

JOINT TRAVEL REGULATIONS

VOLUME 2

CHANGE 504

Alexandria, VA

1 October 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 October 2007 unless otherwise indicated.

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This change includes all material written in CAP Items 26-07(I), 41-07(E), 47-07(I), 57-07, 58-07(I), 65-07(I), and 66-07(I). Insert the attached pages and remove the corresponding pages. Remove pages C4M9-C4M11. The Index is removed in its entirety. This cover page replaces the Change 503 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 504:

C1101-C. Corrects outdated conference and registration fee references.

C3150-B13(b). Corrects outdated conference and registration fee references.

C3150-B16(g). Corrects outdated conference and registration fee references.

C3150-B16(m). Corrects outdated conference and registration fee references.

C3150-B16(p). Updates references for pet quarantine/transportation reimbursement, provides pet shipment information, and clarifies that certain pet related expenses are not reimbursable.

C3151-B28(j). Updates references for pet quarantine/transportation reimbursement, provides pet shipment information, and clarifies that certain pet related expenses are not reimbursable.

C4550-E2. Updates the Navy/Marine Corps CAP address.

C4552-J . Corrects outdated conference and registration fee references.

C4554-B. Corrects outdated conference and registration fee references.

C4626, Ex 1-4. Updates TDY AEA Computation examples.

C5400. Adds new par. clarifying that Pet quarantine and/or transportation reimbursement is for PCS moves.

C5405. Revises and renumbers par. C5400 to become par. C5405.

C5410. Adds new par. for general pet information ICW pet quarantine.

C5415. Adds new par. for member and/or dependent transportation when pet shipment is involved ICW pet quarantine.

C5509-Item 6. Deletes item 6.

Ch 6, Part H. Deletes Chapter 6, Part H and moves the information to Appendix E.

App E, Part I, par. A2r. Moves auxiliary Chaplain information to App E, and corrects cross reference.

App G-21(i). Corrects outdated conference and registration fee references.

App L, par. B2f. Corrects the address for U.S. Army South in App L.

App R, Part II, par. D1. Corrects outdated conference and registration fee references.

App R, Part II, par. H2. Corrects outdated conference and registration fee references.

Index. Removed in its entirety.

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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490	C1A-1	492	C2E-15	487	C4K-7	486	C5A-1	489	C5G-5
490	C1A-3	486	C2E-17	499	C4L-1	459	C5A-3	493	C5H1-1
477	C1B-1	480	C2F-1	504	C4L-3	500	C5A-5	502	C5H1-3
477	C1B-3	486	C2G-1	504	C4L-5	500	C5A-7	493	C5H2-1
477	C1B-5	473	C2G-3	483	C4L-7	500	C5A-9	502	C5H2-3
500	C1B-7	502	C2H-1	483	C4L-9	472	C5B-1	502	C5H2-5
476	C1B-9	500	C2H-3	504	C4L-11	500	C5B-3	502	C5H2-7
475	C1B-11	500	C2H-5	503	C4L-13	500	C5B-5	502	C5H2-9
477	C1B-13	498	C2I-1	499	C4L-15	500	C5B-7	483	C5H3-1
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497	C1C-3	475	C3-i	499	C4L-19	500	C5B-11	483	C5H4-1
447	C1D-1	499	C3A-1	499	C4L-21	475	C5B-13	504	C5I-1
500	C1E-1	501	C3A-3	470	C4L-23	500	C5B-15	500	C5J-1
499	C1F-1	463	C3B-1	496	C4L-25	500	C5B-17	504	C5K-1
494	C1F-3	475	C3B-3	482	C4L-27	500	C5B-19	500	C5K-3
486	C1F-5	497	C3C-1	482	C4L-29	500	C5B-21	492	C5K-5
493	C1F-7	497	C3C-3	483	C4L-31	500	C5C-1	486	C5K-7
471	C2-i	469	C3C-5	500	C4L-33	500	C5C-3	501	C5K-9
502	C2-iii	469	C3C-7	482	C4L-35	500	C5C-5	500	C5L1-1
487	C2-v	489	C3C-9	482	C4L-37	500	C5C-7	500	C5L1-3
500	C2-vii	504	C3D-1	482	C4L-39	500	C5C-9	500	C5L1-5
500	C2-ix	504	C3D-3	452	C4M-1	500	C5C-11	500	C5L1-7
503	C2A-1	504	C3D-5	458	C4M-3	492	C5D-1	500	C5L2-1
492	C2A-3	504	C3D-7	464	C4M-5	500	C5D-3	500	C5L2-3
477	C2A-5	501	C4-i	504	C4M-7	486	C5D-5	500	C5L3-1
477	C2A-7	501	C4-iii	487	C4N-1	484	C5D-7	500	C5L4-1
502	C2B-1	501	C4-v	499	C4N-3	478	C5D-9	500	C5L4-3
488	C2C-1	501	C4-vii	487	C4N-5	477	C5D-11	500	C5L4-5
489	C2C-3	501	C4-ix	487	C4N-7	490	C5D-13	500	C5L4-7
489	C2C-5	500	C4A-1	462	C4O-1	500	C5D-15	500	C5L5-1
487	C2D1-1	459	C4B-1	482	C4P-1	486	C5D-17	500	C5L5-3
492	C2D1-3	466	C4C-1	454	C4Q-1	481	C5D-19	500	C5L5-5
487	C2D2-1	464	C4C-3	420	C4R-1	481	C5D-21	500	C5L5-7
500	C2D2-3	463	C4D-1	493	C4S-1	500	C5D-23	500	C5L5-9
502	C2D3-1	459	C4E-1	453	C4T-1	477	C5E1-1	500	C5L5-11
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482	C5N-1	467	C6Q-3	475	H3B-5	496	P2-5		
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500	C5O-3	502	C7-1	468	H4B-1	478	Q-3		
471	C5O-5	456	C8-i	468	H4C-1	493	R-i		
500	C5P1-1	464	C9-i	468	H4D-1	493	R1-1		
500	C5P1-3	477	C10-1	468	H4E-1	493	R1-3		
500	C5P1-5	465	C11-1	468	H4F-1	493	R1-5		
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500	C5P1-17	500	C15-1	470	IA-11	470	T-i		
500	C5P2-1	502	C16-1	470	IA-13	470	T-1		
500	C5P2-3	493	A1-1	470	IA-15	470	T-3		
500	C5P2-5	493	A1-3	470	IA-17	500	U-1		
500	C5Q1-1	493	A1-5	470	IA-19				
500	C5Q2-1	493	A1-7	470	IA-21				
500	C5Q2-3	502	A1-9	476	IA-23				
500	C5Q3-1	497	A1-11	470	IA-25				
500	C5Q3-3	500	A1-13	470	IA-27				
503	C6-i	493	A1-15	470	IA-29				
504	C6-iii	493	A1-17	470	IA-31				
493	C6-v	497	A1-19	494	IB-1				
489	C6-vii	500	A1-21	494	IB-3				
489	C6-ix	493	A1-23	494	IB-5				
414	C6A-1	493	A1-25	503	IB-7				
484	C6B-1	493	A1-27	454	J-1				
484	C6B-3	502	A1-29	454	K-1				
484	C6B-5	497	A2-1	499	L-i				
462	C6C-1	497	A2-3	499	L-1				
503	C6D-1	475	B-1	504	L-3				
486	C6E-1	479	C1-1	499	L-5				
486	C6E-3	479	C2-1	499	L-7				
486	C6F-1	479	C3-1	490	L-9				
462	C6G-1	475	D-1	483	L-11				
504	C6H-1	488	E-i	454	M-1				
462	C6I-1	500	E1-1	454	N-1				
462	C6I-3	504	E1-3	489	O-i				
496	C6J-1	500	E1-5	483	O-1				
496	C6J-3	499	E2-1	481	O-3				
467	C6K-1	499	E2-3	492	O-5				
494	C6L-1	488	E3-1	502	O-7				
493	C6L-3	471	F-i	492	O-9				
496	C6M-1	502	F1-1	492	O-11				
496	C6M-3	471	F2-1	492	O-13				
496	C6M-5	487	G-1	497	O-15				
496	C6M-7	487	G-3	497	O-17				
467	C6N-1	504	G-5	500	O-19				
500	C6N-3	500	G-7	500	O-21				
491	C6O-1	471	H-i	500	O-23				
489	C6O-3	468	H1-1	500	O-25				
489	C6O-5	468	H2A-1	502	O-27				
499	C6O-7	468	H2B-1	502	O-29				
489	C6O-9	486	H2C-1	494	P-i				
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CHAPTER 1

PART C: TRAVEL ADVANCES

C1100 GENERAL

A. Minimizing Cash Requirements

1. Policy. A traveler on official business:
 - a. Is responsible for their travel expenses, but
 - b. Should not have to pay official travel expenses entirely from personal funds (unless the traveler decides not to use Government resources such as the GTCC or traveler's checks).
2. Responsibilities. A DOD component:
 - a. May issue travel advances for certain expenses, as authorized in this Part, and
 - b. Should ensure a traveler takes all reasonable steps to minimize the cash burden on both the component and the traveler (such as using the GTCC).

