. Telephone: DSN 315-723-8009, Commercial 011-822-7913, Ext. 8009.

11. Schools

- *a. Uniformed Services University of the Health Sciences, Attn: Vice President for Finance and Administration, 4301 Jones Bridge Road, Bethesda, MD 20814-4799;
- b. Department of Defense, National Defense University, Attn: Director, Resource Management, 100 Fort McNair, Washington, DC 20319-0001; and

c. NATO Defense College: U.S. Senior National Representative, Viale della Civiltà del Lavoro, 38 00144, Rome, Italy.

12. Strategic Defense Initiative Organization, Pentagon, Room 1E1034, Washington, DC 20301-7100.

13. Office of the Supreme Allied Command (USACEUR). Executive/Executive Assistant to the Supreme Allied Commander Europe, Attn: SHG, APO AE 09705.

14. Joint Service Conferences, Symposiums, Seminars, or Professional Meetings. The sponsoring Uniformed Service/Defense Agency may authorize/approve AEAs for all attendees regardless of Service/Defense Agency affiliation.

C. AEA Requests above 150% but Not Exceeding 300%. AEA requests for more than 150% of per diem but not exceeding 300% (see JFTR, par. U4240 or JTR, par. C4616) are submitted to the appropriate office listed below.

1. Army. A General Officer/SES within the Command listed in par. A2 above for subordinate units. For all activities belonging to Commands not specifically listed in A2 above, authority rests with the General Officer/SES for their own travel and the travel of those under their supervision. ***This authority must not be further delegated.***

Effective 1 February 2005

2. Air Force

a. MAJCOM/FMs, FOA and DRU FMs or equivalents who may delegate no lower than AOs (lodging only) provided that official has also been delegated authority under B5a or B5b above;

b. 11th Wing/FM for HQ USAF personnel who may delegate no lower than AOs provided that official has also been delegated authority under B5c above;

Effective 26 October 2005

c. Reserve Component:

(1) Individual Mobilization Augmentees (IMA) on RPA funded tours – ARPC/FM, 6760 E Irvington Place, Denver, CO 80280-3000 who may delegate no lower than AOs (lodging only) provided that official has also been delegated authority under B5d(1);

(2) HQ AFRC and reserve units – HQ AFRC/FM, 155 Richard Ray Blvd, Robins AFB, GA 31098-1635 who may delegate no lower than AOs (lodging only) provided that official has also been delegated authority under B5d(3) above;

(3) Air National Guard Bureau and Guard Units – ANG/FM, 1411 Jefferson Davis Highway, Arlington, VA 22202 who may delegate no lower than AOs (lodging only) provided that official has also been delegated authority under B5d(3) above.

This authority must not be further delegated.

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

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

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

Effective 30 May 2006

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

Effective 25 September 2006

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

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

Effective 3 March 2005

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

Decision

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

File: B-300826

Date: March 3, 2005

DIGEST

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

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

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

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

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

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

*J. Proportional Meal Rate (PMR) Computation Examples. The following example shows how to compute the PMR and a PMR voucher. PMR is an amount based on the locality meal rate and the Government meal rate. Please check JFTR or JTR, Appendix A, for the current GMR.

1. The PMR example uses the Standard CONUS M&IE rate of \$39.00 and the Standard GMR of \$9.30 to compute the PMR amount.. The \$39.00 consists of \$36.00 for meals and \$3.00 for incidental expenses.

Disclaimer: The numbers in this example are for illustrative purposes only.

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

Step 1	Add the locality Meal rate and Standard GMR	\$36.00 + \$9.30 = \$45.30
Step 2	Divide step 1 total in half (rounded up to the dollar)	\$45.30 / 2 = \$22.65 (Rounded to \$23.00)
Step 3	Add step 2 total to the CONUS incidental expense rate	\$23.00 + \$3.00 = \$26.00
Step 4	Proportional Meal and Incidental Expense Rate	\$26.00