

VOLUME 2
JOINT TRAVEL REGULATIONS
CHANGE 500

Alexandria, VA

1 June 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 June unless otherwise indicated.

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This change includes all material written in CAP Items 01-07(E); 02-07(E); 04-07(E); 08-07(E) through 11-07(E); 15-07(E); 25-07(I); 28-07(I); 29-07(I); 31-07(I) through 33-07(I); 36-07(I) and 38-07(I). Insert the attached pages and remove the corresponding pages. Remove pages C4A-3 through C4A-21. Also delete pages C14-3 through C14-25; C15A-1; C15B-1 through C15B-3 and C15C-1. This cover page replaces the Change 499 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 500:

C1320; T4050. Appendix S. Establishes FEML for Algiers, Algeria with a relief destination of Frankfurt, Germany, effective 5 March 2007. Recertification date is 28 February 2009.

C5085; C5090. Changes the separation rules to incorporate GSBCA 16328-RELO, 12 April 2004 as it affects SES employees.

C5216. Removes language regarding nonuse of city-pair airfares to or from a port/VPC to deliver/pickup a POV from par. C5216-C3a, Per Diem Not Allowed and add to par. C5216-C3c, Transportation Reimbursement.

Appendix A1. Revises wording in the definition of GOVERNMENT QUARTERS, (JTR) to clarify that privatized housing is *not* Government quarters.

Appendix E, Part I. Re-inserts language previously removed from par. A2f of Appendix E, Part I.

Appendix G, Part I, NOTE. Clarifies that there is no authority to reimburse a traveler for the optional Global Positioning System (GPS) for a rental car.

Appendix H, Part III, Section A. Adds a business-class air accommodation code for business-class travel for personnel in the employ of a foreign Government traveling in the U.S. Government's interest when a foreign country's regulations, a memorandum of understanding, a memorandum of agreement, and/or a status of forces agreement require that the foreign government's employees travel via premium-class travel.

Appendix O. Corrects paragraph references in Appendix O, par. T4060-B2, text and NOTE 3.

Appendix U. Adds Somalia and Syria as an R&R location with an authorized destination of an airport closest to the leave point, effective 30 January 2007, and a recertification date of 31 January 2009.

Chapter 2, Part H. Rewrites, reorganizes, simplifies, and updates the JTR specific to local travel.

Chapter 5, Part C. Rewrites, reorganizes, and relocates to Chapter 5, all Dependent Allowances for Transportation regulations.

Chapter 5, Part J; C7003. Rewrites, reorganizes, and relocates to Chapter 5, all Dependent Early Return regulations
Revises par. C7003.

Chapter 5, Part L. Rewrites, reorganizes, and relocates to Chapter 5, all Service Agreement regulations.

Chapter 5, Part P. Rewrites, reorganizes, and relocates to Chapter 5, all Real Estate Transactions and Unexpired Lease Expense Allowances regulations.

Chapter 5, Part Q. Rewrites, reorganizes, and relocates to Chapter 5, all Relocations Service Companies regulations.

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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481	C5E2-9	500	C5P2-1	483	C12-3	470	IA-5
479	C5E3-1	500	C5P2-3	483	C13-i	470	IA-7
484	C5F-1	500	C5P2-5	500	C14-1	470	IA-9
477	C5F-3	500	C5Q1-1	500	C15-1	470	IA-11
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498	C5I-1	486	C6E-1	493	A1-27	454	K-1
500	C5J-1	486	C6E-3	493	A1-29	499	L-i
500	C5K-1	486	C6F-1	497	A2-1	499	L-1
500	C5K-3	462	C6G-1	497	A2-3	499	L-3
492	C5K-5	409	C6H-1	475	B-1	499	L-5
486	C5K-7	462	C6I-1	479	C1-1	499	L-7
489	C5K-9	462	C6I-3	479	C2-1	490	L-9
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500	C5L2-3	496	C6M-1	500	E1-5	481	O-3
500	C5L3-1	496	C6M-3	499	E2-1	492	O-5
500	C5L4-1	496	C6M-5	499	E2-3	492	O-7
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500	C5L4-7	500	C6N-3	494	F1-1	492	O-13
500	C5L5-1	491	C6O-1	471	F2-1	497	O-15
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quarters availability (e.g., through their CTOs), and are encouraged to use those quarters when TDY to a U.S. installation. *However, if Government quarters are available on that installation for an employee TDY to a U.S. Installation, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the Government quarters cost. Reduced per diem rates can only be established before travel begins.*

B. Quarters Not Available. Employees are not required to check Government quarters availability in the following circumstances. Government quarters are not available:

1. When TDY/delay is at other than a U.S. installation;
2. When an AO determines Government quarters use would adversely affect mission performance ***NOTE: Employees in Senior Level (SL) positions, Scientific and Professional (ST) positions and SES employees (including individuals described under 5 USC §5703) determine their own quarters availability.***
3. During en route travel periods; or
4. For TDY/delay of less than 24 hours at one location.

C. Authorization/Approval. Unless a reduced per diem rate is authorized on the travel authorization as indicated in par. C1055-A, the AO must authorize/approve reimbursement for the cost of commercial lodgings used not to exceed the locality per diem lodging rate (unless an AEA is authorized/approved).

C1057 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION (FTR §302-2.110)

All travel, including that for dependents, and transportation, including that for HHG allowed under these regulations, should be accomplished as soon as possible. Allowable travel and transportation must begin within 2 years from the effective date of an employee's transfer or appointment, except that the 2-year period:

1. Is exclusive of the time spent on furlough for an employee who begins active military service before the expiration of such period and who is furloughed for the duration of the assignment to the PDS for which transportation and travel expenses are allowed;
2. Does not include any time during which travel and transportation is not feasible due to shipping restrictions for an employee who is transferred or appointed to or from an OCONUS PDS; and
- *3. Is extended for up to an additional 2 years when the original 2-year time limitation for residence transactions completion is extended under par. C5750-C. Even when an extension is approved, PCS allowances must be calculated by using the prescribed allowances in effect on the employee's effective date of transfer.

C1058 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL (FTR §301-70.1)

1. A traveler must exercise the same care and regard for incurring expenses to be paid by the Government as would a prudent person traveling at personal expense.

Effective 15 September 2005

2. A traveler must maintain records to validate individual expenses of \$75 or more and for all lodging costs. All receipts should be maintained as required by financial regulations.

3. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the traveler's financial responsibility.

Effective 3 November 2005

4. Travelers are advised that the Army Lodging Success Program, Navy Elite Lodging Program, and GSA's FedRooms Lodging Program (***NOTE: The FedRooms Lodging Program is indicated by the use of an 'XVU' code as opposed to a 'GOV' or other code.***) provide quality lodging at or below per diem and properties often are close to worksites at TDY locations. Use of lodging facilities in these programs often results in cost savings to the Government. Not all programs are available to all travelers.

C1059 SCHEDULING TRAVEL

Travel should be by the scheduled transportation that most nearly coincides with the departure and arrival times needed to carry out the mission. Consideration should be given to:

1. Duty hours;
2. Duty requirements;
3. Lodging availability at points of origin, destination or intermediate stops;
4. The need for onward transportation;
5. The traveler's comfort and well being;
6. The traveler being scheduled for departures and arrivals between 0600 and 2400 unless travel between 2400 and 0600 is required by the mission;
7. Arranging transportation so that the traveler is scheduled to arrive the day before the TDY actually begins;
8. Scheduling the travel for a departure to enable an en route rest stop or an overnight rest period at the destination under the circumstances in par. C1060-B or C1060-C;
9. Requiring travelers to identify travel requirements in sufficient time (if known) to arrange coach-class accommodations; and
10. Carefully reviewing requests for first- and business-class accommodations to determine if mission needs may allow for a change in travel dates to support a lower-class accommodation.

C1060 TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP

NOTE 1: When scheduling flights of 14 or more hours (see par. C2204-B4i), the first choice is always to fly the traveler in economy class and have the traveler arrive the day before the TDY is to begin to allow for appropriate rest. Second choice always is to fly the traveler in economy class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and clearly the most expensive option which should be avoided whenever possible, is to permit the traveler to travel in Government-funded business accommodations with arrival on the day the TDY starts.

CHAPTER 1

PART E: TRAVEL CLAIMS AND RECEIPTS

C1300 TRAVEL CLAIM SUBMISSION

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

C1305 FALSIFIED TRAVEL CLAIMS

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

C1310 RECEIPT REQUIREMENTS

A. General. A receipt is required for:

1. Any lodging expense regardless of amount, and
2. An individual expenditures of \$75 or more.

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

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

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

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

they must be disallowed.

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

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

Effective 28 July 2005

C1320 LOST/STOLEN/UNUSED TICKET/GTR REIMBURSEMENT

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

Effective 28 July 2005

C1320 LOST/STOLEN/UNUSED TICKET/GTR REIMBURSEMENT

*A. Lost/Stolen/Unused Tickets. The traveler:

1. *Must safeguard tickets, if issued, carefully at all times;*
2. Must immediately report a lost or stolen ticket to the issuing CTO;
3. Is financially responsible to purchase a replacement ticket;
4. Must not be reimbursed for the purchase of a replacement ticket until the Government has received a refund for the lost/stolen ticket.
5. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If that first ticket is recovered, turned in for refund, and the Government is repaid, reimbursement may be made for the second ticket, NTE the cost of the first ticket; and
6. Must return unused tickets to the CTO. ***NOTE: SF-1170, Redemption of Unused Tickets, found at <http://www.gsa.gov>, is usable, if authorized in Service regulations, ICW turning in unused tickets.***

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

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

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

PART F: TRANSPORTATION REQUESTS

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C2253	WHEN GTRS ARE NOT AVAILABLE
C2254	ACTING TRANSPORTATION OFFICER

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C2302	EXCESS BAGGAGE
C2303	PUBLIC PROPERTY
C2304	RELATIONSHIP TO HHG WEIGHT ALLOWANCE <ul style="list-style-type: none">A. Free Checkable Accompanied BaggageB. Expedited Unaccompanied Baggage ShipmentsC. Excess Unaccompanied BaggageD. Unaccompanied Baggage
C2305	RENEWAL AGREEMENT TRAVEL (RAT)
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C2310	UNACCOMPANIED BAGGAGE OF DODEA TEACHERS AUTHORIZED EXTENDED LEAVES OF ABSENCE

PART H: LOCAL TRAVEL IN AND AROUND PERMANENT PDS OR TDY LOCATION

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C2401	TRAVEL IN THE PDS AREA A. General B. Commercial Transportation C. POC Travel D. POC and Commercial Transportation between Residence and Alternate Work Site within the Local Area E. Examples
C2402	TRAVEL AT THE TDY LOCATION A. Travel Points B. Meals and/or Lodging Unavailable at Duty Site C. Commercial Travel D. POC Travel
C2403	TAXICAB USE INCIDENT TO AUTHORIZED WORK OUTSIDE REGULARLY SCHEDULED WORKING HOURS A. General B. Authorization/Approval Authority C. Finance Regulations Requirements D. POC Mileage
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PART I: MILEAGE RATES

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C2500	TDY AND LOCAL TRAVEL

C2505 **PCS, HHT, FIRST DUTY STATION, AND SEPARATION TRAVEL**
A. General
B. PCS Rates

C2510 **CONVERTING KILOMETERS TO MILES**

PART J: PARKING EXPENSES FOR CERTAIN EMPLOYEES

<u>Paragraph</u>	<u>Contents</u>
C2600	GENERAL

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2. Expenses

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

C2164 PRIVATELY-OWNED MOTORCYCLE

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

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

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

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

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

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

C2165 TRANSOCEANIC TRAVEL BY PRIVATELY OWNED BOAT

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

Effective 1 October 2005

C2166 OCEAN-GOING CAR FERRIES

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

B. PCS Mileage

1. PCS mileage (see par. C2505) is authorized for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS;
2. If more than one car ferry is used, PCS mileage is payable for overland travel between ferries;

Effective 21 September 2006

C. Transportation. The employee and each dependent is authorized:

1. Government-procured ferry transportation; or
2. Reimbursement for personal transportation costs on the car ferry (limited to the Government-procured ferry transportation cost);
3. M&IE when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based and computed for the employee and each dependent using the highest CONUS M&IE rate (see Appendix A) for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is based on the:
 - a. Standard CONUS per diem rate (see par. C4550-F or <https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html>) if debarkation is in CONUS, and
 - b. Per diem rate for the new PDS if debarkation is OCONUS and travel ends on that day, or
 - c. Per diem rate for the en route location at which the employee/dependents obtain overnight lodging on that day while en route to the new OCONUS PDS.

****NOTE 1: The percentages in par. C5125-A apply when computing a dependent's per diem.***

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

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

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

CHAPTER 2

PART H: LOCAL TRAVEL IN AND AROUND PDS OR TDY LOCATION*C2400 GENERAL**

A. Authority. DOD component-designated officials may authorize/approve transportation expense reimbursement incurred by a traveler conducting official business in the PDS/TDY local area. These expenses are those not specifically included in travel under authorizations in Chapter 2.

B. Local Area. The local area is the area:

1. Within the PDS/TDY limits and the metropolitan area around the PDS/TDY area served by local common carriers;
2. Within a local commuting area of the PDS/TDY station, (***NOTE: A local area boundary is determined by the AO/local Service/Defense Agency in a written directive.***); or
3. Separate cities, towns, or installations adjacent to or close to each other, between which the commuting public travels during normal business hours on a daily basis.

If several DOD components are present, the senior commander establishes the local area for all DOD personnel. An arbitrary distance radius must not be established in setting up the local commuting area of the permanent or TDY station (59 Comp. Gen. 397 (1980)).

C. Control and Delegation

1. A commanders/agency head must designate, in writing, appropriate personnel who may authorize/approve local transportation facilities use by a traveler, other than a traveler under an official travel order/authorization, in the performance of official business.
2. These officials are responsible for:
 - a. Furnishing public carrier tokens/tickets, when appropriate; and
 - b. Approving reimbursement claims when a traveler incurs expenses for authorized local transportation.
2. These officials also are responsible for:
 - a. Furnishing public carrier tokens/tickets, when appropriate; and
 - b. Authorizing/approving reimbursement claims when a traveler incurs expenses for authorized/approved local transportation.

D. Miscellaneous Expense Reimbursement. See Appendix G.

C2401 TRAVEL IN THE PDS AREA

A. General. The AO may authorize/approve reimbursement for transportation expenses in the PDS area for travel between:

1. Office/duty point and another place of business;
2. Places of business; or
3. Residence and place of business other than office or duty point.

B. Commercial Transportation. Commercial transportation expense reimbursement is authorized/approved only if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace. When authorized/approved, a traveler who travels by commercial means is authorized reimbursement of actual and necessary expenses that exceed the ordinary costs incurred for:

1. Local public transportation (when tokens, tickets or cash fares are not furnished);
2. Taxicab fares plus transportation-related tips; and
3. Hire and operation of a special conveyance including necessary parking fees.

C. POC Travel

1. General. When authorized/approved:

- a. POC travel is reimbursed using the authorized mileage (see par. C2500) based on odometer readings (or other acceptable evidence) of the actual necessary distance traveled for conducting official business;
- b. Reimbursement is for the actual cost of parking fees, ferry fares, bridge, road and tunnel tolls, and trip insurance for travel in foreign countries. See App G, Part I, Item 20.; and
- c. Mileage payments, and expense reimbursement are made only to the employee defraying the POC operating expenses, regardless of the number of passengers who accompany the employee or who contributed funds to defray the POC operating expenses.

2. Between Residence/PDS and Alternate Work Site within the Local Area

- a. When POC travel is authorized/approved between the residence/PDS and one or more alternate work sites within the local area, TDY mileage must be paid for the distance that exceeds the normal commuting distance, regardless of the transportation mode ordinarily used to commute to the PDS.

Example: The traveler's one-way commuting distance to the PDS is 35 miles. The traveler drives to alternate work site #1 (50 miles) and then to alternate work site #2 (25 miles). The traveler returns to residence (10 miles). The traveler is authorized TDY mileage for the distance that exceeds the normal commuting distance (70 miles). The traveler is paid for 15 miles ($50 + 25 + 10 - 70 = 15$).

D. POC and Commercial Transportation between Residence and Alternate Work Site within the Local Area. When use of a POC and/or commercial transportation is authorized/approved for travel between the residence and one or more alternate work sites within the local area, the traveler is paid:

1. TDY mileage for POC use to travel to and from the commercial transportation stop/station/terminal for the distance that exceeds the commuting distance to the regular place of work;
2. Actual cost of necessary POC parking; and
3. Cost of local public transportation when tokens, tickets or cash fares are not furnished.

E. Examples

1. Example 1. The traveler's one-way commuting distance to PDS is 7 miles. The traveler drives from the residence to the alternate work site (18 miles). The traveler returns to the residence (18 miles). The traveler is authorized TDY mileage for the distance that exceeds the normal round trip commuting distance (14 miles). Traveler is paid for 22 miles ($18 + 18 - 14 = 22$).

2. Example 2. The traveler's one-way commuting distance to PDS is 15 miles. The traveler drives from the residence to the alternate work site (5 miles). The traveler returns to the residence (5 miles). The traveler *is not* authorized TDY mileage for the travel performed (10 miles), since the distance traveled is less than the commuting distance (30 miles) to the usual duty site.

3. Example 3. The traveler's one-way commuting distance to PDS is 15 miles. The traveler drives to the PDS. The traveler then drives to an alternate work site (30 miles). The traveler returns to residence (15 miles). The traveler is authorized TDY mileage for the distance that exceeds the normal round trip commuting distance (30 miles). The traveler is paid for 30 miles ($15 + 30 + 15 - 30 = 30$).

4. Example 4. The traveler's one-way commuting distance to PDS is 12 miles. In the morning the traveler drives to an alternate work site (45 miles). In the afternoon the traveler returns to the PDS (67 miles). The traveler returns to the residence (12 miles). The traveler is authorized TDY mileage for the distance that exceeds the normal round trip commuting distance (24 miles). The traveler is paid for 100 miles ($45 + 67 + 12 - 24 = 100$).

5. Example 5. The traveler's one-way commuting distance to PDS is 35 miles. The traveler drives to the PDS (35 miles). Later, the traveler drives to alternate work site #1 (50 miles) and then to alternate work site #2 (25 miles). The traveler returns to residence (10 miles). The traveler is authorized TDY mileage for the distance that exceeds the normal commuting distance (70 miles). The traveler is paid for 50 miles (35 + 50 + 25 + 10 - 70 = 50).

6. Example 6. The traveler's one way commuting distance to PDS is 20 miles. The traveler drives to PDS (20 miles). Later, the traveler drives to alternate work site #1 (10 miles) and then to alternate work site #2 (5 miles). The traveler returns to residence (2 miles). The traveler *is not* authorized mileage for the travel performed (37 miles), since the distance traveled is less than the commuting distance (40 miles) to the usual duty site.

C2402 TRAVEL AT THE TDY LOCATION

A. Travel Points. Transportation expense reimbursement in the TDY area may be authorized/approved for travel between:

1. Lodging and duty site;
2. Duty sites; or
3. Lodging or duty site and dining facility.

B. Meals and/or Lodging Unavailable at Duty Site. The AO may authorize travel reimbursement when a TDY traveler cannot obtain suitable meals and/or lodging at the place of duty. The traveler must furnish a statement that Government transportation was not available or, if available, was not suitable for the travel involved. The traveler may be reimbursed for:

1. Daily round trips between lodging and place of duty; and
2. Trips to dining establishments when suitable dining establishments are not near the lodging and/or place of duty.

C. Commercial Travel. When authorized/approved, a traveler who uses commercial transportation is authorized reimbursement of:

1. Local public transportation fares;
2. Taxicab fares plus transportation-related tips (*when advantageous to the Government*); and
3. Special conveyance costs between lodging and duty site and between lodging/duty site and dining facility (*when advantageous to the Government*).

D. POC Travel. If authorized/approved, POC travel in and around the TDY station is reimbursed using the rules in par. C2401-C.

C2403 TAXICAB USE INCIDENT TO AUTHORIZED WORK OUTSIDE REGULARLY SCHEDULED WORKING HOURS

A. General. Reimbursement for taxicab fares and transportation-related tips between the office/duty site and residence may be authorized/approved, IAW Service regulations, under the following conditions. The traveler is:

1. Officially authorized to work outside of the traveler's, regular working hours; and
2. Dependent on public transportation for travel; and,
3. Traveling during hours of infrequently scheduled public transportation or darkness.

B. Authorization/Approval Authority. Taxicab fare reimbursement may be authorized/approved by the official who authorized duty outside the regular working hours or by the traveler's supervisor, if such authority has been delegated.

C. Finance Regulations Requirements. Finance regulations may require that authorization/approval indicating the use of taxis as advantageous to the Government be written separately or be placed on the reimbursement voucher.

D. POC Mileage. *There is no authority to reimburse POC mileage for travel ICW authorized work outside regularly scheduled working hours (58 Comp. Gen 188 (1978); B-171969.42, 9 January 1976; B-202836, 19 November 1981; and B-307918, 20 December 2006).*

C2404 VOUCHERS AND SUPPORTING DOCUMENTS

See Chapter 1, Part E.

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CHAPTER 4

PART A: RESERVED

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B. Mileage Reimbursement. For PCS mileage reimbursement when an employee and/or dependents travel by privately owned automobile. See par. C5050-A.

C. Real Estate Transactions

1. If an employee is notified of selection for a training program and subsequent transfer to a new PDS (without returning to the old PDS), the employee has been officially notified of a transfer to a new PDS for Chapter 14 purposes.
2. Before the training begins, selected employees should be issued PCS travel authorizations assigning them to the training program and stating that they are being transferred to a new PDS after training is completed. These travel authorizations establish the employees' authorization for the real estate transaction allowance reimbursement in Chapter 14.
3. Payment of the real estate transaction allowances in Chapter 14 (as well as other PCS allowances authorized for an employee's transfer) may be authorized only after the employee has:
 - a. Successfully completed the training program,
 - *b. Signed the transportation agreement required in par. C5564, and
 - c. Been assigned to a PDS (other than the PDS at the time of selection and entry to the training assignment) (B-161795, 29 June 1967).

C4515 INTERNS AND TRAINEES

1. When moving an intern or a trainee, the DOD component must determine if the move is primarily for training or primarily for the performance of work. The designation of a facility as a "school" or "training center" may be helpful in making this determination, but it is not necessarily determinative; there are assignments that are primarily for training purposes that do not involve a school facility and assignments to school facilities that do not involve training.
2. Assignment of an employee to learn from the performance of a particular job at a particular facility does not necessarily require the conclusion that the assignment is primarily for training.
3. Because of varying circumstances, it is necessary to evaluate each individual move.
4. *If an assignment is primarily for training, this Part applies. If the assignment is primarily for the performance of work. See par. C5075.*

C4520 TRANSPORTATION AND PER DIEM OR AEAS

1. Transportation and per diem or AEAs while traveling to a training location at the beginning of the assignment and return to the residence following training completion are computed the same as for travel to and from a TDY assignment.

2. If an employee is authorized per diem or AEAs but elects to commute between the training location and PDS residence, en route per diem or AEA reimbursement and daily round-trip transportation may not exceed the per diem or AEAs allowed if the employee had remained at the training location. See par. C4677.
3. The employee is authorized *round-trip* TDY mileage or the cost of *round-trip* public conveyance transportation (from the residence to the training location) and per diem or AEAs (par. C4553 or C4600) when authorized to remain overnight at the training location to comply with training assignment requirements.

C4525 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT

A contracting officer may contract for rooms and/or meals for employees traveling on TDY. The total daily amount paid by the Government for the employee's lodging, meals, and incidental expenses may not exceed the applicable per diem rate authorized in Chapter 4, Part L. This limitation does not apply if direct arrangements with a school or other institution that is sponsoring training courses include lodging and meals as part of the training cost. In that case, an employee also is authorized an appropriate amount under Chapter 4, Part L for incidental expenses even though the total actual cost for lodging and meals and the amount authorized for incidental expenses exceeds the applicable per diem rate. If charges submitted by the training course sponsor do not include lodging and meal costs, per diem for an employee may not exceed the applicable amount authorized in Chapter 4, Part L (60 Comp. Gen. 181 (1981)). For AEA information, see Chapter 4, Part M. ***NOTE: There is NO reimbursement for any items rented for contract quarters that are rented with an "option to buy"*** (GSBCA 15890-TRAV, 29 July 2003).

C4530 PER DIEM FOR TRAINING ASSIGNMENTS

A. General. Per diem rates for all courses of instruction are determined under this paragraph in the same manner as for any other TDY (see Chapter 4, Part L) except for courses of instruction for which a specific rate is prescribed in par. C4530-B, and training, research, and study programs of more than 30 consecutive calendar days to which the rates in pars. C4530-C and C4530-D apply. See par. C4550 for procedures to request changes to the rates in par. C4530-B. Per diem allowances for the arrival day at, and departure day from, the training location are determined using the 'Lodgings-Plus' method in par. C4553.

B. Rates for Specific Training Courses

1. General. The per diem rates prescribed for specific training courses and for training assignments of more than 30 consecutive calendar days apply from the day following the arrival day at the training location through the day prior to the departure day. ***The per diem rates are not subject to further reduction.***
2. Survival Training School, Fairchild Air Force Base, Washington. A \$12.50 per diem rate applies during DOD employees' attendance at the Survival Training School, Fairchild Air Force Base, Washington, under a TDY assignment except during field and compound training periods. ***No per diem is payable for field and compound training periods.*** When an employee pays for Government quarters use, the \$12.50 is increased by the quarters' charge, without rounding the total to the nearest dollar.

C. Per Diem for Training Assignments of more than 30 Consecutive Calendar Days. Per diem rates for training assignments of more than 30 consecutive calendar days at one location are prescribed in par. C4530-D and apply from the day following the arrival day at the training location through the day prior to the departure day. Training assignments include research and study programs conducted at any college or university, other academic institution, or training facility, industrial concern, or any work or training assignment determined to be primarily for training, and at which attendance in a TDY status is authorized, IAW par. C4515. ***All assignments under the DOD-wide Training Agreement for Rotational Assignments for Development of Key Personnel of the DOD, or similar training and development programs, are primarily for training.*** Per diem payments for training determined IAW instructions in pars. C4530-D1a and C4530-D1d are payable in fixed amounts.

5. <u>Reimbursement:</u>	9/1	75% of \$39 (M&IE)	\$29.255
	9/2 - 9/30	no per diem	0.00
	10/1 - 10/2	75% of \$39 (M&IE)	+ \$29.25
Total Reimbursement			\$58.50
6. The rule in par. C4553-D2a(2) applies and the destination M&IE rate (\$39) is used for computing per diem for that day since travel from Frankfurt to Chicago began and ended on the same day.			
7. On the return trip, the M&IE rate applicable to the actual residence for RAT is used for computing per diem (par. C4553-D2d(3)).			
8. Per diem for dependents is not authorized for RAT.			

Effective 27 October 2005

Example 11			
Per Diem Computation for Student Dependent Authorized Travel under DSSR Section 280			
*(See pars. C4553-D, C5120 and C5125-E)			
NOTE: See https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html for per diem rates.			
1. Student Dependent travels from Frankfurt, GE, to school in Detroit, MI, and return to Frankfurt.			
2. Itinerary:	8/14/05	Depart residence in Frankfurt GE at 0730	
	8/14/05	Arrive at lodging in Detroit at 2130	
	8/15/05	Per diem is not authorized.	
	5/15/05		
	5/16/05	Depart lodging in Detroit at 1300	
	5/17/05	Arrive at residence in Frankfurt, GE. at 0915	
3. The student dependent is authorized per diem while traveling to and from school since actual travel time in each direction exceeds 12 hours. See par. C4552-F.			
4. The Locality per diem rate for Detroit, MI at time of travel \$158 (M&IE rate \$51, Maximum lodging \$107).			
5. <u>Reimbursement:</u>	8/14/05	75% of \$51 (M&IE)	\$38.25
	8/15/05 – 5/15/05	no per diem	0.00
	5/16/05 – 5/17/05	75% of \$51 (M&IE)	\$38.25
Total Reimbursement			\$76.50
6. The rule in par. C4553-D1a applies for the day of departure from Frankfurt and the destination M&IE rate (\$51) is used for computing per diem for that day. The trip from Frankfurt to Detroit was for longer than 12 hours but less than 24 hours.			
7. The rule in par. C4553-D1a applies to the return trip from Detroit to Frankfurt which was for more than 12 hours but not exceeding 24 hours over 2 calendar days. The Detroit M&IE rate applies for the return trip.			
8. Per diem for student dependent travel is computed using the same rates that are applicable to an employee on TDY travel.			

C4566 QUICK REFERENCE TABLES - PER DIEM AUTHORIZATIONS

The following tables are for reference purposes only. For applicable rules see Chapter 4, Part L. See Chapter 4, Part I for meal allowances when JTF operations are involved.

Quick Reference - Per Diem Authorizations						
TDY Travel of More Than 24 Hours						
(1) Departure Day from PDS						
Abbreviations used:	Govt. = Government	GMR = Government meal rate	NTE = Not to exceed	PMR = Proportional meal rate		
Footnotes: See table # 4						
	a	b	c	d	e	F
	Arrived at TDY location (not on U.S. installation) on same day as departed PDS.	Arrived at TDY location (on U.S. Installation) on same day as departed PDS. Traveler occupied Govt. quarters.	Arrived at TDY location (on U.S. Installation - Govt. quarters available) on same day as departed PDS. Traveler elected not to occupy available Govt. quarters.	Traveled overnight – no lodging required.	Overnight lodging required at a stopover en route to TDY.	Arrived at a long-term TDY or training location on same day as departed PDS.
Per Diem for Departure Day from PDS ^{6/}	75% of M&IE Rate for TDY Locality ^{1/} plus lodging cost NTE maximum lodging prescribed for TDY locality. ^{2/, 5/}	75% of M&IE rate for TDY locality ^{1/} plus cost of Govt. quarters NTE maximum lodging prescribed for TDY locality.	75% of M&IE rate for TDY locality ^{1/} plus cost of lodgings occupied NTE maximum lodging amount prescribed for TDY locality. ^{8/}	75% of M&IE Rate for destination TDY Locality ^{1/} for departure day.	75% of M&IE rate for en route stopover locality plus lodging cost NTE maximum lodging amount prescribed for stopover locality. ^{2/, 5/}	75% of M&IE rate for long-term TDY/training location plus cost of lodging NTE rate prescribed for that location. The fixed reduced or 55% rate authorized for long-term TDY/training does not apply on travel day to that location.

CHAPTER 5

PERMANENT DUTY TRAVEL

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AGREEMENT VIOLATIONS FOR AN OCONUS EMPLOYEE

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C5606	SEPARATE TRIPS BY EMPLOYEE AND SPOUSE (FTR §302–5.9)
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C5753	EXCLUSIONS
C5756	ALLOWABLE EXPENSES FOR SALE OR PURCHASE OF RESIDENCE <ul style="list-style-type: none">A. Reimbursable ExpenseB. Reimbursement Limit. Total reimbursements must not exceed
C5759	REIMBURSEMENT FOR RESIDENCE SALE OR PURCHASE CLOSING COSTS (FTR §302-11.301 and 302) <ul style="list-style-type: none">A. Application for Reimbursement of ExpensesB. Claim SubmissionC. Review and Approval of Reasonable ChargesD. Approval of PaymentE. Privacy Act Statement
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E.	Miscellaneous Expenses
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J.	State Revenue Stamps
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M.	Mortgage Title Insurance Policy
N.	Owner's Title Insurance Policy
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Q.	Non-reimbursable Items
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S.	Interest on Loans, Points, and Mortgage Discounts
T.	Property Taxes
U.	Operating or Maintenance Costs
V.	Finance Charges
W.	Losses Due to Prices or Market Conditions at the Old and New PDS
X.	Other Sale and Purchase of Residence Expenses
Y.	Overall Limitations
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AA.	Exclusions
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AE.	Regularly Commutes
AF.	Relocation Services
AG.	Title Issues
AH.	Home Inspection Fee
AI.	Home Marketing Incentive Program
AJ.	Extensions for Sale of Residence
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- A. DOD Contract Services
- B. DOD Component Responsibilities

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- A. Eligible Employee
- B. Person Not Covered
- C. Limitations
- D. TCS

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- A. Employee Option
- B. Dual Benefits Prohibited
- C. Payment Restrictions
- D. Maximum Home Value

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- A. When PM Services May Be Authorized
- B. Obtaining PM Services. PM services may be
- C. PM Services
- D. Income Tax Consequences of PM Services
- E. Ineligible Employee

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PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A FOREIGN PDS

- A. General
- B. PM Services Payment Duration
- C. PM Services Continuation

C5825

PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A CONUS/NON-FOREIGN OCONUS PDS

- A. Authorized PM Services
- B. PM Services in Lieu of Residence Sale
- C. Repayment of PM Expenses

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- D. Residence Sale after Electing PM Services
- E. PM Services Payment Duration

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PM SERVICES PAYMENT FOR AN EMPLOYEE AUTHORIZED A TCS

- A. General
- B. PM Services Payment Duration
- C. Residence Sale Incident to Temporary Official Station Becoming the PDS

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- A. Purpose.
- B. Definitions
- C. Tax Consequences

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PAYMENT CONDITIONS

- A. Eligible Employee
- B. Relocation Services Fee
- C. Authorization (FTR §302-14.101(c))

C5849

MAXIMUM AMOUNT PAYABLE

- A. Payment Limitations
- B. Payment Examples

TABLE 1 - ELIGIBILITY TABLE

Payment of travel, transportation, and other related expenses of a civilian employee, except ICW emergency evacuation and former employees separated by RIF or transfer of function, and restored to duty.

MOVEMENT SITUATION	(A) Agreement Required	(B) Transportation of Employee & Dependents	(C) Per Diem for Employee	(D) Per Diem for Dependents	(E) House Hunting Per Diem & Transportation	(F) Temporary Quarters Subsistence Expenses	(G) Miscellaneous Expense Allowance	(H) Sell & Buy Residence Lease Termination	(I) Movement Household Goods Temporary Storage	(J) Non- temporary Storage Household Effects
(1) First PDS travel - appointees and student trainees in CONUS	YES	YES ADVANCE Mileage only	YES ADVANCE	NO	NO	NO	NO	NO	YES Footnote 4 ADVANCE	Footnotes 5 and 7
2) First PDS travel to OCONUS PDS (footnotes 8, 9, and 10)	YES	YES ADVANCE Mileage only	YES ADVANCE	NO	NO	NO	NO	NO	YES Footnote 4 ADVANCE	YES Footnote 7
(3) PCS between CONUS PDSs (footnote 1)	YES	YES ADVANCE Mileage only	YES ADVANCE	YES ADVANCE	YES ADVANCE Per Diem & Mileage	YES ADVANCE	YES NO ADVANCE	YES NO ADVANCE	YES Footnote 4 ADVANCE	Footnotes 5 and 7
(4) PCS from OCONUS PDS to CONUS PDS (footnotes 1 and 10)	YES	YES ADVANCE Mileage only	YES ADVANCE	YES ADVANCE	NO Footnote 11	YES ADVANCE	YES NO ADVANCE	NO Footnote 3 NO ADVANCE	YES Footnote 4 ADVANCE	Footnotes 5 and 7
(5) PCS from CONUS PDS to OCONUS PDSs (footnotes 1, 8, and 10)	YES	YES ADVANCE Mileage only	YES ADVANCE	YES ADVANCE	NO Footnote 11	NO Footnote 2 ADVANCE	YES NO ADVANCE	NO Footnote 3 NO ADVANCE	YES Footnote 4 ADVANCE	YES Footnote 7
(6) PCS between OCONUS PDSs (footnotes 1 and 10)	YES	YES ADVANCE Mileage only	YES ADVANCE	YES ADVANCE	NO	NO Footnote 2 ADVANCE	YES NO ADVANCE	NO Footnote 3 NO ADVANCE	YES Footnote 4 ADVANCE	YES Footnote 7
(7) RAT (round-trip between overseas tours of duty for leave purposes when return is to same PDS or another in same locality)	YES	YES NO ADVANCE	YES NO ADVANCE	NO	NO	NO	NO	NO	NO	Footnote 6

Effective 3 February 2005

Footnote 1 -- Movement of dependents and/or HHG to/from a training location is not a PCS when authorized under par. C4500 instead of per diem or an AEA for the employee while at the training site.

Footnote 2 -- Allowed when the new PDS is in a CONUS/non-foreign OCONUS area.

*Footnote 3 -- Allowed when old/new PDS are both in CONUS and/or non-foreign OCONUS areas. Also allowed when, instead of being returned to the former non-foreign OCONUS area PDS, an employee is transferred, in the Government's interest, to a different non-foreign OCONUS area PDS than the PDS from which transferred when assigned to the foreign country PDS. See par. C5750-D.

Footnote 4 -- Advance allowed if not shipped via a Government-arranged move.

Footnote 5 -- Allowed only when PCS is to a designated isolated CONUS PDS.

Footnote 6 -- Allowed only for teachers employed in DODEA applicable between school years.

Footnote 7 -- The Government must arrange the NTS.

Footnote 8 -- Foreign Transfer Allowance (Pre-departure Subsistence Expense – incurred only in CONUS or non-foreign OCONUS area). For FTA guidance, refer to DSSR, section 240 as stated in par. C1004.

Footnote 9 -- Foreign Transfer Allowance (Miscellaneous Expense). For FTA guidance, refer to DSSR, section 240 as stated in par. C1004.

Footnote 10 -- Foreign Transfer Allowance/Home Service Transfer Allowance (Lease Penalty Expense). For FTA/HSTA guidance, refer to DSSR, sections 240 and 250, respectively, as stated in par. C1004.

Footnote 11 -- HHT may be authorized incident to a PCS when the old and new PDS are both in CONUS and/or non-foreign OCONUS areas.

TABLE 2. NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED FROM ANYWHERE TO FIRST OFFICIAL STATION IN THE CONTINENTAL UNITED STATES (CONUS)

Column 1—Relocation allowances that a DOD component must pay or reimburse <i>when the DOD component elects to pay movement costs to the employee's first PDS.</i> ¹	Column 2—Relocation allowances that a DOD component has discretionary authority to pay or <i>reimburse when the DOD component elects to pay movement costs to the employee's first PDS.</i>
1. Transportation of employee & immediate family member(s) (JTR, par. C5080-B) (FTR, Part 302–4). *2. Per diem for employee only (JTR, par. C5125-B) (FTR, Part 302–4). 3. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7). 4. Non-temporary (extended) storage of household goods when an eligible employee is moved to an isolated CONUS PDS (JTR, Chap. 5 Part D) (FTR, Part 302–8). 5. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Chap. 5, Part F) (FTR, §302–10.2) ² .	1. Shipment of privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302–9, subpart B) ³ .