B. Government Travel Charge Card (GTCC) Use

1. General Policy. "It is the general policy of DOD that the (GTCC) be used by DOD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses, unless otherwise specified", (OSD (C) memo of 28 March 1995, subject: Travel Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card).
2. DOD Policy. *The policies and procedures for the GTCC program (including central billing and unit cards) are found in the DOD Financial Management Regulation (DODFMR 7000.14-R), Volume 9, "Travel Policy and Procedures". The DOD Comptroller Finance Management Regulation website is found at <http://www.dtic.mil/comptroller/fmr/>.*
3. Centrally Billed Account (CBA)/Individually Billed Account (IBA) Statements. A statement must be on each travel order/authorization indicating whether transportation tickets are ordinarily purchased using a GTCC CBA or using a GTCC IBA. *This statement is only to alert voucher examiners to instances when a CBA ordinarily is used to purchase transportation and the transportation cost shows up as a reimbursable expense so that questions may be asked and duplicate payments avoided.*

NOTE: DODFMR 7000.14-R, Volume 9, Chapter 3, par. 030607 (available at: http://www.dod.mil/comptroller/fmr/09/09_03.pdf) indicates the purposes for which a DOD GTCC may be used. Charging for personal travel expenses is misuse of the GTCC. A DOD traveler who misuses the GTCC is subject to administrative or disciplinary action. To prevent misuse of the GTCC IBA and city-pair airfares for leisure travel, a copy of the relevant travel order/authorization must be provided to the CTO before the final ticketing.

Electronic DTS generated authorizations, available on line for viewing or reproducing, suffice to meet this requirement and preclude the necessity of the authorization being physically provided. A CTO may issue tickets for official travel authorized by proper oral, letter, or message authority if travel must begin or is performed before a written travel order/authorization is issued, however, the official who directed the travel is responsible for providing a confirmatory travel order/authorization to the CTO as soon as possible.

C1101 ALLOWABLE ADVANCES

A. Authorization (FTR §302-2.21). A travel advance described in par. C1101 may be paid when authorized on a travel authorization.

B. TDY Travel. A DOD Component may pay a travel advance (as opposed to authorizing IBA card use for an ATM advance) when permitted IAW the DODFMR, Volume 9. An advance may be for per diem, POC mileage allowance, AEA, and/or reimbursable expenses.

*C. Advance Payment of Discounted Conference or Training Registration Fee (FTR §301-74.25). Advance payment of discounted conference or training registration fee may be paid as indicated in Appendix R, Part II, par. H.

D. HHG Transportation and Temporary Storage Using the Commuted Rate Method (FTR §302-7.105/106). An advance may be paid when HHG transportation and temporary storage is authorized under the commuted rate method. To receive an advance under the commuted rate method, the employee must provide a copy of a cost estimate from a commercial HHG carrier or a written statement that includes:

1. Origin and destination;
2. A signed copy of a commercial bill of lading annotated with actual weight (or other evidence of actual weight) or a reasonable estimate acceptable to the DOD component concerned; and
3. Anticipated temporary storage period (not to exceed 90 days) at Government expense.

E. Non-Temporary (Extended) Storage of HHG (FTR §302-8.4). *An advance is not authorized for non-temporary (extended) storage of HHG.*

F. Movement of a Mobile Home (FTR §302-10.300/301). An advance may be paid for the transportation of a mobile home when the employee is responsible for arranging and paying a commercial carrier to transport the mobile home. The advance may not exceed the estimated amount allowable. *No advance is authorized when the Government pays the carrier directly.*

G. House-hunting Trip (FTR §302-5.16). An advance may be paid for HHT expenses. The advance may not exceed the sum of the anticipated transportation costs, and the maximum per diem allowable under the 'Lodgings-Plus' computation method in par. C5624-B1 for the location and duration of the HHT. If a fixed-amount HHT is offered and elected, the anticipated transportation costs may be advanced. *The fixed-amount payment under par. C5624-B2 is not an advance but rather is a payment.* See par. C5632.

CHAPTER 3

PART D: TRAVEL AUTHORIZATION PREPARATION

C3150 TDY TRAVEL

A. General. The REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610) is for all official TDY travel, FEMR R&R travel, and dependent evacuations and for group or blanket TDY travel with a continuation sheet(s) for additional names, authorizations (authentications), and necessary information. Extracts of travel authorizations from which data has been deleted may be given to unofficial activities such as commercial lodgings and vehicle rental agencies. DD Form 1610 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/>. The Army National Guard (ARNG) may use Format 400 to authorize TDY travel for ARNG Excepted Technicians (civilian employees) when electronic preparation is required and DD Form 1610 cannot be electronically prepared and transmitted or is not available.

NOTE: DD Form 1610 must not be used for invitational travel or contractors' travel.

B. DD Form 1610 Preparation. DD Form 1610 ordinarily is self-explanatory. Special explanatory material for completing certain items on DD Form 1610 follows:

NOTE: See par. C3101 for specific information required on all travel authorizations.

Item 4. Position Title and Grade/Rating--This information is not required if the travel-approving/directing official determines that inclusion of this information may endanger the employee.

Item 6. Organizational Element--Enter division, branch, or unit to which traveler is assigned.

Item 8. Type of Authorization--Indicate as appropriate, e.g., TDY, EVT, confirmatory, amendment, extension, blanket, group.

Item 9. TDY Purpose--Insert one of the applicable standardized purpose categories listed in Appendix H.

Item 10.

(a) Approximate No. of TDY Days (Include Travel Time)--Self-explanatory. The assignment, including travel time, may be exceeded by 100 percent or seven days, whichever is less, without requiring a travel authorization amendment.

(b) Proceed Date (yyyy/mm/dd)--Indicate the date that the official travel is expected to begin. Official travel may begin as many as seven days before or seven days after the indicated proceed date.

Item 11. Itinerary--Indicate all of the locations from/to which travel is authorized and the "return to" location. If the traveler may need to alter the prescribed itinerary to accomplish the mission assignment, indicate by marking an "X" in the block preceding "Variation Authorized".

Item 12. Transportation Mode--Indicate in the applicable block(s) the commercial, government, and/or local transportation mode(s) authorized. If the transportation officer determines the mode, indicate accordingly in the block provided. If POC travel is authorized, indicate the appropriate TDY mileage rate in the space provided. Also indicate if the POC travel is advantageous to the Government or if reimbursement is limited.

Item 13. Per Diem--When per diem under the 'Lodgings-Plus' method in par. C4553 is authorized, check block 13a, "Per Diem Authorized IAW JTR" and make no further entries. When a different per diem rate is prescribed/authorized, check block 13b, "Other Rate of Per Diem (Specify)" and enter the appropriate rate information. For example:

(a) Reduced Per Diem Rates - check block 13b "Other Rate of Per Diem (Specify) _____"

When the 55% rate prescribed for a long-term TDY (par. C4561-D) or training assignment (par. C4530-D1a) applies, and the resulting per diem is \$48 (\$86 x 55%), the entry should be "Fixed rate \$48."

Other Examples:

When the 55% rate prescribed for a long-term TDY (par. C4561-D) or training assignment (par. C4530-D1a) would normally apply, but a reduced or higher per diem rate is justified and authorized instead under pars. C4530-D2, C4561-B, and C4550, the entry should reflect the actual rate authorized, for example "Fixed rate \$56"

When anticipated expenses justify a lower per diem rate and a fixed rate of \$60 is authorized under par. C4550-B; the entry should be "Fixed rate \$60."

Also indicate the authority (e.g., memo, letter, etc.) in block 16 from the designated office (based on pars. C4550-C & C4550-D) for the rate shown.

*(b) Conference Lodging Allowance Rates - check block 13b "Other Rate of Per Diem (*Specify*) \$150 Total (Conference Lodging Allowance \$100; M&IE \$50)" and indicate authority (e.g., conference website, flyer, etc.) from the official sponsoring agency (based on Appendix R, Part I, par. M).

NOTE: For FEML & R&R, boxes 13a and 13b should be left blank since per diem is not authorized.

If additional space is needed, use the "Remarks" section of block 16.

Item 15. Advance Authorized--Requester leaves blank. This item is for money advances from the Government to the traveler (computed by the appropriate finance/disbursing activities) and **NOT** for authorizing ATM advances against the Government-sponsored contractor-issued travel charge card that should be addressed in item 16, Remarks. The amount of advance travel funds in item 15 is computed IAW Service finance policy.

