

JOINT TRAVEL REGULATIONS

VOLUME 2

CHANGE 502

Alexandria, VA

1 August 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 August 2007 unless otherwise indicated.

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This change includes all material written in CAP Items 23-07(E), 24-07(E), 27-07(E), 30-07(E), 37-07(E), 40-07(E), 43-07(E), 45-07(I), 46-07(I). Insert the attached pages and remove the corresponding pages. Chapters 7 and 16 are RESERVED. This cover page replaces the Change 501 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 502:

C2050-A. Aligns the 'regular' JFTR/JTR daily distance for TDY with the Appendix O daily distance for per diem computation purposes in recognition of the increasing transition to the 'Simplified Rules' in JTR/JFTR, Appendix O, that uses the 400 miles/day standard.

C2180. Aligns the 'regular' JFTR/JTR daily distance for TDY with the Appendix O daily distance for per diem computation purposes in recognition of the increasing transition to the 'Simplified Rules' in JTR/JFTR, Appendix O, that uses the 400 miles/day standard.

C2194-A. Aligns the 'regular' JFTR/JTR daily distance for TDY with the Appendix O daily distance for per diem computation purposes in recognition of the increasing transition to the 'Simplified Rules' in JTR/JFTR, Appendix O, that uses the 400 miles/day standard.

C2400-C. Corrects erroneous error.

C5212-A. Clarifies that OCONUS POV transportation may be authorized when it is advantageous to and in the Government's interest.

C5216-A1c. Clarifies that OCONUS POV transportation may be authorized when it is advantageous to and in the Government's interest.

C5358-A2. Corrects reference error.

C5370-A. Clarifies TQSE(AE) is payable when the employee is TDY or uses authorized annual leave during the TQSE(AE) eligibility period. TQSE (AE) examples are revised to include two new examples for annual leave and TDY.

C5372-B. Clarifies TQSE(AE) is payable when the employee is TDY or uses authorized annual leave during the TQSE(AE) eligibility period. TQSE (AE) examples are revised to include two new examples for annual leave and TDY.

Chapters 7 and 16. RESERVED.

App F. Adds Malabo, Equatorial Guinea.

App O, T4040-A1. Clarifies that a member assigned TDY at a U.S. Installation is not required to seek (or check for) Government quarter(s) after the SNA is issued.

App O, T4070. Clarifies that Appendix O use is mandatory for personnel assigned to Agencies and Services' components that are using DTS. Current list is located on DTS website, http://www.dtstravelcenter.dod.mil/Secs/Deployed_Sites_List.cfm.

App S. Recertifies 25 authorized FEML locations for SOUTHCOM with an effective date of 2 May 2007 and recertification date of 30 April 2009. Relief destination for all locations is Miami, Florida, with the exception of Guantanamo Bay, Cuba, whose relief destination is Jacksonville, Florida.

JOINT TRAVEL REGULATIONS

VOLUME 2

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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501	Title-i	492	C2D1-3	501	C4-v	452	C4M-1	500	C5B-19
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501	CL-iii	500	C2D2-3	501	C4-ix	464	C4M-5	500	C5C-1
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501	Intro-iii	487	C2D4-1	459	C4B-1	458	C4M-9	500	C5C-5
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502	TOC-iii	494	C2D4-5	464	C4C-3	487	C4N-1	500	C5C-9
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490	C1A-1	497	C2E-5	477	C4H-1	482	C4P-1	484	C5D-7
490	C1A-3	494	C2E-7	468	C4I-1	454	C4Q-1	478	C5D-9
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475	C1B-11	480	C2F-1	483	C4K-1	500	C5-iii	481	C5D-21
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500	C1E-1	500	C2H-5	493	C4L-3	501	C5-xiii	500	C5E2-5
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494	C1F-3	479	C2J-1	483	C4L-7	500	C5-xvii	481	C5E2-9
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500	C5L1-3	462	C6I-1	475	D-1	499	L-7		
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CHAPTER 2**PART B: TRAVEL BY GOVERNMENT CONVEYANCE****C2050 GOVERNMENT AUTOMOBILE****A. Requirements**

- *1. When common carrier transportation use is not to the Government's advantage and an automobile is required for official travel, a Government furnished automobile must be used, when available.
- *2. Per diem for travel by Government automobile is computed as for PCS POC travel. See par. C5060-A.
- 3. Employees are required to have a valid state, District of Columbia, or territorial motor vehicle operator's license and have travel orders authorizing the temporary use of a Government-owned or contract rental vehicle.

B. Exceptions

- 1. Privately owned/special conveyances may be used when a Government-furnished automobile is unavailable or its use would interfere with official business.
- 2. If a Government-furnished vehicle is not available, a Government contract rental or other commercially rented vehicle may be used IAW par. C2001-A3.

C. Limitations

- 1. Personal preference/minor inconvenience is not a basis for authorizing/approving private/special conveyance use instead of a Government-furnished automobile.
- 2. Use of a Government automobile is limited to official purposes including transportation to and from (65 Comp. Gen. 253 (1986)):
 - a. Duty sites,
 - b. Lodgings,
 - c. Dining facilities,
 - d. Drugstores,
 - e. Barber shops,
 - f. Places of worship,
 - g. Cleaning establishments, and
 - h. Similar places required for the traveler's subsistence, health or comfort.

C2051 GOVERNMENT AIRCRAFT

A. Air Mobility Command (AMC). Travel may be authorized by AMC aircraft in accordance with the regulations of the separate departments. When travel is performed by scheduled AMC aircraft, the applicable Customer Identification Code (CIC) and Air Movement Designation (AMD) must be included in the travel authorization.

B. Military Aircraft other than AMC. Travel may be authorized by military aircraft other than AMC in accordance with the regulations of the separate DoD components.

C2053 USE OF AERO CLUB AIRCRAFT

The use of Aero Club-owned or Government loaned aircraft must not take precedence over ordinary Government conveyance use. Authorization for travel by Aero Club aircraft must be in accordance with the DoD component's administrative regulations. Reimbursement for expenses incurred is limited as provided in par. C1420-B.

CHAPTER 2

PART D: POC TRAVEL

SECTION 3: POC USE INSTEAD OF GOVERNMENT-FURNISHED AUTOMOBILE

*C2180 POC USE INSTEAD OF GOVERNMENT-FURNISHED AUTOMOBILE USE

**NOTE: See Chapter 5, Part B for PCS distances.*

*A. General. TDY mileage reimbursement for POC use instead of Government-furnished automobile use is based on the cost incurred had a Government-furnished automobile (see definition - Appendix A) been used. In addition to TDY mileage reimbursement (see par. C2500 for current rates) for the official distance, the official traveler is authorized reimbursement for expenses authorized under par. C2188 and per diem or AEA, whichever applies, as prescribed in Chapter 4, Part L or Chapter 4, Part M for the allowable travel time. *NOTE: The authorized travel days are calculated using 400 miles (or an increment thereof) per calendar day (e.g., 415 miles = 2 calendar days). If a POC is used but not authorized by the AO as being to the Government's advantage, travel time is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.*

*B. Mileage Reimbursement Rates. The POC TDY mileage reimbursement rate (except for an airplane) is determined using the DTOD distance (see par. C1065), the appropriate TDY mileage rate in par. C2500, and the factors in par. C2184-D.

