

## JOINT TRAVEL REGULATIONS

## VOLUME 2

## CHANGE 505

Alexandria, VA

1 November 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 November 2007 unless otherwise indicated.

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This change includes all material written in CAP Items 34-07(E), 48-07(E), 51-07(E), 54-07(E), 59-07(E), 62-07(E), 68-07(I), and 69-07(I). Insert the attached pages and remove the corresponding pages. Remove and replace Chapter 5, Table of Contents. Remove Chapter 5, Part C and replace with Chapter 5, Part C, Sections 1-5. Remove Chapter 6, Part M and replace with revised Chapter 6, Part M. This cover page replaces the Change 504 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 505:

C2001-D7. Renumbers cross-references.

C4558. Clarifies that there is no per diem paid for the first and/or last travel day by Government ship when it departs from port at the employee's PDS and/or returns to port at the PDS and align the per diem payable for travel by ship in JTR, JFTR, and Appendix O.

Chapter 5, Table of Contents. Corrects erroneous errors.

Chapter 5, Part C. Realigns Ch 5, Part C into Ch5 Part C, Sections 1-5. Adds dependent medical travel information.

C5154-E. Redefines jet ski as a personal watercraft and is considers it a boat shipment if the length exceeds 14 feet.

C5175-B. Reinstates subpar. that was erroneously deleted.

C5191. Clarifies when SIT of HHG beyond 180 days is authorized, restrictions, and the submission process to the Director, PDTATAC for determination/approval.

C5216-C3. Clarifies POV reimbursement during delivery for shipment and for pickup after shipment and provide two computation examples when an employee chooses to deliver/pickup the POV to/from the Port/VPC.

Chapter 6, Part M. Rewrites this Part.

App A, HHG definition. Redefines jet ski as a personal watercraft and is considers it a boat shipment if the length exceeds 14 feet.

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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500	C2-vii	497	C3C-1	505	C4L-19	500	C5B-3	485	C5G-1
500	C2-ix	497	C3C-3	499	C4L-21	500	C5B-5	500	C5G-3
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477	C2A-5	489	C3C-9	505	C4L-27	500	C5B-11	502	C5H1-3
505	C2A-7	504	C3D-1	505	C4L-29	475	C5B-13	493	C5H2-1
502	C2B-1	504	C3D-3	505	C4L-31	500	C5B-15	502	C5H2-3
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500	C5L1-3	486	C6E-3	502	A1-29	470	IA-31		
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500	C5L1-7	462	C6G-1	497	A2-3	494	IB-3		
500	C5L2-1	505	C6H-1	475	B-1	494	IB-5		
500	C5L2-3	462	C6I-1	479	C1-1	503	IB-7		
500	C5L3-1	462	C6I-3	479	C2-1	454	J-1		
500	C5L4-1	496	C6J-1	479	C3-1	454	K-1		
500	C5L4-3	496	C6J-3	475	D-1	499	L-i		
500	C5L4-5	467	C6K-1	488	E-i	499	L-1		
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500	C5L5-11	500	C6N-3	471	F-i	454	N-1		
496	C5M-1	491	C6O-1	502	F1-1	489	O-i		
500	C5M-3	489	C6O-3	471	F2-1	483	O-1		
500	C5M-5	489	C6O-5	487	G-1	481	O-3		
500	C5M-7	499	C6O-7	487	G-3	492	O-5		
505	C5N-1	489	C6O-9	504	G-5	505	O-7		
477	C5O-1	489	C6O-11	500	G-7	505	O-9		
500	C5O-3	501	C6P-1	471	H-i	492	O-11		
471	C5O-5	490	C6P-3	468	H1-1	492	O-13		
500	C5P1-1	503	C6Q-1	468	H2A-1	497	O-15		
500	C5P1-3	467	C6Q-3	468	H2B-1	497	O-17		
500	C5P1-5	477	C6R-1	486	H2C-1	500	O-19		
500	C5P1-7	502	C7-1	486	H2C-3	500	O-21		
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500	C5Q1-1	500	C14-1	468	H4E-1	494	P2-3		
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500	C5Q3-1	493	A1-1	470	IA-3	478	Q-3		
500	C5Q3-3	493	A1-3	470	IA-5	493	R-i		
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6. Necessary for Mission Accomplishment or when Air is the Only Mode Available. Travel by aircraft for any distance is required with or without the employee's consent when such transportation mode is necessary for the accomplishment of the activity's mission or is the only transportation mode available. These employees may be required to perform travel on commercial aircraft operated on scheduled flights or on transport-type Government aircraft operated on scheduled or semi-scheduled flights. Acceptance by the employee of a travel authorization authorizing travel by aircraft constitutes agreement to the provisions of the particular travel authorization.

\*7. Air Evacuation Required for Medical Reasons

a. Transportation Mode. Travel by appropriate aircraft must be required when competent medical authority determines this transportation mode is necessary for an employee's medical evacuation.

b. Employee Medical Transportation. See par. C6600 for authority to provide Government funded commercial air transportation for an employee's medical evacuation when assigned to a foreign OCONUS PDS.

c. Dependent Medical Transportation. See par. C5134 for authority to provide Government funded commercial air transportation for medical evacuation of a dependent of an employee assigned to a foreign OCONUS PDS.

d. Other Employee Transportation. For a civilian employee assigned to an Defense Attaché Office and/or a DIA Liaison Office, see also DIA Manual 100-1, Vol. 1, Part 4, Section K.

8. Medical Reasons Precluding Air Travel. Neither a civilian employee nor a dependent is required to travel by air if such transportation mode is medically inadvisable. A medically inadvisable condition is not limited to physical disability. If a traveler has a bona fide fear or aversion to flying, to the extent that serious psychological or physical reaction would result, this may be a basis for the issuance of a medical certificate precluding travel by aircraft. An appropriate medical authority at a military installation is responsible for determining the propriety of issuance of such a medical certificate. The traveler and the official directing travel must each be furnished a copy of the written medical determination. When one family member cannot travel by aircraft for medical reasons, the family unit should not be separated unless such separation is acceptable to the family.

**C2002 CITY PAIR PROGRAM**

See Appendix P. Regulations applicable to the Contract City Pair Program are found in DOD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at: <http://www.transcom.mil/j5/pt/dtr.html>.

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- (1) Lodging Required. For each full calendar day a traveler is in a travel status and lodging is required (whether en route or at the destination (**NOTE: The destination lodging cost (e.g., the school location) is not allowed for a student dependent.**)), the per diem allowance is the actual lodging cost incurred by the traveler, up to the applicable stopover point or TDY location maximum lodging rate (**NOTE: The destination lodging cost (e.g., the school location) is not allowed for a student dependent.**), plus the applicable M&IE rate.
- (2) Lodging Not Required. For each full calendar day a traveler is in a travel status and lodging is not required (such as when a traveler is en route overnight to the next destination), the per diem allowance is the destination M&IE rate.
- c. Returning from Travel
- (1) Lodging Required. For each full calendar travel day when lodging is required at an en route location while the traveler is returning to the PDS, home, or other authorized point, the per diem allowance is the actual lodging cost, up to the applicable stopover point or TDY location maximum lodging rate (as appropriate), plus the applicable M&IE rate.
- (2) Lodging Not Required. For any full calendar travel day when lodging is not required while the traveler is en route overnight returning to the PDS, home, or other authorized point, the per diem allowance is the M&IE rate applicable to the preceding calendar day (for a student dependent the rate applicable to the preceding calendar day is the M&IE rate for the location of the student dependent's school unless lodging en route was required).
- (3) Day Travel Ends. For the day travel ends (return day to the PDS, home, or other authorized point), the per diem allowance is the M&IE rate applicable to the last TDY or authorized delay point (for a student dependent the M&IE rate is the rate applicable to the student dependent's school location unless lodging en route was required). See par. C4553-D2e.
- (4) Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging allowance is based on the locality rate, or AEA if appropriate, for the en route TDY site.
- d. PDT

**NOTE: The per diem rates prescribed for PDT in par. C4553-B3 apply when computing per diem in pars. C4553-D2d(1) House-hunting Trip, C4553-D2d(2) En Route Travel to the New PDS, C4553-D2d(3) RAT, and C4553-D2d(4) Separation Travel.**

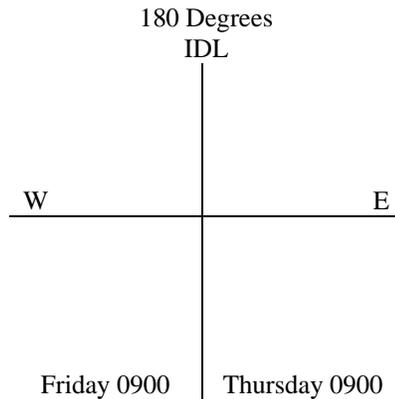
- (1) House-hunting Trip. Pars. C4553-D2a, C4553-D2b, and C4553-D2c apply when computing per diem allowances for house-hunting trips (see Chapter 5, Part M), except for determining the applicable rates (see **NOTE** above).
- (2) En Route Travel to the New PDS. Except for determining the applicable rate (see **NOTE** above), the rules in pars. C4553-D2a and C4553-D2b apply when computing per diem allowances for en route travel to a new PDS. The M&IE rate (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the current rate), applicable to the new PDS on the day of arrival at that location, or the Standard CONUS M&IE rate, as appropriate, applies as provided in par. C4553-D2e. When travel begins and ends on the same day, the rule in par. C4553-D2a(2) applies and the M&IE rate applicable to the new PDS, or the Standard CONUS M&IE rate (See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cprates.pl> or par. C4550-F3 for the current rate), as appropriate, also applies in par. C4553-D2e.

(3) RAT. Except for determining the applicable rate (see **NOTE** above), the rules in pars. C4553-D2a; C4553-D2b; and C4553-D2c apply when an employee performs RAT to the actual residence and return to the old or new PDS. Employees are authorized per diem for RAT only while traveling to the actual residence and from the actual residence to the old or new PDS, but not while at the actual residence. When the provisions in par. C4553-D2c(1) do not apply and pars. C4553-D2c(2) and C4553-D2c(3) are used to compute per diem incident to return from RAT, the M&IE rate applicable to the employee's actual residence (see par. C4553-B3 for applicable rates) applies in lieu of the rate applicable to the preceding calendar day.

(4) Separation Travel. Except for determining the applicable rate (see **NOTE** above), the rules in pars. C4553-D2a and C4553-D2b apply when computing per diem allowances for all en route travel to the actual residence incident to separation. The M&IE rate applicable to the actual residence on the arrival day at that location, or the Standard CONUS M&IE rate (see <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. C4550-F3 for the current rate), as appropriate, applies as provided in par. C4553-D2e. When travel begins and ends on the same day, the rule in par. C4553-D2a(2) applies and the M&IE rate applicable to the actual residence, or the Standard CONUS M&IE rate (see <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. C4550-F3 for the current rate), as appropriate, also applies as provided in par. C4553-D2e.

e. Departure Day and Return Day to PDS. The applicable M&IE rate prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> is authorized at a flat 75% of the TDY location M&IE on the departure day from, and the return day to, the PDS ICW TDY (for student dependent travel the school location M&IE applies in lieu of the TDY location M&IE). ICW PCS travel M&IE is authorized at a flat 75% of the applicable M&IE rate indicated in par. C4553-B3 for the new PDS on the departure day from the old PDS and the arrival day at the new PDS. ***If travel begins and ends on the same day, and is longer than 12 hours, per diem is 75% of the appropriate M&IE rate.***

\*E. Computing Per Diem when Crossing the International Dateline (IDL). The IDL is a hypothetical line along the 180<sup>th</sup> meridian where each calendar day begins. For example, when it is Thursday east of the IDL it is Friday west of the IDL. See 39 Comp. Gen. 853 (1960).



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

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

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

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

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

***Effective 22 December 2005***

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

## C4555 RULES CONCERNING LODGING AND LODGING COST

A. Lodging Location Rules

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

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

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

1. Conventional Lodging. When an employee uses conventional commercial lodging facilities (hotel, motel, boarding house, etc.), the allowable lodging expense is based on the single room rate for the lodging used. For double occupancy, see par. C4555-II. See par. C4555-G for computing the daily lodging expense when lodging is rented on a weekly or monthly basis.

2. Government Quarters. A fee or service charge paid for Government quarters use is an allowable lodging expense.

\*3. Lodging with a Friend or Relative (FTR §301-11-12 (c)). ***Reimbursement of lodging cost is not ordinarily authorized when staying with a friend or relative.*** When an official traveler lodges with a friend or relative - with or without charge - the official traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler if the traveler can substantiate the costs and the AO determines the costs are reasonable. ***The Service/Agency cannot direct the official traveler to lodge with a friend or relative.*** A traveler, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

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

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

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

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

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

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

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

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

**Effective 1 October 2005**

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

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

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

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

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

#### **C4556 LODGING AND MEALS PROVIDED WITHOUT COST**

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

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

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

#### **C4557 GOVERNMENT QUARTERS AVAILABLE AT AN OCONUS LOCATION**

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

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

#### C4558 PER DIEM FOR TRAVEL BY SHIP

\*A. General. For ship travel, the per diem allowance for the arrival day on board (embarkation day) and departure day from the ship (debarkation day) is computed under the 'Lodging-Plus' method in par. C4553. **There is no per diem paid for the first and/or last travel day by Government ship when it departs from the port at the employee's PDS and/or returns to the port at the PDS.**

#### \*B. Government Ship

\*1. General. No per diem is payable when TDY aboard a Government ship when furnished quarters without charge and meals with or without charge. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship. When a traveler is required to pay for meals, the employee is reimbursed the meal cost. The current (standard) Government meal rate (See Appendix A) is paid unless otherwise indicated in par. C4558. In the event a traveler maintains commercial quarters ashore for use following the completion of short trip(s) at sea, the employee is paid the actual daily quarters cost, not to exceed the locality per diem lodging ceiling for the TDY location ashore. **Reimbursement for the total cost of quarters on the ship and ashore may not exceed the maximum lodging amount prescribed in the per diem rates at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the TDY locality concerned.** When a traveler is authorized to procure meals ashore at personal expense, reimbursement is authorized as prescribed in pars. C4554-A1a and C4554-A1b, as applicable. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the per diem rates at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the TDY locality concerned.

\*2. Naval Ship Research and Development Center Underwater Explosion Barge. The per diem rates provided in par. C4558-B1 are prescribed for TDY performed aboard a Naval Civil Engineering Laboratory warping tug or the Underwater Explosion Barge (UEB).

\*3. Corps of Engineers Floating Plant. The employee is not paid per diem if all meals are furnished at no cost in a mess facility aboard an Army Corps of Engineer floating plant incident to TDY. If the employee must pay for the furnished meals or only 1 or 2 meals are to be provided at no cost, the AO must authorize an M&IE rate to cover the meal(s) cost. If the employee is not furnished any meals with or without charge, the Standard CONUS M&IE rate (see the per diem rates at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> or par. C4550-F3 for the current Standard CONUS per diem rate) is paid. The AO should have stated in the travel authorization the circumstances and rate. The actual lodging cost, if any, up to the Standard CONUS lodging rate is paid, is reimbursed.

#### \*C. Commercial Ship

\*1. Employee Not Charged for Meals. An employee is not authorized per diem when traveling aboard a commercial ship when meals are furnished without charge, except on days of embarkation and debarkation if otherwise authorized.

\*2. Employee Charged for Meals. An employee traveling aboard a commercial ship, other than an oceangoing ferry, for 24 or more hours as a passenger who is charged for meals is authorized the meals portion of per diem equal to the cost of the meals furnished, except on days of embarkation and debarkation if otherwise authorized. The AO should set the meals portion of per diem equal to the anticipated expenses and state in the travel authorization the circumstances warranting the rate.

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

\*1. Mileage (see par. C2505). TDY mileage is authorized for the official distance from the PDS to the car ferry POE and from the car ferry POD to the TDY location. If more than one car ferry is used, TDY mileage is payable for overland travel between ferries;

2. Transportation. The employee is authorized:

a. Government-procured ferry transportation; or

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

3. Per Diem

\*a. Lodging. Lodging reimbursement (unless included in the transportation cost) is authorized with no cost ceiling limitation.

