

**JOINT TRAVEL REGULATIONS****VOLUME 2****CHANGE 506**

Alexandria, VA

1 December 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 December 2007 unless otherwise indicated.

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This change includes all material written in CAP Items 20-07(E), 21-07(E), 60-07(E), 61-07(E), 63-07(I), 64-07(E), 67-07(I), 71-07(I), 73-07(I), 75-07(I), 77-07(I), 80-07(I), and 86-07(I). Insert the attached pages and remove the corresponding pages. Remove and replace the following: Ch 1C; Ch 2-TOC, Ch 2A, and Ch 2I; Ch 3A, and Ch 3D; Ch 4L; Ch 5-TOC, Ch 5C3, Ch 5E3, Ch 5L5, and Ch 5P1; App H1, H2B, and H3A; App O; and App U. Remove Ch 6 as all information has been moved to Ch 7. Insert new Ch 7. This cover page replaces the Change 505 cover page.

**BRIEF OF REVISION**

These are among the major changes made by Change 506:

C1101-J. Revises cross-reference.

C1430-E1. Revises cross-reference.

C1430-F1. Revises cross-reference.

C2000-A1. Revises cross-reference.

C2000-A2c. Revises cross-reference.

C2001-D. Remove outdated reference to 41 CFR 101-37.402.

C2001-D7b. Revises cross-reference.

C2159-C2. Changes the PCS mileage/MALT rate to a single mileage rate of \$.20 per mile, replacing the multiple PCS mileage rates based on the authorized travelers in the POC used during the official PCS travel.

C2200-G. Revises cross-reference.

C2204-B3g. Revises cross-reference.

C2204-B4j. Revises cross-reference.

C2205-C, D & E. Deletes the word “first-class” on the transportation reimbursement limitation on ship travel since multiple service classes no longer exist.

C2306. Replaces the term ‘student dependent’ with ‘dependent student’.

C2505-A&B. Changes the PCS mileage/MALT rate to a single mileage rate of \$.20 per mile, replacing the multiple PCS mileage rates based on the authorized travelers in the POC used during the official PCS travel.

C3000. Delegates invitational and temporary duty travel authorization authority to Air Force’s approving officials.

C3050-C. Revises cross-reference.

C3106-2. Revises cross-reference.

C3107. Revises cross-reference.

C3150-A&B. Simplify and update the preparation of the TDY travel authorization language in Chapter 3, Part D.

C3150-B, Item 13(i). Revises cross-reference.

C3150-B, Item 13(r). Revises cross-reference.

C3151. Simplify and update the preparation of the PCS travel authorization language in par. C3151.

C3151-Item 16(t). Revises cross-reference.

C4465. Revises cross-reference.

C4553-D1a. Replaces the term ‘student dependent’ with ‘dependent student’.

C4553-D2. Replaces the term ‘student dependent’ with ‘dependent student’.

C4553-D2c(2) & (3). States that the M&IE rate for the day of return to the PDS is based on the rate for the preceding day even if the traveler spent a few hours en route TDY to another location.

C4558-C1. Delete the word “first-class” on the transportation reimbursement limitation on ship travel since multiple service classes no longer exist.

C4562-D. Revises cross-reference.

C4563-A. Revises cross-reference.

C4565. Replaces the term ‘student dependent’ with ‘dependent student’.

C5050-A. Changes the PCS mileage/MALT rate to a single mileage rate of \$.20 per mile, replacing the multiple PCS mileage rates based on the authorized travelers in the POC used during the official PCS travel.

C5065-B, C&D. Changes the PCS mileage/MALT rate to a single mileage rate of \$.20 per mile, replacing the multiple PCS mileage rates based on the authorized travelers in the POC used during the official PCS travel.

C5065-C. Increase the maximum Standard CONUS Per Diem rate to \$109.00 from \$99.00 per day effective 1 October 2007. The lodging rate is adjusted to \$70.00 from \$60.00 and the M&IE rate remains \$39.00 per day.

C5070-A2. Delete the word “first-class” on the transportation reimbursement limitation on ship travel since multiple service classes no longer exist.

C5120. Replaces the term ‘student dependent’ with ‘dependent student’.

C5125-E. Replaces the term ‘student dependent’ with ‘dependent student’.

C5125-F added. Adds new par.

C5146-D3b. Revises cross-reference.

C5240-Note. Revises cross-reference.

C5248-C1. Revises cross-reference.

C5360-A. Increase the maximum Standard CONUS Per Diem rate to \$109.00 from \$99.00 per day effective 1 October 2007. The lodging rate is adjusted to \$70.00 from \$60.00 and the M&IE rate remains \$39.00 per day.

C5372-B. Increase the maximum Standard CONUS Per Diem rate to \$109.00 from \$99.00 per day effective 1 October 2007. The lodging rate is adjusted to \$70.00 from \$60.00 and the M&IE rate remains \$39.00 per day.

C5750-D3. Correct erroneous references.

C5586-B5. Revises cross-reference.

C5588-G2b. Revises cross-reference.

Ch 6. Moves all information in JTR, Chapter 6 to Chapter 7.

Ch 7. Moves all information in JTR, Chapter 6 to Chapter 7.

App A1. Clarify OCONUS definition.

App A1. Revises the definition of MILEAGE (ALLOWANCE) - PERMANENT CHANGE OF STATION (PCS) TRAVEL, FIRST DUTY STATION TRAVEL, HOUSE HUNTING TRIP (HHT) AND SEPARATION TRAVEL; and adds definition for MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT).

App A2. Adds the acronym UB.

App IA, item 4. Increase the maximum Standard CONUS Per Diem rate to \$109.00 from \$99.00 per day effective 1 October 2007. The lodging rate is adjusted to \$70.00 from \$60.00 and the M&IE rate remains \$39.00 per day.

App E1. Revises cross-reference.

App H1. Revises cross-reference.

App H2B. Revises cross-reference.

App H3A. Revises cross-reference.

App O, T4040-A2a. States that the M&IE rate for the day of return to the PDS is based on the rate for the preceding day even if the traveler spent a few hours en route TDY to another location.

App P2. Revises cross-reference.

App S. Revises cross-reference.

App U. Revises cross-reference.

JOINT TRAVEL REGULATIONS

VOLUME 2

Following is a list of sheets in force in Joint Travel Regulations, Volume 2 that are effective after the sheets of this change have been inserted. This list is to be used to verify the accuracy of the Volume. Single sheets or entire monthly changes are available from the PDTATAC website.

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490	C1A-3	492	C2E-15	474	C4J-5	506	C5-vii	500	C5D-23
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506	C2A-3	506	C3C-9	506	C4L-27	500	C5B-17	505	C5H2-5
506	C2A-5	506	C3D-1	506	C4L-29	500	C5B-19	506	C5H2-7
502	C2B-1	506	C3D-3	506	C4L-31	500	C5B-21	506	C5H2-9
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487	C2D1-1	501	C4-iii	458	C4M-3	505	C5C2-5	504	C5I-1
492	C2D1-3	501	C4-v	464	C4M-5	506	C5C3-1	500	C5J-1
506	C2D2-1	501	C4-vii	504	C4M-7	506	C5C4-1	504	C5K-1
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500	C5L4-7	506	C7L-3	471	F2-1	506	O-1		
506	C5L5-1	506	C7M-1	487	G-1	506	O-3		
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500	C5M-3	506	C7N-3	468	H2A-1	506	O-15		
500	C5M-5	506	C7O-1	506	H2B-1	506	O-17		
500	C5M-7	506	C7O-3	486	H2C-1	506	O-19		
505	C5N-1	506	C7P-1	486	H2C-3	506	O-21		
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500	C5O-3	464	C9-i	474	H3B-1	506	O-25		
471	C5O-5	477	C10-1	474	H3B-3	494	P-i		
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506	C5P1-5	457	C12-1	468	H4B-1	484	P2-1		
506	C5P1-7	483	C12-3	468	H4C-1	506	P2-3		
506	C5P1-9	483	C13-1	468	H4D-1	496	P2-5		
506	C5P1-11	500	C14-1	468	H4E-1	500	Q-1		
506	C5P1-13	500	C15-1	468	H4F-1	478	Q-3		
500	C5P2-1	502	C16-1	470	IA-1	493	R-i		
500	C5P2-3	506	A1-1	470	IA-3	493	R1-1		
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500	C5Q1-1	493	A1-5	470	IA-7	493	R1-5		
500	C5Q2-1	506	A1-7	470	IA-9	504	R2-1		
500	C5Q2-3	502	A1-9	470	IA-11	504	R2-3		
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## PART C: TRAVEL ADVANCES

### C1100 GENERAL

#### A. Minimizing Cash Requirements

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

#### B. Government Travel Charge Card (GTCC) Use

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

***NOTE: DODFMR 7000.14-R, Volume 9, Chapter 3, par. 030607 (available at: [http://www.dod.mil/comptroller/fmr/09/09\\_03.pdf](http://www.dod.mil/comptroller/fmr/09/09_03.pdf)) indicates the purposes for which a DOD GTCC may be used. Charging for personal travel expenses is misuse of the GTCC. A DOD traveler who misuses the GTCC is subject to administrative or disciplinary action. To prevent misuse of the GTCC IBA and city-pair airfares for leisure travel, a copy of the relevant travel order/authorization must be provided to the CTO before the final ticketing. Electronic DTS generated authorizations, available on line for viewing or reproducing, suffice to meet this requirement and preclude the necessity of the authorization being physically provided. A CTO may issue tickets for official travel authorized by proper oral, letter, or message authority if travel must begin or is performed before a written travel order/authorization is issued, however, the official who directed the travel is responsible for providing a confirmatory travel order/authorization to the CTO as soon as possible.***

### C1101 ALLOWABLE ADVANCES

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

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

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

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

1. Origin and destination;
2. A signed copy of a commercial bill of lading annotated with actual weight (or other evidence of actual weight) or a reasonable estimate acceptable to the DOD Component concerned; and
3. Anticipated SIT period (NTE 90 days) at Government expense.

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

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

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

H. Temporary Quarters Subsistence Expenses (FTR §302-6.15). An advance may be paid to cover the estimated TQSE expenses for up to 30 days. The DOD Component may subsequently pay additional travel advances for periods up to 30 days (remembering the maximum TQSE period is 120 days for TQSE(AE) and 30 days for TQSE(F)).

I. Real Estate Transaction and Unexpired Lease Expense Allowance (FTR §302-11.450). ***An advance is not paid for expenses incurred ICW residence transactions.***

\*J. Attendants/Escorts for Military Dependents. An advance may be paid for the travel and transportation allowances prescribed in par. C7000 or C7105.

K. Transportation and Emergency Storage of POV (FTR §302-9.11). An advance for transportation and emergency storage of a POV may be paid NTE the estimated expenses amount authorized for that purpose.

L. Advance Lodging Deposits. A traveler:

1. May be reimbursed an advance room deposit when it is required by the lodging facility to secure a room reservation prior to official TDY travel.
2. Is financially responsible for advance deposit repayment if the deposit is forfeited because TDY travel is not performed for reasons unacceptable to the agency.

**C1430 BAGGAGE EXPENSES (FTR §301-12.2)**

Reimbursement is authorized for necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include:

- A. Excess baggage; ***NOTE: Excess baggage includes an excessive number of pieces and/or excessive weight.***
- B. Baggage transfer; ***NTE the customary local rates, and necessity for the transfer must be explained.***
- C. Baggage Storage;
- D. Checking Baggage. ***NTE the customary local rates.***
- E. Terminal Porter Charges. ***Terminal porter charges are covered by the incidental expenses portion of per diem and are not items for separate reimbursement except for the following:***

- \*1. When authorized under par. C7460-4, for a traveler with a disability,
- 2. Charges or tips at transportation terminals for handling Government property carried by the traveler,
- 3. When handling dependent's personal baggage when dependents are not authorized per diem while traveling at Government expense when unaccompanied by the sponsor, and
- 4. When handling that portion of dependents' personal baggage that the sponsor cannot handle when dependents are traveling with the sponsor.

F. Charges for Handling Baggage/Government Property. ***Charges for handling baggage/Government property at hotels/motels are travel expenses payable out of per diem allowances and are not items for separate reimbursement except when:***

- \*1. Authorized under par. C7460-4, for a traveler with a disability, or
- 2. An employee shows that a separate or additional charge was incurred for handling Government property at a hotel/motel.

**C1435 PRIVATELY OWNED CONVEYANCE TAXES AND LICENSE FEE (B-214930, 1 October 1984))**

A. General. Many states require payment of an ownership tax and license fee on a POC brought into and used in the state for over 30 days. In some states, a TDY traveler can apply for an exemption certificate upon first coming into the state.

B. Charges Paid by a Traveler. Providing a TDY traveler has applied for and been denied an exemption certificate by the state in which assigned, charges paid by a traveler for POC taxes and license fees imposed by state law are reimbursed if all of the following conditions are met.

1. POC use is authorized as advantageous to the Government ICW a TDY assignment as provided in par. C2153.
2. The traveler's PDS is not in the state in which the TDY assignment is performed.
3. The TDY period is in excess of the allowable time period that the employee would be exempt from state imposed ownership taxes and license fees on a POC.
4. Documentation evidencing payment by the employee of the state-imposed charges in the state in which the TDY was performed may be required. See par. C1310.

**C1440 REIMBURSEMENT OF PREPARATORY TRAVEL EXPENSES WHEN THE TRAVEL AUTHORIZATION IS AMENDED, MODIFIED, CANCELED OR REVOKED (FTR §301-11.16)**

Miscellaneous preparatory travel expenses, such as fees for traveler's checks, passports, visas (including green cards) (see par. C1415), and communications services, incurred prior to travel authorization change are reimbursable provided the action taken is beyond the employee's control, in the Government's interest, and a refund is unobtainable.

**C1445 NONREFUNDABLE ROOM DEPOSIT OR PREPAID RENT**

A. When TDY is Curtailed, Canceled or Interrupted for Official Purposes. When a traveler has made advance lodging arrangements (including deposits for rental units) and the TDY is curtailed, canceled, or interrupted, lodging costs reimbursement may be authorized/approved by the AO. (See 59 Comp. Gen. 609 (1980), 59 id. 612 (1980), 60 id. 630 (1981) and cases cited therein). Reimbursement must not exceed the amount of the remaining per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.

B. Considerations. The AO should consider all of the following conditions.

1. The traveler acted reasonably and prudently in incurring lodging expenses.
2. The traveler had a reasonable expectation of the TDY being completed as authorized.
3. The assignment was changed for official purposes or for other reasons beyond the traveler's control that are acceptable.
4. The traveler took reasonable steps to obtain a refund once the TDY was officially canceled or curtailed.

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**CHAPTER 2**

**TRANSPORTATION MODES, ACCOMMODATIONS, TRANSPORTATION  
REQUESTS, BAGGAGE AND MILEAGE RATES**

**PART A: CONDITIONS**

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## CHAPTER 2

### PART A: TRAVEL POLICY

#### C2000 GENERAL

A. Travel and Transportation Policy. The following applies to each traveler whose travel and transportation allowances are governed by these regulations:

\*1. They must use economy (less than premium) -class transportation accommodations unless otherwise provided for in par. C2204, C2205, C2208 or C7460, *See NOTE 1, par. C1060.*

2. Premium (First and Business)-class Travel/Accommodations. (See Appendix A): See par. C2204-B2a, C2204-B2b and C2208-C (trains only) to determine whose authority is required for Government-funded premium-class accommodations to be provided. See Appendix H, Part II, Section C, for first-class and Part III, Section B for business-class decision support tool.

***NOTE: The travel authorization MUST include the cost difference shown in items 12 and 13, and the information in items 15 and 16, of Appendix H, Part II, Section A (Premium-class Travel Reporting Data Elements and Procedures). Example: “Business (or First) –class accommodations has been justified and authorized/approved based on JTR, par. C2204-B4a. The cost difference between the business-class fare and the coach-class fare is \$765.00. LtGen. Aaaaa Bbbbb, HQ USA/XXXX, authorized/approved this use of premium-class accommodations. Full documentation of the authorization/approval for use of these premium-class accommodations is on file in the office of the approving official.”***

a. Requests for premium-class accommodations must be made and authorized in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If extenuating circumstances or emergency situations prevent advance authorization, the traveler must obtain written approval from the appropriate authority within 7 days of travel completion. If premium-class travel is not approved after-the-fact, the traveler is responsible for the cost difference between premium-class transportation used and the transportation class for which the traveler was eligible. A travel authorization authorizing premium-class accommodations due to extenuating circumstances or emergency situations must clearly explain the circumstances of the situation (i.e., not simply state the JTR phrase, but provide the background to enable an audit of the rationale for the upgrade) and include the difference in cost between the premium-class and coach-class airfares, authority and authorization source (memo/letter/message/etc., including date and position identity of the signatory for first-class)). Appropriate Government transportation documents must be annotated with the same information.

b. Only a person senior to the traveler may authorize/approve premium-class accommodations for the traveler/dependents (DODD 4500.9-R, par. E3.1.4, Encl 3, 12 February 2005). See par. C2204-B2.

c. Premium-class accommodations may be authorized/approved by the premium-class authorizing/approving official due to medical reasons only if competent medical authority certifies that sufficient justification of disability or other special medical need exists and that the medical condition necessitates (for a specific time period or on a permanent basis) the premium-class accommodations upgrade. The premium-class authorizing/approving official must be able to determine that, at the time of travel, premium-class accommodations are/were necessary because the traveler or dependent is/was so disabled or limited by other special medical needs that other lower-cost economy accommodations (e.g., ‘bulk-head’ seating, or providing two economy seats) cannot/could not be used to meet the traveler’s/dependent’s requirements.

*\*NOTE: The attendant who is authorized transportation under par. C7460-1, may be authorized/ approved for premium-class accommodations use to accompany the attended traveler, when the attended traveler is authorized premium-class accommodations use and requires the attendant's services en route. Authorization for one member of a family to use premium-class accommodations due to a disability does not authorize the entire family to use premium-class accommodations during official travel. Premium-class authorization is limited to the disabled traveler and attendant (if required). See Appendix A for definition of "special needs".*

d. Use of premium-class accommodations does not apply during PCS, RAT leave, emergency leave, EVT, FVT, R&R, FEML, or personnel evacuation transportation unless for physical handicap or medical reasons in par. C2000-A2c above.

3. Travel other than by a usually traveled route must be justified.
4. An employee or dependent may not be provided a contract city-pair airfares provided under GSA contract (see Appendix P) or any other airfares intended for official Government business for any portion of a circuitous route traveled for personal convenience.
5. The traveler is personally financially responsible for any additional expense accrued by not complying with par. C2000-A.
6. Personnel directives dictate if/how leave is to be charged for workday time not justified as official travel.
7. A traveler may voluntarily use/accept, and the Government may furnish, accommodations that do not meet minimum standards if the employee's or Service's needs require use of these accommodations.
8. A traveler may not be reimbursed for travel at personal expense (see par. C2203-C) on non-U.S.-certificated ships/aircraft, except as specified in par. C2204-C.
9. Each dependent is allowed a seat.

**B. Service Responsibility.** Each DOD Component must:

1. Authorize only travel necessary to accomplish the Government's mission effectively and economically.
2. Establish internal controls to ensure that only travel essential to the Government's needs are authorized.

**C. TDY Travel Involving Non-PDS Location(s).** An employee on a TDY travel authorization is authorized travel/ transportation allowances NTE the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between the employee's PDS and TDY location. When TDY travel is to/from a non-PDS location:

1. The traveler must pay excess travel/transportation costs; and
2. Constructed costs for each leg of the trip must be based on Government 'YCA' city-pair contract airfares, if available.

***NOTE: See par. C4564 for TDY travel/transportation allowances when a TDY travel authorization is received while the employee is on official leave.***

**D. TDY Departure from Dependents' Residence**

1. The AO may permit the traveler to begin official travel from the location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the work site.