Item 16. May be used for special authorizations or any other pertinent information. Statements may be included to clarify any special authorizations or special instructions. **The following statement should be in the Remarks section of each travel authorization involving commercial transportation tickets: "If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher." The statement must be incorporated elsewhere in the travel authorization or attached to the travel authorization or to the ticket or transportation request issued to the traveler if it is not practicable to include this statement in the Remarks section.** Other examples:

- (a) Include the statement " _____ pieces or _____ pounds of excess accompanied baggage authorized" and whether the excess accompanied baggage service must be paid by the traveler, subject to reimbursement, or otherwise is authorized (see par. C2302) if excess accompanied baggage is authorized.
- (b) Include an appropriate statement indicating the number of annual leave days authorized if delay en route for personal reasons is authorized.
- (c) When a travel authorization authorizes:
- (1) First-class air accommodations include the statement: "The use of first-class accommodations is authorized by (insert the official's appropriate title, Name, Rank, and Office Symbol (***Only officials listed in par. C2204-B2a have authorization/approval authority for first-class accommodations.***)) in (cite the memo/letter/message reference and date (See Appendix H, Part II, Section B.)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first-class fare and the coach-class fare is (\$XXX.XX)." See Chapter 2, Part E and Appendix H, Part II, Section B; or
 - (2) Business-class air accommodations, include the statement: "The use of business-class accommodations is authorized by (insert the official's appropriate title, Name, Rank, and Office Symbol (***Only officials listed in par. C2204-B2b have authorization/approval authority for business-class accommodations.***)) in (cite the memo/letter/message reference and date (See Appendix H, Part III, Section A.)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business-class fare and the coach-class fare is (\$XXX.XX)." See Chapter 2, Part E, and Appendix H, Part II, Section A.
- (d) Include instructions if the TDY assignment involves special clothing, or other conditions apply.
- (e) Include an appropriate statement giving the names of persons involved and their status (e.g., military, civilian employee, contractor) if the traveler accompanies or is accompanied by other persons in an official travel status in a POC.
- (f) See DODFMR, Vol. 9 (<http://www.dtic.mil/comptroller/fmr/>) when a Government-sponsored contractor-issued travel charge card is not accepted or cannot be used.
- *(g) Include a statement indicating whether or not meals (and if so, the number and dates) and/or lodgings are included in the registration fee (see Appendix R, Part II, par. E1) if a registration fee is authorized.
- (h) Include any administrative restriction precluding or limiting other allowable POC costs (see par. C2188).
- (i) Cite par. C6150 or C6151 when traveling as an escort or an attendant for a Service member's dependents.
- (j) Include the amount authorized for ATM advance against the Government-sponsored contractor-issued travel charge card.

(k) Include a statement indicating the reason for nonuse of a particular transportation mode that may otherwise appear to be the most advantageous to the Government when the AO has determined that an employee should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This is done to justify travel reimbursement based on the transportation mode authorized on the travel authorization, and actually used, instead of the constructed cost of the otherwise apparently most advantageous mode to the Government. See par. C2001-A1. (Ex: Air travel is apparently the most advantageous transportation mode but air travel is medically precluded. The authorization should contain a statement similar to “Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.”)

(l) Travel at No Expense to the Government -- This travel authorization is issued in the DOD’s interest but voluntary (permissive) in nature. ***If used, it must result in no cost to the U.S. Government.*** The employee is financially responsible for all travel and transportation expenses. ***No accounting information should be placed on the travel authorization.*** There is no penalty if the traveler chooses not to use this travel authorization; however, the AO should be notified without delay that this travel authorization has not been used.

*(m) If a conference lodging allowance (a pre-determined allowance up to 125% of applicable locality lodging per diem rate (see Appendix R, Part I, par. H)) is authorized, include the statement: “***Conference lodging allowance NTE 125% (or other lesser amount) of the applicable per diem lodging rate for (location) is authorized by (insert the authority making the determination).*** Insert the actual pre-determined allowance in lieu of 125% if a lesser amount is authorized.

(n) Include the dollar amount/call for authorized calls home (see par. C4705).

(o) Costs for Expenses not Fully Covered by Non-Federal Source - State on the travel authorization that the traveler is being reimbursed for the difference between the full Government allowances and the payment from the non-Federal source if it is determined in advance of travel that payment from a non-Federal source (see the Joint Ethics Regulation (JER), DOD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html) covers some but not all of the allowable travel and subsistence expenses. See Chapter 4, Part L to determine the applicable maximum allowances.

(p) Include the following statement on authorizations for travel to foreign locations and back to the U.S.

****NOTICE (see par. C5400):*** A traveler transporting exotic pets are required by law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pets to foreign locations or back to the U.S. A traveler returning to the U.S. with exotic pets prior to transporting the pet(s) or requiring more information should contact the FWS for information at, 1-800-358-2104 or (703) 358-2104. Website for FWS fact sheet is <http://international.fws.gov/pdf/pe.pdf>; to get an application for travel with pet birds and other Convention on International Trade in Endangered Species (CITES) listed species, go to <http://forms.fws.gov/3-200-46.pdf>.

(q) Include the constructed common carrier cost when the employee is traveling by POC not advantageous to the government.

(r) Cite par. C6800 when traveling as family member of a seriously ill or injured Service member.

(s) Include the endorsement required by par. C2204-C3 when use of commercial non-U.S.-certificated/registered ship(s) or air carrier(s) is authorized. The endorsement on the travel authorization, made IAW Service regulations, should include the name of traveler, non-U.S.-certificated/registered ship(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.

(t) If EVT transportation is authorized for dependent(s) traveling with the employee, include the statement "EVT transportation authorized for dependent(s) under JTR, Chapter 6, Part O and include the dependent(s) name(s). (*An ITA is used to authorize EVT transportation for dependent(s) traveling without the employee.*)

Item 17. Travel-Requesting Official (Title and Signature) other than the official signing in block 20. The travel-requesting official must be other than either of the officials signing in blocks 18 and 20 when a traveler is permitted to be the travel requesting official for his or her own travel authorizations.

Item 18. Travel-Approving/Directing Official (Title and Signature) other than the official signing in block 17.

Item 19. Accounting Citation--Show the fiscal data IAW Service regulations and include the travel computation unit (location/address) to which travel vouchers must be forwarded (faxed/mailed). The fund-approving official (see Appendix A) certifying to funds availability signs in the lower right corner of this block.

Item 20. AO (Title and Signature). Other than the official signing in block 17, show the travel authorization-issuing organization and address in addition to the title and signature of the AO.

Item 22. Travel Authorization Number--Show the identifying number and/or symbol assigned by the issuing office.

NOTE: *The actual signatures of the travel-requesting official (item 17), the travel-approving/directing official (item 18) and fund-approving official (item 19) are not required when the signatures are captured on another official document. That document must be kept on file by the AO (item 20) for audit purposes. While actual signatures are not required in items 17, 18 and 19, the responsible official's name and title must be legibly indicated in the appropriate block. The signature of the AO (item 20) may be transmitted electronically by fax after signature. An electronic signature that meets the security and requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange may be used. (This signature can include a digital signature discussed by the Comptroller General in B-261647, 26 June 1995, which must be (1) unique to the signer, (2) under the signer's sole control, (3) capable of being verified, and (4) linked to the data in such a manner that if the data is changed, the signature is invalidated.)*

C. Distribution. See par. C3057.

C3151 PERMANENT DUTY TRAVEL

A. General. The REQUEST/AUTHORIZATION FOR DOD CIVILIAN PERMANENT DUTY OR TEMPORARY CHANGE OF STATION (TCS) TRAVEL (DD FORM 1614) is used as a request and authorization for all official PCS/TCS travel by employees and their families. See par. C3105-B. DD Form 1614 is available for printing and/or downloading from the Internet through the Washington Headquarters Service DOD Forms Program at the following website: <http://web1.whs.osd.mil/icdhome/forms.htm>.

NOTE 1: *DD Form 1614 must not be used for contractor's travel.*

NOTE 2: *An employee's per diem generally stops on the date the employee receives notice of a PCS to a location at which the employee is on TDY. DOD components must carefully review the circumstances of the employee's TDY assignment before issuing notification of the PCS to avoid imposing per diem costs on the employee that should be borne by the Government (see par. C4113). An employee should be permitted to complete a TDY assignment, return to the PDS from the TDY assignment to arrange for residence sale, dependent(s) and/or HHG transportation, and then perform PCS travel to the new PDS to report for duty on the effective date of the PCS.*

B. Preparation of DD Form 1614. DD Form 1614 is ordinarily self-explanatory. Special explanatory material for completing certain items on DD Form 1614 follows:

NOTE: See par. C3101 for specific information required on all travel authorizations.

Item 6. Retirement Code--Insert the employee's applicable retirement code from Block 30 of employee's most current SF-50. If unsure of the correct retirement code, the employee should contact the servicing personnel office. See OPM website <http://www.opm.gov/retire/> for more information on retirement.

Item 7. Releasing Official Station and Location, or Actual Residence--Enter the name and location of the releasing PDS, if a transfer, or the address shown on the transportation agreement as the actual residence, if first duty station travel.