\*b. Meals and Incidental Expenses (M&IE) when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based and computed for the employee using the highest CONUS M&IE rate (see Appendix A) for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is the rate applicable for the employee's location at 2400 on that day; and

***\*NOTE: If the ferry passage does not include an overnight, the applicable M&IE while on the ferry is that rate applicable to the location of the employee at 2400 (see par. C4553) on the debarkation day.***

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

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

#### **C4559 USE OF A RECREATIONAL VEHICLE FOR LODGING**

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

##### **A. Privately Owned**

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

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

<b>Example 1 TDY Travel</b>		
<b>NOTE:</b> See <a href="http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl">http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl</a> or par. C4550-F3 for the current Standard CONUS per diem rate.		
An employee was in a travel status on TDY for 9 1/2 days. The employee departed from the place of abode and arrived at the TDY station on the same day. Lodgings were obtained for 9 nights, two of which were spent in Government quarters with charge, and one night at a friend's house at no cost. The employee departed the TDY station and arrived at the place of abode on the 10th day. While at the TDY station, the employee paid \$40 each night for 6 nights of lodging in a hotel, \$4 each night for 2 nights spent in Government quarters, but no cost for the night of lodging obtained in a friend's home. Per diem is computed as follows:		
1 <sup>st</sup> Day (departure day)	75% times \$39 (M&IE rate) plus \$40 (lodging) =	\$ 69.25
2nd through 6th Days	\$39 (M&IE rate) plus \$40 (lodging) x 5 days =	395.00
7th & 8 <sup>th</sup> Days	\$39 (M&IE rate) plus \$4 (lodging) x 2 days =	86.00
9th Day	\$39 (M&IE rate) plus \$0 (lodging) =	39.00
10 <sup>th</sup> Day (return day)	75% of \$3931 (preceding calendar day M&IE rate) =	+ 29.25
<b>Amount due employee</b>		<b>\$618.50</b>
Per diem for each day is derived by adding the applicable M&IE rate to the daily lodging cost – reimbursement may not exceed the maximum amount prescribed in <a href="http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html">http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html</a> for the locality concerned. The per diem prescribed for the TDY location in this example is the Standard CONUS per diem rate of \$99, (\$60/ \$39). For the first day (departure day), the applicable per diem rate is 75% of the M&IE rate (\$39) (\$29.25) plus the lodging cost (\$40) for that day, the resultant amount being \$69.25. For days 2 through 6, the applicable per diem is the M&IE rate (\$39) plus the lodging cost (\$40) times the number of days 5, the resultant amount being \$395. For days 7 and 8, the applicable per diem is the M&IE rate (\$39) plus the lodging cost (\$4) times the number of days 2, the resultant amount being \$86. For the 9th day, the applicable per diem is the M&IE rate (\$39) plus the lodging cost (\$0), the resultant amount being \$39. For the 10th day (return day), the applicable per diem rate is 75% of the preceding calendar day's M&IE rate (\$39), the resultant amount being \$29.25. The per diem authorization began with the departure day, and continued through the return day to the PDS, place of abode, or other authorized point. The different lodging amounts could have applied to any of the days without change to the total.		

<b>Example 2 TDY Travel</b>			
DEP	Residence	1st Day	
ARR	Goteborg, Sweden	2nd Day	
TDY	Goteborg, Sweden	3rd - 7th day	
DEP	Goteborg, Sweden	8th Day	
ARR	Residence	8th Day	
Government quarters were occupied (not on a Government installation) for 6 nights at Goteborg, Sweden at \$4 per night. The per diem rate prescribed in <a href="http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html">http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html</a> for Goteborg, Sweden at the time the employee traveled was \$256 maximum, (\$143/ \$113). The employee's authorized per diem is computed as follows:			
1 <sup>st</sup> Day	Travel day with no lodging expense	75% times \$113 (M&IE for Goteborg \$90 + \$23) =	\$ 84.75
2 <sup>nd</sup> Day	Arrival day	\$113 (M&IE for Goteborg \$90 + \$23) (two deductible meals were furnished without charge but adjustment for meals is not made on a travel day) + \$4 (charge for Government quarters)=	117.00
3 <sup>rd</sup> -7 <sup>th</sup> Day	TDY at Goteborg \$23 (incidental rate for Goteborg)	- 3 deductible meals furnished each day without charge (see par. C4554-B) + \$4 (charge for Government quarters) = \$27 x 5 days =	135.00
8 <sup>th</sup> Day	Travel day with no lodging expense	\$113 (M&IE for Goteborg \$90 + \$23) (breakfast was furnished without charge but adjustment for meals is not made on a travel day) x 75% =	\$ 84.75
<b>Amount due</b>			<b>\$421.50</b>

**\*EXAMPLE 3****TDY Travel Involving IDL with a 'Lost' Day**

TDY location lodging cost is \$135/night. The per diem rate is \$225 (\$135/ \$90).

The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/20.

When crossing the IDL in a westward direction, the dates 8/18 -8/19 (Wednesday and Thursday) are treated as one day for per diem computation purposes because the traveler did not arrive at the TDY location until 8/20. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for two 8/25 dates.

**A Government mess is not available at the TDY point. AEA is not authorized.**

**ITINERARY**

<b>Date</b>	<b>Depart</b>	<b>Arrive</b>	<b>At</b>
18 Aug Wednesday	PDS/Residence		
20-24 Aug (Friday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
<b>REIMBURSEMENT (Actual and Constructed Cost Comparison)</b>			
18 Aug Wednesday	75 % x \$90 =		\$67.50
20-24 Aug (Friday-Tuesday)	\$90 (M&IE) + \$135 (lodging) = \$225 x 5 days =		\$1,125.00
25 Aug Wednesday	\$90 (M&IE)=		\$90.00
25 Aug Wednesday	75 % x \$90 =		\$67.50
<b>Total</b>			<b>\$1,350.00</b>

**\*EXAMPLE 4****TDY Travel Involving IDL without a 'Lost' Day**

TDY location lodging cost is \$140/night. The per diem rate is \$218 (\$146/ \$72).

The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/19.

When crossing the IDL in a westward direction, the date 8/19 (Thursday) is treated as a full day for per diem computation purposes as the traveler arrived on 8/19. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for one 8/25 date.

**A Government mess is not available at the TDY point. AEA is not authorized.**

**ITINERARY**

<b>Date</b>	<b>Depart</b>	<b>Arrive</b>	<b>At</b>
18 Aug Wednesday	PDS/Residence		
19-24 Aug (Thursday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
<b>REIMBURSEMENT (Actual and Constructed Cost Comparison)</b>			
18 Aug Wednesday	75 % x \$72 =		\$54.00
19-24 Aug (Thursday-Tuesday)	\$72 (M&IE) + \$140 (lodging) = \$212 x 6 days =		\$1,272.00
25 Aug Wednesday	75 % x \$72 =		\$54.00
<b>Total</b>			<b>\$1,380.00</b>

<b>*Example 5</b>		
<b>TDY Travel - More Than 12 Hours But Not Exceeding 24 Hours</b>		
DEP	Residence	1 May
ARR	1st TDY location	1 May
DEP	1st TDY location	1 May
ARR	2 <sup>nd</sup> TDY location	1 May
DEP	2 <sup>nd</sup> TDY location	1 May
ARR	Residence	2 May
Actual travel time is 18 hours.		
M&IE rate applicable to 1st TDY location		\$36.00
M&IE rate applicable to 2nd TDY location		\$28.00
<b>REIMBURSEMENT</b>		
75% x \$36.00 (Highest M&IE for TDY locations)=		<u>\$27.00</u>
<b>Total reimbursement =</b>		<b>\$27.00</b>

<b>*Example 6</b>		
<b>PCS Travel</b>		
<b>NOTE:</b> See <a href="http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl">http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl</a> or par. C4550-F3 for the current Standard CONUS per diem rate.		
An employee performed PCS travel from San Francisco, CA, to Washington, DC, in 10 days. The employee elected to travel by automobile, accompanied by spouse and 2-year old child. They departed their residence at 1130 on the first day (departure day) and arrived at the new PDS at 1930 on the 10th day (arrival day). The official distance traveled was 2,826 miles. Based on an average distance of 350 miles per calendar day, the employee may be paid per diem for up to 8 days (See par. C5060). Lodgings were occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$58, \$57, \$59, \$58, \$57, \$56, \$59, and 2 nights at no cost. Per diem is computed as follows:		
<b>Per Diem for Actual Travel Under the 'Lodgings-Plus' Method</b>		
Maximum allowable per diem for 8 days @ \$99 (Standard CONUS per diem rate)=		\$ 792.00
1 <sup>st</sup> day (departure day)	75% of \$39 (Standard CONUS M&IE rate) plus \$60 (lodging) =	\$ 89.25
2 <sup>nd</sup> day	\$39 (M&IE rate) plus \$0 (lodging) =	\$ 39.00
3 <sup>rd</sup> through 8 <sup>th</sup> days	\$39 (M&IE rate) plus \$60 (lodging) x 6 days =	\$ 594.00
9 <sup>th</sup> day	\$39 (M&IE rate) plus \$0 (lodging) =	\$ 39.00
10 <sup>th</sup> day (arrival day)	75% of \$39 Standard CONUS M&IE rate) =	\$ 29.25
<b>Employee's per diem authorization =</b>		<b>\$ 790.50</b>
Per diem for accompanying spouse at ¾ of the amt due the employee (\$790.50) =		\$ 592.87
Per diem for accompanying child (under age 12) at ½ the amount due the employee (\$790.50) =		\$ 395.25
<b>Total amount payable to employee =</b>		<b>\$1,778.62</b>
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,826 ÷ 350 = 8 days with a remaining distance of 26 miles (2,826 – 2,800)). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. C5060.		
The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$99 prescribed in <a href="http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl">http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl</a> or par. C4550-F3 (\$60/ \$39). In this case, the lodging cost for each of the 7 nights exceeded the \$60 maximum allowable lodging amount and nightly lodging reimbursement was therefore limited to \$60. For the 1 <sup>st</sup> day (departure day), the applicable per diem rate is 75% of the M&IE rate (\$39) plus lodging cost not to exceed \$60 for a total of \$89.25. For the 2 <sup>nd</sup> day, the applicable per diem rate is the M&IE (\$39) rate plus the lodging cost (\$0) for a total of \$39. For days 3 through 8, the applicable per diem rate is the M&IE (\$39) rate plus lodging cost not to exceed \$60, times the number of days (6) at that rate for a total of \$594.00. For the 9th day the applicable per diem rate is the M&IE (\$39) rate plus lodging cost (\$0) for a total of \$39. For the 10th day (arrival day at the new PDS) the applicable per diem rate is 75% of the Standard CONUS M&IE (\$39) rate for a total of \$29.25. Per diem for actual travel by the employee is \$790.50. Since per diem for actual travel does not exceed the maximum allowable (\$792.00) for 8 days travel time, the employee is authorized the full amount (\$790.50) for the actual travel time and authorization for dependents is ¾ and ½ respectively of the \$790.50 due the employee.		

**\*Example 7  
PCS Travel**

**NOTE:** See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. C4550-F3 for the current Standard CONUS per diem rate.

An employee performed PCS travel from Washington, DC, to Phoenix, AZ, in 6 days. The employee elected to travel by privately owned-automobile accompanied by the spouse and 7-year-old child. They departed their place of abode at 0800 on the first day and arrived at his new PDS at 2100 on the 6th day. The official distance traveled was 1,443 miles. The employee may be paid per diem for up to 4 days (See par. C5060) based on an average distance of 350 miles per calendar day. Lodgings were occupied for 5 nights, 3 of which were spent at the homes of friends at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$59, \$56, and 3 nights at no cost. Per diem is computed as follows:

**Per Diem for Actual Travel Under the 'Lodgings-Plus' Method**

<b>Maximum allowable per diem for 4 days @ \$99 (Standard CONUS per diem rate)=</b>		<b>\$396.00</b>
1 <sup>st</sup> day (departure day)	75% of \$39 (Standard CONUS M&IE rate) plus \$0 (lodging) =	\$ 29.25
2 <sup>nd</sup> day	\$39 (M&IE rate) plus \$60 (lodging) =	\$ 99
3 <sup>rd</sup> day	\$39 (M&IE rate) plus \$0 (lodging) =	\$ 39
4 <sup>th</sup> day	\$39 (M&IE rate) plus \$60 (lodging) =	\$ 99
5 <sup>th</sup> day	\$39 (M&IE rate) plus \$0 (lodging) =	\$ 39.00
6 <sup>th</sup> day (arrival day)	75% of \$39 (Standard CONUS M&IE rate) =	\$ 29.25
<b>Employee's per diem authorization =</b>		<b>\$334.50</b>
Per diem for accompanying spouse at ¾ of the amount due the employee (\$334.50) =		\$250.88
Per diem for accompanying child (under age 12) at ½ the amount due the employee (\$334.50) =		\$167.25
<b>Total amount payable to employee =</b>		<b>\$752.63</b>

Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (1,443 ÷ 350 = 4 days with a remaining distance of 43 miles (1,443 – 1,400)). No additional time is allowed for the 43 miles since it is less than the minimum 51 miles set in par. C5060.

The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$99 prescribed in <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. C4550-F3 (\$60/ \$39). In this case, the lodging costs for 2 nights exceeded the maximum allowable amount of \$60 and lodging reimbursement was therefore limited to \$60. For the 1st day (departure day) the applicable per diem rate is 75% of the M&IE rate (\$39) for a total of \$29.25. For days 2 and 4, the applicable per diem rate is the M&IE rate (\$39) plus lodging cost not to exceed \$60 for a total of \$99 for each day. For days 3 and 5, the applicable per diem rate is the M&IE (\$39) rate for each day plus lodging cost (\$0) for a total of \$78. For the 6th day (arrival day at the new PDS) the applicable per diem rate is 75% (\$29.25) of the Standard CONUS M&IE rate (\$39). In this case, since per diem for the actual travel time (\$334.50) did not exceed the maximum allowable (\$396.00), the employee is authorized the lesser amount and the authorization for dependents is ¾ and ½ respectively of the \$334.50 due the employee.

<b>*Example 8 PCS Travel</b>		
<b>NOTE:</b> See <a href="http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl">http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl</a> or par. C4550-F3 for the current Standard CONUS per diem rate.		
An employee performed PCS travel from Los Angeles, CA, to Washington, DC, in 15 days. The employee and spouse elected to travel by privately owned automobile. They departed their place of abode at 0700 on the first day and arrived at the new PDS at 1300 on the 15th day. The official distance traveled was 2,615 miles. The employee may be paid per diem for up to 8 days (See par. C5060). Lodgings were occupied for 14 nights, 4 of which were spent at the homes of friends at no cost. The employee certified that the single rate, applicable to the rooms occupied with the spouse, were 10 nights at \$60 a night, and 4 nights at no cost. Per diem is computed as follows:		
<b>Per Diem for Actual Travel Under the 'Lodgings-Plus' Method</b>		
<b>Maximum allowable per diem for 8 days @ \$99 (Standard CONUS per diem rate)=</b>		<b>\$ 792.00</b>
1 <sup>st</sup> day	75% of \$39 (Standard CONUS M&IE rate) plus \$60 (lodging)	\$ 89.25
2 <sup>nd</sup> through 10 <sup>th</sup> day	\$39 (M&IE rate) plus \$60 (lodging) x 9 =	\$ 891.00
11 <sup>th</sup> through 14 <sup>th</sup> day	\$39 (M&IE rate) plus \$0 (lodging) x 4 =	\$ 156.00
15 <sup>th</sup> day	75% of \$39 (Standard CONUS M&IE rate) =	+ \$ 29.25
<b>Total</b>		<b>\$ 1,165.50</b>
Per diem for accompanying spouse at ¾ of the amt due the employee (\$792.00) =		+ \$ 594.00
<b>Total amount payable to employee (\$792 + \$594) =</b>		<b>\$1,386.00</b>
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,615 ÷ 350 = 7 days with a remaining distance of 165 miles (2,615 – 2,450). One additional day is allowed for the 165 miles since it exceeds the minimum 51 miles set in par. C5060 for a total of 8 days.		
The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$99 prescribed in <a href="http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl">http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl</a> or par. C4550-F3 (\$60/ \$39 ). In this case, the lodging cost for each of the first 10 nights exceeded the maximum allowable amount of \$60. For the 1 <sup>st</sup> day (departure day), the applicable per diem rate is 75% of the M&IE rate (\$39) plus lodging cost not to exceed \$60 for a total of \$89.25. For days 2 through 10, the applicable per diem rate is the M&IE rate (\$39) plus lodging cost not to exceed \$60, times the number of days (9) at that rate for a total of \$891. For days 11 through 14, the applicable per diem rate is the M&IE rate (\$39) plus lodging cost (\$0) times the number of days (4) at that rate for a total of \$156. For the 15th day (arrival day at the new PDS) the applicable per diem rate is 75% (\$29.25) of the M&IE rate (\$39). Since per diem for the actual travel time (\$1,165.50 exceeded the maximum allowable (\$792.00), the employee is authorized \$792.00. Authorization for the dependent is ¾ of the \$792.00 due the employee.		

<b>Example 9 PCS/Separation Travel</b>	
<b>NOTE:</b> See <a href="http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl">http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl</a> or par. C4550-F3 for the current Standard CONUS per diem rate.	
1. PCS/separation travel from Stuttgart, GE, to Atlanta, GA.	
2. 9/1: Depart residence in Stuttgart, GE at 0830. Arrive at residence in Atlanta at 2000.	
3. The employee is authorized per diem since actual travel time exceeds 12 hours. See par. C4552-F.	
4. Since travel begins and ends on same day, the rule in par. C4553-D1 applies. See also par. C4553-D2d(4).	
5. Maximum per diem rate at time of travel \$99 (\$60/ \$39). (The destination rate applicable for PCS and separation travel to CONUS is the Standard CONUS per diem rate.)	
6. Reimbursement for 9/1 is \$29.25 (75% of \$39).	
7. Per diem payable for the spouse is ¾ of the \$29.25 due to the employee if, in the above example, the spouse accompanied the employee on PCS travel.	
8. Per diem is not payable for dependents on separation travel.	