2. *Relative cost should be a consideration.*

3. **Example.** The traveler's PDS is Alexandria, VA. The traveler resides in Alexandria during the workweek and commutes daily to the PDS. The traveler maintains the family residence in Norfolk, VA. The traveler may be permitted to begin and/or end official travel on TDY at Norfolk, VA.

## **C2001 TRANSPORTATION MODES**

### **A. General**

1. Transportation Authorized. Transportation may be authorized by railroad, airline, helicopter, ship, bus, streetcar, subway, taxicab, Government vehicle, Government-furnished and contract rental automobile and airplane, privately owned and rented automobile and airplane, and other necessary means of conveyance, or by a combination of any of the modes named. Travel of an employee should be by the most expeditious practicable transportation mode that meets mission requirements. The AO is responsible for the transportation mode selected. An employee is not required to travel via a particular transportation mode if there is a valid reason for excluding that mode (ex., travel by air (ocean ferry or Chunnel) if travel by that mode is precluded for medical reasons). A statement on the travel authorization indicating the reason for nonuse of a particular transportation mode, that may otherwise appear to be the most advantageous to the Government, provides justification for travel reimbursement based on the transportation mode authorized on the travel authorization and actually used instead of the constructed cost of the otherwise apparently most advantageous mode to the Government. (Ex: Air travel is apparently the most advantageous transportation mode but air travel is medically precluded. The travel authorization should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

***NOTE: For the limited number of senior officials designated by Secretary of Defense as "required use" travelers on military aircraft see DODD 4500.56, DOD Policy on Use of Government Aircraft and Air Travel, Enclosure 2.***

### 2. Selecting the Transportation Mode to Be Used

a. Contract Air Service. Except as noted, discount airfares, offered by contract air carrier between certain cities (city-pairs), are advantageous to the Government and should be used for authorized air travel between those city-pairs. If a city-pair airfare is not available, the policy-constructed airfare (see Appendix A) (including a lower airfare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare (e.g., a restricted airfare) and the traveler retains the ability to seek a lesser airfare. For exceptions and specific guidelines regarding the use of contract air service, see the Federal Travel Regulation (FTR), §301-10.107 (see the GSA web site at: [http://policyworks.gov/org/main/mt/homepage/mtt/ftr/newftr/301-10\\_107.html](http://policyworks.gov/org/main/mt/homepage/mtt/ftr/newftr/301-10_107.html)) and DOD 4500.9-R, Part I, Chapter 103, pars. A2 and E (see the DTR website at: <http://www.transcom.mil/j5/pt/dtr.html>). ***NOTE: Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

b. Non-contract Air Service. The use of non-contract air service may be authorized only when justified under the conditions noted in par. C2001-A2a. Advance authorization and the specific justification reason for the use of non-contract air service must be shown on the travel authorization or other form of travel authorization before the actual travel begins unless extenuating circumstances or emergency situations make advance authorization impossible. In this event the employee must obtain written approval from the appropriate DOD component official at the earliest possible time after completing the travel. The approval and justification therefore must be stated on, or attached to, the travel voucher.

c. Rail or Bus Service. Rail or bus service may be used when determined by the DOD component to be advantageous to the Government with cost, energy, and other factors considered and when compatible with the requirements of the official travel. The use of discount airfares offered to the Government by rail or bus carriers between selected cities (city-pairs) is advantageous. Whenever these discount airfares are offered and the accompanying service fulfills mission requirements, they should be used to the maximum extent possible.

3. Government-contract Rental or Government-furnished Automobiles. When it is determined an automobile is required for official travel, a Government-contract or Government-furnished automobile is used as follows.

a. Government-contract Rental Automobile. A Government-contract rental automobile is the first resource for short-term rental of an automobile by an employee on TDY travel. This applies to an employee who travels to a destination by common carrier, such as airplane, train, or bus and would customarily rent a Government-furnished vehicle for local transportation in the destination area. For travel under par. U2001-A3, an employee also may use a Government-furnished automobile if a Government-contract rental automobile is unavailable or if use of a Government-furnished automobile is practical. A Government-furnished automobile continues to be available for use in an isolated area in which a commercial rental contractor is not available.

b. Government-furnished Automobile. A Government-furnished automobile is the first resource when an automobile is required for official travel performed locally or within commuting distance of an employee's designated post of duty. If a Government-furnished automobile is unavailable, a Government-contract rental automobile may be used.

c. Cost Consideration. If cost considerations are used in determining whether a Government-contract rental or a Government-furnished automobile should be authorized, the overall cost must include any administrative costs as well as any costs associated with picking up and returning the automobile.

d. Traveler's Cost Liability when Selected Mode Not Used. The employee should use the transportation mode administratively authorized/approved by the DOD Component concerned as most advantageous to the Government. Any additional cost resulting from use of a transportation mode other than specifically authorized/approved, or required by regulation, e.g., contract air service, is the employee's responsibility.

4. CHUNNEL. The English Channel Tunnel (CHUNNEL) used for travel between the United Kingdom and Europe is a ferry for computation purposes.

B. Within CONUS. Determination to use any one, or a combination, of the transportation modes in par. C2001-A for travel within CONUS must be based on the following factors:

1. Urgency and purpose of travel and ability of each transportation mode to provide necessary service to meet mission requirements;
2. Amount of accompanied baggage or working equipment necessary to accompany the traveler;
3. Savings in the traveler's productive time (workdays only);
4. Availability of adequate accommodations;
5. Any special facilities or schedule that aids in maintenance of necessary security, when applicable;
6. Savings to the Government ICW a PCS order/authorization and dependents' transportation.

C. OCONUS Travel

1. Arranging and Determining Transportation Modes. Transportation for OCONUS travel is arranged through the responsible installation transportation officer or CTO. See par. C2203. Determination of the transportation mode to be used for travel to, and/or from and within, OCONUS areas is made by the responsible transportation officer or CTO IAW the guidelines in this Part unless the official directing the travel has specified a particular mode IAW this Part. The transportation officer or CTO must not under any conditions provide transportation via a mode that has been prohibited by the official directing the travel. Subject to the limitations in par. C2001-D, travel may be approved by AMC, including charter or individually ticketed commercial service made available by that command; at special tariff rates for DOD traffic; by MSC, when available; or by commercial transportation IAW the policies set forth in Chapter 2, Part E. Except for travel between points served by ferries, travel by ship is not advantageous to the Government in the absence of sufficient justification that the advantages accruing from the use of ocean transportation offset the higher costs associated with this transportation mode; i.e., per diem, transportation, and lost work time. Travel by ship may be authorized/approved as being advantageous to the Government only through the Secretarial Process. Reimbursement for use of ships is subject to the further prerequisites of Chapter 2, Part E, concerning use of ships of U.S. registry.

2. Traveler Elects Commercial Air or Water. When a traveler authorized to use available AMC or MSC facilities ICW TDY or permanent duty travel elects to use commercial air or water transportation at personal expense, reimbursement is limited as provided in par. C2206. A traveler is required to arrange transportation, even circuitous or interrupted travel, IAW par. C2203.

D. Travel by Aircraft

1. General

a. *AOs directing travel must strictly adhere to the policy on aircraft travel contained in par. U2001.*

b. Air is the usual transportation mode to and/or from OCONUS.

c. Government or Government-procured air transportation should be used for travel to, from, and between OCONUS areas (See Appendix A, under "GOVERNMENT-PROCURED TRANSPORTATION" and "GOVERNMENT TRANSPORTATION" for appropriate definitions.).

d. Except when air travel is not possible for medical reasons, a traveler may be required to travel by regularly scheduled commercial aircraft.

e. See par. C2206-E for computing reimbursement when other than the authorized transportation mode or route is used.

f. Reimbursement limitations for travel by an alternate mode or route must be stated on the travel authorization under which dependents travel.

g. A traveler must make transportation arrangements IAW pars. C2203-A and C2203-B.

\*2. Government Aircraft Use. Government aircraft may be used only for official purposes IAW.

3. Overseas Travel. Travel is required by Government air or Government-procured air transportation unless medically inadvisable for an employee:

a. Performing TDY travel to and from CONUS or between overseas duty points;

b. And dependents performing permanent duty travel to, from, and between overseas duty stations.

4. Operations and Maintenance Technicians and Crash Firefighters. An employee whose duties involve the repair, maintenance, or performance of aircraft or airborne equipment and crash firefighters for whom travel by aircraft is necessary ICW the employee's duties, is required to travel for any distance by any type of aircraft that meets mission requirements. Position descriptions may include such an air travel requirement.

5. Required as Part of Conditions of Employee's Assignment. Travel is required by aircraft for any distance when such transportation mode is a part of the conditions of the employee's assignment to a position. Examples of such assignments are when the duties of the position require an employee to be aboard an aircraft to make repairs or to observe the performance of the plane, or when air travel is necessary for the expeditious performance of the duties of the position in different geographical locations. This employee may be required to be aboard any type of Government aircraft on scheduled or nonscheduled flights.

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. Such an employee 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. An employee's acceptance 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. C7500 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>.

## PART D: POC TRAVEL

### SECTION 2: PERMANENT DUTY TRAVEL

***NOTE:*** In addition to the provisions of Section 1, the following regulations apply.

#### C2159 AUTOMOBILE USE (FTR §302-4)

##### A. General

1. Automobile use is advantageous to the Government for:
  - a. First duty station travel by a newly recruited employee or appointee,
  - b. PCS travel, or
  - c. Separation travel.
2. Mileage reimbursement for automobile travel is at the appropriate PCS mileage rate in par. C2505.
3. RAT by automobile is to the Government's advantage when travel and transportation costs at the applicable PCS mileage/MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles per calendar day) are less than common carrier transportation, including per diem. ***See par. C5060 for travel time and par. C2198 for RAT reimbursement by automobile.***

##### B. Using One or Two POCs (FTR §302-4, Subpart F)

1. When a traveler and dependents relocate incident to a traveler's PCS move, reimbursement is authorized for one or two POCs (two POCs if the traveler has dependents who are relocating) with the prescribed PCS mileage/MALT rate (see par. C2505) and car ferry fees applicable for each POC.
2. Except as in par. C2159-C, PCS mileage/MALT reimbursement authorized for dependents' travel is for the use of one or two POCs. ***NOTE: The traveler may be reimbursed for use of two POCs by dependents only if the employee travels by common carrier (e.g., the employee is not reimbursed automatically for three POCs to allow the employee to use one and the dependents to use two.)***
3. PCS Mileage/MALT reimbursement for PCS travel by POC does not affect authorization for transportation-in-kind or common carrier use for other dependents who did not travel by POC.

##### C. Using More than Two POCs (FTR §302-4.500 and 302-4.700d)

***NOTE:*** The terms "family members" or "dependents" in par, C2159 include only those traveling by POC.

1. General. The use of more than two POCs, within the same household for PDT, may be authorized/approved if determined to be appropriate, through the Secretarial Process.

\*2. PCS Mileage Allowance/MALT

a. When reimbursement for the use of more than two POCs is authorized/approved, the PCS mileage/MALT allowance and car ferry fees apply for each POC.

b. If the same POC is used for more than one trip, the PCS mileage/MALT allowance and car ferry fees apply for each trip. The standard PCS mileage/MALT rate is applied for each trip (e.g., the employee drives the spouse and three children on the first trip (and receives PCS mileage/MALT for the official distance) followed by a second trip in which the employee and one of the already-transported children return to transport two remaining children (and the employee is paid PCS mileage/MALT for the one-way official distance from old to new PDS on the second trip).

3. Documentation. The applicable conditions in par. C2159-C1 should be shown in the travel authorization or approved by travel authorization amendment after the fact. See Chapter 3 for travel authorization policy.

**C2162 AIRCRAFT**

A. Privately Owned Airplane

1. The use of a privately owned airplane for:

- a. First duty station travel by a newly recruited employee or appointee,
- b. PCS travel,
- c. Separation travel, or
- d. RAT

is to the Government's advantage when travel costs at the applicable PCS mileage/MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles per calendar day), are less than common carrier transportation, including associated per diem.

- 2. Reimbursement for travel by privately owned airplane that is Government advantageous, is at the appropriate TDY mileage rate in par. C2500.
- 3. Travel time is as provided in par. C5060.
- 4. Reimbursement computation for travel by privately owned airplane is in par. C2198

B. Privately Owned Aircraft other than Airplane (e.g., Helicopter)

1. Operation Cost. The actual operation cost, rather than mileage, is paid.

**PART E: TRAVEL BY COMMON CARRIER****C2200 TRAVEL/TRANSPORTATION POLICY**

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

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

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

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

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

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

\*G. Accommodations. (FTR §301-72.2) Common carrier accommodations are addressed specifically in pars. C2204, C2205, and C2208 and apply to all official travel. AOs should consider physical characteristics and not just medical, disability reasons, or special needs when recommending first-class travel, if other travel options are not available (e.g., purchase of two coach seats or reserving a coach "bulkhead" seat with extra legroom). See par. C7455-H -H for the definition of "special needs". A traveler may voluntarily use/accept, and the Government may furnish, accommodations that do not meet minimum standards if the employee's or DOD Component's needs require use of these accommodations.

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

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

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

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

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

**C2201 UNUSED ACCOMMODATIONS, DOWNGRADED, OR OVERSOLD TRANSPORTATION SERVICES**

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

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

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

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

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

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

\*g. Congressional travel. Travel of a DOD employee accompanying a Member of Congress or a member of the armed forces on official travel under the authority in 31 USC §1108(g). See Chapter 7, Part I.

4. Business-class Accommodations Use. *(Only the officials listed in par. C2204-B2b may authorize/approve business-class airline accommodations.) Use of business-class accommodation must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. Premium-class authorizing/approving officials (see par. C2004-B2b) must consider each request for business-class airline accommodations individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. See par. C1059 about scheduled travel and NOTE 1 in par. C1060 on rest periods. See par. C2000-A2. See Appendix H, Part III, Section B, for business-class accommodations procedures/requirements.* Business-class accommodations may be authorized/approved when:

a. Space Is Not Available in Coach-Class Accommodations on Any Scheduled Flight in Time to Accomplish the Official (TDY) Travel Purpose/Mission, a Purpose/Mission that is So Urgent It Cannot Be Postponed. When “space is not available in coach-class” is used to justify premium-class accommodations, the business-class authorizing/approving official must require that the travel authorization be clearly annotated as to when the TDY travel was identified, when travel reservations were made and the cost difference between coach (economy) and business-class. (Business-class accommodations may not be provided for official travel for PCS, RAT leave, emergency leave, EVT, FVT, R&R, FEMLE, and personnel evacuations). When TDY travel in business-class accommodations is authorized/approved because the mission is “so urgent it cannot be postponed,” business-class accommodations may only be authorized to the TDY site. Coach (economy) accommodations are to be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work. Each TDY travel authorization on which return transportation in premium-class accommodations is not required must require economy-class accommodations use for the return flight. See par. C2000-A2d.

b. See par. C2000-A2c for Medical Reasons.

c. Exceptional Security Circumstances Require Such Travel. Examples are:

(1) A traveler whose use of other than business-class accommodations would entail danger to the traveler’s life or Government property.

(2) Agents of protective details accompanying individuals authorized to use business-class accommodations.

(3) Couriers and control officers accompanying controlled pouches or packages.

d. When required by the mission. This criterion is exclusively for use ICW Federal advisory committees, special high-level invited guests, and U.S. defense attachés accompanying ministers of foreign governments traveling to the United States to consult with members of the Federal Government. The approval authority is the Director, Administration and Management, Office of the Secretary of Defense, or as delegated by the Director.

e. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only business-class accommodations.

f. When a Non-Federal Source Makes Full Payment for the Transportation Services in Advance of Travel. See the Joint Ethics Regulation (JER), DOD 5500.7-R, at <http://www.dtic.mil/whs/directives/corres/html/55007r.htm> or [http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html). The travel authorization must state that transportation services have been paid in advance by a non-federal source.

g. Coach-class Airline Accommodations on Non-U.S.-certificated Carriers do not Provide Adequate Sanitation or Meet Health Standards and Non-U.S.-certificated Air Carrier Service Use is Authorized/ Approved IAW the Fly America Act. See par. C2204-C for rules governing U.S. flag carrier use.

h. Use of the Business-class Accommodations Would Result in an Overall Savings to the Government Based on Economic Considerations (e.g., the Avoidance of Additional Subsistence Costs, Overtime, or Lost Productive Time) that would be Incurred while Awaiting Coach-class Accommodations. An actual cost-comparison must be made and the details made part of the travel authorization.

i. TDY Travel is between Authorized Origin and Destination Points (at Least One of which is OCONUS), the Scheduled Flight Time (Including Non-overnight Airport Stopovers and Plane Changes) is in Excess of 14 Hours, the TDY Purpose/Mission is so Urgent It Cannot Be Delayed or Postponed, and a Rest Period Cannot be Scheduled En Route or at the TDY Site before Starting Work. See NOTE 2 below.

***NOTE 1:*** *The “length of flight (14, 20, 30, 40 hours)” in and of itself is not sufficient justification to authorize premium class accommodations. The justification must be that the TDY mission was so unexpected that the traveler was unable to schedule a flight arriving the day prior to allow rest before starting work or a layover en route to allow rest before traveling on to the destination to begin work. When using ‘length of flight’ to justify business-class accommodations, the business-class authorizing/approving official must cause the travel authorization to be clearly annotated as to when the TDY travel was identified, when travel reservations were made, and the cost difference between coach-class and business-class accommodations.*

***NOTE 2:*** *The AO must certify that the options contained in NOTE 1 in par. C1060 have been read and considered if par. C2204-B4d is placed on the travel authorization IAW par. C3150-B16(c). The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify business-class airline accommodations for PCS, RAT leave, Emergency Leave, EVT, FVT, R&R, FEML, personnel evacuation, or any other transportation.*

**NOTE 3:**

(1) *The traveler is not eligible for business-class airline accommodations at Government expense if:*

(a) *A ‘Stopover’ en route (regardless of who pays the expenses during the ‘stopover’) 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.*

(2) *Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non-overnight time spent at airports during plane changes.*

(3) *On TDY travel, the 14-hour rule (in par. C2204-B4i above) only applies en route to the TDY site. Less than business-class (e.g., economy/coach) accommodations are to be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.*

(4) *When business-class accommodations use is authorized/approved, use of available business-class airfares provided under the contract city-pair program is mandatory.*

\*j. Congressional Travel. Travel of a DOD employee accompanying a Member of Congress or a member of the armed forces on official travel under the authority in 31 USC §1108(g). See Chapter 7, Part I.

k. Required by Foreign Government Regulations, MOU/MOA/SOFA. Travel of personnel employed by a foreign government if required by the foreign country's regulations, a memorandum of understanding (MOU), a memorandum of agreement (MOA), and/or a status of forces agreement (SOFA) when travel is done in the U.S. Government's interest.

5. Documentation Requirements. See Appendix H for document requirements/procedures.

a. Travel Authorizations. See par. C2000-A2a.

b. Travel Certification. A traveler must certify on the travel authorization, or by attachment to the travel authorization the reason(s) for the use of premium-class airline accommodations. *Circumstances justifying use of premium-class transportation accommodations are limited to those listed in pars. C2204-B3 and C2204-B4.* Specific authorization/approval, including which of the specific conditions were met, and the cost difference between first-class and coach-class, must be attached to, or stated on, the travel authorization and kept as part of the record. When regularly scheduled flights between the authorized origin and destination (including connection) points provide only premium-class accommodations, the traveler must certify these circumstances on the attachment to the travel authorization. In the absence of specific authorization/approval from an authority designated in par. C2204-B2, the traveler is financially responsible for all additional costs resulting from premium-class airline accommodations use. Additional costs are the difference between the cost of the premium-class of transportation used and the transportation class for which the traveler was eligible.