Item 10. Travel Purpose--Other. When this block is checked, please explain in Item 28, Remarks or Other Authorizations.

Item 13a. Round Trip Travel for House hunting--Indicate if round trip travel to seek a permanent residence is, or is not, authorized. If authorized, insert in Item 13b the number of calendar days for which travel is authorized.

Item 16. Other Authorized Expenses--The travel advance is for advances from the Government to the traveler (computed by the appropriate finance/disbursing activities) and NOT for authorizing ATM advances against the Government-sponsored contractor-issued travel charge card which should be addressed in Item 20, Remarks or Other Authorizations. The amount of any PCS allowances advance in Item 16 must be computed IAW Service finance policy.

Item 22. Accounting Citation--Show fiscal data IAW regulations of the DOD component concerned. ***Please ensure that funds are obligated against the PCS/TCS travel authorization.*** For Transportation Account Codes (TACs) for DOD personnel see DOD 4500.9-R, Volume 2. TAC codes: Army see website https://www.daas.dla.mil/tac_inq/tac_menu.html, Air Force F750/FCHP, and Navy and Marine Corps see website http://192.67.251.41/tac_inq/tac_menu.html.

Item 23. (Travel-)Approving(/Directing) Official—See Appendix A. Show the name of the individual who directs and approves/disapproves travel requests, and vouchers prior to claim settlement in addition to that individual's title and signature.

Item 24. AO--See Appendix A. Show the authorization-issuing organization and address in addition to the title and signature of the AO.

Item 27. Claimant – Forward Completed Claim to the Following Address--In this block the losing/gaining activity should provide the address to where the employee should submit their claim for final disbursement.

Item 28. Remarks or Other Authorizations--In addition to the type of notation suggested within the box, this item may be used to show any other pertinent information. Statements may be included to clarify any special instructions such as:

- (a) When round trip travel is authorized for seeking a permanent residence, include the authorized transportation mode under this item.
- (b) If TDY is authorized en route, state the purpose, duration of duty assignment, location, and any pertinent conditions.
- (c) When a travel authorization authorizes:
- (1) First-class air accommodations include the statement: "The use of first-class accommodations is authorized/approved by (insert the official's appropriate title, Name, Rank, and Office Symbol (***Only officials listed in par. C2204-B2a have authorization/approval authority for first-class accommodations.***)) in (cite the memo/letter/message reference and date (See Appendix H, Part II, Section B.)). First-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first-class fare and the coach-class fare is (\$XXX.XX)." See Chapter 2, Part E and Appendix H, Part II, Section B. or
 - (2) Business-class air accommodations, include the statement: "The use of business-class transportation is authorized/approved by (insert the official's appropriate title, Name, Rank, and Office Symbol (***Only officials listed in par. C2204-B2b have authorization/approval authority for business-class accommodations.***)) in (cite the memo/letter/message reference and date (See Appendix H, Part III, Section A.)). Business-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business-class fare and the coach-class fare is (\$XXX.XX)." See Chapter 2, Part E and Appendix H, Part II, Section A.
 - (3) When the AO has determined that an employee and/or dependents should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons), include a statement indicating the reason for nonuse of a particular transportation mode that may otherwise appear to be the most advantageous to the Government. This helps to justify travel reimbursement based on the transportation mode authorized on the travel authorization, and actually used, instead of the constructed cost of the mode otherwise apparently most advantageous to the Government. See par. C2001-A1. (Ex: Air travel is apparently the most advantageous transportation mode but air travel is precluded due to a disability or other special medical need. The travel authorization should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")
- (d) List the amount authorized for ATM advance against the Government-sponsored contractor-issued travel charge card.
- (e) Include the issuing CPO's name, address, and PoC with phone number and DSN (including area code for each).
- (f) When the cost of paper tickets (when electronic tickets are available) is authorized.

(g) When travel is by POC (specifically by privately owned boat) and not advantageous to the Government, a statement must be placed on the travel authorization that Government-procured air transoceanic travel is authorized and travel time and reimbursement for travel at personal expense (including per diem) does not exceed what would have been authorized for the available Government-procured air transportation (plus appropriate per diem). See par. C2165.

(h) A statement should be added to advise the traveler to be financially prepared to pay for excess baggage charges (see par. C4720-A11).

(i) Include the following statement on authorizations for travel to foreign locations and back to the U.S.

(j) Include the endorsement required by par. C2204-C3 when use of commercial non-U.S.-certificated/registered ship(s) or air carrier(s) is authorized. The endorsement on the travel authorization, made IAW Service regulations, should include the name of traveler, non-U.S.-certificated/registered ship(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.

***NOTICE (see par. C5400):** A traveler transporting exotic pets are required by law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pets to foreign locations or back to the U.S. A Traveler returning to the U.S. with exotic pets prior to transporting the pet(s) or requiring more information should contact the FWS for information at, 1-800-358-2104 or (703) 358-2104. Website for FWS fact sheet is <http://international.fws.gov/pdf/pe.pdf>; to get an application for travel with pet birds and other Convention on International Trade in Endangered Species (CITES) listed species, go to <http://forms.fws.gov/3-200-46.pdf>.

C. Distribution. See par. C3057.

D. Privacy Act Statement. Par. C3151-D implements the Privacy Act of 1974 (5 U.S.C. §552a) by adding a Privacy Act Statement for "Request/Authorization for DOD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel" (DD Form 1614). The form may be reproduced locally and made available to the individual supplying data shown on DD Form 1614. 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://web1.whs.osd.mil/icdhome/forms.htm>.

*E. Offices Designated to Authorize Reduced Per Diem. The offices listed in pars. C4550-E1 through C4550-E4 are designated to authorize (in advance) a fixed reduced per diem rate IAW pars. C4550-B and C4550-C:

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

Effective 27 July 2007

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

3. Air Force: HQ USAF/A1SF, 1040 Air Force Pentagon, (Room 4E235), Washington, DC 20330-1040;

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

F. Standard CONUS Per Diem Rate

1. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates in <http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html>.

2. The Standard CONUS per diem rate is used for all CONUS locations when PDT is involved.

3. Effective 1 October 2005 the Standard CONUS per diem rate is:

LODGING	M&IE	TOTAL
\$60	\$39	\$99

C4551 REQUESTING REVIEW OF PER DIEM RATES

When a traveler, command, or AO thinks that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent directly to:

Per Diem, Travel and Transportation Allowance Committee
 ATTN: Per Diem Rates
 Hoffman Building 1, Room 836
 2461 Eisenhower Avenue
 Alexandria, VA 22331-1300

NOTE: To cover one-time necessary expenses in excess of the prescribed per diem rate, see Chapter 4, Part M.

C4552 GENERAL RULES REGARDING PER DIEM

A. Per Diem Beginning and Ending. For per diem allowances, official travel begins on the day an employee leaves the place of abode, office or other authorized departure point and ends on the day the employee returns to the place of abode, office, or other authorized point at the TDY assignment conclusion.

B. Restriction in Establishing PDS. *Activities must not fix an employee's PDS at a place for the purpose of paying per diem when most official duties are performed at another place (31 Comp. Gen. 289 (1952)).*

C. Per Diem at the PDS

1. Per Diem Not Allowed

a. Per diem cannot be authorized or paid within the PDS limits (see definition, Appendix A), or at, or within the vicinity of, the place of abode (residence) from which the employee commutes daily to the official station except as provided in par. C4552-D.

b. Except as indicated in par. C4552-C2, per diem is not authorized or payable at the old or new PDS for TDY en route that is part of PCS travel.

c. Non-payment of per diem applies even if the traveler vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY period.

2. Per Diem Allowed

a. After PCS. An employee who departs PCS from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS, is authorized per diem at the old PDS (B-161267, 30 August 1967).

Example. An employee departs the Pentagon (in Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1-31 July, returns TDY en route to the Pentagon 5-15 August, and then arrives PCS to Ft. Polk on 31 August. The employee is authorized per diem at the Pentagon (old PDS) 5-15 August. If the employee had departed on 15 June but performed TDY in Arlington, VA, first, no per diem is payable for the TDY in Arlington immediately after detachment.

b. During TDY. Per diem at the PDS must be paid if an employee's travel status is uninterrupted by a brief stay in the PDS vicinity (i.e., usual routing between two TDY locations has the employee passing back through the PDS airport and remaining overnight at a hotel ICW a transportation connection as opposed to going 'home' or going to the workplace), **and** the employee is in transit from one TDY site to another (GSBCA 16144-TRAV, 14 November 2003).

D. TDY at Nearby Places outside the PDS. Per diem cannot be authorized when an employee does not incur additional subsistence expenses because of a TDY assignment in the vicinity of, but outside, the PDS. Subject to the limitation in par. C4552-F, and to the extent that additional subsistence expenses are incurred, an appropriate per diem may be authorized/approved by the AO.

E. Dependents Accompanying an Employee on TDY. The fact an employee's dependents may accompany the employee on TDY at personal expense does not affect the employee's prescribed per diem rate.