<b>*Example 10</b>		
<b>PCS Travel - More than 12 Hours But Not Exceeding 24 Hours</b>		
DEP	Old PDS (Washington, DC)	1 May
ARR	New PDS (Paris, France)	2 May
Actual travel time 16 hours M&IE rate applicable to the new PDS location \$78.00 at the time of travel.		
<b>REIMBURSEMENT</b>		
75% x \$78.00 (M&IE) rate for new PDS locations) =		\$58.50
Total reimbursement =		\$58.50
Per diem for an accompanying spouse if $\frac{3}{4}$ of the amount due the employee (\$58.50) =		\$43.88
Per diem for an accompanying child age 12 or older is $\frac{3}{4}$ of the amount due the employee (\$58.50) =		\$43.88
Per diem for accompanying child under age 12 is $\frac{1}{2}$ of the amount due the employee (\$58.50) =		\$29.25

<b>*Example 11</b>			
<b>Renewal Agreement Travel</b>			
<b>NOTE:</b> See <a href="http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl">http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl</a> or par. C4550-F3 for the current Standard CONUS per diem rate.			
1. Employee and spouse performed RAT from Frankfurt, GE, to Chicago, IL, and return to Frankfurt.			
2. Itinerary:	9/1	Depart residence in Frankfurt GE at 0730 Arrive residence in Chicago at 2230	
	9/2 - 9/30	Leave	
	10/1	Depart residence in Chicago at 1400	
	10/2	Arrive residence in Frankfurt, GE at 1015	
3. The employee is authorized per diem since actual travel time exceeds 12 hours. See par. C4552-F.			
4. Maximum per diem rate at time of travel \$99 (\$60/ \$39). (The destination per diem rate applicable for RAT to CONUS is the Standard CONUS per diem rate.)			
5. Reimbursement:	9/1	75% of \$39 (M&IE)	\$29.255
	9/2 - 9/30	no per diem	0.00
	10/1 - 10/2	75% of \$39 (M&IE)	+ \$29.25
<b>Total Reimbursement</b>			<b>\$58.50</b>
6. The rule in par. C4553-D2a(2) applies and the destination M&IE rate (\$39) is used for computing per diem for that day since travel from Frankfurt to Chicago began and ended on the same day.			
7. On the return trip, the M&IE rate applicable to the actual residence for RAT is used for computing per diem. See par. C4553-D2d(3).			
8. Per diem for dependents is not authorized for RAT.			

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

## C4566 QUICK REFERENCE TABLES - PER DIEM AUTHORIZATIONS

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

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

(2) Whole Days of Travel in CONUS

Abbreviations used: Govt. = Government GMR = Government meal rate NTE = Not to exceed PMR = Proportional meal rate						
Footnotes: See table # 4						
	A	B	C	D	E	F
	Traveled overnight & arrived at a CONUS TDY location (not on U.S. installation) on day after departing PDS.	Traveled overnight & arrived at CONUS TDY locality (on U.S. installation) on day after departing PDS. Traveler occupied Govt. quarters.	Each whole day at CONUS TDY locality (not on U.S. installation).	Each whole day at a CONUS TDY locality (on U.S. installation) when traveler occupies Govt. quarters.	Each whole day at a CONUS TDY locality (on U.S. installation) when traveler elects not to occupy available Govt. quarters.	Each whole day at a CONUS long-term TDY or Training location where the employee is authorized a fixed per diem at a reduced rate or 55% rate.
<b>Per Diem for Whole Days of Travel</b> <sup>6/</sup>	M&IE applicable to CONUS TDY locality (when three meals are other than Govt. mess or deductible meals) plus cost of lodging NTE maximum rate prescribed for TDY locality <sup>2/</sup> .	M&IE plus the cost of Govt. quarters. (M&IE may be at (1) The rate prescribed for the TDY locality, if 3 meals are other than Govt. mess or deductible meals, (2) Standard GMR plus \$3, if all three meals are consumed in a Govt. mess, (3) PMR plus \$3 if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus \$3 if one or two deductible meals are provided <sup>7/</sup> , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved). See par. C4554-A for determination of the M&IE rate).	M&IE applicable to CONUS TDY locality (when 3 meals are other than Govt. mess or deductible meals) plus cost of lodging NTE maximum rate prescribed for TDY locality <sup>2/</sup> (If one or two deductible meals are provided, M&IE is PMR plus \$3. See par. C4554-B.	M&IE plus cost of Govt. quarters. (M&IE may be at (1) rate prescribed for TDY locality, if 3 meals are other than Govt. mess or deductible meals, (2) Standard GMR plus \$3, if all three meals are consumed in a Govt. mess, (3) PMR plus \$3 if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus \$3 if one or two deductible meals are provided <sup>7/</sup> , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved). See par. C4554-A for determination of the M&IE rate).	M&IE plus the cost of occupied lodging NTE maximum rate prescribed for TDY locality <sup>8/</sup> . (M&IE may be at (1) The rate prescribed for the TDY locality, if 3 meals are other than Govt. mess or Deductible meals, (2) Standard GMR plus \$3, if all three meals are consumed in a Govt. mess, (3) PMR plus \$3 if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR rate plus \$3 if one or two deductible meals are provided <sup>7/</sup> , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved). See par. C4554-A for determination of the M&IE rate).	Per diem at the authorized fixed reduced or 55% rate without itemization or receipts for meals, lodgings or incidental expenses. <sup>2/ 6/8/</sup>

(3) Whole Days of Travel – OCONUS

Abbreviations used: Govt. = Government GMR = Government meal rate NTE = Not to exceed PMR = Proportional meal rate						
Footnotes: See table # 4						
	A	B	C	D	E	F
	Traveled overnight & arrived at an OCONUS TDY location (not on U.S. installation) on day after departing PDS.	Traveled overnight & arrived at OCONUS TDY locality (on U.S. installation) on day after departing PDS. Traveler occupied Govt. quarters.	Each whole day at OCONUS TDY locality (not on U.S. installation).	Each whole day at an OCONUS TDY locality (on U.S. installation). Traveler occupied Govt. quarters.	Each whole day at an OCONUS TDY locality (on U.S. installation) when traveler elects not to occupy available Govt. quarters.	Each whole day at an OCONUS long-term TDY or training location where the employee is authorized a fixed per diem at a reduced rate or 55% rate.
<b>Per Diem for Whole Days of Travel</b> <sup>6/</sup>	M&IE <sup>4/</sup> applicable to OCONUS TDY locality (if 3 meals are other than Govt. mess or deductible meals) plus cost of lodging <sup>5/</sup> NTE maximum rate prescribed for TDY locality.	M&IE plus cost of Govt. quarters (M&IE may be at (1) The meal rate prescribed for the TDY locality plus \$3.50, if 3 meals are other than Govt. mess or Deductible meals, (2) Standard GMR plus \$3.50 <sup>3/</sup> , if all three meals are consumed in a Govt. mess, (3) PMR plus \$3.50 <sup>3/</sup> , if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus \$3.50 <sup>3/</sup> if one or two deductible meals are provided <sup>7/</sup> , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved). See par. C4554-A for determination of the M&IE rate).	M&IE <sup>4/</sup> applicable to OCONUS TDY locality (when 3 meals are other than Govt. mess or deductible meals) plus cost of lodging <sup>5/</sup> NTE maximum rate prescribed for TDY locality.	M&IE plus cost of Govt. quarters (M&IE may be at (1) meal rate prescribed for TDY locality plus \$3.50, if 3 meals are other than Govt. mess or deductible meals, (2) Standard GMR plus \$3.50 <sup>3/</sup> , if all three meals are consumed in a Govt. mess, (3) PMR plus \$3.50 <sup>3/</sup> , if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus \$3.50 <sup>3/</sup> if one or two deductible meals are provided <sup>7/</sup> , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved). See par. C4554-A for determination of the M&IE rate).	M&IE plus cost of occupied lodging NTE maximum rate prescribed for TDY locality. <sup>5/8/</sup> (M&IE may be at (1) The meal rate prescribed for the TDY locality plus \$3.50, if 3 meals are other than Govt. mess or deductible meals, (2) Standard GMR plus \$3.50 <sup>3/</sup> , if all three meals are consumed in a Govt. mess, (3) PMR plus \$3.50 <sup>3/</sup> , if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus \$3.50 <sup>3/</sup> if one or two deductible meals are provided <sup>7/</sup> , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved). See par. C4554-A for determination of the M&IE rate).	Per diem at the authorized fixed reduced or 55% rate without itemization or receipts for meals, lodgings or incidental expenses. <sup>5/ 6/8/</sup>

## (4) Day(s) of Return to PDS

Abbreviations used:	Govt. = Government	GMR = Government meal rate	NTE = Not to exceed	PMR = Proportional meal rate	
	A	B	C	D	E
	Arrived at PDS on same day as departed TDY location.	Traveled overnight (no lodging required) & arrived at PDS on day after departing TDY location.	On departure day from TDY overnight lodging was required at a stopover en route to the PDS.	On day travel ended lodging was required en route to the PDS.	Arrived at PDS on same day as departed long-term TDY/training location where fixed reduced/55% per diem was authorized.
<b>Per Diem for Return Day to PDS</b> <sup>6/</sup>	75% of M&IE rate for last TDY locality. <sup>1/</sup>	For departure day from TDY location M&IE at the rate for the last TDY locality. Arrival day at PDS 75% of the M&IE rate for the last TDY locality. <sup>1/</sup>	For departure day from TDY: M&IE plus lodging <sup>2/,5/</sup> cost NTE rate for stopover locality. For arrival day at PDS: 75% of M&IE rate for stopover locality. <sup>1/</sup>	75% of the M&IE rate plus cost of lodging based on the locality rate where lodging was obtained if authorized/ approved by the AO. See par. C4553-D2c(4).	75% of the M&IE rate for the TDY/training locality. The fixed reduced/55% rate does not apply on return day to the PDS.

**Footnotes**

1/ GMR/PMR and the \$3.50 incidental rate do not apply on departure day from or return day to PDS.

2/ Lodging tax *is* separately reimbursed for lodging in CONUS because an amount is not included in the applicable CONUS maximum lodging amount for taxes.

3/ The AO can determine that \$3.50 is not adequate on a U.S. Installation and authorize/approve the incidental expense rate for the TDY locality prescribed on <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>. Payment of the incidental expense rate for the TDY locality must be stated in the travel authorization.

4/ For OCONUS travel the AO can determine that an incidental expense (IE) allowance of \$3.50, in lieu of the IE prescribed for the TDY locality, is adequate for anticipated expenses when the traveler is not lodged on a U.S. Installation. The OCONUS incidental expense of \$3.50 may be authorized and must be stated in the travel authorization.

5/ Lodging tax *is not* separately reimbursable for lodging OCONUS because an amount is included in the applicable OCONUS maximum lodging amount for taxes.

6/ Cost of laundry/dry-cleaning and pressing of clothing when travel is *within CONUS is reimbursable* under the conditions in par. C4553-C2. Cost of laundry/dry-cleaning & pressing of clothing *is not* separately reimbursable when travel is *OCONUS* because an amount is provided in the OCONUS per diem incidental expense (IE) for laundry.

7/ On any day that 3 deductible meals are provided without cost to traveler, no reimbursement is allowed for meals.

8/ When a per diem rate based on the cost of available Government quarters is authorized in the traveler's travel authorization, the per diem authorized in the travel authorization applies beginning on the day after arrival at the TDY location and ends on the day before departing the TDY location.

**C4567 PER DIEM FOR EMPLOYEES AND/OR DEPENDENTS WHILE AT SAFE HAVEN INCIDENT TO AN EVACUATION FROM A PDS WITHIN CONUS OR NON-FOREIGN OCONUS LOCATION**

A. Purpose. The per diem allowance is provided to assist an employee in meeting the excess costs involved in temporarily maintaining dependents at a safe haven.

B. General. 'Lodgings-Plus' Per Diem Method Applicability to Evacuated Employees/Dependents. Evacuated employees and dependents are authorized a per diem allowance under the 'Lodgings-Plus' per diem computation method for each day they are in an evacuation status. ***Actual expense allowances described in Chapter 4, Part M, do not apply to an evacuation.*** The 'Lodgings-Plus' per diem computation method consists of a lodging ceiling and an M&IE allowance. For an explanation of the items of expense the per diem allowance is intended to cover, see the Appendix A definition of "Per Diem Allowance" and Chapter 4, Part L. The maximum lodging reimbursement for an employee and dependent family is the actual total daily lodging cost incurred by the family, not to exceed the sum of the daily lodging portion of the locality per diem rate authorized for the employee and/or each dependent concerned. Because many evacuated employees and dependents stay with friends/relatives while at a safe haven, it is noted that the rule in par. C4555-B3 applies to them. ***That is, if an evacuated employee or dependent stays with friends or relatives while at a safe haven, no lodging cost is allowed, whether or not any lodging payment is made to the friend or relative.*** This restriction does not apply when the employee/dependent leases a house, apartment (i.e., lodgings) from a friend or relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated employee/dependent is authorized the M&IE portion of the per diem allowance even if not authorized the lodging portion of the per diem allowance for any given day. (See computations in par. C4566-C). Government mess or open mess availability/use has no effect on per diem allowances for employees/dependents even though such facilities may be or are used without charge to the employee/dependent. Per diem allowances payable under par. C4566 may be paid in advance as prescribed in Appendix I, Part B, §550-403(d).

C. Per Diem Computations. The following examples illustrate the method used for computing per diem allowances incident to evacuation:

**NOTE:**

- 1: The per diem rates used in the following example are for illustrative purposes only and do not necessarily reflect current allowances. Please check <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, as appropriate, for current per diem rates.***
- 2. Taxes paid on lodgings while at a safe haven or traveling in CONUS or in a non-foreign OCONUS area are separately reimbursable travel expenses in addition to per diem.***
- 3. Taxes paid on lodgings while at a safe haven or traveling in a foreign OCONUS area are not separately reimbursable. They are part of the lodging cost. The cost of a value added tax (VAT) relief certificate is separately reimbursable if the certificate is used to avoid paying the lodging taxes.***
- 4. CONUS per diem rates do not include an amount for the cost of laundry/dry-cleaning/pressing of clothing.***
- 5. OCONUS per diem rates include an amount for the cost of laundry/dry-cleaning/pressing of clothing.***

**Example**

An employee, the employee's spouse, one child age 12 and one child under age 12 were evacuated from a CONUS duty station to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the employee and three dependents, who shared one room, was \$95 plus \$7.60 for lodging taxes (8%). The maximum per diem applicable at that location was \$99, (\$60/ \$39).

(a) Unless a lower rate is authorized under Appendix I, Part B, §550-405(b)(3), the maximum daily amount that may be paid to the employee and three dependents for the first 30 consecutive days is determined as follows (See Appendix I, Part B, §550.405(b)(1)):

The employee and each dependent age 12 or older is authorized per diem up to the full rate (\$99) (\$60/ \$39). Each dependent under age 12 is authorized per diem up to 50 percent of the rate.

	<b>M&amp;IE</b>	<b>Max Lodging</b>	<b>Total</b>
Employee:	\$39	\$60	\$99
Employee's spouse	\$39	\$60	\$99
Child (age 12 or older)	\$39	\$60	\$99
Child (under age 12)	\$19.50 (\$39 x 50%)	\$30 (\$60 x 50%)	\$49.50
Max daily amt that may be paid for costs incurred by employee & 3 depts	\$136.50		\$346.50

(b) Determine the actual total daily amount for the first 30 consecutive days, within the maximum amounts shown in (a) (\$136.50 for M&IE and up to \$210 for lodging), as follows:

M&IE:	\$136.50 (The M&IE in this daily amount is paid to cover cost meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.)
Lodging:	\$95 (This is the actual daily amount (not including lodging tax) paid for lodging by the employee and three dependents, which is less than the maximum (\$210) that may be reimbursed. A lodging receipt is required for this amount.)
Daily amount:	\$231.50 (Daily amount that is payable to the employee and dependents (within the maximum \$346.50 established in (a) for costs incurred by the employee and three dependents for the first 30 consecutive days)).
Lodging Tax:	\$7.60
Total:	\$239.10 (Actual daily amount paid to employee and dependents for costs (including lodging tax) incurred by the employee and three dependents for first 30 consecutive days).

(c) Beginning on the 31st day per diem is computed at 60 percent (for employee and dependents 12 or older) and 30 percent (for dependents under 12) of the applicable per diem rate prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, unless a lower rate is authorized under Appendix I, Part B, §550-405(b)(3). Determine the maximum daily amount starting on the 31<sup>st</sup> through the 180<sup>th</sup> consecutive days that may be paid for the employee and three dependents in this example as follows:

	<b>M&amp;IE</b>	<b>Max Lodging</b>	<b>Total</b>
Employee	<b>\$23.40</b> (\$39 x 60%)	<b>\$36.00</b> (\$60 x 60%)	\$59.40
Employee's spouse:	<b>\$23.40</b> (\$39 x 60%)	<b>\$36.00</b> (\$60 x 60%)	\$59.40
Child (age 12 or older)	<b>\$23.40</b> (\$39 x 60%)	<b>\$36.00</b> (\$60 x 60%)	\$59.40
Child (under age 12)	<b>\$11.70</b> (\$39 x 30%)	<b>\$18.00</b> (\$60 x 30%)	\$29.70
Max daily amt that may be paid for costs incurred by the empl & 3 depts	\$81.90	\$126.00	\$207.90

(d) Determine the actual total daily amount that is paid for 31st to 180th consecutive days, within the maximum amounts shown in (c) (\$81.90 for M&IE and up to \$126 for lodging), as follows:

M&IE:	\$81.90 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.)
Lodging:	\$95 (This is the actual daily amount (not including lodging tax) paid for lodging by the employee and three dependents, which is less than the maximum (\$126) that may be reimbursed. A lodging receipt is required for this amount.)
Daily amount:	\$176.90 (Daily amount that is payable to the employee and dependents within the maximum \$207.90 established in (c) for costs incurred by the employee and three dependents for the 31st to 180th consecutive days).
Lodging Tax:	\$7.60
Total:	\$184.50 (Actual daily amount paid for costs (including lodging tax) incurred by the employee and three dependents for the 31st to the 180th consecutive days).