¹ **Note to Column 1 heading:** A DOD component has the discretion to authorize or not authorize relocation allowances for movement to the first PDS. If the component elects to authorize relocation allowances it must pay all the listed allowances for which the employee qualifies under the applicable regulations in this Volume. JTR, Chap. 5, Part B lists the allowances that are *not* payable incident to relocation to the first PDS.

² **Note to Column 1, Item 5:** Transportation of a mobile home is allowed only within CONUS, within Alaska and through Canada en route between Alaska and CONUS.

³ **Note to Column 2, Item 1:** Transportation of a POV may *not* be authorized for an employee hired at an OCONUS location for duty at the employee's first PDS located within CONUS. See JTR, par. C5212.

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

Column 1—Relocation allowances that a DOD component must pay or reimburse <i>when the DOD component elects to pay movement costs to the employee’s first PDS.</i> ¹	Column 2—Relocation allowances that a DOD component has discretionary authority to pay or reimburse <i>when the DOD component elects to pay movement costs to the employee’s first PDS.</i>
1. Transportation of employee & immediate family member(s) (JTR, Chap. 5 Part A) (FTR, Part 302–4). *2. Per diem employee only (JTR, par. C5125-B) (FTR, Part 302–4). 3. Transportation & storage in transit (SIT) of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7). 4. Non-temporary (extended) storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–8). 5. The Miscellaneous Expense Allowance (MEA) portion of the FTA is authorized for a new appointee assigned to first foreign PDS (DSSR, Sec. 241.2). DSSR available at: http://www.state.gov/m/a/als/ .	1. Shipment of privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302–9). 2. Temporary Quarters Subsistence Allowance (TQSA) may be authorized for temporary quarters occupied at the foreign PDS under the Department of State Standard Regulations (DSSR) (Government Civilians - Foreign Areas, Sec. 120). 3. Foreign Transfer Allowance (FTA) (Subsistence Expense), (DSSR Sec. 242.3) may be authorized for quarters occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign OCONUS area.

¹ **Note to Column 1 heading:**

- (a) Temporary Quarters Subsistence Expense (TQSE) in Chapter 5, Part H is *not* authorized for new appointee movement to the first PDS.
- (b) The Miscellaneous Expense Allowance (MEA) in Chapter 5, Part G is *not* authorized for new appointees to first PDS.
- (c) Use of Relocation Service Companies, Property Management Services and Home Marketing Incentive Payments is *not* authorized for new appointees assigned to first PDS (JTR, Chapter 5, Part Q) (FTR, Part 302–12).
- (d) Relocation income tax allowance (RITA) is *not* authorized for a new appointee assigned to first PDS (JTR, Chapter 5, Part N) (FTR, Part 302–17).

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

Column 1—Relocation allowances that a DOD Component must pay or reimburse <i>when the Component authorizes PCS allowances.</i>	Column 2—Relocation allowances that a DOD Component has discretionary authority to pay or reimburse <i>when the Component authorizes PCS allowance.</i>
1. Transportation & per diem for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302–4). 2. Miscellaneous Expense Allowance (MEA) when moving household (JTR, Chap. 5, Part G) (FTR, Part 302–16). 3. Sell or buy residence transactions or lease termination expenses (JTR, Chap. 5, Part P) (FTR, Part 302–11). 4. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7). 5. Non-temporary (extended) storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–8). ¹ 6. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Chap. 5, Part F) (FTR, §302–10). 7. Relocation income tax allowance (RITA) (JTR, Chap. 5, Part N) (FTR, Part 302–17).	1. House-hunting, per diem, & transportation, employee & spouse only (JTR, Chap. 5, Part M) (FTR, Part 302–5). 2. Temporary quarters subsistence expense (TQSE) (JTR, Chap. 5, Part H) (FTR, Part 302–6). 3. Shipment of privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302–9, subpart B). 4. Use of relocation service companies (JTR, Chap. 5, Part P) (FTR, Part 302–12). 5. Property management services (JTR, Chap. 5, Part Q) (FTR, Part 302–15). 6. Home marketing incentives (JTR, Chap. 5, Part Q) (FTR, Part 302–14).

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

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

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

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

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

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

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

TABLE 7. TRANSFER BETWEEN OCONUS OFFICIAL STATIONS

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302-4). 2. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302-7). 3. Miscellaneous Expense Allowance (JTR, Chap. 5, Part G) (FTR, Part 302-16). 4. Non-temporary (extended) storage of household goods (JTR, par. C5195-A) (FTR, Part 302-8). 5. Relocation income tax allowance (RITA) (JTR, Chap. 5, Part N) (FTR, Part 302-17). 	<ol style="list-style-type: none"> 1. Shipment of a privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302-9). 2. Property management services (JTR, Chap. 5, Part Q) (FTR, Part 302-15). 3. Temporary quarters subsistence expense (TQSE) if new PDS is in the U.S. (JTR, Chap. 5, Part H) (FTR, Part 302-6)¹.

¹ **Note to Column 2, item 3:** TQSA may be authorized under the DSSR, Sec. 124 if transfer involves a foreign OCONUS PDS.

TABLE 8. TOUR RENEWAL AGREEMENT TRAVEL (JTR, Chap. 5, Part K) (FTR, §302-3.209)

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302-4). 2. Per diem for employee only (JTR, par. C5530) (FTR, Part 302-4). 	<ol style="list-style-type: none"> 1. HHG shipment to PDS (JTR, par. C5539). 2. Dependent Transportation to PDS (JTR, par. C5518).

TABLE 9. RETURN FROM OCONUS OFFICIAL STATION TO PLACE OF ACTUAL RESIDENCE FOR SEPARATION

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302-4). 2. Per diem for employee only (JTR, par. C5085) (FTR, Part 302-4). 3. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302-7). 	<ol style="list-style-type: none"> 1. Shipment of a privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302-9).

TABLE 10. LAST MOVE HOME FOR SES CAREER APPOINTEES UPON SEPARATION (JTR, par. C5090) (FTR, §302-3.304)

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302-4). 2. Per diem for the employee only (JTR, Chap. 5, Part B) (FTR, Part 302-4). 3. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302-7). 4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Chap. 5, Part F) (FTR, §302-10). 	<ol style="list-style-type: none"> 1. Shipment of a privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302-9, subpart B).

TABLE 11. TEMPORARY CHANGE OF STATION (TCS) (JTR, Chap. 5, Part O) (FTR, §302-3.400)

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & dependent(s) (JTR, Chap. 5, Part O) (FTR, Part 302–4). 2. Miscellaneous Expense Allowance (MEA) (JTR, Chap. 5, Part G) (FTR, Part 302–16). 3. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7). 4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Chap. 5, Part F) (FTR, §302–10). 5. Transportation of a privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302–9, subpart B). 6. Relocation income tax allowance (RITA) (JTR, Chap. 5, Part N) (FTR, Part 302–17). 	<ol style="list-style-type: none"> 1. House-hunting trip expenses (JTR, Chap. 5, Part M) (FTR, Part 302–5). 2. Temporary quarters subsistence expense (TQSE) (JTR, Chap. 5, Part H) (FTR, Part 302–6). *3. Property management services (JTR, Chap. 5, Part Q) (FTR, Part 302–15).

**TABLE 12. ASSIGNMENT UNDER THE GOVERNMENT EMPLOYEES TRAINING ACT (5 USC §4109)
¹(JTR, par. C4500)**

<ol style="list-style-type: none"> 1. Transportation of employee & immediate family member(s) (JTR, par. Chap. 4, Part K) (FTR, Part 302–4). 2. Per diem for the employee (JTR, Chap. 4, Part K) (FTR, Part 302–4). 3. Movement of household goods & temporary storage (JTR, Chap. 5, Part D) (FTR, Part 302–7).

¹ **Note to Table 12:** The allowances listed in Table 12 may be authorized in lieu of per diem or actual expense allowances. *This is not a PCS.*

C5065 COMPUTING POC TRAVEL REIMBURSEMENT

A. General

1. The examples in par. C5065 illustrate computing PCS mileage rate and per diem incident to PDT by automobile.
2. The per diem/mileage rates used in the example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>.

Effective 4 June 2004

3. See par. C4550-F3 or <https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html> for the current Standard CONUS per diem rate.

*4. The per diem allowance is as computed in pars. C5125 and C5060-A, and examples in par. C4565.

Effective 1 October 2005

B. Reimbursement Computation Example for the Use of One Automobile

Reimbursement Computation for the Use of One Automobile	
<p>An employee performs PCS travel from San Francisco, CA, to Washington, DC, in 9 1/2 days, by automobile, accompanied by spouse and 2-year old child.</p> <p>Allowable distance from San Francisco to Washington DC = 2,826 miles.</p> <p>Based on an average of 350 miles/day (see par. C5060) the employee may be paid per diem for up to 8 days (2,826 ÷ 350 = 8).</p>	
1. Automobile travel reimbursement is based on 2,826 miles @ \$0.19 a mile (see par. C2505-B). 2826 x \$0.19 = \$536.94	\$ 536.94
2. Allowable per diem for employee based on 8 day maximum is 8 days @ \$99 (Standard CONUS per diem rate). 8 x \$99 = \$792	
3. Per diem for travel time based on actual lodging costs from San Francisco to Washington, DC, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$792) for actual travel under 'Lodging-Plus' method the employee is reimbursed the full amount spent (\$650).	650.00
4. Per diem for accompanying spouse is 75% of the amount due the employee. \$650 x .75 = \$487.50	487.50
5. Per diem for the accompanying child under age 12 is 50% the amount due the employee. \$650 x .50 = \$325	325.00
6. Amount spent on Tolls	+ 10.00
7. TOTAL REIMBURSEMENT TO EMPLOYEE	\$2,009.44

Effective 1 October 2005

C. Reimbursement Computation Example for Two Automobiles

Reimbursement Computation for the Use of Two Automobiles	
<p>An employee performs PCS travel from San Francisco, CA, to Washington, DC, using two automobiles.</p> <p>Allowable distance from San Francisco to Washington, DC = 2,826 miles.</p> <p>Based on an average of 350 miles/day (see par. C5060) the employee may be paid per diem for up to 8 days (2,826 ÷ 350 = 8).</p>	
1. Automobile travel reimbursement for the first automobile, driven by the employee only, is based on 2,826 miles @ \$0.15 a mile. See par. C2505-B. $2,826 \times \$0.15 = \423.90	\$ 423.90
2. Automobile travel reimbursement for the second automobile, driven by spouse and accompanying child, is based on 2,826 miles @ \$0.17 a mile. See par. C2505-B. $2,826 \times \$0.17 = \480.42	480.42
3. Allowable per diem for employee based on 8 day maximum is 8 days @ \$99 (Standard CONUS per diem rate). $8 \times \$99 = \792	
4. Per diem for travel time based on actual lodging costs from San Francisco to Washington, DC, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$792) for actual travel under 'Lodging-Plus' method the employee is reimbursed the full amount spent (\$650).	650.00
5. Per diem for accompanying spouse is 75% of the amount due the employee. $\$650 \times .75 = \487.50	487.50
6. Per diem for the accompanying child under age 12 is 50% the amount due the employee. $\$650 \times .50 = \325	325.00
7. Amount spent on Tolls	+ 10.00
8. TOTAL REIMBURSEMENT TO EMPLOYEE	\$2,376.82

*D. Computation Example of the PCS Mileage Allowance Rate for Two Separate Trips. Per diem for a dependent is computed in pars. C5125 and C5060.

Computation of the PCS Mileage Allowance Rate for Two Separate Trips	
<p>An employee performs PCS travel from New York City to Atlanta, GA, by automobile.</p> <p>The spouse and two children did not accompany the employee because housing had not been arranged at Atlanta.</p> <p>Two weeks after arrival, the employee finds housing, returns to New York City by automobile over a weekend, and drives the spouse and two children to Atlanta.</p>	
866 miles @ \$0.15 per mile (employee only)	\$129.90
866 miles @ \$0.19 per mile (spouse and 2 children)	<u>+ 164.54</u>
Total PCS mileage allowance rate payable for privately owned automobile travel	\$294.44
<p>In addition to the PCS mileage allowance rate, the employee receives per diem for the number of days required to complete the first trip from New York City to Atlanta on the basis of an average distance of 350 miles per calendar days (e.g., 3 days).</p> <p style="text-align: center;"><i>No per diem is payable on the employee's behalf for the employee's second trip.</i></p> <p>The employee is authorized reimbursement for tolls for the first and second trips from New York to Atlanta.</p> <p>The employee is not authorized reimbursement for the trip from Atlanta to New York City.</p> <p style="text-align: center;">Per diem for dependents is computed in pars. C7006 and C5060.</p>	

C5070 TRAVEL AND TRANSPORTATION REIMBURSEMENT

A. Authorized PCS Allowances. An employee who relocates and meets the eligibility conditions in par. C5005 is authorized the following if PCS allowances are part of the hiring process:

1. Employee and dependents' transportation, including PCS mileage allowance for POC travel, (see par. C5050-A),
2. Per diem for the employee and dependents,
3. HHG shipment, including storage-in-transit,
4. HHG NTS ***NOTE: NTS is not authorized for CONUS to CONUS transfers unless it is to a designated isolated CONUS PDS.***

5. Miscellaneous expenses, and
6. Expenses incurred in the selling and/or buying of a residence, or lease termination. See Chapter 5, Part P.

B. Allowance Restrictions. The allowances in par. C5070-A are not subject to negotiation between the employing activity and the employee. The employing activity does not have the discretion to reduce/change the allowances (55 Comp. Gen. 613 (1976)).

C. Discretionary Allowances. The employing activity may, at its discretion, also authorize:

1. A HHT and/or TQSE (see Chapter 5, Part H), and
2. POV shipment (see Chapter 5, Part E).

C5075 PCS MOVEMENTS (FTR §302–3)

A. General. This covers world-wide PCS movements.

B. Travel and Transportation Allowances. Under par. C5005, travel and transportation allowances are authorized incident to PCS movements in this paragraph.

C. Agreements/Service Requirements/Violation Agreements. See Chapter 5.

D. Alternate Origin and/or Destination Limitation. Travel and transportation allowances are limited to those between the old and new PDSs.

Effective 26 August 2004

C5080 TRAVEL AND TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES

A. First Duty Station Travel Eligibility (FTR §302-3 and §302-3.501(b))

1. General

a. Travel and transportation expenses may be allowed to first duty station only for the following persons:

- (1) A new appointee to any position;
- (2) A student trainee assigned to any position upon completion of college work; or
- (3) Presidential Transition Team personnel newly appointed to Government service who have performed transition activities under section 3 of the Presidential Transition Act of 1963 (3 USC §102, note) and are appointed to Government service in the same fiscal year as the Presidential inauguration that immediately follows their transition activities.

b. The provisions of this Part apply to relocation to the first PDS from the actual residence at the time:

- (1) Of appointment, for new appointees, as defined in par. C5080-B2, or,
- (2) Following the most recent Presidential election, but before selection/appointment, in the case of individuals described above in par. C5080-A1a(3).

c. The restrictions in par. C5080-F (Short Distance Transfers (PCS within Same City or Area)) do not apply to first duty station travel. When first duty station travel is involved, the hiring DOD component may or may not, at its discretion, authorize/approve payment of applicable first duty station travel and transportation allowances in par. C5080-B5 without regard to the distance between the employee's actual residence and the first PDS.

2. Requirements and Allowances for New Employees Assigned to an OCONUS PDS

a. Agreement Requirements. See Chap. 5, Part L.

*b. Service Requirements. See par. C5570.

c. Travel and Transportation Allowances. Travel and transportation allowances:

- (1) Are measured from the actual residence, at the time of appointment, to the OCONUS PDS.
- (2) For Presidential Transition Team appointees are limited to expenses incurred from the actual residence, from which the employee was relocated to perform Presidential transition activities, to the assigned PDS.

d. Foreign OCONUS Area PDS Assignment Allowances

(1) Foreign Transfer Allowance (FTA). See par. C1004. When assignment is from a CONUS/non-foreign OCONUS area to a foreign OCONUS area PDS the following are authorized:

(a) Miscellaneous Expense Portion. See DSSR, section 241.2 at <http://www.state.gov/m/a/als/1737.htm> and par. C1004,

(b) Lease Penalty Expense Portion. See DSSR, section 242.4 at <http://www.state.gov/m/a/als/1737.htm> and par. C1004, and

(c) Pre-departure Subsistence Expense. This is also provided for a new appointee in a CONUS/non-foreign OCONUS area whose first assignment is a foreign OCONUS area PDS. See DSSR, section 242.3 at <http://www.state.gov/m/a/als/1737.htm> and par. C1004.

(2) Temporary Quarters Subsistence Allowance (TQSA) (DSSR, section 120 (<http://www.state.gov/m/a/als/1727.htm>)). Provided for temporary quarters occupied upon arrival at a foreign OCONUS area PDS if eligible for a Living Quarters Allowance (LQA) under the DOD Civilian Personnel Management System Directive 1400.25-M, Subchapter 1250-E at <http://www.dtic.mil/whs/directives/corres/html/140025m.htm> and DSSR Section 031.1 at <http://www.state.gov/m/a/als/1721.htm>.

B. New Appointee and Student Trainee Appointments and Assignments to the First PDS (FTR §302-3, subpart A)

1. General

- a. Travel and transportation allowances may be authorized for appointees/student trainees assigned to a first PDS.
- b. For travel and transportation allowances to the first PDS to be provided, the selected individual must agree, in writing, to remain in Government service for a 12-month minimum (beginning the date the appointee/student trainee reports for duty at the first/new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned.
- c. If the written agreement is violated, including failure to report for duty at the first/new PDS, any Government funds spent for travel, transportation, moving and/or HHG storage, and all other allowances authorized under this Part become that individual's financial responsibility.
- d. See par. C4001-A regarding agreement requirements for appointments to an OCONUS position.
- *e. See par. C5570-C and Appendix Q for information concerning tours of duty at OCONUS PDS locations.

2. Coverage. A new appointee:

- a. May be authorized payment of only expenses listed in par. C5080-B5 when relocating to the first PDS.
- b. Includes:
 - (1) An individual who is employed with the Federal Government for the first time,
 - (2) Presidential Transition Team personnel (see par. C5080-A1a(3)), and
 - (3) An employee returning to the Government after a break in service (except an employee separated as a result of reduction in force/transfer-of-function and is re-employed within one year after such action (par. C5080-C)); or
 - (4) A student trainee assigned to the Government upon completion of college.
- c. Is **not** an employee separated as a result of a RIF/transfer-of-function. Such an employee is treated as a transferee under pars. C1052-B2 and C5080-C.

3. DOD Component Responsibility. ***Each DOD component must ensure that new appointees are informed of benefits availability and limitations.***

4. Procedural Requirements

- a. Agreement. Payment for otherwise allowable expenses/advance of funds cannot be made unless the appointee/student trainee has signed the appropriate agreement.

b. Travel before Appointment

- (1) Authorized expenses may be paid even though the individual concerned has not been appointed at the time travel to the first PDS is performed.
- (2) Travel and transportation for Presidential Transition Team personnel (see par. C5080-A1a(3)), may take place at any time following the most recent Presidential election, but expense reimbursement cannot occur until the individual's actual appointment.
- (3) Par. C5080 does not limit the Chapter 6, Part E provisions allowing the payment of pre-employment interview travel.

c. Prior Payment. *A student trainee may not receive payments at the time of assignment if travel and transportation expenses were paid when the trainee was appointed as a student trainee.*

5. Allowable Expenses. The following expenses are payable when travel to the first PDS at Government expense is authorized/approved by the hiring DOD component. Not all of the listed items are applicable in each situation covered by this Part.

a. Travel and transportation, including per diem, for the appointee/student trainee (see par. C4553-B3).

NOTE: AEA in Chapter 4, Part M, may not be authorized/approved for first duty station travel.

*b. Transportation for the appointee's/student trainee's dependent (see Chapter 5, Part C).

c. PCS mileage if a POC is used (see par. C5050).

d. HHG transportation and storage in transit (see Chapter 5, Part D).

e. NTS of HHG if appointed to an isolated location or assigned to an OCONUS PDS (see Chapter 5, Part D).

f. Mobile home transportation (see Chapter 5, Part F).

g. Shipment of a POV when authorized by the DOD component (see Chapter 5, Part E).

6. Expenses Not Allowable. The following expenses are not allowable to appointees and student trainees.

a. Per diem for dependents;

b. A house-hunting trip (HHT);

c. Temporary Quarters Subsistence Expense Allowance (TQSE) (Chapter 5, Part H);

d. Miscellaneous Expense Allowance (MEA) (Chapter 5, Part G); ***NOTE: Chapter 5, Part G does not authorize MEA for first duty station travel. The authority in DSSR, section 241.2 at <http://www.state.gov/m/a/als/1737.htm> may be used to authorize MEA for an employee on first duty station travel to a foreign OCONUS area duty station.***

e. Residence sale and purchase expenses (Chapter 5, Part P);

f. Lease-breaking expenses (except as in par. C1004-C4); and

g. Relocation services (Chapter 5, Part Q).

7. Alternate Origin and/or Destination

a. The travel and transportation expense limit is the cost of allowable travel and transportation directly between the individual's actual residence at the time of selection/assignment and the PDS to which appointed/assigned.

b. For Presidential Transition Team personnel (see par. C5080-A1a(3)), the actual residence, at the time of first duty station travel following the most recent Presidential election, is used.

c. Travel may be from and/or to other locations, but the new appointee/student trainee is financially responsible for any excess cost involved.

8. Funds Advance. An advance for allowable expenses may be made to appointees/student trainees under Chapter 1, Part C.

C. Movement of Employees or Reemployed Former Employees Affected by Reduction in Force (RIF)/Transfer of Function (FTR §302–3.206)

1. General. An involuntary transfer due to a RIF/transfer of function is in the Government's interest (FTR §302-3.205). PCS allowances are authorized.

2. Placement before Separation. When an employee is assigned to any new duty station due to a RIF/transfer of function before separation, travel and transportation allowances are from the old PDS to the new PDS.

3. Placement after Separation. If a former employee was separated due to a RIF/transfer of function, and is reemployed:

a. In the Federal Government,

b. Within 1 year of the separation date,

c. Under a non-temporary appointment, and

d. At a different duty station from the one at which the original separation occurred,

the travel and transportation allowances are from the old PDS at which separated to the new PDS provided the new PDS meets the distance requirements in par. C5080-F for a short distance transfers.

4. Agreement Requirement. PCS allowances authorized under par. C5080 may be allowed when an employee, who is transferred due to a RIF/transfer of function, agrees in writing to remain in Government service for 12 months (beginning the date the employee reports for duty at the new PDS). If the employee violates the written agreement, including failure to report for duty at the new PDS, any Government funds spent for allowances authorized under par. C5080 become the individual's personal financial responsibility. See par. C4001 for agreement requirements when a transfer is to an OCONUS position.

5. Employees Transferring to the U.S. Postal Service. The allowances under par. U5080 may also be authorized for an employee of the DoD (5 USC §5735) who:

- a. Is scheduled for separation from DoD, other than for cause;
- b. Is selected for appointment to a continuing position with the U.S. Postal Service; and
- c. Accepts the appointment.

6. Travel Authorization Issuance. Travel authorization issuance is covered in Chapter 3.

7. Funding. For funding of allowances authorized under this paragraph, see par. C1052.

8. Example: An Employee Separated due to Transfer of Function. An employee in California declined to relocate with a transfer of function and was separated. The employee sold the residence within 2 months, stored HHG and departed with the spouse for Washington, D.C., in a privately owned automobile, towing a house trailer. Upon reemployment in a permanent position in Washington 4 months later, the employee signed a transportation agreement and was issued a PCS travel authorization that authorized the same PCS allowances that would have been authorized had the employee transferred without a break in service. The employee was reimbursed for the residence sale, HHG storage and shipment, PCS mileage and per diem for travel to Washington with the spouse prior to reemployment, including TQSE and the MEA. Reimbursement for towing the house trailer was not allowed since reimbursement is allowed for shipping HHG or moving a house trailer, but not both (51 Comp. Gen 27 (1971) and B-172824, 28 May 1971).

D. Return from Military Duty

1. Mandatory Restoration. A civilian employee:

- a. Authorized mandatory restoration under FPM 353,
- b. Returning from military duty, and
- c. Finding that an appropriate vacancy does not exist at the PDS at which the employee resigned to enter the Armed Forces,

is restored to the PDS at which the employee resigned to enter the Armed Forces.

2. Travel and Transportation Allowances. Travel and transportation allowance payment is in the Government's interest from the restoration place to a place where a suitable DOD vacancy is available (B-170987, 14 December 1970 and 25 Comp. Gen. 293 (1945)).

3. Real Estate Expenses

a. Reimbursement is allowable in Chapter 5, Part P for real estate expenses required to be paid by the employee in connection with residence:

- (1) Sale (or unexpired lease settlement) at the former civilian PDS; and
- (2) Purchase at the new PDS (the criteria in par. C5080-F concerning change of station within the same city or area applies).

b. Reimbursement is prohibited for any:

- (1) Sale,
- (2) Settlement of an unexpired lease, or
- (3) Purchase transaction

that occurs prior to the employee being officially notified that the employee would be assigned to a different PDS than the one at which the employee resigned to enter the Armed Forces.

4. Travel and Transportation Allowances

a. An employee returning from the location at which released from duty in the Armed Forces directly to the new civilian PDS (other than the one from which the employee resigned or entered LWOP-US to enter the Armed Forces) has separate and distinct travel and transportation allowances.

b. Based on the employee's status the employee is authorized the below travel and transportation allowances:

- (1) Service Member Being Discharged. The employee is authorized travel and transportation allowances under the JFTR from the place released from the Armed Forces to the HOR, or PLEAD.
- (2) Civilian Employee. The employee is authorized travel and transportation allowances for self, dependents, and HHG from the civilian PDS at which the employee resigned to enter the Armed Forces to the new civilian PDS.

c. The employee is authorized:

- (1) The Miscellaneous Expense Allowance (see Chapter 5, Part G),
- (2) Reimbursement of expenses incurred in connection with the sale/purchase of a residence or an unexpired lease (see Chapter 5, Part P),
- (3) A HHT, but only if authorized in the travel authorization, under Chapter 5, Part M, and
- (4) TQSE, but only if authorized in the travel authorization under Chapter 5, Part H.

- a. The employee would suffer a hardship if the limitation was not waived; and
- b. The official waiving PCS limitations certifies, in writing, both the waiver and the reason(s) for the waiver.

2. Remote/Isolated Locations. The following locations have been designated as remote or isolated Locations:

<u>Location</u>	<u>Effective Date</u>	<u>Biennial Re-certification Date</u>
1. None Yet Designated		
2.		
3.		

3. Designating a PDS as a Remote/Isolated Location. A request to designate a PDS as a remote/isolated location should be submitted, with justification, to the PDTATAC through the appropriate Army, Navy, Marine Corps, Air Force or OSD address listed under “Feedback Reporting” in the Introduction. Justification for continuing a PDS designation as an isolated/remote location must reach the PDTATAC by the biennial re-certification date in the table in par. C5080-G2 or the designation may be deleted.

4. Criteria for Designating a PDS as a Remote/Isolated Location

a. Criteria. In the circumstances described in par. C5080-G4b or C5080-G4c, any PDS is a remote/isolated location (for the purpose of this paragraph) if listed in par. C5080-G2. For NTS of HHG at an isolated PDS, see par. C5195.

b. Daily Commuting Impractical. Daily commuting is impractical because the PDS location and available transportation are such that DOD component management requires employees to remain at the PDS for their workweeks as a normal and continuing part of the employment conditions.

c. Extraordinary Conditions. Boat, aircraft, or unusual conveyance is the only transportation means to the PDS, and then only under extraordinary conditions, and the distance, time, and commuting conditions result in expense, inconvenience, and/or hardship significantly greater than that encountered in metropolitan area commuting.

C5085 SEPARATION TRAVEL FROM OCONUS DUTY (FTR §302–3, subpart D)

*A. Eligible Employees. An employee is authorized travel and transportation allowances to the actual residence upon separation from Federal service if the employee has:

- 1. A service agreement providing for return travel and transportation allowances; and
- 2. Served the period required in the current service agreement or that service period requirement has been waived because separation is for reasons beyond the employee's control that are acceptable to the employee's activity; and
- 3. Resigned or been separated involuntarily. *A resignation must be executed before the employee leaves the OCONUS activity.*

NOTE: See par. C5090 for specific regulations concerning separating SES employees.

B. Separation Travel and Transportation Allowances. An employee is:

1. Authorized travel and transportation allowances for travel from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.
2. Authorized travel and transportation allowances for travel to an alternate destination not to exceed the constructed cost for travel from the OCONUS PDS to the actual residence.
3. Personally financially responsible for any excess costs (63 Comp. Gen. 281 (1984)).
4. Not authorized travel and transportation allowances if separated from a PDS in the same locality as the actual residence/alternate location.
5. Not authorized per diem for dependents, TQSE, MEA, residence sale and/or purchase expenses, lease-breaking expenses, NTS of HHG, RIT allowance, and relocation services upon separation as are authorized for reimbursement for a transferred employee. (GSBCA 16107-RELO, 26 September 2003)

C. Separation Travel and Transportation Allowances Loss

1. Election to Separate OCONUS for Personal Reasons. An employee's OCONUS separation election must be in writing and include a statement that the employee understands the travel and transportation allowances loss.
2. Refusal to Accept/Use Return Travel and Transportation Allowances within a Reasonable Time after Release from Duty (FTR §302-3.500(c) and GSBCA 16235-RELO, 16 October 2003)
 - a. A separating employee loses return travel and transportation allowances when the employee refuses to accept/ use them after release from work status in the OCONUS position.
 - b. An OCONUS activity commanding officer may authorize a delay for a reasonable period upon receipt of an employee's written request. Ordinarily, a delay of 90 or less calendar days is reasonable. Under unusual extenuating circumstances that, in the opinion of the OCONUS activity commanding officer warrant a longer delay, return travel may be delayed up to 2 years from the separation date.
 - c. Requests for delays from an employee separating OCONUS to accept private OCONUS employment/retire locally to establish an OCONUS retirement residence must not be approved.
 - d. *If a request for delay is not received by the OCONUS activity commanding officer, or if the employee refuses to accept/use travel and transportation allowances at the expiration of the approved delay period, the employee loses the allowances.*

D. Limited Separation Travel and Transportation Allowances

- *1. If an employee loses/does not use personal travel and transportation allowances, the employee is authorized travel and transportation allowances for dependents and HHG, provided the travel and transportation allowances are used within a reasonable time (see Chapter 5, Part C and Part D).

2. The circumstances of anticipated partial/delayed travel and transportation allowances use should be a matter of written record.

E. Employees Not Eligible. The following employees are not authorized separation travel and transportation allowances:

1. A locally-hired OCONUS employee who is not eligible to sign an agreement, and
2. An employee who violates the agreement prior to completion of the minimum period of service required under the current agreement unless there are unused previously-earned travel and transportation allowances.

F. Employment in Another DOD Component without a Break in Service after Separation from the Losing Activity

1. General. The losing OCONUS activity pays an employee's travel and transportation allowances to the authorized separation destination, not to exceed those payable to the actual residence (see par. C1052-E3), even though the employee is employed, without a break in service, by a different DOD component after arrival at the authorized separation destination.

2. New PDS at other than the Authorized Separation Destination

a. General. If the new PDS is other than at the authorized separation destination thereby necessitating additional travel, travel and transportation allowances are paid by the gaining DOD component, when PCS allowances are authorized by the gaining DOD component. These payments must not exceed the constructed allowances for travel by direct route from the old OCONUS PDS to the new PDS, less the cost of separation travel and transportation allowances paid by the losing OCONUS activity.

b. PCS Allowances Related to the New PDS

(1) Par. C5070 lists the mandatory and discretionary allowances that are the acquiring DOD component's responsibility when that component authorizes PCS allowances and the employee meets eligibility conditions for the allowances concerned.

(2) The employee's actual residence being the separation destination and the new place of employment (without a break in service) does not preclude eligibility for certain PCS allowances (TQSE and MEA).

(3) Applicable PCS allowances are not authorized until the employee signs a new transportation agreement. See par. C4001.

(4) The following examples indicate the extent of eligibility in various situations involving an employee whose actual residence is Chicago, IL, and whose OCONUS PDS from which returned for separation is in London, U.K.

(a) **Example 1**. The employee is returned for separation at Washington, DC, and is employed without a break in service by a different DOD component with assignment to a new PDS at Dayton, OH. The gaining DOD component, at its expense, may authorize:

-1- The additional travel and transportation allowances from Washington to Dayton, limited to the constructed travel cost between the old OCONUS PDS in London and the new PDS in Dayton by direct route, less the separation travel and transportation costs incurred by the losing DOD component;

-2- Per diem en route for dependents for travel between Washington and Dayton, limited to the constructed direct travel time from London to Dayton, less the time en route from London to Washington; and

-3- TQSE at Dayton, an MEA and, if there is eligibility, real estate allowances.

(b) **Example 2.** The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DOD component with assignment to a new PDS at Washington, DC. There is no eligibility for additional travel and transportation allowances between Chicago and Washington. However, the gaining DOD component, at its expense, may authorize TQSE at Washington, an MEA and, if there is eligibility, real estate allowances.

(c) **Example 3.** The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DOD component with assignment to a new PDS at Denver, CO. The gaining DOD component, at its expense, may authorize:

-1- The additional travel and transportation allowances from Chicago to Denver limited to the constructed cost between the old OCONUS PDS in London to the new PDS in Denver by direct route, less the separation travel and transportation costs incurred by the losing DOD component;

-2- Per diem en route for dependents for travel between Chicago and Denver, limited to the constructed time for direct travel from London to Denver, less the time en route from London to Chicago; and

-3- TQSE at Denver, an MEA and, if eligible, real estate allowances.

(d) **Example 4.** The employee is returned for separation in Chicago, IL, and is employed without a break in service by a different DOD component with assignment to a new PDS at Chicago. There is no eligibility for additional travel and transportation allowances for the employee or dependents. However, the gaining DOD component, at its expense, may authorize TQSE at Chicago and an MEA.

c. Prohibition. If a break in service occurs between the separation date and the employment date, no travel and transportation allowances are payable for travel from the actual residence or authorized alternate separation destination to the new CONUS PDS unless first duty station travel is authorized by the gaining activity under par. C5080-B. If there is no break in service and the movement to the new PDS is not in the Government's interest, there is no authority for other than separation travel and transportation allowances.

C5090 LAST MOVE HOME FOR A SENIOR EXECUTIVE SERVICE (SES) CAREER APPOINTEE UPON SEPARATION FROM FEDERAL SERVICE FOR RETIREMENT

A. Applicability

1. Individuals Covered. This part is applicable to:
 - a. Senior Executive Service (SES) positions; and
 - b. Non-SES appointees if the appointee:
 - (1) Has a rate of basic pay at Level V or higher of the Executive Schedule;
 - (2) Was previously an SES career appointee; and
 - (3) Elected, under 5 USC §3392(c), to retain SES retirement travel and transportation allowances.
 2. Exclusions. This Part does not apply to an SES employee who is a:
 - a. Limited Term Appointee. An individual appointed under a nonrenewable appointment for a term of 3 years or less to an SES position, the duties of which expire at the end of that term;
 - b. Limited Emergency Appointee. An individual appointed under a nonrenewable appointment, not to exceed 18 months, to an SES position established to meet a bona fide, unanticipated, urgent need; or
 - c. Non-career Appointee. An individual in an SES position who is not a career appointee, a limited term appointee, or a limited emergency appointee.
 3. Dependents of a Deceased Covered Individual. The last move home provisions of this Part also apply to the dependents of an eligible employee, as defined in par. C5090-A1, provided the employee:
 - a. Satisfied the eligibility criteria in par. C5090-B; and
 - b. Dies in Government service;
 - c. Died after separating from Government service but before travel and/or transportation to home were completed.
- *B. Eligibility Criteria. An SES career appointee (or a deceased covered employee's dependents), as defined in par. C5090-A, is eligible, upon separation from Federal Service, for the travel and transportation allowances in par. C5090-D, but only after the employee has actually separated from Federal service. ***Any expenses incurred prior to actual separation are not reimbursable.*** See GSBCA 16328-RELO, 12 April 2004. The employee must have:
1. Was geographically transferred/reassigned in the Government's interest and at Government expense from one PDS to another as an SES career appointee, including a transfer/reassignment from:

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- a. One SES career appointment to another; or
- b. An SES career appointment to an appointment outside the SES at a pay rate equal to/higher than Level V of the Executive Schedule, and the employee elects to retain SES retirement travel and transportation allowances under 5 USC §3392; or
- c. Other than an SES career appointment, including an appointment in a civil service position outside the SES, to an SES career appointment.

2. At the time of the transfer/reassignment was:
 - a. Eligible to receive an annuity for optional retirement under 5 USC §8336(a), (b), (c), (d), (e), (f), or (j), chapter 83, subchapter III (Civil Service Retirement System (CSRS)); or under 5 USC §8412, chapter 84, subchapter II (Federal Employees Retirement System (FERS)); or
 - b. Within 5 years of eligibility to receive an annuity for optional retirement under one of the authorities in par. C5090-B2a; or
 - c. Eligible to receive an annuity based on discontinued service retirement, or early voluntary retirement under an OPM authorization, under 5 USC §8336(d), chapter 83, subchapter III; or 5 USC §8414(b); or 5 USC chapter 84, subchapter II;
3. Is eligible to receive an annuity upon separation (or, in the case of death in Government service, met the requirements for being eligible to receive an annuity as of the date of death) under 5 USC chapter 83, subchapter III (CSRS), or 5 USC chapter 84 (FERS), including an annuity based on optional retirement, discontinued service retirement, early voluntary retirement under OPM authorization, or disability retirement; and
4. Has not previously received "last move home" travel and transportation allowances upon separation from Federal service for retirement.

C. Authorization/Approval

1. Covered Individuals. An individual who is eligible for relocation expenses may submit a request to the official designated by the concerned DOD for expense authorization/approval. This request ordinarily should be submitted, in writing, at least 90 days before the anticipated retirement date and must include the following information:
 - a. Name, grade, and SSN;
 - b. Name of spouse;
 - c. Name(s) and age(s) of dependent children;
 - d. Move origin and destination;
 - e. Anticipated move dates.
2. Dependents of a Deceased Covered Employee. The family of a deceased employee should submit a request as prescribed in par. C5090-C1 as soon as practicable after the employee's death.