F. Travel of 12 or Fewer Hours (12-Hour Rule). *A per diem allowance is not allowed when the official travel period is 12 or fewer hours.* This also applies to permanent duty travel. For TDY travel, the prohibition applies if the total time en route and duty period from the departure time until the return time to the PDS is 12 or fewer hours.

G. Per Diem Relationship to Overseas Post Differential. Per diem is paid to defray necessary TDY expenses while traveling. The foreign or non-foreign OCONUS post differential provides additional compensation for an employee assigned to an OCONUS PDS at which environmental conditions require a recruitment and retention incentive. When an employee is assigned away from the PDS on detail or TDY to an OCONUS PDS classified as a differential post and is eligible for payment of the differential under the provisions of pertinent regulations while on the detail or TDY, payment of per diem is authorized concurrent with payment of the differential.

H. Lodging and/or Meals Obtained under Contract. A contracting officer may contract for rooms and/or meals for an employee 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. See par. C4525 for a training course exception. 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).

I. Extended TDY Assignments. Authorization should be sought for a reduced per diem rate under par. C4550-C when travel assignments involve extended periods at TDY locations and an employee is able to secure lodging and/or meals at lower costs (e.g., weekly or monthly rentals). Also see:

1. Par. C4560 for applicable per diem when TDY assignment is for more than 180 consecutive calendar days;
2. Par. C4430 concerning authorization for long-term TDY assignments; and
3. Pars. C4500 and C4530-C if the assignment is for training of more than 30 consecutive calendar days.

*J. Meetings and Conventions. In the interest of uniform treatment of employees, whenever a meeting or conference is arranged which involves the travel of attendees from other DOD components, and reduced cost lodging accommodations are prearranged at the meeting or conference site, the component sponsoring the meeting or conference must recommend a reasonable per diem rate to the other participating agencies or components. See Appendix R regarding attendance at meetings and registration fees.

K. Employee Dies or Is in a Missing Status while in a Travel Status. An employee's authorized per diem allowance terminates at the end of the calendar day that the employee is determined to be dead or is otherwise in a missing status under the Missing Persons Act.

C4553 'LODGINGS-PLUS' PER DIEM METHOD PER DIEM COMPUTATION

A. General. Per diem allowances for all official travel, including PCS, must be computed under the 'Lodgings-Plus' method except when:

1. A fixed per diem rate is authorized for the TDY or training assignment under par. C4550-C;
2. A per diem for a TDY assignment in the vicinity of, but outside, the PDS area is authorized/approved under par. C4552-D;
3. A per diem rate prescribed in par. C4560 for long-term TDY assignments (more than 180 consecutive calendar days) applies;
4. A per diem rate prescribed in par. C4530-B for specific training courses, or par. C4530-C for training assignments of more than 30 consecutive calendar days, applies;
5. A per diem rate prescribed in par. C4558 for travel by ship applies;
6. The per diem prescribed in par. C4556 applies because meals and lodgings are furnished without cost to the employee;
7. A per diem is authorized under par. C4554-C for TDY at an OCONUS location where there is an absence of commercial establishments that prepare and serve meals;

8. Per diem is not payable as indicated in par. C4554-D when TDY is performed in support of military units while on field duty;
9. A per diem prescribed in par. C4562 for consultants, experts, and private individuals (including members of the ROTC) applies; or
10. An AEA has been authorized for the TDY assignment under par. C4600.

Under the 'Lodgings-Plus' method, the per diem allowance for each travel day is the actual amount the traveler pays for lodgings plus an allowance for M&IE; the total may not exceed the applicable maximum per diem rate for the TDY location. Pars. C4553-B; C4553-C; C4553-D; C4553-E and C4553-F apply in the specific situations described.

B. Maximum Per Diem Rates

1. CONUS Travel. Maximum per diem rates for CONUS travel are at <http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html>. For CONUS locations not specifically listed or encompassed by the boundaries of a listed location (county/area), the Standard CONUS per diem rate applies. See <http://perdiem.hqda.pentagon.mil/perdiem/conuspd.html> or par. C4550-F3 for the current Standard CONUS per diem rate.
2. For OCONUS Travel. The maximum per diem rates prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html> apply to OCONUS travel.
3. PDT
 - a. CONUS. The Standard CONUS per diem rate (see <http://perdiem.hqda.pentagon.mil/perdiem/conuspd.html> or par. C4550-F3 for the current rate) is the applicable maximum per diem rate for CONUS travel ICW:
 - (1) Travel to a first duty station for a newly recruited employee or appointee;
 - (2) Travel incident to a PCS;
 - (3) RAT;
 - (4) Separation travel; and
 - (5) While occupying temporary lodging (except when TQSE(F) is authorized under Chapter 5, Part H3).

The locality rates listed in <http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html> apply for the entire trip while performing travel to seek a permanent residence (house-hunting) within CONUS.

See par. C4565, Example 3, for per diem computation method.

F. Mixed Travel Reimbursement. "Mixed travel" occurs when official travel within a single trip is subject to payment of per diem under the 'Lodgings-Plus' computation method and an AEA under the actual expense method. Reimbursement is computed under only one method for each calendar day except when par. C4710 or C4622-C, applies. When AEA reimbursement for certain travel days is intermittent with the per diem method used for other days, par. C4624-D governs.

C4554 PER DIEM RULES CONCERNING MEALS

A. Determination of M&IE Rate

1. Full Day

a. CONUS. The

- (1) Applicable locality rate in <http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html>,
- (2) Standard GMR, plus \$3 for incidental expenses on any day all three meals are consumed in a Government mess, or
- (3) PMR on any day when at least one, but not all three, meals are consumed in a Government mess. The PMR plus \$3 for incidental expenses.

b. OCONUS. The

- (1) Applicable locality rate in <http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html>, (use \$3.50 for the incidental rate, when quartered on a U.S. Installation even if a Government mess is not used, instead of the incidental expense rate for the locality concerned (see **NOTE** below on incidental expense));
- (2) Standard GMR for meals in a Government mess plus the incidental expense rate (see **NOTE** below) on any day all three meals are consumed in a Government mess, or;
- (3) PMR plus the incidental expense rate (see **NOTE** below). The PMR applies on any day when at least one, but not all three meals, are consumed in a Government mess.

NOTE: *The incidental expense rate OCONUS is the applicable locality rate in <http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html>, or \$3.50 when the employee is TDY to a U.S. Installation and Government quarters are available. There are two exceptions, the AO can determine:*

- 1. \$3.50 to be adequate when the employee is not lodged on a U.S. Installation. The OCONUS incidental expense of \$3.50 may be authorized and must be stated in the travel authorization.*
- 2. That \$3.50 is not adequate on a U.S. Installation and authorize/approve the applicable locality incidental expense rate in <http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html>. In this case, payment of the locality incidental expense rate must be stated in the travel authorization.*

c. Joint Task Force (JTF) Operations. See Chapter 4, Part I.

2. Partial Days. *On the days of departure from and return to the PDS, the GMR or PMR do not apply.*

3. Schoolhouse Training (Formal Courses of Instruction). The schoolhouse commander is authorized to determine the appropriate meals rate (GMR, PMR or locality meals rate) regardless of what the AO may put in a TDY travel authorization to the contrary. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be part of the travel authorization. If that information is not available prior to travel authorization issuance, the information must be provided to the traveler upon arrival at the school and submitted with the travel voucher.

*B. Deductible Meals. The PMR prescribed in par. C4554-A above applies on any day when one or two deductible meals are provided. See Appendix R, Part II, par. J. A deductible meal is a meal:

1. Made available pursuant to an agreement between a DOD Component or agency and any organization, if the travel authorization indicates the facility providing the meal(s) is available;
2. Included in a registration fee ultimately paid by the Government;
3. Furnished at no cost to the traveler by a school while attending a course of instruction if the Government ultimately pays the school for the meal cost;
4. Furnished by the Government at no cost to the traveler;
5. Provided by a lodging establishment for which a charge is added in the lodging cost (ex., lodging cost \$75 without breakfast; lodging cost \$85 with breakfast); or
6. Provided by a lodging establishment when the meal(s) are included in the lodging cost under an agreement between the Government and the lodging establishment (ex., an agency arranges for lodging at a conference and the cost of one or more meals is included in the lodging cost).

The following are not deductible meals:

1. Box lunches (which include such things as C Rations, K Rations, MREs) -- except when MREs and/or box lunches are the *only method* of providing adequate subsistence to a traveler ***NOTE: See Chapter 4, Part I, for a traveler on TDY within a Combatant Command or Joint Task Force Area of Operations,***
2. In-flight meals,
3. Rations furnished by the Government on military aircraft,
4. Government meals paid for by the traveler and consumed in a Government mess,
5. Meals furnished on commercial aircraft,
6. Meals provided by private individuals, or
7. Meal(s) provided by a lodging establishments on a complimentary basis without adding a charge for the meal(s) in the lodging cost (ex., lodging cost \$75 with or without breakfast).