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## CHAPTER 5

### PERMANENT DUTY TRAVEL

#### **PART A: APPLICABILITY AND GENERAL RULES**

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- C5000**            **SCOPE**
- A.    General (FTR §302-1.1)
  - B.    Two or More Family Members Employed (FTR §302-3.2)
  - C.    Employee Married to Uniformed Service Member
  - D.    Travel Authorization Issuance
  - E.    Funding Responsibility
- C5005**            **PCS TRAVEL ELIGIBILITY**
- A.    PCS Travel in the Government's Interest
  - B.    PCS Allowance Eligibility
  - C.    PCS Limitation Policy
- C5010**            **ELIGIBILITY AND ALLOWANCE TABLES FOR DESIGNATED ASSIGNMENTS/  
TRANSFERS/MOVEMENTS**
- A.    Table 1 - Eligibility Table
  - B.    Tables 2 through 12

#### **PART B: EMPLOYEE TRANSPORTATION AND SUBSISTENCE ALLOWANCES**

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- C5050**            **PCS MILEAGE ALLOWANCE (FTR §302-4.300)**
- A.    POC Travel
  - B.    Mixed Transportation Modes
  - C.    Other Reimbursable Expenses
- C5055**            **USE OF MORE THAN TWO AUTOMOBILES**
- C5060**            **ALLOWABLE PER DIEM (FTR §302-4.200)**
- A.    POC Use Advantageous to the Government
  - B.    Exception
  - C.    POC Use Not Advantageous to the Government
  - D.    Per Diem Rates
- C5065**            **COMPUTING POC TRAVEL REIMBURSEMENT**
- A.    General
  - B.    Reimbursement Computation Example for the Use of One Automobile
  - C.    Reimbursement Computation Example for the Use of Two Automobiles
  - D.    Computation Example of the PCS Mileage Allowance Rate for Two Separate Trips
- C5070**            **TRAVEL AND TRANSPORTATION REIMBURSEMENT**
- A.    Authorized PCS Allowances
  - B.    Allowance Restrictions
  - C.    Discretionary Allowances
- C5075**            **PCS MOVEMENTS (FTR §302-3)**
- A.    General
  - B.    Travel and Transportation Allowances
  - C.    Agreements/Service Requirements/Violation Agreements
  - D.    Alternate Origin and/or Destination Limitation

- C5080 TRAVEL AND TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES**
- A. First Duty Station Travel Eligibility
  - B. New Appointee and Student Trainee Appointments and Assignments to the First PDS (FTR §302-3, subpart A)
  - C. Movement of Employees or Reemployed Former Employees Affected by Reduction in Force (RIF)/Transfer of Function (FTR §302-3.206)
  - D. Return from Military Duty
  - E. Successive PCS Assignments and Delayed Movement of Dependents and/or HHG to the Last PDS
  - F. Short Distance Transfers (PCS within Same City/Area) (FTR §302-2.6)
  - G. Waiver of Limitations for an Employee Relocating to/from a Remote or Isolated Location (FTR §302-2.106)

- C5085 SEPARATION TRAVEL FROM OCONUS DUTY (FTR §302-3, subpart D)**
- A. Eligible Employees
  - B. Separation Travel and Transportation Allowances
  - C. Separation Travel and Transportation Allowances Loss
  - D. Limited Separation Travel and Transportation Allowances
  - E. Employees Not Eligible
  - F. Employment in Another DOD Component without a Break in Service after Separation from the Losing Activity

- C5090 LAST MOVE HOME FOR A SENIOR EXECUTIVE SERVICE (SES) CAREER APPOINTEE UPON SEPARATION FROM FEDERAL SERVICE FOR RETIREMENT**
- A. Applicability
  - B. Eligibility Criteria
  - C. Authorization/Approval
  - D. Allowable Expenses
  - E. Expenses Not Allowable
  - F. Origin and Destination
  - G. Time Limits for Beginning Travel and Transportation
  - H. Funds Use

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## **PART C : DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES**

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### **SECTION 1: GENERAL**

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- C5100 ELIGIBILITY**
- A. General
  - B. Child's Age and Travel Eligibility

### **SECTION 2: PCS TRANSFERS**

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- C5105 TRANSFER TO AND WITHIN CONUS**
- A. When Authorized
  - B. Origin and Destination
  - C. Transportation Mode and Routing
  - D. Expenses Authorized
  - E. Travel Authorization
  - F. Time Limitation

**C5110 TRANSFER TO AND BETWEEN OCONUS PDS'S**

- A. When Authorized
- B. Travel Origin and Destination
- C. Concurrent Travel
- D. Transportation Mode and Routing
- E. Expenses Authorized
- F. Travel Authorization
- G. Time Limit

**C5115 TRAVEL FROM AN OCONUS AREA**

- A. General
- B. When Authorized
- C. Travel Origin and Destination
- D. Evacuation
- E. Transportation Routing and Mode
- F. Miscellaneous Expenses
- G. Travel Authorization
- H. Time Limitations

**SECTION 3: STUDENT DEPENDENT TRAVEL**

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**C5120 STUDENT DEPENDENT TRAVEL TO ATTEND SCHOOL**

- A. Authority and Eligibility
- B. DODEA Student Activity Travel

**C5123 TRANSPORTATION OF STUDENTS WITH DISABILITIES FOR DIAGNOSTIC AND EVALUATION PURPOSES**

- A. Student Travel
- B. Parent/Guardian Travel

**SECTION 4: DEPENDENT PER DIEM RATES**

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**C5125 DEPENDENT PER DIEM RATES**

- A. Travel En Route between an Employee's Old and New Duty Station
- B. Exclusions
- C. Round-trip House Hunting Travel
- D. Evacuation Travel
- E. Student Dependent Travel to Attend School

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

- A. General
- B. Examples

**SECTION 5: DEPENDENT MEDICAL TRAVEL**

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**C5134 DEPENDENT MEDICAL TRAVEL AND TRANSPORTATION ALLOWANCES WHEN AN EMPLOYEE IS ASSIGNED TO A FOREIGN OCONUS PDS**

- A. General
- B. Eligibility
- C. Required Health Care Determination
- D. Authorized Health Care
- E. Unauthorized Health Care
- F. Designated Point

- C5136 MEDICAL TRAVEL ADMINISTRATION**
- A. Applicable Regulations
  - B. Travel Authorization
  - C. Funding
  - D. Excess Costs Agreement
  - E. Premium Class Accommodations
- C5138 TRANSPORTATION**
- A. General
  - B. Limitation
- C5140 PER DIEM**
- A. General
  - B. Maximum Number of Days
  - C. Elective Destinations
  - D. Hospital Stays
  - E. Dental Care
  - F. Obstetric Care
  - G. Newborn Infant
  - H. Per Diem Rates
- C5142 EXCESS ACCOMPANIED BAGGAGE**
- C5144 SAMPLE EXCESS COST AGREEMENT**
- C5146 ATTENDANTS/ESCORTS**
- A. Definition
  - B. Determination
  - C. Appointment
  - D. Travel Allowances
  - E. Attendant Compensation Agreement
  - F. Attendant Per Diem
  - G. Non-Concurrent Attendant Travel
- C5148 SEPARATE MAINTENANCE ALLOWANCE (SMA) ICW MEDICAL TRAVEL**
- A. Eligibility
  - B. Restrictions
  - C. Payment Authority

## **PART D: HOUSEHOLD GOODS (HHG) TRANSPORTATION (FTR §302-7)**

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- C5150**            **GENERAL**
  
- C5152**            **ELIGIBILITY**
  
- C5154**            **BASIC ALLOWANCES**
  - A.    General
  - B.    Prescribed Weight Allowances (FTR §302-7.2)
  - C.    Professional Books, Papers, and Equipment (PBP&E)
  - D.    Additional Consumable Goods (FTR §300-3.1)
  - E.    Weight Additive Articles (FTR §302-7.20)
  - F.    HHG Transportation Expenses
  - G.    HHG Transportation and Storage Documentation (FTR §302-7.104)
  - H.    Loss or Damage Claims (FTR §302-7.11)
  - I.    Services
  - J.    Employee Married to Uniformed Service Member
  - K.    HHG Transportation between Local Quarters
  
- C5156**            **ADMINISTRATIVE WEIGHT LIMITATIONS (FTR §302-7.16)**
  - A.    Policy
  - B.    Exceptions
  - C.    Shipment from a Weight-restricted Area
  
- C5158**            **RE-TRANSPORTATION OF THE SAME HHG**
  
- C5160**            **TRANSPORTATION METHODS (FTR §302-7.100-201)**
  - A.    HHG
  - B.    Unaccompanied Baggage
  - C.    Actual Expense (FTR §302-7.200)
  - D.    Commuted Rate (FTR §302-7.13)
  - E.    Split Transportation (FTR §302-7.3)
  - F.    Employee Responsibility (FTR §302-7.15)
  - G.    Limitations
  - H.    Cost Comparison
  
- C5165**            **FACTORS AFFECTING HHG TRANSPORTATION**
  - A.    Combining Weight Allowances when Husband and Wife Are Both Employees
  - B.    Reserved
  - C.    Reserved
  - D.    Improper Transportation
  - E.    Items of Extraordinary Value
  - F.    HHG and Mobile Home Allowances
  - G.    HHG Transportation before a PCS Travel Authorization Is Issued
  - H.    Time Limitation
  - I.    Alcoholic Beverage Shipment
  
- C5170**            **DETERMINING THE NET WEIGHT**
  - A.    Crated Shipments
  - B.    Uncrated Shipments
  - C.    Containerized Shipments (FTR §302-7.12)
  - D.    Constructed Weight (FTR §302-7.12)

- C5175 EXCESS CHARGES**  
A. Policy  
B. Excess Weight beyond Employee Control
- C5180 TRANSPORTATION UNDER A PCS TRAVEL AUTHORIZATION**  
A. HHG Shipment between CONUS PDSs  
B. HHG Transportation to and between OCONUS PDSs  
C. HHG Transportation from OCONUS to CONUS PDSs
- C5190 STORAGE IN TRANSIT (SIT)**  
A. General (FTR §302-7.107)  
B. Time Limitation  
C. Reimbursement (FTR §302-7.107-110)
- C5191 C5191 EXTENSION OF THE 180 DAY SIT LIMIT**  
A. General  
B. Requirements  
C. Authority  
D. Submission Process  
E. Restrictions
- C5195 NON-TEMPORARY STORAGE (NTS)**  
A. NTS of HHG for Duty at an Isolated CONUS PDS (FTR §302-8.100-108)  
B. NTS of HHG ICW Moves to and between OCONUS Areas (FTR §302-8.200-203)  
C. NTS of HHG for DODDS Employees (FTR §302-8.300-301)

## **PART E: POV TRANSPORTATION**

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### **SECTION 1: GENERAL**

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- C5200 GENERAL**  
A. Authorized Personnel  
B. Rental Car  
C. Miscellaneous POV Shipment Information
- C5204 SIZE LIMIT**

### **SECTION 2: OCONUS POV TRANSPORTATION**

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- C5208 ELIGIBILITY**  
A. General  
B. Criteria  
C. Conditions  
D. Travelers Assigned to Johnston Island
- C5212 AUTHORIZATION**  
A. Transportation Not Authorized  
B. Transportation Authorized
- C5216 TRAVEL AND TRANSPORTATION TO/FROM PORTS**  
A. General  
B. Alternate Ports  
C. Transportation to/from Ports/VPCs

- C5220 CIRCUMSTANCES**
- A. Transfer or Assignment between OCONUS PDSs
  - B. Agreement Not Completed and Traveler Transfers or Is Reassigned from OCONUS to CONUS
  - C. Agreement Not Completed and Traveler Returns to CONUS for Separation
  - D. Traveler Being Separated Following Completion of the Agreed Minimum Period of Service or for Reasons Acceptable to the Government

- C5224 SHIPMENT METHODS**
- A. Government-arranged POV Transportation
  - B. Traveler-arranged POV Transportation (FTR §302-9.142 §302-9.207)

**C5228 DELAYS WHILE AWAITING REOPENING OF PORT FACILITY OR POV DELIVERY**

- C5232 REPLACEMENT POV TRANSPORTATION**
- A. General
  - B. Emergency Replacement
  - C. Non-emergency Replacement
  - D. Limitations

- C5236 EMERGENCY STORAGE IN THE EVENT OF EVACUATION**
- A. Eligibility
  - B. Location
  - C. Expenses

**SECTION 3: CONUS POV TRANSPORTATION**

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**C5240 GENERAL**

- C5244 AUTHORIZATION**
- A. General
  - B. Authorized Origin/Destination
  - C. Towing Equipment Cost

- C5248 SHIPMENT METHODS**
- A. Government-arranged POV Transportation
  - B. Traveler-arranged POV Transportation (FTR §302-9.142 §302-9.207)
  - C. Transporting a Specially Equipped Automobile between CONUS PDSs (64 Comp. Gen. 30 (1984))

**PART F: MOBILE HOME TRANSPORTATION (FTR PART §302-10)**

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**C5250 GENERAL (FTR, §302-10.1)**

**C5255 AUTHORIZED TRANSPORTATION**

- C5260 GEOGRAPHIC LIMITATIONS (FTR, §302-10.4)**
- A. Authorized Origin/Destination Points
  - B. Alternate Origin/Destination Points
  - C. Transportation Limitations (FTR, §302-10.3)

- C5265 ALLOWANCES**  
A. General  
B. Transportation  
C. Employee Married to Employee  
D. Employee Married to Uniformed Member
- C5270 TRANSPORTATION LIMITATIONS**  
A. Limitation  
B. Responsibility
- C5275 PERSONALLY PROCURED COMMERCIAL TRANSPORTATION**  
A. General  
B. Transportation Conditions  
C. Allowed Transportation Costs (FTR, §302-10.200)  
D. Transportation Costs Not Allowed (FTR, §302-10.207)
- C5280 MOBILE HOME TOWED BY POC**  
A. Allowances  
B. Preparation Costs Allowed (FTR, §302-10.204)
- C5285 GOVERNMENT-PROCURED TRANSPORTATION**  
A. General (FTR, §302-10.206)  
B. Government's Cost Obligation
- C5290 TRANSPORTATION PARTLY BY COMMERCIAL TRANSPORTER AND PARTLY BY OTHER MEANS (FTR, §302-10.203)**
- C5295 ADVANCE PAYMENT (FTR, §302-10.300)**
- C5297 EMPLOYEE DEATH (FTR, §303-70.302)**  
A. CONUS  
B. OCONUS

**PART G: MISCELLANEOUS EXPENSE ALLOWANCE (MEA) DUE TO HOUSEHOLD RELOCATION**

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- C5300 GENERAL**  
A. Purpose  
B. Advance Payments  
C. Mobile Home Relocation  
D. Lease Penalty Expense
- C5305 ELIGIBILITY**  
A. Employees Eligible for MEA  
B. Employees *Not* Eligible for MEA
- C5310 REIMBURSEMENT**  
A. General  
B. Minimum Payment  
C. Maximum Payment  
D. Reimbursable Costs  
E. Non-Reimbursable Costs  
F. Administrative Procedures

**PART H: TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE) –  
ACTUAL EXPENSE AND FIXED**

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**SECTION 1: GENERAL**

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**C5350 PURPOSE**

**C5352 GENERAL**

- A. TQSE Types
- B. Foreign Transfer Allowance (FTA)
- C. Subsistence Expenses
- D. Restrictions

**C5354 TEMPORARY LODGING**

- A. Definitions
- B. Limitations

**C5356 ELIGIBILITY**

- A. Conditions
- B. TQSE in Other Locations
- C. Exclusions
- D. Restrictions

**C5358 ALLOWANCE DUPLICATION**

- A. TQSE Payment
- B. TQSA Payment
- C. Restrictions
- D. Temporary Change of Station (TCS)

**SECTION 2: TQSE - ACTUAL EXPENSE (TQSE(AE))**

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**C5360 TQSE(AE) OPTION**

- A. General
- B. AEA

**C5362 AUTHORIZATION**

- A. General
- B. Considerations

**C5364 LIMITATIONS**

- A. Payment Limitation
- B. Time Limitations
- C. Additional TQSE(AE) Period Justification
- D. Occupancy Limitations

**C5366 ELIGIBILITY PERIOD**

- A. Starting Temporary Lodging Occupancy
- B. Temporary Lodging Occupancy Time Period
- C. Ending Temporary Lodging Occupancy

**C5368 RECEIPTS AND SUPPORTING DOCUMENTATION**

- A. Receipts and Supporting Statement
- B. Submitting TQSE(AE) Claims

- C5370**            **PAYMENT**
  - A.    General
  - B.    Actual Expenses Allowed
  - C.    Excess Expenses
  - D.    Lodging with a Friend or Relatives
  - E.    Itemization
  - F.    Conditions Affecting Reimbursement

- C5372**            **COMPUTATION**
  - A.    TQSE(AE) Calculation
  - B.    Computation Examples