C. U.S.-certificated Air Carrier Use

***NOTE 1:*** *The 'Fly America Act' does not mandate travel across the CONUS when traveling between two OCONUS locations (e.g., Travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS. When it is determined that a U.S.-certificated air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a non-U.S.-certificated flag air carrier may be authorized or approved (GSBCA 16632-RELO, 15 July 2005)).*

***NOTE 2:*** *Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by non-U.S.-certificated air carriers between two foreign areas even if U.S.-certificated air carriers are available. This authority does not apply to uniformed Service members (Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), DOD civilian employees, or their dependents. Uniformed Service members, DOD civilian employees and dependents are required to use available U.S.-certificated carriers for all commercial air transportation as indicated in par. C2204 (FTR §301-10.135).*

1. Requirements. Available U.S.-certificated air carriers must be used for all commercial air transportation of persons/property when the U.S. Government funds the air travel (49 USC §40118 and B-138942, 31 March 1981). Except as provided in par. C2204-C3, U.S.-certificated air carrier service is available if:

- a. The carrier performs the required commercial air transportation, and
- b. The service accomplishes the mission, even though:
  - (1) A comparable/different kind of service by a non-U.S.-certificated air carrier costs less,
  - (2) Non-U.S.-certificated air carrier service is preferred by the service/traveler,
  - (3) Non-U.S.-certificated air carrier service is more convenient for the service/traveler, or
  - (4) The only U.S.-certificated air carrier service available between points in the CONUS or non-foreign OCONUS location and foreign OCONUS points (49 USC §40102) requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (a brief non-work period NTE 24 hours may be authorized/approved, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen 629 (1977)).

***NOTE: When using code share flights involving U.S.-certificated air carriers and non-U.S.-certificated air carriers the flight number of the U.S.-certificated air carrier must be used on the ticket. If the flight number of the non-U.S.-certificated air carrier is used on the ticket, the ticket is on a non-U.S.-certificated air carrier and a non-availability of U.S.-certificated air carrier document is needed.***

2. Exceptions. When one of the following exceptions exists, U.S.-certificated air carrier service is not available.

- a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Government and another country's government are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.
- b. No U.S.-certificated air carrier provides service on a particular route leg, in which case non-U.S.-certificated air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S.-certificated air carrier service.
- c. A U.S.-certificated air carrier involuntarily reroutes a traveler's travel on a non-U.S.-certificated air carrier; (if the traveler is given a choice as to substitute service, a U.S.-certificated air carrier should be selected if it does not unduly delay the travel) (59 Comp. Gen. 223 (1980)).
- d. Non-U.S.-certificated air carrier service would be three or fewer hours, and U.S.-certificated air carrier use would at least double en route travel time.
- e. Air transportation on a non-U.S.-certificated flag air carrier is paid in full directly, or later reimbursed, by a foreign government (e.g., under a Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. (B-138942, 31 March 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: See the Security Assistance Management Manual, Chapter 4, par. C4.5.12 of the DOD 5105.38-M, when travel is on Security Assistance Business.***

Under the guidelines in par. C2204-C4a, the example schedule choice is limited to schedules II and III, because service is provided by a usually traveled route and originates with U.S.-certificated air carrier service. Schedule III provides U.S.-certificated air service from Ankara via Istanbul to Frankfurt, while U.S.-certificated air service is available under schedule II between Ankara and Rome. Schedule III should be selected because it uses U.S.-certificated air service to the farthest practical interchange point on a usually traveled route. If the schedules in this example were limited to those shown in schedules I and IV, schedule IV would be selected since it clearly involves more travel by U.S.-certificated air carriers than does schedule I. See 55 Comp. Gen. 1230 (1976).

5. **Reimbursement.** *There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved non-U.S.-certificated air carrier service is used.* If U.S.-certificated air carrier service is available for an entire trip and the traveler uses a non-U.S.-certificated air carrier for any part or the entire trip, the transportation cost on the non-U.S.-certificated air carrier is not payable (41 CFR §301-10.143).

D. **Carrying Dangerous Weapons Aboard a Commercial Aircraft.** When compatible with the mission, any person in DOD whose official duties require carrying a dangerous weapon while a passenger aboard any aircraft operated by an air carrier must confidentially notify the airline station manager or other appropriate airline official of this fact before boarding the aircraft. Upon request from the airline official, the person must present appropriate credentials for identification purposes. Authorization for an employee to carry the weapon must conform to the regulations of the separate departments.

## C2205 COMMERCIAL SHIP TRANSPORTATION

A. **General.** Commercial transoceanic ship transportation may be directed only as prescribed in par. C2205-B. A traveler travels by car ferry IAW par. C2166. See par. C2000-A2b. Without authorization/approval, reimbursement for transoceanic ship transportation is based on constructed air transportation costs.

B. **Commercial Ship Use Authorization.** Commercial ship use may be authorized/approved by the AO when the travel can be:

1. Completed only by ship.
2. Performed more economically/efficiently by ship.

**NOTE:** See par. C2000-A2c for medical reasons.

\*C. **Ship Accommodations.** A traveler authorized to travel by ship at Government expense must use the least costly room accommodations. More costly ship accommodations at Government expense must be authorized/approved IAW par. C2205-D. Rooms aboard ship are normally sold based on double occupancy and there is a rate per person. A person traveling alone is normally charged 1.5 times the per person rate when not sharing the room.

\*D. **Authorization/Approval for more Costly Ship Accommodations Use at Government Expense.** **NOTE:** See par. C2000-A2b.

1. **Authorization/Approval.** More costly accommodations use, under the circumstances in par. C2205-E, may be authorized/approved IAW par. C2204-B2.
2. **Requirements.** See par. C2000-A2a.

\*E. More Costly Ship Accommodations Use. (OMB Bulletin 93-11, 19 April 1993) (See Appendix H, Part II, Section C, for requirements/procedures.) More costly accommodations at Government expense may be authorized/approved only when:

- \*1. Less costly accommodations are not available.
2. See par. C2000-A2c for medical reasons.
3. There are exceptional security requirements. Examples are:
  - \*a. A traveler whose use of less costly accommodations would entail danger to the traveler's life or Government property.
  - \*b. Protective detail agent accompanying an individual authorized to use more costly accommodations.
  - \*c. A courier and/or control officer accompanying controlled a pouch or package and adequate lower cost accommodations are not available.

F. U.S. Registry Ship Use

1. General. U.S. Registry ships must be used except as provided in pars. C2205-F2 and C2205-F3 (46 USC §1241(a)). This applies to all official travel and accompanied baggage transportation without regard to the source of funds used to pay (57 Comp. Gen. 546 (1978)). When ship transportation is authorized/approved and a U.S. registry ship cannot provide the transportation service required, transportation may be obtained aboard a non-U.S registry ship (B-190575, 1 May 1978).
2. U.S. Registry Ship Use Impracticable. When using a U.S. registry ship would seriously interfere with/prevent the performance of official business, the AO may authorize/approve non-U.S. registry ship use. Documentation required by par. C2204-B3 explaining why a U.S. registry ship is impracticable must be provided to the traveler to justify transportation reimbursement. Travel authorization endorsements are acceptable.
3. U.S. Registry Ship Unavailable. When a U.S. registry ship is not available, the transportation/other appropriate officer may authorize/approve non-U.S. registry ship use. Documentation required by par. C2204-B3 is used explaining why a U.S. registry ship is unavailable, and must be provided to the traveler to justify transportation reimbursement. Travel authorization endorsements are acceptable.
4. Determination Required. The authorizations/approvals referred to in pars. C2205-F2 and C2205-F3 must not be based on inconvenience in securing transportation on U.S. registry ships, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons.

D. Unaccompanied Baggage. The weight of any unaccompanied baggage shipped or transported by any mode, at Government expense, will be considered part of the HHG weight allowance when permanent duty travel is involved.

#### **C2305 RENEWAL AGREEMENT TRAVEL (RAT)**

The maximum baggage allowance that may be authorized at Government expense for an employee and dependents returning to the actual residence for the purpose of taking leave between overseas tours of duty must not exceed 350 pounds for each eligible adult and 175 pounds for each dependent under age 12 when travel is performed by ship. When travel is performed over ocean by air, the maximum baggage weight allowance that may be authorized at Government expense must not exceed 100 pounds per person (excluding free checkable accompanied baggage). If the baggage moves as accompanied baggage, the authorized amount is gross weight. If it is shipped as unaccompanied baggage, the authorized amount is net weight. Overseas commanders must hold baggage weight authorization to a minimum on an individual basis consistent with the trip requirements. Subject to the total weight limitation, baggage that cannot be transported free on the passenger ticket may be authorized in the travel authorization for shipment at Government expense to, from, and between POEs. The transportation of HHG at Government expense as baggage is prohibited ICW RAT. The baggage allowance is limited to personal clothing and articles necessary for the trip.

#### **\*C2306 UNACCOMPANIED BAGGAGE SHIPMENT/BAGGAGE STORAGE FOR A DEPENDENT STUDENT PERFORMING EDUCATIONAL TRAVEL**

A dependent student (of a civilian employee in a foreign area), who is performing authorized travel at Government expense to/from a school, is authorized an unaccompanied baggage (see the definition in Appendix A) shipment of 350 pounds net weight. See par. C5160-B. Transportation must be made by the least costly transportation mode that meets the dependent student's needs. During a student's annual trip between the school and the employee's PDS, an employee may have the student's unaccompanied baggage commercially stored in the school's vicinity instead of transporting the unaccompanied baggage. The funding DOD Component may pay directly, or an employee may be reimbursed for, the storage cost up to the cost of round-trip baggage transportation of the stored weight NTE 350 pounds. *The employee is financially responsible for any overweight unaccompanied baggage during educational travel.*

#### **C2307 STOPPAGE OF BAGGAGE IN TRANSIT**

Care should be taken to stop baggage that has been checked on a ticket beyond the point at which the traveler leaves the carrier. If baggage cannot be intercepted or transferred and is carried through to original destination on an unused portion of ticket, a full explanation of the facts should be made to the transportation officer who issued the GTR at the time of transmitting the unused ticket for redemption. *Failure to observe this rule results in any excess cost to the Government being charged to the employee.*

#### **C2308 TRANSFER, STORAGE, CHECKING, AND HANDLING OF BAGGAGE**

For reimbursement for charges for transferring, storing, checking, and handling of baggage, see pars. C1430-B, C1430-C, C1430-D, C1430-E and C1430-F.

**C2309 UNACCOMPANIED BAGGAGE ICW EXTENDED TDY ASSIGNMENTS**

Unaccompanied baggage may be authorized/approved when justified ICW a TDY assignment for 30 or more days. The allowable weight, up to a maximum of 350 pounds, must be limited to that necessary to accommodate the employee's reasonable needs for additional clothing, personal effects, and equipment directly related with the mission's purpose and the locality or unusual conditions of the TDY assignment. Excess accompanied baggage must not be authorized in conjunction with or in addition to a shipment effected under par. C2309.

**C2310 UNACCOMPANIED BAGGAGE OF A DODEA TEACHER AUTHORIZED AN EXTENDED LEAVE OF ABSENCE**

A teacher performing RAT for the purpose of advanced studies at a university in the U.S. and who also is on approved extended leave with/without pay for the current school is authorized transportation of:

1. 350 pounds of unaccompanied baggage for each eligible adult, and
2. 175 pounds of unaccompanied baggage for each dependent under age 12.

The allowable weight is limited to baggage necessary to accommodate the employee's reasonable needs for additional clothing/personal effects. Excess accompanied baggage is not authorized in conjunction with/in addition to this shipment. Transportation under par. C2310 is in place of unaccompanied baggage the employee may be authorized to transport under the provisions of par. C2305.

***NOTE: Seepar. C5160-B for unaccompanied baggage ICW permanent duty travel.***

**PART I: MILEAGE RATES****C2500 TDY & LOCAL TRAVEL**

TDY mileage rates for local and TDY travel are:

POC	Rate Per Mile
<i>Effective 1 September 2005</i>	
Airplane	\$1.07
<i>*Effective 1 February 2007</i>	
Automobile (if no Gov't-owned vehicle is available)	\$0.485
<i>Effective 4 February 2005</i>	
Motorcycle	\$0.305
<i>Effective 4 February 2005</i>	
POC use instead of a Gov't-furnished vehicle (if a Gov't-owned vehicle is available) when use of a Gov't-furnished vehicle is advantageous to the Gov't	\$0.285
<i>Effective 4 February 2005</i>	
Partial reimbursement for POC use when the member is committed to use a Gov't-owned vehicle and a Gov't-owned vehicle has been procured and is available for the member's use but the member elects to use a POC	\$0.125

**NOTE:** Use of a privately owned aircraft other than an airplane (e.g., helicopter) and a privately-owned boat are not reimbursed on a TDY mileage basis. See pars. C2162-B and C2165.

**C2505 PCS, HHT, FIRST DUTY STATION, AND SEPARATION TRAVEL**

\*A. General. The PCS mileage/MALT paid (see par. C2505-B for the rate) is determined by the official distance for which PCS mileage/MALT may be paid under the circumstances (as determined IAW the applicable JTR provisions).

\*B. PCS Rates. The PCS mileage/MALT rate per authorized POC (see par. C2159-C) is a standard rate of \$.20 per mile. This rate is effective for all travel that commences on or after 25 Sep 07. PCS travel that commenced prior to 25 Sept 07 must be paid at the old rates. See par. C5050.

**NOTE:** See par. C5050-A2 if more than one employee travels as an authorized traveler in a POC.

**C2510 CONVERTING KILOMETERS TO MILES**

One kilometer equals .62 mile. To convert kilometers to miles, multiply the number of kilometers times .62 to give the equivalent number of miles. The equation for this would be *Kilometers x .62 miles/km = Miles*.

**Example.** To convert 84 kilometers to miles, multiply 84 times .62 which equals 52 miles. The equation for this would be 84 km x .62 miles/km = 52 miles.

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## CHAPTER 3

## PART A: DELEGATION OF AUTHORITY

***NOTE:*** Only the officials listed in par. C2204-B may authorize/approve premium-class air accommodations.

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

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

## DEPARTMENT OF THE ARMY

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

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

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

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

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

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

5/ For PCS between CONUS locations: applies to a Commander to whom authority has been delegated to fill positions. This official may re-delegate authority to issue permanent duty travel authorizations. For PCS to, from or between OCONUS locations: applies to a Commander who is responsible for filling requisitions and processing appointments to an OCONUS area, or for assigning an employee to an OCONUS permanent duty. This official may re-delegate authority to issue permanent duty travel authorizations. The gaining activity is responsible for travel authorization issuance but may request the losing activity to issue the travel authorization.

## DEPARTMENT OF THE NAVY

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

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

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

2/ An official authorized to issue a TDY travel authorization and an ITA may delegate in writing to a subordinate official the authority to sign such authorizations “by direction.” Authority for authorizing spouse travel rests at the 4-Star level (may be re-delegated to the Major Command Chief of Staff or equivalent senior level official only).

3/ An official authorized to issue an agreement or permanent duty travel authorization may not re-delegate this authority. In the absence of the designated official, an official “acting” is authorized to sign the agreement or travel authorizations as “acting.”

4/ Prior approval of the Echelon I Command is required for all TDY assignments in excess of 12 months.

5/ The heads of Navy commands/activities have authority to authorize long-term TDY for up to 12 months.

**DEPARTMENT OF THE AIR FORCE**

**(“X” INDICATES TRAVEL AUTHORIZATION ISSUANCE DELEGATION)**

<b>Authorizing and Approving Officials</b>	<b>TDY Travel 1/9</b>	<b>Permanent Duty Travel</b>	<b>Invitational Travel<sup>9</sup></b>
Secretary of the Air Force	X 3/	X 6/	X
Chief of Staff, U. S. Air Force	X 4/	X 6/	X
Commander, Major Air Command/FOA/DRU	X 5/	X 6/	X
Commander, Intermediate Echelon	X 2/, 5/	X 6/	X 7/
Commander, Activity, Wing, Group, or Squadron	X 2/, 5/	X 6/	X 7/
Commander, North American Air Defense Command	X	X 6/	X
National Guard Adjutants General of the respective State	X 8/	X 8/	X

1/ Issuance is subject to advance notification and clearance requirements in the restrictions in AFI 31-501.

2/ Prior authorization by the major air command concerned is required for TDY assignments in excess of 179 days. Authority may be re-delegated to lower echelons if desired.

3/ Prior authorization by the Administrative Assistant to the Secretary of the Air Force is required to issue a blanket TDY travel authorization for an employee of the Office of the Secretary of the Air Force. ***NOTE: Blanket travel authorizations are not used in DTS.***

4/ Prior authorization by AF/DALB is required to issue a blanket TDY travel authorization for a Headquarters, U.S. Air Force civilian employee. ***NOTE: Blanket travel authorizations are not used in DTS.***

5/ Prior authorization by the major command concerned is required to issue blanket TDY travel authorizations. However, authority may be re-delegated to lower echelons if desired. Authorization may be for a specific project or period of time, or without limitation (other than the fiscal year) when justified. ***NOTE: Blanket travel authorizations are not used in DTS.***

6/ Responsibility for PCS travel authorization issuance belongs to a commander who has received delegated authority to fill positions, a commander who is responsible for filling requisition and processing appointments OCONUS, the commander of an activity in which one individual is employed, or the commander of a gaining activity, as appropriate, with regard to the PCS travel type involved.

7/ When delegated by the responsible major air command.

8/ Authority for travel authorization issuance other than for invitational travel applies only to Air Force National Guard civilian technicians.

\*9. An official authorized to issue TDY travel authorizations and ITAs may delegate in writing to a subordinate official the authority to sign such authorizations "by direction." Authority for authorizing spouse travel rests at the 4-Star level (may be re-delegated to the Major Command Chief of Staff or equivalent senior level official only).

## PART B: GENERAL CONDITIONS

### C3050 AUTHORIZATION IN WRITING (FTR §301-71.107)

A. Policy. A travel authorization must be a written or electronic authorization (see par. C3056) and establish the conditions under which official travel and transportation is authorized at Government expense. It should be issued before travel begins unless an urgent or unusual situation prevents prior issuance.

B. Purposes. (FTR §301-71.100) The purposes of travel authorizations are to:

1. Provide the traveler information regarding what expenses are to be paid; and
2. Provide CTOs and travel service vendors with necessary documentation for travel programs use; and
3. Provide necessary financial information for budgetary planning; and
4. Identify the travel purpose.

\*C. Prohibition. A travel authorization must not be issued for reporting to the first PDS for duty except as provided in Chapter 4, or for a pre-employment interview or examination except as provided in Chapter .

D. Exceptions. When travel is performed within the limits or immediate vicinity of a PDS, an AO's authorization may be oral, by letter or message, or by travel authorization if deemed appropriate for fund approval purposes. Ordinarily, a travel authorization is not necessary when it is known that the travel claim involves only commercial transportation or POC mileage reimbursement. If a travel authorization is not issued, approval on a claim voucher should suffice for reimbursement purposes.

E. Sea Trial Travel Authorizations. Instead of individual travel authorizations, a travel authorization may be issued for employees participating in sea trial trips when the only per diem involved is the per diem payable while the employees are aboard the Government ship. The written travel authorization must show the per diem authorization, the per diem rate, duty dates, accounting data, and the names of the employees assigned to the particular sea trial trip. A copy of the travel authorization must be given to each employee concerned.

### C3051 CONFIRMATORY TRAVEL AUTHORIZATION

If official travel begins or is performed before a written travel authorization is issued, the travel must be pursuant to proper oral, letter, or message authority. A confirmatory travel authorization must be issued as promptly as possible. A confirmatory travel authorization must include appropriate statements regarding the prior authorization and justification for any unusual issuance delay. The official who directed the travel is responsible for initiating a confirmatory travel authorization.