D. Allowable Expenses. When authorized/approved by the head of the DOD component, travel and transportation expenses are paid for an eligible employee. See par. C5090-A. Allowable expenses and provisions of these regulations that apply are as follows:

1. Travel and transportation expenses, including per diem, under par. C5000 for the employee;

- *2. Transportation expenses under par. C5100, but not per diem, for the employee's dependent;
3. PCS mileage allowance under par. C5050 if travel is performed by POC; and
4. HHG transportation and storage in transit (see Chapter 5, Part D) not to exceed 18,000 pounds net weight of HHG.

E. Expenses Not Allowable. The following expenses are not authorized for the last move home by an SES employee:

1. per diem for the employee's family,
2. TQSE,
3. MEA,
4. residence sale and purchase expenses,
5. lease-breaking expenses,
6. NTS of HHG,
7. RIT allowance, and
8. relocation services.

F. Origin and Destination

1. General. The expenses listed in par. C5090-D may be reimbursed from the employee's PDS at separation to the place the individual elects to reside in a CONUS/non-foreign OCONUS location. If the employee dies before separating, or after separating but before the move is completed, expenses may be reimbursed to the place within these areas at which the dependents elect to reside even if different than the employee's elected place.
2. Alternate (or more than One) Origin. Travel and transportation expenses may be paid from an alternate origin or from more than one origin provided the cost does not exceed what the Government would have paid if all travel and transportation had originated at the PDS from which the individual was separated to the place where the individual, or the dependents, are to reside.
3. Same General or Metropolitan Area. These provisions contemplate a move to a different geographical area. If the place at which the individual has elected to reside is within the same general local or metropolitan area in which the PDS or residence was located at the time of the individual's separation, the expenses authorized by this Part may not be paid unless the distance criteria in par. C5080-F for a short distance transfer are met.

G. Time Limits for Beginning Travel and Transportation. All travel and transportation must be accomplished within 6 months following the separation date (or date of death if the employee died before separating). If authorized/approved by the Secretarial Process under unusual extenuating circumstances that warrant a longer period, the travel and transportation may be delayed for a longer period. In no case may the Secretarial Process permit a period longer than 2 years from the effective date of the individual's separation from service (or date of death if the employee died before separating). (GSBCA 16328-RELO, 12 April 2004)

H. Funds Use. *Travel advances must not be issued to cover any of the expenses authorized by this Part.* Travel and transportation arrangements should be made through Government-procured travel and transportation means to the maximum extent possible to minimize travel and transportation costs and the need for individuals to use personal funds. In rare instances when individuals have been authorized/approved to make their own arrangements (see par. C2203), they may be reimbursed for their actual transportation expenses.

NOTE: Reimbursement must not exceed the policy-constructed airfare (see Appendix A) for transportation of the individual and dependents, or, for moving and storage of HHG, the applicable allowances under the commuted rate schedule (or the Government-arranged move cost if that is the directed transportation method).

CHAPTER 5

*PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

C5100 ELIGIBILITY

A. General

1. Appropriate dependent travel and transportation allowances may be authorized/approved ICW PCSs world-wide.
2. Dependent travel and transportation allowances are based on the employee's travel authorization and are subject to the conditions and restrictions in Chapter 5, Part C.
3. Except as in Chapter 12 and Appendix I, these allowances are limited to those allowable for uninterrupted travel by the authorized transportation mode over a usually traveled route between the old and new PDS.
4. There is no authority to any additional travel and transportation allowances for a dependent who accompanies an employee on TDY assignment, except for transportation authorized under pars. C4500-B and C4500-C.

B. Child's Age and Travel Eligibility. A dependent child's eligibility (see Appendix A for DEPENDENT) for travel allowance depends in part on the child's age on the date the employee reports for duty at the new PDS (B-160928, 28 March 1969 and B-166208, 1 April 1969). Example: A child 20 years and 11 months old when the employee reports at new PDS is eligible for travel to that new PDS even if travel is delayed until the child is age 22 years and 11 months.

C5105 TRANSFERS TO AND WITHIN CONUS

A. When Authorized

1. Dependent travel and transportation allowances may be authorized ICW an employee's PCS.
2. See Chapter 5, Part M for spouse house-hunting trip incident to an employee's transfer.
3. Dependent transportation allowances (but no per diem) may be authorized ICW an appointee's travel to a first PDS.

B. Origin and Destination

1. Dependent travel may originate at the employee's old PDS/some other point, or partially at both.
2. The destination may be the new PDS, some other point selected by the employee, or both.

3. Reimbursement may not exceed the Government's costs over a usually traveled route between the old and new PDSs.

4. Travel to a first PDS may not exceed the Government's transportation cost from the actual residence, at the time of appointment, to the PDS by a usually traveled route.

C. Transportation Mode and Routing. See Chapter 2 for authorized transportation mode and routing for dependent travel. A dependent, traveling by POC, may travel with the employee or may travel independently.

D. Expenses Authorized. Commercial transportation costs not covered by Government-procured transportation and POC PCS mileage are authorized, subject to the reimbursement conditions and limitations in Chapter 2 applicable to travelers. Miscellaneous expenses listed in App G, Part I are reimbursable.

E. Travel Authorization. The travel authorization for an employee's transfer must include dependent transportation authorization.

F. Time Limitation. Dependent travel to a new PDS to establish residence there:

1. Must begin within 2 years after the date an employee reports for duty at the new PDS, and
2. Should begin at the earliest practicable date.

Exceptions are in par. C1057.

C5110 TRANSFERS TO AND BETWEEN OCONUS PDS'S

A. When Authorized. Dependent travel and transportation allowances are authorized ICW:

1. A current employee's PCS,
2. The initial appointment of certain employees, and
3. RAT.

B. Travel Origin and Destination

1. Reassignment/Transfer of a Current Employee

a. From a CONUS PDS to an OCONUS PDS

- (1) When a current employee is reassigned/transferred from a CONUS PDS to an OCONUS PDS, dependent travel may originate at the employee's PDS, some other place, or partially at both.

- (2) The travel destination may be the OCONUS PDS/an alternate CONUS destination specified at the time of transfer. See Chapter 12 and Appendix I for exceptions.
 - (3) The Government's cost obligation does not exceed the travel and transportation costs between the old and new PDSs by a usually traveled route. See Chapter 12 and Appendix I for exceptions.
 - (4) Alternate destination travel is in lieu of travel to the new OCONUS PDS, except when an employee is residing in Government/Government-controlled quarters or privatized housing at the time of transfer to the OCONUS PDS and is required to vacate the quarters before dependent travel to an OCONUS PDS is authorized.
 - (5) For mandatory quarters vacation, if travel to the OCONUS PDS is authorized subsequently, the dependent travel cost of the two movements is limited to the costs between the old PDS and new PDS.
- b. Between OCONUS PDSs. When an employee is:
- (1) Reassigned/transferred between OCONUS PDSs, authorized dependent travel is from the old to new PDS. See Chapter 12 and Appendix I for exceptions.
 - (2) Authorized travel to the actual residence the dependent may return to the actual residence.
2. Initial Appointment of a Person Recruited for Assignment to an OCONUS PDS
- a. CONUS Recruitment. When a person, recruited in CONUS, is initially appointed to an OCONUS PDS assignment, dependent travel is authorized from the actual residence to the OCONUS PDS. See Chapter 12 and Appendix I for exceptions.
 - b. OCONUS Recruitment. When a person, recruited OCONUS, is initially appointed to an OCONUS PDS assignment in a locality different from the actual residence, dependent travel is authorized from the actual residence to the PDS. See Chapter 12 and Appendix I for exceptions.
3. Initial Appointment of a Person Recruited Locally OCONUS Who Executes an Agreement. Upon initial appointment, when a recruited person:
- a. Meets the conditions in par. C4002-B2, and
 - b. Executes an agreement,
- dependent travel is authorized from the actual residence to the OCONUS PDS provided the dependent is not already in the OCONUS area at the time employment begins. See Chapter 12 and Appendix I for exceptions.
4. Renewal Agreement Execution to Serve an Additional Tour OCONUS
- a. An employee, who executes a renewal agreement to serve an additional tour in the same/another OCONUS area and who is transferred/reassigned to an OCONUS area, is authorized dependent travel from

the PDS at the time of the initial OCONUS transfer/reassignment to the OCONUS PDS, provided the dependent did not accompany the employee to the OCONUS area on the preceding tour. See Chapter 12 and Appendix I for exceptions.

b. Dependent travel may originate at any point, but travel and transportation allowances may not exceed the cost by the usual transportation mode from the old PDS to the OCONUS PDS by a usually traveled route. See Chapter 12 and Appendix I for exceptions.

c. An employee, executing a renewal agreement and who was a new appointee at the time of the original OCONUS employment, is authorized dependent travel from the initial appointment actual residence, provided the dependent did not accompany the employee to the OCONUS area on the preceding tour.

C. Concurrent Travel

1. Concurrent dependent travel from CONUS is authorized to some OCONUS areas.

2. When prior OCONUS command approval is necessary, the CONUS recruiting office/other appropriate office must obtain concurrent travel authorization from the OCONUS command and advise the activity responsible for processing the employee.

3. When dependent travel is authorized concurrently with the employee or within 60 days after the employee's reporting date at the Army, Navy, or Air Force CONUS transportation terminal, the activity responsible for processing the employee must take action regarding the dependent's passport, visas, immunizations, port calls, and transportation.

4. When dependent travel, initially prohibited, is authorized by the OCONUS command subsequent to the employee's arrival at the OCONUS PDS, the employee's travel authorization must be amended to provide for dependent travel at the time of dependent travel authorization.

5. The procedures in AR 55-46 ICW the priority system must be followed for an Army employee.

D. Transportation Mode and Routing. Dependent transportation may be authorized by any appropriate mode specified in Chapter 2.

E. Expenses Authorized. Commercial transportation costs not covered by Government-procured transportation and PCS POC mileage are authorized, subject to reimbursement conditions and limitations for travelers in Chapter 2. Miscellaneous expenses in App G, Part I are reimbursed.

F. Travel Authorization. Authorization for dependent's travel must be included in:

1. The employee's travel authorization,

2. An amended travel authorization, or
3. A supplemental travel authorization issued IAW par. C5110-C.

G. Time Limit

1. General

- a. Dependent travel must begin within 2 years after the effective date of the employee's PCS/initial OCONUS appointment.
- b. For an employee enters active military duty any time before the end of the 2-year period, the time spent in military service is not included in the 2 years.
- c. When an employee is assigned to OCONUS duty, the 2-year period excludes time that travel restrictions/ administrative embargoes make dependent travel impossible. Example: Lack of family housing in an OCONUS area that prevents dependent travel is termed an 'administrative embargo'.
- d. Travel should be completed at the earliest practicable date.
- e. When an administrative embargo is removed, the OCONUS command must notify in writing each affected employee.
- f. The 2-year time limit 'clock' resumes on the embargo removal date.

2. Remaining Service Requirement. Dependent travel to the OCONUS area within the initial 2-year period, or any subsequent 2-year period established as a result of a renewal agreement, must not be authorized unless at least 1 year of the minimum service period remains or the employee agrees to serve 1 year after dependent arrival in the OCONUS area.

3. Transfers without a Break in Service. When an employee of another Federal department/agency stationed OCONUS is transferred to a position in a DOD OCONUS activity without a break in service, dependent travel from the old OCONUS PDS to the new OCONUS PDS is authorized if the move is in the Government's best interest. If the employee's dependent has not joined the employee in the OCONUS area, travel from the last PDS/actual residence in the U.S. or other country of actual residence may be authorized subject to the time limit in par. C5110-G2.

4. Local Hire Employee. The time limit in par. C5110-G2 applies to dependent travel of any employee hired locally who executes a service agreement at the time of original appointment or who enters into a renewal agreement for an additional tour of duty.

C5115 TRAVEL FROM AN OCONUS AREA**A. General**

1. Authority for dependent(s) travel from OCONUS at Government expense is determined by:
 - a. An employee's transportation eligibility, or
 - b. The appropriate OCONUS command when the Government's best interest is served by the dependent(s) early return. See par. C5450 for dependent early return.
2. When an employee violates a service agreement, or is not authorized return travel, a dependent is also ineligible for Government-funded travel.
3. For a dependent who elects to remain in the OCONUS area after an employee's return, the constructed cost of the unused allowance must *not* be authorized.
4. An employee is authorized return travel for the employee's otherwise travel-eligible dependent, who became age 21 while the employee is assigned OCONUS, to the employee's actual residence in the U.S. provided the last OCONUS travel was at Government expense as the employee's dependent.
5. A former dependent's travel is authorized when the employee:
 - a. Is assigned to a U.S. PDS;
 - b. Travels to the actual residence in the U.S. for separation; or
 - c. Travels to the U.S. pursuant to renewal agreement.

See pars. C5115-C, C5115-D1a, C5115-D2, and C5545.

6. Return to the U.S. may be authorized at Government expense for the early return of a dependent(s) (other than for compassionate reasons). See par. C5450.
7. Return of a former dependent must be not later than when the employee is subsequently eligible for travel or by the end of the current tour agreement.
8. Return travel authorization for a former dependent is contingent on authorized employee travel to the U.S. except when travel is authorized under early return provisions in par. C5450.

B. When Authorized. Dependent travel may be authorized ICW:

1. A PCS, or

2. Return for separation.

See par. C5115-C.

C. Travel Origin and Destination

1. Reassignment/Transfer of a Current Employee from an OCONUS PDS to a CONUS PDS

- a. For an employee reassigned/transferred from an OCONUS PDS to a CONUS PDS, dependent travel may originate:

- (1) At the employee's OCONUS PDS,
- (2) A place other than the OCONUS PDS, or
- (3) Partially at both.

2. The destination may be the CONUS PDS or an alternate CONUS destination specified at the time of transfer.

3. The Government's cost liability must not exceed the cost by the usual transportation mode and route from the OCONUS PDS to the CONUS PDS.

4. Return of an Employee for Separation

a. Employee Who Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Government.

- (1) For an employee returning for separation after completing the minimum service period or for other reasons acceptable to the Government, dependent travel is authorized from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.
- (2) Travel costs to an alternate destination anywhere in the world may be allowed.
- (3) Costs to an alternate destination must not exceed the constructed cost for travel from the OCONUS PDS to the country and actual residence. Any excess costs are the employee's personal financial responsibility (63 Comp. Gen. 281 (1984)).
- (4) Dependent travel costs are not reimbursable for an employee who separates from a PDS in the same geographical locality as the actual residence.

b. Employee Appointed Locally OCONUS Who Executed a Service Agreement and Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Government.

Dependent travel is authorized for an employee, appointed locally OCONUS and who has a service agreement, who returns for separation after completing the agreed minimum service period or for other reasons acceptable to the Government. See par. C5115-C2a.

c. Employee Recruited OCONUS for Assignment to an OCONUS PDS in a Different Geographical Locality Who Executed a Service Agreement and Has Completed the Agreed Service Period, or Is Being Separated for Reasons Acceptable to the Government.

(1) Dependent travel is authorized from the PDS to the actual residence for an employee recruited OCONUS for assignment to an OCONUS PDS who separates, under the terms of a service agreement, from a PDS outside the geographical locality of the actual residence after completing the agreed service period or for other reasons acceptable to the Government.

(2) Travel to an alternate destination in the geographical locality of the actual residence may be authorized. Dependent travel costs in excess of the most economical route from the OCONUS PDS to the actual residence are the employee's personal financial responsibility.

D. Evacuation. See Chapter 12 and Appendix I for dependent travel incident to an authorized/ordered evacuation.

E. Transportation Routing and Mode. See Chapter 2 for authorized routing and modes of dependent transportation. *Effective 21 August 2006*

F. Miscellaneous Expenses. See par. C1415 and Appendix G - PCS column - for miscellaneous expenses authorized for dependent travel from OCONUS areas.

G. Travel Authorization. Dependent travel authorization must be included in the travel authorization issued for the employee, except in situations when a separate travel authorization is required for dependent early return to the actual residence (see par. C5450) or evacuation for movement (see Chapter 12 and Appendix I).

H. Time Limitations

1. General. Dependent travel from OCONUS areas should begin as soon as practicable after the effective date of the employee's PCS or return for separation. If practicable, a dependent should travel with the employee, or as soon after as appropriate transportation is available.

2. PDS Reassignment. Dependent travel must not begin later than 2 years after the effective date of transfer (See Appendix A) to a new PDS, excluding any time that administrative embargoes/shipping restrictions make travel impossible.

3. Return for Separation

a. When an employee returns for separation, dependent travel may be delayed if authorized/approved by the OCONUS activity commanding officer.

b. The employee must submit a written request for delayed travel.

c. Costs for unauthorized delays are the employee's personal financial responsibility.

See par. C5085-C.

Effective 22 December 2004

C5120 STUDENT DEPENDENT TRAVEL TO ATTEND SCHOOL

NOTE: The regulations in par. C5120 parallel those of the State Department and NOT those of uniformed service members.

A. Authority and Eligibility

1. Authority and eligibility requirements for student dependent travel and educational allowances in foreign areas are in DOD 1400.25-M, Subchapter 1250 "Overseas Allowances and Differentials"; and DOD Directive 1342.13 "Eligibility Requirements for Education of a Minor Dependent in Overseas Areas" at <http://www.dtic.mil/whs/directives/>.
2. DOD 1400.25-M, SC 1250.5.1 authorizes educational travel, prescribed in DSSR section 280, for a student dependent of a DOD employee assigned in a foreign area for travel to and from U.S. schools to attend a full-time course for secondary (in lieu of an education allowance), undergraduate college education or an accredited post-secondary vocational or technical education.
3. Travel may be to and from a school. See <http://www.state.gov/www/perdiems/dssr/regs000.html>.
4. Administration of student travel is IAW DOD regulations and Service implementing regulations.

B. DODEA Student Activity Travel

1. The DODEA statutory charter (20 USC §921-932), authorizes travel for DODEA students to academic competitions and co-curricular activities.
2. The Director, DODEA, or designee determines appropriate activities.
3. The responsible DODEA activity determines the most appropriate method and DODEA appropriations to authorize transportation for students in support of co-curricular activities.
4. ***Payment of per diem, reimbursement for meals and/or lodging, or incidental expenses associated with TDY must not be authorized.***

C5125 DEPENDENT PER DIEM RATES

A. Travel En Route between an Employee's Old and New Duty Station

1. General

- a. Per diem is authorized for an employee's dependent travel between the old and new PDS when the employee is transferred.

- b. *The prohibition on paying per diem for travel of 12 hours or less applies.*
 - c. If travel origin and/or destination is other than the old/new PDS, the per diem must not exceed the amount authorized between the old and new PDSs.
 - d. Par. C4555-B3 applies when the employee/dependent obtains lodgings from friends/relatives.
 - e. Per diem rates for a dependent is in pars. C5125-A2, C5125-A3, and C5125-A4.
2. Employee and Spouse Travel Together. When an employee and spouse travel together, the:
- a. Maximum per diem rate for the spouse is three-fourths of the employee's rate. See par. C4553.
 - b. Minimum per diem rate is \$6 unless the employee receives a per diem rate of less than \$6 in which case the spouse receives the same rate as the employee.
3. Spouse Travels Independently
- a. Different Travel Dates. When an employee and spouse travel independently of each other, the
 - (1) Maximum per diem rate for the spouse is the same as the employee's had they traveled together.
 - (2) Employee's actual travel time and per diem rate are not factors in computing per diem for the spouse's travel.
 - b. Same Travel Dates. When more than one POC is used, the employee and spouse travel together when they travel on the same days along the same general route.
4. Dependent Other Than Spouse
- a. Maximum Per Diem Rate. For each dependent other than a spouse the maximum per diem rate is:
 - (1) Three-fourths of the employee's per diem rate for a dependent age 12 or older; and
 - (2) One-half of the employee's per diem rate for a dependent under age 12.
 - b. Minimum Per Diem Rate. The minimum per diem rate is \$6 unless the employee receives a per diem rate of less than \$6 in which case the dependent receives the same rate as the employee.
5. Dependent Transportation Cost Limited to Government-Procured Air Transportation Cost. When a dependent's transportation cost is limited to Government-procured air transportation, per diem is limited to the amount that would be payable had the dependent used the Government-procured air transportation.

B. Exclusions. Per diem is not authorized for a dependent:

1. Of a new appointee assigned to a first PDS;
2. Of an employee assigned OCONUS ICW RAT. See par. C5130 when return travel is to an OCONUS PDS, in a different geographical location, because of a PCS.
3. Of an employee assigned to an OCONUS PDS returning to the actual residence for separation; or
4. Authorized transportation to/from an employee's training location when transportation is authorized in lieu of per diem/AEAs for the employee while at the training location under par. C4500.

C. Round-trip House Hunting Travel

1. Spouse Travels Independently. When an employee's spouse travels independently pursuant to Chapter 5, Part M to house-hunt, the per diem rate for the spouse is the same as the employee's under par. C4553.
2. Employee and Spouse Travel Together. When the employee and spouse travel together under Chapter 5, Part M to house-hunt, the per diem rate for the spouse is three-fourths of the employee's per diem rate computed under par. C4553.
3. Limitations. *A comparison must be made to ensure that the cost of separate HHT trips does not exceed the cost of a single HHT trip made together by the employee and spouse.*

D. Evacuation Travel. When a dependent is evacuated, per diem is payable IAW Chapter 12 and Appendix I.

Effective 27 October 2005

E. Student Dependent Travel to Attend School. When a student dependent, in a foreign area, travels to/from school under par. C5120:

1. Per diem is authorized for required travel time by the authorized transportation mode IAW par. C4553-D,
2. The maximum per diem rates in par. C5125-A do not apply to travel to/from school, and
3. Prohibitions in par. C4552-F are applicable.

C5130 PER DIEM FOR TRAVEL TO A NEW PDS WHEN RAT IS INVOLVED

A. General. In cases of RAT when return travel is to a new OCONUS PDS in a different geographical locality from the old PDS, dependent travel per diem (related to the PCS, not the RAT) must be computed on the basis of constructed travel time between the old and new PDS.

B. Examples

1. Example 1. An employee on permanent duty in Frankfurt, Germany, is authorized RAT to the actual residence in CONUS with onward travel to a new PDS in Hawai'i. The employee is accompanied by a dependent. Travel is by air. The per diem allowance for the dependent while en route is limited to the constructed travel time by air between the old (Frankfurt) and new (Hawai'i) PDS.

2. Example 2. An employee at a PDS in Frankfurt, Germany, is authorized RAT to the actual residence in CONUS, with return to a new PDS in London, England. The employee is accompanied by the spouse. Travel is by air. A dependent son, 18 years old, does not accompany the employee but proceeds by POC from Germany to the employee's new PDS in England. The per diem for the spouse is limited to that payable for the constructed travel time from the old PDS (Frankfurt) to the new PDS (London). The son is eligible for per diem and PCS mileage while en route.

C5135 TRANSPORTATION OF STUDENTS WITH DISABILITIES FOR DIAGNOSTIC AND EVALUATION PURPOSES

A. Student Travel. Transportation and per diem/AEAs, as prescribed for travel by a TDY employee, are authorized for a tuition-free DODEA student who has disabilities, or may be considered as having disabilities, under DODI 1342.12, when competent medical/educational authority requests a diagnosis/evaluation under the provisions in DODI 1342.12, and travel is necessary to obtain the diagnosis/evaluation.

B. Parent/Guardian Travel. If the medical/educational authority request that one or both of the student's parents/guardians be present, either to participate in the diagnosis/evaluation or to escort the student, transportation and per diem or AEA are similarly authorized for the parents/guardians.

4. Administratively Restricted HHG Weight

- a. When an employee is assigned to an administratively weight-restricted OCONUS PDS, PBP&E shipment is authorized under pars. C5154-C2 and C5154-C3.
- b. PBP&E weight is in addition to a restricted weight allowance shipped to an OCONUS PDS. (Example: The typical administratively limited weight allowance is 4,500 pounds. The employee has 1,000 pounds of PBP&E. The PBP&E is shipped in addition to the 4,500 pounds of HHG.)
- c. PBP&E weight, when added to the weight of other HHG authorized for shipment and for NTS and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance unless the PBP&E is shipped under pars. C5154-C2 and C5154-C3.

D. Additional Consumable Goods (FTR §300-3.1)

1. An employee, assigned to an OCONUS PDS designated in Appendix F as one to which additional consumable goods may be shipped, is authorized a shipping allowance for such consumable items in addition to the 4,500 pounds HHG net weight allowance.
2. HHG weight, when added to the weight of other HHG authorized for shipment transportation and for NTS and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance.
3. The employee's PCS travel authorization should show the consumable items authorized weight allowance in Appendix F.
4. Consumable goods are transported like HHG.

Effective 1 October 2003

E. Weight Additive Articles (FTR §302-7.20). When HHG include an article, boat or trailer of reasonable size, for which a carrier assesses a weight additive (as prescribed in the applicable tariff), the weight additive is not charged against the weight allowance in par. C5154-B (ex., when a weight additive of 700 pounds is imposed by a HHG carrier on a 65 pound canoe, only 65 pounds is charged against the employee's 18,000 pounds weight allowance) (GSBCA 16131-RELO, 21 July 2003). Special packing, crating and handling expenses for these articles are the employee's financial responsibility.

F. HHG Transportation Expenses

1. Government-paid Expenses. Incident to HHG transportation, the following services are allowed NTE the cost associated with the authorized weight limit:
 - a. Packing, crating, unpacking, uncrating, drayage, and hauling (as necessary).
 - b. Special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).
 - c. Use of special rigging and equipment (e.g., cranes for HHG other than boats) for heavy or delicate articles and handling.
 - d. Storage in transit (SIT) NTE 90 days, as applicable. See par. C5190-B1.

***NOTE:** Delivery out of storage is authorized at Government expense, regardless of time in storage within the 2-year authorization period. This includes shipments that have been converted to storage at the employee's financial responsibility. In addition, delivery out of SIT at Government expense may be extended for the time period of an extension granted under par. C5750-C.

Effective 4 February 2005

2. Employee-paid Expenses. The employee is financially responsible for all transportation costs as a result of:

- a. Exceeding the authorized weight allowance;
- b. Transportation between other than authorized locations;
- c. Transportation of articles that are not HHG, (See Appendix A, definition of Household Goods);
- d. Transportation in more than one lot (other than an unaccompanied baggage shipment authorized under par. C5160-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. C5165-E);
- e. Special services requested by the employee, i.e., the cost of increased valuation liability; and.
- f. Transportation related costs that are incurred by the Government due to the employee/employee's agent's negligence, i.e., attempted pickup and/or delivery charges. *See DOD 4500.9-R (DTR, Part IV) Chapter 401; website http://www.transcom.mil/j5/pt/dtr_part_iv.html.*

G. HHG Transportation and Storage Documentation (FTR §302-7.104)

1. Form and Voucher Preparation. See DODFMR, Volume 9, for information on submitting travel vouchers and the forms to be used. (website: <http://www.dtic.mil/comptroller/fmr/>).

2. Documents

a. PCS Travel Authorization. Travelers should be prepared to attach one or more copies of the PCS travel authorization to the voucher. Follow procedures in DODFMR regarding numbers of copies.

b. Documentation

(1) If required by financial regulations, the following documentation should be attached to the voucher:

- (a) Individual paid receipts (for \$75 or more) for SIT, packing, hauling, or drayage bill, if applicable;
- (b) Paid carrier's original bill of lading/certified copy; ***NOTE: If a bill of lading is not available, other evidence showing origin, destination, and weight must be submitted;*** and
- (c) An official weight certificate/authenticated weight designation.

b. The employee is financially responsible for excess weight charges.

3. Excess Weight Status. When an excess weight status is known or suspected (e.g., based on observations made during a pre-move survey) prior to transportation, Transportation Officers must notify the employee and the AO providing transportation funds.

C5180 TRANSPORTATION UNDER A PCS TRAVEL AUTHORIZATION

A. HHG Shipment between CONUS PDSs

1. CONUS HHG shipments may originate at the employee's old PDS/some other point, or partially at both.
2. The destination may be the new PDS, some other point selected by the employee, or both.
3. The Government's cost obligation cannot exceed the costs over a usually traveled route between the old PDS and the new PDS.
4. When the travel is to a first PDS, the Government's cost cannot exceed the transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.

B. HHG Transportation to and between OCONUS PDSs

*1. General. OCONUS HHG transportation may be authorized between the same points as dependent movement in par.C5110.

2. Multiple Shipments. When the authorized maximum HHG weight allowance is not shipped to the OCONUS PDS during the initial tour of duty, the employee may be authorized transportation of the HHG balance through renewal agreement for an additional tour of duty at the same or different OCONUS PDS. The employee is financially responsible for transportation costs of any HHG that exceed the authorized weight limit.

Example. An employee with dependents ships 4,000 pounds net weight of HHG from initial PDS residence and puts the remainder in NTS at Government expense. The employee completes the required tour and enters into a renewal agreement for a tour of duty at a different OCONUS PDS where additional HHG are needed. The employee is authorized a HHG transportation of 4,000 pounds net weight from the old OCONUS PDS to the new OCONUS PDS. The maximum weight allowable for transportation of additional HHG from the actual residence/and or NTS to the new PDS is limited to 14,000 pounds net weight.

C. HHG Transportation from OCONUS to CONUS PDSs

*1. General. HHG transportation to the employee's actual residence, wherever located at the time of the OCONUS assignment, may be authorized when an employee stationed OCONUS is authorized travel and transportation allowances at Government expense incident to a PCS, separation, or dependent early return. See pars. C5115 and C5450.

2. Advance Return Transportation of HHG

a. Authorized Return. The following conditions apply to authorized advance return of HHG:

* (1) The advance return transportation of all or any part of an employee's HHG (at Government expense), while the employee remains assigned at an OCONUS PDS, is authorized only in conjunction with, and under the same conditions as in, par. C5450 for the dependent's early return.

(2) The allowable costs of advanced HHG transportation may be reimbursed by the Government even if there was no advance return of dependents when the employee has earned return travel and transportation allowances, and an official PCS travel authorization has been issued directing the employee's PCS or separation travel (B-188345, 13 April 1977).

(3) Reimbursement of the employee's transportation costs may not exceed the Government's cost to transport the HHG at the time of the employee's actual return travel.

(4) Paid receipts for expenses of \$75 or more.

b. Unauthorized Return

* (1) Advance HHG transportation at Government expense is not authorized unless the employee has earned eligibility for return transportation by completing an agreed service period, or advance return travel has been authorized for the employee's dependents under par. C5450-A3b, as being in the Government's interest.

(2) If the employee has not completed an agreed period of service, the employee is financially responsible for the advance HHG transportation.

(3) *Government transportation facilities may not be used ICW the advance HHG transportation.*

c. Employee Returning for Separation

(1) HHG of employees returning for separation may be transported at Government expense from the OCONUS PDS and/or place of NTS to the actual residence at the time of appointment.

(2) HHG transportation may be to an alternate destination anywhere in the world, but reimbursement for transporting an employee's HHG from the OCONUS PDS to an alternate destination may not exceed the constructed cost of transporting the HHG in one lot from the OCONUS PDS to the actual residence indicated in the employee's transportation agreement. Similarly, reimbursement for

(4) Destroy the NTS file within a reasonable time after the employee's CONUS PCS.

5. Forms and Procedures. The forms and procedures used for uniformed personnel may be used for civilian NTS as long as those forms and procedures are consistent with this Chapter's provisions.

6. Removing HHG from NTS

a. Partial or Full Removal. An employee, whose HHG are in NTS at Government expense, is authorized to withdraw all or any portion of the authorized HHG weight allowance from storage as long as the HHG are for employee/dependent use in establishing or enlarging the residence.

b. Government-paid Expenses. The Government is responsible for all costs for withdrawal, drayage, unpacking, and uncrating, as long as the:

(1) Place to which HHG are delivered is in the commuting area of employee's actual residence, and

(2) Return transportation is authorized by this Volume for the employee.

c. Employee-paid Expenses

*(1) HHG transportation is the employee's financial responsibility when HHG are removed from NTS before the employee has eligibility for return transportation, or for reasons other than those in par. C5450-A.

(2) When the employee earns return transportation at Government expense, the HHG withdrawal expense is reimbursed NTE the drayage cost and related charges that would have been incurred at the time the employee became eligible for return transportation at Government expense.

Example. After serving 12 months of a 3 year tour, an employee paid \$2,000 to remove HHG from NTS for delivery to the dependents' home. Two years later, after completing the 3-year tour, the employee is reimbursed the \$2,000 NTE \$2,200 (the cost to remove HHG two years later). If the cost two years later was \$1,800, the employee would have been reimbursed only \$1,800 of the \$2,000 actually spent.

d. Documentation. Paid expense receipts of \$75 or more are required.

e. Limitations. No further transportation or storage of the withdrawn HHG is authorized at Government expense prior to receiving a new PCS travel authorization.

C. NTS of HHG for DODDS Employees (FTR §302-8.300-301)

1. Storage between School Years

a. NTS of HHG is not allowed for DODDS employees who are separated from the rolls during the summer recess.

b. NTS between school years may be authorized for DODDS employees on a school-year basis if the:

- (1) DODDS employee is employed at the close of a school year and agrees, in writing, to teach the next school year;
- (2) Storage period is for a minimum of 1 month but does not exceed the recess period between the 2 school years;
- (3) DODDS employee meets the eligibility conditions for NTS; and
- (4) Storage is in lieu of:
 - (a) Government quarters occupancy,

Effective 24 September 2004

(b) A quarters allowance (20 USC §905(c)) ***NOTE: If a quarters allowance is paid for the actual period the HHG are in storage, the employee is financially responsible for the HHG storage costs., or***

(c) Any other HHG storage to which that DODDS employee is authorized by this Volume through employment in another position during any recess period between school years.

c. If the DODDS employee does not report for duty at the beginning of the next school year, the employee is financially responsible for:

- (1) Commercial storage costs (including related services), or
- (2) The value of the storage furnished (including related services) if the HHG were stored in a Government facility,

unless the employing activity determines that the DODDS employee's failure to report for duty was beyond the employee's control.

2. NTS of HHG during DODDS Employee Extended Leave. NTS of HHG during extended leave:

- a. May be authorized/approved by the AO if it is in the Government's best interest;
- b. May be authorized/approved NTE 12 months for a DODDS employee ICW an authorized extended leave of absence in a leave status, with or without pay, under par. C5542-B4;
- c. May be authorized/approved for an administrator, as long as the period in the current agreement is completed rather than the 2 school years specified in par. C5542-B4a;
- d. Cannot exceed the applicable weight allowance for which there is authorization in this Volume;
- e. May be rescinded and made the DODDS employee's financial responsibility if the DODDS employee does not:
 - (1) Report for duty at the OCONUS PDS when leave without pay ends, or
 - (2) Present satisfactory evidence of course of study completion,

unless the AO determines that the situation was beyond the employee's control.

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

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

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

C5216 TRAVEL AND TRANSPORTATION TO/FROM PORTS

A. General

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

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

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

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

- a. Shipment at the loading port/VPC, and
- b. Use at the unloading port/VPC.

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

B. Alternate Ports

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

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

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

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

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

*C. Transportation to/from Ports/VPCs

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

- a. Old PDS, or the actual residence at the time of employment, to the port/VPC serving the old PDS or actual residence, and/or
- b. Port/VPC to the new OCONUS PDS, or (upon return by PCS or for separation) to the actual residence at time of appointment or assignment to an OCONUS PDS.

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

NOTE: City-pair airfares may not be used for transportation to or from the port/VPC for POV pickup or delivery.

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

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

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

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

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

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

C5220 CIRCUMSTANCES

A. Transfer or Assignment between OCONUS PDSs

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

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

****NOTE 2:*** An employee is authorized MEA at the "without-dependents rate" if the employee's dependents return early IAW par. C5450 and do not relocate the household when the employee returns and is authorized PCS allowances (B-194061, 12 September 1979). For an employee to be authorized MEA at the "with-dependents" rate, the employee's dependents must discontinue a prior residence and establish a new residence ICW the employee's PCS.

C. Maximum Payment

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

D. Reimbursable Costs. Examples of reimbursable costs include:

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

Effective 22 January 2007

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

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

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

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

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

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

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

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

13. Similar costs.

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

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

PART J: DEPENDENT EARLY RETURN*C5450 DEPENDENT EARLY RETURN****A. Transportation**

1. General. A dependent's return travel to the U.S. may be authorized before the employee's return to the actual residence/alternate destination.
2. Excess Costs. Costs in excess of the most economical route from the OCONUS PDS to the employee's actual residence are the employee's personal financial responsibility.
3. Authorization. Early return travel may be authorized when:
 - a. An employee is eligible for return transportation after completing the PDS service period agreement in par. C4005-C1a or Appendix Q. See pars. C4005-C3, C4005-C4, C4005-C5, C4005-C6, or C4005-C7, for exceptions to the PDS service period agreement; *or*
 - b. The OCONUS command determines that it is in the Government's best interest to return the dependent(s) for reasons of a humanitarian/compassionate nature. Examples: physical/mental health, immediate family member death, authority imposed obligations, and other similar circumstances when the employee has no control.

B. Reimbursement

1. When an employee's dependent returns before the employee is eligible for return travel, and for reasons other than those in par. C5450-A3, transportation expenses are the employee's personal financial responsibility.
2. When the employee is eligible for return travel reimbursement is allowed for travel expenses up to the cost of the dependent travel by the most economical route (including policy-constructed airfare (see Appendix A) when contract city-pair airfares are not available) from the OCONUS PDS to the actual residence.
3. Reimbursement must not exceed the amount allowable for the transportation mode available that would have been used when the employee was eligible for return travel.
4. If available, Government transportation must be used for dependent(s) early return travel,
5. See Chapter 2 for transportation modes, accommodations, transportation requests, baggage, and mileage rates ICW dependent early return travel.
6. See par. C1310 for receipt requirements.

C. Limitations

1. A dependent's early return travel under pars. C5450-A, or C5450-B must not be authorized more than once during each agreed period of OCONUS service.
2. A dependent's return travel at Government expense to the OCONUS PDS is not authorized *except* when incident to the employee's RAT. See par. C5545.
3. A dependent's early return transportation expenses to the OCONUS PDS are reimbursable when an employee:
 - a. Completes an agreed to period of service,
 - b. Has received unaccompanied one-way dependent(s) transportation to the actual residence, and
 - c. Has RAT at a later date.
4. Reimbursement must not exceed the Government's cost for the usual transportation mode and route that would have been used had the dependent(s) traveled back to the OCONUS PDS with the employee.
5. See par. C1310 for receipt requirements.