**SECTION 3:    TQSE FIXED (TQSE(F))**

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- C5380**            **TQSE(F) OPTION**

- C5382**            **AUTHORIZATION**
  - A.    General
  - B.    Considerations

- C5384**            **LIMITATIONS**
  - A.    Payment Limitation
  - B.    Time Limitation
  - C.    Erroneous Advice

- C5386**            **ELIGIBILITY PERIOD**

- C5388**            **RECEIPTS AND SUPPORTING DOCUMENTATION**

- C5390**            **PAYMENT**

- C5392**            **COMPUTATION**
  - A.    HHT
  - B.    Payment Basis
  - C.    TQSE(F) Per Diem Rates/Percentages
  - D.    TQSE(F) Computation Chart
  - E.    TQSE(F) Computation Example

**SECTION 4:    SUGGESTED TQSE(AE) FORMATS**

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- C5398**            **SUGGESTED FORMATS**

**PART I: PET QUARANTINE**

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- C5400**            **GENERAL**

- 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**

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- 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 HOUSEHOLD GOODS (HHG) STORAGE IN TRANSIT (SIT)**
- 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
  - E.    RAT In Connection with other Travel
- C5542**            **TEACHERS IN THE DOD OVERSEAS DEPENDENTS SCHOOL SYSTEM**
- A.    Completion of Period of Service RAT
  - B.    Exceptions
  - C.    HHG Storage between School Years
- C5545**            **DEPENDENT TRANSPORTATION**
- A.    When Authorized
  - B.    Dependent Eligibility
  - C.    Authorization Limitations
  - D.    New Tour at Different OCONUS PDS
  - E.    TDY at the Expiration of Leave Prior to Returning to the OCONUS PDS

## **PART L: SERVICE AGREEMENTS**

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### **SECTION 1:    GENERAL**

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- C5550**            **SERVICE AGREEMENTS**
- A.    General (FTR, §302-2.12)
  - B.    Failure to Sign a Service Agreement (FTR, §302-2.17)
  - C.    Initial Agreement
  - D.    Renewal Agreement
  - E.    Appointment/Transfer to an OCONUS Position
  - F.    More than One Service Agreement (FTR, §302-2.19)
  - G.    Subsequent Service Agreements (FTR, §302-2.18)
- C5552**            **PERSONNEL AUTHORIZED TO NEGOTIATE AGREEMENTS**
- A.    General
  - B.    Designated Personnel
- C5554**            **ACTUAL RESIDENCE (FTR, §302-2.15)**
- C5556**            **ACTUAL RESIDENCE DETERMINATION**
- A.    Appointees (Including Student Trainees)
  - B.    OCONUS Employment
- C5558**            **SERVICE AGREEMENT REQUIREMENTS (FTR §302-2.100(e); 2.100(f))**
- C5560**            **SERVICE AGREEMENT AUTHORIZATION AND LIMITATIONS DOCUMENTATION**
- A.    Transportation and Storage
  - B.    Record Maintenance

- C5562 SERVICE AGREEMENT PREPARATION AND DISPOSITION**
- A. General
  - B. Preparation and Disposition
  - C. Service Agreement for OCONUS Employees other than School Teachers
  - D. DOD Service Agreement - Transfer of Professional School Personnel OCONUS (DD Form 1616)
  - E. DOD Service Agreement - Transfer of Civilian Employees to and within CONUS (DD Form 1618)

**SECTION 2: INITIAL AGREEMENTS**

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**C5564 INITIAL AGREEMENT NEGOTIATION**

**C5566 OCONUS LOCAL HIRE INITIAL AGREEMENTS**

- A. General
- B. Local Commander Negotiation Restrictions
- C. Eligibility Determination
- D. Travel and Transportation Authorization
- E. Initial Service Agreement Requirements

**SECTION 3: RENEWAL AGREEMENTS**

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**C5568 RENEWAL AGREEMENT NEGOTIATION**

- A. General
- B. Married Employees
- C. Exception

**SECTION 4: TOUR OF DUTY REQUIREMENTS**

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**C5570 TOUR OF DUTY REQUIREMENT**

- A. General
- B. Minimum Periods of Service
- C. OCONUS

**C5572 STARTING TOUR OF DUTY**

- A. Transfer to and Within CONUS
- B. Appointment to First PDS
- C. CONUS Agreements

**C5574 ACCEPTABLE REASONS FOR RELEASE FROM A TOUR OF DUTY**

- A. General
- B. Acceptable Reasons for Release from Tour of Duty Requirements
- C. Transfer to Other Departments/Agencies
- D. Verification

**SECTION 5: AGREEMENT VIOLATION**

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**C5576 AGREEMENT VIOLATION**

- A. General
- B. Individual's Financial Responsibility
- C. Agreement Violations

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

- C5580 TRAVEL AND TRANSPORTATION ALLOWANCES LOSS UNDER AN AGREEMENT**
- C5582 RESPONSIBILITIES**
  - A. Employee
  - B. Civilian Personnel Officer
  - C. Finance, Fiscal, or Disbursing Officer
- C5584 AGREEMENT VIOLATIONS FOR TRANSFERS TO, FROM, AND WITHIN CONUS**
  - A. General
  - B. Exceptions
  - C. Examples
- C5586 AGREEMENT VIOLATIONS FOR AN OCONUS EMPLOYEE**
  - A. Violation during the First Year of Service under an Initial Service Agreement
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**CHAPTER 5****PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES****\*SECTION 1: GENERAL****C5100 ELIGIBILITY****A. General**

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

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

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## CHAPTER 5

## PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

## \*SECTION 2: PCS TRANSFERS

## C5105 TRANSFER TO AND WITHIN CONUS

A. When Authorized

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

B. Origin and Destination

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

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

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

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

F. Time Limitation (*Exceptions in par. C1057*). Dependent travel to a new PDS to establish residence there:

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

## C5110 TRANSFER TO AND BETWEEN OCONUS PDS'S

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

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

**B. Travel Origin and Destination****1. Reassignment/Transfer of a Current Employee****a. From a CONUS PDS to an OCONUS PDS**

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

(2) The travel destination may be the OCONUS PDS/an alternate CONUS destination specified at the time of transfer. See Chapter 12 and Appendix I for exceptions.

(3) The Government's cost obligation does not exceed the travel and transportation costs between the old and new PDSs by a usually traveled route. See Chapter 12 and Appendix I for exceptions.

(4) Alternate destination travel is in lieu of travel to the new OCONUS PDS, except when an employee is residing in Government/Government-controlled quarters or privatized housing at the time of transfer to the OCONUS PDS and is required to vacate the quarters before dependent travel to an OCONUS PDS is authorized.

(5) For mandatory quarters vacation, if travel to the OCONUS PDS is authorized subsequently, the dependent travel cost of the two movements is limited to the costs between the old PDS and new PDSs.

**b. Between OCONUS PDSs. When an employee is:**

(1) Reassigned/transferred between OCONUS PDSs, authorized dependent travel is from the old to new PDS. See Chapter 12 and Appendix I for exceptions.

(2) Authorized travel to the actual residence the dependent may return to the actual residence.

**2. Initial Appointment of a Person Recruited for Assignment to an OCONUS PDS**

a. CONUS Recruitment. When a person, recruited in CONUS, is initially appointed to an OCONUS PDS assignment, dependent travel is authorized from the actual residence to the OCONUS PDS. See Chapter 12 and Appendix I for exceptions.

b. OCONUS Recruitment. When a person, recruited OCONUS, is initially appointed to an OCONUS PDS assignment in a locality different from the actual residence, dependent travel is authorized from the actual residence to the PDS. See Chapter 12 and Appendix I for exceptions.

**3. Initial Appointment of a Person Recruited Locally OCONUS Who Executes a Service Agreement. Upon initial appointment, when a recruited person:**

a. Meets the conditions in par. C4002-B2, and

b. Executes a service agreement,

dependent travel is authorized from the actual residence to the OCONUS PDS provided the dependent is not already in the OCONUS area at the time employment begins. See Chapter 12 and Appendix I for exceptions.

**4. Renewal Agreement Execution to Serve an Additional OCONUS Tour**

a. An employee, who executes a renewal agreement to serve an additional tour in the same/another OCONUS area and who is transferred/reassigned to an OCONUS area, is authorized dependent travel from

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

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

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

#### C. Concurrent Travel

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

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

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

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

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

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

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

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

1. The employee's travel authorization,
2. An amended travel authorization, or
3. A supplemental travel authorization issued IAW par. C5110-C.

#### G. Time Limit

##### 1. General

a. Dependent travel must begin within 2 years after the effective date of the employee's PCS/initial OCONUS appointment.

b. For an employee enters active military duty any time before the end of the 2-year period, the time spent in military service is not included in the 2 years.

- c. When an employee is assigned to OCONUS duty, the 2-year period excludes time that travel restrictions/ administrative embargoes make dependent travel impossible. Example: Lack of family housing in an OCONUS area that prevents dependent travel is termed an 'administrative embargo'.
  - d. Travel should be completed at the earliest practicable date.
  - e. When an administrative embargo is removed, the OCONUS command must notify in writing each affected employee.
  - f. The 2-year time limit 'clock' resumes on the embargo removal date.
2. Remaining Service Requirement. Dependent travel to the OCONUS area within the initial 2-year period, or any subsequent 2-year period established as a result of a renewal agreement, must not be authorized unless at least 1 year of the minimum service period remains or the employee agrees to serve 1 year after dependent arrival in the OCONUS area.
  3. Transfers without a Break in Service. When an employee of another Federal department/agency stationed OCONUS is transferred to a position in a DOD OCONUS activity without a break in service, dependent travel from the old OCONUS PDS to the new OCONUS PDS is authorized if the move is in the Government's best interest. If the employee's dependent has not joined the employee in the OCONUS area, travel from the last PDS/actual residence in the U.S. or other country of actual residence may be authorized subject to the time limit in par. C5110-G2.
  4. Locally Hired Employee. The time limit in par. C5110-G2 applies to dependent travel of any employee hired locally who executes a service agreement at the time of original appointment or who enters into a renewal agreement for an additional tour of duty.

## C5115 TRAVEL FROM AN OCONUS AREA

### A. General

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

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

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

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

1. A PCS, or
2. Return for separation.

See par. C5115-C.

C. Travel Origin and Destination

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

- a. For an employee reassigned/transferred from an OCONUS PDS to a CONUS PDS, dependent travel may originate:
  - (1) At the employee's OCONUS PDS,
  - (2) A place other than the OCONUS PDS, or
  - (3) Partially at both.
2. The destination may be the CONUS PDS or an alternate CONUS destination specified at the time of transfer.
3. The Government's cost liability must not exceed the cost by the usual transportation mode and route from the OCONUS PDS to the CONUS PDS.

4. Return of an Employee for Separation

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

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

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

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

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

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

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

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

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

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

H. Time Limitations

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

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

3. Return for Separation

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

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

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

See par. C5085-C.

## CHAPTER 5

## PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

## \*SECTION 3: STUDENT DEPENDENT TRAVEL

## C5120 STUDENT DEPENDENT TRAVEL TO ATTEND SCHOOL

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

A. Authority and Eligibility

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

B. DODEA Student Activity Travel

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

**\*C5123 TRANSPORTATION OF A STUDENT WITH A DISABILITY FOR DIAGNOSTIC AND EVALUATION PURPOSES**

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

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

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## CHAPTER 5

## PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

## \*SECTION 4: DEPENDENT PER DIEM RATES

## C5125 DEPENDENT PER DIEM RATES

A. Travel En Route between an Employee's Old and New Duty Station1. General

- a. Per diem is authorized for an employee's dependent travel between the old and new PDS when the employee is transferred.
- b. *The prohibition on paying per diem for travel of 12 hours or less applies.*
- c. If the travel origin and/or destination is other than the old/new PDS, the per diem must not exceed the amount authorized between the old and new PDSs.
- d. Par. C4555-B3 applies when the employee/dependent obtains lodgings from friends/relatives.
- e. Per diem rates for a dependent is in pars. C5125-A2, C5125-A3, and C5125-A4.

2. Employee and Spouse Travel Together. When an employee and spouse travel together, the:

- a. Maximum per diem rate for the spouse is three-fourths of the employee's rate. See par. C4553.
- b. Minimum per diem rate is \$6 unless the employee receives a per diem rate of less than \$6 in which case the spouse receives the same rate as the employee.

3. Spouse Travels Independently

- a. Different Travel Dates. When an employee and spouse travel independently of each other, the
  - (1) Maximum per diem rate for the spouse is the same as the employee's had they traveled together.
  - (2) Employee's actual travel time and per diem rate are not factors in computing per diem for the spouse's travel.
- b. Same Travel Dates. When more than one POC is used, the employee and spouse travel together when they travel on the same days along the same general route.

4. Dependent Other Than Spouse

- a. Maximum Per Diem Rate. For each dependent other than a spouse the maximum per diem rate is:
  - (1) Three-fourths of the employee's per diem rate for a dependent age 12 or older; and
  - (2) One-half of the employee's per diem rate for a dependent under age 12.
- b. Minimum Per Diem Rate. The minimum per diem rate is \$6 unless the employee receives a per diem rate of less than \$6 in which case the dependent receives the same rate as the employee.

5. Dependent Transportation Cost Limited to Government-Procured Air Transportation Cost. When a dependent's transportation cost is limited to Government-procured air transportation, per diem is limited to the amount that would be payable had the dependent used the Government- procured air transportation.

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

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

C. Round-trip House Hunting Travel

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

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

*Effective 27 October 2005*

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

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

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

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

B. Examples

1. Example 1. An employee on permanent duty in Frankfurt, Germany, is authorized RAT to the actual residence in CONUS with onward travel to a new PDS in Hawai'i. The employee is accompanied by a dependent. Travel is by air. The per diem allowance for the dependent while en route is limited to the constructed travel time by air between the old (Frankfurt) and new (Hawai'i) PDS.
2. Example 2. An employee at a PDS in Frankfurt, Germany, is authorized RAT to the actual residence in CONUS, with return to a new PDS in London, England. The employee is accompanied by the spouse. Travel is by air. A dependent son, 18 years old, does not accompany the employee but proceeds by POC from Germany to the employee's new PDS in England. The per diem for the spouse is limited to that payable for the constructed travel time from the old PDS (Frankfurt) to the new PDS (London). The son is eligible for per diem and PCS mileage while en route.

**CHAPTER 5****PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES****SECTION 5: DEPENDENT MEDICAL TRAVEL**

***NOTE:*** See Chapter 6, Part O for Emergency Visitation Travel (EVT).

**C5134 DEPENDENT MEDICAL TRAVEL AND TRANSPORTATION ALLOWANCES WHEN AN EMPLOYEE IS ASSIGNED TO A FOREIGN OCONUS PDS**

***NOTE:*** Par. C5134 is not applicable to the dependents of an employee stationed in a non-foreign OCONUS area (e.g., Alaska, Hawai'i, Guam, Puerto Rico).

**A. General**

1. When the Secretarial Process determines that local medical facilities (military or civilian) at a foreign OCONUS area (see definition in Appendix A) are not able to accommodate a dependent's needs, transportation to another location may be authorized for appropriate medical/dental care.
2. If possible, medical travel should be scheduled with other non-medical travel (e.g., RAT or EML (funded or unfunded)) to avoid separate medical travel.
3. Required medical treatment that cannot be postponed until the dependent's next scheduled travel should be authorized as medical travel. See par. C5134-C.
4. When authorized, an eligible dependent whose employee sponsor is assigned to a foreign OCONUS PDS is authorized travel and transportation allowances for travel to and from another location incident to the dependent obtaining required health care (whether or not the care itself is at Government expense) under the conditions and limitations in Chapter 5, Part C.

**B. Eligibility.** An eligible individual is a dependent, an attendant, and/or an accompanying family member who meets the following criteria.

1. Dependent. The dependent:
  - a. Must reside with the employee at the foreign OCONUS PDS or be performing foreign OCONUS PCS travel.
  - b. Who boards at a foreign OCONUS school and otherwise resides with the employee at the foreign OCONUS PDS qualifies.
  - c. Infant born during the mothers' health care travel qualifies.
2. Attendant/Escort. See par. C5146.
3. Accompanying Family Member. The AO may authorize/approve an employee's family member to travel with the dependent if the AO determines that
  - a. The family member is incapable of self-care at the PDS, and
  - b. No suitable care arrangements can be made at the PDS, and
  - c. The travel is in the Government's interest.

C. Required Health Care Determination. Required health care is medical or dental care that the AO determines is needed by a dependent whose employee sponsor is stationed at a foreign OCONUS PDS at which there is no adequate facility to provide suitable care. This determination must be based on the advice of an appropriate professional certifying physician,

D. Authorized Health Care

1. Medical Care. Qualified medical care is treatment that:

- a. Must be completed before the next scheduled RAT, or EML (funded or unfunded) travel, and
- b. Which, if delayed, could result in a worsening of the condition, and
- c. Includes specialized examinations, special inoculations, obstetrical care, and hospitalization (GSBCA 15948-TRAV, 30 April 2003).

2. Dental Care. Qualified emergency and required dental care are defined as follows:

- a. Emergency Dental Care. Treatment of any dental condition causing severe pain and/or that, if treatment were deferred, would cause permanent and irreparable damage to the teeth or supporting dental structures.
- b. Required Dental Care. Treatment that must be done before the next RAT or EML (funded or unfunded) travel and, if delayed, could result in a need for emergency dental care.
- c. Orthodontic Care. Orthodontic care qualifies as required dental care when necessary for proper occlusion.
- d. Periodontal Disease. Periodontal disease treatment qualifies when necessary to prevent permanent, irreparable damage to the teeth and supporting structures.