### C3052 BLANKET TRAVEL AUTHORIZATION

A blanket TDY travel authorization may be issued only in exceptional circumstances and when necessary to meet mission requirements. A blanket travel authorization,

1. Is limited to use within a stated geographical area, and
2. Is limited to a time period within a fiscal year, and
3. Must not be issued merely to authorize a specific number of trips to or between stated places or to enable variations in itinerary, and
4. Can only authorize economy-class travel. *If travel in premium-class accommodations becomes necessary for a specific trip, an amendment to the travel authorization for each such trip must be issued.*

Expense items requiring specific approval under these regulations also require specific approval. ***NOTE: A blanket travel authorization is not used in DTS.***

### C3053 TRAVEL AUTHORIZATION AMENDMENT

A. Policy. An issued travel authorization may be changed or corrected (within certain limits) by issuing an amendment. An amendment may be issued before or after completion of travel to:

1. Recognize an essential aspect of travel not known in advance,
2. Change the period or place of TDY assignment,
3. Include omitted pertinent information,
4. Change allowances for unperformed travel or duty, and/or
5. Correct erroneous information or clerical errors that do not affect reimbursement retroactively.

B. Authorization, Approval and Retroactive Modification. Some allowances may be authorized only in advance of travel. Other allowances may be approved after travel is completed. Other allowances may be authorized and/or approved. See Appendix A for definitions of “authorize” and “approve”. Approval after the fact, when permitted, does ***NOT*** constitute 'retroactive modification' of a travel authorization to create, change, or deny an entitlement. Except to correct or to complete a travel authorization to show the original intent, a travel authorization shall not be revoked or modified retroactively to create or deny an entitlement (24 Comp. Gen. 439 (1944)). (***Ex: It would be improper to amend a travel authorization to 'un-authorize' POC travel after travel had been completed that the travel authorization had clearly permitted POC use.***) See pars. C4554-A and C4554-B regarding the effect of deductible meals on per diem rates.

C. Effective Date of Amendment. The effective date of an amendment is the date of issuance unless a later date is specified. However, the amendment may indicate retroactive effect under the conditions in par. C3053-A. An amendment authorizing a change in per diem or mileage rates and reimbursement basis applies only to unperformed travel on and after the effective date. When practicable, an amendment changing allowance amounts should be made effective on a date that an employee reasonably may be expected to receive the amendment or advance notification of the effective date should be furnished the employee concerned.

#### D. How to Amend a Travel Authorization

1. General. A travel authorization is amended by issuing an appropriate document citing the original travel authorization by number, and stating the pertinent changes, additions or deletions, and effective date(s).
2. Responsible Official. The AO directing an employee's travel is responsible for amending a travel authorization. Before issuing a travel authorization amendment involving the expenditure of additional funds, authorization is required from the official whose funds are affected. Any official with delegated authority to issue travel authorizations (see par. C3000) may issue an approved amendment.

### C3054 RESCINDING A TRAVEL AUTHORIZATION

If an employee has traveled (or incurred expenses that must be reimbursed) under an issued travel authorization, it may not be rescinded. However, a travel authorization may be rescinded insofar as it applies to unperformed authorized travel.

15. Whether or not POV shipment is authorized; and
16. If property management services are authorized.

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

### **C3106 INVITATIONAL TRAVEL**

An invitational travel authorization must contain a statement of the:

1. Date that travel is requested or approved;
- \*2. Type of Travel -- Indicate as appropriate e.g., "Invitational Travel"; "EVT, JTR, Chapter 7, Part M";
3. Traveler's name and position title and employer, if applicable;
4. Traveler's home address;
5. Traveler's business address (if applicable);
6. Date travel begins;
7. Number of assignment days;
8. Assignment purpose;
9. Place travel begins;
10. Assignment place or itinerary;
11. Place travel ends;
12. Transportation modes;
13. Allowances;
14. Conditions, instructions, limitations (see par. C3150-B, item 16 for pertinent statements required to be included); and

15. Travel approving/directing official's name and accounting citation.

There is a sample Invitational Travel Authorization format in Appendix E, Part II. ***NOTE: An Invitational Travel Authorization, DD Form 1610, or DD Form 1614 may not be used to authorize travel and transportation for a contractor or a contractor's employee to travel in the performance of a contract. Neither a contractor nor a contractor's employee is an employee for the purpose of the JTR.***

**C3107 TRAVEL AT NO EXPENSE TO THE GOVERNMENT**

\*See par. C7200.

**PART D: TRAVEL AUTHORIZATION PREPARATION****C3150 TDY TRAVEL**

\*A. General. The REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610) is used for all official TDY travel, FEML R&R travel, dependent evacuations, and for group or blanket TDY travel with additional names, authorizations (authentications), and necessary information on continuation sheet(s). Information from the travel authorization such as the official travel days may be provided to commercial vendors (i.e., lodging, transportation reservation, vehicle rental agency) to justify the use of Government-discounted rates. DD Form 1610 is available at the following website, <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1610.pdf>

***NOTE:*** DD Form 1610 must not be used for invitational travel or a contractor's travel.

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

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

\***Item 4.** POSITION TITLE AND GRADE/RATING--This information is not required if the travel-approving/directing official determines that inclusion of this information may endanger the employee.

\***Item 6.** ORGANIZATIONAL ELEMENT--Enter division, branch, or unit to which traveler is assigned.

**Item 8.** AUTHORIZATION TYPE--Indicate as appropriate, e.g., TDY, EVT, confirmatory, amendment, extension, blanket, group.

\***Item 9.** TDY PURPOSE (See JTR, Appendix H)--Insert one of the applicable standardized purpose categories listed in Appendix H. ***This is required.***

\***Item 10.**

\*(a) APPROX. NO OF TDY DAYS (Including Travel Time)--Self-explanatory. ***NOTE: The assignment, including travel time, may be exceeded by 100 percent or seven days, whichever is less, without requiring a travel authorization amendment.***

\*(b) DEPARTURE DATE (yyyy/mm/dd)--Indicate the date that the official travel is expected to begin. ***NOTE: Official travel may begin as many as seven days before or seven days after the indicated proceed date.***

\***Item 11.** ITINERARY--Indicate all locations from/to which travel is authorized and the "return to" location. If the traveler may need to alter the prescribed itinerary to accomplish the mission assignment, indicate by marking an "X" in the block preceding "Variation Authorized". ***NOTE: This box should not be marked unless the traveler has a high probability of needing to change the itinerary while traveling.***

\***Item 12.** TRANSPORTATION MODE--Indicate in the applicable block(s) the commercial, government, and/or local transportation mode(s) authorized. If the transportation officer determines the mode, indicate accordingly in the block provided. If POC travel is authorized, indicate the appropriate TDY mileage rate in the space provided. Also indicate if the POC travel is to the Government's advantage or if reimbursement is limited. ***NOTE: Do not simply check all or most transportation modes as that creates confusion as to what transportation modes are intended by the AO to be used.***

\***Item 13.** Per Diem--When per diem under the 'Lodgings-Plus' method in par. C4553 is authorized, check block 13a, "PER DIEM AUTHORIZED IAW JTR" and make no further entries. When a different per diem rate is prescribed/ authorized, check block 13b, "OTHER RATE OF PER DIEM (Specify)" and enter the appropriate rate

information. For example:

\*(a) If there is a reduced per diem rate - check block 13b "OTHER RATE OF PER DIEM (*Specify*) \_\_\_\_\_,"

\*1. When the 55% rate is prescribed for a long-term TDY (par. C4561-D) or training assignment (par. C4530-D1a) applies, and the resulting per diem is \$48 (\$86 x 55%), the entry should be "Fixed/flat rate \$48."

\*2. When the 55% rate prescribed for a long-term TDY (par. C4561-D) or training assignment (par. C4530-D1a) would normally apply, but a reduced or higher per diem rate is justified and authorized instead under pars. C4530-D2, C4561-B, and C4550, the entry should reflect the actual rate authorized, for example "Fixed/flat rate \$56."

\*3. When anticipated expenses justify a lower per diem rate and a fixed/flat rate of \$60 is authorized under par. C4550-B; the entry should be "Fixed/flat rate \$60."

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

\*(b) If there is a conference lodging allowance rate - check block 13b "OTHER RATE OF PER DIEM (*Specify*) \$200 Total (Conference Lodging Rate \$150; M&IE \$50)" and indicate authority (e.g., conference website, flyer, etc.) from the official sponsoring agency (based on Appendix R, Part I, par. M).

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

\*If additional space is needed, use the "REMARKS" section of block 16 or a continuation sheet.

**\*Item 15.** ADVANCE AUTHORIZED--Requester leaves blank. \*This item is for travel or transportation advances from the Government to the traveler via EFT, check, or cash. The advance travel funds amount is computed by the appropriate finance/disbursing activity IAW Service finance policy. Authorization for ATM advances against the GTCC (i.e., the amount) should be addressed in item 16, REMARKS.

**\*Item 16.** REMARKS--This space is for special authorizations, pertinent information or requirements such as leave, excess accompanied baggage, accommodations, registration fees, etc. The following statement may or must be use as appropriate to the official travel.

\*(a) Commercial transportation tickets -- "***If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for ICW the travel reimbursement voucher.***" The preceding statement must be incorporated in the travel authorization or attached to the travel authorization or to the ticket or transportation request issued to the traveler if it is not practicable to include this statement in the Remarks section.

\*(b) Excess Accompanied Baggage -- "\_\_\_\_\_ pieces or \_\_\_\_\_ pounds of excess accompanied baggage are authorized" and include whether or not the excess accompanied baggage service must be paid by the traveler subject to reimbursement or is authorized per par. C2302.

\*(c) Delay in en route --Indicate the number of annual leave days authorized if delay en route for personal reasons is authorized.

\*(d) Premium-class Accommodation Authorization -- Indicate the applicable statement when premium-class accommodation is authorized/approved.

\*(1) First-class air accommodation -- "The use of first-class accommodations is authorized by (insert the

official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (See Appendix H, Part II, Section B.)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first-class fare and the coach-class fare is (\$XXX.XX)." See Chapter 2, Part E and Appendix H, Part II, Section B; or

\*(2) Business-class air accommodations -- "The use of business-class accommodations is authorized by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (See Appendix H, Part III, Section A))). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business-class fare and the coach-class fare is (\$XXX.XX)." See Chapter 2, Part E, and Appendix H, Part II, Section A.

**\*NOTE: Only an official, designated IAW par. C2204-B2a, has authorization/approval authority for first-class accommodations and par. C2204-B2b for business-class accommodations.**

\*(e) Special Requirements -- Include instructions if the TDY assignment involves special clothing, or other conditions apply. **NOTE: These instructions are for the traveler and do not carry any reimbursement authority.**

\*(f) Accompanied Traveler(s) -- Indicate if the traveler accompanies or is accompanied by another person in an official travel status in a POC. Provide the accompanying person's name and status (e.g., military, civilian employee).

\*(1) Cite par. C7100 or C7105 when traveling as an attendant or escort for a Service member's dependents.

\*(2) Cite par. C7800 when traveling as family member of a seriously ill or injured Service member.

\*(g) GTCC -- See DODFMR, Vol. 9 (<http://www.dtic.mil/comptroller/fmr/>) when a GTCC is not accepted or cannot be used. See also par. C1100-B.

\*(h) Registration Fee -- Indicate whether or not meals (and if so, the number and dates) and/or lodgings are included in the registration fee (Appendix R, Part II, par. M) if a registration fee is authorized.

\*(i) POC Restrictions -- Include any administrative restriction precluding or limiting other allowable POC costs or the constructed common carrier cost when the employee's POC travel is not to the Government's advantage (Chapter 2, Part D).

\*(k) ATM Advance -- Indicate the amount authorized for ATM advance against the GTCC (par. C1100-A).

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

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

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

\*(o) Communication Services -- Include the dollar amount/call for authorized calls home (par. C1405 and Appendix G).

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

\*(q) Pet Transportation -- Include the following statement on authorizations for travel to foreign locations and back to the U.S.

**\*NOTICE (see par. C5400):**

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

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

\*(s) Emergency Visitation Travel -- Indicate “EVT transportation authorized for dependent(s) under JTR, Chapter 7, Part M and include the dependent(s) name(s) if EVT transportation is authorized for dependent(s) traveling with the employee. *An ITA is used to authorize EVT transportation for dependent(s) traveling without the employee.*”

\*(t) If EVT transportation is authorized for a dependent traveling with an employee, include the statement “EVT transportation authorized for the dependent under JTR, Chapter 7, Part M.”, and include the dependent’s name. *(An ITA is used to authorize EVT transportation for a dependent traveling without the employee.)*

**\*Item 17.** TRAVEL-REQUESTING OFFICIAL (*Title and signature*) other than the official signing in block 20. The travel-requesting official must be other than either of the officials signing in blocks 18 and 20 when a traveler is permitted to be a travel requesting official for a personal travel authorization.

**\*Item 18.** TRAVEL-APPROVING/DIRECTING OFFICIAL (*Title and signature*) other than the official signing in block 17.

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

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

**\*Item 22.** TRAVEL AUTHORIZATION NUMBER--Show the identifying number and/or symbol assigned by the issuing office.

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

C. Distribution. See par. C3057.

### C3151 PERMANENT DUTY TRAVEL

\*A. General. The REQUEST/AUTHORIZATION FOR DOD CIVILIAN PERMANENT DUTY OR TEMPORARY CHANGE OF STATION (TCS) TRAVEL (DD FORM 1614) is used as a request and authorization for all official PCS/TCS travel by an employee and family. See par. C3105-B. DD Form 1614 is available at the following website: <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1614.pdf>.

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

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

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

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

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

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

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

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

**\*Item 16.** Other Authorized Expenses--This block is for travel and/or transportation advances from the Government to the traveler. The amount of any PCS advance is computed by the appropriate finance/disbursing activity IAW Service/Agency finance policy. Authorization for ATM advances against the GTCC (i.e., the amount) should be addressed in item 20, Remarks.

**\*Item 17.** Dependent Travel - The blocks on the form are connected with OCONUS travel options. Dependents' travel (after issuance of the DD Form 1614) before/after the employee doesn't need any statement on the DD Form 1614 or boxes checked. Add pertinent information if necessary in item 28, Remarks. For example, if dependent(s)' travel is delayed to an OCONUS location because of a housing shortage at the new PDS or dependent early return from OCONUS is per Chapter 5, Part J.

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

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

**\*Item 24.** AO--See Appendix A. Indicate the authorization-issuing organization, address, signature of the AO.

**\*Item 27.** Claimant – Forward Completed Claim to the Following Address--The losing/gaining activity should provide the address to which the employee should submit the claim for final disbursement in this block.

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

\*(a) House hunting Trip--Indicate the authorized transportation mode when round trip travel is authorized for seeking a permanent residence.

\*(b) TDY--Indicate the purpose, duration of TDY assignment, location, and any pertinent conditions if TDY is authorized en route.

\*(c) Premium-Class Accommodation--Indicate the applicable statement when premium-class accommodation is authorized/approved.

\*(1) First-class air accommodations-- "The use of first-class accommodations is authorized/approved by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (See Appendix H, Part II, Section B.)). First-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first-class fare and the coach-class fare is (\$XXX.XX)." See Chapter 2, Part E and Appendix H, Part II, Section B, or

\*(2) Business-class air accommodations-- "The use of business-class transportation is authorized/approved by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (See Appendix H, Part III, Section A.)). Business-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business-class fare and the coach-class fare is (\$XXX.XX)." See Chapter 2, Part E and Appendix H, Part II, Section A.

**\*NOTE: Only an official, designated IAW par. C2204-B2a, has authority for first-class accommodations authorization/approval and par. C2204-B2b for business accommodations authorization/approval.**

\*(d) Transportation Mode--Indicate the reason for nonuse of a particular transportation mode that may otherwise appear to be to the Government's advantage when the AO has determined that an employee and/or dependents should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This helps to justify travel reimbursement based on the transportation mode authorized on the travel authorization, and actually used, instead of the constructed cost of the transportation mode otherwise apparently to the Government's advantage. See par. C2001-A1. (Ex: Air travel is apparently the most advantageous transportation mode but air travel is precluded due to a disability or other special

medical need. The travel authorization should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

\*(e) ATM Advance--Indicate the amount authorized for ATM advance against the GTCC. See par. C1100-A.

\*(f) Indicate the issuing CPO's name, address, PoC with phone number and DSN (including area code for each).

\*(g) Indicate the paper tickets cost when authorized if electronic tickets are available to the traveler.

\*(h) POC Use Is Not to the Government's Advantage—Indicate when POC travel is not to the Government's advantage. When travel is by POC (specifically by privately owned boat) and not to the Government's advantage, a statement must be placed on the travel authorization that Government-procured air transoceanic travel is authorized and travel time and reimbursement for travel at personal expense (including per diem) does not exceed what would have been authorized for the available Government-procured air transportation (plus appropriate per diem). See par. C2165.

\*(i) Include the following endorsements/statements on an authorization for travel to foreign locations and back to the U.S.

\*(1) Fly America Act--Include the endorsement required by par. C2204-C3 when commercial non-U.S.-certificated/registered ship(s) or air carrier(s) use is authorized. The endorsement on the travel authorization, made IAW Service regulations, should include the name of traveler, the non-U.S.-certificated/registered ship(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.

\*(2) Pet Transportation--Include the following statement on travel authorization for an employee who indicates a pet is to be transported: "A traveler transporting an exotic pet is required by U.S. law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pet to a foreign location or back to the U.S. A traveler returning to the U.S. who owns an exotic pet and who returns prior to transporting the pet, or requiring more information, should contact the FWS at, 1-800-358-2104 or (703) 358-2104. The website for FWS fact sheet is <http://international.fws.gov/pdf/pe.pdf>; to get an application for travel with a pet bird and any other Convention on International Trade in Endangered Species (CITES) listed species, go to: <http://forms.fws.gov/3-200-46.pdf>. See JTR, par. C5400."

C. Distribution. See par. C3057.

D. Privacy Act Statement. Par. C3151-D implements the Privacy Act of 1974 (5 U.S.C. §552a) by adding a Privacy Act Statement for "Request/Authorization for DOD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel" (DD Form 1614). The form may be reproduced locally and made available to the individual supplying data shown on DD Form 1614. The form also is available for printing and/or downloading from the Internet through the Washington Headquarters Service DOD Forms Program at the following website: <http://web1.whs.osd.mil/icdhome/forms.htm>.

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**C4445 ROUND-TRIP TRAVEL BETWEEN RESIDENCE AND TDY LOCATION**

Round-trip TDY travel by POC may be authorized/approved between the residence and TDY location without requiring the employee to first report to headquarters or the regular duty place. In authorizing this travel, the AO must consider mission requirements, relative expense, and practicability.

**C4450 OCONUS TDY TRAVEL IMPACT ON BALANCE OF PAYMENTS**

The necessity for frequent TDY assignments to the same OCONUS locale by the same employee must be evaluated periodically to determine if there are alternatives. If reviews indicate there are significant individual expenditures (ICW TDY assignments) that have an adverse effect on the balance of payments, special attention should be given to minimizing spending.

**C4455 NOT USED****C4460 TDY ASSIGNMENTS ON SUBMARINES**

Employees must meet the specific physical requirements in the current edition of SECNAVINST 6420.1 series, for TDY submarine assignments. This directive can be accessed from the Internet at website address:  
<http://neds.nebt.daps.mil/directives/6420dl.pdf>.

**C4465 ILLNESS OR INJURY DURING OFFICIAL TRAVEL OR TDY ASSIGNMENTS**

\*See Chapter 7, Part H.

**C4470 TDY ASSIGNMENT ABANDONED OR NOT COMPLETED**

Except as in Chapter 7, Part H, if an employee abandons travel for acceptable personal reasons (e.g., illness in the family or similar circumstances) before reporting to or completing a TDY assignment, only travel and transportation allowances to the abandonment point are allowable. Costs relating to the employee's return to the PDS are the employee's financial responsibility unless the employee completed the TDY mission.