D. Return of Former Spouse and/or Other Dependent (FTR § 302-3.227). Reimbursement for return travel and transportation allowances to the actual residence (see Appendix A) is authorized:

1. Anywhere in the world for an employee's former spouse and/or former dependent who traveled to the employee's OCONUS PDS as a dependent at Government expense.
2. Reimbursement is authorized if, because of divorce/annulment, an individual is no longer a dependent when the employee is eligible for return travel.
3. Travel must begin before the end of the employee's current tour of duty.
4. If an employee is serving under a 1-year, 2-year or 3-year tour agreement, travel for a former dependent must begin before the end of the 1-year, 2-year or 3-year tour during which the divorce/annulment was finalized.
5. If the employee is serving under an administrative tour extension, travel for a former dependent must begin before the end of the administrative extension in effect during which the divorce/annulment was finalized.

CHAPTER 5**PART K: RENEWAL AGREEMENT TRAVEL (RAT)****C5500 GENERAL**

An employee, and the employee's accompanying dependents, may be eligible to receive travel and transportation allowances for returning home between OCONUS tours of duty. This Part applies to employees serving OCONUS tours of duty. *See pars. C5506 and C5509 for an employee serving tours of duty in Alaska or Hawai'i.*

C5503 ELIGIBILITY REQUIREMENTS FOR ALL OCONUS AREAS

To be eligible for the allowances in par. C5500, prior to departure from the OCONUS PDS an employee must have:

- *1. Satisfactorily completed the prescribed tour of duty (see par. C5570-C and Appendix Q for prescribed tours of duty), and
2. Entered into a new written service agreement for another tour of duty at an OCONUS PDS; (the new agreement covers costs incident to travel to the employee's actual residence or alternate location (see pars. C5536-A, C5536-B, and C5536-C) and return and any additional cost paid by the Government as a result of the employee's transfer to another OCONUS PDS at the time of the tour RAT), and
3. (For Hawai'i or Alaska) Be eligible under pars. C5506 and C5509.

C5506 EMPLOYEES STATIONED IN ALASKA OR HAWAI'I ON 8 SEPTEMBER 1982

An employee whose status on 8 September 1982 was any of the situations below, involving a post of duty in Alaska or Hawai'i continues to be eligible to receive allowances for travel and transportation expenses for RAT provided that the employee continues to serve consecutive tours of duty within Alaska or Hawai'i (as appropriate within the same State). On 8 September 1982, the employee must have been:

1. Serving a tour of duty in Alaska or Hawai'i; or
2. En route to a post of duty in Alaska or Hawai'i under a written agreement to serve a tour of duty; or
3. Engaged in tour RAT and have entered into a new written agreement to serve another tour of duty in Alaska or Hawai'i.

C5509 EMPLOYEES ASSIGNED, APPOINTED, OR TRANSFERRED TO A POST OF DUTY IN ALASKA OR HAWAI'I AFTER 8 SEPTEMBER 1982

1. The travel and transportation allowances for RAT in this Part may not be authorized for an employee assigned, appointed, or transferred to a post of duty in Alaska or Hawai'i after 8 September 1982, unless the DOD component involved determines that payment of these expenses is necessary for recruiting/retaining an employee for a tour of duty in Alaska or Hawai'i.
2. This authority may be used only when required to fulfill DOD component staffing needs for mission accomplishment. Use of these provisions is intended to ensure the availability of well-qualified employees or

those employees with special skills and knowledge who are not otherwise available in the local area, and to fill remote area positions.

3. DOD component regulations must prescribe criteria and guidelines to determine the need for RAT.
4. The DOD component determination that RAT is necessary as a recruiting/retention incentive to fill a particular position in Alaska or Hawai'i must be reviewed and re-confirmed in writing periodically, but not less than every five years.
5. Travel and transportation allowances for RAT for recruiting/retention purposes is limited to two round trips beginning within 5 years after the employee first begins any period of consecutive tours of duty in either Alaska or Hawai'i. An employee must be advised in writing of this limitation.
6. These provisions do not affect the provisions governing OCONUS assignments and return for an employee transferred/new appointee assigned to a post of duty in Alaska or Hawai'i.

NOTE: *The successive tours must be in the same State. A tour in Hawai'i followed by a tour in Alaska, or vice versa, does not qualify.*

C5512 ALLOWABLE TRAVEL AND TRANSPORTATION

An eligible employee and dependents are authorized transportation (including transportation to and from common carrier terminals) from the OCONUS PDS to the employee's actual residence at the time of assignment to the OCONUS PDS. Transportation also is authorized from the actual residence to an OCONUS PDS; except for Alaska and Hawai'i. When Alaska and Hawai'i are involved, the return must be to a PDS in the same State (Alaska or Hawai'i) as the PDS at which the employee served immediately prior to RAT (see par. C5506). ***See par. C2203 regarding the mandatory use of CTOs for transportation arrangements.*** See par. C5530 for per diem entitlement.

C5515 RENEWAL AGREEMENT TRAVEL (RAT) DENIAL/DELAY

A. Renewal Agreement Travel (RAT) Denial. Except for teachers as in par. C5542, RAT may be denied only under the circumstances below. The employee:

1. Is being processed for separation.
2. Is going to be involved in a RIF.
3. Has a removal action pending.
4. Has been reassigned to a U.S. position, or
5. Is to be reassigned to a CONUS position ICW rotation on a similar program that precludes a required period of service completion under a renewal agreement.

B. Renewal Agreement Travel (RAT) Delay

NOTE: *Delay may not be imposed on DODEA teachers.*

1. General

a. RAT at Government expense may not be denied to an employee who has earned it except under the circumstances in par. C5515-A.

b. The time at which leave is granted (to perform RAT) is subject to appropriate personnel regulations.

*c. RAT ordinarily is performed between OCONUS tours of duty. See par. C5572-C2. Travel at a later date, within a tour of duty, may be authorized/approved by the employee's OCONUS commander (B-232179, 6 October 1989) subject to leave being granted IAW personnel regulations.

2. Delay at Management's Request. Management may request an employee to delay RAT by extending the initial tour (or tour then in effect) not to exceed 90 days if:

a. The employee is engaged on a project that is scheduled for completion within a reasonable time.

b. There is a temporary personnel shortage, or

c. For other good reasons.

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

*3. Delay at the Employee's Request. An employee may request an extension of the initial tour (or tour then in effect) to permit leave scheduling to accommodate personal/job related reasons acceptable to and permitted by the OCONUS commander concerned. See par. C5570-C1. In this case, the employee's tour after performing RAT and returning to the OCONUS PDS is the greater of:

a. The renewal agreement tour for the PDS concerned, decreased by the number of days the initial tour was extended; or

b. 12 months.

*4. Limits on OCONUS Assignments. A delay in performing RAT should not be authorized if the resulting extension to the new tour, or requirement to serve 12 months following return to the OCONUS PDS, requires the employee to remain at the OCONUS PDS beyond any 5- (or other-) year limit on OCONUS assignments contained in personnel regulations, unless the employee is not affected by, or has been released from, the 5- (or other-) year OCONUS service limitation. See par. C5570-C1e.

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

Example

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

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

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

C5518 TRAVEL IN FAMILY UNITS NOT REQUIRED

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

C5521 RENEWAL AGREEMENT TRAVEL (RAT) NONCUMULATIVE

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

C5524 BAGGAGE TRANSPORTATION

See par. C2305 for allowed baggage transportation.

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

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

C5530 PER DIEM

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

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

C5533 LEAVE STATUS DURING ABSENCE FROM DUTY

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

C5536 ALTERNATE DESTINATION

A. Authorization

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

CHAPTER 5**PART L: SERVICE AGREEMENTS*****Section 1: General****C5550 SERVICE AGREEMENTS****A. General (FTR, §302-2.12)**

1. A service agreement is a written agreement between the employee and the employee's agency, signed by the employee and agency representative, stating that the employee agrees to remain in Government service for a period of time specified in par. C5570-B, after the employee has relocated.
2. All or a portion of these travel and transportation allowances may be lost under certain conditions. See par. C5576.
3. Agreement forms, their preparation and disposition are in par. C5562.

B. Failure to Sign a Service Agreement (FTR, §302-2.17). If an employee fails to sign a service agreement, the Government is not financially responsible for the employee's relocation expenses. Those expenses become the employee's financial responsibility.

C. Initial Agreement. An initial agreement establishes eligibility for an employee's travel and transportation allowances, the employee's dependents, and HHG.

D. Renewal Agreement. A renewal agreement establishes eligibility for round trip travel and transportation allowances for an employee and dependents for the purpose of taking leave between consecutive periods of OCONUS employment. A renewal agreement does not establish any HHG transportation authority.

E. Appointment/Transfer to an OCONUS Position

1. The employee agrees to complete a prescribed tour of duty at the OCONUS PDS for return travel and transportation allowances.
2. Completion of the specified tour of duty establishes travel and transportation allowance eligibility and does not terminate the employee's employment.
3. This agreement may be an initial agreement or a renewal agreement.

F. More than One Service Agreement (FTR, §302-2.19). Service agreements cannot be grouped together and must be adhered to separately. Each agreement is in effect for the period specified in the agreement.

G. Subsequent Service Agreements (FTR, §302-2.18). Service agreements that are already in effect cannot be voided by subsequent service agreements.

C5552 PERSONNEL AUTHORIZED TO NEGOTIATE AGREEMENTS

- A. General. Agreements must be negotiated by personnel designated by the component concerned.
- B. Designated Personnel. For all components, the following have authority to negotiate agreements:
1. Commanding officers, and their civilian counterparts having appointing authority to fill positions,
 2. Any civilian personnel office employee designated to act for a commanding officer in effecting appointments, and
 3. Other personnel designated by the commanding officer to act for the commanding officer in response to specific requests.

C5554 ACTUAL RESIDENCE (FTR, §302-2.15)

An employee, who accepts a transfer to an OCONUS PDS, must provide the agency with the information needed to determine the employee's actual residence to document in the service agreement.

C5556 ACTUAL RESIDENCE DETERMINATION

A. Appointees (Including Student Trainees)

1. Authorized transportation to the first PDS must be from the appointee's actual residence at the time of selection/assignment.
2. The actual residence is the location at which the appointee lived before selection for the appointment/assignment.
3. If the appointee claims another location as the actual residence at the time of selection, the appointee must prove that the residence in the location where the appointee lived at the time of selection is temporary and the actual residence is elsewhere.
4. Whether the location of a college where a student is enrolled/lived for 9 or 10 months in each of 3 or 4 years is the actual residence depends on the facts presented.

B. OCONUS Employment

1. General

- a. Actual residence must be determined when an individual is initially appointed/transferred to an OCONUS PDS.

b. The Government's obligation for travel and transportation allowances for travel to:

- (1) An OCONUS PDS upon assignment,
- (2) Round trip travel and transportation allowances under a renewal agreement, or
- (3) Return travel and transportation allowances for separation

is limited to movement to/from an employee's actual residence at the time of assignment to OCONUS duty.

c. If, at the time of appointment, the employee is in the OCONUS area temporarily (e.g., as a tourist), the employee subsequently may be eligible for return travel and transportation allowances or RAT.

d. Eligibility for travel and transportation allowances is determined by actual residence designation, based on factual circumstances of each case.

e. Before an agreement is negotiated, the employment office must state the actual residence in the agreement.

f. The actual residence shown in an initial service agreement and the renewal agreement must be the same unless the initial agreement was incorrect. In that event, the correct actual residence must be determined, explained, and stated in the renewal agreement.

2. Consideration Factors

a. Ordinarily, the actual residence is the:

- (1) Fixed residence where dependents and HHG are maintained at the time of an individual's appointment/transfer to an OCONUS position, and/or
- (2) Place from which transferred or appointed.

b. The desire of an appointee/employee to specify an unjustifiable location as actual residence to:

- (1) Establish residence at a certain location, or
- (2) Visit a certain location,

must not be a basis for designating that place as the actual residence for travel and transportation allowances purposes.

c. All facts concerning the employee's residence, before assignment to OCONUS duty, must be considered carefully, including:

- (1) Home ownership;
- (2) Previous residence;
- (3) Temporary employment in city from which recruited;
- (4) Employment requiring residence apart from the family;
- (5) The employee's voting residence; and
- (6) The jurisdiction(s) to which the employee pays taxes.

d. Additional factors, in the case of a local hire, are:

- (1) The length of absence from the claimed place of residence;
- (2) The reasons for such absence; and
- (3) Whether a residence has been maintained to which the individual expects to return.

e. Actual residence in a CONUS/Non-foreign OCONUS area could be negated when the individual has:

- (1) Established residence locally OCONUS,
- (2) Participated in local elections, or
- (3) Obtained waiver of U.S. tax liability based on foreign residence (35 Comp. Gen. 244 (1955); 37 id. 846 (1958)).

The conditions in par. C5566 are also used in determining actual residence in the CONUS/non-foreign OCONUS area.

3. Documentation. Actual residence documentation must be in the employee's official personnel folder.

4. Change in Actual Residence

a. When actual residence is determined IAW par. C5556-B2, a change:

- (1) Is not authorized during a continuous period of OCONUS service, and
- (2) May not be approved except in case of an error. (35 Comp. Gen. 101 (1955); 39 id. 337 (1959)).

b. Errors must be corrected in the agreement to show the employee's correct actual residence.

C5558 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:

<u>Situation</u>	<u>Agreement</u>
1. Individual locally employed initially by DOD at an OCONUS PDS who does not meet service agreement eligibility conditions (par. C5566).	1. No service agreement requirement
2. Individuals locally employed initially by DOD at an OCONUS PDS who meets service agreement eligibility conditions (par. C5566).	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.
3. Individual locally employed initially by DOD at an OCONUS PDS who meets service agreement eligibility conditions (par. C5566) and OCONUS prior service credit requirements (par. C5570-C3).	3. Service agreement required to serve for 12 months from date of employment, or a time period which, when added to immediate prior period of civilian/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.
4. DOD employee 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 (par. C5570-C3).	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 tour of duty 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.
5. Employee initially hired locally by DOD 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).	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. There is no other eligibility.
6. Employee initially hired locally by DOD 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) (par. C5570-C3).	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 tour of duty 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>7. DOD employee 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. C5570-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 under the current agreement (x) and PCS costs are incurred, a new agreement (y) for 12 months' service is required for PCS allowance authorization to the new PDS. A release from the tour of duty requirement for the Government's convenience without penalty provisions (par. C5574) 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/transfer. Unless released from the tour of duty 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><u>Example 1.</u> If the employee completes the 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). Employee 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. Employee completes 40 months OCONUS federal service & resigns at second PDS. The employee may be indebted for the second PCS move as they served only 10 of the 12 months service agreement (y) but did complete the initial service agreement (x).</p> <p><u>Example 2.</u> If the employee fails to complete both the initial agreement (x) and the 12 months service agreement (y) then they may be indebted for the second PCS move & return to CONUS if appropriate. Employee was under 24 month initial 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. Employee completes 20 months OCONUS federal service & resigns at second PDS. The employee may be indebted for the second PCS move as well as return to CONUS if appropriate for failure to complete both service agreements.</p>
<p>8. DOD employee at an OCONUS PDS who completes a prescribed tour of duty, does not perform RAT (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 service agreement concerns PCS allowances only. Authorization under the completed tour of duty agreement remains unchanged.</p>
<p>9. A DOD employee at an OCONUS PDS who completes a prescribed tour of duty, does not perform RAT (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 tour of duty in (a) or (b), whichever is greater:</p> <ul style="list-style-type: none"> (a) 12 months from the date of reporting for duty at the new PDS or (b) The prescribed initial/renewal tour of duty, as applicable, at the new PDS less the tour of duty served 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><u>Example 1:</u> 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 tour of duty at the old PDS (18 months) is 18 months.</p> <p><u>Example 2:</u> 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 tour of duty served at the old PDS (18 months) is only 6 months.</p> <p>If the tour of duty 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 employee at an OCONUS PDS who completes the prescribed tour of duty, performs RAT (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. See par. C5570-C1.</p>
<p>11. A DOD 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 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 does not authorize PCS allowances. 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 if the gaining activity authorizes PCS allowances. 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>

C5560 SERVICE AGREEMENT AUTHORIZATION AND LIMITATIONS DOCUMENTATION

A. Transportation and Storage. A record must be maintained in the employee's official personnel folder of transportation and storage authority, authorizations, and limitations.

B. Record Maintenance. Record maintenance is limited to information and for the time period necessary to meet the requirements and restrictions in this Part. Record material may be removed when it no longer applies.

C5562 SERVICE AGREEMENT PREPARATION AND DISPOSITION

A. General. To establish an employee's eligibility for certain travel and transportation allowances incident to PDT, statutory authority requires that a service agreement be completed.
Effective 13 April 2006

B. Preparation and Disposition

1. The signed service agreement or a faxed copy of the signed service agreement is:
 - a. Placed in the employee's personnel folder, or

b. As otherwise directed in appropriate personnel directives,
and the employee is furnished a copy of the signed original.

2. The provisions of par. C5556 apply when determining the actual residence.

3. Service agreement forms, DD Form 1617 (Transfer of Civilian Employees OCONUS) and DD Form 1618 (Transfer of Civilian Employees To and Within 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. DD Form 1617 (DOD Service Agreement - Transfer of Civilian Employees OCONUS), is used ICW:

1. An employee transferred/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. DOD Service Agreement - Transfer of Professional School Personnel OCONUS (DD Form 1616). This form is

1. Used ICW travel of DODEA teachers, and

2. 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. DOD Service Agreement - Transfer of Civilian Employees to and within CONUS (DD Form 1618). This form is used ICW civilian employee travel when transferred to/within CONUS, including appointees/student trainees eligible for travel to the first CONUS PDS.

CHAPTER 5**PART L: SERVICE AGREEMENTS*****Section 2: Initial Agreements****C5564 INITIAL AGREEMENT NEGOTIATION**

Initial agreements must be negotiated with a/an:

1. New appointee to a first PDS;
2. Student trainee, when assigned on completion of college work, to a first PDS
3. Employee transferred/reassigned from one OCONUS PDS to another OCONUS PDS;
4. New appointee recruited for OCONUS service at a geographical locality other than that in which the actual residence is located;
5. Employee transferred to and within CONUS;
6. Employee transferred to an OCONUS PDS; and
7. Employee recruited OCONUS for assignment to an OCONUS PDS.

C5566 OCONUS LOCAL HIRE INITIAL AGREEMENTS**A. General**

1. An initial agreement is not an entitlement for a locally hired person.
2. An initial agreement is a recruitment incentive for locally hiring a civilian employee with an actual residence in a CONUS/non-foreign OCONUS area, outside the geographical locality of the PDS, to accept Federal employment in an OCONUS area.
3. An individual must not automatically be granted an initial agreement because the individual meets eligibility requirements.

B. Local Commander Negotiation Restrictions

1. Foreign Areas. A foreign area local commander may negotiate an initial agreement with a locally hired employee if the conditions in par. C5566-E are met.
2. Non-foreign OCONUS Areas. A non-foreign OCONUS local commander may negotiate an initial agreement with a locally hired person for recruitment purposes if the conditions in par. C5566-E are met, *but only if the position is one for which qualified local applicants are not readily available.*

C. Eligibility Determination

1. Eligibility for travel and transportation allowances for dependents and/or HHG from the employee's actual residence to the foreign OCONUS PDS and/or return transportation to the actual residence must be determined at the time:
 - a. Of appointment, or
 - b. The employee loses eligibility for return travel and transportation allowances.
2. The eligibility decision must be recorded in the initial agreement.
3. See par. C5570-C3 ICW credit for prior service.
4. See par. C5572-C1 ICW when a tour of duty begins.

D. Travel and Transportation Authorization

1. An OCONUS local hire who is granted an initial agreement is authorized the same travel and transportation allowances as a traveler transferred/appointed from CONUS.
2. Pars. C7002-B3 and C5180-B1 prescribe the conditions for authorizing travel and transportation allowances for dependents and HHG from the traveler's actual residence to the OCONUS PDS.
3. See par. C5212-A5 ICW local hire POV transportation prohibitions and exceptions.

E. Initial Service Agreement Requirements. An initial service agreement may be negotiated with an eligible local hire only if the specific requirements noted below are met.

1. Requirements

- a. The commanding officer/designated representative, must determine that another candidate would have to

be transferred/appointed from a CONUS/non-foreign OCONUS area to fill the position involved unless an initial agreement is offered to a locally hired candidate; ***NOTE: A locally hired candidate is not eligible for an initial agreement if the position is one for which out-of-country recruitment normally is not undertaken.***

b. At the time of appointment/assignment, or at the time eligibility for return travel is lost, the locally hired candidate must be able to prove actual residence in a CONUS/non-foreign OCONUS area. The residence must be outside the geographical locality of the PDS.

2. Eligible Local Hires

a. Requirements 1 and 2. Requirements 1 **and** 2 must be met for the following eligible local hires:

(1) Former Military Member. A former military member must be:

(a) Separated/retired locally (within the foreign OCONUS country in which the civilian position is located to which the individual is appointed) while serving in a foreign OCONUS area, and

(b) Appointed to a vacant appropriated-fund civilian position before expiration of that individual's authorization for return travel and transportation to a CONUS/non-foreign OCONUS area accruing from the prior military service.

(2) Employee Operating in U.S. Support. An employee of another Federal department, agency, or instrumentality, Government contractor, Red Cross, non-appropriated-fund activity, international organization in which the U.S. participates, and any other activity/agency which the foreign OCONUS area command determines to be operating in support of the U.S. or its personnel in the area, provided the individual was:

(a) Recruited in a CONUS/non-foreign OCONUS area under employment conditions that provided for return travel and transportation allowances,

(b) Committed to a specific vacant position before separation from prior employment, and

(c) Is appointed not later than 1 month after termination of such employment.

b. Requirement 2. Requirement 2 must be met for the following eligible local hires:

(1) Former Employee. A former employee of the same/another Federal department/agency who:

(a) Was separated by reduction in force during the previous 6 months,

- (b) Is on a reemployment priority list, and
- (c) Has been authorized delay in return travel for the primary purpose of exercising reemployment priority rights;

(2) Dependent of a Member/Employee. An individual who accompanied/followed a spouse to the foreign OCONUS area and, at the time of hiring, had authorization for return transportation as a dependent of a member of the U.S. Armed Forces or a civilian Government employee serving under an initial agreement providing for return travel, if one of the following circumstances occurs:

- (a) The spouse dies,
- (b) The sponsoring spouse becomes physically or mentally incapable of continued Government employment,
- (c) Divorce or legal separation, (A legal separation exists at such time as either the employee or the spouse initiates legal action to dissolve the marriage or one separates from bed and board short of applying for a divorce.), or
- (d) The spouse permanently departs the post/area.

c. Exclusions. In the situations above, the initial agreement is cancelled should the couple remarry, a reconciliation occurs, or the sponsoring spouse returns to the post regardless whether or not the sponsoring spouse has return transportation eligibility.

CHAPTER 5**PART L: SERVICE AGREEMENTS****Section 3: Renewal Agreements****C5568 RENEWAL AGREEMENT NEGOTIATION**

A. General. A renewal agreement is negotiated with an employee who has an:

1. Initial agreement when the prescribed tour of duty at an OCONUS PDS is satisfactorily completed, and
2. Actual residence outside the geographical employment locality.

For additional conditions concerning DODEA teachers, see par. C5542.

B. Married Employees

1. Except as in par. C5568-C, when a husband and wife couple are both Government employees in the same OCONUS locality, a renewal agreement is negotiated either with:
 - a. Each separately (if this option is elected, the other employee may not be treated as a spouse and other dependents may not benefit twice); or
 - b. One as head of the household and the other treated as a spouse.
2. The couple must elect either par. C5568-B1a or C5568-B1b in a writing signed by both husband and wife.
3. A copy is filed in each employee's personnel folder.
4. An employee who elects travel and transportation allowances as a spouse under par. C5568-B1b does not forfeit travel and transportation allowances for return of self, dependents, or HHG upon separation accrued under an initial agreement.
5. When spouses have independently earned travel and transportation allowances and elected for one to be treated as a dependent, and the "head of household" spouse ceases to be employed in the Federal Government, the still-employed spouse may:
 - a. Revert to the agreement in force prior to the election, and
 - b. Negotiate RAT, if otherwise eligible.

6. In computing the time limits for required service, the time runs from the return of that employee from the last renewal agreement trip either under the employee's or the spouse's agreement, whichever is later (54 Comp. Gen. 814 (1975)).

C. Exception

1. General. A renewal agreement must not be negotiated under the circumstances in par. C5515 or with locally-hired individuals in pars. C5568-C2 and C5568-C3.

2. Locally Hired Married Employee. A renewal agreement must not be negotiated with a locally hired married employee who is in the OCONUS geographical locality because the spouse is in such locality as a/an:

- a. Uniformed Services Member,
- b. State Department Foreign Service Member ,
- c. Private individual,
- d. Employee of a private individual, or
- e. Non-Federal organization employee.

3. Locally Hired Employee Unmarried and under Age 21. A renewal agreement must not be negotiated with a locally hired employee who is unmarried and under age 21 whose parent is in the OCONUS geographical locality as a/an:

- a. Uniformed Services Member,
- b. State Department Foreign Service Member,
- c. Federal Government civilian employee,
- d. Private individual,
- e. Employee of a private individual, or
- f. Non-Federal organization employee.

CHAPTER 5**PART L: SERVICE AGREEMENTS****Section 4: Tour of Duty Requirements****C5570 TOUR OF DUTY REQUIREMENT**

A. General. An employee must complete a minimum period of service when transferred to any PDS or when performing RAT.

B. Minimum Periods of Service

1. CONUS Transfer. A tour of duty not less than 12 months following the effective date of transfer.
2. OCONUS Transfer. An agreed-upon tour of duty not more than 36 months nor less than 12 months following the effective date of transfer.
3. First PDS Appointment. A tour of duty not less than 12 months following the effective date of transfer ICW appointment/assignment to a first PDS in a CONUS/non-foreign OCONUS area.
4. DODEA Teachers. A tour of duty not less than one school year, as determined under 20 USC, Chapter 25.
5. RAT. A tour of duty not less than 12 months from the return date to the same/different OCONUS PDS.

C. OCONUS

Effective 16 March 2005

1. Tour of Duty

- a. Tours of duty established by PDUSD (P&R) for DOD civilian employees in OCONUS localities are uniform within each area to the fullest practicable extent.
- b. Standard tours of duty are 36 months under initial agreements, and 24 months under renewal agreements.
- c. Exceptions to the standard tours of duty are in Appendix Q, pars. A, B, C and D.
- d. Appendix Q, par. E provides instructions for requesting a change in tours of duty.
- e. Initial agreement and renewal agreement tour lengths are the same for the non-standard tour locations listed in Appendix Q (e.g., the initial agreement and renewal agreement tour length are both 18 months for Greenland).

2. Administratively Reduced Tours

- a. A 24-month tour of duty may be administratively reduced by 2 months for an employee signing a renewal agreement to serve an additional tour of duty at the same/another post.
- b. A 36-month tour of duty may be reduced up to 6 months to begin RAT, provided that the renewal agreement is for duty in a 24-month tour of duty area.
- c. Except as provided in par. C5570-C2d, when an agreed tour of duty of 24 or 36 months is administratively reduced, the tour of duty under a renewal agreement must be increased by the length of the reduction.

Use of these reduced tours of duty is authorized to permit scheduling leave at regular intervals, such as known low intensity periods or during school vacation periods for an employee having dependents attending school OCONUS.

c. Administratively Extended Tours of Duty

- (1) A 24-or 36-month tour of duty may be extended, allowing an employee to perform RAT after the extended tour.
- (2) Except as in par. C5570-C2d, the length of the renewal tour of duty must be equal to 24 months minus the tour of duty completed under the initial agreement extension, or 12 months, whichever is greater.
- (3) A DOD Component must not execute an initial agreement extension to negate an employee's authorization for separation travel and transportation allowances.
- (4) Statutory authority provides separation travel and transportation allowances after the employee has served the minimum period in the initial agreement.
- (5) The employee and the DOD component authority must sign the initial agreement extension. See B-199643, 30 September 1981.

d. Length of Renewal Tour of Duty for an Employee Subject to the 5-Year OCONUS Limitation

- (1) When an initial 36-month agreement is reduced (up to 6 months) for an employee subject to the 5-year OCONUS limitation, provided the renewal agreement must prescribe a tour of duty that, when added to the number of months completed under the initial agreement, plus the number of months authorized as leave (incident to the renewal agreement) equals 60 months; and

(2) A 36-month tour of duty may be extended, allowing an employee to perform RAT after the extended tour of duty, provided the employee serves at least 12 months after returning to the OCONUS area.

(3) The renewal tour of duty must be equal to 60 months (5 years) minus the sum of the:

- (a) Tour of duty completed under an initial agreement;
- (b) Tour of duty completed under the extension of the initial agreement, and
- (c) Time authorized as leave, incident to the renewal agreement; or 12 months, whichever is greater.

e. Employee Released from 5-Year OCONUS Limitation

(1) If the 5-year OCONUS limitation is extended so the employee can perform RAT following completion of the initial tour of duty *and* an initial tour extension (example: 36 month initial tour of duty plus 15 month extension), the length of the renewal tour of duty is determined in par. C5570-C2c.

(2) The renewal tour of duty must be equal to 24 months minus the time completed under the initial tour extension (example: 15 months), or 12 months, whichever is greater. In the example, the renewal tour would be 12 months, since 24 months minus 15 months is less than the required 12 months.

f. Employee Serves Additional Tour(s) of Duty after the 5-Year OCONUS Limitation

(1) The length of renewal tour(s) of duty served after the 5-year limitation is determined in pars. C5570-C2 and C5570-C2c, except that a 12 month renewal tour of duty may not be further reduced for an employee signing a renewal agreement to serve an additional tour at the same/another post (37 Comp. Gen. 62 (1957)).

(2) DOD component policies on OCONUS extensions beyond 5 years must be applied in conjunction with pars. C5570-C2e and C5570-C2F.

3. Tour of Duty Areas. See Appendix Q for tours of duty, and information on requests to establish other than standard tours of duty.

4. Credit for Prior Service. The following personnel must serve the employing DOD component for 1 year (1 school year for DODEA teachers) from the employment date of the service agreement or a time period which, when added to their immediate prior civilian/military service before signing the agreement, totals the prescribed area tour of duty, whichever is greater. See par. C5572-C1 for when tour of duty begins.

- a. An employee appointed by transfer from another Government agency whose immediate prior service has been in an OCONUS area and who transfer without performing RAT;
- b. A military member who separates locally and accept Government employment, and with whom an agreement is negotiated;
- c. A Government contractor employee who separates locally to accept Government employment and with whom an agreement is negotiated;
- d. A locally hired dependent of a military member/civilian employee with whom an agreement was negotiated;
- e. An employee of an international organization in which the U. S. Government participates, who is separated OCONUS to accept DOD employment and with whom an agreement is negotiated;
- f. A non-appropriated fund employee who separates OCONUS to accept other DOD employment and with whom an agreement is negotiated under the conditions in par. C5566-E2a(2); and
- g. An individual reemployed from a priority placement list with whom an agreement is negotiated as in par. C5566-E2a(3).

5. Reassignment/Transfer in Same Geographical Locality

a. PCS Costs Not Incurred

(1) When an employee:

- (a) Is reassigned within a DOD component/transferred to another DOD component in the same OCONUS geographical locality, *and*
- (b) Does not complete the tour of duty, *and*
- (c) Incurs *no* PCS costs,

the tour of duty, specified in the service agreement at the time of reassignment/transfer, continues in effect.

(2) At the end of the tour of duty, the employee is eligible for:

- (a) Return travel and transportation allowances for separation, or
- (b) Renewal agreement negotiation,

regardless of how long the employee has served the activity to which reassigned/transferred. See par. C5558, situation 7.

b. PCS Costs Incurred

(1) When an employee:

(a) Is reassigned within a DOD component/transferred to another DOD component in the same OCONUS geographical locality, *and*(b) Does not complete the tour of duty, *and*(c) At the time of reassignment/transfer, has less than 12 months remaining under the existing service agreement after reporting for duty at the new PDS, *and*

(d) Incurs PCS costs,

a new service agreement for a minimum of 12 months is required for authorization of PCS allowances to the new PDS.

(2) The tour of duty specified in the service agreement at the time of reassignment/transfer remains in effect for return travel and transportation allowances for separation or renewal agreement negotiation.

6. Reassignment to Different OCONUS Geographical Localitya. With No Service Agreement. An employee:

(1) At an OCONUS PDS without a service agreement,

(2) Who is reassigned within a DOD component/transferred to another DOD component, to a different OCONUS geographical locality

is required to negotiate a service agreement for the full tour of duty prescribed for the new PDS.

b. With a Service Agreement

(1) When an employee:

(a) Is serving under a transportation agreement at an OCONUS PDS, *and*(b) Is reassigned within a DOD component/transferred to another DOD component, in a different OCONUS geographical locality, *and*

(c) Does not complete the tour of duty,

credit is given for service completed at the old PDS.

- (2) A new agreement is required with:
 - (a) A new 12-month tour of duty, or
 - (b) The difference between the new PDS tour of duty and the time completed at the old PDS, whichever is greater. See par. C5075.
- (3) The new agreement concerns PCS allowances:
 - (a) To the new PDS, and
 - (b) Any additional separation travel and transportation allowances from, the new PDS.
- (4) The service agreement tour of duty at the time of reassignment/transfer remains in effect for return travel and transportation allowances for separation from the old PDS or for renewal agreement negotiation.
- (5) Before performing RAT, a renewal agreement to serve a tour of duty applicable to the new PDS area must be signed.

7. Employee Not Needed for Full Tour of Duty

- a. When it is known in advance that an employee is not needed for the full OCONUS tour of duty, employment may be for a lesser period without affecting travel and transportation allowances to the OCONUS PDS, and return, for the purpose of separation (26 Comp. Gen. 488 (1947)).
- b. The agreement must prescribe a 12 month tour of duty IAW 5 USC §5722.
- c. Employment may be terminated when the employee's services are no longer needed.

8. Effect of Increased/Decreased Tour of Duty

- a. Increased Tour of Duty. When an OCONUS area's tour of duty is increased:
 - (1) The tour of duty specified in a currently assigned employee's service agreement governs, and
 - (2) The increased tour of duty only affects any employee who executes an agreement after the date the increased tour of duty is approved.
- b. Decreased Tour of Duty. If a tour of duty is decreased, the shorter tour of duty applies to any currently assigned employee whose service agreement provide for a longer tour of duty.

C5572 STARTING TOUR OF DUTY

- A. Transfer to and within CONUS. A tour of duty ICW transfers to/between CONUS PDSs begins on the date the employee reports for duty at the new PDS.
- B. Appointment to First PDS. A tour of duty ICW a first PDS appointment in the U.S., begins on the date the appointee reports for duty at the PDS.
- C. OCONUS Agreements
1. Initial Agreements
 - a. Individuals Recruited Outside the Geographical Locality of the OCONUS Activity. The tour of duty begins on the date the individual reports at the OCONUS activity.
 - b. Individuals Recruited Locally. The tour of duty begins on the date the individual begins duty.
 - c. Locally Hired Married Individuals in the Circumstances Described in Par. C5566-E2a(4). The tour of duty begins on the date the individual executes an agreement.
 2. Renewal Agreement. The tour of duty, under a renewal agreement, begins on the date the employee reports for duty at the OCONUS PDS following completion of RAT unless that travel is delayed and authorized/ approved to be performed within a tour of duty. See par. C5515-B.

C5574 ACCEPTABLE REASONS FOR RELEASE FROM A TOUR OF DUTY

- A. General. An employee, serving under a service agreement at any PDS, may be released from the tour of duty requirement specified in the agreement for reasons beyond the employee's control that are acceptable to the DOD component. Except as provided in par. C5574-C, the commanding officer/designee at the employee's assigned activity must make the determination of acceptability.
- B. Acceptable Reasons for Release from Tour of Duty Requirements
1. General. Examples of acceptable reasons for release from tour of duty requirements include:
 - a. Illness not induced by misconduct;
 - b. Enlistment/call to active duty in the Armed Forces;
 - c. Exercise of statutory re-employment rights within a time limitation that precludes completion of a tour of duty;

d. Release for the Government's convenience (e.g., separation because of physical/mental disqualification, lack of skill to perform duties for which recruited or any other duties to which the employee could be assigned); ***NOTE: An employee separated because of illness induced by misconduct or because of misconduct is not separated for the Government's convenience.***

e. Separation as a result of reduction in force;

f. See par. C5570-C6 when employee's services not required for entire tour of duty period.

2. **OCONUS**. In addition to the examples listed in par. C5574-B1, the following are acceptable reasons for an ***OCONUS employee***:

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 tour of duty 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/death in the immediate family, imminent breakup of the family group. ***NOTE: Falsification of facts ICW 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.

C. **Transfer to Other Departments/Agencies**

1. Except as indicated in par. C5005-C, an employee, serving under a service agreement who transfers to another DOD component/Government agency, must be released from the tour of duty requirement specified in the employee's current agreement.

2. If the transfer involves PCS allowances to a new PDS, the gaining activity is responsible for all PCS costs.

3. 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.

D. **Verification**. 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.

CHAPTER 5**PART L: SERVICE AGREEMENTS****Section 5: Agreement Violation****C5576 AGREEMENT VIOLATION**

- A. General. An individual violates an agreement by failing to meet/comply with the conditions specified in it.
- B. Individual's Financial Responsibility. Individuals who violate an agreement are not eligible for travel and transportation allowances and/or are indebted and subject to collection action. See Part H.
- C. Agreement Violations. Violations include failure to:
1. Meet/comply with the conditions specified in an agreement (for reasons unacceptable to the employing activity);
 2. Report for duty;
 3. Return to the country/geographical locality in which actual residence is located ICW a renewal agreement;
 4. Use travel and transportation allowances within a reasonable time after separation.

C5578 AGREEMENT VIOLATION PENALTIES (FTR, §302-2.14)

An employee/appointee who violates a service agreement (other than for reasons beyond the employee's control and which are acceptable to the agency) must reimburse the Government all costs paid for relocation expenses paid based on that service agreement including withholding tax allowance (WTA) and relocation income tax (RIT) allowance.

C5580 TRAVEL AND TRANSPORTATION ALLOWANCES LOSS UNDER AN AGREEMENT

Individuals lose eligibility for travel and transportation allowances under an agreement and/or are 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.