E. Unauthorized Health Care. Examples of treatments that are not required health care are:

1. Medical care: Elective treatment, routine medical examinations, and routine immunizations.
2. Dental Care: Elective treatment, dental prophylaxis (routine cleaning, superficial scaling, and fluoridation treatment), and elective cosmetic dental treatment.

F. Designated Point. The designated point is:

1. The facility closest to the employee's PDS, as determined by the AO, at which suitable health care may be obtained, and
2. Based on the advice of an appropriate professional certifying physician.

## C5136 MEDICAL TRAVEL ADMINISTRATION

A. Applicable Regulations

1. Dependent. A dependent performing medical travel in any capacity is governed by the JTR.
2. Uniformed Service Member. Travel and transportation allowances for a uniformed service member serving as an attendant as part of official duties are governed by the JFTR.
3. Attendant/Escort. See par. C5146.

B. Travel Authorization. DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) is used to authorize travel for medical reasons.

C. Funding. Health care travel expenses are charged to the employee's organization's operating funds.

D. Excess Costs Agreement

1. Before the AO authorizes/approves travel to a location, other than the designated point, (elected by the employee) for required health care, the employee must agree in writing, to pay/reimburse to the Government excess travel and transportation costs incurred by the dependent, attendants, and accompanying family member(s).

2. The Government's cost is based on transportation costs to and from the designated point.

3. See par. C5144 for a sample excess cost agreement.

E. Premium Class Accommodations. If premium-class accommodations are used, the requirements in par. C2000-A2 must be met for full reimbursement.

### C5138 TRANSPORTATION

A. General

1. Health care transportation must be IAW Chapter 2, except as otherwise provided in Chapter 5. Part C.

2. AMC resources should be used when the AO:

a. Consults with an appropriate health care provider, and

b. Determines it suitable under the circumstances and reasonably available.

3. For AMC flight scheduling information see <https://business.transcom.mil/gpmrc/>.

4. After consultation with a professional certifying physician, the AO may authorize/approve travel by private airline, ambulance service, or other specialized medical transportation provider, if necessary.

B. Limitation. An eligible dependent is authorized health care transportation from the foreign OCONUS PDS to the designated point and return to the PDS.

1. Travel to Other Locations. The AO may authorize/approve health care transportation to a location other than the designated point, if the employee elects and executes an excess cost agreement. See par. C5136-D.

2. Obstetrical Patients. An obstetrical patient may elect to travel to a/an:

a. CONUS/non-foreign OCONUS area, with transportation at Government expense authorized to the nearest CONUS POE; or

b. OCONUS location that is not the designated point if the employee elects and executes an excess cost agreement. See par. C5138-B1.

3. Dental Patients. A dependent is authorized health care transportation for required dental care no more than once a year, in addition to required dental care done during any other travel. The year begins on the first day of health care travel for required dental care.

**C5140 PER DIEM****A. General**

1. TDY per diem is authorized for medical travel for a:
  - a. Dependent and an attendant subject to the limitations in par. C5140, and
  - b. Uniformed member authorized as an attendant, subject to the JFTR.
2. See pars. C4555-B3 or T4040-A1e for per diem when lodging with friends/relatives.

**B. Maximum Number of Days.** Subject to pars. C5140-C, C5140-D, C5140-E, C5140-F, and C5140-G, the AO may authorize/approve per diem for up to, *but in no case for more than*, 180 consecutive days including:

1. Travel time to and from the designated point/elective destination, and
2. Necessary delays before treatment and while awaiting return transportation, and
3. Necessary outpatient treatment periods.

**C. Elective Destinations.** If a dependent elects travel to other than the designated point, per diem may be authorized/approved for travel periods to and from the elective destination, but for no longer than the constructed travel time to and from the designated point.

**D. Hospital Stays.** Per diem is not authorized/approved for a dependent during a hospitalization period.

**E. Dental Care**

1. Unless the AO specifically authorizes/approves a longer period because of extraordinary circumstances, per diem for periods in pars. C5140-B2 and C5140-B3 for dental patients may not be authorized/approved for more than:
  - a. 3 days for emergency dental care, and
  - b. 1 day for required dental care.
2. Extraordinary circumstances are limited to those situations that, because of the severity of the dental condition, require more time to complete emergency dental care.

**F. Obstetric Care.** A dependent traveling for obstetric care ordinarily leaves the PDS 6 weeks before the expected delivery date and returns 6 weeks thereafter. The AO may not authorize/approve per diem for obstetric care travel for a period longer than 90 days, unless an early departure from, or delayed return to, the PDS is medically required.

**G. Newborn Infant.** A newborn infant is authorized per diem under the same circumstances and conditions as the mother, except at one-half the applicable locality rate.

**H. Per Diem Rates.** The applicable locality per diem rate applies. If the dependent elects health care travel to a location other than the designated point, the per diem rate may not exceed the rate for the designated point.

**C5142 EXCESS ACCOMPANIED BAGGAGE**

The AO may authorize/approve excess accompanied baggage shipment for medical travel if necessary because of climatic factors, health care necessity, or other adequate reasons. See par. C2302.

**C5144 SAMPLE EXCESS COST AGREEMENT**

The following is a sample excess cost agreement required in par. C5136-D.

DOD Component Letterhead

Date

SUBJECT: Excess Cost Agreement for Travel and Transportation Costs

The appropriate designated point for obtaining medical or dental care for:

Dependent Name: \_\_\_\_\_

has been determined to be: \_\_\_\_\_  
(Designated Point)

**I agree to pay/reimburse to the Government excess travel and transportation costs incurred by my dependent, attendant(s), and/or accompanying family member(s) over what such travel to and from the designated point would have cost.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**C5146 ATTENDANTS/ESCORTS**

A. Definition. See Appendix A, Part I.

B. Determination. A dependent, incapable of traveling alone, requires an attendant/escort. An attendant/escort may be any person who can provide the necessary assistance required by the dependent.

C. Appointment. Any person may be appointed as an:

- 1. Attendant, by Medical Authority, or
- 2. Escort, by the AO,

to accompany a dependent physically incapable of traveling alone.

D. Travel Allowances

1. Uniformed Service Member as an Attendant/Escort. A uniformed service member traveling as an attendant/escort is authorized JFTR TDY travel and transportation allowances.

2. Civilian Employee as an Attendant/Escort. A U.S. Government civilian employee is authorized travel and transportation allowances IAW the JTR.

3. Other Person as an Attendant. Another person designated to travel as an attendant/escort is:

- a. Issued an ITA or included in the same travel authorization (identified as an attendant/escort) issued for the dependent; and.
- b. Authorized the same travel and transportation allowances as a civilian employee. See par. C6153.

E. Attendant Compensation Agreement

1. The AO may authorize the PDS contracting officer to enter into a contract with a non-family member attendant, including a professional health care provider, to provide for reasonable compensation in addition to travel and transportation allowances (including excess accompanied baggage shipment expenses) under Chapter 5, Part M.
2. The compensation amount for a nonprofessional attendant may not exceed the prevailing rate in the locality for the type of services rendered.
3. A professional health care provider attendant ordinarily is unnecessary on AMC medical evacuation flights.

F. Attendant Per Diem

1. In addition to per diem for travel periods, an attendant is authorized up to 3 days per diem after arrival at the treatment site to:
  - a. Consult the treating health care providers, and
  - b. Make necessary return travel arrangements.
2. In extraordinary cases, if the attendant's presence is necessary to the adult dependent's treatment regimen, or for a minor dependent when required to resolve medical/legal problems, render psychological support during inpatient confinement, or provide parental care while awaiting inpatient admission and/or during outpatient treatment, the AO may authorize/approve longer periods of per diem only for a non-health care professional attendant, who is the dependent's family member,.

G. Non-Concurrent Attendant Travel. Non-concurrent attendant travel may be authorized/approved when the need for an attendant arises during treatment or there is need for an attendant only during a portion of the dependent's travel.

**C5148 SEPARATE MAINTENANCE ALLOWANCE (SMA) ICW MEDICAL TRAVEL**

A. Eligibility. DSSR 262.4a (1) and (2) provide limited eligibility for Voluntary SMA when an eligible dependent is undergoing medical treatment away from the foreign OCONUS PDS. The employee can request Voluntary SMA on behalf of the eligible dependent for as short a period as 30 days (without the restriction of the change of election provisions of DSSR 264.2(2)) for only the following reasons: (1) when adequate medical facilities are not available in the area of the OCONUS PDS for pre and post natal care; or (2) when the eligible dependent is detained in CONUS or a non-foreign OCONUS area awaiting medical clearance.

B. Restrictions. SMA is not paid on behalf of a dependent when the dependent is hospitalized at Government expense, or for the same period for which per diem is paid.

C. Payment Authority. SMA payment regulations are in DSSR, section 260, or at <http://www.state.gov/m/a/als/1739.htm>.

#### 4. Administratively Restricted HHG Weight

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

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

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

\*E. Weight Additive Articles (FTR §302-7.20). When HHG include an article, jet ski, boat or trailer of reasonable size that can fit into a moving container for which a carrier assesses a weight additive, the weight additive is not charged against the weight allowance in par. C5154-B. For example, when a weight additive of 700 pounds is imposed by a HHG carrier on a 65 pound canoe, only 65 pounds is charged against the employee's 18,000 pounds weight allowance. See GSBICA 16131-RELO, 21 July 2003. ***Special packing, crating and/or handling expenses for these articles are the employee's financial responsibility.***

#### F. HHG Transportation Expenses

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

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

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

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

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

2. Documents

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

b. Documentation

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

(a) Individual paid receipts (for \$75 or more) for SIT, packing, hauling, or drayage bill, if applicable;

(b) Paid carrier's original bill of lading/certified copy; ***NOTE: If a bill of lading is not available, other evidence showing origin, destination, and weight must be submitted;*** and

(c) An official weight certificate/authenticated weight designation.

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

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

\*B. Excess Weight beyond Employee Control. When HHG are transported in a crated condition and it is determined that for reasons beyond the employee's control, the use of heavy packing and crating materials caused the computed HHG net weight to exceed the allowed weight, the facts must be fully documented and the case forwarded with recommendations for adjustment action through channels as follows:

1. Army: Unknown;
2. Navy: See Transportation of Personal Property (NAVSUP P-490);
3. Air Force: Headquarters, U.S. Air Force (ILTT), Washington, DC 20330-1030;
4. Department of Defense (DOD) Components: (See Appendix A for a list of DOD Components.)  
OSD/WHS/Defense Agencies: DOD Civilian Personnel Management Service, Field Advisory Service, Attn: Mr. Gary Pugh, 1400 Key Boulevard, Arlington, VA 22209-5144.

#### **C5180 TRANSPORTATION UNDER A PCS TRAVEL AUTHORIZATION**

##### **A. HHG Shipment between CONUS PDSs**

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

##### **B. HHG Transportation to and between OCONUS PDSs**

1. General. OCONUS HHG transportation may be authorized between the same points as dependent movement in par.C5110.
2. Multiple Shipments. When the authorized maximum HHG weight allowance is not shipped to the OCONUS PDS during the initial tour of duty, the employee may be authorized transportation of the HHG balance through renewal agreement for an additional tour of duty at the same or different OCONUS PDS. The employee is financially responsible for transportation costs of any HHG that exceed the authorized weight limit.

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

C. HHG Transportation from OCONUS to CONUS PDSs

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

2. Advance Return Transportation of HHG

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

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

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

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

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

b. Unauthorized Return

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

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

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

c. Employee Returning for Separation

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

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

transporting an employee's HHG from NTS to the alternate destination may not exceed the constructed cost of transporting the HHG in NTS to the actual residence indicated in the employee's transportation agreement. When an employee retires at the OCONUS PDS, reimbursement for moving HHG in NTS is also limited to the constructed cost of transporting the HHG to the actual residence in the employee's service agreement (GSBCA 16265-RELO, 19 December 2003).

(3) The employee is financially responsible for any excess cost (63 Comp. Gen. 281 (1984)).

(4) PBP&E transported as an administrative expense to an OCONUS location may be returned as an administrative expense to an employee's actual residence for an employee separating from Government service (FTR §§302-7.17 & 302-7.303). See also par. C5154-C. The PBP&E may also be returned to an alternate destination as an administrative expense anywhere in the world but reimbursement for the transportation may not exceed the constructed cost of transporting the PBP&E in one lot from the OCONUS PDS to the actual residence indicated in the employee's service agreement.

d. Evacuation. When the conditions in Chapter 12 exist, HHG may be moved at Government expense to the same location designated for dependent evacuation (5 USC §5725). If it is necessary and practical, HHG may be transported later at Government expense from a safe haven location to the evacuated employee's assigned PDS.

#### C5190 STORAGE IN TRANSIT (SIT)

*NOTE: The maximum total time limit for SIT is 180 days (FTR §302-7.8).*

A. General (FTR §302-7.107). SIT is short-term storage that is part of HHG transportation. SIT may be at any combination of the origin, destination, and en route locations. SIT is not authorized for HHG moves between local quarters when no PCS exists.

#### B. Time Limitation

1. General. SIT (ICW authorized HHG transportation) should not exceed 90 days unless the employee requests (in writing) an additional period, NTE 90 days, that is authorized/approved by a Service/Defense Agency designated official. If no additional storage is authorized/approved, the employee is financially responsible for the additional storage expense (FTR §302-7.8).

2. Justification (FTR §302-7.9). Acceptable justification for an additional SIT period (see par. C5190-B1 and **NOTE** after par. C5190 heading) includes:

- a. An intervening TDY or long-term training assignment,
- b. Non-availability of suitable housing,
- c. Completion of residence under construction,
- d. Serious employee illness,
- e. Dependent illness or death,

- f. Strikes,
- g. Acts of God,
- h. Other circumstances beyond the employee's control, or
- i. Similar reasons.

***NOTE:*** The cost of removing HHG from SIT for delivery to temporary lodging for the purpose of furnishing the temporary lodging is a TQSE expense. See par. C5370.

C. Reimbursement (FTR §302-7.107-110). SIT reimbursement cannot exceed the employee's actual storage costs. Receipts, or certified copies of warehouseman's bills, are required for individual expenses of \$75 or more. See par. C1310.

#### **\*C5191 EXTENSION OF THE 180 DAY SIT LIMIT**

\*A. General. The maximum SIT limit of 180 days authorized in par. C5190 is generally adequate for most PDT.

\*B. Requirements. *Only in very limited circumstances can SIT be authorized beyond 180 days, (i.e., when the maximum SIT period is insufficient for an employee on a PCS that is interrupted by an en route TDY assignment to a location such as Afghanistan or Iraq).* A SIT extension request must be submitted by the employee's agency/command to PDTATAC for determination. Documentation required is the agency/command's requesting memo, TDY and PCS travel authorizations, and the previous second 90-day SIT authorization/approval by the Service/Defense Agency designated official. The requesting memo must indicate the reason(s) for SIT beyond 180 days, scheduled TDY assignment duration, and the additional SIT days required by the employee.

\*C. Authority. PDTATAC may authorize/approve extensions of the 180-day SIT period for the TDY assignment duration, plus 90 additional days, on a case-by-case basis (***NOTE: Involving Iraq and Afghanistan***) IAW GSA Waiver Memo dated 28 June 2005.

\*D. Submission Process. Three submission options are available to the employee's command to request SIT beyond 180 days.

1. Email: From the agency/command by email to [sit-extensions@perdiem.osd.mil](mailto:sit-extensions@perdiem.osd.mil).
2. Fax: **FAX: (703) 325-2945, DSN: (312) 221-2945**
3. Mail: Per Diem, Travel and Transportation Allowance Committee  
Attn: T&T Branch  
Hoffman Building 1, Room 836  
2461 Eisenhower Avenue  
Alexandria, VA 22331-1300

\*E. Restrictions. SIT beyond 180 days is not authorized for the reasons listed in par. C5190-B2 or ICW a TCS travel authorization. See par. C5715.

#### **C5195 NON-TEMPORARY STORAGE (NTS)**

A. NTS of HHG for Duty at an Isolated CONUS PDS (FTR §§302-8.100-108)

1. Eligibility. An employee who performs PCS travel or new appointee travel (par. C5080-B) to a designated isolated CONUS PDS is eligible for NTS of HHG.

## 2. Agreement and Liability Conditions

\*a. Expenses for NTS of HHG at Government expense may be allowed for an employee transferring to/ within CONUS when the employee agrees, in writing, to remain in Government service for 12 months (beginning the date the employee reports for duty at the new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned.

b. A signed service agreement for 12 months is required ICW each individual CONUS PCS.

c. If the employee violates the written service agreement, including failure to report for duty at the new PDS, any Government funds spent for NTS become the employee's financial responsibility. Funds recovery as a debt due to the Government is IAW finance regulations.

## 3. Authorization

a. NTS is allowed when the official designated by the Service/Defense Agency determines, on a case-by-case basis, that the location is a designated isolated PDS.

b. An employee assigned to a designated isolated CONUS PDS is not allowed NTS of HHG when:

- (1) Available housing at the PDS can accommodate the HHG,
- (2) Adequate housing is available within daily commuting distance, or
- (3) It is for the employee's convenience.