EXAMPLE 1**AEA– single TDY location**

AEA authorized for lodging and M&IE paid on a per diem basis.

See Appendix L, for a list of who may authorize/approve AEA up to 300%. An AEA increase beyond 300% is not authorized for a DOD civilian employee. See par. C4620. Unused AEA lodging cannot be used to increase the AEA for meals and incidental expenses above the authorized/approved level (150% or 300%).

<u>CONUS TDY Location Per Diem w/o AEA</u> Maximum Per Diem - \$146.00 Lodging - \$99, M&IE - \$47.00		<u>CONUS TDY Location Per Diem w/AEA</u> AEA authorized NTE \$219 (\$146 x 150%) Lodging NTE \$172 (\$219 - \$47) M&IE - \$47	
ITINERARY			
Date	Depart	Arrive	Lodging
10 Aug	Residence	TDY	*\$130.00
11-12 Aug		At TDY Station, Lodging - \$130/day x 2 days =	*\$260.00
13 Aug	TDY	Residence	
Date	REIMBURSEMENT (* denotes AEA computation)		Amount
10 Aug	\$47 x 75% = \$35.25 + \$130 =		*\$165.25
11-12 Aug	\$47 + \$130 = \$177/day x 2 days =		*\$354.00
13 Aug	\$47 x 75% = \$35.25		\$35.25
Total Reimbursement			\$554.50

EXAMPLE 2**AEA to multiple CONUS TDY locations A, B, and C**

Location A – AEA authorized for lodging, M&IE paid on a per diem basis, \$296(\$248.50 = \$249/\$47).

Location B – Lodging and M&IE paid on a per diem basis, \$108 (\$77/\$31).

Location C – Lodging and M&IE paid on a per diem basis, \$116(\$77/\$39).

See Appendix L, for a list of who may authorize/approve AEA up to 300%. An AEA increase beyond 300% is not authorized for a DOD civilian employee. See par. C4620. Unused AEA lodging cannot be used to increase the AEA for meals and incidental expenses above the authorized/approved level (150% or 300%).

<u>CONUS TDY Location 'A' Per Diem w/o AEA</u> Maximum Per Diem - \$197 Lodging - \$150, M&IE - \$47		<u>CONUS TDY Location 'A' Per Diem Rate w/AEA</u> AEA authorized NTE \$295.50 (\$197 x 150% = \$295.50 = \$296) Lodging NTE \$249 (\$296 - \$47) M&IE - \$47	
ITINERARY			
Date	Depart	Arrive	Lodging
7 Sep	Residence	TDY, Location A	*\$170
8 Sep		TDY, Location A	*\$170
9 Sep	TDY, Location A	TDY, Location B	\$70
10 Sep		TDY, Location B	\$70
11 Sep	TDY, Location B	TDY, Location C	\$75
12 Sep	TDY, Location C	Residence	
Date	REIMBURSEMENT (* denotes AEA computation)		Amount
7 Sep	\$47 x 75% = \$35.25 + \$170 (AEA lodging) TDY Location A =		*\$205.25
8 Sep	\$47 + \$170 (AEA per diem rate) =		*\$217.00
9-10 Sep	\$31 + \$70 = \$101/day x 2 days, TDY Location B =		\$202.00
11 Sep	\$39 + \$75, TDY Location C =		\$114.00
12 Sep	\$39 X 75% =		\$29.25
Total Reimbursement			\$767.50

EXAMPLE 3**AEA for two CONUS TDY locations A and B**

Location A – Lodging and M&IE paid on a per diem basis, \$110 (\$71/\$39).

Location B – AEA authorized for lodging, M&IE paid on a per diem basis, \$198 (\$159/\$39) AEA.

See Appendix L, for a list of who may authorize/approve AEA up to 300%. An AEA increase beyond 300% is not authorized for a DOD civilian employee. See par. C4620. Unused AEA lodging cannot be used to increase the AEA for meals and incidental expenses above the authorized/approved level (150% or 300%).

<u>CONUS TDY Location 'B' Per Diem w/o AEA</u> Maximum Per Diem - \$132 Lodging - \$93, M&IE - \$39		<u>CONUS TDY Location 'B' Per Diem Rate w/AEA</u> AEA authorized NTE \$198 (\$132 x 150% = \$295.50 = \$198) Lodging NTE \$159 (\$198 - \$39) M&IE - \$39	
ITINERARY			
Date	Depart	Arrive	Lodging
1 Oct	Residence	TDY, Location A	\$70
2 Oct		TDY, Location A	\$70
3 Oct	TDY, Location A	TDY, Location B	*\$120
4 Oct	TDY, Location B	Residence	
Date	REIMBURSEMENT (* denotes AEA computation)		Amount
1 Oct	\$39 x 75% = \$29.25 + \$70, TDY Location A =		\$99.25
2 Oct	\$39 + \$70 =		\$100.00
3 Oct	\$39 + \$120 (AEA), TDY Location B =		*\$159.00
4 Oct	\$39 x 75% =		\$29.25
Total Reimbursement			\$396.50

EXAMPLE 4**AEA for multiple CONUS and OCONUS TDY locations A, B, and C**

CONUS TDY Location A – Lodging and M&IE paid on a per diem basis, \$254 (\$208/\$46).

OCONUS TDY Location B – Lodging and M&IE paid on a per diem basis, \$294 (\$209/\$85).

OCONUS Location C – AEA authorized for lodging, M&IE paid on a per diem basis, \$365 (\$293.50 = \$294/\$71) AEA

See Appendix L, for a list of who may authorize/approve AEA up to 300%. An AEA increase beyond 300% is not authorized for a DOD civilian employee. See par. C4620. Unused AEA lodging cannot be used to increase the AEA for meals and incidental expenses above the authorized/approved level (150% or 300%).

<u>OCONUS TDY Location 'C' Per Diem w/o AEA</u> Maximum Per Diem - \$243 Lodging - \$172, M&IE - \$71		<u>OCONUS TDY Location 'C' Per Diem Rate w/AEA</u> AEA authorized NTE \$365 (\$243 x 150% = \$364.50 = \$365) Lodging NTE \$294 (\$365 - \$71) M&IE - \$71	
ITINERARY			
Date	Depart	Arrive	Lodging
5 Aug	Residence	TDY, Location A	\$200
6 Aug		TDY, Location A	\$200
7 Aug	TDY, Location A	TDY Location B	\$205
8-9 Aug		TDY Location B – Lodging \$205 x 2 days	\$410
10 Aug	TDY, Location B	TDY, Location C	*\$200
11 Aug		At TDY Location C	*\$200
12 Aug	TDY, Location C	Residence	
Date	REIMBURSEMENT (* denotes AEA computation)		Amount
5 Aug	\$46 x 75% = \$34.50 + \$200, TDY Location A =		\$234.50
6 Aug	\$46 + \$200 =		\$246.00
7-9 Aug	\$85 + \$205 = \$290/day x 3 days, TDY Location B =		\$870.00
10-11 Aug	\$71 + \$200 = \$271/day x 2 days, TDY Location C (AEA per diem) =		*\$542.00
12 Aug	\$71 x 75% =		\$53.25
Total Reimbursement			\$1,945.75

<u>Paragraph</u>	<u>Contents</u>
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C5388	RECEIPTS AND SUPPORTING DOCUMENTATION
C5390	PAYMENT
C5392	COMPUTATION
	A. HHT
	B. Payment Basis
	C. TQSE(F) Per Diem Rates/Percentages
	D. TQSE(F) Computation Chart
	E. TQSE(F) Computation Example

PART H4: SUGGESTED TQSE(AE) FORMATS

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

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C5405	PET QUARANTINE REIMBURSEMENTCHARGES
C5410	GENERAL PET INFORMATION
	A. Government-funded Transportation Not Authorized
	B. Pet Quarantine Information
	C. U.S. Fish and Wildlife Service Requirements
	D. Related Restrictions
C5415	EMPLOYEE AND/OR DEPENDENT TRANSPORTATION WHEN PET SHIPMENT IS INVOLVED

PART J: DEPENDENT EARLY RETURN

<u>Paragraph</u>	<u>Contents</u>
C5450	DEPENDENT EARLY RETURN
	A. Transportation
	B. Reimbursement
	C. Limitations
	D. Return of Former Spouse and/or Other Dependent (FTR § 302-3.227)

PART K: RENEWAL AGREEMENT TRAVEL (RAT)