*C. Per Diem. Per diem reimbursement is authorized for the actual en route travel time under par. C2180 not to exceed the necessary travel time for the most direct usually traveled route. Unless satisfactorily explained, 'necessary' excess travel time for the most direct usually traveled route is disallowed for per diem computation.

*D. Statement. When claiming POC TDY mileage reimbursement instead of the Government-furnished automobile reimbursement prescribed in par. C2184-D2, the official traveler must provide a written statement (consult finance regulations to see if the statement must be submitted with the voucher) that Government-furnished vehicle use was not authorized for the TDY assignment, and that POC TDY mileage reimbursement was not limited under par. C2184-D2 or C2184-D3. See Chapter 3 for travel authorization policy.

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3. Allowed only when related to official business.
4. *Not allowed for PDT.*

C2188 OTHER ALLOWABLE COSTS

In addition to a mileage allowance, the following official business costs are allowable:

1. Ferry fares, bridge, road and tunnel tolls;
2. Automobile parking fees; (related to official business only (except those incident to PDT)); and
3. Aircraft landing, parking, and tie-down fees.

C2190 TRAVELING TOGETHER

1. POC mileage reimbursement is paid only to the official traveler incurring the operating expenses.
2. No deduction is made from the mileage payable to the official traveler authorized to be reimbursed because other passengers (Government or non-Government official travelers) travel with the official traveler and contribute to paying operating expenses.

C2192 POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS

A. Round-trip Expenses Incurred for Drop-off/Pick-up at a Transportation Terminal. When a POC is driven round-trip to drop-off or pick-up an official traveler at a transportation terminal, the official traveler paying POC operating expenses is:

1. Paid TDY mileage for the round-trip distance, and
2. Reimbursed for ferry fares, road, bridge and/or tunnel tolls, and parking fees

for the most direct route.

B. Expenses Incurred for Two One-way Trips to and from a Transportation Terminal

1. When a POC is used for one-way travel from a residence/PDS to a transportation terminal and then from the transportation terminal to a residence/PDS when the TDY is completed, the official traveler incurring the POC operating expenses is:

- a. Paid TDY mileage, and
- b. Reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls

for the most direct route.

2. Terminal parking fees while TDY are reimbursable not to exceed the cost of two one-way taxicab fares, including allowable tips.

C. Departure from PDS on TDY

- 1. There are occurrences when a POC is driven from an official traveler's residence to the PDS on the official traveler's departure day on TDY from the PDS (requiring at least one night's lodging) and from the PDS to the residence on the official traveler's return day.
- 2. The official traveler who pays the POC operating expenses is paid TDY mileage, and reimbursed for parking fees, ferry fares, road, bridge, and tunnel tolls for the most direct route from and to the residence.

D. Two or More Official Travelers Travel in the Same POC

- 1. When an official traveler transports other official travelers to or from the same transportation terminal, TDY mileage is authorized for the additional distance involved.
- 2. Only one official traveler (usually the driver) is paid TDY mileage for a trip.
- 3. ***Terminal parking fees while TDY may be reimbursed (to the official traveler who pays the fee) not to exceed the cost of two one-way taxicab fares, including allowable tips.***

C2194 PER DIEM FOR POC TRAVEL

*A. POC Use Is to the Government's Advantage. When POC use is to the Government's advantage, per diem is computed under par. C5060-A.

B. POC Use Not Advantageous to the Government

- 1. When POC use is not advantageous to the Government, per diem is limited under par. C2198-B, except when a POC is used instead of a Government-furnished automobile. See par. C2180.
- 2. When a POC is used under the conditions in par. C2158, per diem is reimbursed under par. C2198.

C2196 TRAVEL TIME

Necessary travel time is allowed when POC use is advantageous to the Government. See par. C2194-A. Constructed common carrier scheduled travel time is used in computing per diem when TDY travel by POC is not advantageous to the Government (except for travel under par. C2180).

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 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.

CHAPTER 5**PART E: POV TRANSPORTATION****SECTION 2: OCONUS POV TRANSPORTATION**

(See Section 3 for intra-CONUS POV transportation.)

C5208 ELIGIBILITY**A. General.** Commanding officers/designated representatives:

1. Who assign travelers OCONUS are delegated authority to determine the travelers' eligibility for POV transportation at Government expense.
2. Must comply with the criteria in this Part and ensure consistent treatment of all DOD travelers.
3. In CONUS who assign travelers OCONUS must comply with the eligibility criteria established for the specific OCONUS area and obtain clearance from the appropriate OCONUS command.

B. Criteria

1. One POV may be transported at Government expense when it is in the Government's interest for the traveler to have POV use at the PDS.
2. When the traveler agrees to serve a succeeding tour of duty at the same/another OCONUS PDS a determination must be made that it is still in the Government's interest for the traveler to have POV use at the PDS.
3. A written record of any determination must be filed in accordance with personnel directives.

C. Conditions. A determination/re-determination that it is "in the Government's interest" for the traveler to have a POV at the OCONUS PDS may be made only if all of the following conditions are present:

1. The POV is not primarily for the traveler's and immediate family's convenience.
2. Local conditions make it desirable for the traveler to have a POV.
3. POV use by the traveler contributes to the effectiveness in the traveler's job.
4. The POV type is suitable in the local conditions.
5. The transportation cost to/from the PDS is not excessive considering the time the traveler has agreed to serve at that PDS.

D. Travelers Assigned to Johnston Island

1. A traveler, assigned to Johnston Island, may transport one POV at Government expense from the port/VPC serving the old PDS to the port/VPC serving Hawai'i if Hawai'i is the location at which dependents are to reside during the specified tour of duty.

2. When reassigned from Johnston Island to a new PDS, one POV may be transported from the port/VPC serving Hawai'i to:
 - a. The port/VPC serving the new PDS, or
 - b. An alternate port/VPC.
3. The traveler is financially responsible for all excess costs of having the POV transported from the port/VPC serving Hawai'i to the port/VPC from which the POV was originally transported to Hawai'i.

C5212 AUTHORIZATION

A. Transportation Not Authorized. POV transportation is not authorized when:

- *1. The employee/dependents(s) can drive the POV to the PDS over hard-surfaced all-weather highways, including ferries. However, the Agency may authorize POV transportation when it is to the Government's advantage. See par. C5208. See par. C2166 concerning ocean-going car ferry use.
2. The local government:
 - a. Prohibits POV importation; or
 - b. Applies restrictions on such POV importations;
3. Pertinent DOD component regulations prohibit/advise against the transportation of a POV to the PDS involved. This does not apply for a traveler, assigned on Johnston Island, who is authorized POV transportation to Hawai'i under par. C5208-D;
4. A POV is purchased in a non-foreign OCONUS area by a traveler not permanently assigned in that non-foreign OCONUS area at the time of the purchase, unless the POV is a replacement at the non-foreign OCONUS PDS. This item prohibits only the transportation at Government expense incident to the traveler's PCS following vehicle purchase; or
5. A traveler is recruited at an OCONUS location for duty at the traveler's first PDS which is in CONUS.
NOTE: Title 5 USC §5727 authorizes POV transportation to an OCONUS PDS, from an OCONUS PDS and between OCONUS PDSs only when the POV is to be used at an OCONUS PDS or it was in the Government's interest for the employee to have had a POV at the OCONUS PDS. See (68 Comp. Gen. 258 (1989)).