4. Exceptions. NTS ICW a PCS travel authorization to a designated isolated CONUS PDS may be subsequently approved for:

a. Conversion of HHG in SIT to NTS,

b. Conversion of storage at personal expense to NTS at Government expense, and

c. An eligible employee or new appointee to have a portion of the HHG transported to the isolated PDS and the remainder stored at Government expense.

## 5. Time Limitation. (FTR §302-8.108)

a. NTS at Government expense may be authorized for the duration of the employee's assignment NTE 3 years at a designated isolated CONUS PDS. However, a periodic review must be made to determine if current housing conditions at the isolated official station warrant storage continuation.

b. Eligibility for NTS at Government expense terminates on the last day of work at the isolated official station if before the end of the 3-year period or at the end of the 3-year period.

c. When the NTS eligibility period terminates on the last day of work at the designated isolated CONUS PDS, NTS at Government expense may continue until the beginning of the 2nd month after the month the employee's eligibility ends (see examples). To avoid inequity, the employee's command at the designated isolated CONUS PDS may extend the period up to the 90<sup>th</sup> day after the employee's last day of work at the designated isolated CONUS PDS.

d. When the NTS eligibility period terminates at the end of 3 years, the employee's command at the designated isolated CONUS PDS may extend the 3-year period by up to 90 days to avoid inequity.

<b>Example 1</b>	
Storage terminates:	31 August 2003 (last day of work at the PDS)
Storage at Government expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2003 (par. C5195-A5c)
Command approves storage extension to the 90 <sup>th</sup> day after the last day of work at the PDS:	29 November 2003 (last day of work at the PDS 31 August 2003 plus 90 days (par. C5195-A5c))

<b>Example 2</b>	
Storage terminates:	4 August 2003 (last day of work at the PDS)
Storage at Government expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2003 (par. C5195-A5b)  Employee’s eligibility ended: 4 August 1 <sup>st</sup> month after the month (August) the employee’s eligibility ended was: September 2 <sup>nd</sup> month after the month the employee’s eligibility ended was: October
Command approves storage extension to the 90 <sup>th</sup> day after the last day of work at the PDS:	2 November 2003 (last day of work at the PDS 4 August plus 90 days (par. C5195-A5c))

6. Storage Place. The transportation officer determines the NTS location.

7. Allowable Costs. Allowable costs for NTS of HHG include:

- a. Packing,
- b. Crating,
- c. Unpacking,
- d. Uncrating,
- e. Transportation to and from storage place,
- f. Charges while in storage, and
- g. Other necessary charges directly relating to the storage.

8. Documentation

- a. NTS authorization must be in the PCS travel authorization.

2. Traveler Pays for POV Transportation to/from Port/VPC. Reimbursement is:

a. Authorized if a traveler pays another individual to drive the POV, or arranges to have the POV transported commercially, to/from the port/VPC, and

b. Limited to the actual cost of having the POV transported between the:

- (1) Traveler's old PDS or actual residence at the time of appointment, and the port/VPC ,
- (2) Port/VPC and the traveler's new OCONUS PDS, or
- (3) Port/VPC and the traveler's actual residence at the time of appointment or assignment to an OCONUS PDS, whichever is applicable, when returning by PCS or for separation.

\*3. Reimbursement when an Employee Chooses to Deliver/Pickup the POV to/from the Port/VPC (FTR §302-9-104)

a. Per Diem Not Allowed. *Per diem is not authorized when a traveler/designated representative makes a separate trip to a port/VPC to deliver/pickup the POV.*

b. Status. Administrative Leave and duty status incident to a PCS is addressed in DOD 1400.25-M, December 1996, SC630 available at: <http://www.cpms.osd.mil/cpm/docs/M1400630.pdf>.

c. Overall Reimbursement Limitation. When delivering a POV for transportation, the reimbursement limitation is the cost of transporting the POV to that port/VPC from the old PDS or actual residence, as appropriate. When picking up a POV after it has been transported, the reimbursement limitation is the cost of transporting the POV from the port/VPC to the new PDS or actual residence, as appropriate.

d. Reimbursement Limitations. Reimbursement is limited to the one-way PCS mileage (between PDS/actual residence, as appropriate) and the one-way transportation costs (after the POV is delivered/to pick up the POV) which may not exceed the POV transportation cost from the:

- (1) Employee's old PDS/actual residence at the time of appointment, to the port/VPC, and
- (2) Port/VPC to the traveler's new OCONUS PDS, or
- (3) Port/VPC to the traveler's actual residence at the time of appointment/assignment to an OCONUS PDS when returning by PCS or for separation.

e. PCS Mileage Reimbursement. Reimbursement is authorized at the applicable PCS mileage rate in par. C2505 for one-way travel for the official distance traveled (as appropriate):

- (1) To the port/VPC to deliver the POV, and
- (2) From the port/VPC after reclaiming the POV.

f. Transportation Reimbursement. Limited reimbursement is authorized for the actual one-way return transportation cost:

- (1) From the port/VPC to the old PDS/actual residence, as appropriate, after delivering the POV, and
- (2) To the port/VPC from the new PDS/actual residence, as appropriate, to pick up the POV.

g. Reimbursement Examples. The employee's one-way PCS mileage and transportation expenses are reimbursed not to exceed par. C5216-C3c cost limitations.

(1) The employee elects to drive the POV from the old CONUS PDS to the port/VPC en route to the airport (POE) for commercial transportation to the new OCONUS PDS. The official one-way distance is 200 miles to the port/VPC, one-way taxi cost to the airport is \$35.00 from the port/VPC plus a \$5.00 tip to the driver. ***NOTE: Transportation related tips are reimbursable per Appendix G, item 14.*** Pay the employee \$.20/mile x 200 miles = \$40.00 PCS mileage and \$40.00 for between port/VPC and airport transportation = \$80.00.

(2) The employee is PCS'd from the OCONUS PDS and reports to the new CONUS PDS, electing to pick-up the shipped POV at a separate time. The one-way transportation costs from the PDS to the port/VPC is \$150.00 (airfare), taxi from the airport to the port/VPC - \$30.00 including a \$5.00 tip is \$185.00; one-way official distance PCS mileage from the port/VPC to the new PDS is 500 miles x \$.20/mile = \$100.00. Pay the employee \$285.00 for the one-way transportation costs of \$185.00 and one-way PCS mileage of \$100.00.

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

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

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

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

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

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

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

## C5220 CIRCUMSTANCES

### A. Transfer or Assignment between OCONUS PDSs

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

B. Agreement Not Completed and Traveler Transfers or Is Reassigned from OCONUS to CONUS. If the traveler, for reasons unacceptable to the DOD component concerned, fails to complete the tour of duty at the PDS from which the traveler is being transferred, and the traveler is not being transferred for the Government's convenience, the Government may not pay for POV transportation unless the traveler completed a tour of duty at a previous OCONUS PDS where it was in the Government's interest for the traveler to have a POV. In the latter case, the Government may not pay more than the POV transportation cost from the port/VPC serving the PDS at which the traveler completed the tour of duty.

### C. Agreement Not Completed and Traveler Returns to CONUS for Separation

1. If the traveler, for reasons unacceptable to the DOD component concerned, failed to complete the tour of duty at the PDS from which the traveler is separating, the Government may not pay the cost of POV transportation unless the traveler completed a tour of duty at a previous OCONUS PDS where it was in the Government's interest for the traveler to have a POV. In the latter case, the Government may not pay more than the POV transportation cost from the port/VPC serving the PDS at which the traveler completed the tour of duty.
2. If the POV is transported to a location other than the port/VPC serving the actual residence, the Government may not pay more than the POV transportation cost to the appropriate port/VPC serving the actual residence.

D. Traveler Being Separated Following Completion of the Agreed Minimum Period of Service or for Reasons Acceptable to the Government

1. A traveler, separating either because the agreed minimum period of service has been completed or for reasons acceptable to the Government, may be authorized POV transportation from the port/VPC serving the OCONUS PDS to which it was transported at Government expense to the port/VPC serving the traveler's actual residence established at the time of appointment or transfer to the PDS.
2. POV transportation may be authorized to an alternate destination anywhere in the world but the Government's POV transportation cost may not exceed the cost from the port/VPC serving the traveler's OCONUS PDS to the port/VPC serving the traveler's actual residence.
3. Any excess costs are the financial responsibility of the traveler (65 Comp. Gen. 468 (1986)).

**C5224 SHIPMENT METHODS**

A. Government-arranged POV Transportation

1. The transportation officer determines the transportation mode.
2. Shipment procedures must be IAW Defense Transportation Regulations (DTR) (DOD 4500.9-R, Part IV, Chapter 408) at: <http://www.transcom.mil/j5/pt/part4/dtr-part-4-408.pdf>.

B. Traveler-arranged POV Transportation (FTR §302–9.142 §302–9.207)

1. If POV transportation is authorized at Government expense and the traveler personally arranges the POV transportation, reimbursement is limited to the traveler's actual expenses, not to exceed the POV transportation cost from port/VPC serving the authorized origin point to port/VPC serving the authorized destination.
2. Travelers who personally arrange for POV transportation (i.e., contract directly for the POV to be moved) are entirely responsible for all issues related to:
  - a. The Status of Forces Agreement (SOFA),
  - b. Use of U.S. carriers,
  - c. Import/export processes, and
  - d. Tariffs, customs, etc.
3. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

**C5228 DELAYS WHILE AWAITING PORT FACILITY REOPENING OR POV DELIVERY**

When PCS travel by POC is authorized as being to the Government's advantage, and the traveler must pick up the POV at a port/VPC to continue PCS travel, payment of per diem is allowable for the:

1. Non-workdays involved if for reasons beyond the traveler's control the traveler is unable to reclaim the POV on the POV's arrival day at the port/VPC and the day(s) following the arrival day are non-workdays on which the vehicle port facility is closed (B-170850, 31 December 1970);
2. Number of days involved when, for reasons beyond the traveler's control, the traveler's POV has not been delivered to the port/VPC on the day the traveler arrives there to reclaim it, and the traveler awaits POV delivery so that it can be used to continue PCS travel, provided, the designated port authority after considering the particular circumstances involved, certifies that the traveler acted reasonably and prudently in delaying onward travel to await the POV's arrival (B-179493, 15 January 1974).

*Effective for POV shipments on or after 1 November 2003*

**C5232 REPLACEMENT POV TRANSPORTATION**

A. General. When a POV, transported at Government expense to an OCONUS area or to Hawai'i for a traveler assigned to Johnston Island, is no longer adequate for the traveler's transportation needs, the Secretarial Process may authorize transportation of a replacement POV. Such replacement may be authorized when the conditions in pars. C5232-B or C5232-C are met.

B. Emergency Replacement. Emergency POV replacement may be authorized when the reasons for the need of a replacement POV are:

1. Beyond the traveler's control (e.g., the POV is stolen, seriously damaged, destroyed, or has deteriorated due to severe climatic conditions), and
2. Acceptable to the DOD Component concerned.

C. Non-emergency Replacement. Non-emergency POV replacement may be authorized when:

1. The traveler is stationed continuously at one or more OCONUS PDSs during a 4-year period and the POV being replaced has worn out due to age and normal deterioration (B-212338, 27 December 1983); and
2. It is in the Government's interest that the traveler continues to have a POV at the OCONUS PDS.

D. Limitations

1. One emergency replacement POV may be transported at Government expense within any 4-year continuous service period.
2. One non-emergency replacement POV may be transported at Government expense after every 4 years of continuous service beginning on the date the first POV used is being replaced.

**C5236 EMERGENCY STORAGE IN THE EVENT OF EVACUATION**

A. Eligibility. If it is necessary to evacuate the traveler and/or dependents from an OCONUS PDS, emergency storage expenses for the traveler's POV may be authorized if the POV was:

1. Transported/authorized to have been transported, at Government expense to the PDS under this Part, or
2. Driven by the traveler/immediate family member to the PDS at which POV use was "in the Government's interest."

B. Location. POV storage may be at a place determined to be reasonable by the DOD Component concerned whether the POV is already located at, or being transported to, the post of duty (FTR, §302-9.401).

C. Expenses

1. Allowable expenses for the emergency storage of the traveler's POV include:
  - a. Necessary expenses for actual storage,
  - b. Readying the POV for storage and for return to the traveler after the emergency has ended,
  - c. Local transportation expenses to and from storage, and
  - d. Other necessary expenses relating to storage and transportation.
2. The cost of insurance carried on the POV, while in storage, is the employee's financial responsibility.

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

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

**Effective 7 September 2007**

\*D. Lodging with a Friend or Relative. When an *official* traveler lodges with a friend or relative - with or without charges - the *official* traveler may be reimbursed for additional **lodging** costs the host incurs in accommodating the traveler if the traveler *can* substantiate the costs and the AO determines the costs *are* reasonable. **The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount.** See GSBCA 16836-RELO, 5 June 2006. This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA16836.pdf>. A traveler, who lodges with a friend or relative, is authorized the old/new PDS M&IE rate, *if otherwise eligible*.

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

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

F. Conditions Affecting Reimbursement

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

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

**C5372 COMPUTATION**

A. TQSE(AE) Calculation

1. HHT Deduction. If an employee is paid/reimbursed for HHT days and TQSE(AE) is subsequently authorized and claimed for more than 30 days, the actual number of HHT days paid/reimbursed (on either a ‘Lodgings-Plus’ or fixed-amount basis) are deducted from the first authorized 30 or fewer -day TQSE(AE) period. See Chapter 5, Part M for HHT. For example, if an employee is:

- a. Paid for 5 days of a HHT, then deduct 5 days from the first authorized 30 or fewer day TQSE(AE) period;
- b. Paid for 6.25 days of a HHT, then deduct 6 days from the first authorized 30 or fewer day TQSE(AE) period; or
- c. Reimbursed for a 10-day HHT, then deduct 10 days (or the actual number of days used/reimbursed, whichever is less) from the first authorized 30 or fewer day TQSE(AE) period.

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

## CHAPTER 5

PART N: RELOCATION INCOME TAX (RIT) ALLOWANCE  
(FTR §302-17/5 USC §5724b)

## C5650 RIT ALLOWANCE

A. Purpose. The RIT allowance purpose is to reimburse an eligible transferred employee for substantially all of the additional Federal, State, and local *income taxes* incurred by the employee (or by an employee and spouse if a joint tax return is filed) as a result of reimbursement, or payment, of certain travel and transportation expenses and relocation allowances that are not excludible from gross income for Federal income tax purposes.

B. Payments/Reimbursements. RIT allowance:

1. Does not include reimbursement for *employment* type taxes (e.g., FICA and FUTA taxes). Unless the payments or reimbursements qualify for exclusion from gross income, they constitute additional compensation to the employee.

2. Payment is:

a. Authorized for income taxes paid to the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the U.S. possessions (67 Comp. Gen. 135 (1987)); and

\*b. IAW calculation procedures in FTR, Part 302-17

<http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8199&channelId=-16525&specialContentType=FTR&file=FTR/Chapter302p017.html#wp1124542>

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**CHAPTER 6**

**PART H: RESERVED**

**See Appendix E, par. A2r**

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## CHAPTER 6

## PART M: EMPLOYEE MEDICAL TRAVEL

**NOTE:** See Chapter 6, Part O for Emergency Visitation Travel (EVT).

**C6600 MEDICAL TRAVEL AND TRANSPORTATION ALLOWANCES WHEN AN EMPLOYEE IS ASSIGNED TO A FOREIGN OCONUS PDS**A. General

1. When the Secretarial Process determines that local medical facilities (military or civilian) at a foreign OCONUS area (see definition in Appendix A) are not able to accommodate an employee's needs, transportation to another location may be authorized for appropriate medical/dental care.
2. If possible, medical travel should be scheduled with other non-medical travel (e.g., RAT or EML (funded or unfunded)) to avoid separate medical travel.
3. Required medical treatment that cannot be postponed until the employee's next scheduled travel should be authorized as medical travel. See par. C6600-C.
4. When authorized, an eligible employee assigned to a foreign OCONUS PDS is authorized travel and transportation allowances for travel to and from another location incident to the employee obtaining required health care (whether or not the care itself is at Government expense) under the conditions and limitations in this Part.
5. See Chapter 6, Part J for allowances when an employee discontinues/interrupts TDY because of incapacitating illness or injury or a personal emergency situation.

B. Eligibility. An eligible individual is an employee, an attendant, and/or an accompanying family member who meets the following criteria. **NOTE:** *A locally hired employee who does not have a service agreement is not eligible for this travel.*

1. Employee. An employee must be permanently assigned to a foreign OCONUS PDS. The employee is eligible while performing foreign OCONUS PCS travel.
2. Attendant/Escort. See par. C6608.
3. Accompanying Family Member. The AO may authorize/approve an employee's family member to travel with the employee if the AO determines that
  - a. The family member is incapable of self-care at the PDS, and
  - b. No suitable care arrangements can be made at the PDS, and
  - c. The travel is in the Government's interest.

C. Required Health Care Determination. Required health care is medical or dental care that the AO determines is needed by an employee stationed at a foreign OCONUS PDS at which there is no adequate facility to provide suitable care. This determination must be based on the advice of an appropriate professional certifying physician.

D. Authorized Health Care1. Medical Care. Qualified medical care is treatment that:

- a. Must be completed before the next scheduled RAT, or EML (funded or unfunded) travel, and which,
- b. If delayed, could result in a worsening of the condition, and
- c. Includes specialized examinations, special inoculations, obstetrical care, and hospitalization (GSBCA 15948-TRAV, 30 April 2003).