C5582 RESPONSIBILITIESA. Employee. An employee:

1. Is responsible for reporting to the designated PDS,
2. Who:
 - a. Does not arrive at the new PDS, or
 - b. Upon arrival at the new PDS refuses to perform the mission, or
 - c. Resigns

is financially liable to reimburse the Government for the PDT allowances paid by the Government, and

3. May be indebted to the Government for travel and transportation expenses under other circumstances in this Part.

B. Civilian Personnel Officer. The appropriate civilian personnel officer must:

1. Notify the finance/fiscal/disbursing officer when an employee violates a service agreement;
2. Ensure that an indebtedness determination is made prior to processing the employee's separation; and
3. Include in the employee's official personnel folder a copy of the Statement of Liability or Credit described in this Part that is provided by the finance/fiscal/disbursing officer.

C. Finance, Fiscal, or Disbursing Officer1. Travel and Transportation Allowances Determination

- a. The appropriate finance/fiscal/disbursing officer must determine an employee's travel and transportation allowances under this Part.
- b. Determination must be made prior to processing the employee's separation.
- c. If a violation occurs, travel and transportation allowances previously furnished and/or to be furnished must be computed by the activity at which the violation occurred.

2. Liability/Credit Statement. In each service agreement violation instance, the finance/fiscal/disbursing officer must:

- a. Provide the employee with a statement of the employee's liability/credit that states, in detail, the liabilities, credits (and an explanation of how the credits may be used/applied), and other obligations, as provided in this Part.
- b. Send a copy of the above statement to the civilian personnel officer for inclusion in the employee's personnel folder.
- c. Inform the employee of the right to file a claim if the employee disagrees with the liability/credit statement.

A sample statement and examples of calculations in cases of renewal agreement violations during the first and second years of an additional tour appear later in this Part.

3. Collection. If the finance/fiscal/disbursing officer determines that an employee is indebted to the Government, the officer must immediately initiate collection IAW appropriate finance directives.

C5584 AGREEMENT VIOLATIONS FOR TRANSFERS TO, FROM, AND WITHIN CONUS

A. General. A service agreement provision for a transfer to/from/within CONUS requiring 12 months service following the effective date of transfer is not voided by:

1. A subsequent transfer within that period, whether at the employee's request or in the Government's interest;
or
2. Another service agreement being signed incident to a subsequent transfer.

B. Exceptions. The service agreement time limit is waived if failure to comply with the requirement is for reasons beyond the employee's control that are acceptable to the employing department/agency. In this case, there is no employee liability. The time limit for each service agreement violated must be waived separately.

C. Examples. The employee's financial responsibility to the Government for travel and transportation PCS allowances and cost is determined separately under each service agreement, as illustrated in the following examples.

1. Example 1. An employee at PDS A is required to serve 12 months.
 - a. After serving 6 months, the employee is authorized a PCS to PDS B, and signs a new 12-month service agreement.

- b. After serving 4 months at PDS B, the employee resigns.
 - c. Under these conditions, the employee is indebted to the Government for the travel and transportation allowances and cost paid by the Government ICW the transfer to PDS A, and from PDS A to PDS B. This is because the combined total service period at PDSs A and B is less than 12 months.
2. Example 2. An employee at PDS A signs a 12-month service agreement.
- a. After serving 6 months, the employee is authorized a PCS to PDS B, and signs a new 12-month service agreement.
 - b. The employee serves 7 months at PDS B and then resigns.
 - c. The total service at PDSs A and B is 13 months.
 - d. The 12-month service requirement under the service agreement relating to PDS A is satisfied and there is no liability for travel to PDS A.
 - e. The employee is, however, financially responsible for the travel and transportation cost and related allowances paid for travel from PDS A to PDS B.

C5586 AGREEMENT VIOLATIONS FOR AN OCONUS EMPLOYEE

A. Violation during the First Year of Service under an Initial Service Agreement

1. An OCONUS employee, who leaves Government service for reasons unacceptable to the last assigned agency before completing 12 months of service under the initial service agreement, is financially responsible to the Government for travel and transportation allowances and costs associated with the move to that PDS (see par. C5578) of:
 - a. The employee;
 - b. The employee's dependents;
 - c. HHG including SIT and NTS of HHG;
 - d. A POV; and
 - e. A mobile home.
2. Return travel becomes the employee's financial responsibility.

3. An employee who departs from an OCONUS PDS in an authorized leave (with or without pay) status before the end of the first year of an initial service agreement, and resigns while away for reasons unacceptable to the agency, is allowed credit for the authorized leave time toward completion of the minimum service requirement. See B-184948, 18 November 1975.

4. Pars. C5586-A and C5586-B apply to each OCONUS employee.

5. Additional penalty conditions in par. C5586-D apply to DODEA teachers.

B. Violation after One Year of Service under an Initial Service Agreement. An employee who completes one year of an OCONUS assignment and, for reasons *unacceptable* to the employing DOD component, fails to satisfy an initial service agreement in excess of one year:

1. Is *not* financially responsible for the travel and transportation cost and related allowances associated with the move to the OCONUS PDS, *except* for charges for NTS of HHG incurred after the end of the first year.

2. Is financially responsible for all HHG transportation costs after the violation date and must be advised immediately.

3. Is *not* authorized to return POV transportation.

4. May *not* be provided Government funded commercial transportation.

5. Who has insufficient funds, may be authorized repatriation transportation in par. C6300.

C. Employee Serving under Renewal Agreements

1. Failure to Complete One Year of Service. When an employee fails to complete one year of service under a renewal agreement, the employee is financially responsible for the costs of:

a. Transportation and per diem for the employee and transportation for the employee's dependents from the former PDS to the actual residence and from the actual residence to the last PDS at which the employee failed to complete one year of service;

b. Transportation for any of the employee's dependents who traveled between the former PDS and the last PDS without going to the employee's actual residence;

c. HHG transportation (including SIT) from the former PDS to the last PDS;

d. POV transportation or NTS of the HHG, unless an earned allowance exists for the NTS of the HHG or return transportation of the POV; and

e. The MEA paid for a transfer from a former to the last PDS.

2. Unused Allowances Accrued under a Prior Agreement

a. The employee is authorized:

(1) Certain unused allowances accrued under a prior service agreement under which the employee completed the agreed-upon service period.

(2) Unused allowances for personal transportation, and the transportation for dependents and HHG (including SIT) from the PDS at which the service requirement was satisfied, to the actual residence.

(3) Credit against the employee's financial responsibility for the costs that would have been incurred, since the employee did not use this allowance, provided the employee is actually separated from Government service.

b. If the amount of credit is less than the employee's financial responsibility, the difference remains the employee's financial responsibility.

c. If the credit is larger than the liability, the difference is applied to the employee's costs of moving from the PDS, where the employee failed to complete a year of service, to the actual residence.

d. If the amount available to be applied to these costs equals/exceeds the costs, the Government may procure and pay for such transportation in full.

e. If the amount available is less than the cost, the Government may procure and pay for the transportation, but must collect, from the employee, the difference between the total costs and the amount to be applied against the costs.

f. The employee may elect to pay the total costs and submit a reimbursement claim for the applicable amount.

g. Additional penalty conditions for DODEA teachers are in par. C5586-D.

3. Employee Completes One or More Years but Does Not Complete the Specified Service

a. If an employee serves one or more years under a renewal agreement but does not serve the entire period specified in the renewal agreement, the employee is not liable for travel and transportation allowances for:

(1) Travel from the PDS, at which the employee completed the previous tour, to the actual residence;

(2) Travel from the actual residence to the PDS at which the employee failed to complete the agreed-upon tour; and

(3) Direct travel of dependents, and HHG shipment (including SIT) between the PDS where the employee failed to complete the service agreement and the previous PDS where the employee satisfied the previous service agreement.

b. If the PDS is different, the employee is:

(1) Financially responsible for the costs of transportation for self, dependents and HHG from the PDS at which the employee did not complete the agreed-upon tour, under the renewal agreement, to the actual residence.

(2) Credited against this liability, is an amount equal to the costs of transporting, from the former PDS at which the service requirement was completed to the actual residence, the employee's HHG and any of the employee's dependents who did not accompany the employee to the actual residence for leave, provided the employee was separated from Government service. These credits and any remaining liability are computed as in par. C5580-C1.

D. DODEA Teachers. In addition to the other penalties for violation of agreements (see par. C5578), a DODEA teacher who fails to report for service at the beginning of the next school year is financially responsible to the employing Military Department for:

1. An amount equal to any LQA received during the recess period between school years; and
2. The reasonable value of any quarters and/or storage provided during the recess period.

C5588 COMPUTATIONS

A. General. Computations of an employee's liabilities and credits, including those remaining from an employee's previous tour(s) of duty, must be based on actual costs and/or constructed costs (i.e., the rates applicable at the time the employee fails to fulfill the terms of the new service agreement).

B. Military Sealift Command (MSC) and Air Mobility Command (AMC) Costs

1. The space-required rate must be used in computing MSC transportation cost.
2. The common user tariff rate must be used in computing the AMC transportation cost.
3. If these rates are not available at the OCONUS activity, they may be obtained from the nearest MSC or AMC traffic officer.
4. Requests for MSC and AMC tariff rates should contain the travel and transportation dates, terminal points, names of persons concerned, and baggage weight.

C. Commercial Carrier Transportation Costs. Computation of commercial carrier transportation cost within CONUS must be made on the basis of the Government cost, without tax, for the accommodations furnished under Chapter 2, Part E. The employee must be allowed appropriate credit for Government-procured transportation documents or wholly/partially unused tickets that are returned.

D. Travel Time Compensation. Travel time compensation is not a travel cost and is not considered in computing liability.

E. Per Diem. Per diem for travel performed is a travel cost item and must be considered in computing liability.

F. Employee Financial Responsibility to the Government

1. An employee's financial responsibility to the Government must be based on travel to and/or from the first PDS following a period of RAT.
2. Travel and transportation allowances for subsequent reassignments within the OCONUS command, directed by the employing activity, are *not* the employee's financial responsibility.

G. Return Travel Costs

1. Government's Obligation. When sufficient travel and transportation allowances exist to cover travel costs for the full distance from the official OCONUS PDS to the actual residence, they are authorized and the Government's obligation is fulfilled.
2. Employee's Obligation. When it is determined that insufficient travel and transportation allowances exist to cover travel costs for the full distance from the OCONUS PDS to the actual residence; the employee is financially responsible for the costs to the actual residence that exceed the employee's allowances. The employee:
 - a. Is authorized Government transportation, if available, from the OCONUS area to the POD, or beyond, by these regulations. In such cases, collections should be made, before the travel begins if required by finance regulations.
 - b. May be authorized repatriation transportation (see par. C6300) if the employee is without sufficient funds to pay for return HHG shipment expenses (including SIT at origin), and the conditions in par. C6300 are met.
 - c. May provide the transportation and be reimbursed for the Government's share upon submission of an appropriate voucher.
 - d. Must furnish receipts for claimed expenses. See par. C1310.
 - e. Is responsible for reimbursement of the Government's share based on the return transportation mode that would have been used over a usually traveled route to the actual residence. See par. C2203.

H. Sample Statement of Liability/Credit Violation of Renewal Agreement

**SAMPLE STATEMENT OF
LIABILITY OR CREDIT VIOLATION OF RENEWAL
AGREEMENT**

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

EMPLOYMENT HISTORY	
Name, Designation, Grade	Richard A. Rowe, Administrative Assistant GS-9
Official Duty Station	Munich, Germany
Place of Actual Residence	Buffalo, NY
Dependency Status	Single, no dependents
Service Record	Appointed 1 July 1990. Completed initial tour 30 June 1993. Signed renewal agreement 1 July 1993. Provided return transportation to Buffalo, NY, and after a period of leave, transportation to Munich, Germany where a new tour began on 20 August 1993. Resigned 15 January 1994 for reasons not acceptable to the Department of the Army.
TRAVEL AND TRANSPORTATION ALLOWANCES LIABILITY OR CREDIT	
LIABILITIES	
Round trip rail transportation from Munich, GE, to Frankfurt, GE	\$ 28.00
Round trip AMC transportation from Frankfurt, GE, to McGuire AFB, NJ	162.00
Round trip transportation service from McGuire AFB, NJ, to Philadelphia, PA (airport)	7.00
Round trip commercial air transportation from Philadelphia, PA, to Buffalo, NY	52.00
Per diem to and from Munich, GE (tabulate number of days to appropriate rates)	+ 16.00
TOTAL	\$265.00

CREDITS	
Rail transportation from Munich, GE, to Frankfurt, GE	\$ 14.00
AMC transportation from Frankfurt, GE, to McGuire AFB, NJ	81.00
Transportation service from McGuire AFB, NJ, to Philadelphia, PA	3.50
Commercial air transportation from Philadelphia, PA, to Buffalo, NY	26.00
Per diem from Munich, GE, to Buffalo, NY	+ 8.00
TOTAL	\$132.50
Liability \$265.00 - Credit \$132.50 = \$132.50 due to the Government. There is no further Government liability. Statement approved:	
_____ A. B. Person, Civilian Personnel Officer 17 January 2005	
Explanation: The employee satisfactorily completed the service required by the initial service agreement and is not liable for the travel and transportation allowances for travel from Buffalo to Munich. The employee violated the renewal agreement prior to completion of one year of service and owes the Government for round-trip travel and transportation allowances for travel from Munich to Buffalo. However, since the employee completed the first tour and is authorized one return to Buffalo at Government expense, the employee is given the credit of \$132.50. Return travel from Munich to Buffalo is at personal expense.	

I. Sample Cases. Liability/credit statements as a result of renewal agreement violation are prepared in the same manner as above for the following cases:

1. Case No. 1. An employee is transferred from the Army Materiel Command Headquarters, Ft Belvoir, VA, to London, England, for a 3-year tour. The employee has a spouse, son, daughter, and dependent parent. The spouse, son, and dependent parent travel to London with the employee. The daughter remains at a school in the U.S. HHG (7,800 pounds) are transported to London at Government expense. Total travel and transportation allowances are \$1,500.

Upon completion of the tour in London, the employee signed a renewal agreement for a 2-year tour in Berlin, Germany. The employee, spouse, and son returned to Washington for leave. The HHG (8,750 pounds) were stored in London for 90 days prior to shipment to Berlin. The dependent parent visited Paris and returned to London while the employee was in Washington on leave. The employee's daughter, who had remained in the U.S., traveled at Government expense to Berlin with the employee, spouse, and son. The employee's dependent parent and HHG (8,750 pounds) were transported at Government expense from London to Berlin.

Prior to completion of the first year of the renewal agreement, the employee was removed from the position and separated from Government service because of misconduct. Since the removal resulted in violation of the renewal agreement, the employee is liable for the costs of transporting self, family, and HHG from Berlin to Washington.

a. Computations

(1) Since the employee satisfactorily completed the service required by the initial service agreement, the employee is not liable for the travel and transportation allowances for travel of self, spouse, son, and parent from Washington to London.

(2) Liabilities

Transportation for self, spouse, and son from London to Washington, DC	\$ 627.00
Transportation for self, spouse, daughter, and son from Washington, DC to Berlin	944.00
Transportation of dependent parent from London to Berlin	131.00
Per diem for the employee from London to Washington, DC, and from Washington, DC, to Berlin	7.50
Per diem for spouse, son, daughter, and dependent parent from London to Berlin	6.00
Packing, drayage, and storage of HHG in London	140.00
Crating, drayage, transportation, and unpacking of HHG from London to Berlin	275.00
Miscellaneous Expense Allowance	+ 1000.00
TOTAL	\$3,130.50

(3) Credits

Transportation of self, spouse, son, and dependent parent from London to Washington	\$ 836.00
Packing, crating, drayage of HHG in London*	90.00
Transportation, SIT and unpacking of HHG (8,750 pounds) from London to Washington	1,240.00
Per diem for employee, spouse, son, and dependent parent from London to Washington	+ 12.00
TOTAL	\$2,178.00

(4) Liability \$3,130.50 - Credit \$2,178.00 = \$952.50 due to the Government. There are no further allowances. No credit is allowed for HHG storage in London between tours of duty since the renewal agreement was violated before completion of one year.

2. Case No. 2. An employee is recruited under a service agreement for a position in Okinawa for a 24-month tour. The employee is married and has one son. The employee is provided travel and transportation allowances for travel to Okinawa for self, spouse, and son, but HHG remain at Atlanta, GA, the actual residence. The employee completed the required tour in Okinawa and was furnished return transportation to Atlanta, GA, after signing a new renewal agreement for a 24-month tour in Ankara, Turkey.

After a period of leave in Atlanta, the employee, spouse, and 6,000 pounds of HHG are transported to Ankara at Government expense. The son remains in Atlanta to attend school and at the end of nine months travels at Government expense under the renewal agreement from Atlanta to Ankara.

The employee completed the tour at Ankara and signed a renewal agreement for a 2-year tour at Bremerhaven, GE. The employee was furnished return transportation to Washington, DC, but was not accompanied by spouse and son. After a period of leave in Washington, the employee was provided transportation to the new station in Bremerhaven. During his absence, the HHG were packed, crated, and shipped from Ankara to Bremerhaven, and placed in SIT for 30 days prior to the family’s arrival. The spouse and son were furnished Government transportation from Ankara to Bremerhaven.

The employee serves 18 months under the renewal agreement, resigns to return to the U.S. to enter private business, and was separated from Government service. Since the resignation is prior to the expiration of the 2-year tour, the service agreement is violated and the employee is liable for transportation costs from Bremerhaven to Atlanta.

a. Computations

(1) The tour in Okinawa was completed and employee is not liable for any of the travel and transportation allowances paid.

(2) The tour in Ankara was completed and no liability exists for travel and transportation allowances paid.

(3) Since the employee served 18 months at Bremerhaven, the employee is not indebted for any of the travel and transportation allowances previously paid under the agreement.

(4) Credits

Transportation for spouse and son (Ankara to Atlanta)	\$ 500.00
Transportation HHG (8,700 pounds gross packed and crated at time of violation) from Ankara to Atlanta	840.00
Packing, crating, drayage, and unpacking of HHG in Ankara and Atlanta	+ 180.00
TOTAL	\$1,520.00

(5) The cost of transportation for the employee, spouse, and son, and HHG from Bremerhaven to Atlanta, is \$1,340.00. Since the employee was authorized a credit of \$1,520.00, which exceeded the cost of transportation from Bremerhaven to Atlanta, the Government paid for all transportation to Atlanta.

NOTE: The cost figures used in the sample statement and case histories are for illustrative purpose only and are not correct, actual, or constructed costs.

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

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

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

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

C5616 PROHIBITIONS

HHTs are not authorized when the:

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

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

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

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

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

C5622 LOCAL TRANSPORTATION

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

B. Local Transportation

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

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

C5624 SUBSISTENCE**A. General**

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

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

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

*1. 'Lodgings-Plus' Computation Method. An appropriate per diem is authorized, as prescribed in pars. C4553 and C5125, for one round trip of the employee and/or spouse for up to 10 calendar days between the old and new PDS.

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

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

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

3. Payment

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

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

C. Subsistence Calculation Examples

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

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

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

<u>Employee’s Per Diem</u>		
Travel day to Arlington:	75% x \$51 = \$38.25 plus \$130 (single lodging cost) =	\$ 168.25
8 days in the Arlington Area:	\$51 (M&IE) + \$130 (Lodging) = \$181 x 8 days =	\$1,448.00
Travel day back to the PDS:	75% x \$51 =	+ \$ 38.25
Total Per Diem for Employee		\$1,654.50
<u>Spouse’s Per Diem</u>		
*Using par. C5125-C, the maximum amount allowable is 75% of the per diem rate to which the employee is authorized under par. C4553.		
Total Per Diem for Spouse	75% x \$1,654.50 (employee’s per diem) =	\$1,240.88
<u>Total Per Diem Payment</u>		
Employee’s per diem		\$1,654.50
Spouse’s per diem		+ \$1,240.88
Total Per Diem for Employee and Spouse		\$2,895.38

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

Total Fixed Subsistence for the Employee and Spouse	\$201 (locality rate) x 6.25 (fixed rate for employee and spouse) =	\$1,256.25
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4. **Example 3.** The employee reports to the new PDS without performing a HHT. The spouse performs a HHT alone.

<u>Situation A:</u>		
*The employee elects the 10-day HHT with per diem computed under the ‘Lodgings-Plus’ computation method (par. C5624-B1). Using par. C5125-C, the employee is authorized per diem for the spouse up to the maximum rate.		
<i>The employee must provide lodging receipts.</i>		
<u>NOTE:</u> <i>If the spouse lodges with the employee at the new PDS location, there is no lodging reimbursement unless there is an additional charge for the spouse.</i>		
Travel day to Arlington:	\$38.25 (75% x \$51) + \$130 (Lodging) =	\$ 168.25
8 days in the Arlington area:	\$51+ \$130 = \$181 x 8 days =	\$1,448.00
Travel day back to the PDS:	75% x \$51=	+ \$ 38.25
Total Per Diem for Spouse		\$1,654.50
<u>Situation B:</u>		
The employee elects the fixed-amount HHT (par. C5624-B2b) for the spouse. <i>No lodging receipts are required.</i>		
Total Fixed Subsistence for the Spouse	\$201 x 5 (fixed rate for one person)=	\$1,005.00

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

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

<u>Spouse's Per Diem</u>		
*Using par. C5125-C, the maximum amount allowable is 100% of the per diem rate to which the employee is authorized under par. C4553.		
Travel day to Arlington:	75% x \$51 = \$38.25 plus \$130 (single lodging cost) =	\$ 168.25
4 days in the Arlington Area:	\$51 (M&IE) + \$130 (Lodging) = \$181 x 4 days =	\$ 724.00
Travel day back to the PDS:	75% x \$51 =	+ \$ 38.25
Total Per Diem for Employee		\$ 930.50
<u>Total Per Diem Payment</u>		
Employee's per diem		\$1,111.50
Spouse's per diem		+ \$ 930.50
Total Per Diem for Employee and Spouse		\$2,042.00

C5626 EXPENSE DOCUMENTATION

1. To receive reimbursement for HHT transportation expenses, an employee must itemize the transportation expenses and have appropriate receipts. See par. C1310.
2. An employee paid per diem under par. C5624-B1, using the Lodgings-plus method must itemize lodging expenses and have lodging receipts. See par. C1310.
3. An employee paid for a HHT using the fixed amount computation under par. C5624-B2, does not require itemization or receipts for payment.

C5628 STATUS WHILE ON HHT

An employee is in a travel status (see Appendix A) while performing house-hunting travel during the authorized absence period.

C5630 NO RETURN TO OLD PDS

A house-hunting trip consists of travel to the new PDS vicinity to locate permanent housing and return to the old PDS before performing en route PCS travel to the new PDS. If a house-hunting trip is authorized under the 'Lodging-Plus' method (HHT(AE)) and the employee reports for duty at the new PDS instead of returning to the old PDS, TQSE allowances, if authorized, are payable in lieu of house-hunting subsistence for the days spent seeking permanent housing up to the day before reporting for duty at the new PDS, not to exceed the number of days authorized for the house-hunting trip. The one-way transportation is PCS travel (GSBCA 16339-RELO, 18 February, 2004). (Under the circumstances in par. U5630 an employee is **not** in a duty status while house-hunting. See DOD 1400.25-M, SC630.7.4.3 about granting an excused absence for PCS purposes.)

C5632 HHT ADVANCE (FTR §302–5.16)

1. An advance may be paid for HHT expenses if a HHT under the ‘Lodgings-Plus’ method is offered and elected.
2. The advance may not exceed the sum of the anticipated transportation costs and the maximum per diem allowable under the ‘Lodgings-Plus’ method in par. C5624-B1 for the location and duration of the HHT.
3. If a HHT using the fixed amount under par. C5624-B2 is offered and elected, payment of the ‘subsistence-related’ expenses does not constitute an advance and may be made before travel is performed whereas the transportation-related expenses may be paid in advance just as for the HHT under the ‘Lodgings-Plus’ method.
4. See also par. C1101-G for house-hunting travel and transportation advances.

C5634 HHT ICW TQSE ALLOWANCE

A. TQSE(AE). If an employee is paid/reimbursed for HHT days and TQSE(AE) is subsequently authorized, and claimed for more than 30 days, the actual number of HHT days (NTE 10) paid/reimbursed (on either a ‘Lodgings-Plus’ or fixed amount basis) are deducted from the first authorized 30-day TQSE(AE) period. See par. C5372. For an authorized:

1. 5-day HHT, deduct 5 days from the first authorized TQSE(AE) 30 or fewer day period,
2. 6.25-day HHT, deduct 6 days from the first authorized TQSE(AE) 30 or fewer day period, or
3. 10-day HHT, deduct 10 days (or the actual number of days used, whichever is less) from the first authorized TQSE(AE) 30 or fewer day period.

B. TQSE(F). *The number of days paid/reimbursed for a HHT are not deducted from TQSE(F)*. See par. C5392.

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

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

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

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

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

B. Discretionary Allowances. The employee may be authorized:

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

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

Effective 29 October 2004

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

Effective 6 November 2006

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

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

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

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

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

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

CHAPTER 5

PART P: REAL ESTATE TRANSACTION AND UNEXPIRED LEASE
EXPENSE ALLOWANCES (FTR PART 302-11)

SECTION 1: GENERAL

C5750 GENERAL

A. Conditions. An eligible employee is authorized reimbursement for certain expenses incurred ICW the:

1. Sale of a residence,
2. Settlement of an unexpired lease involving:
 - a. The residence, or
 - b. A lot on which a mobile home used as a residence was located at the old PDS; and/or
3. Purchase (including construction) of a residence at the new PDS;

after the employee has signed the required service agreement, and met the requirements in par. C5750-B.

B. Requirements ICW Reimbursement. The following requirements must be met before expense reimbursement is authorized:

1. A PCS is authorized/approved and, except as in par. C5750-D, the old and new PDSs are located in CONUS/non-foreign OCONUS areas;
2. The dwelling at the old PDS is the employee's actual residence when informed that transfer to a new PDS was definite;
3. The settlement dates for the sale (or lease termination) and purchase are within the time limitation in par. C5750-C (***NOTE: See par. C1057 to authorize an extension on the time limitation on residence transactions.***);
4. The residence (which may be a mobile home and/or the lot on which that mobile home is located or is to be located) is the one from which the employee regularly commutes to and from work on a daily basis (weekend travel does not qualify). ***NOTE: If the PDS is in a remote area where adequate family housing is not available within reasonable commuting distance, a residence includes the dwelling in which the employee's dependents reside or are to reside, but only if the residence reasonably relates to the PDS as determined by the travel-approving/directing official concerned.***

C. Time Limit for Residence/Lease Termination Transactions

1. Settlement for the sale, purchase, or lease termination transactions should be not later than 2 years after the employee's effective date of transfer. See Appendix A.
2. For an employee eligible under par. C5750-D, the new PDS is the PDS to which the employee reports for duty when reassigned/transferred from a foreign area.
3. The 2-year period begins on the employee's effective date of transfer and ends on the second anniversary of that date. For example: If an employee's effective date of transfer was 20 October 1998, settlement must occur no later than 20 October 2000.)
4. The 2-year period may be extended for up to an additional 2 years by the commanding officer/designee of the funding activity.
5. The employee should submit a written time extension request to the appropriate authority within the initial 2-year period.
6. Action on a request, submitted more than 30 calendar days after the initial 2-year expiration date, is at the option of the commanding officer of the activity bearing the cost.
7. An extension may be granted only if extenuating circumstances prevented the employee from completing the sale, purchase and/or lease termination transactions within the initial 2-year period and that the delayed transactions are reasonably related to the PCS.
8. Costs for transactions completed after the 4-year period may not be reimbursed. See B-191018, 26 December 1978).
9. The 2-year extension is effective for an employee whose effective date of transfer (see Appendix A) is on or after 19 February 2002. For an employee with an effective date of transfer prior to 19 February 2002, the initial 2-year period may be extended for only 1 additional year.
10. *There is no authority to waive the 4-year time limitation under any circumstances. The time limitation is imposed in FTR §302-2-8 and 302-2.11 which has the force and effect of law.* See B-245281, 20 February 1992; GSBCA 16889-RELO at <http://www.gsbca.gsa.gov/relo/r1688902.txt>; and GSBCA 16790-RELO at <http://www.gsbca.gsa.gov/relo/r1679013.txt>.

D. Transfer from a Foreign PDS to a CONUS/Non-foreign OCONUS PDS

1. Definitions. The following definitions apply for the purposes of par, C5750-D
 - a. Former CONUS/Non-foreign OCONUS PDS. The PDS, not in a foreign area, from which the employee was transferred when assigned to a foreign area PDS.
 - b. Foreign Area. See definition in Appendix A.

2. Applicability

a. An employee who has completed an agreed upon tour of duty at a foreign PDS and is reassigned/transferred to a different CONUS/non-foreign OCONUS PDS (other than the one from which transferred when assigned to the foreign PDS) is authorized reimbursement under this Part.

b. The distance between the former and new CONUS/non-foreign OCONUS PDSs must meet the criteria in par. C5080-F for change of station within the same city/area.

3. Ineligible Employee. An employee who was not initially an employee who after signing a service agreement ICW a transfer from a PDS in CONUS/non-foreign OCONUS area, to the foreign PDS, was moved to the foreign PDS at Government expense under a civilian PCS travel authorization is not eligible for real estate allowances. The following are ineligible:

a. A locally hired employee in par. C4002-B2a(1) (former member of U.S. armed forces).

b. A locally hired employee in par. C4002-B2a(2) unless the individual was a civilian employee of an agency who was initially transferred from a PDS in CONUS/non-foreign OCONUS area to the foreign area PDS;

c. A locally hired employee in par. C4002-B2a(4) (employee who accompanied or followed the spouse to the OCONUS area); and

d. An employee hired in CONUS/non-foreign OCONUS area for assignment to a first PDS and the PDS is in a foreign area.

e. A former employee with a break in service (see definition in Appendix A) who is rehired in CONUS or a non-foreign OCONUS area for assignment to a first PDS and the PDS is in a foreign area. See GSBKA 16811-Relo, 13 March 2006. This decision is available at <http://141.116.74.201/regs/comp-gen-dec/GSBKA16811.PDF>.

4. Reimbursable Expenses. Expenses incurred incident to the following transactions are reimbursable:

a. Residence sale (or the settlement of an unexpired lease) at the PDS from which the employee was transferred when assigned to a foreign area PDS; and/or

b. Residence purchase at the new PDS.

It is not necessary for an employee to be reimbursed the expenses in par. C5750-D4a to be eligible for expense reimbursement in par. C5750-D4b.

5. Limitations. Expenses incident to a sale (or settlement of an unexpired lease) or purchase transaction that occurs prior to the employee being officially notified (ordinarily in the form of a PCS travel authorization) that instead of returning to the former CONUS/non-foreign OCONUS area PDS, reassignment/transfer is to a different CONUS/non-foreign OCONUS area PDS and may not be reimbursed.

6. Service Agreement Required. A signed service agreement in par. C5075 is required for reimbursement of residence transaction expenses authorized under par. C5750.

E. Residence Sale in Anticipation of Transfer

1. Following Base Closure Announcement

a. An employee is authorized reimbursement for real estate expenses incurred before, and in anticipation of, a transfer if a clearly evident administrative intent exists, at the time the expenses are incurred, to transfer the employee. See 58 Comp. Gen. 208 (1979).

b. The announcement of a base closure, accompanied by an offer to assist in finding new positions for an affected employee, is a clearly evident intent to transfer the employee. See B-249451, 7 January 1993.

c. Registering an employee in Priority Placement Program (PPP) constitutes an offer to assist in finding a new position.

d. An employee, registered in the PPP or other placement program, who sells a residence in anticipation of a PCS, is authorized reimbursement for residence sale expenses when transferred to a new PDS, if otherwise eligible under this Part.

e. *Each employee should be cautioned that eligibility for real estate expenses reimbursement exists only if the employee subsequently employed in a position that involves a PCS with a service agreement.*

f. If the PCS is to a foreign area, reimbursement for the expenses may be made only after the employee completes a tour of duty at the new foreign PDS and subsequently is transferred to a different CONUS/non-foreign OCONUS area location than that from which transferred to the foreign area PDS mentioned above as in par. C5750-D.

2. Employee Officially Notified of Return to a Different CONUS/Non-foreign OCONUS Area PDS

a. An employee who is officially notified that return is to be to a different CONUS/non-foreign OCONUS area PDS may sell the residence at the former CONUS/non-foreign OCONUS area PDS following receipt of the official notification. Real estate expense reimbursement is IAW this Part. upon completion of a tour of duty in the foreign area and subsequent transfer to a different CONUS/non-foreign OCONUS area PDS.

b. Reimbursement. Each employee should be cautioned that reimbursement:

- (1) Is not allowed for any real estate transaction that occurs prior to official notification that the employee's return is to be to a PDS other than the one from which transferred to the foreign PDS. A travel authorization transferring the employee from a foreign PDS to a PDS other than the one from which the employee was transferred to the foreign PDS ordinarily constitutes official notification. See 72 Comp. Gen. 130 (1993).
- (2) Must not be made until the employee is transferred back to a CONUS/non-foreign OCONUS area PDS.
- (3) Must not be made incident to the transfer to the foreign area PDS, even though the employee is notified at that time that return is not to be to the same PDS after the foreign area assignment completion.
- (4) Is not allowed for an employee who returns to the actual residence for separation.

F. Examples. The following are examples drawn from Comptroller General and GSBGA decisions describing circumstances when reimbursement for real estate allowances were and were not allowed.

1. Example 1. An employee transferred from Alaska to a foreign PDS, Singapore, in the Government's interest. The employee sold the Alaska residence after being notified by agency officials that return would not be to Alaska and that return rights would be to the prior position in Savannah, Georgia. Upon completion of the Singapore tour of duty, the employee was transferred back to a prior position which had been relocated to Charleston, South Carolina. Upon the employee's transfer to Charleston, an official station other than the one from which the employee was transferred to the foreign PDS, the employee became eligible for the allowable expenses incurred in the sale of the residence in Alaska since it was sold after the employee had been officially notified that the return would not be to Alaska but to a different duty station in CONUS or non-foreign OCONUS area. See 72 Comp. Gen. 130 (1993). This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/B-249184.htm>.

2. Example 2. An employee assigned at Fort Shafter, Hawai'i, was notified that the employee would be transferred to Fort McPherson, Georgia. In anticipation of the transfer, the employee signed a listing agreement to sell the residence in Hawai'i. However, before the sale, the employee accepted a position in Seoul, Korea, and reported for duty at that duty station. The residence in Hawai'i was sold while the employee was in Korea and the employee requested reimbursement for real estate expenses. The request was denied on the basis of statutory and regulatory provisions that provide that both the old and new duty station must be located within the United States (including non-foreign OCONUS locations) or other named locations for such expenses to be reimbursable. The employee stated that

reimbursement was authorized because the position has mandatory mobility, and governing regulations prohibit the employee from staying overseas for more than 5 years. Since the employee would have completed 5 years overseas after the assignment in Korea, it would have been impossible for the employee to return to Hawai'i. The employee was later transferred from Korea to Huntsville, Alabama. The record contains a memorandum indicating that the employee was advised that the assignment in Korea would be followed by an assignment to Headquarters, which at that time was Alexandria, Virginia, or in the alternative, Huntsville, Alabama, if the function was transferred there. The Comptroller General believed that this constituted official notice to the employee that the employee would not be returning to the old duty station in Hawai'i. The employee sold the residence in Hawai'i after receiving the official notice. The Comptroller General authorized real estate allowances for the sale of the employee's residence in Hawai'i since the criteria enunciated in 72 Comp Gen 130 (1993) was satisfied. The criteria enunciated in that decision are: (1) official notice prior to an overseas assignment that the employee would not be returning to that duty station; (2) sale of the residence after such official notice; (3) an agency regulation that provides that an employee is not to be returned to the old duty station; and (4) the employee's return to another official duty station. See B-255822, 17 May 1994. This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/B-255822.htm>.

3. Example 3. An employee who transferred to Brasilia, Brazil from Grand Junction, Colorado, and returned to the former duty station upon completion of the overseas assignment is not authorized reimbursement of expenses incurred in the sale of the Grand Junction residence since return was to the same CONUS duty station. See B-242558, 19 Jun 1991. This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/B-242558.htm>.

4. Example 4. (BRAC – Sale of Residence in Anticipation of Transfer). In early July 1993 a civilian employee saw reports in the local media indicating that the base at which employed was on the Base Closure and Realignment Commission (BRAC) list of bases proposed to be closed. Anticipating a transfer to another location, the employee sold a house in Newark, California, on 29 July 1993. The BRAC list, however, did not become final until it was approved by Congress in September 1993. An employee who works at a base scheduled to be closed is permitted to register in the Priority Placement Program (PPP), a program which helps a soon-to-be displaced employee find a new position within DOD. The employee's base was not scheduled to be closed until September 1996, and each employee who worked at that base did not receive permission to enroll in the PPP until October 1994. The employee concerned participated in the PPP in October and was eventually transferred to Jacksonville, Florida. The employee's claim for reimbursement of the expenses incurred ICW the home sale was denied because the sale predated both final approval of the BRAC list and the employee's registration in the PPP. See GSBCA 13699-Relo, 21 March 1997. *This decision is available at:* <http://141.116.74.201/regs/comp-gen-dec/GSBCA13699.txt>.