Example 1. A traveler residing in Hawai'i, recruited locally for initial duty at a CONUS PDS, is not authorized transportation of a POV to CONUS.

Example 2. A traveler residing in Hawai'i, who was hired locally and is later transferred from the Hawai'i PDS to a CONUS PDS, is authorized POV transportation to CONUS if it was in the Government's interest for the employee to have a POV at the Hawai'i PDS.

Example 3. An employee, initially hired while living in Hawai'i for duty at a PDS in Hawai'i and later transferred to a CONUS PDS, is not authorized POV transportation to the CONUS if the agency did not certify that it was in the Government's interest for the employee to have a POV at the Hawai'i PDS.

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 employee's last PDS to the unloading port/VPC serving the employee's new PDS. For an employee assigned to Johnston Island, see par. C5208-D.

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.

5. The temporary lodging location is within reasonable proximity of the old PDS (which may be anywhere in the world) and/or the new PDS (which must be in CONUS or in a non-foreign OCONUS area); and
6. TQSE starts no later than 2 years after the employee reports for duty at the new PDS, unless that time is extended as in par. C1057.

B. TQSE in Other Locations

1. Authorized Locations. TQSE in locations not in reasonable proximity of the old and/or new PDS may be authorized *only* if the AO is convinced that the circumstances:

- a. Are unique to the individual employee and/or dependents,
- b. Are reasonably related to the transfer,
- c. Have been adequately reviewed, and
- d. Justify TQSE payment (FTR §302-6.9).

Effective 14 April 2006

2. Vacations. *A TQSE allowance may not be authorized for vacation purposes or other reasons unrelated to the PCS (FTR §302-6.302).*

C. Exclusions. *TQSE is not authorized for a/an: (Also, see par. C4505-B3.)*

1. New appointee assigned to a first PDS;
2. Employee transferred to a foreign PDS;
3. Employee performing RAT, except when return is to a different non-foreign OCONUS PDS;
4. Employee assigned to an OCONUS PDS returning to the actual residence for separation;
5. Employee authorized/approved dependent and/or HHG transportation to/from a training location instead of per diem or AEA while at the training location under the provisions of par. C4500; or
6. Employee to occupy permanent private sector housing (with rental furniture) while HHG are en route (GSBCA 15569-RELO, 12 July 2001).

D. Restrictions. *As a general policy, AOs should deny TQSE, or if temporary lodging are justified, authorize only a necessary TQSE period if:*

1. The employee and/or spouse make a HHT; or
2. Previous TDY or permanent assignments at the new PDS enable the employee to make arrangements for adequate, permanent private sector housing.

C5358 ALLOWANCE DUPLICATION**A. TQSE Payment**

1. Authorized. TQSE *may be paid* in addition to:

- a. COLA payable under the Department of State Standardized Regulations (DSSR) (5 USC §5941); and
- b. Any BAH, OHA, or BAS paid to a member of the Uniformed Services who is the spouse of an employee authorized PCS expenses and allowances (52 Comp. Gen. 962 (1973)).
- c. TLA (see JFTR, Chapter 9, Part C) and TLE (see JFTR, Chapter 5, Part H) as long as payments cover different expenses. *Duplication of allowances is not authorized. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).*

*2. Unauthorized. *TQSE is not paid when the employee is receiving any other subsistence expense allowances (FTR §302-6.16).*

B. TQSA Payment. When TQSA is paid based in a foreign country, TQSE may:

1. *Not be paid* for that location, *but*
2. *Be paid* for the new CONUS or non-foreign OCONUS PDS area.

C. Restrictions. TQSA:

1. And TQSE cannot be paid for the same time period.
2. Paid on behalf of dependents in a foreign country must not extend beyond the date preceding the employee's arrival date at the new CONUS or non-foreign OCONUS area PDS (DSSR 124.2).

D. Temporary Change of Station (TCS). The employee may be authorized TQSE in connection with a TCS. See Chapter 5, Part O.

2. Temporary Lodging Occupancy Interruptions. Once begun, the TQSE period continues to run whether or not the employee and/or dependents occupy temporary lodging except if occupancy is interrupted for:

- a. Travel between the old and new PDS (actual travel time);
- b. Necessary official duties such as an intervening TDY assignment/military duty; or
- c. Non-official necessary interruptions such as hospitalization, approved leave (sick but not annual), or other reasons beyond the employee's control that are acceptable to the AO.

3. Temporary Lodging Occupancy Resumption. Under the circumstances cited in par. C5366-B2 above:

- a. The absence period is excluded from the authorized time for temporary lodging occupancy;
- b. The employee is eligible for TQSE(AE) when temporary lodging occupancy at the new PDS resumes; and
- c. Eligibility continues for the balance of the authorized time, if necessary.

4. Temporary Lodging Occupancy Interrupted by Official Travel

- a. Exceptions are not made if dependents occupy temporary lodging at the employee's new PDS, or another location, during the employee's TDY or military duty training assignment.
- b. When temporary lodging occupancy is interrupted by official travel, the actual time en route, not in excess of the authorized allowable travel time, is excluded from the eligibility period, which resumes when temporary lodging is reoccupied.
- c. When an employee retains temporary lodging while on TDY, the cost is reimbursed as part of the TQSE(AE) allowance (in addition to per diem received for the TDY) if the AO determines that the employee acted reasonably in retaining the temporary lodging (69 Comp. Gen. 72 (1989)).

C. Ending Temporary Lodging Occupancy. Temporary lodging occupancy ends when the:

1. Employee or any dependent occupies permanent private sector housing, or
2. Authorized time period expires,

whichever occurs first.

C5368 RECEIPTS AND SUPPORTING DOCUMENTATION

A. Receipts and Supporting Statement

1. General. Receipts and a written supporting statement must accompany a TQSE(AE) claim as prescribed in pars. C5368-A2 and C5368-A3.

2. Receipts. Receipts are required for:
 - a. Lodging costs paid, showing location, dates, and by whom occupied;
 - b. Any single expense of \$75 or more (including a single meal expense of \$75 or more).
 3. Supporting Statement. The supporting statement must include:
 - a. The cost of each meal, for each day, by date, and where and by whom consumed;
 - b. Travel status and temporary lodging occupancy (for subsistence expense purposes) that occur the same day, the date and the arrival and/or departure time at the temporary lodging location; and
 - c. The date that permanent private sector housing occupancy starts, or the date that HHG are moved into permanent private sector housing.
- B. Submitting TQSE(AE) Claims. For convenience, AOs may require claimants to use the suggested format, shown in Part H4 for claiming reimbursement and to record actual subsistence expenses.