**C4475 TDY DEPARTURE FROM DEPENDENTS' RESIDENCE**

The AO may permit the traveler to begin official travel from the location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the work site. ***Relative cost should be a consideration.*** Example: Traveler's PDS is Alexandria, VA. The traveler resides in Alexandria during the workweek and commutes daily to the PDS. The traveler maintains the family residence in Norfolk, VA. The traveler may be permitted to begin and/or end official travel on TDY at Norfolk, VA.

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## PART L: PER DIEM ALLOWANCES

### C4550 PER DIEM RATES

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

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

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

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

C. Authorizing a Different Per Diem Rate. When it can be determined factually that the per diem rates prescribed in this Part are in excess of need for a particular duty assignment because of known reductions in lodging and/or meal costs resulting from pre-arrangement, special discounts, or other reasons (see also par. C4550-B), the AO should seek authority to prescribe a fixed per diem at a rate lower than the applicable rate prescribed in this Part. ***Such authority must be requested and authorized in advance of the travel.*** A fixed per diem may not exceed the locality per diem rates prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the locality concerned. The request, including established lodging and meal costs, the traveler's name, travel dates, and TDY assignment location should be submitted to the appropriate office indicated in par. C4550-D or C4550-E. Include the name and telephone number for a PoC who may be contacted concerning the request. If the request is approved, a fixed per diem rate authorization is sent to the requesting official by the appropriate office listed in par. C4550-D or C4550-E. ***The authorized fixed per diem rate must be stated on the travel authorization before travel begins.*** This rate is the per diem rate payable on the travel voucher without any receipts and/or itemization by the employee. ***Except as indicated in pars. C4552-D, C4554-D and C4558-C, the appropriate office designated in***

*par. C4550-D or C4550-E is the sole authority for substituting a fixed per diem rate for the otherwise applicable per diem allowance prescribed in this Part.*

D. Offices Designated to Authorize Increased Per Diem

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

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

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

2. Designated Offices

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

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

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

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

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

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

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

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

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

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

F. Standard CONUS Per Diem Rate

\*1. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates in <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl>.

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

\*3. Effective 1 October 2007, the Standard CONUS per diem rate is:

LODGING	M&IE	TOTAL
\$70	\$39	\$109

**C4551 REQUESTING REVIEW OF PER DIEM RATES**

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

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

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

**C4552 GENERAL RULES REGARDING PER DIEM**

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

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

C. Per Diem at the PDS

1. Per Diem Not Allowed

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

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

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

2. Per Diem Allowed

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

**Example.** An employee departs the Pentagon (in Arlington, VA) PCS on 15 June, performs TDY en route

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

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

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

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

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

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

H. Lodging and/or Meals Obtained under Contract. A contracting officer may contract for rooms and/or meals for an employee traveling on TDY. The total daily amount paid by the Government for the employee's lodging, meals, and incidental expenses may not exceed the applicable per diem rate authorized in Chapter 4, Part L. See par. C4525 for a training course exception. For AEA information, see Chapter 4, Part M. ***NOTE: There is NO reimbursement for any items rented for contract quarters that are rented with an "option to buy"*** (GSBCA 15890-TRAV, 29 July 2003).

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

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

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

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

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

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

1. A fixed per diem rate is authorized for the TDY or training assignment under par. C4550-C;
2. A per diem for a TDY assignment in the vicinity of, but outside, the PDS area is authorized/approved under par. C4552-D;
3. A per diem rate prescribed in par. C4560 for long-term TDY assignments (more than 180 consecutive calendar days) applies;
4. A per diem rate prescribed in par. C4530-B for specific training courses, or par. C4530-C for training assignments of more than 30 consecutive calendar days, applies;
5. A per diem rate prescribed in par. C4558 for travel by ship applies;
6. The per diem prescribed in par. C4556 applies because meals and lodgings are furnished without cost to the employee;
7. A per diem is authorized under par. C4554-C for TDY at an OCONUS location where there is an absence of commercial establishments that prepare and serve meals;
8. Per diem is not payable as indicated in par. C4554-D when TDY is performed in support of military units while on field duty;
9. A per diem prescribed in par. C4562 for consultants, experts, and private individuals (including members of the ROTC) applies; or
10. An AEA has been authorized for the TDY assignment under par. C4600.

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

B. Maximum Per Diem Rates

1. CONUS Travel. Maximum per diem rates for CONUS travel are at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>. For CONUS locations not specifically listed or encompassed by the boundaries of a listed location (county/area), the Standard CONUS per diem rate applies. See <http://perdiem.hqda.pentagon.mil/perdiem/conuspd.html> or par. C4550-F3 for the current Standard CONUS per diem rate.
2. For OCONUS Travel. The maximum per diem rates prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> apply to OCONUS travel.
3. PDT
  - a. CONUS. The Standard CONUS per diem rate (see <http://perdiem.hqda.pentagon.mil/perdiem/conuspd.html> or par. C4550-F3 for the current rate) is the applicable maximum per diem rate for CONUS travel ICW:

- (1) Travel to a first duty station for a newly recruited employee or appointee;

- (2) Travel incident to a PCS;
- (3) RAT;
- (4) Separation travel; and
- (5) While occupying temporary lodging (except when TQSE(F) is authorized under Chapter 5, Part H3).

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

b. OCONUS. The locality rates prescribed for OCONUS locations in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> apply for OCONUS:

- (1) Travel to a first duty station for a newly recruited employee or appointee;
- (2) Travel incident to a PCS;
- (3) RAT;
- (4) Separation travel;
- (5) Travel (for the entire trip) to seek permanent residence (house-hunting); and
- (6) While occupying temporary quarters at an OCONUS location.

4. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix)) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, the per diem rate is the rate applicable to the location of the front gate for the reservation, station or other established area.

#### C. Per Diem Allowance Elements

1. Maximum Lodging Expense Allowance. Per diem rates include a maximum amount for lodging expenses. Reimbursement may not exceed actual lodging costs up to the applicable maximum amount. **Receipts for lodging are required (see par. C1310).**

***NOTE: The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas does not include an amount for lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS areas are a separately reimbursable travel expense. The maximum amount allowed for lodging in foreign OCONUS areas includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas are not separately reimbursable. See <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for world-wide locality per diem rates.***

2. Meals and Incidental Expenses (M&IE) Allowance. Per diem rates include a fixed allowance for M&IE. The M&IE rate, or fraction thereof, is payable to a traveler without itemization of expenses or receipts. See par. C4557 for reduced incidental expense allowance when Government quarters are available on an OCONUS Government installation. Neither the PMR nor GMR (par. C4554) can be applied for the first and last travel days. ***NOTE: The cost for laundry, dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights***

***TDY/PCS lodging in CONUS. The cost for laundry, dry cleaning and pressing of clothing is not separately reimbursable travel expense for travel OCONUS and is included as a reimbursable expense within the AEA authorized/approved for OCONUS travel.***

\*D. Per Diem Computation. The per diem allowance must be calculated using the rules in pars. C4553-D1 and C4553-D2.

1. TDY of More than 12 Hours but Not Exceeding 24 Hours. When the entire trip for which per diem has been authorized is more than 12 hours but less than or equal to 24 hours, per diem for the entire trip is calculated as indicated in pars. C4553-D1a and C4553-D1b. No deduction is made for meals.

\*a. Lodging Not Required. If lodging is not required, per diem for the entire trip, whether performed within one or two calendar days, is 75% of the TDY location M&IE rate for one day. If more than one TDY point is involved, per diem is calculated using the highest of the M&IE rates prescribed for the TDY locations. See par. C4565, examples 4 and 8. For dependent student travel the school location M&IE rate applies instead of the TDY location M&IE rate. See par. C4565, example 11.

***NOTE: Per diem payment under par. C4553-D1a may be taxable (ref. IRS Rev. Rul. 68-663 & 26 CFR §162-2(a)).***

b. Lodging Required. If lodging is required, the rules for travel of more than 24 hours apply.

\*2. Travel of More than 24 Hours. The applicable maximum per diem rate for each calendar travel day is determined by the traveler's travel status and TDY location at 2400 (midnight) and whether or not lodging is required at the location. When lodging is required (and the traveler is still en route), the applicable maximum per diem rate is the maximum rate prescribed for the TDY location, or a stopover point at which lodging is obtained while en route to, from, or between TDY locations. See par. C4553-B3 for maximum per diem rates applicable to PCS travel and par. C4555-A for rules on lodging location. Only one maximum rate can be applicable to a calendar day. Pars. C4553-D2a; C4553-D2b; C4553-D2c; C4553-D2d; C4553-D2e, C4555-C (lodging obtained after midnight), and C4558-C (travel by commercial ship) apply in calculating the allowable per diem for travel of more than 24 hours.

a. Day Travel Begins

(1) Lodging Required. When lodging is required on the day travel begins (departure day from the PDS, home, or other authorized point), the per diem allowance is the actual lodging cost incurred by the traveler, up to the stopover point or TDY location maximum lodging rate (as appropriate), plus the applicable M&IE rate prescribed for that location as provided in par. C4553-D2e. If the traveler arrives at a TDY location on the first day, the TDY location per diem rate applies. ***NOTE: Lodging reimbursement at the destination (e.g., the school location) is not allowed for student dependents and the school location M&IE applies in lieu of the TDY location per diem rate for the arrival day.***

(2) Lodging Not Required. When lodging is not required on the day travel begins (departure day from the official station, home or other authorized point), the per diem allowance is the TDY destination M&IE rate, except that for dependent student travel the school location M&IE rate applies in lieu of the TDY destination rate, as provided in par. C4553-D2e.

b. Full Calendar Travel Days

(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 dependent student.***), 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 dependent student.***), 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 on which 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 dependent student the rate applicable to the preceding calendar day is the M&IE rate for the dependent student'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 preceding day (last TDY or authorized delay point). For a dependent student the M&IE rate is the rate applicable to the dependent student's school location unless lodging en route was required. See par. C4553-D2e. Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for the return day unless overnight lodgings are required.

*Example	
1 Sep	Depart PDS
1 Sep	Arrive TDY A (\$50 M&IE)
10 Sep	Depart TDY A
10 Sep	Arrive TDY B (\$60 M&IE)
10 Sep	Depart TDY B
10 Sep	Arrive PDS
Pay 75% of \$50 (TDY A M&IE for preceding day) on 10 Sep.	

(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

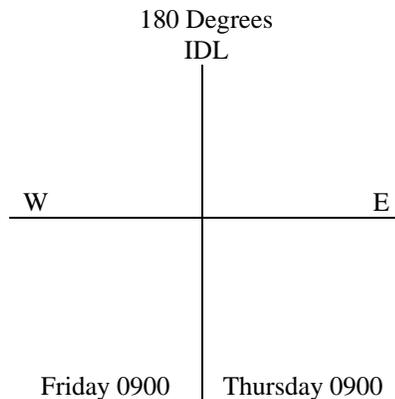
PDS, or the Standard CONUS M&IE rate (See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. C4550-F3 for the current rate), as appropriate, also applies in par. C4553-D2e.

(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. An employee is 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 from 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 dependent student 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 par. C4565, Example 3, for per diem computation method.

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

**C4554 PER DIEM RULES CONCERNING MEALS****A. Determination of M&IE Rate****1. Full Day****a. CONUS. The**

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

**b. OCONUS. The**

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

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

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

**c. Joint Task Force (JTF) Operations. See Chapter 4, Part I.****2. Partial Days. *On the days of departure from and return to the PDS, the GMR or PMR do not apply.***

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

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

1. Made available pursuant to an agreement between a DOD Component or agency and any organization, if the

travel authorization indicates the facility providing the meal(s) is available;

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

The following are not deductible meals:

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

***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.

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>.***

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

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

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

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

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

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

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

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

5. Dumping fees;

6. Shower fees;

7. Maid fees and cleaning charges;

8. Monthly telephone use fees (*does not include installation charges and unofficial long distance calls. When a personally-owned cellular phone is used in lieu of an installed phone, the monthly cell-phone fee may not be claimed. See par. C1405 for official communications.*);

9. The costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters, if ordinarily included in the price of a hotel/motel room in the area concerned; and

10. Exchange fee (but not the annual maintenance fee) paid by a traveler to acquire use of timeshare lodgings at the TDY point (B-254626, 17 February 1994).

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

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

1. Mortgage interest,

2. Property tax, and

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

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

***NOTE: An employee who purchases or rents (par. C4555-D) and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. See GSBCA 16699-TRAV, 17 August 2005 (This decision is available at: [http://141.116.74.201/regs/comp-gen-dec/GSBCA\\_16699.htm](http://141.116.74.201/regs/comp-gen-dec/GSBCA_16699.htm)).***

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

#### Example 1

A traveler who leased an apartment while on a long-term TDY assignment in Location A was required to perform additional TDY in Location B for 5 days. The AO agreed that it would be more economical for the traveler to retain the apartment in Location A while on TDY in Location B and authorized/approved reimbursement for the \$45 daily apartment cost as a miscellaneous expense allowance (App G, Part I, Item 21k). The lodging cost incurred in Location B (\$95 per day) was used for computing the traveler's per diem while TDY in that city.

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:

**First day** (departure day from Location A and arrival day in Location B):

\$46 (M&IE) plus \$95 (lodging cost) = \$141 plus lodging tax (see **NOTE**)

**Second thru fifth day:**

\$46 (M&IE) plus \$95 (lodging cost) = \$141 x 4 = \$564 plus lodging tax (see **NOTE**)

**Return day to Location A:**

\$46 (M&IE) plus \$45 (lodging cost) = \$91

#### Example 2

A traveler occupied Government quarters while on a training assignment at a military installation in Location C. The traveler was required to perform additional TDY for 3 days in Location D. If the traveler vacated the Government quarters (daily cost \$25) while on the 3-day TDY assignment the quarters might not be available upon return. The AO agreed that it would be more economical for the traveler to retain the Government quarters while on TDY in Location D and approved reimbursement for those quarters as a miscellaneous expense allowance (App G, Part I, Item 21k). The lodging costs (\$110) incurred in Location D was used for determining the traveler's per diem while on TDY in that city.

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:

**First day** (departure day from Location C and arrival day in Location D):

\$46 (M&IE) plus \$110 (lodging cost) = \$156 plus lodging tax (see note)

**Second and third day:**

\$46 (M&IE) plus \$110 (lodging cost) = \$156 x 2 = \$312 plus lodging tax (see **NOTE**)

**Return day to Location C:**

\$38 (M&IE) plus \$25 (lodging cost) = \$63

**NOTE: Lodging taxes are not reimbursable in addition to per diem when TDY is in a foreign area.**

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

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

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

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

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

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

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

1. \$3 incident to an assignment in CONUS; and
2. \$3.50 incident to an OCONUS assignment when the lodgings are on a post, camp, station, base, or depot owned or operated by the U.S., unless the AO determines that the \$3.50 is not adequate and authorizes/approves the incidental expense rate in <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, (or are part of the accommodations cost), 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. Rented Recreational Vehicle. When the use of a rented recreational vehicle is authorized/approved as advantageous to the Government, the rental fee and the allowable expenses in par. C4555-D are lodging costs. Advantageous use might occur when an employee is on an extended TDY assignment in a remote area or where conventional lodging facilities are limited or not available. If the use of a rented recreational vehicle is not authorized/approved as advantageous, only expenses listed in pars. C4555-D2, C4555-D3, C4555-D4, C4555-D5, C4555-D6, C4555-D7, C4555-D8, and C4555-D9, are lodging costs.

**C4560 PER DIEM FOR LONG-TERM TDY ASSIGNMENTS**

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

**C4561 PER DIEM FOR LONG-TERM TDY ASSIGNMENTS**

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

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

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

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

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

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

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

2. TDY Per Diem Allowance in Excess of the 55 Percent Rate. If an AO determines that a 55 percent rate is inadequate, the DOD component involved may request a higher fixed per diem rate that does not exceed the applicable maximum per diem rate prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the TDY locality.
3. Reimbursement for the Cost of Retained Lodging when an Employee on a Long-term TDY Takes Leave. It may be necessary and/or cost effective for an employee on long-term TDY to retain lodgings while on leave. The AO may authorize/approve reimbursement for the cost of the retained lodgings (supported by a lease or lodging receipt) during the leave period, *if requested by the employee*. The amount cannot exceed the per diem or AEA plus appropriate taxes that would have been paid had the employee not taken leave.

#### Example 1

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

#### Example 2

- a. An employee on a long-term TDY is paid a per diem at the rate of \$91 (55% of \$164, the per diem rate applicable to the TDY location, rounded to the next higher dollar. The \$164 rate includes \$118 for lodging and \$46 for M&IE).
- b. The \$91 per diem paid the employee consists of \$25.30 (55% of \$46, the applicable M&IE rate) for meals and incidental expenses and \$65.70 (\$91 minus \$25.30) for lodging.
- c. The employee had to take emergency leave from 16 through 31 January and after returning to the TDY location requested reimbursement for the cost of lodgings retained during that period. The employee was authorized only 15 days per diem for January (31 days in January less 16 days leave). The employee is paying \$2,100 per month for lodgings (an apartment, including utilities).
- d. The total amount allowed for lodging costs in the adjusted per diem rate is limited to the amount the employee would have received if no leave were taken. The limitation is \$2,036.70 (31 days x \$65.70), which is the amount provided within the initial 55 percent per diem rate for lodging.

e. Since \$2,100 exceeds \$2,037.70, \$2,037.20 is used to determine the daily lodging cost. The daily lodging cost for each day is \$135.78, determined by prorating the \$2,037.70 over 15 days during which the employee is authorized per diem.

f. The adjusted per diem is \$161.08 (\$25.30 for M&IE and \$135.78 for lodging). Since \$161.08 does not exceed the \$164 locality rate, the \$161.08 may be paid daily without AEA authority.

3. Return to PDS during TDY. See Chapter 4, Part N2 for return to the PDS during TDY.

### **C4562 PER DIEM FOR CONSULTANTS, EXPERTS, AND PRIVATE INDIVIDUALS TRAVELING WORLDWIDE**

A. General. Individuals employed intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed (WAE) basis, and individuals serving without pay or at \$1 a year do not have a PDS within the meaning of that term. They are authorized per diem as prescribed in par. C4562-B, C4562-C, C4562-D or C4562-E while traveling on official business for the Government away from their homes or regular places of business and while at places of Government employment or service. Maximum rates prescribed herein are applicable except as provided in par. C4562-D or unless a higher rate is specifically authorized in an appropriation or other statute.

B. Travel Expenses Paid from a Non-federal Source. For regulations concerning travel expenses paid from a non-federal source please refer to the Joint Ethics Regulation (JER), DOD 5500.7-R, at [http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html).

C. Consultants and Experts Employed on an Intermittent Basis. Individuals serving intermittently in the Government, with or without compensation, while in an official travel and duty assignment status as described in par. C4975, are authorized a per diem or AEA IAW pars. C4553 and C4600.

\*D. Private Individuals Serving without Compensation. Except for pre-employment interview travel, most individuals performing invitational travel (see Appendix E), are authorized per diem/AEA (see pars. C4553 and C4600). Individuals are not authorized per diem on pre-employment interview travel (see par. C7150), but may be authorized reimbursement on an actual expense basis not to exceed the amount for travel in pars. C4614 and C4616 (40 Comp. Gen. 221 (1960)).

E. Reserve Officers Training Corps (ROTC) Cadet Serving without Compensation. An ROTC cadet who performs recruiting duty under an ITA while attending the educational institution where the ROTC unit is located is authorized a per diem or AEA under pars. C4553 and C4600 except when recruiting in the area of the cadet's residence. A cadet is a person serving without pay. For this paragraph, the area of the place the cadet resides while attending the educational institution where the ROTC unit is located means the metropolitan area surrounding the residence, which is ordinarily serviced by local common carriers of the city or town in which the residence is located, or in the comparable surrounding area if not located within a recognized metropolitan area.