5. Example 5. (BRAC – Sale of Residence in Anticipation of Transfer). A DOD civilian employee listed a residence for sale in anticipation that the base at which the employee worked would be closed and went to settlement on the residence before registering with the agency's job placement program. The agency questioned whether the employee may be reimbursed real estate expenses for the sale of the residence based on an agency regulation allowing reimbursement of real estate expenses for an employee who is registered in the placement program. Reimbursement was authorized. Neither the regulation nor the decision, B-249451, 7 January 1993, which is cited in the regulation, requires an employee to be registered in the placement program to receive reimbursement for real estate expenses. Rather, an employee may be reimbursed real estate expenses incurred after an agency has demonstrated a clear administrative intent to transfer the employee and the employee is transferred and signs an employment agreement. Although registration in the agency placement program is evidence of an intent to transfer, an agency may look to all the facts of a particular case to determine whether or not this intent existed. In this case, the employee was acting on information that the base was about to be closed and that an offer to assist him in finding another job would be forthcoming. See B-261836 Date: No Date. ***This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/B-261836.txt>***

6. Example 6. (BRAC – Sale of Residence ICW Transfer). The employee in this case incorrectly assumed that a BRAC listing constituted official notification that he would be transferred back from a PDS in South Korea to a different PDS in the U.S. other than one in the vicinity of Pueblo, Colorado, from which the employee was transferred to South Korea. As a result the employee believed the residence could be sold prior to the employee being officially notified of a transfer from South Korea back to the U.S. In 1988, the employee's agency in Pueblo, Colorado, was placed on the BRAC list. On December 10, 1991, the employee was transferred to Camp Humphries in South Korea. In August 1992, the employee sold the house in Pueblo and incurred real estate transaction expenses. In June 1998, the employee was transferred to McAlester, Oklahoma. The employee's agency denied the employee's claim for real estate expenses for residence sale in Pueblo because the residence was sold in 1992, well before official notification of the transfer from South Korea to McAlester, Oklahoma. Under the JTR, an employee is not authorized reimbursement for any expenses of a transaction that occurs prior to official notification that the employee's return would be to a permanent duty station (PDS) other than the one from which the employee transferred to the foreign post of duty. See GSBCA 14889-Relo, 7 April 1999. ***The Comptroller General noted in this decision that the PDS includes the residence or other quarters from which the employee regularly commutes to and from work. A base closure would not result in transfer to a PDS other than the one transferred from before the foreign tour of duty, if there were another PDS to which an employee could be assigned within the commuting distance of the employee's last domestic residence. This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA14889.txt>***

G. General

1. Title Requirements. The title to the residence at the old/new PDS, or the interest in a cooperatively owned dwelling or in an unexpired lease, must be:

- a. In the name of the employee alone,
- b. Jointly in the names of the employee and one or more dependent(s), or
- c. Solely in the name of one or more dependent(s).

2. Title Interest Must Have Been Acquired Prior to Transfer Notification. At the old PDS, the employee's property interest must have been acquired prior to the date the employee was officially notified of transfer to the new PDS. In the case of an employee covered by par. C5750-D, the employee's interest must have been acquired prior to the date the employee was officially notified of the foreign area transfer.

a. Legal Title Interest. Except as in par. C5750-G2b, title to the residence is determined by the name of the party (or parties) on the title document (e.g., the deed).

b. Equitable Title Interest. An employee, and/or dependent(s), in a situation described below is deemed to have title to the residence whether or not named on the title document.

(1) Title Held in Trust. The property is held in trust and the:

- (a) Property is the employee's residence as described in par. C5750-B2;
- (b) Employee and/or dependent(s) are the only beneficiary(ies) of the trust;
- (c) Employee and/or dependent(s) retain the right to distribute the property for life;
- (d) Employee and/or dependent(s) retain the right to manage the property;
- (e) Employee and/or dependent(s) are the only grantor/settler of the trust, or retain the right to direct distribution of the property upon dissolution of the trust or death; and
- (f) Employee provides the DOD component concerned with a copy of the trust document.

(2) Title Held by Financial Institution. The title is held in the name of a financial institution and the;

- (a) Property is the employee's residence as described in par. C5750-B2;
- (b) Employee and/or a dependent(s) executed a financing agreement (e.g., mortgage) with the financial institution;
- (c) State or local law requires that lending parties take title to perfect (i.e., protect) a security interest in the property, or the financial institution requires that it take possession of title as a condition of the financing agreement; and
- (d) Employee provides the DOD component concerned with a copy of the financing document.

The DOD component concerned may also require that the employee provide proof of state or local laws governing secured credit.

(3) Title Includes an Accommodation Party(ies).

NOTE: See GSBCA 16938-RELO at <http://www.gsbca.gsa.gov/relo/r1693825.txt>, and GSBCA 16943-RELO at <http://www.gsbca.gsa.gov/relo/r1694311.txt>.

- (a) An accommodation party is an individual who signs an employee's financing agreement (e.g., a mortgage) to lend a name (i.e., credit) to the arrangement.
- (b) The title is held both in the names of: the employee singularly, or the employee and one or more dependents jointly; or one or more dependents, and an individual (accommodation party) who is not a dependent and the:
 - 1- Property is the employee's residence (see par. C5750-B2);
 - 2- Employee and/or a dependent(s) has the right to use the property and to direct property conveyance;
 - 3- Lender requires signature of the accommodation party on the finance document;
 - 4- Employee and/or dependent(s) is liable for payments under the financing arrangement (e.g., mortgage);
 - 5- Accommodation party's name is on the title;
 - 6- The accommodation party does not have a financial interest in the property unless the employee and/or dependent(s) defaults on the financing arrangement; and
 - 7- Employee provides the DOD component concerned with acceptable accommodation documentation. The documentation may include a copy of the financing document and/or a written statement from the employee certifying that the conditions in par. C5750-G2b(3) apply. The documentation also may include a written statement from the accommodation party certifying no financial interest in the property and any other documentation is required by the DOD component concerned.

(4) Title Held by Property Seller. The title is held in the name of the property seller and the:

- (a) Property is the employee's residence as described in par. C5750-B2;
- (b) Employee and/or dependent(s) have the right to use the property and to direct conveyance of the property;

(c) Employee and/or dependent(s) signed a financing agreement (e.g., land contract) with the property seller providing for fixed periodic payments and title transfer to the employee and/or dependent(s) upon completion of the payment schedule; and

(d) Employee provides the DOD component concerned with a copy of the financing agreement.

(5) Other Equitable Title Situations. The title is held both in the names of the employee singularly, or the employee and one or more dependent(s) jointly, or one or more dependents; and an individual who is not a dependent; and:

(a) The property is the employee's residence as described in par. C5750-B2;

(b) The employee and/or dependent(s) has the right to use the property and to direct conveyance;

(c) Only the employee and/or dependent(s) has made payments on the property;

(d) The employee and/or dependent(s) receives all proceeds from the property sale; and

(e) The employee provides documentation acceptable to the DOD component that the above conditions have been met. Such documentation must include financial documents proving that only the employee and/or dependent(s) made payments on the property, and that the employee and/or dependent(s) received all proceeds from the property sale, and any other documentation required by the DOD component concerned.

H. Reimbursement

1. Employee Must Actually Incur the Expenses. An employee is reimbursed only for expenses actually incurred and paid by the employee/dependent(s). If any expenses were shared by persons other than the employee/dependent(s), reimbursement is limited to the portion actually paid by the employee and/or dependent(s).

2. Pro Rata Reimbursement. If an employee and/or dependents share title to the residence with others, or if an employee has title interest under par. C5750-G2b, the employee is reimbursed on a pro rata basis to the extent of the employee's actual/deemed title interest in the residence. Additionally, an employee is reimbursed on a pro rata basis in the following situations:

a. Multiple Occupancy Dwelling. If the residence is a duplex or another type of multiple occupancy dwelling which is occupied only partially by the employee, or whenever the employee shares responsibility for a leased property (e.g., a shared apartment arrangement), expenses are reimbursed on a pro rata basis.

b. Excess Land. The employee is limited to pro rata reimbursement when land, in excess of that which reasonably relates to the residence site, is bought or sold.

I. FTA and HSTA Lease Penalty. For guidance on the lease penalty expense portion of the FTA and HSTA, refer to sections 240 and 250, respectively, of the DSSR as stated in par. C1004.

C5753 EXCLUSIONS

The following individuals are not eligible for reimbursement under the provisions of this Chapter, a/an:

1. New appointee assigned to a first PDS;
2. Employee transferred from or to a foreign PDS except for an employee eligible for reimbursement of residence transaction expenses under par. C5750-D;
3. Employee authorized dependents and/or HHG transportation to or from a training location when such transportation is authorized in lieu of per diem or actual expense allowances while at the training location under the provisions of par. C4500;
4. Employee, assigned to an OCONUS post of duty, returning for separation;
5. Employee performing RAT and return to a different PDS located less than 50 miles from the old PDS in a non-foreign OCONUS area. There is authority when return is to a different PDS that is at least 50 miles from the old PDS (see par. C5080-F) and the old and new PDSs are located in a non-foreign OCONUS area; and
6. Employee hired locally at a location in a foreign area upon transfer to a PDS in CONUS or non-foreign OCONUS area.

C5756 ALLOWABLE EXPENSES FOR SALE OR PURCHASE OF RESIDENCE

A. Reimbursable Expense

1. Broker's Fees or Real Estate Commission. A broker's fee/real estate commission for services in selling the residence is reimbursable, but not in excess of rates generally charged for such services in the locality of the old PDS. No such fee/commission is reimbursable ICW the new PDS home purchase
2. Other Advertising and Selling Expenses. Costs of newspaper, bulletin board, multiple-listing services, or other advertising for residence sale at the old PDS are reimbursable if the employee has not paid for such services in the form of a broker's fee or real estate agent's commission. Customary costs of appraisal also are reimbursable.

3. Legal and Related Costs. To the extent they are not included in broker's or similar services for which reimbursement is claimed under other categories, the following expenses are reimbursable with respect to a residence sale (if customarily paid by the residence seller at the old PDS) and purchase (if customarily paid by a purchaser at the new PDS). These expenses are payable to the extent they do not exceed amounts customarily charged in the residence locality:

- a. Searching title, preparing abstract and legal fees for a title opinion, or where customarily furnished by the seller, the cost of a title insurance policy;
- b. Preparing conveyances, other instruments, and contracts;
- c. Related notary fees and recording fees;
- d. Making surveys, preparing drawings or plats when required for legal financing purposes; and
- e. Similar expenses.

When a single over-all legal fee is charged, that fee may be paid without itemization if it is within the customary range of locality residence transaction charges (56 Comp. Gen. 561(1977)). Litigation costs are not reimbursable.

4. Miscellaneous Expenses

a. Reimbursable Items. The expenses listed below are reimbursable ICW residence sale (if customarily paid by a seller of a residence at the old PDS) and/or purchase of a residence (if customarily paid by a buyer of a residence at the new PDS), to the extent they do not exceed specifically stated limitations, or in the absence of limitations, amounts customarily paid in the residence locality:

- (1) FHA or VA fee for a loan application;
- (2) Loan origination fees and similar charges such as loan assumption fees and loan transfer fees; (A loan origination fee is a fee paid by a borrower to compensate a lender for administrative-type expenses incurred in originating and processing a loan. Reimbursement for a loan assumption fee, a loan transfer fee, or a similar charge also may be allowed, if it is assessed in lieu of a loan origination fee and reflects charges for services similar to those covered by a loan origination fee. An employee may be reimbursed for these fees in an amount not in excess of 1 percent of the loan amount without itemization of the lender's administrative charges. Reimbursement may exceed 1 percent only if an employee shows by clear and convincing evidence that: (a) the higher rate does not include prepaid interest, points, or a mortgage discount; and (b) the higher rate is customarily charged in the residence locality.);

- (3) Cost of preparing credit reports;
 - (4) Mortgage and transfer taxes;
 - (5) State revenue stamps;
 - (6) Other fees and charges similar in nature to those listed above, unless specifically prohibited in par. C5756-A4b below;
 - (7) Charge for prepayment of a mortgage or other security instrument ICW the sale of a residence at the old PDS to the extent the terms in the mortgage or other security instrument provide for this charge; (This prepayment penalty also is reimbursable when the mortgage or other security instrument does not specifically provide for prepayment, provided this penalty is customarily charged by the lender. In this case, the reimbursement may not exceed 3 months' interest on the loan balance.);
 - (8) Mortgage title insurance policy paid for by an employee on a residence purchased by the employee for the protection of, and required by, the lender;
 - (9) Owner's title insurance policy, provided it is a prerequisite to financing or the transfer of property; or the cost of the owner's title insurance policy is inseparable from the cost of other insurance, which is a prerequisite to financing or the transfer of property;
 - (10) Expenses ICW construction of a residence, that are comparable to expenses reimbursable ICW the purchase of an existing residence;
 - (11) Expenses ICW environmental testing and property inspection fees when required by Federal, State, or Local law; or by a lender as a precondition to sale or purchase; and
 - (12) Environmental protection fee if required as a condition of the mortgage. See GSBGA 16053-Relo, 10 June 03.
- b. Non-reimbursable Items. Except as otherwise provided in par. C5756-A4a, the following expenses are not reimbursable:
- (1) Owner's title insurance policy, "record title" insurance policy, mortgage insurance or insurance against loss or damage of property, and optional insurance paid for by an employee ICW the purchase of a residence for the protection of the employee;
 - (2) Interest on loans, points, and mortgage discounts;

- (3) Property taxes;
 - (4) Operating or maintenance costs;
 - (5) No fee, cost, charge or expense determined to be part of the finance charge under the Truth in Lending Act, Title I, PL 90-321, and Regulation Z issued IAW PL 90-321 by the Board of Governors of the Federal Reserve System, unless specifically authorized in par. C5756-A4a above;
 - (6) Expenses that result from residence construction; and
 - (7) VA funding fee (64 Comp. Gen. 674 (1985)).
5. Losses Due to Prices or Market Conditions. Losses may not be reimbursed when caused by:
- a. Failure to sell a residence at the old PDS at the price asked, or at its current appraised value, or at its original cost;
 - b. Failure to buy a dwelling at the new PDS at a price comparable to the selling price of the residence at the old PDS; or
 - c. Any similar causes.
6. Other Expenses of Residence Sale and Purchase. Incidental charges made for required Services in selling and purchasing residences are reimbursable if they are customarily paid by a seller of a residence at the old PDS or if customarily paid by a purchaser of a residence at the new PDS, to the extent that they do not exceed amounts customarily charged in the locality of the residence.
7. Procedure and Claim Requirements. See par. C5759.

Effective for an employee whose effective date of transfer is on or after 22 March 1997

B. Reimbursement Limit. Total reimbursements must not exceed:

1. 10 percent of the actual sale price of the residence at the old PDS, and
2. 5 percent of the purchase price of a residence at the new PDS.

C5759 REIMBURSEMENT FOR RESIDENCE SALE OR PURCHASE CLOSING COSTS (FTR §302-11.301 and 302)

A. Application for Reimbursement of Expenses

1. General. To be reimbursed for expenses, an employee must prepare and submit DD Form 1705, Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses. The form details most of the authorized real estate expense items for which reimbursement may be claimed. Amounts claimed must be entered in the appropriate space on the form. Amounts must be supported by documentation, as prescribed in pars. C5759-A2 and C5759-A3, showing that the employee in fact incurred and paid the expense.

2. Residence Sale. The following supporting documents are required:
 - a. Sales agreement;
 - b. Property settlement document;
 - c. Mortgage document (if prepayment fee is claimed, the document must include the payment terms);
 - d. Title document (e.g., the deed) necessary to determine title to the residence as required in par. C5750-G;
 - e. Paid invoices or receipts (of \$75 or more) for each additional claimed expense item; and
 - f. Property settlement document and approved claim application if there has been a prior claim settlement ICW a residence purchase.
 3. Residence Purchase. The following supporting documents are required:
 - a. Purchase agreement;
 - b. Property settlement document;
 - c. Loan closing statement;
 - d. Title document (e.g., the deed) necessary to determine title to the residence as required in par. C5750-G;
 - e. Paid invoices or receipts (of \$75 or more) for each additional claimed expense item;
 - f. Property agreement document and approved claim application if there has been a prior claim settlement ICW a residence sale; and
 - g. Finance charge disclosure statement when provided by a lending institution in compliance with PL 90-321 "The Truth in Lending Act."
- B. Claim Submission. See DODFMR Vol. 9, Chapter 6, paragraph 610, at http://www.dod.mil/comptroller/fmr/09/09_06.pdf.
- C. Review and Approval of Reasonable Charges
1. Official Responsible for Review. An official designated by the commanding officer of an activity must review the expenses claimed and the supporting documentation. The reviewing official must determine that the expenses claimed are:

- a. Reasonable in amount, and
- b. Customarily paid by the seller or buyer (as appropriate) in the locality where the property is located.

Any portion of costs determined to be excessive, or for which a satisfactory explanation cannot be obtained, must not be approved. The reviewing official must attach to the application (DD Form 1705) an explanation regarding any disallowance, reduction, or adjustment of cost items. For approved expense items the reviewing official must indicate the authorized amount, sign the application, and return the entire claim to the official at the employee's new duty station from whom it was received. The official at the new duty station forwards the claim to the appropriate payment official for payment approval. If a reviewing official determines that an application cannot be approved because of incomplete documentation, or other reasons, the reviewing official must return the claim with an explanatory letter to the official at the employee's new PDS from whom it was received. The official at the new duty station must forward the explanatory letter to the employee. The reviewing official may utilize the service of available legal officers in determining whether any claimed expense item is an authorized real estate expense or a finance charge under the Truth in Lending Act (PL 90-321).

2. Assistance. The local real estate association should be contacted for a schedule of typical closing costs for local single family property purchases and sales. These closing costs should be used as guidelines but not as rigid limitations in determining if the expenses claimed are reasonable. The local real estate association also may provide information concerning local real estate transaction custom and practices including information as to which costs are customarily paid by the seller or purchaser and the local terminology used to describe them.

D. Approval of Payment. The approval authority must approve the DD Form 1705 IAW Agency regulations for real estate transactions at the new duty station. When the claimed charges are approved as reasonable and proper, the DD Form 1705, supporting documents, and DD Form 1351-2 are submitted to the travel or claim voucher payment approving official for payment approval and then to the appropriate paying office. The payment approval official may accept the required prior approvals regarding reasonable costs and customary procedure as conclusive but must determine independently if:

1. The total claimed is within prescribed limitations,
2. All the conditions and requirements under which claims may be paid have been met, and
3. The expenses claimed are reimbursable.

E. Privacy Act Statement. The Privacy Act of 1974 (5 USC §552a) is implemented by adding the Privacy Act Statement for "Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses (DD Form 1705). The form may be reproduced locally and made available to the individual supplying the data shown on DD Form 1705. The form also 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/>.

Effective 3 February 2005

C5762 UNEXPIRED LEASE SETTLEMENT COST REIMBURSEMENT

A. Allowable Expenses. Expenses (including broker's fees for obtaining a sublease or charges for advertising an unexpired lease) incurred for settling an unexpired lease (including month-to-month rental) on a residence occupied by an employee at the old PDS are reimbursable when:

1. Applicable laws or the lease terms provide for payment of settlement expenses,
2. They cannot be avoided by subleasing or other arrangement,
3. The employee has not contributed to the expense (e.g., by failing to give appropriate lease termination notice promptly after the employee is officially notified of the date of transfer), and
4. The broker's fees or advertising charges are not in excess of those customarily charged for comparable services in that locality.

B. Claim Procedure. An employee must submit a claim IAW directions in the DODFMR, Volume 9 (<http://www.dtic.mil/comptroller/fmr/>) for reimbursement of costs incurred incident to settlement of an unexpired lease. ***Rental penalty cost must not be allowed if, upon official notification of the date of transfer, the employee could have avoided the expense by giving timely notice of intent to vacate.*** Allowable cost items are limited to those payments made by the employee that represent unavoidable expense directly attributable to lease termination prior to the expiration date. The total amount of the expenses must be entered on the voucher. The employee must be prepared to provide the following documentation, a/an:

1. Copy of the lease prescribing penalties or other costs payable if occupancy is terminated prior to the lease expiration date,
2. Statement of the extent of bona fide attempts made to avoid penalty costs if the lease includes a savings provision for subleasing or making other arrangements to avoid penalty costs, and
3. Itemization of expenses and necessary explanations for clarification of penalty costs and paid receipts for each expense item.

NOTE: For authority to reimburse an employee for a lease penalty expense incurred for early termination of a lease in the U.S. or a foreign area incident to a transfer to or from a foreign area, see DSSR, FTA and HSTA sections 240 and 250, respectively, as stated in par. C1004.

C5765 RETURN FROM MILITARY DUTY

See par. C5080-D for PCS allowances, including allowances provided in this Chapter, when an employee is reinstated at a new PDS after return from military duty.

***SECTION 2: GSA BOARD OF CONTRACT APPEALS (GSBCA) AND
COMPTROLLER GENERAL (CG) DECISIONS APPLICABLE TO
ALLOWANCES IN THIS PART**

C5770 GSBCA AND CG DECISIONS

A. Reimbursable and Non-reimbursable Expenses

GSBCA 15706-Relo (07/17/02)	GSBCA 15591-Relo (08/29/01)	GSBCA 15506-Relo (08/15/01)	B-251716 (02/10/93)
B-247860 (07/23/92)	71 Comp. Gen. 316 (1992)	B-241483 (02/28/91)	69 Comp. Gen. 573 (1990)
B-227567 (08/26/88)	B-222899 (03/16/87)	B-222121 (09/19/86)	61 Comp. Gen. 352 (1982)
B-203413 (04/13/82)	B-204939 (04/05/82)	B-202297 (07/24/81)	60 Comp. Gen. 451 (1981)
B-191235 (10/25/78)	B-190677 (07/06/78)	B-189295 (08/16/77)	

B. Broker's Fees and Real Estate Commissions

GSBCA 15867-Relo (07/11/02)	GSBCA 15669-Relo (07/02/02)	GSBCA 15720-Relo (03/28/02)	GSBCA 15542-Relo (01/24/02)
B-247315 (05/18/92)	B-241986 (08/15/91)	B-232313 (01/09/89)	B-224628 (01/12/88)
B-222277 (08/18/86)	B-219925 (06/10/86)	B-221062 (04/15/86)	B-219501 (01/13/86)
B-217514 (11/25/85)	B-217784 (09/03/85)	64 Comp. Gen. 557 (1985)	B-214555 (08/28/84)
B-214362 (08/07/84)	63 Comp. Gen. 474 (1984)	B-205584 (08/02/82)	B-205849 (06/02/82)
B-200167 (07/07/81)	B-201666 (03/06/81)	B-197908 (04/21/80)	B-196517 (02/19/80)
58 Comp. Gen. 211 (1979)	B-190902 (02/14/78)	B-190107 (02/08/78)	B-184063 (06/15/76)
B-182431 (07/14/75)	B-181129 (08/19/74)	B-179634 (04/08/74)	

C. Advertising, Selling, and Appraisal Expenses

Professional assistance in an unsuccessful sale-by-owner			GSBCA 16246-Relo (12/4/03)
68 Comp. Gen. 373 (1989)	67 Comp. Gen. 453 (1988)	B-221062 (04/15/86)	61 Comp. Gen. 352 (1982)
B-187437 (02/07/77)	B-186009 (10/12/76)	B-183694 (11/24/75)	

D. Legal and Related Expenses

GSBCA 15718-Relo (02/28/02)	GSBCA 15377-Relo (01/11/02)	GSBCA 15456-Relo (10/03/01)	
B-249311.2 (02/04/93)	B-248906 (11/18/92)	B-248506 (10/26/92)	B-248457 (09/29/92)
B-247860 (07/23/92)	B-217666.2 (04/07/92)	B-229322 (12/08/88)	67 Comp. Gen. 503 (1988)
B-223907 (03/09/87)	66 Comp. Gen. 206 (1987)	B-218953 (06/26/86)	B-218955 (04/11/86)
65 Comp. Gen. 473 (1986)	B-219526 (01/15/86)	64 Comp. Gen. 296 (1985)	B-215552 (12/11/84)
64 Comp. Gen. 24 (1984)	62 Comp. Gen. 426 (1983)	B-206852 (03/09/83)	B-205579 (06/21/82)
B-205503 (06/02/82)	61 Comp. Gen. 352 (1982)	B-205510 (02/08/82)	61 Comp. Gen. 112 (1981)
B-200207 (09/29/81)	B-200691 (08/24/81)	B-199193 (04/22/81)	B-199900 (02/10/81)
B-197504 (05/05/80)	B-193945 (04/29/80)	B-195462 (04/22/80)	58 Comp. Gen. 786 (1979)
B-194668 (09/17/79)	B-194887 (08/17/79)	B-192472 (03/21/79)	B-192593 (01/16/79)
B-191920 (12/16/78)	B-191792 (09/25/78)	57 Comp. Gen. 669 (1978)	B-189569 (06/16/78)
B-189381 (12/15/77)	B-188213 (12/12/77)	B-190122 (11/23/77)	B-189140 (11/23/77)
B-188265 (11/08/77)	B-188970 (10/13/77)	B-188300 (08/29/77)	56 Comp. Gen. 862 (1977)
B-188716 (07/06/77)	56 Comp. Gen. 561 (1977)	B-186254 (03/16/77)	B-187125 (02/09/77)
B-187437 (02/07/77)	B-186290 (09/30/76)	B-183807 (08/30/76)	B-184720 (07/01/76)
B-184063 (06/15/76)	B-183102 (06/09/76)	B-185825 (04/22/76)	B-183161 (02/27/76)
B-183694 (11/24/75)	B-183160 (11/17/75)	B-183792 (08/04/75)	B-183443 (07/14/75)
B-183037 (03/21/75)	54 Comp. Gen. 597 (1975)		

E. Miscellaneous Expenses

Avalanche study expense			GSBCA 16246-Relo, 12/4/03
GSBCA 15817-Relo (08/02/02)	GSBCA 15718-Relo (02/28/02)	B-245650 (03/05/92)	B-236362 (11/09/89)
		B-235927 (09/06/89)	B-232729 (03/01/89)
B-231485 (01/19/89)	B-230741 (09/19/88)	B-229230 (03/14/88)	B-224775 (04/07/87)
B-223907 (03/09/87)	B-221059 (08/18/86)	B-218955 (04/11/86)	B-220741 (04/03/86)
64 Comp. Gen. 568 (1985)	B-215552 (12/11/84)	63 Comp. Gen. 603 (1984)	63 Comp. Gen. 474 (1984)
B-210152 (06/23/83)	B-207304 (04/15/83)	B-206051 (09/29/82)	B-203345 (07/07/82)
61 Comp. Gen. 352 (1982)	61 Comp. Gen. 136 (1981)	60 Comp. Gen. 650 (1981)	B-202297 (07/24/81)
B-201009 (04/16/81)	B-201666 (03/06/81)	B-197504 (05/05/80)	B-194668 (09/17/79)
B-193578 (08/20/79)	B-192593 (01/16/79)	B-191402 (11/22/78)	B-163425 (11/07/78)
57 Comp. Gen. 770 (1978)	B-190715 (03/24/78)	B-189093 (10/13/77)	B-189662 (10/04/77)
B-188300 (08/29/77)	B-189295 (08/16/77)	B-188716 (07/06/77)	B-187890 (02/17/77)
B-186290 (09/30/76)	B-186734 (09/23/76)	B-185680 (08/04/76)	B-183251 (05/29/75)
B-182076 (02/05/75)			

F. Reimbursable Items

B-248906 (11/18/92)	71 Comp. Gen. 316 (1992)		
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G. FHA or VA Loan Application Fee

GSBCA 15672-Relo (01/18/02)	71 Comp. Gen. 316 (1992)	B-221162 (06/10/86)	B-199888 (03/25/81)
B-189639 (03/24/78)			

H. Loan Origination Fees and Similar Charges

GSBCA 16281-Relo (12/09/03)	GSBCA 15817-Relo (08/02/02)	GSBCA 15718-Relo (02/28/02)	GSBCA 15730-Relo (01/24/02)
GSBCA 15645-Relo (10/11/01)	GSBCA 15613-Relo (09/07/01)	GSBCA 15538-Relo (08/10/01)	
B-249500 (12/24/92)	B-248457 (09/29/92)	B-248538 (09/24/92)	B-246809 (03/31/92)
69 Comp. Gen. 340 (1990)	B-238038 (02/23/90)	B-238023 (02/22/90)	B-234288 (02/08/90)
B-233806 (11/16/89)	B-235616 (08/29/89)	B-232679.2 (08/29/89)	B-229443 (12/09/88)
B-229322 (12/08/88)	B-232679 (11/14/88)	B-228691 (09/21/88)	B-229352 (08/22/88)
B-226876 (08/22/88)	67 Comp. Gen. 503 (1988)	66 Comp. Gen. 627 (1987)	B-222899 (03/16/87)
B-221103 (09/19/86)	B-223240 (09/08/86)	B-221529 (07/01/86)	B-221162 (06/10/86)
B-221010 (05/06/86)	B-218955 (04/11/86)	65 Comp. Gen. 447 (1986)	B-220133 (03/13/86)
B-219309 (01/29/86)	B-219545 (01/15/86)	B-219026 (11/29/85)	B-219076 (11/25/85)
B-218946 (11/12/85)	B-218754 (09/17/85)	B-218476 (09/05/85)	B-217584 (09/04/85)
B-216425 (08/21/85)	B-216973 (04/22/85)	B-217081 (03/08/85)	64 Comp. Gen. 306 (1985)
64 Comp. Gen. 296 (1985)	63 Comp. Gen. 603 (1984)	B-214757 (09/05/84)	63 Comp. Gen. 456 (1984)
63 Comp. Gen. 355 (1984)	B-213164 (02/22/84)	B-213740 (02/15/84)	B-211310 (10/04/83)
62 Comp. Gen. 534 (1983)	B-211107 (06/10/83)	B-205267 (06/15/82)	B-205873 (05/04/82)
B-203630 (03/09/82)	B-198060 (11/10/80)	B-189381 (12/15/77)	

I. Mortgage and Transfer Taxes

GSBCA 16424-Relo (07-23-04)	B-248301 (09/25/92)	B-189488 (08/18/77)	B-185487 (08/03/76)
B-183162 (01/27/76)	B-182082 (01/22/75)	B-181795 (11/11/74)	B-171878 (08/08/74)

J. State Revenue Stamps

63 Comp. Gen. 474 (1984)	B-210351 (05/10/83)	B-196527 (12/29/80)	B-197567 (04/15/80)
B-195593 (01/22/80)	B-190484 (02/14/78)		

K. Other Similar Charges

71 Comp. Gen. 316 (1992)	B-232092 (07/14/89)	68 Comp. Gen. 373 (1989)	67 Comp. Gen. 503 (1988)
B-229230 (03/14/88)	B-226013 (10/28/87)	B-223102 (09/25/87)	66 Comp. Gen. 627 (1987)
64 Comp. Gen. 674 (1985)	B-217719 (07/01/85)	64 Comp. Gen. 296 (1985)	B-172742 (11/24/80)

L. Charge for Prepayment of Mortgage

B-237972 (05/22/90)	B-216425 (08/21/85)	B-194892 (03/14/80)	B-194298 (08/10/79)
B-188716 (07/06/77)			

M. Mortgage Title Insurance Policy

B-233806 (11/16/89)	68 Comp. Gen. 373 (1989)	66 Comp. Gen. 206 (1987)	B-172742 (11/24/80)
B-197523 (04/25/80)	B-197098 (04/24/80)	B-192593 (01/16/79)	B-185706 (12/17/76)
B-184928 (09/15/76)	B-185680 (08/04/76)	B-184720 (07/01/76)	B-183958 (04/14/76)

N. Owner's Title Insurance Policy

GSBCA 15801-Relo (07/05/02)	B-245457 (02/14/92)	B-241986 (08/15/91)	B-221059 (08/18/86)
64 Comp. Gen. 674 (1985)	B-215552 (12/11/84)		

O. Expenses Related to Construction of a Residence that Are Comparable to Reimbursable Expenses Associated with Purchase of an Existing Residence

GSBCA 15629-Relo (10/17/01)	B-247860 (07/23/92)	69 Comp. Gen. 573 (1990)	B-235374 (01/11/90)
B-232720 (09/13/89)	B-233362 (04/07/89)	B-231537 (11/14/88)	B-226271 (11/05/87)
B-206051 (09/29/82)	B-184928 (09/15/76)		

P. Expenses that Result from Construction of a Residence

GSBCA 15629-Relo (10/17/01)	GSBCA 15415-Relo (06/06/01)		
69 Comp. Gen. 573 (1990)	B-226532 (12/09/87)	B-226271 (11/05/87)	65 Comp. Gen. 557 (1986)
B-214164 (07/09/84)	B-205510 (02/08/82)	B-192420 (08/27/79)	B-187125 (02/09/77)
B-184928 (09/15/76)	B-181795 (11/11/74)	B-171878 (08/08/74)	

Q. Non-reimbursable Items

GSBCA 15730-Relo (01/24/02)	GSBCA 15645-Relo (10/11/01)		
B-248906 (11/18/92)	B-247860 (07/23/92)	B-246296 (03/30/92)	

R. Owner's Title Insurance Policy, Mortgage Insurance and Insurance against Loss or Damage of Property

GSBCA 16277-Relo (04/28/04)	B-249621 (01/19/93)	B-241986 (08/15/91)	B-233806 (11/16/89)
68 Comp. Gen. 373 (1989)	B-226010 (11/30/87)	B-227503 (08/20/87)	B-220287 (03/11/86)
B-217822 (06/20/85)	64 Comp. Gen. 306 (1985)	64 Comp. Gen. 296 (1985)	B-172742 (11/24/80)
B-197098 (04/24/80)	B-193750 (08/28/79)	B-193578 (08/20/79)	B-190902 (02/14/78)
B-189488 (08/18/77)	B-188716 (07/06/77)	B-185706 (12/17/76)	B-184928 (09/15/76)
B-183958 (04/14/76)			

S. Interest on Loans, Points, and Mortgage Discounts

GSBCA 15672-Relo (01/18/02)	B-248538 (09/24/92)	66 Comp. Gen. 627 (1987)	B-221529 (07/01/86)
B-218955 (04/11/86)	64 Comp. Gen. 266 (1885)		

T. Property Taxes

B-226322 (08/17/87)	B-217474 (07/19/85)	61 Comp. Gen. 352 (1982)	
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U. Operating or Maintenance Costs

GSBCA 15669-Relo (07/02/02)	70 Comp. Gen. 362 (1991)	B-218955 (10/30/85)	B-217922 (09/06/85)
B-215410 (11/14/84)	B-204644 (06/08/82)	61 Comp. Gen. 136 (1982)	B-202297 (07/24/81)
B-200167 (07/07/81)	B-193578 (08/20/79)	B-190815 (03/27/78)	B-189295 (08/16/77)

V. Finance Charges

GSBCA 16403-Relo (08/15/04)	GSBCA 16277-Relo (04/28/04)	GSBCA 15799-Relo (05/02/02)	GSBCA 15718-Relo (02/28/02)
GSBCA 15730-Relo (01/24/02)	GSBCA 15672-Relo (01/18/02)	GSBCA 15645-Relo (10/11/01)	GSBCA 15506-Relo (08/15/01)
B-248457 (09/29/92)	71 Comp. Gen. 316 (1992)	B-245650 (03/05/92)	69 Comp. Gen. 573 (1990)
B-233806 (11/16/89)	B-229322 (12/08/88)	B-229230 (03/14/88)	B-226010 (11/30/87)
B-223797 (04/20/87)	B-221162 (06/10/86)	B-218754 (08/17/85)	B-217474 (07/19/85)
B-217719 (07/01/85)	B-205149 (06/04/85)	B-217189 (05/06/85)	B-215699 (10/02/84)
B-212326 (11/29/83)	B-209691 (05/09/83)	B-208479 (03/16/83)	B-208837 (12/06/82)
B-203345 (07/07/82)	B-205267 (06/15/82)	B-205873 (05/04/82)	B-203630 (03/09/82)
B-204015 (09/18/81)	B-202103 (07/16/81)	60 Comp. Gen. 531 (1981)	B-200615 (06/15/81)
B-194974 (05/05/81)	B-199944 (04/16/81)	B-198060 (11/10/80)	B-198468 (10/17/80)
B-198475 (10/17/80)	B-198901 (10/03/80)	58 Comp. Gen. 786 (1979)	B-192851 (05/11/79)
B-194203 (05/07/79)	B-191040 (11/29/78)	B-189639 (03/24/78)	B-190108 (02/13/78)
B-189381 (12/15/77)	B-189295 (08/16/77)	B-187223 (02/18/77)	B-187890 (02/17/77)
B-187125 (02/09/77)	B-187437 (02/07/77)	B-187363 (12/21/76)	B-186290 (09/30/76)
B-186734 (09/23/76)	B-184928 (09/15/76)	B-185680 (08/04/76)	B-184703 (04/30/76)
B-183611 (09/02/75)	B-183317 (05/14/75)	B-180981 (10/01/74)	

W. Losses Due to Prices or Market Conditions at the Old and New PDS

B-246296 (03/30/92)	B-245650 (03/05/92)	B-238372 (08/01/90)	B-229026 (08/08/88)
B-219845 (06/09/87)	B-200744 (09/18/81)	B-198940 (07/29/80)	B-191203 (05/11/78)
B-187848 (08/23/77)	B-186009 (10/12/76)	B-184869 (09/21/76)	

X. Other Sale and Purchase of Residence Expenses

GSBCA 15882-Relo (08/15/02)	GSBCA 15735-Relo (07/17/02)	GSBCA 15866-Relo (06/28/02)	GSBCA 15720-Relo (03/28/02)
GSBCA 15377-Relo (01/11/02)	GSBCA 15686-Relo (11/07/01)	GSBCA 15645-Relo (10/11/01)	GSBCA 15639-Relo (10/03/01)
B-248906 (11/18/92)	B-247315 (05/18/92)	B-247042 (05/12/92)	B-246296 (03/30/92)
71 Comp. Gen. 316 (1992)	B-245650 (03/05/92)	B-241986 (08/15/91)	B-242946 (06/12/91)
70 Comp. Gen. 362 (1991)	B-238372 (08/01/90)	68 Comp. Gen. 373 (1989)	B-231485 (01/19/89)
67 Comp. Gen. 449 (1988)	B-230402 (03/23/88)	B-229230 (03/14/88)	B-224765 (08/17/87)
B-215410 (11/14/84)	B-202906 (09/15/82)	61 Comp. Gen. 352 (1982)	B-172742 (11/24/80)
B-194851 (04/08/80)	B-193578 (08/20/79)	B-194887 (08/17/79)	B-192851 (05/11/79)
B-190815 (03/27/78)	B-189093 (10/13/77)	B-189662 (10/04/77)	B-187493 (04/01/77)
B-186734 (09/23/76)	B-185783 (04/29/76)	B-184594 (02/12/76)	

Y. Overall Limitations

B-216542 (06/11/85)	B-211310 (10/04/83)	B-191485 (11/21/78)	
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Z. Settlement of an Unexpired lease

B-232394 (10/06/89)	68 Comp. Gen. 133 (1988)	67 Comp. Gen. 285 (1988)	B-227380 (11/13/87)
65 Comp. Gen. 396 (1986)	64 Comp. Gen. 24 (1984)	B-210918 (03/20/84)	B-201153 (01/18/82)
B-200841 (11/19/81)	B-200037 (03/02/81)	B-193452 (07/10/79)	B-192129 (03/08/79)
B-192135 (01/24/79)	B-189808 (04/28/78)	B-188604 (02/14/78)	B-186435 (10/13/77)
B-186507 (12/22/76)	B-186035 (11/02/76)	56 Comp. Gen. 20 (1976)	B-184901 (07/23/76)
B-184164 (12/08/75)	B-182276 (04/10/75)	B-181435 (02/12/75)	

AA. Exclusions

GSBCA 15615-Relo (08/14/01)	B-192486 (12/12/78)	54 Comp. Gen. 991 (1975)	
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AB. Employee Must Incur Costs

GSBCA 15867-Relo (07/11/02)	GSBCA 15695-Relo (06/10/02)	GSBCA 15761-Relo (05/09/02)	GSBCA 15377-Relo (01/11/02)
GSBCA 15613-Relo (09/07/01)	GSBCA 15560-Relo (06/22/01)	GSBCA 15485-Relo (05/04/01)	

AC. Employee Must Actually Sell/Purchase Real Estate

GSBCA 15580-Relo (01/31/02)	GSBCA 15629-Relo (10/17/01)	GSBCA 15524-Relo (08/09/01)	
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AD. Miscellaneous Expenses

GSBCA 15706-Relo (07/17/02)	GSBCA 15728-Relo (06/24/02)	GSBCA 15718-Relo (02/28/02)	GSBCA 15730-Relo (01/24/02)
GSBCA 15662-Relo (12/20/01)	GSBCA 15529-Relo (11/30/01)	GSBCA 15613-Relo (09/07/01)	GSBCA 15591-Relo (08/29/01)
GSBCA 15541-Relo (08/22/01)			

AE. Regularly Commutes

GSBCA 15445-Relo (08/02/01)	GSBCA 15514-Relo (11/30/01)	GSBCA 15480-Relo (06/12/01)	GSBCA 15521-Relo (05/17/01)
GSBCA 15403-Relo (05/17/01)			

AF. Relocation Services

GSBCA 15720-Relo (03/28/02)	GSBCA 15760-Relo (03/27/02)	GSBCA 15621-Relo (02/14/02)	GSBCA 15580-Relo (01/31/02)
GSBCA 15615-Relo (08/14/01)			

AG. Title Issues

GSBCA 15499-Relo (06/13/01)	GSBCA 15503-Relo (05/03/01)	GSBCA 15379-Relo (04/19/01)	
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AH. Home Inspection Fee

GSBCA 15718-Relo (02/28/02)			
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AI. Home Marketing Incentive Program

GSBCA 15621-Relo (02/14/02)	GSBCA 15580-Relo (01/31/02)		
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AJ. Extensions for Sale of Residence

GSBCA 15866-Relo (06/28/02)	GSBCA 15639-Relo (10/03/01)		
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AK. Real Estate -- New Employee

GSBCA 15577-Relo (01/15/02)	GSBCA 15686-Relo (11/07/01)		
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AL. Waiver of Debt

Whether agency waives employee's debt is solely within discretion of the agency	GSBCA 14758-Relo, (03/04/99)
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AM. Retirement

Employee sold residence at old PDS after retiring and was reimbursed costs since the sale was within the prescribed time limit of the PCS travel authorization to the last PDS and the terms of service agreement were fulfilled.	GSBCA 16494-Relo, (11/04/04)
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CHAPTER 5***PART Q: RELOCATION SERVICES****SECTION 1: GENERAL****C5800 GENERAL**

A. DOD Contract Services. A DOD component may offer relocation services to an eligible employee. DOD currently has a contract with a private firm. Examples of these services are:

1. Home sale programs;
2. Home finding assistance;
3. Home marketing assistance;
4. Property management (PM) services (see Section 2 of Part Q); and
5. Mortgage finding assistance.