C5370 PAYMENT

*A. General. TQSE(AE) reimbursement is for the lesser of the actual allowable expenses incurred for each day of the prescribed period or the maximum allowable amount payable for that same eligibility period. TQSE(AE) is:

1. Not paid for local transportation expenses;
2. Limited to actual expenses incurred, up to the maximum authorized, providing the expenses are:
 - *a. Directly related to temporary lodging occupancy within the TQSE eligibility period (par. C5366);
 - b. A reasonable amount; and
 - c. Substantiated.

****NOTE: The AO may deny reimbursement of any claimed expenses that appear to be unreasonable if the traveler cannot justify the expenses. See GSBICA 16076-RELO, 27 August 2003.***

- B. Actual Expenses Allowed. TQSE(AE) daily allowable expenses include:
1. Temporary lodging (including lodging taxes or, if temporary lodging is located in a foreign OCONUS area, the value added tax (VAT) relief certificate cost if the certificate is used to avoid paying the lodging taxes);
 2. Meals and/or groceries;
 3. Fees and tips incident to meals and lodging;

4. Laundry;
5. Cleaning and pressing of clothing;
6. The cost of moving HHG to the temporary lodging for the sole purpose of furnishing the temporary lodging (B-217435, 29 August 1985), ***NOTE: The cost of removing HHG from storage in transit and delivering them to the temporary lodging for the sole purpose of furnishing temporary lodging is a TQSE expense.***; and
7. The cost of moving the HHG from the temporary lodging to permanent private sector housing (B-217435, 29 August 1985).

C. Excess Expenses. Allowable expenses exceeding the total authorized TQSE(AE) amount are the employee's financial responsibility.

Effective 19 July 2006

D. Lodging with Friends or Relatives. When a traveler lodges with friend(s) or relative(s) (with or without charges) the traveler may be reimbursed for additional costs the host incurs in accommodating the traveler (as a lodging expense) only if the traveler is able to substantiate the costs and the AO determines the costs to be reasonable. ***The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount. See GSBCA 16836-RELO, 5 June 2006*** (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA16836.PDF>). A traveler who lodges with friends or relatives is authorized an allowance for meals and incidental expenses at the M&IE rate prescribed for the TDY location.

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

E. Itemization. Actual expenses must be itemized in a manner that permits a review of amounts spent daily for lodging, meals and other allowable items of subsistence expenses. The AO may require use of the "Claim for TQSE," illustrated in Part H4.

F. Conditions Affecting Reimbursement

1. Partial Days of TQSE(AE). Temporary lodging occupancy for less than a whole day is the same as 1 full calendar day for TQSE(AE) reimbursement.
2. En Route Travel. Reimbursement may not be paid under both TQSE(AE) and another subsistence expenses allowance within the same calendar day, ***unless*** TQSE is claimed on the same day that en route travel per diem ends. In this case, en route travel per diem is computed under applicable partial day rules and TQSE reimbursement is computed for expenses incurred after 6:00 p.m. of that day (FTR §302-6.110). See par. C5358 for limitations on duplication of allowances.
3. Temporary Lodging Occupancy in All Other Cases. The TQSE(AE) period starts at 0001 of the calendar day that TQSE(AE) reimbursement is claimed, provided temporary lodging is occupied during that calendar day.
4. Temporary Lodging Eligibility Period Termination. The temporary lodging period ends at midnight of the last day of eligibility.

5. Meal Preparation in Temporary Lodging. If the temporary lodging has meal preparation facilities available and those facilities are used, the cost for groceries consumed on a daily basis is allowable. Claims must show the total amount for each daily meal.

C5372 COMPUTATION

A. TQSE(AE) Calculation

1. HHT Deduction. 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 paid/reimbursed (on either a 'Lodgings-Plus' or fixed-amount basis) are deducted from the first authorized 30 or fewer -day TQSE(AE) period. See Chapter 5, Part M for HHT. For example, if an employee is:

*a. Paid for 5 days of a HHT, then deduct 5 days from the first authorized 30 or fewer day TQSE(AE) period;

*b. Paid for 6.25 days of a HHT, then deduct 6 days from the first authorized 30 or fewer day TQSE(AE) period; or

*c. Reimbursed for a 10-day HHT, then deduct 10 days (or the actual number of days used/reimbursed, whichever is less) from the first authorized 30 or fewer day TQSE(AE) period.

Examples
<p>1. <u>Authorized 10 days for HHT ('Lodgings-Plus' Method) and 60 days TQSE(AE)</u>. 9 days were used and reimbursed for the HHT. Pay 9 days for the HHT and reimburse actual expenses for 51 days (60 - 9 day HHT) TQSE(AE) (<i>Since TQSE(AE) was authorized and claimed for more than 30 days, the 9 days paid for the HHT must be deducted from the first 30-day authorized TQSE(AE) period.</i>)</p> <p><u>First 21 days TQSE(AE)</u>: Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed for the first 30 days in par. C5372-A2c.</p> <p><u>Next 30 days TQSE(AE)</u>: Reimburse actual expenses (par. C5370B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days.</p> <p><u>Employee was authorized an additional 60 days TQSE(AE) under par. C5364-B2</u>. Employee occupied temporary lodging for the additional 60 days. Reimburse actual expenses (par. C5370-B) for each of these 60 days in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the 2nd 30 days.</p> <p><i>NOTE: The deduction for the 9-day HHT is made from the first 30 days authorized for TQSE(AE). The employee was paid for a 9-day HHT and reimbursed for 111 (51 + 60) days TQSE(AE).</i></p>
<p>2. <u>Authorized 10 days for HHT ('Lodgings-Plus' Method) and 30 days for TQSE(AE)</u>. 5 days were used and reimbursed for the HHT and temporary lodging was occupied for 27 days.</p> <p>Pay 5 days for the HHT and reimburse actual expenses for 27 days TQSE(AE) that temporary lodging was occupied (authorization for TQSE(AE) was up to 30 days – no deduction is made for the 5 days reimbursed for the HHT since authorized TQSE(AE) was not for more than 30 days).</p> <p><u>27 days TQSE(AE)</u>: Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days.</p>

3. Authorized a HHT (Fixed Amount) for the spouse (paid at the 5 multiplier rate (par. C5624-B2b)) and 60 days for TQSE(AE). 10 days were used and reimbursed for the HHT and temporary lodging was occupied for 58 days. Pay HHT allowances as authorized under par. C5624-B2b and TQSE(AE) for 55 days (since TQSE(AE) was authorized for more than 30 days, the 5 days paid for the HHT must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 5 days when HHT(Fixed Amount) is paid under par. C5624-B2b).

First 25 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days.

NOTE: The number of days authorized for TQSE(AE) is reduced for the entire family when either the employee or spouse or both make a house-hunting trip.