### **C4563 EFFECT OF ABSENCE ON PAYMENT OF PER DIEM**

\*A. Absence due to Illness or Injury. See par. C7370 for per diem authorization when an employee becomes incapacitated during travel because of illness or injury.

B. Detained in Quarantine. An employee is authorized per diem while detained in quarantine on TDY.

C. Leave and Non-workdays

1. General. *An employee is authorized per diem for days leave is taken (other than as provided in Chapter 7, Part H) for only part of the workday, but is not authorized per diem when leave is taken for the whole workday.* For purposes of par. C4563-C1, "place of abode" means the place from which the employee commutes daily to the official station; "workday" means all the prescribed daily working hours in a day.

2. Non-workdays. Non-workdays are legal Federal Government holidays and weekends or other scheduled non-workdays. An employee is authorized per diem on non-workdays except when the employee returns to the PDS or place of abode, or if par. C4563-C2a or C4563-C2b applies.

a. Leave before and after Non-workdays. An employee is not authorized per diem for a non-workday when leave is taken for the whole workday before and the whole workday following the non-workday.

b. Leave between Non-workdays. An employee is authorized per diem for not more than two non-workdays if leave is taken for all workdays between the non-workdays.

D. Return to PDS on Non-workdays. An employee who voluntarily returns home on a non-workday from TDY is reimbursed for the round-trip travel as provided in par. C4677.

E. Travel on Non-workdays to Location other than PDS. An employee on TDY who travels for personal reasons on a non-workday from a TDY site to a location other than the home or PDS is authorized per diem or AEA for the non-workday up to the amount payable had the employee remained at the TDY site. There is no authorization for reimbursement of transportation costs (B-171266, 24 February 1971).

F. Delay in Returning to PDS. When for personal reasons, including taking leave, an employee does not return immediately to the PDS after TDY, the employee is authorized per diem for the time between when the employee reasonably could have left the TDY point and arrived at the PDS. Normally, when the return trip is short or travel is authorized on carriers with sleeping accommodations, the constructed departure day is the same day that the TDY is completed. When return travel is by an authorized mode on which sleeping accommodations are not available, the constructed departure date may be the morning of the day following TDY completion. ***An employee is not expected to select a schedule that requires boarding or leaving a carrier between 2400 and 0600.*** Travel time should be based upon regular published carrier schedules and properly is authorized upon administrative approval of the voucher.

G. Permanent Duty Travel. An employee is not authorized per diem while on leave during permanent duty travel.

#### **C4564 EMPLOYEE'S LEAVE CANCELED OR INTERRUPTED**

A. Absent from PDS for Personal Reasons. Except as provided in par. C4564-D, an employee who is absent from the PDS for personal reasons and who is required to return to the PDS for official reasons prior to the originally contemplated time of return is not authorized reimbursement for expenses incurred for such travel.

B. TDY Required at Leave Location. An employee, required to perform TDY at a place away from the PDS to which the employee has traveled for personal reasons, is authorized per diem for the TDY period and to per diem and transportation expenses for the return trip which exceed those which the employee otherwise would have incurred if the employee had not been required to perform the TDY (31 Comp. Gen. 509 (1952)).

C. TDY at Various Places, Including Return to PDS. An employee, while in authorized leave status away from the PDS, who is required to interrupt the leave to perform official TDY at various places, including return to the PDS, and then resume leave status upon completion of the TDY assignment, is allowed per diem and transportation expenses from the place where leave was interrupted to the places of TDY (except no per diem while at PDS) and return to the place where leave was interrupted (25 Comp. Gen. 347 (1945); 28 id. 237 (1948); 39 id. 611 (1960)).

D. TDY at Various Places Not Involving Return to PDS. In a situation not involving temporary return to a PDS, but otherwise similar to par. C4564-B, an employee upon completion of TDY is allowed per diem and transportation expenses to return to resume leave at a point more distant from the place of TDY than the point where leave was interrupted, provided the round-trip distance and expense are not greater than the distances and constructed travel expense between the employee's PDS and the place of TDY (27 Comp. Gen. 648 (1948)).

E. Authorized Leave of 5 or More Days Canceled within 24 Hours, and Leave Temporarily Interrupted due to Recall to PDS. When an employee leaves the PDS on authorized leave of absence for 5 or more days and, because of an urgent unforeseen circumstance, it is necessary to cancel the leave and recall the employee to duty at the PDS

within 24 hours after departure, the return per diem and transportation expenses may be authorized. Also, if an employee's authorized leave of absence away from the PDS is temporarily interrupted because the employee is recalled to duty at the PDS, or is authorized to perform TDY at another place, and the employee wishes to resume leave immediately after completion of the duty at the place at which the leave of absence was interrupted or at another place, per diem and transportation expenses not to exceed the per diem and transportation expenses for travel from the place where the leave of absence was interrupted to the place where the duty was performed and return may be authorized. The one way, or round trip, must not be allowed unless, by an appropriate statement in the travel authorization, it is indicated clearly that, because of the personal expense incurred by the employee in traveling to the leave location, an administrative determination was made that it is unreasonable to require the employee to assume the additional travel expense to comply with the recall or TDY travel authorization (39 Comp. Gen. 611 (1959)).

F. Leave Interrupted for TDY, Employee Not Allowed to Resume Leave Status. An employee on authorized leave away from the PDS, who is required to perform TDY at places other than the PDS and upon completion of the TDY assignment is not allowed to resume the leave status but is required to return to the PDS, is allowed per diem and transportation expenses for the TDY performed. However, for return to the PDS from the place where the TDY assignment is completed, per diem and transportation expenses are allowed only to the extent it exceeds the constructed per diem and transportation expenses for return direct from the place of leave to the PDS (11 Comp. Gen. 336 (1932); 16 id. 481 (1936); 30 id. 443 (1951)).

G. TDY Directed at Termination of Leave Status. An employee on authorized leave away from the PDS who is directed, at the termination of leave, to proceed to a TDY location and upon completion of the TDY assignment to return to the PDS, is authorized per diem and transportation expenses only to the extent travel relating to the TDY assignment exceeds the constructed cost of direct route travel from the place of leave to the PDS (19 Comp. Gen. 977 (1940)). If, in relation to the place where the employee is on leave, the TDY location is located in a routing direction through and beyond the employee's PDS, the allowable per diem and transportation expenses are limited to that for round-trip travel between the PDS and the TDY location (24 Comp. Gen. 443 (1944)).

H. Cancellation of TDY Travel Authorizations after Commencement of Travel and while on Authorized Leave. When an employee is on leave en route to a TDY station and the TDY travel authorization is canceled, the employee is authorized travel and transportation allowances for travel performed, provided the travel authorization is canceled on or after the date travel was required to begin. In such case, the allowances payable must not exceed the constructed allowances payable for travel from the PDS to the TDY station and return over a usually traveled direct route, provided that official travel to the TDY station is authorized prior to departure on annual leave.

***NOTE: If the TDY requirement is known before departure on leave, the employee is reimbursed actual travel expenses NTE the constructed round-trip cost between the PDS and TDY location. City-pair fares are not authorized for use to/from the leave location if the TDY requirement is known before leave is begun.***

#### C4565 PER DIEM COMPUTATION EXAMPLES

Following are per diem computation examples for specific circumstances.

***NOTE 1: The maximum amount allowed for lodging in CONUS and non-foreign OCONUS locations does not include an amount for lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS locations are a separately reimbursable travel expense. The maximum amount allowed for lodging in foreign OCONUS locations includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS locations are not separately reimbursable. See <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for all per diem rates.***

***NOTE 2: The per diem/mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.***

<b>*Example 1 (TDY Travel)</b>		
<i>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.</i>		
An employee is TDY for 9 1/2 days. The employee departed the residence and arrived at the TDY station on Day 1. The employee departed the TDY station and arrived at the residence on Day 10. 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 paid \$40 for 6 nights of lodging in a hotel, \$4 for 2 nights spent in Government quarters, but no cost for the night of lodging obtained in a friend's home at the TDY location. Per diem is computed as follows:		
Day 1 (departure day)	75% x \$39 (M&IE rate) + \$40 (lodging) =	\$ 69.25
Day 2 to 6	\$39 (M&IE rate) + \$40 (lodging) x 5 days =	395.00
Day 7 to 8	\$39 (M&IE rate) + \$4 (lodging) x 2 days =	86.00
Day 9	\$39 (M&IE rate) + \$0 (lodging) =	39.00
Day 10 (return day)	75% of \$39 (preceding calendar day M&IE rate) =	<u>29.25</u>
<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 actual 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 Standard CONUS per diem rate of \$109 (\$70/\$39) is used for this example.		
<b>Day 1</b> (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, pay \$69.25.		
<b>Days 2 to 6</b> - the applicable per diem is the M&IE rate (\$39) plus the lodging cost (\$40) times the number of days 5, pay \$395.		
<b>Days 7 and 8</b> - the applicable per diem is the M&IE rate (\$39) plus the lodging cost (\$4) times the number of days 2, pay \$86.		
<b>Day 9</b> - the applicable per diem is the M&IE rate (\$39) plus the lodging cost (\$0), pay \$39.		
<b>Day 10</b> (return day) - the applicable per diem rate is 75% of the preceding calendar day's M&IE rate (\$39), pay \$29.25.		
The per diem authorization began with the departure day, and continued through the return day to the PDS, residence, 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) =	\$ 84.75
2 <sup>nd</sup> Day	Arrival day	\$113 (M&IE for Goteborg) (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) (breakfast was furnished without charge but adjustment for meals is not made on a travel day) x 75% =	<u>\$ 84.75</u>
<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.**

<b>ITINERARY</b>			
Date	Depart	Arrive	At
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.**

<b>ITINERARY</b>			
Date	Depart	Arrive	At
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>

**Example 5  
(PCS Travel)**

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 Location A, to Location B, in 10 days. The employee elected to travel by automobile, accompanied by spouse and 2-year old child. They departed their residence on Day 1 (departure day) and arrived at the new PDS on Day 10 (arrival day).

The official distance traveled was 2,826 miles. The employee may be paid per diem for up to 8 days based on 350 miles per travel day. See par. C5060. The Standard CONUS per diem rate is \$109 (\$70/ \$39).

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:

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

Maximum allowable per diem for 8 days x \$109/day (Standard CONUS per diem rate) =		\$ 872.00
<b>Day 1</b> (departure day)	75% of \$39 + \$58 (lodging) =	\$ 87.25
<b>Day 2</b>	\$39 =	\$ 39.00
<b>Day 3 to 8</b>	\$39/day x 6 days = \$234 + Lodging \$(57, 59, 58, 57, 56, and 59 = \$346) =	\$ 580.00
<b>Day 9</b>	\$39 + \$0 (lodging) =	\$ 39.00
<b>Day 10</b> (arrival day)	75% x \$39 =	\$ 29.25
Employee's per diem authorization =		\$ 774.50
Per diem for accompanying spouse at $\frac{3}{4}$ of the amount due the employee (\$860.50) =		\$ 580.87
Per diem for accompanying child (under age 12) at $\frac{1}{2}$ the amount due the employee (\$860.50) =		\$387.25
Total amount payable to employee =		\$1,742.62

Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 ( $2,826 \div 350 = 8$  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 \$109 (\$70/ \$39) prescribed in <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. C4550-F3.

**Day 1** (departure day), the applicable per diem rate is 75% of the M&IE rate (\$39) plus \$58 lodging cost (\$58) for a total of \$87.25.

**Day 2**, the applicable per diem rate is the M&IE (\$39) rate plus the lodging cost (\$0) for a total of \$39.

**Days 3 to 8**, the applicable per diem rate is the M&IE (\$39) rate plus lodging costs (\$346) not to exceed \$70 times 6 days for a total of \$654.00.

**Day 9**, the applicable per diem rate is the M&IE (\$39) rate plus lodging cost (\$0) for a total of \$39.

**Day 10** (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.

The per diem for actual travel by the employee is \$774.50. Since the per diem for actual travel does not exceed the maximum allowable (\$872.00) for 8 days travel time, the employee is authorized the full amount (\$774.50) for the actual travel time and authorization for dependents is  $\frac{3}{4}$  and  $\frac{1}{2}$  respectively of the \$774.50 due the employee.

<b>Example 6 (PCS Travel)</b>		
<i>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.</i>		
An employee performed PCS travel from Location A to Location B in 6 days. The employee elected to travel by privately owned-automobile accompanied by the spouse and 7-year-old child. They departed the residence at 0800 on the Day 1 and arrived at his new PDS at 2100 on Day 6.		
The employee may be paid per diem for up to 4 days based on 350 miles per travel day per the official distance of 1,443 miles. See par. C5060. The Standard CONUS per diem rate is \$109 (\$70/ \$39).		
Lodgings were occupied for 5 nights, 3 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 \$59, \$53, and 3 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 4 days x \$109/day (Standard CONUS per diem rate) =</b>		<b>\$436.00</b>
<b>Day 1 (departure day)</b>	75% of \$39 + \$0 (lodging) =	\$ 29.25
<b>Day 2</b>	\$39 + <b>\$59</b> (lodging) =	\$ <b>98.00</b>
<b>Day 3</b>	\$39 + \$0 (lodging) =	\$ 39.00
<b>Day 4</b>	\$39 + <b>\$53</b> (lodging) =	\$ <b>92.00</b>
<b>Day 5</b>	\$39 + \$0 (lodging) =	\$ 39.00
<b>Day 6 (arrival day)</b>	75% of \$39 =	\$ 29.25
<b>Employee's per diem authorization =</b>		<b>\$326.50</b>
Per diem for accompanying spouse at $\frac{3}{4}$ of the amount due the employee (\$326.50) =		\$244.87
Per diem for accompanying child (under age 12) at $\frac{1}{2}$ the amount due the employee (\$326.50) =		\$163.25
<b>Total amount payable to employee =</b>		<b>\$734.62</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 \$109 (\$70/ \$39) 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.		
<b>Day 1</b> (departure day) - the applicable per diem rate is 75% of the M&IE rate (\$39) for a total of \$29.25.		
<b>Day 2 and 4</b> - the applicable per diem rate is the M&IE rate (\$39) for each day plus lodging costs (\$59 and \$53) not to exceed \$70 for each day.		
<b>Day 3 and 5</b> - the applicable per diem rate is the M&IE (\$39) rate for each day for a total of \$78.		
<b>Day 6</b> (arrival day at the new PDS) - the applicable per diem rate is 75% (\$29.25) of the Standard CONUS M&IE rate (\$39).		
The per diem for the actual travel time (\$326.50) did not exceed the maximum allowable (\$436.00), therefore the employee is authorized the lesser amount and the authorization for dependents is $\frac{3}{4}$ and $\frac{1}{2}$ respectively of the \$326.50 due the employee.		

<b>Example 7</b>		
<b>(PCS Travel, actual travel costs exceed the government cost)</b>		
<i>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.</i>		
An employee performed PCS travel from Location A to Location B in 15 days. The employee and spouse elected to travel by privately owned automobile. They departed the residence on Day 1 and arrived at the new PDS on Day 15.		
The employee may be paid per diem for up to 8 days based on the official distance of 2,615 miles. See par. C5060. The Standard CONUS per diem rate is \$109 (\$70/ \$39).		
Lodgings were occupied for 14 nights, 4 of which were spent at friends' homes at no cost. The employee certified that the single rate, applicable to the rooms occupied with the spouse, were 10 nights at \$70 a night, and 4 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the 'Lodgings-Plus' Method		
Maximum allowable per diem for 8 days @ \$109/day (Standard CONUS per diem rate) =		\$ 872.00
<b>Day 1</b>	75% x \$39 = \$29.25 + \$70 (lodging) =	\$ 99.25
<b>Day 2 to 10</b>	\$39 + \$70 (lodging) = \$109/day x 9 days =	\$ 981.00
<b>Day 11 to 14</b>	\$39/day x 4 days =	\$ 156.00
<b>Day 15</b>	75% of \$39 =	\$ 29.25
Total		\$1,265.50
Per diem for accompanying spouse at $\frac{3}{4}$ of the amt due the employee (\$1,265.50) =		\$ 949.12
Employee total travel costs (\$1,265.50 + \$949.12) =		\$2,214.62
Total amount payable to employee (\$872 + dependent per diem \$654, 75% of \$872) =		\$1,526.00
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 \$109 (\$70/ \$39) 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.		
<b>Day 1</b> (departure day) - the applicable per diem rate is 75% of the M&IE rate (\$39) plus lodging cost (\$70) for a total of \$99.25.		
<b>Day 2 to 10</b> - the applicable per diem rate is the M&IE rate (\$39) plus lodging cost (\$70) times 9 days for a total of \$981.		
<b>Day 11 to 14</b> - the applicable per diem rate is the M&IE rate (\$39) times 4 days for a total of \$156.		
<b>Day 15</b> (arrival day at the new PDS) - the applicable per diem rate is 75% (\$29.25) of the M&IE rate (\$39).		
The per diem for the actual travel time (\$1,265.50) exceeded the maximum allowable (\$872.00). Pay the employee \$872.00 and the dependent $\frac{3}{4}$ of the \$872.00 (\$654).		

<b>Example 8 (PCS/Separation Travel)</b>	
<i>See <a href="http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpd-rates.pl">http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpd-rates.pl</a> or par. C4550-F3 for the current Standard CONUS per diem rate.</i>	
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, par. C4553-D1 applies. See also par. C4553-D2d(4).	
5. The maximum per diem rate at the time of travel was \$109 (\$70/ \$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% x \$39).	
7. Per diem payable for the spouse is $\frac{3}{4}$ 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 9 PCS/Separation Travel</b>	
<i>See <a href="http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpd-rates.pl">http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpd-rates.pl</a> or par. C4550-F3 for the current Standard CONUS per diem rate.</i>	
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 $\frac{3}{4}$ 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 (Renewal Agreement Travel)</b>			
<i>See <a href="http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpd-rates.pl">http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpd-rates.pl</a> or par. C4550-F3 for the current Standard CONUS per diem rate.</i>			
1. An 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 \$109 (\$70/ \$39). (The destination per diem rate applicable for RAT to CONUS is the Standard CONUS per diem rate.)			
5. Reimbursement:	9/1	75% x \$39 (M&IE) =	\$29.25
	9/2 - 9/30	no per diem	0.00
	10/1 - 10/2	75% x \$39 (M&IE) =	29.25
<b>Total Reimbursement</b>			<b>\$58.50</b>
6. 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. <i>Per diem for dependents is not authorized for RAT.</i>			

<b>*Example 11</b>			
<b>Per Diem Computation for a Dependent Student Authorized Travel under DSSR Section 280</b>			
<b>(See pars. C4553-D, C5120 and C5125-E)</b>			
<i>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. A dependent student travels from Frankfurt, GE, to school in Detroit, MI, and return to Frankfurt.			
2. Itinerary:	8/14/05	Depart residence in Frankfurt, GE, at 0730	
	8/14/05	Arrive at lodging in Detroit at 2130	
	8/15/05	Per diem is not authorized.	
	5/15/05		
	5/16/05	Depart lodging in Detroit at 1300	
	5/17/05	Arrive at residence in Frankfurt, GE, at 0915	
3. The dependent student 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 the time of travel is \$158 (\$107/\$51).			
5. <u>Reimbursement:</u>	8/14/05	75% x \$51 (M&IE) =	\$38.25
	8/15/05 – 5/15/05	no per diem	0.00
	5/16/05 – 5/17/05	75% x \$51 (M&IE) =	<u>\$38.25</u>
<b>Total Reimbursement</b>			<b>\$76.50</b>
6. Par. C4553-D1a applies for the departure day 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. 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 the dependent student travel is computed using the same rates that are applicable to an employee on TDY travel.			