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C5500	GENERAL
C5503	ELIGIBILITY REQUIREMENTS FOR ALL OCONUS AREAS
C5506	EMPLOYEE STATIONED IN ALASKA OR HAWAI'I ON 8 SEPTEMBER 1982
C5509	EMPLOYEE ASSIGNED, APPOINTED, OR TRANSFERRED TO A POST OF DUTY IN ALASKA OR HAWAI'I AFTER 8 SEPTEMBER 1982
C5512	ALLOWABLE TRAVEL AND TRANSPORTATION
C5515	RENEWAL AGREEMENT TRAVEL (RAT) DENIAL/DELAY A. Renewal Agreement Travel (RAT) Denial B. Renewal Agreement Travel (RAT) Delay
C5518	TRAVEL IN FAMILY UNITS NOT REQUIRED
C5521	RENEWAL AGREEMENT TRAVEL (RAT) NONCUMULATIVE
C5524	BAGGAGE TRANSPORTATION
C5527	TEMPORARY STORAGE OF HOUSEHOLD GOODS (HHG)
C5530	PER DIEM
C5533	LEAVE STATUS DURING ABSENCE FROM DUTY
C5536	ALTERNATE DESTINATION A. Authorization B. Examples C. Time and Location Requirement D. Alternate Destination Not Authorized E. Administration F. Reimbursement
C5539	LIMITATIONS A. Household Goods (HHG) B. Unaccompanied Dependents C. Destination Point Relocation D. Duplicate Eligibility
C5542	TEACHERS IN THE DOD OVERSEAS DEPENDENTS SCHOOL SYSTEM A. Completion of Period of Service RAT B. Exceptions C. Reassignment at Management's Request

CHAPTER 5

PART I: PET QUARANTINE

***C5400 GENERAL**

Pet quarantine and/or transportation reimbursement is for PCS moves.

***C5405 PET QUARANTINE REIMBURSEMENT**

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/or pet transportation expenses are reimbursable due to a PCS under Miscellaneous Expense Allowance. See pars. C5310-D7 and C5310-D8.

***C5410 GENERAL PET INFORMATION**

A. Government-funded Transportation Not Authorized. *Government funds are not to be spent to provide pet transportation.*

B. Pet Quarantine Information. The following website may contain useful pet quarantine information:
<http://www.aphis.usda.gov/vs/ncie/pet-info.html> or <http://www.aphis.usda.gov/vs/ncie/exp-pets.html>.

C. U.S. Fish and Wildlife Service Requirements. Travelers transporting exotic pets are required by law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pets to foreign locations or back to the U.S.

1. Travelers returning to the U.S. with exotic pets prior to transporting the pet(s) or requiring more information should contact the FWS for information at, 1-800-358-2104 or (703) 358-2104.

2. Website address for FWS fact sheet is <http://international.fws.gov/pdf/pe.pdf> and to get an application for travel with pet birds and other Convention on International Trade in Endangered Species (CITES) listed species is <http://forms.fws.gov/3-200-46.pdf>.

D. Related Restrictions. The following related restrictions apply to pet quarantine and/or transportation reimbursement. *Any costs related to these exclusions are borne by the traveler with no reimbursement authorized.*

1. Other animals (horses, fish, birds, various rodents, etc.) are excluded as pets covered by this authority because of their size, exotic nature, or restriction on shipping, host country restrictions, and/or special handling difficulties (FTR §302-16-1).

2. Accompanied baggage and HHG shipment (UB, etc) must not include live animals.

3. TQSA or TQSE – lodging expense incurred for the employee’s pet, for example a second hotel room (par. U5700 and U9150-A). Adopted from GSBCE 15843-RELO, 24 July 2002.

4. Kennel or boarding fees, for example, the employee paid a fee to board a pet at an animal hospital while the carrier prepares the HHG for shipment at the member's residence. Adopted from GSBCA 16104-RELO, 19 June 2003.

5. Non-transportation and handling pet related expenses such as boarding fees, inoculations, country entry fees, and examination costs which are necessary to enable an employee to bring a pet to the new PDS. Adopted from GSBCA 16827-RELO, 14 April 2006.

***C5415 EMPLOYEE AND/OR DEPENDENT TRANSPORTATION WHEN PET SHIPMENT IS INVOLVED**

When the pet shipment is involved with employee and/or dependent transportation, see Appendix P, Part I, par. 6.

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 an employee serving OCONUS tours of duty. *See pars. C5506 and C5509 for an employee serving tours of duty in Alaska or Hawai'i.*

NOTE: *When an employee on a 12-month tour without dependents to a FEML area extends for a consecutive second 12-month tour, the employee is only eligible for one funded leave transportation program, the RAT or the FEML leave transportation program, but not both.*

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 EMPLOYEE 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 RAT travel and transportation allowances 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 EMPLOYEE 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. RAT travel and transportation allowances 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.*

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.

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, or
2. Is going to be involved in a RIF, or
3. Has a removal action pending, or
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

- C6204** **Funds Sources**
A. Travel Expense Payment
B. Unallowable Sources

- C6205** **Reimbursement Claims**
A. Fraudulent Claims
B. Receipts and Records Maintenance
C. Travel Vouchers Preparation and Submission

PART F: TRAVEL AT NO EXPENSE TO THE GOVERNMENT

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PART G: REPATRIATION TRANSPORTATION

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C6301	For Army Civilian Marine Personnel A. Coverage B. Classes I and II Repatriations C. Assistance Furnished

PART H: RESERVED (See Appendix A, par. A2r)

PART I: THREATENED LAW ENFORCEMENT OFFICERS (FTR §301-31)

<u>Paragraph</u>	<u>Contents</u>
C6400	General
C6401	Eligible Individuals
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C6403	Delegation of Authority

C6404	Procedures for Evaluating Risk to Threatened Individuals
C6405	Eligibility Conditions and Limitations A. Limits on Duration of Temporary Living Accommodations B. Temporary Living Accommodations Location
C6406	Allowable Subsistence Payments A. Expenses Covered B. Allowable Lodging Costs C. Allowable Meal Expenses D. Maximum Allowable Amount E. Itemization and Receipts
C6407	Transportation to and from a Location Away from the Employee's Designated Post of Duty
C6408	Authorizations and Claims Payment
C6409	Funds Advances

PART J: EMERGENCY TRAVEL AND TRANSPORTATION OF EMPLOYEE DUE TO ILLNESS OR INJURY OR A PERSONAL EMERGENCY SITUATION ANYWHERE IN THE WORLD (FTR Part 301-30)

<u>Paragraph</u>	<u>Contents</u>
C6450	General
C6451	DOD Component Responsibility/Authority Delegation
C6452	Employee Responsibility and Documentation
C6453	Definitions A. Official Station/PDS B. Alternate Location C. Employees Incapacitating Illness or Injury D. Family E. Personal Emergency Situation F. Serious Illness or Injury of Family Member G. Fire, Flood, or Act of God
C6454	Employee's Incapacitating Illness or Injury A. Per Diem Continuation at the Interruption Point B. Return to Official Station or Home C. Travel to an Alternate Location and Return to the TDY Assignment
C6455	Personal Emergency Situation A. Return to PDS or Home B. Travel to an Alternate Location and Return to the TDY Assignment
C6456	Transportation Procurement A. Return to the PDS B. Travel to Alternate Location

CHAPTER 6

PART H: RESERVED

See Appendix A, par. A2r

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

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

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

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

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

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

*r. An auxiliary chaplain who is intermittently employed by the Government to provide religious services or emergency ministrations. *An ITA is not used to document attendance at, or payments related to, attendance by individual participating in an unofficial capacity for Chaplain-led programs. See par, U1008.*

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

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

C. Allowance Expenses

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

<u>MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL</u>	JFTR		JTR		App O	
	PCS	TDY	PCS	TDY	Mil	Civ
<p>16. <u>Costs for Paper Tickets</u></p> <p>a. Any additional costs of paper tickets when authorized/approved by the AO as necessary to meet Government requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries) are authorized.</p> <p>b. Paying for paper tickets bought for personal convenience is the traveler's financial responsibility.</p>	X	X	X	X	X	X
<p>17. <u>Baggage Handling Tips (UNIFORMED MEMBERS ONLY)</u>. Customary tips for handling <u>any</u> baggage at transportation terminals are authorized.</p>	X	X			X	
<p>18. <u>Transportation to/from Terminal</u>. POC transportation costs to and from the transportation terminal are authorized. See JFTR, par. U3320 and JTR, par. C2192.</p>	X	X		X	X	X
<p>19. <u>Terminal Parking Fees</u>. Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to and from the terminal are authorized. See JFTR, par. U3320 and JTR, par. C2192.</p>		X		X	X	X
<p>20. <u>Trip Insurance</u></p> <p>a. Mandatory trip insurance in a foreign country to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Government conveyance/POC/rental car, and</p> <p>b. A Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976)).</p>		X		X	X	X