B. DOD Component Responsibilities. Each DOD component must determine:

1. Which employee is to be offered relocation services use, and
2. To what extent relocation services are offered, and
3. Under what conditions relocation services are offered

to an employee transferring within/between DOD components or to another agency.

C5805 ELIGIBILITY CONDITIONS AND LIMITATIONS

A. Eligible Employee. Relocation services may be offered if an employee:

1. Transfers from one PDS to another in the Government's interest (not primarily for the employee's convenience/benefit, or at the employee's request (other than answering a vacancy announcement)), and
2. Signs a service agreement.

B. Person Not Covered. Relocation services must not be offered to:

1. A new appointee;

2. An employee assigned under the Government Employees Training Act (5 USC §4109); or
3. An employee assigned/transferred to/from a foreign PDS except an employee eligible for:
 - a. Residence transaction expenses reimbursement in par. C5750-D, and
 - b. PM services under Section 2 of Part Q.

C. Limitations. If the employee violates the service agreement terms, the Government reserves the right to recover, from the employee, all payments made on the employee's behalf to the relocation company. See Chapter 5, Part L.

D. TCS. A service agreement is not required for PM services, under par. C5830, for a TCS.

C5810 PROCEDURAL REQUIREMENTS AND CONTROLS

A. Employee Option. Once relocation services have been offered to the employee, the employee must be given the option to accept or reject the offer.

B. Dual Benefits Prohibited. Once an employee accepts relocation services, reimbursement to the employee must not be allowed for expenses authorized in other JTR Parts that are similar to expenses/service costs paid under the relocation service contract.

C. Payment Restrictions

1. An eligible employee must meet the title requirements in par. C5750-G.
2. A DOD component must not make payment to a relocation company that benefits an ineligible individual. Example: There is joint residence ownership by an eligible employee and a non-Government employee. The benefits derived from relocation services accrue proportionally to the eligible and ineligible parties. Only the share applicable to the eligible employee may be paid. This situation is addressed for direct reimbursement of real estate expense under par. C5750-H. The same logic and provisions apply regarding relocation services.

Effective on 30 June 2005

D. Maximum Home Value

1. Under the DOD relocation contract the maximum home value for which home sale services are payable is \$750,000, unless waived by the paying activity.
2. If a home is sold under a home sale program at a price exceeding \$750,000, the employee is responsible for any additional costs unless the maximum is waived IAW component regulations.

CHAPTER 5

*PART Q: RELOCATION SERVICES

SECTION 2: PROPERTY MANAGEMENT (PM) SERVICES

C5815 GENERAL

A. When PM Services May Be Authorized

1. A DOD component may permit PM services use when the PCS is in the Government's interest.
2. Payment for PM services is to assist an employee in offsetting costs associated with retaining a residence at the old PDS from which the employee commuted daily to the old work location.
3. Payment for PM services may be authorized when an employee:
 - a. Transfers in the Government's interest to a foreign PDS; or
 - b. Is assigned to a foreign PDS, is transferred back to a CONUS/non-foreign OCONUS PDS different than the one from which the employee left when transferred to the foreign PDS, and the employee is eligible to sell a residence with Government expense reimbursement; or
 - c. Transfers within the U.S. (including to/from/between non-foreign OCONUS areas) and is eligible to sell a residence with Government expense reimbursement; or
 - d. Is authorized TCS (see Chapter 5, Part O); or
 - e. Signs a tour renewal agreement with an effective date on/after 24 October 1997.

NOTE: In pars. C5815-A3b and C5815-A3c above, PM services are in lieu of the sale of the employee's residence at Government expense.

B. Obtaining PM Services. PM services may be:

1. Obtained under the DOD National Relocation Program contract (see <http://www.nab.usace.army.mil/whatwedo/realty2.htm>), or
2. Employee-procured rental agency services with reimbursement up to 10% of monthly rent.

C. PM Services. PM services are intended to assist an employee manage a residence at the old PDS as a rental property. The services include:

1. Obtaining a tenant;
2. Negotiating the lease;
3. Inspecting the property regularly;
4. Managing repairs and maintenance;

5. Enforcing lease terms;
6. Collecting the rent;
7. Paying the mortgage and other carrying expenses from rental proceeds and/or the employee's escrow funds;
8. Accounting for the transactions and providing periodic reports to the employee; and
9. Similar services.

D. Income Tax Consequences of PM Services

1. The IRS and state and local authorities determine the degree to which an employee is taxed on the amount of PM services expenses that the Government:
 - a. Pays a relocation service company, or
 - b. Reimburses an employee.
2. The DOD component must pay the employee a RIT allowance for additional Federal, State and local income taxes incurred on PM services expenses paid to the:
 - a. Relocation company for service to the employee, or
 - b. Employee for self-procured PM services.
3. The employee should be advised to consult with a tax advisor:
 - a. To determine the tax consequences of these payments, and
 - b. On maintaining the residence as a rental property.

E. Ineligible Employee. An employee ineligible for PM services payment is:

1. A new appointee;
2. An employee assigned under the Government Employees Training Act (5 USC §4109); and
3. An employee transferring between PDSs both of which are in foreign areas. ***NOTE: Relocations within a foreign area, or from one foreign area to a different foreign area do not affect previously authorized PM services for a residence at the employee's last PDS in a CONUS/non-foreign OCONUS area as long as the employee continues to meet the requirements of par. C5820.***

C5820 PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A FOREIGN PDS

A. General

1. A components, through the Secretarial Process, may authorize PM services payment on behalf of an employee when:

- a. A transfer to a foreign PDS is in the Government's interest;
 - b. The employee and/or a member(s) of the employee's immediate family hold title to a residence that the employee would be eligible to sell at Government expense under pars. C5750 or C5800 if transferred to/within the U.S.; and
 - c. The employee signs a service agreement.
2. PM services payment may be authorized only on a residence at an employee's last CONUS/non-foreign OCONUS PDS from which the employee transferred to a foreign PDS.
- B. PM Services Payment Duration. PM services payment may be made from the time an employee transfers to a foreign PDS until one of the following occurs, the employee:
1. Transfers back to a CONUS/non-foreign OCONUS PDS;
 2. Completes the tour of duty at the PDS and remains there, but does not sign a new service agreement/renewal agreement, or
 3. Separates from Government service.
- C. PM Services Continuation. To ensure that payment for PM services continues after completing a tour of duty, an employee must sign a new service agreement that includes, at the command's discretion, PM services continuation.

C5825 PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A CONUS/NON-FOREIGN OCONUS PDS

- A. Authorized PM Services. The AO may authorize PM services:
1. Only for a residence at the old PDS (CONUS/non-foreign OCONUS) from which the employee commuted daily to the work location.
 2. When an employee is transferred:
 - a. Back to a CONUS/non-foreign OCONUS PDS different than the one from which the employee transferred to a foreign PDS; or
 - b. Within CONUS/non-foreign OCONUS areas
 3. Only if:
 - a. The employee's transfer is in the Government's interest;
 - b. The employee and/or a member(s) of the employee's immediate family hold title to a residence that the employee is eligible to sell at Government expense under par. C5750 or C5800;
 - c. PM services are more advantageous and cost effective for the Government than sale of the employee's residence; and
 - d. The employee has signed a service agreement incident to a CONUS/non-foreign OCONUS area PCS.

B. PM Services in Lieu of Residence Sale. If PM services are offered, the employee then has the option to accept or decline such services in lieu of selling the residence with the Government reimbursing expenses.

C. Repayment of PM Expenses. An employee is not required to repay PM expenses paid by the Government for a residence in the CONUS/non-foreign OCONUS area while the employee was assigned at a foreign PDS if the employee elects to sell a CONUS/non-foreign OCONUS area residence at Government expense when transferred from a foreign PDS to a CONUS/non-foreign OCONUS PDS different than the one from which transferred to the foreign PDS.

D. Residence Sale after Electing PM Services

1. An employee, who is offered and elects PM services, may later elect to sell the residence within the applicable time limitation of Chapter 14 with the Government reimbursing expenses.
2. Payment for residence sale with the Government reimbursing expenses may not exceed the maximum amount in par. C5756-B1, less the amount paid for PM services.
3. If the amount paid for PM services equals/exceeds the maximum amount in par. C5756-B1, no reimbursement is allowed for residence sale.

E. PM Services Payment Duration

1. PM services payment must not exceed 2 years from the employee's effective date of transfer.
2. For transfers within the CONUS/non-foreign OCONUS areas (e.g., both PDSs are in the CONUS/non-foreign OCONUS area), an extension under par. C5750-C, for up to two additional years, may be allowed.

C5830 PM SERVICES PAYMENT FOR AN EMPLOYEE AUTHORIZED A TCS

Effective 29 October 2004

A. General. An employee, authorized PM services ICW a TCS under Chapter 5, Part O, is authorized PM services for the residence at the previous CONUS/non-foreign OCONUS PDS from which the employee commuted daily to the work location provided the employee and/or a member of the employee's immediate family holds title to the residence.

B. PM Services Payment Duration. Authority for PM services payment is from the time the employee transfers to the temporary official station until one of the following occurs, the:

1. Employee transfers back to the PDS;
2. Employee separates from Government service;
3. Temporary official station becomes the PDS; or
4. End of the 30th month following transfer to the TCS duty station.

C. Residence Sale Incident to Temporary Official Station Becoming the PDS. An employee, authorized PM expenses for residence sale because the temporary official station becomes permanent, is required to repay PM fees paid under par. C5830 after the temporary official station becomes the employee's PDS.

CHAPTER 5***PART Q: RELOCATION SERVICES****SECTION 3: HOME MARKETING INCENTIVE PAYMENTS****C5835 GENERAL**

A. Purpose. The home marketing incentive payment is intended to reduce the Government's relocation costs by encouraging a transferred employee, who participates in the home sale program, to independently and aggressively market, and find a buyer for, the residence. This employee activity significantly reduces the fees/expenses a DOD component must pay to a relocation services company and effectively lowers the relocation program cost.

B. Definitions

1. Home Sale Program. A program under which a relocation 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 buyer.

C. Tax Consequences. Subject to IRS requirements:

1. A home marketing incentive payment is income.

2. A DOD component must withhold, and the employee may be liable for, income taxes.

3. *No authority exists to pay a WTA or a RIT allowance to offset the Federal, state and local income taxes on the incentive payment.*

C5840 ELIGIBILITY***Effective 4 December 1997***

A DOD component may offer a home marketing incentive to an employee who is authorized to transfer; and who otherwise meets the requirements for residence sale with the Government reimbursing expenses.

C5845 PAYMENT CONDITIONS

A. Eligible Employee. 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 buyer for the residence as a result of independent marketing efforts,
4. Transfer the residence to the relocation company through which the buyer completes the sale, and
5. Meet any additional conditions established by the DOD component.

B. Relocation Services Fee. The DOD Component must pay a reduced fee/expenses to the relocation 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:

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 Claimants.
3. Marine Corps: The heads of Marine Corps activities/commands.
4. Air Force: HQ USAF/DPPCE
1460 Air Force Pentagon, Room 4D236
Washington, DC 20330-1040
Only an employee 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 each agency employee knows who to contact for information.

C5849 MAXIMUM AMOUNT PAYABLE

A. Payment Limitations

1. The DOD component determines the home marketing incentive payment amount (see NOTE); however, the payment may not exceed the least of:
 - a. One to five percent of the price the relocation service company paid when it purchased the residence from the employee; or
 - b. \$10,000; or
 - c. One half of the savings realized from the reduced fee/expenses paid as a result of the employee finding a bona fide buyer with whom the sale is closed.
2. *If no savings are realized, a home marketing incentive may not be paid.*

B. Payment Examples. The percentages shown are for illustrative purposes only.

1. Example 1

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

2. Example 2

- a. 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’s \$150,000 offer.
- b. 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.
- c. 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.
- d. The Service is willing to pay a 4% incentive under par. C5849-A1a.
- e. 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.
- f. The “amended” or “amend-from-zero” or “assigned sale” offer is $\$150,000 \times 12.43\% = \$18,645$ service fee to the relocation company.
- g. In this example:
 - (1) The 4% incentive is \$6,000 ($\$150,000 \times 4\% = \$6,000$).
 - (2) The flat limitation of \$10,000, and one half of the savings realized is \$6,307.50.
 - (3) There is a service fee savings to the DOD component of \$12,615 ($\$31,260 - \$18,645 = \$12,615$).
 - (4) One half of \$12,615 = \$6,307.50.
 - (5) 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.

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5. There must be an interval of at least 3 months between FVT trips to the CONUS or to a non-foreign OCONUS area.
6. An employee's absence from the PDS may not exceed a total of 48 calendar days in one year, including travel time, but exclusive of days on duty or official travel status.
7. An employee's absence from the PDS for each visit to the CONUS or to a non-foreign OCONUS area should ordinarily not exceed 24 calendar days, including travel time.
8. An employee ordinarily is expected to spend a minimum of 7 days in the CONUS or a non-foreign OCONUS area.

L. Travel to Visit Dependents Located in a Foreign Country. The following definitions, rules and limitations apply.

- *1. More than two visits to family members located in a foreign country may be permitted during a 1-year period provided the trip costs do not exceed the cost of two coach class round trips to the employee's actual residence (see par. C5556). The cost of the two coach class round trips is based on the cost of a round trip to the employee's actual residence at the time the first trip in the 1-year period is taken.
2. Visits to family members located outside both the CONUS and non-foreign OCONUS areas may be permitted 4 weeks after family members have been evacuated from the PDS.
3. Visits to family members located outside both the CONUS and non-foreign OCONUS areas are not permitted within the final 4 weeks prior to completion of tour, transfer, departure on RAT, or voluntary separation.
4. There must be a minimum interval of 4 weeks between FVT trips to locations in foreign countries.
5. An employee's absence from the PDS may not exceed a total of 48 calendar days in one year, including travel time, but exclusive of days on duty or official travel status.
6. For a period of less than one year, an employee's absence may not exceed 48 calendar days divided by the fractional part of one year.
7. Exceptions for valid reasons to the limitations in pars. C6650-L1, C6650-L2, C6650-L3, C6650-L4, C6650-L5, and C6650-L6 may be made through the Secretarial Process.

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CHAPTER 7

DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

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C7009

TRANSPORTATION OF STUDENTS WITH DISABILITIES FOR DIAGNOSTIC AND EVALUATION PURPOSES

CHAPTER 7**DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES****C7000 BASIC**

A. General. Dependent travel and transportation allowances may be authorized/approved ICW PCSs world-wide. They are based on the employee's authorization and are subject to the conditions and restrictions in this Chapter. Except as provided in Chapter 12, these allowances are limited to those allowable for uninterrupted travel by the authorized transportation mode over a usually traveled route between the old and new PDS. There is no authority to any additional travel and transportation allowances for dependents who accompany an employee on TDY assignment, except for transportation authorized under pars. C4500-B and C4500-C.

B. Child's Age and Travel Eligibility. A dependent child is defined in Appendix A as including a child under age 21; however, a dependent child's eligibility for travel allowance depends on the child's age on the date the employee reports for duty at the new PDS (B-160928, 28 March 1969 and B-166208, 1 April 1969). Example: a child 20 years and 11 months old when the employee reports at new PDS is eligible for travel even if travel is delayed until the child is age 22 years and 11 months.

C7001 TRANSFERS TO AND WITHIN CONUS

A. When Authorized. Dependent travel and transportation allowances may be authorized ICW an employee's PCS. For a house-hunting trip for a spouse incident to an employee's transfer, see Chapter 5, Part M. Dependent transportation allowances (but no travel (i.e., per diem) may be authorized ICW an appointee's travel to a first PDS.

B. Origin and Destination. Dependent travel may originate at the employees' old PDS/some other point, or partially at both. The destination may be the new PDS, some other point selected by the employee, or both. The Government's costs, however, cannot exceed the costs over a usually traveled route between the old PDS and the new PDS. When the travel is to a first PDS, the Government's cost cannot exceed the transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.

C. Transportation Mode and Routing. See Chapter 2 for authorized transportation mode and routing for dependent travel. Dependents may travel with an employee by POC or may travel independently.

D. Expenses Authorized. Commercial transportation costs not covered by Government-procured transportation and POC mileage are authorized, subject to the reimbursement conditions and limitations in Chapter 2 applicable to travelers. Those expenses listed in App G, Part I may be reimbursed.

E. Travel Authorizations. The travel authorization for an employee's transfer must include dependent transportation authorization.

F. Time Limitation. Dependent travel must begin within 2 years after the date an employee reports for duty at the new PDS. See par. C1057 for an exception. Travel should begin at the earliest practicable date.

C7002 TRANSFERS TO AND BETWEEN OCONUS PDS'S

A. When Authorized. Dependent travel and transportation allowances are authorized ICW a current employee's PCS, the initial appointment of certain employees, and RAT.

B. Travel Origin and Destination

1. Reassignment/Transfer of a Current Employee

a. From a CONUS PDS to an OCONUS PDS. When a current employee is reassigned/transferred from a CONUS PDS to an OCONUS PDS, dependent travel may originate at the employee's PDS, some other place, or partially at both. Except as prescribed in Chapter 12, the travel destination may be the OCONUS PDS/an alternate CONUS destination specified at the time of transfer. Except as provided in Chapter 12, the Government's cost obligation does not exceed the travel and transportation costs from the old PDS to the new PDS by a usually traveled route. Alternate destination travel is in lieu of travel to the new OCONUS PDS, except when an employee is residing in Government or Government-controlled quarters or privatized housing at the time of transfer to the OCONUS PDS and is required to vacate the quarters before dependent travel to an OCONUS PDS is authorized. In the case of mandatory quarters vacation, if travel to the OCONUS PDS is authorized subsequently, the dependent travel cost of the two movements is limited to the costs from the old PDS to the new PDS.

b. Between OCONUS PDSs. When a current employee is reassigned/transferred between OCONUS PDSs, authorized travel for dependents is from the old PDS to the new PDS, unless otherwise authorized in Chapter 12. When an employee is authorized travel to the actual residence, the employee may elect to have the dependents return to the actual residence.

2. Initial Appointment of a Person Recruited for Assignment to an OCONUS PDS

a. Recruited in CONUS. When a person, recruited in CONUS, is initially appointed for assignment to an OCONUS PDS, dependent travel is authorized from the actual residence to the OCONUS PDS, unless otherwise authorized in Chapter 12.

b. Recruited OCONUS. When a person, recruited OCONUS, is initially appointed for assignment to an OCONUS PDS in a locality different from the actual residence, dependent travel is authorized from the actual residence to the PDS, unless otherwise authorized in Chapter 12.

*3. Initial Appointment of a Person Recruited Locally OCONUS Who Executes an Agreement. Upon initial appointment, when a person satisfies the conditions in par. C5564-E and executes an agreement, dependent travel is authorized from the actual residence to the OCONUS PDS provided the dependents are not in the OCONUS area at the time employment begins, unless otherwise authorized in Chapter 12.

4. Execution of a Renewal Agreement to Serve an Additional Tour OCONUS. If an employee, who executes a renewal agreement to serve an additional tour in the same/another OCONUS area, is transferred/reassigned to an OCONUS area, dependent travel, except as otherwise provided in Chapter 12, is authorized from the PDS at the time of the initial OCONUS transfer/reassignment to the OCONUS PDS, provided the dependents did not accompany the employee to the OCONUS area on the preceding tour. Although the travel may originate at some other point, travel and transportation allowances cannot exceed the cost by the usual transportation mode

from the old PDS to the OCONUS PDS by a usually traveled route unless otherwise authorized in Chapter 12. If an employee executing a renewal agreement was a new appointee at the time of original OCONUS employment, dependent travel may be authorized from the actual residence established at the time of initial appointment, provided the dependents did not accompany the employee to the OCONUS area on the preceding tour.

C. Concurrent Travel. Concurrent dependent travel with the employee from CONUS is authorized automatically to some OCONUS areas. In instances where prior OCONUS command approval is necessary, the responsible CONUS recruiting office/other appropriate office must secure the authority for concurrent travel from the appropriate OCONUS command and, when appropriate, advise the activity responsible for processing the employee. When dependent travel is authorized concurrently with the employee or within 60 days after the employee's reporting date at the Army, Navy, or Air Force CONUS transportation terminal, the activity responsible for processing the employee must take action regarding passport, visas, immunizations, port calls, and transportation. When dependent travel is authorized by the OCONUS command subsequent to the employee's arrival at the OCONUS PDS, the employee's travel authorization must not provide for dependent travel, but should be amended to provide for dependent travel at the time of dependent travel. The procedures prescribed in AR 55-46 ICW the priority system must be followed for Army employees.

D. Transportation Mode and Routing. Dependent transportation may be authorized by any mode specified in Chapter 2. The Chapter 2 instructions must be followed.

E. Expenses Authorized. Commercial transportation costs not covered by Government-procured transportation and PCS POC mileage are authorized, subject to the reimbursement conditions and limitations for travelers in Chapter 2. The expenses listed in App G, Part I may be reimbursed.

F. Travel Authorization. Authorization for dependents' travel must be included in the travel authorization issued for the employee, or may be included when a travel authorization is amended or a supplemental travel authorization is issued IAW par. C7002-C.

G. Time Limit

1. General. Dependent travel must begin within 2 years after the effective date of the employee's PCS/initial appointment to the OCONUS area. If an employee enters active military duty any time before the end of the 2-year period, the time spent in military service is not included in the 2 years. When employees are assigned to OCONUS duty, the 2-year period excludes time that travel restrictions/administrative embargoes (e.g., the lack of family housing in an OCONUS area which precludes dependent travel is an administrative embargo) make dependent travel impossible. Every possible effort should be made to complete the travel at the earliest practicable date. When an administrative embargo is removed, the overseas command must notify all affected employees in writing. The 2-year time limit 'clock' resumes on the embargo removal date.

2. Remaining Service Requirement. Dependent travel to the OCONUS area within the initial 2-year period, or any subsequent 2-year period established as a result of a renewal agreement, must not be authorized unless at least 1 year of the agreed minimum service period remains or the employee agrees to serve 1 year after dependent arrival in the OCONUS area.

3. Transfers without a Break in Service. When an employee of another Federal department/agency stationed OCONUS is transferred to a position in a DOD OCONUS activity without a break in service, dependent travel from the old OCONUS PDS to the new OCONUS PDS is authorized if the move is primarily for the Government's benefit. If the employee's dependents have not joined the employee in the OCONUS area, travel from the last PDS/actual residence, as applicable, in the U.S. or other country of actual residence may be authorized subject to the time limit in par. C7002-G2.

4. Local Hire Employees. The time limit in par. C7002-G2 applies to travel of dependents of employees hired locally who execute an agreement at the time of original appointment or who enter into a renewal agreement for an additional tour of duty.

***C7003 TRAVEL FROM AN OCONUS AREA**

A. General

1. Authority for a dependent's travel from OCONUS at Government expense is determined by:
 - a. An employee's transportation eligibility, or
 - b. The appropriate OCONUS command when the Government's best interest is served by the dependent's early return. See par. C5450 for dependent early return.
2. When an employee violates a service agreement, or is not authorized return travel, each dependent is also ineligible for Government-funded travel.
3. For a dependent who elects to remain in the OCONUS area after an employee's return, the constructed cost of the unused allowance must *not* be authorized to be paid.
4. An employee is authorized return travel for the employee's otherwise travel-eligible dependent, who became age 21 while the employee is assigned OCONUS, to the employee's actual residence in the U.S. provided the last OCONUS travel was at Government expense as the employee's dependent.
5. A former dependent's travel is authorized when the employee:
 - a. Is assigned to a U.S. PDS;
 - b. Travels to the actual residence in the U.S. for separation; or
 - c. Travels to the U.S. pursuant to renewal agreement.

See pars. C5450-A3a, C5450-B, C5545 and C7003-C,.

6. Return to the U.S. may be authorized at Government expense for the early return of a dependent (other than for compassionate reasons). See par. C5450.
7. Return of a former dependent must be not later than when the employee is subsequently eligible for travel or by the end of the current tour agreement.
8. Return travel authorization for a former dependent is contingent on authorized employee travel to the U.S. except when travel is authorized under early return provisions in par. C5450.

B. When Authorized. Dependent travel may be authorized ICW:

1. A PCS, or
2. Return for separation.

C. Travel Origin and Destination

1. Reassignment/Transfer of a Current Employee from an OCONUS PDS to a CONUS PDS

- a. For an employee reassigned/transferred from an OCONUS PDS to a CONUS PDS, dependent travel may originate:
 - (1) At the employee's OCONUS PDS,
 - (2) A place other than the OCONUS PDS, or
 - (3) partially at both.
2. The destination may be the CONUS PDS or an alternate CONUS destination specified at the time of transfer.
3. The Government's cost liability must not exceed the cost by the usual transportation mode and route from the OCONUS PDS to the CONUS PDS.
4. Return of an Employee for Separation
 - a. Employee Who Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Government
 - (1) For an employee returning for separation after completing the minimum service period or for other reasons acceptable to the Government, dependent travel is authorized from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.
 - (2) Travel costs to an alternate destination anywhere in the world may be allowed.

(3) Costs to an alternate destination must not exceed the constructed cost for travel from the OCONUS PDS to the actual residence. Any excess costs are the employee's personal financial responsibility (63 Comp. Gen. 281 (1984)).

(4) Dependent travel costs are not reimbursable for an employee who separates from a PDS in the same geographical locality as the actual residence.

b. Employee Appointed Locally OCONUS Who Executed a Service Agreement and Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Government.

Dependent travel is authorized for an employee, appointed locally OCONUS and who has a service agreement, who returns for separation after completing the agreed minimum service period or for other reasons acceptable to the Government. See par. C7003-C4a.

c. Employee Recruited OCONUS for Assignment to an OCONUS PDS in a Different Geographical Locality Who Executed a Service Agreement and Has Completed the Agreed Service Period, or Is Being Separated for Reasons Acceptable to the Government.

(1) Dependent travel is authorized from the PDS to the actual residence for an employee recruited OCONUS for assignment to an OCONUS PDS who separates, under the terms of a service agreement, from a PDS outside the geographical locality of the actual residence after completing the agreed service period or for other reasons acceptable to the Government.

(2) Travel to an alternate destination in the geographical locality of the actual residence may be authorized. Dependent travel costs in excess of the most economical route from the OCONUS PDS to the actual residence are the employee's personal financial responsibility.

D. Evacuation. See Chapter 12 and Appendix I for dependent travel incident to an authorized/ordered evacuation.

E. Transportation Routing and Mode. See Chapter 2 for authorized routing and dependent transportation modes.

Effective 21 August 2006

F. Miscellaneous Expenses. See par. C1415 and Appendix G - PCS column - for miscellaneous expenses authorized for dependent travel from OCONUS areas.

G. Travel Authorization. A dependent's travel authorization must be included in the travel authorization issued for the employee, except in situations in which a separate travel authorization is required for dependent early return to the actual residence (see par. C5450) or evacuation movement (see Chapter 12 and Appendix I).

H. Time Limitations

1. General. Dependent travel from an OCONUS area should begin as soon as practicable after the effective date of the employee's PCS or return for separation. If practicable, a dependent should travel with the employee, or as soon after as appropriate transportation is available.

2. PDS Reassignment. Dependent travel must not begin later than 2 years after the effective date of transfer (See Appendix A) to a new PDS, excluding any time that administrative embargoes/shipping restrictions make travel impossible.
3. Return for Separation
 - a. When an employee returns for separation, dependent travel must start within a reasonable time or may be delayed if authorized/approved by the OCONUS activity commanding officer.
 - b. The employee must submit a written request for delayed travel.
 - c. Costs for unauthorized delays are the employee's personal financial responsibility.

See par. C5085-C.

Effective 22 December 2004

C7005 STUDENT DEPENDENT TRAVEL TO ATTEND SCHOOL

A. Authority and Eligibility. Authority and eligibility requirements for student dependent travel and educational allowances in foreign areas are in DOD 1400.25-M, Subchapter 1250 "Overseas Allowances and Differentials"; and DOD Directive 1342.13 "Eligibility Requirements for Education of Minor Dependents in Overseas Areas" at <http://www.dtic.mil/whs/directives/>. DOD 1400.25-M, SC 1250.5.1. authorizes educational travel, prescribed in DSSR section 280, for student dependents of DOD employees assigned in foreign areas for travel to and from schools in the U.S. for purpose of attending a full-time course for secondary (in lieu of an education allowance), undergraduate college education or an accredited post-secondary vocational or technical education. In certain circumstances travel may be to and from a school. (<http://www.state.gov/www/perdiems/dssr/regs000.html>) Administration of student travel is IAW DOD regulations and Service implementing regulations.

B. DODEA statutory charter, (codified at 20 USC §§921-932), authorizes travel for DODEA students to academic competitions and co-curricular activities. The Director, DODEA, or designee determines appropriate activities. The responsible DODEA activity determines the most appropriate method (citing DODEA appropriations) to authorize transportation for students in support of co-curricular activities. ***However, payment of per diem, reimbursement for meals and/or lodging, or incidental expenses ordinarily associated with TDY must not be authorized.***

C7006 DEPENDENT PER DIEM RATES

A. Travel En Route between an Employee's Old and New Duty Station

1. General. Per diem is authorized for an employee's dependent travel between the old and new PDS when the employee is transferred. ***In computing the per diem, the prohibition on paying per diem for travel of 12 hours or less applies.*** If the travel origin and/or destination is other than the old/new PDS, the per diem must not exceed the amount authorized between the old and new PDS. The provisions of par. C4555-B3 also apply when employee or dependents obtain lodgings from friends/relatives. The per diem rates for dependents are as indicated in pars. C7006-A2, C7006-A3, and C7006-A4.

2. Employee and Spouse Travel Together. When an employee and spouse travel together, the maximum per diem rate allowable for the spouse is three-fourths of the employee's rate under par. C4553. The minimum per diem rate is \$6 unless the employee receives a per diem rate of less than \$6 in which case the spouse receives the same rate as the employee.

3. Spouse Travels Independently. When an employee and spouse travel independently of each other, the maximum per diem rate allowable for the spouse is the same as the employee's had they traveled together. The employee's actual travel time and per diem rate are not factors in computing the amount of per diem for the spouse's travel. When more than one POC is used, the employee and spouse travel together when they travel on the same days along the same general route.

4. Dependents Other Than Spouse. For each dependent other than a spouse, who is age 12 or older, the maximum per diem rate allowable is three-fourths of the employees' computed per diem rate; and for each dependent under age 12, one-half of the employee's computed per diem rate. The minimum per diem rate is \$6 unless the employee receives a per diem rate of less than \$6 in which case the dependent receives the same rate as the employee.

5. Dependent Transportation Cost Limited to Cost of Government-offered Air Transportation. When a dependent's transportation cost is limited to the cost of Government-offered air transportation, per diem is limited to the amount that would be payable had the dependent used the Government-offered air transportation.

B. Exclusions. Per diem is not authorized for dependents:

1. Of a new appointee assigned to a first PDS;
2. Of an employee assigned OCONUS ICW RAT (when return travel is to an OCONUS PDS, in a different geographical location, because of a PCS, see par. C7008);
3. Of an employee assigned to an OCONUS PDS returning to the actual residence for separation; or
4. Authorized transportation to/from an employee's training location when that transportation is authorized in lieu of per diem or AEAs for the employee while at the training location under par. C4500.

C. Round-trip Travel to Seek a Permanent Residence. When an employee's spouse travels independently pursuant to Chapter 5, Part M, the per diem rate for the spouse is the same as the employee's would be under par. C4553. When the employee and spouse travel together under Chapter 5, Part M, the per diem rate for the spouse is three-fourths of the employee's per diem rate computed under par. C4553. ***A comparison must be made to ensure that the separate HHT trips do not exceed the cost of a single HHT trip made together by them.***

D. Evacuation Travel. When dependents are evacuated, per diem is payable IAW the provisions of Chapter 12 and Appendix I.

Effective 27 October 2005

E. Student Dependent Travel to Attend School. When a student dependent in a foreign area travels to/from school under par. C7005, per diem is authorized for the time required to travel by the authorized transportation mode IAW par. C4553-D. The maximum per diem rates prescribed in par. C7006-A does not apply to student dependent travel to/from school. The prohibition in par. C4552-F is applicable.

C7008 PER DIEM FOR TRAVEL TO A NEW PDS WHEN RENEWAL AGREEMENT TRAVEL (RAT) IS INVOLVED

In cases of RAT when return travel is to a new OCONUS PDS in a different geographical locality from the old PDS, per diem for dependent travel (which relates to the PCS, not the RAT) must be computed on the basis of the constructed travel time between the old and new PDS.

Example 1

An employee on permanent duty in Frankfurt, Germany, is authorized RAT to the actual residence in CONUS with onward travel to a new PDS in Hawai'i. The employee is accompanied by dependents. Travel is by air. The per diem allowance for the dependents while en route is limited to the constructed travel time by air between the old and new PDS.

Example 2

An employee at a PDS in Frankfurt, Germany, is authorized RAT to the actual residence in CONUS, with return to a new PDS in London, England. The employee is accompanied by the spouse. Travel is by air. A dependent son, 18 years old, does not accompany the employee but proceeds by POC from Germany to the employee's new PDS in England. The per diem for the spouse is limited to that payable for the constructed travel time from the old PDS to the new PDS. The son is eligible for per diem and PCS mileage while en route.

C7009 TRANSPORTATION OF STUDENTS WITH DISABILITIES FOR DIAGNOSTIC AND EVALUATION PURPOSES

Transportation and per diem or AEAs, as applicable, to the same extent as prescribed in this Volume for travel by TDY employees, are authorized for space-required and space-available tuition-free DODEA students who have disabilities, or may be considered as having disabilities, under DODI 1342.12 when competent medical/educational authorities request a diagnosis/evaluation under the provisions in DODI 1342.12, and travel is necessary to get the diagnosis/evaluation. If the medical/educational authority(ies) request that one or both of the student's parents/guardians be present, either to participate in the diagnosis/evaluation or to escort the student, transportation and per diem or AEA are similarly authorized for the parents/guardians.

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CHAPTER 14

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CHAPTER 15
RESERVED

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***GOVERNMENT QUARTERS.**

NOTE: Privatized housing, of any style or type and in any location, is not Government quarters.

A. Government Quarters. The following are Government quarters:

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the U.S. Government;
2. Lodgings or other quarters obtained by U.S. Government contract;
3. Quarters in a state-owned National Guard camp;
4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;
5. Temporary lodging facilities as defined in this Appendix;
6. Lodging facilities on a U.S. Installation owned and operated by a private corporation, if the use of these facilities is directed by Service regulations;
7. Family-type housing owned or leased by the U.S. Government whether occupied as a guest or as a principal; and
8. Guesthouses, officers clubs, bachelor quarters, visiting officers' quarters, or similar quarters facilities located at a military activity, quarters aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform.

B. Adequacy Standards. Adequacy standards for DOD Services are prescribed by the Office, Secretary of Defense in DOD 4165.63-M, DOD Housing Management (see http://www.dtic.mil/whs/directives/corres/pdf/416563m_0993/p416563m.pdf), and implemented by appropriate DOD component regulations.