## C4566 QUICK REFERENCE TABLES - PER DIEM AUTHORIZATIONS

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

Quick Reference - Per Diem Authorizations						
TDY Travel of More Than 24 Hours						
(1) Departure Day from PDS						
Abbreviations used:	Govt. = Government	GMR = Government meal rate	NTE = Not to exceed	PMR = Proportional meal rate		
Footnotes: See table # 4						
	A	B	C	D	E	F
	Arrived at TDY location (not on U.S. installation) on same day as departed PDS.	Arrived at TDY location (on U.S. Installation) on same day as departed PDS. Traveler occupied Govt. quarters.	Arrived at TDY location (on U.S. Installation - Govt. quarters available) on same day as departed PDS. Traveler elected not to occupy available Govt. quarters.	Traveled overnight – no lodging required.	Overnight lodging required at a stopover en route to TDY.	Arrived at a long-term TDY or training location on same day as departed PDS.
<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 AN EMPLOYEE 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. 'Lodgings-Plus' Per Diem Method Applicability to Evacuated Employees/Dependents. An evacuated employee 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 an employee/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 <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.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).

**CHAPTER 5****PERMANENT DUTY TRAVEL****PART A: APPLICABILITY AND GENERAL RULES**

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- C5825**            **PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A CONUS/NON-FOREIGN OCONUS PDS**
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- C5849**            **MAXIMUM AMOUNT PAYABLE**
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**PART B: EMPLOYEE TRANSPORTATION AND SUBSISTENCE ALLOWANCES****C5050 PCS MILEAGE/MALT ALLOWANCE (FTR §302-4.300)****A. POC Travel**

\*1. Except for RAT, the PCS mileage/MALT for PDT by POC, when authorized/approved is determined by the official distance for which PCS mileage/MALT may be paid under circumstances (as determined IAW the applicable provisions of this regulation).

\*2. An authorized traveler is any employee/dependent traveling IAW a PDT travel authorization, including an employee traveling as a dependent under par. C5000-B1b. An employee eligible for travel and transportation allowances as an employee under a PCS travel authorization is authorized the PCS mileage/MALT rate per mile even if traveling as a passenger in a POC. If more than one employee travels in the same POC and each has a PCS travel authorization, each is authorized PCS mileage/MALT for the official distance. See par. C5000-B1a. While each employee receives PCS mileage/MALT, only one of the employees receives the reimbursable expenses.

\*a. Example 1. An employee-married-to-employee couple, each on a PCS travel authorization and therefore eligible for travel and transportation allowances as an employee (since one employee elects not to be treated as a dependent of the other employee (par. C5000-B1a)), and their two children travel in one POC. Each employee receives PCS mileage/MALT for the official distance. Either employee may submit all of the reimbursable expenses.

\*b. Example 2. An employee-married-to-member couple, each eligible for travel and transportation allowances on a PCS travel authorization/order, and their two children travel together in one POC. Each receives PCS mileage/MALT for the official distance. Either employee may submit all of the reimbursable expenses.

\*3. See par. C2505 for the PCS mileage/MALT rate. The rate is for the use of up to two POCs per household, unless reimbursement for a third, fourth, etc., POC has been authorized under par. C2159-C.

4. Reimbursement for all privately owned airplane or motorcycle PDT and RAT by POC, including per diem, is determined under par. C2159 and must not exceed the common carrier travel cost (including per diem).

**B. Mixed Transportation Modes.** When POC use is authorized/approved for all PDT travel, but travel ends up partly by POC and partly by common carrier (see par. C2203), the traveler is authorized:

1. The PCS mileage rate for the distance traveled by POC;
2. The common carrier cost; and
3. Per diem for actual travel time.

*The total amount must not exceed the PCS mileage/MALT rate plus per diem for the authorized travel.*

C. Other Reimbursable Expenses. Except for expenses related to the indirect portions of PCS travel, parking fees, ferry fares, and bridge, road and tunnel tolls are reimbursable in addition to the PCS mileage/MALT rate.

***NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. A traveler may be eligible to submit a claim for repairs to a POC used for official travel, using Service procedures, under 31 USC §3721.***

#### **C5055 USE OF MORE THAN TWO AUTOMOBILES**

Authorization for the use of more than two POCs is limited to PDT that is to the Government's advantage. Conditions for reimbursement authorization are in par. C2159-C.

#### **C5060 ALLOWABLE PER DIEM (FTR §302-4.200)**

A. POC Use to the Government's Advantage. When POC use for PDT is authorized (see par. C4552-F when travel time is 12 or fewer hours) the per diem allowance is the lesser of the:

1. Result of allowing 1 day of travel time for each 350 miles of the official distance between the old and new PDSs or authorized points. If the excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed. When the total official distance is 400 miles or less, 1 day's travel time is allowed (see par. C5060-B), or
2. Actual travel time in full days (e.g., 9 days and 3 hours is 10 days).

#### B. Exception

1. An exception may be made by the travel-approving/directing official when travel en route is delayed for reasons beyond the traveler's control, such as acts of God, restrictions by Governmental authorities, or other reasons acceptable to the employing DOD component (e.g., a physically handicapped employee).
2. In these cases, per diem may be allowed for the full delay period or for a shorter delay period as determined by the DOD Component.
3. The employee should be prepared to provide a statement on the reimbursement voucher fully explaining the circumstances that necessitated the en route travel delay if required by finance regulations.

C. POC Use Not to the Government's Advantage. When a POC is used for PDT and it is not to the Government's advantage, per diem is limited to the per diem payable on a constructed travel time basis using the appropriate common carrier transportation. ***This does not apply to travel under par. C2180.***

D. Per Diem Rates. See par. C4553-B for applicable per diem rates.

**C5065 COMPUTING POC TRAVEL REIMBURSEMENT**

A. General

1. The examples in par. C5065 illustrate computing PCS mileage rate and per diem incident to PDT by automobile.
2. The per diem/mileage rates used in the example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current PCS mileage/MALT rates. For current per diem rates go to <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.
3. See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. C4550-F3 for the current Standard CONUS per diem rate.
4. The per diem allowance is as computed in pars. C5125 and C5060-A, and examples in par. C4565.

\*B. Reimbursement Computation Example for the Use of One Automobile

<b>Reimbursement Computation for the Use of One Automobile</b>	
<p>An employee performs PCS travel from Location A, to Location B, in 9 days, by automobile, accompanied by spouse and a 2-year old child.</p> <p>The official distance from Location A to Location B = 2,826 miles.</p> <p>Based on an average of 350 miles/day the employee may be paid per diem for up to 8 days (2,826 ÷ 350 = 8). See par. C5060.</p>	
1. Automobile travel reimbursement is based on 2,826 miles @ \$0.20 a mile. See par. C2505-B. 2,826 x \$0.20 = \$565.20	\$ 565.20
2. Allowable per diem for employee based on 8 day maximum is 8 days @ \$109 (Standard CONUS per diem rate). 8 x \$109 = \$872	
3. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$872) for actual travel under 'Lodging-Plus' method the employee is reimbursed the full amount spent (\$650).	650.00
4. Per diem for accompanying spouse is 75% of the amount due the employee. \$650 x .75 =	487.50
5. Per diem for the accompanying child under age 12 is 50% the amount due the employee. \$650 x .50 =	325.00
6. Amount spent on tolls	+ 10.00
<b>7. TOTAL REIMBURSEMENT TO EMPLOYEE</b>	<b>\$2,315.20</b>

\*C. Reimbursement Computation Example for Two Automobiles

<b>Reimbursement Computation for the Use of Two Automobiles</b>	
<p>An employee performs PCS travel from Location A, to Location B, using two automobiles.</p> <p>The official distance from Location A to Location B = 2,826 miles.</p> <p>Based on an average of 350 miles/day (see par. C5060) the employee may be paid per diem for up to 8 days (<math>2,826 \div 350 = 8</math>).</p>	
1. Automobile travel reimbursement for the first automobile, driven by the employee only, is based on 2,826 miles @ \$0.20 a mile. See par. C2505-B. $2,826 \times \$0.20 =$	\$ 565.20
2. Automobile travel reimbursement for the second automobile, driven by spouse and accompanying child, is based on 2,826 miles @ \$0.20 a mile. See par. C2505-B. $2,826 \times \$0.20 =$	565.20
3. Allowable per diem for employee based on 8 day maximum is 8 days @ \$109 (Standard CONUS per diem rate). $8 \text{ days} \times \$109/\text{day} = \$872$	
4. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$872) for actual travel under 'Lodging-Plus' method the employee is reimbursed the full amount spent (\$650).	650.00
5. Per diem for the accompanying spouse is 75% of the amount due the employee. $\$650 \times .75 =$	487.50
6. Per diem for the accompanying child under age 12 is 50% the amount due the employee. $\$650 \times .50 =$	325.00
7. Amount spent on tolls	+ 10.00
<b>8. TOTAL REIMBURSEMENT TO EMPLOYEE</b>	<b>\$2,602.90</b>

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

<b>Computation of the PCS Mileage/MALT Allowance Rate for Two Separate Trips</b>	
<p>An employee performs PCS travel from Location A to Location B, by automobile.</p> <p>The spouse and two children did not accompany the employee as housing had not been arranged at Location B.</p> <p>Two weeks after arrival, the employee finds housing, returns to Location A by automobile over a weekend, and drives the spouse and two children to Location B.</p>	
866 miles @ \$0.20 per mile (employee only) =	\$173.20
866 miles @ \$0.20 per mile (spouse and 2 children) =	<u>+ 173.20</u>
<b>Total PCS mileage/MALT allowance rate payable for privately owned automobile travel</b>	<b>\$346.40</b>
<p>In addition to the PCS mileage/MALT allowance rate, the employee receives per diem for the number of days required to complete the first trip from Location A to Location B on the basis of an average distance of 350 miles per calendar days (e.g., 3 days).</p> <p><i>No per diem is payable on the employee's behalf for the employee's second trip.</i></p> <p>The employee is authorized reimbursement for tolls for the first and second trips from Location A to Location B.</p> <p>The employee is not authorized reimbursement for the trip from Location B to Location A to pick up dependents.</p> <p>Per diem for dependents is computed in pars. C7006 and C5060.</p>	

**C5070 TRAVEL AND TRANSPORTATION REIMBURSEMENT**

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

1. Employee and dependents' transportation, including PCS mileage allowance for POC travel, (see par. C5050-A),
- \*2. Per diem for the employee and dependents (see par. C5125-F for travel by ship),
3. HHG shipment, including storage-in-transit,
4. HHG NTS ***NOTE: NTS is not authorized for CONUS to CONUS transfers unless it is to a designated isolated CONUS PDS.,***

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

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

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

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

#### **C5075 PCS MOVEMENTS (FTR §302–3)**

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

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

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

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

#### **C5080 TRAVEL AND TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES**

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

1. General

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

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

**PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES****SECTION 3: STUDENT DEPENDENT TRAVEL****\*C5120 DEPENDENT STUDENT TRAVEL TO ATTEND SCHOOL**

***\*NOTE: Par. C5120 parallels State Department regulations and NOT those of uniformed service members.***

**A. Authority and Eligibility**

\*1. Authority and eligibility requirements for dependent student travel and educational allowances in foreign areas are in DOD 1400.25-M, Subchapter 1250 "Overseas Allowances and Differentials"; and DOD Directive 1342.13 "Eligibility Requirements for Education of a Minor Dependent in Overseas Areas" at <http://www.dtic.mil/whs/directives/>.

\*2. DOD 1400.25-M, SC 1250.5.1 authorizes educational travel, prescribed in DSSR section 280, for a dependent student of a DOD employee assigned in a foreign OCONUS area for travel to and from a U.S. school 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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**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 Station****1. General**

- a. Per diem is authorized for an employee's dependent travel between the old and new PDS when the employee is transferred.
- b. *The prohibition on paying per diem for travel of 12 hours or less applies.*
- c. If 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.

\*E. Dependent Student Travel to Attend School. When a dependent student, 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.

\*F. Travel by Commercial Ship. Per diem is not authorized when traveling aboard a commercial ship when meals are furnished without charge (or are part of the accommodations cost), except on embarkation and debarkation days.

**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.

**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. C7115.

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>.

**PART E: POV TRANSPORTATION****SECTION 3: CONUS POV TRANSPORTATION****C5240 GENERAL**

A traveler transferred in the Government's interest or a new appointee or student trainee relocating to the first CONUS PDS may be authorized to have POV(s) transported at Government expense when authorized/approved as being advantageous (particularly financially advantageous) to the Government.

*\*NOTE: See par. C7470 for authority to reimburse a traveler with a disability for the cost of shipping a specially equipped automobile between PDSs in CONUS.*

**C5244 AUTHORIZATION**

A. General. Commanding officers/designated representatives who assign travelers in CONUS are delegated authority to determine a traveler's, new appointee's, or student trainee's eligibility to transport a POV(s) at Government expense when:

1. Both the old PDS (or actual residence of a new appointee or student trainee) and new PDS are within CONUS; and
2. *It has been determined IAW pars. C5244-A2a, C5244-A2b, C5244-A2c, and C5254-A2d below that it is more advantageous and cost effective to the Government to transport the POV(s) to the new PDS at Government expense and to pay for transportation of the traveler and/or immediate family by commercial means than to have the traveler and/or immediate family member(s) drive one or more POC(s) to the new PDS. Costs to be considered are:*
  - a. Cost of POC travel;
  - b. Cost of transporting the POV(s);
  - c. Cost of travel if the POV(s) is/are transported; and
  - d. Productivity benefit from the traveler's accelerated arrival at the new PDS.

B. Authorized Origin/Destination. POV transportation is authorized to the new PDS from the:

1. Old PDS if the traveler is transferred, or
2. Actual residence for a new appointee or student trainee.

C. Towing Equipment Cost. When transportation of a POV at Government expense is authorized/approved, an employee may be reimbursed the cost of towing equipment/car carrier used for transporting the POV to the new PDS (GSBCA 16412-RELO, 16 July 2004). ***NOTE: Mileage reimbursement is not allowed for the towed vehicle - GSBCA 15308-RELO, 7 July 2000.***

**C5248 SHIPMENT METHODS**

A. Government-arranged POV Transportation. The transportation officer determines the transportation mode. The procedures for shipment must be IAW Defense Transportation Regulations (DTR) (DOD 4500.9-R, Part IV, Chapter 408) at: <http://public.transcom.mil/J4/j4lt/dtr.html>.

B. Traveler-arranged POV Transportation (FTR §302–9.142 §302–9.207). If POV shipment 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 the port/VPC serving the authorized origin point to the port/VPC serving the authorized destination.

C. Transporting a Specially Equipped Automobile between CONUS PDSs (64 Comp. Gen. 30 (1984))

\*1. The transportation cost for a specially equipped automobile used by an "traveler with a disability" (as defined in par. C7455) between CONUS PDSs may be:

- a. Arranged by the DOD component on behalf of the traveler, or
- b. Authorized/approved for reimbursement.

2. The transportation must be incident to a PCS and Secretarial Process determination must be made that reimbursement:

- a. Is cost beneficial ***NOTE: This is the primary consideration.***,
- b. Constitutes a reasonable accommodation to the traveler, and
- c. Does not impose undue hardship on the DOD component's personnel relocation program.

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

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

**C5360 TQSE(AE) OPTION**

A. General. TQSE(AE) is an actual expense allowance based on the:

\*1. \$109 Standard CONUS per diem rate for temporary lodging occupied in any CONUS locality (effective 1 October 2007, or

\*2. PDS locality (not the lodging location) per diem rate  
<http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for temporary lodging occupied in OCONUS localities.

B. AEA. *AEA in Chapter 4, Part M may not be authorized/approved for TQSE(AE).*

**C5362 AUTHORIZATION**

A. General. The AO, *not the employee*, determines if TQSE(AE) is necessary.

B. Considerations. The following factors must be considered before authorizing TQSE(AE). TQSE(AE):

1. May be authorized only for the time period determined necessary by the AO, and
2. Authorization is made on a case-by-case basis.

**C5364 LIMITATIONS**

A. Payment Limitation. *Under no circumstances may TQSE(AE) be paid for more than a total of 120 days.*

B. Time Limitations

1. Initial TQSE(AE) Period. TQSE(AE) may be authorized for any number of days, not to exceed 60 consecutive days, but only for the time that temporary lodging occupancy is necessary.

2. Additional TQSE(AE) Period. AOs may authorize/approve TQSE(AE) for the necessary number of days not to exceed an additional 60 consecutive days (*i.e., no more than a total of 120 days, including the initial TQSE(AE) may be authorized/approved*). Each of the following factors must be considered when authorizing/approving an additional period of TQSE(AE):

- a. The AO must determine there are compelling reasons (due to circumstances beyond the employee's control) for the continued temporary lodging occupancy. Examples of circumstances that might be beyond the employee's control include:

- (1) Delayed HHG shipment and/or delivery to the new permanent private sector housing due to extended transit time incident to ocean transportation, strikes, customs clearance, hazardous weather, fires, floods, or other Acts of God;
  - (2) Delayed occupancy of new permanent private sector housing because of unanticipated problems (e.g., unforeseen delays in permanent private sector housing settlement/closing, or unforeseen short-term delay in new dwelling construction); (GSBCA 15455 -RELO, 26 June 2001 (<http://www.gsbca.gsa.gov/relo/r1545526.txt>), and GSBCA 16646 -RELO, 8 August 2005 (<http://www.gsbca.gsa.gov/relo/r1664608.txt>)). Also see par. C5354-B1c.
  - (3) Inability to locate permanent private sector housing adequate for family needs because of new PDS housing conditions;
  - (4) Sudden illness, injury, or death of the employee or of an immediate family member; and
  - (5) Similar factors.
- b. Before an additional TQSE(AE) period is allowed, the employee must provide acceptable written justification and documentation.
  - c. TQSE(AE) period extensions are not automatic and must be held to a minimum.
  - d. *TQSE(AE) must never be paid for more than a total of 120 days.*

C. Additional TQSE(AE) Period Justification. The employee must provide the AO with written justification that clearly describes the circumstances warranting the extension that are beyond the employee's control. The employee's justification, accompanied by documentation from the AO indicating the reasons for authorizing or denying the requested extension must be retained in a file designated for that purpose in personnel regulations.

D. Occupancy Limitations. If an employee moves HHG into temporary lodging occupied initially at a new PDS and continues occupancy indefinitely, the temporary lodging is permanent private sector housing, unless par. C5354-B1 or C5354-B2 applies, from the date the HHG are delivered.

### **C5366 ELIGIBILITY PERIOD**

A. Starting Temporary Lodging Occupancy. Temporary lodging occupancy:

1. May start as soon as TQSE allowances have been authorized in a PCS travel authorization and the employee has signed a service agreement.
2. Must begin within 2 years after the employee reports for duty at the new PDS, unless that time is extended as indicated in par. C1057.

B. Temporary Lodging Occupancy Time Period

1. General. The temporary lodging occupancy period runs concurrently for the employee and all dependents. The employee may occupy temporary lodging at one location while dependents occupy temporary lodging at another location.

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Per Diem Rates. The per diem rates used for computation are:

\*a. CONUS. **\$109**, Standard CONUS per diem rate (*effective 1 October 2007*).

\*b. OCONUS (non-foreign OCONUS and foreign area). The PDS locality (not the lodging location) per diem rate in effect on the days temporary lodging is occupied. See <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

c. First 30 Days

(1) Employee/Unaccompanied Spouse. The daily rate cannot exceed the maximum per diem rate for an employee/unaccompanied spouse (the spouse must occupy temporary lodging in a location separate from employee's).

(2) Spouse Accompanying the Employee. The daily rate cannot exceed 75% of the daily maximum per diem rate for a spouse who accompanies an employee.

(3) Dependents 12 or Older. The daily rate cannot exceed 75% of the daily maximum per diem rate for each dependent, other than a spouse, who is 12 or older.