2. Dental Care. Qualified emergency and required dental care are defined as follows:

- a. Emergency Dental Care. Treatment of any dental condition causing severe pain and/or that, if treatment were deferred, would cause permanent and irreparable damage to the teeth or supporting dental structures.
- b. Required Dental Care. Treatment that must be done before the next RAT or EML (funded or unfunded) travel and, if delayed, could result in a need for emergency dental care.
- c. Orthodontic Care. Orthodontic care qualifies as required dental care when necessary for proper occlusion.
- d. Periodontal Disease. Periodontal disease treatment qualifies when necessary to prevent permanent, irreparable damage to the teeth and supporting structures.

E. Unauthorized Health Care. Examples of treatments that are not required health care are:

1. Medical care: Elective treatment, routine medical examinations, and routine immunizations.
2. Dental Care: Elective treatment, dental prophylaxis (routine cleaning, superficial scaling, and fluoridation treatment), and elective cosmetic dental treatment.

F. Designated Point. The designated point is:

1. The facility closest to the employee's PDS, as determined by the AO, at which suitable health care may be obtained, and
2. Based on the advice of an appropriate professional certifying physician.

**C6601 MEDICAL TRAVEL ADMINISTRATION**A. Applicable Regulations

1. Civilian. An employee performing medical travel in any capacity is governed by the JTR.
2. Uniformed Service Member. A uniformed service member serving as an attendant as part of official duties is governed by the JFTR.
3. Attendant/Escort. See par. C6608.

B. Travel Authorization DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) is used to authorize travel for medical reasons.

C. Funding. Health care travel expenses are charged to the employee's organization's operating funds.

D. Excess Costs Agreement

1. Before the AO authorizes/approves travel to a location, other than the designated point, (elected by the employee) for required health care, the employee must agree in writing, to pay/reimburse the Government's excess travel and transportation costs incurred by the employee, attendants, and accompanying family member(s).

2. The Government's cost is based on transportation costs to and from the designated point.

3. See par. C6606 for a sample excess cost agreement.

E. Premium Class Accommodations. If premium-class accommodations are used, the requirements in par. C2000-A2 must be met for full reimbursement.

## C6602 TRANSPORTATION

A. General

1. Health care transportation must be IAW Chapter 2, except as otherwise provided in this Part.

2. AMC resources should be used when the AO:

a. Consults with an appropriate health care provider, and

b. Determines it suitable under the circumstances and reasonably available.

3. For AMC flight scheduling information see <https://business.transcom.mil/gpmrc/>.

4. After consultation with a professional certifying physician, the AO may authorize/approve travel by private airline, ambulance service, or other specialized medical transportation provider, if necessary.

B. Limitation. An eligible employee is authorized health care transportation from the foreign OCONUS PDS to the designated point and return to the PDS.

1. Travel to Other Locations. The AO may authorize/approve health care transportation to a location other than the designated point, if the employee elects and executes an excess cost agreement. See par. C6601-D.

2. Obstetrical Patients. An obstetrical patient may elect to travel to a/an:

a. CONUS/non-foreign OCONUS area, with transportation at Government expense authorized to the nearest CONUS POE; or

b. OCONUS location that is not the designated point if the employee elects and executes an excess cost agreement. See par. C6602-B1.

3. Dental Patients. An employee is authorized health care transportation for required dental care no more than once a year, in addition to required dental care done during any other travel. The year begins on the first day of health care travel for required dental care.

**C6603 PER DIEM****A. General**

1. TDY per diem is authorized for medical travel for a/an:
  - a. Employee and an attendant subject to the limitations in par. C6603, and
  - b. Uniformed member authorized as an attendant, subject to the JFTR.
2. See pars. C4555-B3 or T4040-A1e for per diem when lodging with friends/relatives.

**B. Maximum Number of Days.** Subject to pars. C6603-C, C6603-D, C6603-E, C6603-F, and C6603-G, the AO may authorize/approve per diem for up to, ***but in no case for more than***, 180 consecutive days including:

1. Travel time to and from the designated point/elective destination, and
2. Necessary delays before treatment and while awaiting return transportation, and
3. Necessary outpatient treatment periods.

**C. Elective Destinations.** If an employee elects travel to other than the designated point, per diem may be authorized/approved for travel periods to and from the elective destination, but for no longer than the constructed travel time to and from the designated point.

**D. Hospital Stays.** Per diem is not authorized/approved for an employee during a hospitalization period.

**E. Dental Care**

1. Unless the AO specifically authorizes/approves a longer period because of extraordinary circumstances, per diem for periods in pars. C6603-B2 and C6603-B3 for dental patients may not be authorized/approved for more than:
  - a. 3 days for emergency dental care, and
  - b. 1 day for required dental care.
2. Extraordinary circumstances are limited to those situations that, because of the severity of the dental condition, require more time to complete emergency dental care.

**F. Obstetric Care.** An employee traveling for obstetric care ordinarily leaves the PDS 6 weeks before the expected delivery date and returns 6 weeks thereafter. The AO may not authorize/approve per diem for obstetric care travel for a period longer than 90 days, unless an early departure from, or delayed return to, the PDS is medically required.

**G. Newborn Infant.** A newborn infant is authorized per diem under the same circumstances and conditions as the mother, except at one-half the applicable locality rate.

**H. Per Diem Rates.** The applicable locality per diem rate applies. If the employee elects health care travel to a location other than the designated point, the per diem rate may not exceed the rate for the designated point.

**C6604 EXCESS ACCOMPANIED BAGGAGE**

The AO may authorize/approve excess accompanied baggage shipment for medical travel if necessary because of climatic factors, health care necessity, or other adequate reasons. See par. C2302.

**C6606 SAMPLE EXCESS COST AGREEMENT**

The following is a sample excess cost agreement required in par. C6601-D.

DOD Component Letterhead

Date

SUBJECT: Excess Cost Agreement for Travel and Transportation Costs

The appropriate designated point for obtaining medical or dental care for:

Employee Name: \_\_\_\_\_

has been determined to be: \_\_\_\_\_

(Designated Point)

**I agree to pay/reimburse to the Government excess travel and transportation costs incurred by myself, attendant(s), and/or accompanying family member(s) over what such travel to and from the designated point would have cost.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**C6608 ATTENDANTS/ESCORTS**

A. Definition. See Appendix A, Part I.

B. Determination. An employee, incapable of traveling alone, requires an attendant/escort. An attendant/escort may be any person who can provide the necessary assistance required by the employee.

C. Appointment. Any person may be appointed as an:

1. Attendant, by Medical Authority, or
2. Escort, by the AO,

to accompany an employee physically incapable of traveling alone.

D. Travel Allowances

1. Uniformed Service Member as an Attendant/Escort. A uniformed service member traveling as an attendant/escort is authorized JFTR TDY travel and transportation allowances.
2. Civilian Employee as an Attendant/Escort. A U.S. Government civilian employee is authorized travel and transportation allowances IAW the JTR.
3. Other Person as an Attendant. Another person designated to travel as an attendant/escort is:
  - a. Issued an ITA or included in the same travel authorization (identified as an attendant/escort) issued for the employee; and.
  - b. Authorized the same travel and transportation allowances as a civilian employee. See par. C6153.

E. Attendant Compensation Agreement

1. The AO may authorize the PDS contracting officer to enter into a contract with a non-family member attendant, including a professional health care provider, to provide for reasonable compensation in addition to travel and transportation allowances (including excess accompanied baggage shipment expenses) under Chapter 5, Part M.
2. The compensation amount for a nonprofessional attendant may not exceed the prevailing rate in the locality for the type of services rendered.
3. A professional health care provider attendant ordinarily is unnecessary on AMC medical evacuation flights.

F. Attendant Per Diem

1. In addition to per diem for travel periods, an attendant is authorized up to 3 days per diem after arrival at the treatment site to:
  - a. Consult the treating health care providers, and
  - b. Make necessary return travel arrangements.
2. In extraordinary cases, if the attendant's presence is necessary to the employee's treatment regimen, the AO may authorize/approve longer periods of per diem only for a non-health care professional attendant, who is the employee's family member,.

G. Non-Concurrent Attendant Travel. Non-concurrent attendant travel may be authorized/approved when the need for an attendant arises during treatment or there is need for an attendant only during a portion of the employee's travel.

**GOVERNMENT QUARTERS.**

***NOTE: Privatized housing, of any style or type and in any location, is not Government quarters.***

A. Government Quarters. The following are Government quarters:

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the U.S. Government;
2. Lodgings or other quarters obtained by U.S. Government contract;
3. Quarters in a state-owned National Guard camp;
4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;
5. Temporary lodging facilities as defined in this Appendix;
6. Lodging facilities on a U.S. Installation owned and operated by a private corporation, if the use of these facilities is directed by Service regulations;
7. Family-type housing owned or leased by the U.S. Government whether occupied as a guest or as a principal; and
8. Guesthouses, officers clubs, bachelor quarters, visiting officers' quarters, or similar quarters facilities located at a military activity, quarters aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform.

B. Adequacy Standards. Adequacy standards for DOD Services are prescribed by the Office, Secretary of Defense in DOD 4165.63-M, DOD Housing Management (see [http://www.dtic.mil/whs/directives/corres/pdf/416563m\\_0993/p416563m.pdf](http://www.dtic.mil/whs/directives/corres/pdf/416563m_0993/p416563m.pdf)), and implemented by appropriate DOD component regulations.

**GOVERNMENT-SPONSORED CONTRACTOR-ISSUED TRAVEL CHARGE CARD. See GOVERNMENT TRAVEL CHARGE CARD.**

**GOVERNMENT TRANSPORTATION.** Transportation facilities owned, leased, or chartered, and operated by the U.S. Government for transportation on land, water, or in the air. (*Also see Government Conveyance.*)

**GOVERNMENT TRANSPORTATION REQUEST (GTR)** (Standard Form 1169). An accountable Government document used to procure common carrier transportation services. The document obligates the Government to pay for transportation services provided. See **TRANSPORTATION REQUEST**.

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

**GOVERNMENT TRAVEL CHARGE CARD (GTCC).** A charge card used by authorized individuals to pay for official travel and transportation related expenses for which the card contractor bills the individual.

**GROUP MOVEMENT.** A movement of 2 or more official travelers traveling as a group, under the same travel authorization (either PCS or TDY) for which transportation will be furnished by Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the travel authorization.

**HIGHEST CONUS M&IE RATE**

\$51 Effective for travel by car ferry *on or after 1 January 2005*

\$64 Effective for travel by car ferry *on or after 1 October 2005*

**HOUSEHOLD GOODS (HHG)** (FTR, §300-3.1). Items (*except those listed in B and C*) associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date of transfer or appointment (see the definition in this Appendix) that legally may be accepted and transported by a commercial HHG carrier.

**\*NOTE 1:** See par. C5154-E for articles involving weight additives.

\*A. HHG also include:

1. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (see par. C5154-C1) and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
2. Spare parts for a POV (see the definition in this Appendix) and a pickup tailgate when removed;
3. Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
4. Consumable goods for employees with PCS travel authorization to locations listed in Appendix F;
5. A vehicle other than POVs (such as a motorcycle, moped, hang glider, golf cart, jet ski and snowmobile (and/or the associated trailer) of reasonable size, that can fit into a moving van);
6. A boat (and/or their associated trailer) of reasonable size that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat); and
7. Ultralight vehicles (defined in 14 C.F.R. Sec 103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).
8. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).

B. HHG *do not* include:

1. Personal baggage when carried free on commercial transportation;
2. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (see Chapter 5, Part E for POV shipment);

3. Live animals including birds, fish and reptiles;
4. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);
5. HHG for resale, disposal or commercial use;
6. Privately owned live ammunition (B-130583, 8 May 1957); and
7. Boats (other than those in A6 above); and
8. Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks. See DOD 4500.9-R, DTR, Part IV, for examples of hazardous materials.

C. Law or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include articles:

1. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
2. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);
3. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless;
  - \*a. Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,
  - b. No storage is required, and
  - c. No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

**HOUSEHOLD GOODS TRANSPORTATION.** See *TRANSPORTATION, HHG*.

**HOUSEHOLD GOODS-WEIGHT ADDITIVE.** A weight added to the net weight of the household goods shipment to compensate for the excessive van space used by the item. ***NOTE: The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.***

**HOUSE-HUNTING TRIP (HHT).** Round trip travel between the old and new PDS for the purpose of seeking a permanent residence.

**IBA.** Government-sponsored contractor-issued Individually Billed travel charge card Account". ***NOTE: Does not apply to any other form of personal credit card.***

**IMMEDIATE FAMILY.** *See DEPENDENT/IMMEDIATE FAMILY.*

**INTERVIEWEE.** An individual who is being considered for employment by an agency. The individual may currently be a Government employee.

**INVITATIONAL TRAVEL.** *See TRAVEL, INVITATIONAL.*

**ITINERARY, VARIATION IN.** A change in routing of travel or points of TDY in connection with official business, justified by the mission nature and requirements.

**LOCALITY RATES.** Maximum per diem rates prescribed for specific localities.

**LODGINGS-PLUS PER DIEM SYSTEM.** The method of computing per diem allowances for official travel in which the per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

**MEMBER (UNIFORMED SERVICES).** A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. ***NOTE: "Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.***

**MILEAGE (ALLOWANCE) - PERMANENT CHANGE OF STATION (PCS) TRAVEL, FIRST DUTY STATION TRAVEL, HOUSE HUNTING TRIP (HHT) AND SEPARATION TRAVEL.** A rate per mile for the authorized use of a privately owned automobile during official PCS travel. The amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined in accordance with the applicable provisions of this regulation) and the number of authorized travelers transported. See par. C2505 for current rates.

**MILEAGE (ALLOWANCE) - FOR LOCAL AND TDY TRAVEL.** A rate per mile in lieu of reimbursement of actual POC operating expenses. See par. C2500 for current rates.

**MISSING STATUS.** The absence status of an employee who officially is carried or determined to be:

1. Missing;
2. Missing in action;
3. Interned in a foreign country;
4. Captured, beleaguered, or besieged by a hostile force; or
5. Involuntarily detained in a foreign country.

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

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

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

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

***Effective 18 November 2004***

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

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

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

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

#### **T4040 LIVING EXPENSES (PER DIEM)**

\*The “Lodgings-Plus” computation method is used to reimburse TDY living expenses. A traveler is paid the actual lodging cost up to a limit, plus a set amount for M&IE. Per diem rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. A traveler also can be reimbursed for other necessary allowable travel-related expenses (see Appendix G) if the AO authorizes them as appropriate to the mission.

##### A. Lodging Overnight Required - Business Travel Standards

###### 1. Sleeping

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

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

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

c. Civilian Employee

***(1) A civilian employee may not be ordered/required to use Government quarters, nor may the lodging reimbursement simply be limited to the Government quarters cost. In compliance with the requirement to exercise prudence when incurring expenses, an employee should check for Government quarters availability (e.g., through their CTOs), and is encouraged to use those quarters when TDY to a U.S. Installation. However, if Government quarters are available on that installation for an employee TDY to a U.S. Installation, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the Government quarters cost. Reduced per diem rates can only be established before travel begins.***

(2) The head of a DOD component (see Appendix A) concerned may authorize zero per diem or per diem rates in lesser amounts than those prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DOD component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the DOD component concerned or to a commander/head of DON activity, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel order before travel begins (or part of an order amendment covering a prospective period after the order modification), travel orders, modified after the fact, prescribing per diem rates different from those prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> are without effect. The locality rates in <http://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html> are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS. See **NOTE 1** (applicable to a civilian employee) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry cleaning/pressing of clothing.

d. Commercial lodging reimbursement is based on the single occupant rate, up to the maximum of the TDY site or stopover location. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of \$110 (\$76 for lodging and \$34 M&IE). The AO could authorize up to \$296 for lodging (300% x \$110 = \$330 - \$34 = \$296). These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized **only in advance** by PDTATAC or the Secretary concerned and for **only a uniformed member** (see JFTR, par. U4250). The traveler is financially responsible for anything charged beyond the basic room fee and taxes. Travelers are to keep all lodging receipts. *An AEA may not be authorized for meals and incidental expenses.*

**NOTE 1:** *The maximum amount allowed for lodging in the United States and non-foreign OCONUS areas (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are separately reimbursable travel expenses except when MALT PLUS per diem for POC travel is paid to a uniformed member.*

**NOTE 2:** *The maximum amount allowed for lodging in foreign countries (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) includes an amount for lodging taxes. Taxes on lodging in foreign countries are not separately reimbursable.*

*Effective 7 September 2007*

\*e. Lodging with a Friend or Relative

(1) Applicable to a Uniformed Service Member. *Reimbursement of lodging cost is not authorized when staying with a friend or relative.* A member, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

(2) Applicable to a Civilian Employee. When a traveler lodges with a friend or relative - with or without charge - the traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler if the traveler can substantiate the costs and the AO determines the costs are reasonable. *The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount.* See GSBCA 16836-RELO, 5 June 2006 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA16836.PDF>). A traveler, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

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

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

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

f. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer-term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees that are part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses that do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is authorized per diem.

(2) A traveler may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

(a) Mortgage interest;

(b) Property tax; and

(c) Utility costs actually incurred (does not include any installation and hook-up charges), e.g., electricity, natural gas, water, fuel oil, sewer charges.