Effective 25 September 2006

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

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

Effective 28 July 2005

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

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

Effective 25 September 2006

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

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

HIGHEST CONUS M&IE RATE

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

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

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

A. HHG include:

1. PBP&E needed and not needed for the performance of official duties at the next or a later destination (PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (see par. C5154-C1) and therefore must be weighed separately and identified on the inventory at origin as PBP&E.);
2. Spare parts for a POV (see the definition in this Appendix) and a pickup tailgate when removed;
3. Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), and miscellaneous associated hardware);
4. Consumable goods for employees with PCS travel authorization to locations listed in Appendix F;
5. Vehicles other than POVs (such as motorcycles, mopeds, hang gliders, golf carts, jet skis and snowmobiles (and/or their associated trailers) of reasonable size, that can fit into a moving van);
6. Boats (and/or their associated trailers) of reasonable size that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat); and

Effective 19 February 2002

7. Ultralight vehicles (defined in 14 C.F.R. Sec 103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).
8. Utility trailers, with or without tilt beds, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).

B. HHG do not include:

1. Personal baggage when carried free on commercial transportation;
2. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (see Chapter 5, Part E for POV shipment);

PORT CALL. Official notification or instructions that require a traveler to report for transoceanic transportation. It designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and provides instructions relevant to the transportation arrangements.

PORT OF DEBARKATION.

1. Travel by air: the destination airport at which the traveler leaves an international/transoceanic flight.
2. Travel by ship: the place at which the traveler leaves a ship after the journey of 24 or more hours.

PORT OF EMBARKATION.

1. Travel by air: the airport at which the traveler boards an international/transoceanic flight.
2. Travel by ship: the place at which the traveler boards a ship for a journey of 24 or more hours.

POSSESSIONS OF THE UNITED STATES. See *“TERRITORIES AND POSSESSIONS OF THE UNITED STATES”*.

POST OF DUTY. (*Also see PDS.*) An OCONUS PDS.

PREMIUM-CLASS. Travel and accommodations that are:

1. First-class. Highest class available. See definition of **FIRST-CLASS**, or
2. Business-class. See definition of **BUSINESS-CLASS**.

PRIVATELY OWNED AIRCRAFT. An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a Government agency, nor is it rented or leased for use in carrying out official Government business.

PRIVATELY OWNED AUTOMOBILE (POA). A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

PRIVATELY OWNED CONVEYANCE (POC). (*Also see TRANSPORTATION.*) Any transportation mode used for the movement of persons from place to place, other than a Government conveyance or common carrier, including a conveyance loaned for a charge to, or rented at personal expense by, an employee for transportation on PCS or TDY when such rental conveyance has not been authorized/approved as a Special Conveyance as provided for in JTR, par. C2102-B. ***NOTE: A common carrier, or a conveyance owned by the Government, is not a POC.***

PRIVATELY OWNED (MOTOR) VEHICLE (POV). Any motor vehicle owned by, or on a long-term lease (12 or more months) to, an employee or that employee's dependent for the primary purpose of providing personal transportation that:

1. Is self-propelled;
2. Is licensed to travel on the public highways;
3. Is designed to carry passengers or HHG; and
4. Has four or more wheels (*see NOTE 3 below*).

NOTE 1: *In the case of a leased vehicle, the employee must provide written authority from the leasing company to have the vehicle transported. All requirements stated in the lease, as well as requirements for POV entry into any location, are the employee's responsibility.*

NOTE 2: *A trailer, airplane, or any vehicle intended for commercial use is not a POV.*

NOTE 3:

a. CONUS. *A motorcycle or moped may be designated as a POV (rather than as HHG) by the employee if the employer determines it is more advantageous and cost effective to the Government to transport POV(s) than to drive to the new PDS.*

b. OCONUS. *A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same travel authorization.*

***PRIVATIZED HOUSING.** Housing units on or near a military installation in the U.S. and/or its territories and possessions that are acquired or constructed by private persons, under the authority of 10 USC §§2871-2885. *Privatized housing is not Government quarters, nor is it Government-controlled quarters, nor is it private sector housing.*

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E). *(Also called PRO or PRO-Gear.)*

Articles of HHG in an employee's possession needed for the performance of official duties at the next or a later destination. Examples include:

- A. Reference material;
- B. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
- C. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not ordinary or usual uniform or clothing;
- D. Communication equipment used by employees in association with the MARS (see DODD 4650.2);
- E. Individually owned or specially issued field clothing and equipment;
- F. An official award given to an employee by a Service (or a component thereof) for service performed by the employee in the employee's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions in connection with official duties; and

APPENDIX E

PART I: INVITATION TO TRAVEL

A. To Whom and when Invitational Travel is Applicable

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

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

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

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

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

Effective 23 March 2007

*f. An individual is a sponsor, or is in a similar official capacity, and/or participates in a ceremony that is related directly to a DOD component's interest (***NOTE: Simple 'attendance' at a ceremony does not allow travel under an ITA.***);

g. An individual is authorized pre-employment interview travel under JTR, par. C6200;

h. The individual is serving without compensation on a Board of Visitors as provided for in DOD governing regulations consistent with statutory authority;

i. A witness is called to testify in administrative proceedings directed against a Government civilian employee or Uniformed Service member in an adverse action case. The testimony can be on behalf of the Government, the civilian employee, or the Uniformed Service member. The presiding hearing officer must determine that the witness's testimony is substantial, material, and necessary for proper case disposition and that an affidavit from the desired witness cannot adequately accomplish the same objective;

j. An individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832;

k. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, 28 February 1974);

l. An individual is an attendant for an employee: under (1) and (2), or is an escort for a Uniformed Service member's dependent(s) (under (3)) noted in JTR Chapter 5, Part M or par. 6150; or JFTR, par. U7551.

(1) An employee with a disability or a special need on official travel (56 Comp. Gen. 661 (1977)), <http://141.116.74.201/regs/comp-gen-dec/B-186598.pdf>; (59 Comp. Gen. 461 (1980)), <http://141.116.74.201/regs/comp-gen-dec/B-198237.pdf>

(2) An employee who interrupts TDY because of an incapacitating illness or injury (JTR, par. C6454); and the employee is incapable of traveling alone. Per diem allowances may not exceed 14 calendar days unless a longer period is authorized/approved by the DOD component on a case-by-case basis. See par. C6454-A.; or

(3) A Uniformed Service member's dependent(s) when competent authority determined dependent(s)' travel is necessary because the dependent(s) is/are incapable of traveling alone due to age, mental or physical incapacity, or other extraordinary circumstances under JFTR, pars. U5240-C, U5241-D, U5242, U5243-C, U6004, and U6053. Round-trip transportation and travel allowances (per diem) may be authorized/approved including travel advances which may be paid per the Service's policy IAW 10 USC §1036.

m. Dependents' Invitational Travel is for a family member and all pertinent conditions in items (1) through (5) below must be met before allowances are authorized/approved:

(1) The AO determines that a dependent may travel with the sponsor, at Government expense when:

(a) To attend an unquestionably official function in which the dependent participates in an official capacity, or

5. Attendance at an Award Ceremony

a. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony provided the:

(1) Travel and transportation is authorized by the head of the DOD component concerned or designee; and,

(2) Individual is a person of the award recipient's choosing who is related by blood, marriage or whose close association with the award winner, as viewed by the DOD component, is the equivalent of a family relationship.

Examples of award ceremonies are: a Presidential award ceremony, an agency or major organizational component annual award ceremony, or a prestigious honorary award ceremony sponsored by a non-Federal organization.

b. Reimbursement for travel and transportation expenses is authorized in par. C when the award winner and guest are geographically distant from the ceremony site, rather than in instances in which the award winner's residence is in the same area as the ceremony.

Example: The award winner and spouse live in Denver, CO, and the ceremony is in Washington, DC. Travel and transportation allowances may be authorized for both the winner and spouse.

c. The DOD component concerned may allow attendance at Government expense of more than one individual when the award winner requires assistance because of a disability condition.

Reimbursement for transportation is limited to direct travel to and from the ceremony location (including travel between common carrier terminals and hotel where applicable and the ceremony site). Per diem is allowed for direct travel to and from the award ceremony location and for the ceremony day.

*6. Travel of a DOD Education Agency (DODEA) Student for Academic Competitions and Co-curricular Activities. See JTR, par. C5120 and JFTR, par. U5243-D.

7. Travel and Transportation for Funeral Honors Detail. A person not employed by the Government, who participates in funeral honors detail for a veteran (see 10 USC §1491), may be authorized transportation or transportation reimbursement and expenses. The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. **Actual transportation expenses, (not a TDY mileage allowance), are payable when a POC is the authorized transportation mode.** Reimbursement for POC actual expenses is limited to: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for miscellaneous expenses in JFTR/JTR, Appendix G, Part I for employees or members under pars. A2p and A2q may be authorized/approved.

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

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

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

Effective 5 April 2007

***NOTE: Mission-related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for persons providing child care and/or pet care, hotel concierge, workout room/gym fees, and similar items. The optional Global Positioning System (GPS) for a rental car also is not reimbursable.**

APPENDIX H

Effective 16 August 2004

PART III

SECTION A

BUSINESS-CLASS AIR ACCOMMODATIONS CODES*(See JTR, pars. C2204-B4 and C6505; JFTR, pars. U3125-B4 and U7755)***Approval Code/Reference/Reason**

APPROVAL CODE	PARAGRAPH REFERENCE	REASON FOR TRAVEL
B1	JTR, par. C2204-B4a or JFTR, par. U3125-B4a	Lower Class Not Available in Time
B2	JTR, par. C2204-B4b or JFTR, par. U3125-B4b	Medical
B3	JTR, par. C2204-B4c or JFTR, par. U3125-B4c	Security
B4	JTR, par. C2204-B4d or JFTR, par. U3125-B4d	Mission
B5	JTR, par. C2204-B4e or JFTR, par. U3125-B4e	Only business class provided
B6**	JTR, par. C2204-B4f** or JFTR, par. U3125-B4f**	Non-Federal source**
B7	JTR, par. C2204-B4g or JFTR, par. U3125-B4g	Foreign flag coach not adequate
B8	JTR, par. C2204-B4h or JFTR, par. U3125-B4h	Overall savings
B9	JTR, par. C2204-B4i or JFTR, par. U3125-B4i	Over 14 hours
BC	JTR, par. C6505 or JFTR, par. U7755	Congressional Travel
<i>Effective 29 March 2007</i> *BF	JTR, par. C2204-B4k or JFTR, par. U3125-B4k	Required by Foreign Government Regulations, MOU/MOA/SOFA

**For business-class accommodations, this is a 'stand-alone' reason.

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4/ A Reserve Component member may not be paid for commuting from home to duty - only one round-trip may be paid.

5/ Since a training location is the PDS, no per diem is payable when Government quarters & mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

6/ Temporary lodging facilities are not Government quarters for purposes of this table.

7/ A Reservist Component member on active duty for training not otherwise authorized per diem who occupies transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

8/ A Reserve Component member on active duty for training not otherwise authorized per diem who occupies transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/

SITUATION	TRANSPORTATION	PER DIEM
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home.	1. May be authorized reimbursement under par. T4040-F. 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	Not authorized.
Travel from home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to alternate site within the local commuting area.	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.	Not authorized.
Reserve Component Standby Reserve member voluntarily performing without pay.	Not authorized.	Not authorized.

This Table is for informational purposes only. Allowances are prescribed in par. T4045.

1/ For travel allowance purposes, the assigned unit is the designated post of duty.

2/ TDY station is alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home for the purposes of par. T4045.

3/ A Reserve Component member on inactive duty for training who is not otherwise authorized per diem and who occupies transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

Table 2. TDY Allowances for A Reserve Component Member

T4050 TAKING A TYPICAL BUSINESS TRIP

A. Before the Trip

1. Getting a Cost Estimate. Travelers should get a CTO should-cost estimate for the trip. It is the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including taxes), and rental car (if authorized) fees. The estimate also must reflect the per diem rate broken out by M&IE and lodging. A traveler may ask the CTO to estimate the amount for using a private vehicle or other commercial transportation.
2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's should-cost estimate (as the AO approves for mission reasons) is the reimbursement baseline.
3. Getting Authorization for Travel. The AO authorizes the TDY, the arrangements, and obligates funds to pay for the trip. The CTO updates the Trip Record with the fund cite provided by the AO. The resulting document is the travel authorization.

Effective 3 April 2007

*4. The Travel Packet. The CTO gives the traveler the Trip Record with the confirmed reservations and commercial tickets. The TO provides the documents needed for Government transportation if the CTO does not provide this service.

5. Paying for Arranged Services and Getting Cash to Pay for Expenses while Traveling. The CTO must charge airline tickets, lodging, and rental car reservations on the traveler's individual or unit Government travel card; airline tickets in some cases may be charged to a CBA. While on the trip, travelers should charge other expenses incident to official travel on their individual or unit Government travel cards whenever possible. For official travel-related expenses that cannot be charged, travelers can avoid using their own money by using their individual IBA to obtain cash advances or travelers checks. Advances are not an option on unit travel cards.

B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO's 24-hour 1-800 number, if possible, to have the needed changes made. The CTO must update the traveler's Trip Record. The AO may approve the changes after the trip is complete. However, it is best if the traveler gets the AO's authorization up-front, and has the Trip Record updated. In any case, the traveler is reimbursed only for changes the AO approves on the Trip Record.
2. Receipts. Travelers must keep all receipts for lodging and receipts for any individual official travel expense of \$75 or more.

C. After the Traveler Returns

1. Filling out the Expense Report. A traveler should fill out and turn in the expense report portion of the Trip Record within 5 working days after returning from the trip. The receipts are to be attached to the expense report. Electronic Fund Transfer (EFT) is the preferred method of reimbursement. Within EFT, the traveler has two options. The traveler may request (a) direct electronic transfer to the Government travel card company of the authorized expenses charged to the IBA with the remainder going to the traveler's personal bank account, or (b) an electronic transfer of the full amount to the traveler's personal bank account. Under option (a), the traveler must not have to write a check to the Government travel card company for official expenses charged.

2. Getting It Approved. The AO must approve the expenses on the Trip Record for the traveler to get paid. This includes reviewing the required receipts.
3. Turning in the Expense Report. A finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid is the amount the AO approves.
4. Random Audits. Random audits of travel expense reports are conducted.

Effective 3 April 2007

*5. Lost/Stolen/Unused Tickets. See JFTR, par. U2515-A and JTR, par. C1320-A. The traveler:

- a. ***Must safeguard tickets, if issued, carefully at all times;***
- b. Must immediately report a lost or stolen ticket to the issuing CTO;
- c. Is financially responsible to purchase a replacement ticket;
- d. Must not be reimbursed for the purchase of a replacement ticket until the Government has received a refund for the lost/stolen ticket;
- e. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If the first ticket is recovered, turned in for refund, and the Government is repaid, reimbursement may then be made for the second ticket, NTE the cost of the first ticket; . and
- f. Must return unused tickets to the CTO. ***NOTE: SF-1170, Redemption of Unused Tickets, found at <http://www.gsa.gov>, is usable, if authorized in Service regulations, ICW turning in unused tickets.***

T4060 AUTHORIZING OFFICIAL'S RESPONSIBILITIES

A. General. Authorizing Officials have broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred ICW that mission. For civilian travelers, the AO must determine the purpose of the travel (see JTR/JFTR, Appendix H) for notation on the Trip Record. The CTO is central in helping to execute those responsibilities.

1. The CTO generates a Trip Record. On it, the CTO prepares a should-cost estimate that reflects standard arrangements made in compliance with travel policies using Government negotiated airline, lodging, and rental car rates. If the standard arrangements do not meet the needs of the mission, the CTO provides other travel options to satisfy mission requirements, and conform to law, regulation, policy, and contractual obligations. Use the should-cost estimate to determine if the travel budget can support the travel. Authorize CTO identified should-cost standard arrangements, unless additional or unusual cost options are required to complete the mission and they make good overall business sense.
2. The CTO and TO must have available information on policies relating to transportation and travel arrangements. Get other needed travel-related information from command channels or Service headquarters. Use management information from the CTO and the travel card company to assist in future travel decisions.
3. Make sure travelers have access to the unit's travel card if they do not have individually issued cards. Refer inquiries about card usage to the local card program coordinator.

4. Adhere to policies and procedures discussed in this regulation, use good judgment in obligating unit funds, and ensure travelers receive adequate reimbursement under policies established in this regulation.

B. What's Allowable and Not Allowable

1. Transportation

- a. What AOs may direct. AOs may direct the traveler to use a particular mode of travel, except for private or rental vehicle. Only direct a specific mode when it is essential to mission success.

Effective 24 August 2005

- b. Options on city-pair flight use. See Appendix P. ***NOTE: Regulations applicable to the Contract city-pair Program are found in DOD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at: <http://www.transcom.mil/j5/pt/dtr.html>.***

Effective 27 April 2005

2. Authorizing Business-class Transportation Accommodations. Only the officials listed in JTR, pars. C2204-B2b and C2208-C (trains only), and JFTR, pars. U3125-B2b and U3135-C (trains only) may authorize/approve business-class accommodations use (two-star level or civilian equivalent). Examples of reasons for use of business-class accommodations are found in JTR, par. C2004-B4 and JFTR, par. U3125-B4 (the reason must be recorded on the Trip Record).

NOTE:

1. If business-class seating is provided at Government expense, the traveler is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at Government expense.

2. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.

**3. The 14-hour rule only (in JFTR par. U3125-B4i and JTR, par. C2204-B4i) applies en route to the TDY site. On a return flight to the PDS, a business-class transportation authorization should not be provided.*

4. When use of business-class accommodations is authorized/approved, use of business-class fares provided under the Contract City-Pair Program is mandatory.

5. When scheduling flights of 14 or more hours, the first choice is always to fly the member in economy class and have the member arrive the day before the TDY is to begin to allow for appropriate rest. Second choice always is to fly the member in economy class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and clearly the most expensive option which should be avoided whenever possible, is to permit the member to travel in Government-funded business accommodations with arrival on the day the TDY starts.

NOTE: Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by foreign air carriers between two places in foreign areas even if U.S. flag air carriers are available. This authority does not apply to a Uniformed Service member (The Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), a DOD civilian employee, or their dependents. A Uniformed Service member, a DOD civilian employee, and their dependents are required to use available U.S. flag carriers for all commercial foreign air transportation as indicated in par. T4060.

Effective 30 November 2005

3. Using U.S.-certificated Carriers. Available U.S.-certificated air carriers must be used for all commercial foreign air transportation of persons/property when the U.S. Government funds the air travel (49 USC §40118 and B-138942, 31 March 1981). See JFTR, par. U3125-C and JTR, par. C2204-B. ***U.S.-certificated carriers are not “available” if:***

- a. Use of a U.S.-certificated air carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
- b. Use of a U.S.-certificated air carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
- c. Use of a non-U.S.-certificated air carrier would eliminate two or more aircraft changes en route on a trip between points in foreign areas (i.e., the travel is not through the U.S. or a non-foreign OCONUS location);
- d. The elapsed travel time by a non-U.S.-certificated air carrier is three hours or less and travel by a U.S.-certificated air carrier would be at least twice the time;
- e. The travel can only be financed with excess foreign currency and available U.S.-certificated air carriers do not accept the currency;
- f. Only first class accommodations are available on a U.S.-certificated air carrier while less-than-first-class accommodations are available on a non-U.S.-certificated air carrier; or

Effective 24 August 2005

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

Effective 6 September 2005

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

NOTE 2: When using code share flights involving U.S.-certificated air carriers and non-U.S.-certificated air carriers, the flight number of the U.S.-certificated air carrier must be used on the ticket. If the flight number of the non-U.S.-certificated air carrier is used on the ticket, the ticket is a non-U.S.-certificated air carrier and a non-availability of U.S.-certificated air carrier document is needed.

4. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. **However, contract fare travel must not be used for personal travel. See JFTR, par. U3145-C, item 12, and JTR, par. C2002-C, item 12.** The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Government. For civilian travelers, JTR, par. C4563-C applies. A member is not authorized per diem on any day leave is charged. Do not permit a TDY trip that is an excuse for personal travel.

5. Lodging Selection

a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effectiveness.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement must be based on the locality rate, or AEA if appropriate, for the en route TDY site.

6. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.

7. Authorized Trips Home during Extended Business TDY. **The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.** The AO must determine that savings outweigh the periodic return travel costs. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs are to be considered. **An analysis must be conducted at least every other year.** The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For civilian employees, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

8. Phone Calls to Home or Family during TDY. The AO may determine 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. The AO may approve charges after the TDY when appropriate (GSBCA 1455-TRAV, 18 August 1998).

9. Travel Expense Report. The Trip Record contains the expense report. AOs must review the amounts claimed on their traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, that the charges are reasonable, that the phone calls authorized for reimbursement are in the Government's best interest, and that the payment of the authorized expenses is approved. Expense reports are subject to random selection for examination based on financial management directives.

10. TDY from Leave. AOs may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

Effective 9 August 2004

11. Shipment or Storage of HHG. An AO may authorize shipment of unaccompanied baggage for an employee (JTR, par. C2309), or a small amount of HHG for a member (JFTR, par. U4705) to the TDY point. Also, the AO may authorize storage of HHG for a member when appropriate. For example, storage may be authorized during a deployment. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H.

12. Lower or No Per Diem Rates. There may be situations in which the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Government mess may have a club at which the cost of meals is only a fraction of the full M&IE. In these cases, AOs may recommend payment of lower or no per diem to their Service point of contact listed in the Introduction of the JFTR and JTR under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** See par. T4040-A1c(2) for more on reduced per diem for civilian employees.

13. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies. See par. T4030-H. However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, AOs should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

14. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. Under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and,
- b. To a uniformed member escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

15. TDY aboard Ships. Normally, people TDY aboard ships are fed without charge making them ineligible for per diem. However, people TDY aboard non-U.S. government ships may be charged for meals. In this situation, AOs can determine a per diem rate to cover the food cost. This should not be confused with officers paying for meals the same as ship's company officers.

16. Additional Allowable Travel Expenses for an Employee with a Disability. AOs may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Chapter 6, Part L, for specifics.

17. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, AOs may authorize reimbursement of those expenses.

Effective 11 August 2005

18. TDY and Reserve Component Active Duty Time Limits for Per Diem Purposes

a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Combatant Command, approves an extension. See JFTR/JTR, Introductions for the Service points of contact. *Civilian employees, see Internal Revenue Service (IRS) rules for income tax implications for TDY beyond one year.* A school of at least 140 days duration is a PCS for a uniformed member (except as noted in JFTR, pars. U1036 or U2146).

b. For Reserve Component personnel, if active duty for training is fewer than 140 days, or fewer than 180 days for other than training duty at any one location, travel and transportation allowances are payable as for TDY. When a Reserve Component member is called to active-duty-for-training for 140 or more days, or more than 180 days for active-duty-for-other-than-training at one location, travel and transportation allowances are payable under JFTR, Chapter 5, as for PCS for a Reserve Component member unless the call to active-duty-for-other-than-training is because of unusual or emergency circumstances or exigencies of the Service concerned and the Secretarial Process authorized per diem.

19. Movement of Employees' Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are IAW JTR, Chapters 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C5050.

Effective 23 October 2004

20. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a TCS. The employee (but not a member) is authorized limited PCS allowances rather than TDY allowances. See JTR, Chapter 5, Part O.

21. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

22. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. 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 (<https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>), the per diem rate is the rate applicable to the location of the front gate for the reservation, station or other established area.

Effective 16 November 2004

T4070 TDY GLOSSARY

Authorize. The giving of permission before an act or the ratification or confirmation of an act already done. Used interchangeably in this Appendix with "approve."

Government travel card. This is the Government-sponsored contractor issued travel charge card.

Effective 1 March 2006

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

Must, Shall, Should, May, Can, Will. The following definitions from DOD 5025.1-M apply:

<u>Helping Verb</u>	<u>Degree of Restriction</u>
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action.
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time

Effective 1 March 2006

Temporary Duty (TDY) Travel. Official travel of a temporary duration away from the traveler’s PDS. There are three types of TDY travel with different allowances:

Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee or a uniformed member (other than a uniformed member who has not yet reached the first PDS).

Deployment, Personnel Traveling Together Under An Order Directing No/Limited Reimbursement, and Unit Travel. Includes units traveling in support of combat missions, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Government provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.

Trip Record. This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that includes the travel authorization and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

Activities Authorized To Use Appendix O

DOD Component	Organization/Location	Effective Date
U.S. Army	Training & Doctrine Command, Ft. Leavenworth, KS	May 13, 1996
	U.S. Army Forces Command, Ft. McPherson, GA	August 13, 1996
	U.S. Army Europe, U.S. Army Military Community comprised of Boblinger, Echterdingen, Mohringen, Stuttgart, and Vaihingen, GE	June 25, 1996
	U.S. Army Missile Command, Huntsville, AL (also includes Corps of Engineers Waterways Experiment Station, Vicksburg, MS)	May 1, 1996
	Selected other tenants of Redstone Arsenal, AL, and selected personnel of the Simulation, Training and Instrumentation Command (STRICOM) Huntsville, AL, and Orlando, FL, and the Space and Strategic Defense Command (SSDC), Huntsville, AL)	June 17, 1996
	Corps of Engineers, Ohio River Div., Cincinnati, OH	Never Initiated [1]
	HQ Army Audit Agency, Alexandria, VA	October 1, 1996
U.S. Navy	USS Eisenhower <i>Discontinued</i>	June 20, 1996 March 31, 1997
	PSA, Norfolk, VA	June 20, 1996
	HQ, CINCLANTFLT (N00IG; N02; N6 and N1) Norfolk, VA	June 20, 1996
	Naval Command, Control & Ocean Surveillance System Center, (RDT&E), San Diego, CA	June 20, 1996
	NPGS, Monterey, CA	June 20, 1996
	Naval Undersea Warfare Center Div, Newport, RI	June 20, 1996
	HQ, CINCPACFLT, Pearl Harbor, HI <i>Discontinued</i>	June 20, 1996 March 31, 1997
U.S. Marine Corps	Marine Corps Air Station, Beaufort, SC	Never Initiated [1]
	Marine Corps Air Station, New River, NC	Never Initiated [1]
	Marine Corps Air Station, Cherry Point, NC	Never Initiated [1]
	Marine Forces Reserve, New Orleans, LA	Never Initiated [1]
	Second Marine Expeditionary Force, Camp Lejeune, NC	Never Initiated [1]
	Marine Corps Recruit Depot, Parris Island, SC	Never Initiated [1]
	Headquarters, U.S. Marine Corps, Washington, DC	Never Initiated [1]
	Sixth Marine Corps District, Atlanta, GA	Never Initiated [1]
U.S. Air Force	11th Wing, Bolling AFB, Washington, DC	May 2, 1996
	Dover AFB, DE	April 23, 1996
	Peterson AFB, CO	March 1, 1997
	Randolph AFB, TX	April 15, 1997
	Air Combat Command HQ and 1st Wing, Langley AFB, VA	June 5, 1996

APPENDIX Q

TOURS OF DUTY FOR DOD CIVILIAN EMPLOYEES

(See Chapter 5, Part A for Applicable Regulations)

***NOTE 1:** *Standard tours of duty are, 36 months under initial, and 24 months under renewal, service agreements apply for employees assigned OCONUS unless an exception to the standard tours for the location concerned is prescribed in this Appendix. See par. C5570-C.*

NOTE 2: *The 24-, 18- and 12-month tours prescribed in pars. A, B and C apply to the entire listed country or state for employees accompanied or not accompanied by dependents unless a statement appears beside the country or state name limiting applicability to (a) specific area(s) within that country or state, (b) employees authorized and accompanied by dependents, or employees not authorized dependent(s), and/or (c) employees serving on a renewal agreement tour.*

NOTE 3: *For a location at which one tour length is prescribed for employees authorized and accompanied by dependents and a shorter tour is prescribed for employees not authorized dependents, the shorter tour length applies if the employee is authorized, but is not accompanied by, dependents.*

NOTE 4: *The tour lengths listed below are for both the initial tour and the renewal tour.*

Effective 9 May 2005

A. 24-Month Tour of Duty Areas. 24-month tour-of-duty areas are:

Afghanistan
Australia (Northwest Cape)
Azores
Bahamas: Andros Island
Bahrain Island, for employees authorized, and accompanied by, dependents
Bosnia-Herzegovina
Burma
Canada: Newfoundland (Argentia) only, for employees authorized, and accompanied by, dependents
Croatia
Cuba (Guantanamo Bay), for employees authorized, and accompanied by, dependents
Dominican Republic
Egypt, for employees authorized, and accompanied by, dependents
Finland (all locations outside Helsinki)
Greece
Guam
Haiti, for employees authorized, and accompanied by, dependents
Hong Kong
Iceland, for all employees on initial agreements authorized, and accompanied by, dependents
Iran (Tehran and Isfahan only)
Israel, for employees authorized, and accompanied by, dependents
Italy: La Maddalena and Sicily (Comiso, and Ragusa), for employees on initial tour authorized, and accompanied by, dependents
Japan (Kure and Wakkanai and Ryukyu Islands), for employees authorized, and accompanied by, dependents
Johnston Island, for all employees on initial agreements authorized, and accompanied by, dependents
Jordan
Korea, for employees authorized, and accompanied by, dependents
Kuwait for employees authorized, and accompanied by, dependents
Kwajalein Atoll
Laos

Liberia
Mexico: Coatzacoalcos, Vera Cruz, for employees authorized, and accompanied by, dependents
Morocco
Nigeria, for employees authorized, and accompanied by, dependents
Northern Mariana Islands: Saipan, only
Oman, for employees authorized, and accompanied by, dependents
Panama
Philippines
Puerto Rico
Qatar, for employees authorized, and accompanied by, dependents
Russia, Moscow
Saudi Arabia, for employees authorized, and accompanied by, dependents
Serbia-Montenegro
Taiwan
Thailand, for employees authorized, and accompanied by, dependents
Turkey, except as indicated in par. C
Venezuela
Yemen Arab Republic: Sanaa only, for employees on initial agreements authorized, and accompanied by, dependents
Zaire

B. 18-Month Tour of Duty Areas. 18-month tour-of-duty areas are:

Bahrain, for employees not authorized dependents
Canada: Newfoundland (Argentia) only, for employees not authorized dependents
El Salvador, for employees not authorized dependents
Greenland
Honduras, for employees not authorized dependents
Israel, for employees not authorized dependents
Effective 9 May 2005
Italy: La Maddalena and Sicily (Comiso, and Ragusa) for employees on initial tour not authorized dependents; and for all employees serving a renewal agreement tour
Libya
Mexico: Coatzacoalcos, Vera Cruz, for employees not authorized dependents and for all employees serving a renewal tour
Pakistan (Except as indicated in par. C)
Somali Republic

C. 12-Month Tour of Duty Areas. 12-month tour-of-duty areas are:

Alaska: Adak; Aleutian Islands, isolated mainland bases, Kodiak Island
Ascension Island
Canada: Newfoundland: Gander, Labrador, St. Anthony, only, and Northwest Territories
Christmas Island
Cuba (Guantanamo Bay), for employees not authorized dependents
Diego Garcia Island, Chago Archipelago, Indian Ocean
Egypt, for employees not authorized dependents
Eniwetok Atoll
Ethiopia
Haiti, for employees not authorized dependents
Iceland, for all employees not authorized dependents and all employees serving on a renewal agreement
Indonesia, for all employees not authorized dependents
Iran (all places except Tehran and Isfahan)
Iwo Jima
Japan (Kure and Wakkanai), for employees not authorized dependents

APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

The following are authorized FEML locations/destinations *for a member (and command-sponsored dependents) and, effective 2 Nov 2002, for a DOD civilian employee and dependents permanently assigned to the location. JFTR/JTR contents do not apply to contractors or their employees at FEML locations. Locations shown are 'authorized' until removed from the list (regardless of the re-certification date shown next to the destination). See JFTR, par. U7207-D2 (uniformed member) and JTR, par. C6700-D2 (DOD civilian employee).*

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date (See <i>NOTE</i>)
Albania, Tirana	European	Frankfurt	30 Nov 2007
*Algeria, Algiers (<i>eff 5 Mar 2007</i>)	European	Frankfurt	28 Feb 2009
Angola, Luanda	European	Frankfurt	30 Nov 2007
Argentina	Southern	Miami	30 Apr 2007
Armenia, Yerevan	European	Frankfurt	31 Jul 2007
Australia, Alice Springs	Pacific	Honolulu	31 Oct 2008
Australia, Learmouth (incl. Exmouth)	Pacific	Perth	31 Oct 2008
Azerbaijan, Baku	European	Frankfurt	31 Oct 2007
Bahrain	Central	Baltimore	31 Mar 2008
Bangladesh, Dhaka	Pacific	Honolulu	31 Oct 2008
Barbados	Southern	Miami	30 Apr 2007
Belarus, Minsk	European	Frankfurt	31 Jul 2007
Belize	Southern	Miami	30 Apr 2007
Bolivia	Southern	Miami	30 Apr 2007
Bosnia, Sarajevo	European	Frankfurt	31 July 2007
Botswana, Gaborone	European	Frankfurt	31 Jul 2007
Brazil	Southern	Miami	30 Apr 2007
Bulgaria, Sofia	European	Frankfurt	31 Oct 2007
Burma, Rangoon	Pacific	Honolulu	31 Oct 2008
Burundi, Bujumbura	European	Frankfurt	30 Nov 2008
Cambodia, Phnom Penh	Pacific	Honolulu	31 Oct 2008
Cameroon, Yaounde	European	Frankfurt	31 Jul 2007
Chad, N'djamena	European	Frankfurt	31 Jul 2007
Chile	Southern	Miami	30 Apr 2007
China, Beijing	Pacific	Honolulu	31 Oct 2008
Columbia	Southern	Miami	30 Apr 2007

Cote D'Ivoire, (formerly Ivory Coast), Abidjan	European	Frankfurt	31 Jul 2007
Costa Rica, San Jose	Southern	Miami	31 Oct 2008
Croatia, Zagreb	European	Frankfurt	31 Jan 2008
Cuba, Guantanamo Bay	Southern	Jacksonville	30 Apr 2007
Cuba, Havana (<i>for Coast Guard uniformed members only</i>)	USCG	Miami	31 Dec 2007
Cyprus, Nicosia	European	Frankfurt	31 Jul 2007
Democratic Republic of Congo, Kinshasa	European	Frankfurt	31 Jul 2007
Djibouti	Central	Baltimore	31 Mar 2008
Dominican Republic	Southern	Miami	30 Apr 2007
Ecuador	Southern	Miami	30 Apr 2007
Egypt	Central	Baltimore	31 Mar 2008
El Salvador	Southern	Miami	30 Apr 2007
Eritrea, Asmara	Central	Baltimore	31 Mar 2008
Estonia, Tallinn	European	Frankfurt	31 Jul 2007
Ethiopia, Addis Ababa	Central	Baltimore	31 Mar 2008
Fiji, Suva	Pacific	Honolulu	31 Oct 2008
Gabon, Libreville	European	Paris	30 Jun 2007
Georgia, Tbilisi	European	Frankfurt	31 Oct 2007
Ghana, Accra	European	Frankfurt	31 Jul 2007
Greece, Athens	European	Frankfurt	31 Oct 2007
Greece, Larissa	European	Frankfurt	31 Jul 2007
Greenland, Thule 1/	European	Baltimore	31 Oct 2008
Guatemala	Southern	Miami	30 Apr 2007
Guinea, Conakry	European	Paris/Frankfurt	31 Jul 2007
Guyana	Southern	Miami	30 Apr 2007
Haiti	Southern	Miami	30 Apr 2007
Honduras	Southern	Miami	30 Apr 2007
Hong Kong	Pacific	Los Angeles	31 Oct 2008
Iceland	European	Frankfurt	30 Sep 2007
India, New Delhi	Pacific	Honolulu	31 Oct 2008
Indonesia, Jakarta	Pacific	Honolulu	31 Oct 2008
Israel, Tel Aviv	European	Frankfurt	31 Jul 2007

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

Russia, Moscow	European	Frankfurt	31 Jul 2007
Rwanda, Kigali	European	Frankfurt	31 Jul 2007
Saudi Arabia	Central	Baltimore	31 Mar 2008
Senegal, Dakar	European	Frankfurt	31 Jul 2007
Serbia and Montenegro, Belgrade	European	Frankfurt	30 Nov 2007
Singapore	Pacific	Honolulu	31 Oct 2008
South Africa, Pretoria	European	Frankfurt	31 Jul 2007
Sri Lanka, Columbo	Pacific	Frankfurt	31 Oct 2008
Suriname	Southern	Miami	30 Apr 2007
Syria, Damascus	Central	Baltimore	31 Oct 2008
Taiwan, Taipei	Pacific	Sydney	31 Oct 2008
Tajikistan	Central	Baltimore	30 Sep 2008
Tanzania, Dar Es Salaam	European	Frankfurt	31 Oct 2007
Thailand, Bangkok	Pacific	Honolulu	31 Oct 2008
Thailand, Chiang Mai	Pacific	Honolulu	31 Oct 2008
Trinidad and Tobago	Southern	Miami	30 Apr 2007
Tunisia, Tunis	European	Frankfurt	31 Jul 2007
Turkey, Ankara	European	Frankfurt	31 Jul 2007
Turkmenistan, Ashgabat	Central	Baltimore	31 Mar 2008
Uganda, Kampala	European	Frankfurt	31 Jul 2007
Ukraine, Kiev	European	Frankfurt	31 Jul 2007
United Arab Emirates	Central	Baltimore	31 Mar 2008
Uruguay	Southern	Miami	30 Apr 2007
Uzbekistan, Tashkent	Central	Baltimore	31 Mar 2008
Venezuela	Southern	Miami	30 Apr 2007
Vietnam, Hanoi	Pacific	Honolulu	31 Oct 2008
Yemen	Central	Baltimore	31 Mar 2008
Zambia, Lusaka	European	Frankfurt	31 Jul 2007
Zimbabwe, Harare	European	Frankfurt	31 Jul 2007

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

Effective 31 May 2006

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

APPENDIX U

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

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

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

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

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

Pakistan 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Qatar 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Saudi Arabia 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Serbia	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Slovenia	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
*Somalia (<i>eff 30 Jan 2007</i>)	Central	Airport closest to the leave point	Airport closest to the leave point	31 Jan 2009
*Syria (<i>eff 30 Jan 2007</i>)	Central	Airport closest to the leave point	Airport closest to the leave point	31 Jan 2009
Tajikistan 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
United Arab Emirates 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Uzbekistan 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Yemen 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005

1/ Only for the mission of Operation Southern Watch.

Effective 21 June 2004

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

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