*4. Authorized a HHT (Fixed Amount) for the employee and spouse (paid at the 6.25 multiplier rate (par. C5624-B2a)) and 60 days for TQSE(AE). 10 days were used and reimbursed for the HHT and temporary lodging was occupied for 65 days. Pay HHT allowances as authorized under par. C5624-B2a and reimburse actual expenses for TQSE(AE) for 54 days (since TQSE(AE) was authorized for more than 30 days, the 6 days paid for the HHT (Fixed Amount) must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 6 days in this instance when HHT(Fixed Amount) is paid under par. C5624-B2a).

First 24 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days.

5. Authorized a HHT (Fixed Amount) for employee and spouse (par. C5624-B2a) and 25 days TQSE(F) for the employee and dependents. 8 days were used and reimbursed for the HHT and temporary lodging was occupied for 20 days. Since there are no HHT deductions from TQSE(F) and the actual number of days spent in temporary lodging is not relevant, pay HHT (Fixed Amount) as indicated in par. C5624-B2a and TQSE(F) for 25 days as indicated in par. C5392.

NOTE: (a) There is no deduction from the number of days authorized for TQSE(F) for the number of days paid under HHT (Fixed Amount) or reimbursed under HHT ('Lodgings-Plus' Method) for a HHT, and (b) TQSE(F) is paid for the number of days authorized not the number of days temporary lodging was occupied.

6. Initially Authorized a 10-day HHT ('Lodgings-Plus' Method) and 30 days for TQSE(AE) and then authorized an additional 30 days TQSE(AE) under par. C5364-B2. 10 days used and reimbursed for a HHT and temporary lodging was occupied for 58 days.

Pay HHT allowances for 10 days and reimburse actual expenses for TQSE(AE) for 50 days (since TQSE(AE) was authorized for more than 30 days, the 10 days paid for the HHT must be deducted from the first authorized 30-day TQSE(AE) period).

First 20 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days.

2. Per Diem Rates. The per diem rates used for computation are:
- a. CONUS. **\$99**, Standard CONUS per diem rate (*effective 1 October 2005*).
 - b. OCONUS (non-foreign OCONUS and foreign area). The PDS locality (not the lodging location) per diem rate in effect on the days temporary lodging is occupied. See (<https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>).
 - c. First 30 Days
 - (1) Employee/Unaccompanied Spouse. The daily rate cannot exceed the maximum per diem rate for an employee/unaccompanied spouse (the spouse must occupy temporary lodging in a location separate from employee's).
 - (2) Spouse Accompanying the Employee. The daily rate cannot exceed 75% of the daily maximum per diem rate for a spouse who accompanies an employee.
 - (3) Dependents 12 or Older. The daily rate cannot exceed 75% of the daily maximum per diem rate for each dependent, other than a spouse, who is 12 or older.
 - (4) Dependents under Age 12. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent who is under age 12.

NOTE: The maximum daily rates for the first 30 days (based on the daily per diem rate of \$99) in pars. C5372-A2a, C5372-A2b, C5372-A2c and C5372-A2d are \$99, \$74.25, \$74.25, and \$49.50, respectively, if the temporary lodging is occupied in CONUS.

- d. Second Thirty Days. The maximum allowable daily rate for the second thirty days is:
 - (1) Employee/Unaccompanied Spouse. The daily rate cannot exceed 75% of the daily maximum per diem rate for an employee/unaccompanied spouse (the spouse must occupy temporary lodging in a location separate from employee's).
 - (2) Spouse Accompanying the Employee. The daily rate cannot exceed 50% of the daily maximum per diem rate for a spouse who accompanies the employee.
 - (3) Dependents 12 or Older. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent, other than a spouse, who is 12 or older.
 - (4) Dependents under Age 12. The daily rate cannot exceed 40% of the daily maximum per diem rate for each dependent under age 12.

NOTE: If the temporary lodging is in CONUS, the maximum daily rates for additional days (based on the daily per diem rate of \$99) in pars. C5372-A2a, C5372-A2b, C5372-A2c and C5372-A2d are \$74.25, \$49.50, \$49.50, and \$39.60 respectively.

e. 60-120 Days. When the AO authorizes a time extension (in TQSE(AE)) for temporary lodging occupancy beyond the first 60 days (*never to exceed an additional 60 days*) the additional days must be computed at the same rates allowed for the second 30-day period in par. C5372-A2d above. **The total time period for which TQSE(AE) may be paid may never exceed 120 days.**

B. Computation Examples

*1. TQSE(AE) Calculation Chart. The Standard CONUS per diem rate (currently \$99) used in the following chart applies when temporary lodging (TQSE(AE)) is in CONUS. Use the applicable locality per diem rate in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> when temporary lodging is located OCONUS. **AEA (Chapter 5, Part M) may not be authorized/approved for TQSE(AE).**

Standard CONUS Per Diem Rate	First 30 Days		After 30 Days	
	Formula	Maximum Reimbursement	Formula	Maximum Reimbursement
*\$99 (Eff 12 May 2006)				
Employee or Unaccompanied Spouse	\$99	\$99	\$99 x .75	\$74.25
Accompanying Spouse	\$99 x .75	\$74.25	\$99 x .50	\$49.50
Dependent 12 and older	\$99 x .75	\$74.25	\$99 x .50	\$49.50
Dependents under 12	\$99 x .50	\$49.50	\$99 x .40	\$39.60

*2. TQSE(AE) Example 1. An employee resides in temporary lodging at a new PDS in Location A, CONUS, for 5 days and incurs daily expenses of \$44.50, \$43.20, \$44.20, \$46.20 and \$45.20. The total is \$223.30. The applicable maximum TQSE(AE) equals \$99 times 5 days (\$495). Since the actual TQSE(AE) expenses are less than the maximum amount authorized, TQSE(AE) reimbursement is \$223.30. If the actual TQSE(AE) expenses are more than the maximum authorized, (e.g., \$500), TQSE(AE) is limited to \$495. If an employee pays allowable TQSE(AE) expenses on a weekly, biweekly, or monthly basis, the amount is apportioned per day.

*3. TQSE(AE) Example 2. The AO authorizes TQSE(AE) for not to exceed 60 days. An employee's dependents delay temporary lodging occupancy until 31 days after the employee starts temporary lodging occupancy. The TQSE(AE) limitation for the first 30 days applies to the employee's allowable expenses. The TQSE(AE) amount limitations for the second 30-day period apply to the employee and dependents. This applies when the employee and dependents occupy temporary lodging at the same or at different locations.