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

<p>21. <u>AO Authorized/Approved Expenses</u>. The following expenses are reimbursable when authorized/approved by the AO:</p> <ul style="list-style-type: none"> a. Services, including associated equipment needed for reports/correspondence preparation; b. Clerical assistance; c. Services of guides, interpreters, packers, or vehicle drivers; d. Storage of property used on official business; e. Room rental (used for official business) at a lodging/other place; f. Official phone calls (see JFTR, par. U1405 and JTR, par. C1405); g. Connections used for computers to perform official Government business (see JFTR, par. U1405 and JTR, par. C1405); h. Excess baggage transportation costs (see JFTR, par. U3015-C and JTR, par. C2302); *i. Conference registration fees when fees are a condition for attendance. When the registration fee includes meal costs, per diem is computed under Appendix R, Part II, par. J.; j. Dual lodging costs (see JFTR, par. U4135 and JTR, par. C4555-F). Reimbursement must <i>not</i> exceed the amount of per diem or AEA plus appropriate (when separately reimbursable) lodging taxes that would have been paid had the traveler remained overnight.; k. Nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled (see JFTR, par. U1430 and JTR, par. C1445). Reimbursement must <i>not</i> exceed the remaining amount of per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.; l. Expedited charge card delivery; 	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>
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4301 Jones Bridge Road
Bethesda, MD 20814-4799
- x. United States Court of Appeals for the Armed Forces
Attn: Clerk of the Court
450 "E" Street, NW
Washington, DC 20442-0002

2. Army

- a. For DA Staff and Field Operating Agencies not specifically listed: AEA authority is delegated to the AO. Personnel assigned to the Army Commands, Army Service Component Commands, and Direct Reporting Units listed below submit requests to the authority indicated for each. *These Commanders may delegate AEA authority to the lowest practicable level, but not beyond the level of the AO. If not listed the AEA authority has been delegated to the AO.;*
- b. Headquarters, Army Materiel Command, Attn: G1-F, 9301 Chapek Road, Ft. Belvoir, VA 22060-5527. Message address: CDRAMC FT BELVOIR VA//AMCPE//. Telephone: DSN (312) 656-8157, Commercial (703) 806-8157;
- c. Headquarters, Military Surface Deployment and Distribution Command (SDDC), Attn: SDDCRM-F, Hoffman Building II, Room 11S67, 200 Stovall Street, Alexandria, VA 22332-5000; Message Address: CDRSDDC ALEXANDRIA VA//SDDCRM-F//; Telephone: DSN (312) 328-2350, Commercial (703) 428-2350;
- d. Commander, Eighth U.S. Army (USAEIGHTH), Attn: FKCS, APO AP 96205-0010; Message Address: CDRUSAEIGHTH SEOUL KOR//FKCS//; Telephone: DSN (315) 723-5241;
- e. Commander, U.S. Army Information Systems Command (USAISC), Attn: ASRM-F-MA, Fort Huachuca, AZ 85613-5000; Message Address: CDRUSAISC FT HUACHUCA AZ//ASRM-F-MA//; Telephone: DSN (312) 879-6446, Commercial (520) 538-6446;
- *f. Headquarters, U.S. Army South (USARSO), DCS-G8, Attn: ARSO-RM, 2450 Stanley Road, Ste 303, Ft. Sam Houston, TX 78234;
- g. Commander, Military District of Washington (MDW), Attn: ANRM-Z, 103 Third Avenue, Fort McNair, Washington, DC 20319-5058; Message Address: CDRMDW WASHINGTON DC//ANRM-Z//; Telephone: DSN (312) 335-2048, Commercial (202) 475-2048;
- h. Commander, U.S. Army Training and Doctrine Command (TRADOC), Attn: ATRM-AT, Fort Monroe, VA 23651-5000; Message Address: CDRTRADOC FT MONROE VA//ATRM//, Telephone: DSN (312) 680-4221; Commercial (757) 788-4221; ***NOTE: Delegated to Installation and Major Subordinate Commanders with further delegation authorized.***
- i. Commander, U.S. Army Criminal Investigation Command (USACIDC), Attn: CISP-RM, 6010 6th Street, Fort Belvoir, VA 22060-5506; Message Address: CDRUSACIDC WASHINGTON DC//CISP-RM//; Telephone: DSN (312) 656-0194, Commercial (703) 806-0194, e-mail address: CISP-RMP@belvoir.army.mil;
- j. Commander, U.S. Army Medical Command (MEDCOM), Attn: MCRM-F, 2050 Worth Road, Fort Sam Houston, TX 78234-6000; Message Address: CDRUSAHSC FT SAM HOUSTON TX//MCRM-F//; Telephone: DSN (312) 471-8141, Commercial (515) 221-8141 or 221-7298;
- k. Commander, U.S. Army Pacific (USARPAC), Attn: APRM-BAA, Fort Shafter, HI 96858-5100; Message Address: CDRUSAPAC FT SHAFTER HI//APRM-BAA//; Telephone: DSN (314) 438-2710 or 438-2918;

APPENDIX R

PART II: CONFERENCE ATTENDANCE

- A. General. DOD civilian employees and Uniformed Service members may attend and participate in conferences/meetings of recognized professional organizations to maintain and further their professional competency at Government expense (including TDY expenses), subject to the availability of funds and the employees'/members' work responsibilities.
- B. Authority. Title 5 USC §4110 and 37 USC §412 authorizes conference attendance expenditures for meetings concerned with the functions and activities of the Uniformed Services/DOD Agency which contribute to improved conduct, supervision, or management of the component's functions and activities are authorized as a necessary expense. This authority applies to attendance at technical, scientific, professional, or similar private membership non-Federal societies and organizations (38 Comp. Gen. 800 (1959) and 55 Id. 1332 (1976)). This authority is independent of the training authority included in JTR, par. C4500 and JFTR, par. U1050 unless it is administratively determined that training is the primary purpose of attendance at a meeting.
- C. Government Sponsored Conferences. Attendance at Government expense may be authorized for the following:
1. Conferences sponsored or cosponsored by a Federal agency at which a member's/DOD civilian employee's attendance is required in the performance of official duties;
 2. Conferences of state/municipals government organizations, or of international agencies in which the Federal Government is officially participating, and the member's/DOD civilian employee's attendance is related to official duties or for the purpose of transacting Government business;
 3. Conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the Uniformed Service's or DOD Agency's functions or activities and attendance is in the member's/DOD civilian employee's official performance; and
 4. Similar activities.
- D. Non-Government Sponsored Conferences
- *1. General. Conference attendance at non-Federal technical, scientific, professional, and comparable private membership organizations is subject to the conditions in Appendix R, Part I.
 2. Attendance and Approval Requirements. Attendee selection and approval is subject to Uniformed Service/DOD Agency regulations consistent with the regulations on acceptance of payment from a non-federal source for travel Expenses (see the Joint Ethics Regulation (JER), DOD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html).
 3. Purpose. Uniformed members and DOD civilian employees may attend conferences at Government expense to:

- a. Further their Service or DOD Agency programs;
 - b. Present scientific and technical papers which further the development of the U.S. resources; and
 - c. Maintain an effective professional, scientific, technical, managerial, and supervisory workforce.
4. Security. An appropriate security officer at the activity concerned should examine the security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations. Members/DOD civilian employees who attend such meetings must be briefed about security implications, when necessary, prior to attendance.

E. Registration Fees and Miscellaneous Expenses

1. When Travel Is Involved. Registration fees authorized in the travel order/authorization or approved on a travel claim voucher are reimbursable. The proportional meal rate applies on any day that the cost for one or two meals is included in the registration fee (JTR, par C4554-B and JFTR, par. U4165-2b). Information should be included on the travel order/authorization as to whether or not the registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. When the registration fee includes lodgings without charge, only the applicable proportional per diem or TDY locality M&IE rate prescribed in <https://www.secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> is paid.
2. When No Travel Is Involved. The registration fee may be reimbursed when attendance is authorized for a conference in the local area that:
 - a. Does not involve travel,
 - b. Does not involve per diem, and
 - c. For which a travel order/authorization is not issued.
3. Limitation on Reimbursement for Meal Costs when Attending a Conference/Meeting Sponsored by a Uniformed Service or DOD Agency. The cost of each meal, whether included in a registration fee or contracted for separately, at a Uniformed Service or DOD Agency sponsored conference/meeting must be identified. The total amount paid by the Government for meals cannot exceed the locality meal rate prescribed for the TDY assignment location (if travel is involved) or the meeting location (when travel is not involved), unless AEA reimbursement for the meal(s) involved has been authorized/approved in accordance with JFTR, Chapter 4, Part C and/or JTR, Chapter 4, Part M. When travel is involved, the maximum contracted amount for 1 or 2 meals cannot exceed the difference between the locality meal rate and the PMR.
4. Miscellaneous Expenses. Independent charges/fees for light refreshments/snacks are not a reimbursable expense.
5. Conferences/Training at the PDS: Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS cannot be paid as travel allowances per 37 USC §404. For authority to pay related training costs at the PDS see 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, 13 January 1992). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority. ***This regulation is not the authority for this payment nor is it a travel and transportation allowance.***

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

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

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

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

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

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

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

Decision

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

File: B-300826

Date: March 3, 2005

DIGEST

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

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

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

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

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

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

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

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

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

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

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