*4. TQSE(AE) Example 3. An employee and dependents vacate permanent private sector housing at the old PDS and occupy temporary lodging at that location for 3 days. They then travel to the new PDS. The allowable travel time is 6 days. They are en route 5 days. Upon arrival at the new PDS, they occupy temporary lodging. For determining the TQSE(AE) maximum amount, temporary lodging occupancy resumption at the new PDS is counted as the 4th day. Actual, not to exceed allowable, travel time is excluded (i.e., the TQSE(AE) clock 'stops' for the en route travel). **NOTE: This is true for PCS or TCS travel.**

*5. TQSE(AE) Example 4. An employee and dependents vacate permanent private sector housing at the old PDS and occupy temporary lodging there. After 3 days, the employee begins travel to the new PDS. The dependents remain in temporary lodging. The employee is en route 5 days and upon arrival at the new PDS occupies temporary lodging. For determining the TQSE(AE) maximum amount, the employee's temporary lodging occupancy resumption is the 9th day, since the dependents continued their temporary lodging occupancy for the 5 days the employee was en route, and the time runs concurrently for all.

*6. TQSE(AE) Example 5. An employee travels to a new PDS, en route for 5 days. Temporary quarters were not occupied at the old PDS. The employee occupies temporary lodging upon arrival at the new PDS. The employee requests and is authorized 10 days of annual leave while in a TQSE(AE) status. For determining the TQSE(AE) maximum amount, the employee's temporary lodging occupancy is not interrupted during the authorized leave whether the employee is at or away from the new PDS during the TQSE(AE) eligibility period. See B-247061, 6 May 1992.

*7. TQSE(AE) Example 6. An employee travels to the new PDS, en route for 5 days. Temporary quarters were not occupied at the old PDS. The employee occupies temporary lodging upon arrival at the new PDS. The TQSE(AE) eligibility period was interrupted by official travel (TDY) of 5 days and the employee was authorized to retain TQSE(AE) lodging while TDY. The employee may be reimbursed for both lodging expenses (TDY & TQSE(AE)) during the TQSE(AE) eligibility period plus M&IE for the TDY when the AO determines that the employee acted reasonably in retaining the TQSE(AE) lodging. For example, the TDY per diem rate for the 5 days/4 nights is \$99 (\$60/\$39) and the TQSE(AE) monthly lodging cost at the new PDS is \$900/month. The employee's actual TDY lodging cost \$60 times 4 nights (\$240.00) making \$240 in TDY lodging expense payable. TQSE(AE) lodging reimbursement of \$30/day (\$900/month divided by 30 days/month) is also payable during the eligibility period. In this example, having the employee stop and start the TQSE(AE) lodgings would have resulted in a TQSE(AE) lodging charge of \$45/day (since the monthly rate would not have been offered) for the actual days in the TQSE(AE) lodging before and after the TDY). The M&IE is for the TDY location while the employee was TDY and as part of TQSE(AE) for the new PDS location when the employee is there but not at both locations for the same days. See GSBICA 16430-RELO, 13 October 2004.

CHAPTER 7

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CHAPTER 16

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DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES.

1. The several departments and agencies of the Executive branch of the Federal Government.
2. Within the Department of Defense, the terms "Different Departments" or "Different Military Departments" means the DOD components separately. ***NOTE: This distinction is necessary with regard to funding for travel and transportation from one department to another.***

DISCOUNT GOVERNMENT MEAL RATE. The daily rate charged for meals in a Government dining facility minus the operating cost. See definition of "GOVERNMENT MEAL RATE" for current rates.

DISTANCE. As applicable for the Defense Table of Official Distance:

1. **Shortest.** Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.
2. **Practical.** Route a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routings consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distances.

DUTY STATIONS. For the purpose of HHG and mobile home transportation and storage -- the place at which an employee actually is assigned for duty, including a place from which the employee commutes daily to an assigned station.

EFFECTIVE DATE OF PCS TRAVEL AUTHORIZATION. The date an employee is required to commence travel to comply with a PCS travel authorization. ***NOTE: In determining the effective date, authorized leave or TDY en route required by the travel authorization is excluded.***

EFFECTIVE DATE OF TRANSFER OR APPOINTMENT. The date an employee or new appointee reports for duty at a new or first PDS.

***EFFECTIVE DATE OF SEPARATION.** The date an employee is separated from Federal service.

EMERGENCY TRAVEL. See **TRAVEL, EMERGENCY.**

EMPLOYEE. A civilian individual:

1. Employed by an agency (as defined in this Appendix), regardless of status or grade;
2. Employed intermittently as an expert or consultant and paid on a daily WAE basis; or
3. Serving without pay or at \$1 a year (5 USC §5701(2)) (also referred to as "invitational traveler" for TDY travel purposes only).

ESCORT. An escort:

1. Is a Uniformed Service member, employee, or other person who, IAW a travel order/authorization/ITA, accompanies an employee between authorized locations, when:
 - a. Employee travel is authorized by competent authority, and
 - b. The employee is incapable of traveling alone, and
2. May be appointed by the employee's AO.

EXPEDITED TRANSPORTATION MODE. A common carrier-operated transportation service for the accelerated or protected movement of HHG between specified points.

EXTENDED STORAGE. See **NON-TEMPORARY STORAGE**.

FAMILY. See **DEPENDENT**.

FEDERAL TRAVEL REGULATION. Regulation contained in 41 Code of Federal Regulations (CFR), Chapters 300 through 304, that implements statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel in the manner of civilian employees at Government expense.

FIELD DUTY. All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations during which:

1. The individual is subsisted in a Government mess or with an organization drawing field rations, and is provided Government quarters or is quartered in accommodations normally associated with field exercises, or ***NOTE: Everything ordinarily covered by per diem is furnished without charge, except that members are required to pay for rations at the discounted meal rate (basic meal rate).***
2. Students are participating in survival training, forage for subsistence, and improvise shelter.
NOTE: Individuals furnished quarters and subsistence obtained by contract are performing field duty when so declared by a competent official.

FIRST-CLASS. The highest travel and accommodations available -- See JFTR, par. U3125-B2a and/or JTR, par. C2204-B2a for first-class transportation authority.

FOREIGN AIR CARRIER. An air carrier that does not hold a certificate issued by the United States under 49 USC §41102.

FOREIGN AREA AND FOREIGN COUNTRY. Any area or country outside the 50 States, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

Effective 31 July 2006

TRAVEL MANAGEMENT CENTER (TMC). See *(CONTRACTED) COMMERCIAL TRAVEL OFFICE/TRAVEL MANAGEMENT CENTER (CTO/TMC)* and *TRAVEL MANAGEMENT SYSTEM (TMS)*.

Effective 31 July 2006

TRAVEL MANAGEMENT SYSTEM (TMS). (FTR §301-73.100-103) A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a CTO/TMC, and an electronic system or other commercial method of arranging travel.

TRAVEL, OFFICIAL. Authorized travel solely in connection with business of the DOD or the Government.

NOTE 1: *Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence to, from, or between PDSs; and to, from, at, and between TDY assignment locations.*

NOTE 2: *Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places in connection with personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.*

TRAVEL REQUEST. A written statement for travel authorization that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

TRAVEL-REQUESTING OFFICIAL. The individual who initiates the request for a travel authorization and who has full knowledge of the purpose of, and requirements for, the travel mission. DOD components may permit travelers to be travel-requesting officials for their own travel authorizations. However when travelers are permitted to be travel-requesting officials for their own travel authorizations, under no circumstances may the travel-requesting official also be the travel-approving/directing and/or AO for the travel. ***NOTE:*** *A travel request is subject to approval/disapproval by a travel-approving/directing official.*

TRAVEL STATUS. The employee's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel authorization, including time en route waiting for transportation connections and delays en route beyond the control of the traveler.

UNACCOMPANIED BAGGAGE. See *BAGGAGE, UNACCOMPANIED*.

UNIFORMED SERVICES. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

UNIT. A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

UNITED STATES. The 50 states and the District of Columbia.

***UPON SEPARATION FROM FEDERAL SERVICE.** *All dates following the date an employee is separated from Federal Service.*

Effective 30 November 2005

U.S.-CERTIFICATED AIR CARRIER. A U.S.-certificated air carrier that holds a certificate under 49 USC §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S.-certificated air carrier service also includes service provided under a code share agreement with a foreign (non-U.S.-certificated) air carrier in accordance with Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S.-certificated air carrier's designator code and flight number.

Effective 30 November 2005

U.S. FLAG AIR CARRIER. *See U.S.-CERTIFICATED AIR CARRIER.*

U.S. INSTALLATION. A base, post, yard, camp or station:

- A. Under the local command of a uniformed service,
- B. With permanent or semi-permanent-type troop shelters and a Government mess, and
- C. Where there are U.S. Government operations.

NOTE: *This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the installation.*

WARD. A person, especially an infant, placed by authority of law under the care of a guardian.

WEIGHT ADDITIVE. *See HOUSEHOLD GOODS-WEIGHT ADDITIVE.*

APPENDIX F

PART I: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES

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

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

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

*Effective 1 October 2006

LOCATIONS		
Afghanistan, Kabul	Estonia	Niger, Niamey
Albania, Tirana	Ethiopia, Addis Ababa	Nigeria, Abuja; Lagos
Algeria, Algiers	Gabon, Libreville	Norway, Bodo
Angola, Luanda	Georgia, Tbilisi	Oman, Muscat
Armenia, Yerevan	Ghana, Accra	Pakistan, Islamabad, Quetta
Azerbaijan, Baku	Grenada, St. George's	Philippines, Manila
Bangladesh, Dhaka	Guinea, Conakry	Poland, Warsaw
Belarus, Minsk	Guyana, Georgetown	Romania, Bucharest
Benin, Cotonou	Haiti	Russia, Moscow; St. Petersburg; Vladivostok; Yekaterinburg
Bolivia, La Paz	India, Calcutta; Chennai; Mumbai; New Delhi	Rwanda, Kigali
Bosnia & Herzegovina, Federation of	Indonesia	Senegal
Botswana	Ivory Coast (<i>See Cote d'Ivoire</i>)	Serbia & Montenegro, Republics of, Belgrade; Kosovo (incl. Pristina); Podgorica
Bulgaria, Sofia	Kazakhstan, Almaty (Alma-Ata); Astana (Aqmola)	Sierra Leone, Freetown
Burkina Faso, Ouagadougou	Kenya	Somalia, Mogadishu
Burma, Rangoon	Kyrgyzstan, Bishkek	Sri Lanka, Colombo
Burundi, Bujumbura	Laos	Sudan, Khartoum

Cambodia, Phnom Penh	Latvia, Riga	Suriname, Paramaribo
Cameroon, Yaounde	Liberia, Monrovia	Syria, Damascus
Cape Verde, Praia	Lithuania, Vilnius	Tajikistan, Dushanbe
Central African Republic, Bangui	Macedonia, The Former Yugoslav Republic of, Skopje	Tanzania, Dar es Salaam
Chad, N'Djamena	Madagascar, Antananarivo	Togo, Lome
China, Beijing; Chengdu; Guangzhou; Shanghai; Shenyang	Malawi, Lilongwe	Turkmenistan, Ashkhabat
Congo, Democratic Republic of the Brazzaville; Kinshasa	Mali, Bamako	Uganda, Kampala
Cote d'Ivoire, Abidjan	Mauritania, Nouakchott	Ukraine, Kiev
Cuba, Havana	Micronesia, Kolonia	Uzbekistan, Tashkent
Cyprus, Nicosia	Mongolia, Ulaanbaatar	Vietnam
Djibouti	Moldova	Yemen, Sanaa
East Timor	Mozambique, Maputo	Zambia, Lusaka
Ecuador, Quito	Nepal, Kathmandu	Zaire, (<i>See Congo</i>)
*Equatorial Guinea, Malabo	Nicaragua, Managua	Zimbabwe
Eritrea, Asmara		

2. The TO provides Government ground transportation. (Within the Navy, Government vehicles are obtained directly from the providers, ordinarily Public Works.) Only use Government transportation for official business to go to and from: the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose and the traveler has an accident, the traveler may have to cover the expenses and liabilities. Use Government servicing for the vehicle whenever possible. When Government servicing is not available, the AO may authorize reimbursement of actual vehicle operating expenses. These expenses include: gas and oil; parking fees; repairs; ferry fares; bridge, road or tunnel tolls; trip insurance for travel in foreign countries; guards; and storage fees.

E. Private Vehicle. When a private vehicle use is approved by the AO as the best way for travel to be performed, reimbursement is authorized at the standard rate per mile for the type of vehicle and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls for travel over a direct route is authorized. If the AO does not approve using a private vehicle and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses but the amount is limited to the should-cost estimate of AO-approved transportation. In either case, reimbursement is only authorized for the driver. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the type of vehicle being used, the AO may authorize reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

F. Rest Stops. Normally, travelers are not required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers and plane changes exceeds 14 hours and the traveler is not authorized first/business-class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty. ***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.*** Rest stops must not exceed 24 hours. ***NOTE: A traveler is disqualified from using business-class accommodations at Government expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized, or (c) an overnight rest period occurs at the TDY location before beginning work.***

G. Insurance Coverage in Foreign Areas. The AO may authorize reimbursement for additional insurance coverage in foreign areas for a rental, Government, or private vehicle used for official travel.

Effective 18 November 2004

H. Allowable Travel Days. The number of allowed travel days is determined by the transportation mode. For commercial air travel, one day is allowed in CONUS and within OCONUS areas. For travel between CONUS and OCONUS via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. The actual time is used for travel by Government/Government-procured air transportation based on scheduled departure and arrival dates. When the AO authorizes travel by private, rental or Government vehicle (other than government/government-procured air), one travel day is allowed for each 400 miles or increment thereof. If travel by privately owned vehicle is used but not authorized by the AO as advantageous, travel time is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Extended Business or Training TDY. The AO may permit round-trip transportation and per diem en route for a traveler, who routinely travels on business or training TDY for periods of more than three weeks, to return periodically to the PDS or home for non-workdays.

J. Voluntary Return Home during Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or non-workdays, it may still be performed for personal convenience. If so, reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the Government would have paid had the traveler remained at the TDY location.

K. Constructed Cost. Constructed transportation costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. If a city-pair airfare is not available between origin and destination, the constructed transportation cost is limited by the policy-constructed airfare (see Appendix A) (except as limited by JFTR, par. U3125-B1f/JTR, par. C2204-B1f). City-pair airfare transportation is presumed available if there is a city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

T4040 LIVING EXPENSES (PER DIEM)

The “Lodging Plus” method is used to reimburse TDY living expenses. Travelers are paid the actual cost of lodging up to a limit, plus a set amount for M&IE. Rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. Travelers also can be reimbursed for other necessary travel-related expenses if the AO approves them as appropriate to the mission.

A. Lodging Overnight Required - Business Travel Standards

1. Sleeping

a. The CTO makes lodging reservations and reflects the estimate of their cost (including taxes) on the Trip Record.

*b. Uniformed Member – A member ordered to a U.S. Installation (as opposed to a geographic location like a town or city) is required to check the Government quarters availability (e.g., through the CTOs/TMCs) at the U.S. Installation to which assigned TDY. The AO may direct adequate (based on DOD and Service standards) available Government quarters use for a uniformed member on a U.S. Installation only if the uniformed member is TDY to that U.S. installation. Availability/non-availability must be documented as indicated in par. U1045-C. A member should use adequate available Government quarters on the U.S. Installation at which assigned TDY; *however, when adequate Government quarters are available on the U.S. Installation to which a member is assigned TDY and the member uses other lodgings as a personal choice, lodging reimbursement is limited to the Government quarters cost on the U.S. Installation to which assigned TDY (44 Comp. Gen. 626 (1965)). Per diem cannot be limited based on the presence of ‘nearby’ Government quarters (i.e., not on the U.S. Installation to which the member is assigned TDY but on another ‘nearby’ U.S. Installation or other uniformed facility). The documentation of non-availability indicated in par. U1045-C is required only for Government lodging ‘AT’ the U.S. Installation at which the member is assigned TDY.*

****NOTE:*** *The member is not required to seek (or check for) Government quarters when TDY to a U.S. Installation after non-availability documentation has been initially provided. Checking quarters availability is a one-time requirement at a TDY U.S. Installation. (Ex: A member who is required to check quarters availability on arrival at a U.S. Installation, does so, and is issued non-availability documentation cannot be required to re-check later for quarters availability at that U.S. Installation during that TDY period there). See par. U1045-C.*

c. Civilian Employees

(1) *Employees may not be ordered/required to use Government quarters, nor may the lodging reimbursement simply be limited to the Government quarters cost.* In compliance with the requirement to exercise prudence when incurring expenses, employees should check for Government 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.*

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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

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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

***NOTE:** Use of Appendix O is mandatory for those locations at which DTS has been fielded. Use of Appendix O is authorized for locations listed below and at which DTS-Limited software with computation module is used, and at USAFE locations where the Federal Automated System for Travel (FAST) software is used to transition to DTS-Limited.

(1) Authorization to begin testing using simplified allowances was never issued.

(2) This includes TDY travel by, on behalf of, and/or processed by the NSA.

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>DOD Component</u>	<u>Organization/Location</u>	<u>Effective Date</u>	
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	
Hill AFB, UT		March 24, 1997	
Mountain Home AFB, UT		March 24, 1997	
Niagara Falls Air Reserve Station, NY		March 24, 1997	
Washington Headquarters Services		Designated organizations	April 1, 1997
Defense Commissary Agency (DeCa)		HQ and Operations Center, Provisional, Ft. Lee, VA	June 5, 1996
Defense Finance and Accounting Service (DFAS)	Kansas City Center, Kansas City, MO (<i>Discontinued</i>)	May 1, 1996 March 31, 1997	
Defense Logistics Agency (DLA)	Administrative Support Center, Ft. Belvoir, VA	June 5, 1996	
National Geospatial-Intelligence Agency (NGA) (formerly NIMA)	Multiple locations - all NGA components	May 1, 1996	

DOD Component	Organization/Location	Effective Date
National Security Agency (NSA) [2]	Fort Meade, MD	March 1, 1996
Defense Threat Reduction Agency (formerly Defense Special Weapons Agency)	Dulles, VA	June 1, 1996
Organization of the Joint Chiefs of Staff	Washington, DC	May 1, 1996
Defense Information Systems Agency	Washington, DC	June 16, 1997
Missile Defense Agency (formerly Ballistic Missile Defense Organization)	Washington, DC	July 15, 1997

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, Buenos Aires	Southern	Miami	*30 Apr 2009
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, Bridgetown	Southern	Miami	*30 Apr 2009
Belarus, Minsk	European	Frankfurt	31 Jul 2007
*Belize, Belmopan	Southern	Miami	*30 Apr 2009
*Bolivia, La Paz	Southern	Miami	*30 Apr 2009
Bosnia, Sarajevo	European	Frankfurt	*31 Jul 2007
Botswana, Gaborone	European	Frankfurt	31 Jul 2007
*Brazil, Brasilia, Sao Paulo, Rio de Janeiro	Southern	Miami	*30 Apr 2009
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, Santiago	Southern	Miami	30 Apr 2009
China, Beijing	Pacific	Honolulu	31 Oct 2008
Colombia, Bogata	Southern	Miami	30 Apr 2009
Cote D'Ivoire, (formerly Ivory Coast), Abidjan	European	Frankfurt	31 Jul 2007
Costa Rica, San Jose	Southern	Miami	*30 Apr 2009

Croatia, Zagreb	European	Frankfurt	31 Jan 2008
Cuba, Guantanamo Bay	Southern	Jacksonville	*30 Apr 2009
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, Santo Domingo	Southern	Miami	*30 Apr 2009
*Ecuador, Quito	Southern	Miami	*30 Apr 2009
Egypt	Central	Baltimore	31 Mar 2008
*El Salvador, San Salvador	Southern	Miami	*30 Apr 2009
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, Guatemala City	Southern	Miami	*30 Apr 2009
Guinea, Conakry	European	Paris/Frankfurt	31 Jul 2007
*Guyana, Georgetown	Southern	Miami	*30 Apr 2009
*Haiti, Port au Prince	Southern	Miami	*30 Apr 2009
*Honduras, Tegucigalpa	Southern	Miami	*30 Apr 2009
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, Kingston	Southern	Miami	*30 Apr 2009
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
Libya, Tripoli (<i>eff 4 Apr 2007</i>)	USEUCOM	Frankfurt	31 Mar 2009
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, Managua	Southern	Miami	*30 Apr 2009
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, Panama City	Southern	Miami	*30 Apr 2009
*Paraguay, Asuncion	Southern	Miami	*30 Apr 2009
*Peru, Lima	Southern	Miami	*30 Apr 2009
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, Paramaribo	Southern	Miami	*30 Apr 2009
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, Port of Spain	Southern	Miami	*30 Apr 2009
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, Montevideo	Southern	Miami	*30 Apr 2009
Uzbekistan, Tashkent	Central	Baltimore	31 Mar 2008
*Venezuela, Caracas	Southern	Miami	*30 Apr 2009
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'.