(4) Dependents under Age 12. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent who is under age 12.

***\*NOTE: The maximum daily rates for the first 30 days (based on the daily per diem rate of \$109) in pars. C5372-A2a, C5372-A2b, C5372-A2c and C5372-A2d are \$109, \$81.75, \$81.75, and \$54.50, respectively, if the temporary lodging is occupied in CONUS.***

d. Second Thirty Days. The maximum allowable daily rate for the second thirty days is:

(1) Employee/Unaccompanied Spouse. The daily rate cannot exceed 75% of the daily maximum per diem rate for an employee/unaccompanied spouse (the spouse must occupy temporary lodging in a location separate from employee's).

(2) Spouse Accompanying the Employee. The daily rate cannot exceed 50% of the daily maximum per diem rate for a spouse who accompanies the employee.

(3) Dependents 12 or Older. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent, other than a spouse, who is 12 or older.

(4) Dependents under Age 12. The daily rate cannot exceed 40% of the daily maximum per diem rate for each dependent under age 12.

***\*NOTE: If the temporary lodging is in CONUS, the maximum daily rates for additional days (based on the daily per diem rate of \$109) in pars. C5372-A2a, C5372-A2b, C5372-A2c and C5372-A2d are \$81.75, \$54.50, \$54.50, and \$43.60 respectively.***

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

B. Computation Examples

\*1. TQSE(AE) Calculation Chart. The Standard CONUS per diem rate (currently \$109) used in the following chart applies when temporary lodging (TQSE(AE)) is in CONUS. Use the applicable locality per diem rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> when temporary lodging is located OCONUS. **AEA (Chapter 5, Part M) may not be authorized/approved for TQSE(AE).**

Standard CONUS Per Diem Rate	First 30 Days		After 30 Days	
	Formula	Maximum Reimbursement	Formula	Maximum Reimbursement
*\$109 (Eff 1 October 2007)				
Employee or Unaccompanied Spouse	\$109	\$109	\$109 x .75	\$81.75
Accompanying Spouse	\$109 x .75	\$81.75	\$109 x .50	\$54.50
Dependent 12 and older	\$109 x .75	\$81.75	\$109 x .50	\$54.50
Dependents under 12	\$109 x .50	\$54.50	\$109 x .40	\$43.60

\*2. TQSE(AE) Example 1. An employee resides in temporary lodging at a new PDS in Location A, CONUS, for 5 days and incurs daily expenses of \$44.50, \$43.20, \$44.20, \$46.20 and \$45.20. The total is \$223.30. The applicable maximum TQSE(AE) equals \$109 times 5 days (\$545). Since the actual TQSE(AE) expenses are less than the maximum amount authorized, TQSE(AE) reimbursement is \$223.30. If the actual TQSE(AE) expenses are more than the maximum authorized, (e.g., \$600), TQSE(AE) is limited to \$545. If an employee pays allowable TQSE(AE) expenses on a weekly, biweekly, or monthly basis, the amount is apportioned per day.

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

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

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

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

\*7. TQSE(AE) Example 6. An employee travels to the new PDS, en route for 5 days. Temporary quarters were not occupied at the old PDS. The employee occupies temporary lodging upon arrival at the new PDS. The TQSE(AE) eligibility period was interrupted by official travel (TDY) of 5 days and the employee was authorized to retain TQSE(AE) lodging while TDY. The employee may be reimbursed for both lodging expenses (TDY & TQSE(AE)) during the TQSE(AE) eligibility period plus M&IE for the TDY when the AO determines that the employee acted reasonably in retaining the TQSE(AE) lodging. For example, the TDY per diem rate for the 5 days/4 nights is \$109 (\$70/ \$39) and the TQSE(AE) monthly lodging cost at the new PDS is \$900/month. The employee's actual TDY lodging cost \$60 times 4 nights (\$240) making \$240 in TDY lodging expense payable. TQSE(AE) lodging reimbursement of \$30/day (\$900/month divided by 30 days/month) is also payable during the eligibility period. In this example, having the employee stop and start the TQSE(AE) lodgings would have resulted in a TQSE(AE) lodging charge of \$45/day (since the monthly rate would not have been offered) for the actual days in the TQSE(AE) lodging before and after the TDY). The M&IE is for the TDY location while the employee was TDY and as part of TQSE(AE) for the new PDS location when the employee is there but not at both locations for the same days. See GSBICA 16430-RELO, 13 October 2004.

## PART L: SERVICE AGREEMENTS

### Section 5: Agreement Violation

#### C5576 AGREEMENT VIOLATION

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

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

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

#### C5580 TRAVEL AND TRANSPORTATION ALLOWANCES LOSS UNDER AN AGREEMENT

Individuals lose eligibility for travel and transportation allowances under an agreement and/or are indebted and subject to collection action (see Part H) for travel and transportation furnished if there is a:

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

#### C5582 RESPONSIBILITIES

A. Employee. An employee:

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

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

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

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

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

C. Finance, Fiscal, or Disbursing Officer

1. Travel and Transportation Allowances Determination

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

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

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

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

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

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

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

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

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

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

1. Example 1. An employee at PDS A is required to serve 12 months.
  - a. After serving 6 months, the employee is authorized a PCS to PDS B, and signs a new 12-month service agreement.
  - b. After serving 4 months at PDS B, the employee resigns.
  - c. Under these conditions, the employee is indebted to the Government for the travel and transportation allowances and cost paid by the Government ICW the transfer to PDS A, and from PDS A to PDS B. This is because the combined total service period at PDSs A and B is less than 12 months.
2. Example 2. An employee at PDS A signs a 12-month service agreement.
  - a. After serving 6 months, the employee is authorized a PCS to PDS B, and signs a new 12-month service agreement.
  - b. The employee serves 7 months at PDS B and then resigns.
  - c. The total service at PDSs A and B is 13 months.
  - d. The 12-month service requirement under the service agreement relating to PDS A is satisfied and there is no liability for travel to PDS A.
  - e. The employee is, however, financially responsible for the travel and transportation cost and related allowances paid for travel from PDS A to PDS B.

#### **C5586 AGREEMENT VIOLATIONS FOR AN OCONUS EMPLOYEE**

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

1. An OCONUS employee, who leaves Government service for reasons unacceptable to the last assigned agency before completing 12 months of service under the initial service agreement, is financially responsible to the Government for travel and transportation allowances and costs associated with the move to that PDS (see par. C5578) of:
  - a. The employee;
  - b. The employee's dependents;
  - c. HHG including SIT and NTS of HHG;
  - d. A POV; and
  - e. A mobile home.
2. Return travel becomes the employee's financial responsibility.
3. An employee who departs from an OCONUS PDS in an authorized leave (with or without pay) status before the end of the first year of an initial service agreement, and resigns while away for reasons unacceptable to the agency, is allowed credit for the authorized leave time toward completion of the minimum service requirement. See B-184948, 18 November 1975.
4. Pars. C5586-A and C5586-B apply to each OCONUS employee.

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

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

1. Is *not* financially responsible for the travel and transportation cost and related allowances associated with the move to the OCONUS PDS, *except* for charges for NTS of HHG incurred after the end of the first year.
2. Is financially responsible for all HHG transportation costs after the violation date and must be advised immediately.
3. Is *not* authorized to return POV transportation.
4. May *not* be provided Government funded commercial transportation.
- \*5. Who has insufficient funds, may be authorized repatriation transportation in par. C7250.

C. Employee Serving under Renewal Agreements

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

- a. Transportation and per diem for the employee and transportation for the employee's dependents from the former PDS to the actual residence and from the actual residence to the last PDS at which the employee failed to complete one year of service;
- b. Transportation for any of the employee's dependents who traveled between the former PDS and the last PDS without going to the employee's actual residence;
- c. HHG transportation (including SIT) from the former PDS to the last PDS;
- d. POV transportation or NTS of the HHG, unless an earned allowance exists for the NTS of the HHG or return transportation of the POV; and
- e. The MEA paid for a transfer from a former to the last PDS.

2. Unused Allowances Accrued under a Prior Agreement

- a. The employee is authorized:
  - (1) Certain unused allowances accrued under a prior service agreement under which the employee completed the agreed-upon service period.
  - (2) Unused allowances for personal transportation, and the transportation for dependents and HHG (including SIT) from the PDS at which the service requirement was satisfied, to the actual residence.
  - (3) Credit against the employee's financial responsibility for the costs that would have been incurred, since the employee did not use this allowance, provided the employee is actually separated from Government service.
- b. If the amount of credit is less than the employee's financial responsibility, the difference remains the employee's financial responsibility.
- c. If the credit is larger than the liability, the difference is applied to the employee's costs of moving from the PDS, where the employee failed to complete a year of service, to the actual residence.

- d. If the amount available to be applied to these costs equals/exceeds the costs, the Government may procure and pay for such transportation in full.
- e. If the amount available is less than the cost, the Government may procure and pay for the transportation, but must collect, from the employee, the difference between the total costs and the amount to be applied against the costs.
- f. The employee may elect to pay the total costs and submit a reimbursement claim for the applicable amount.
- g. Additional penalty conditions for DODEA teachers are in par. C5586-D.

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

- a. If an employee serves one or more years under a renewal agreement but does not serve the entire period specified in the renewal agreement, the employee is not liable for travel and transportation allowances for:
  - (1) Travel from the PDS, at which the employee completed the previous tour, to the actual residence;
  - (2) Travel from the actual residence to the PDS at which the employee failed to complete the agreed-upon tour; and
  - (3) Direct travel of dependents, and HHG shipment (including SIT) between the PDS where the employee failed to complete the service agreement and the previous PDS where the employee satisfied the previous service agreement.
- b. If the PDS is different, the employee is:
  - (1) Financially responsible for the costs of transportation for self, dependents and HHG from the PDS at which the employee did not complete the agreed-upon tour, under the renewal agreement, to the actual residence.
  - (2) Credited against this liability, is an amount equal to the costs of transporting, from the former PDS at which the service requirement was completed to the actual residence, the employee's HHG and any of the employee's dependents who did not accompany the employee to the actual residence for leave, provided the employee was separated from Government service. These credits and any remaining liability are computed as in par. C5580-C1.

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

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

### **C5588 COMPUTATIONS**

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

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

- 1. The space-required rate must be used in computing MSC transportation cost.

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

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

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

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

F. Employee Financial Responsibility to the Government

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

G. Return Travel Costs

1. Government's Obligation. When sufficient travel and transportation allowances exist to cover travel costs for the full distance from the official OCONUS PDS to the actual residence, they are authorized and the Government's obligation is fulfilled.
2. Employee's Obligation. When it is determined that insufficient travel and transportation allowances exist to cover travel costs for the full distance from the OCONUS PDS to the actual residence; the employee is financially responsible for the costs to the actual residence that exceed the employee's allowances. The employee:
  - a. Is authorized Government transportation, if available, from the OCONUS area to the POD, or beyond, by these regulations. In such cases, collections should be made, before the travel begins if required by finance regulations.
  - \*b. May be authorized repatriation transportation (see par. C7250) if the employee is without sufficient funds to pay for return HHG shipment expenses (including SIT at origin), and the conditions in par. C7250 are met.
  - c. May provide the transportation and be reimbursed for the Government's share upon submission of an appropriate voucher.
  - d. Must furnish receipts for claimed expenses. See par. C1310.
  - e. Is responsible for reimbursement of the Government's share based on the return transportation mode that would have been used over a usually traveled route to the actual residence. See par. C2203.

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

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

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

<b>EMPLOYMENT HISTORY</b>	
Name, Designation, Grade	Richard A. Rowe, Administrative Assistant GS-9
Official Duty Station	Munich, Germany
Place of Actual Residence	Buffalo, NY
Dependency Status	Single, no dependents
Service Record	Appointed 1 July 1990. Completed initial tour 30 June 1993. Signed renewal agreement 1 July 1993. Provided return transportation to Buffalo, NY, and after a period of leave, transportation to Munich, Germany where a new tour began on 20 August 1993. Resigned 15 January 1994 for reasons not acceptable to the Department of the Army.
<b>TRAVEL AND TRANSPORTATION ALLOWANCES LIABILITY OR CREDIT</b>	
<b>LIABILITIES</b>	
Round trip rail transportation from Munich, GE, to Frankfurt, GE	\$ 28.00
Round trip AMC transportation from Frankfurt, GE, to McGuire AFB, NJ	162.00
Round trip transportation service from McGuire AFB, NJ, to Philadelphia, PA (airport)	7.00
Round trip commercial air transportation from Philadelphia, PA, to Buffalo, NY	52.00
Per diem to and from Munich, GE (tabulate number of days to appropriate rates)	+ 16.00
<b>TOTAL</b>	<b>\$265.00</b>
<b>CREDITS</b>	
Rail transportation from Munich, GE, to Frankfurt, GE	\$ 14.00
AMC transportation from Frankfurt, GE, to McGuire AFB, NJ	81.00
Transportation service from McGuire AFB, NJ, to Philadelphia, PA	3.50
Commercial air transportation from Philadelphia, PA, to Buffalo, NY	26.00
Per diem from Munich, GE, to Buffalo, NY	+ 8.00
<b>TOTAL</b>	<b>\$132.50</b>
Liability \$265.00 - Credit \$132.50 = \$132.50 due to the Government. There is no further Government liability. Statement approved:	
_____ A. B. Person, Civilian Personnel Officer 17 January 2005	
<b>Explanation:</b> The employee satisfactorily completed the service required by the initial service agreement and is not liable for the travel and transportation allowances for travel from Buffalo to Munich. The employee violated the renewal agreement prior to completion of one year of service and owes the Government for round-trip travel and transportation allowances for travel from Munich to Buffalo. However, since the employee completed the first tour and is authorized one return to Buffalo at Government expense, the employee is given the credit of \$132.50. Return travel from Munich to Buffalo is at personal expense.	

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

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

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

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

a. Computations

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

(2) Liabilities

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

(3) Credits

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

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

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

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

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

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

a. Computations

- (1) The tour in Okinawa was completed and employee is not liable for any of the travel and transportation allowances paid.
- (2) The tour in Ankara was completed and no liability exists for travel and transportation allowances paid.
- (3) Since the employee served 18 months at Bremerhaven, the employee is not indebted for any of the travel and transportation allowances previously paid under the agreement.

(4) Credits

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

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

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

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

**SECTION 1: GENERAL**

**C5750 GENERAL**

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

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

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

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

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

C. Time Limit for Residence/Lease Termination Transactions

1. Settlement for the sale, purchase, or lease termination transactions should be not later than 2 years after the employee's effective date of transfer. See Appendix A.
2. For an employee eligible under par. C5750-D, the new PDS is the PDS to which the employee reports for duty when reassigned/transferred from a foreign area.
3. The 2-year period begins on the employee's effective date of transfer and ends on the second anniversary of that date. For example: If an employee's effective date of transfer was 20 October 1998, settlement must occur no later than 20 October 2000.)

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

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

1. Definitions. The following definitions apply for the purposes of par, C5750-D
  - a. Former CONUS/Non-foreign OCONUS PDS. The PDS, not in a foreign area, from which the employee was transferred when assigned to a foreign area PDS.
  - b. Foreign Area. See definition in Appendix A.
2. Applicability
  - a. An employee who has completed an agreed upon tour of duty at a foreign PDS and is reassigned/transferred to a different CONUS/non-foreign OCONUS PDS (other than the one from which transferred when assigned to the foreign PDS) is authorized reimbursement under this Part.
  - b. The distance between the former and new CONUS/non-foreign OCONUS PDSs must meet the criteria in par. C5080-F for change of station within the same city/area.
3. Ineligible Employee. An employee who was not initially an employee who after signing a service agreement ICW a transfer from a PDS in CONUS/non-foreign OCONUS area, to the foreign PDS, was moved to the foreign PDS at Government expense under a civilian PCS travel authorization is not eligible for real estate allowances. The following are ineligible:
  - \*a. A locally hired employee in par. C5566-E2a(1) (former member of U.S. armed forces).
  - \*b. A locally hired employee in par. C5566-E2a(2) unless the individual was a civilian employee of an agency who was initially transferred from a PDS in CONUS/non-foreign OCONUS area to the foreign area PDS;

\*c. A locally hired employee in par. C5566-E2b(2) (employee who accompanied or followed the spouse to the OCONUS area); and

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

e. A former employee with a break in service (see definition in Appendix A) who is rehired in CONUS or a non-foreign OCONUS area for assignment to a first PDS and the PDS is in a foreign area. See GSBICA 16811-Relo, 13 March 2006. This decision is available at <http://141.116.74.201/regs/comp-gen-dec/GSBICA16811.PDF>.

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

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

b. Residence purchase at the new PDS.

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

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

6. Service Agreement Required. A signed service agreement in par. C5075 is required for reimbursement of residence transaction expenses authorized under par. C5750.

E. Residence Sale in Anticipation of Transfer

1. Following Base Closure Announcement

a. An employee is authorized reimbursement for real estate expenses incurred before, and in anticipation of, a transfer if a clearly evident administrative intent exists, at the time the expenses are incurred, to transfer the employee. See 58 Comp. Gen. 208 (1979).

b. The announcement of a base closure, accompanied by an offer to assist in finding new positions for an affected employee, is a clearly evident intent to transfer the employee. See B-249451, 7 January 1993.

c. Registering an employee in Priority Placement Program (PPP) constitutes an offer to assist in finding a new position.

d. An employee, registered in the PPP or other placement program, who sells a residence in anticipation of a PCS, is authorized reimbursement for residence sale expenses when transferred to a new PDS, if otherwise eligible under this Part.

e. *Each employee should be cautioned that eligibility for real estate expenses reimbursement exists only if the employee subsequently employed in a position that involves a PCS with a service agreement.*

f. If the PCS is to a foreign area, reimbursement for the expenses may be made only after the employee completes a tour of duty at the new foreign PDS and subsequently is transferred to a

different CONUS/non-foreign OCONUS area location than that from which transferred to the foreign area PDS mentioned above as in par. C5750-D.

2. Employee Officially Notified of Return to a Different CONUS/Non-foreign OCONUS Area PDS

a. An employee who is officially notified that return is to be to a different CONUS/non-foreign OCONUS area PDS may sell the residence at the former CONUS/non-foreign OCONUS area PDS following receipt of the official notification. Real estate expense reimbursement is IAW this Part. upon completion of a tour of duty in the foreign area and subsequent transfer to a different CONUS/non-foreign OCONUS area PDS.

b. Reimbursement. Each employee should be cautioned that reimbursement:

(1) Is not allowed for any real estate transaction that occurs prior to official notification that the employee's return is to be to a PDS other than the one from which transferred to the foreign PDS. A travel authorization transferring the employee from a foreign PDS to a PDS other than the one from which the employee was transferred to the foreign PDS ordinarily constitutes official notification. See 72 Comp. Gen. 130 (1993).

(2) Must not be made until the employee is transferred back to a CONUS/non-foreign OCONUS area PDS.

(3) Must not be made incident to the transfer to the foreign area PDS, even though the employee is notified at that time that return is not to be to the same PDS after the foreign area assignment completion.

(4) Is not allowed for an employee who returns to the actual residence for separation.

F. Examples. The following are examples drawn from Comptroller General and GSCBA decisions describing circumstances when reimbursement for real estate allowances were and were not allowed.

1. Example 1. An employee transferred from Alaska to a foreign PDS, Singapore, in the Government's interest. The employee sold the Alaska residence after being notified by agency officials that return would not be to Alaska and that return rights would be to the prior position in Savannah, Georgia. Upon completion of the Singapore tour of duty, the employee was transferred back to a prior position which had been relocated to Charleston, South Carolina. Upon the employee's transfer to Charleston, an official station other than the one from which the employee was transferred to the foreign PDS, the employee became eligible for the allowable expenses incurred in the sale of the residence in Alaska since it was sold after the employee had been officially notified that the return would not be to Alaska but to a different duty station in CONUS or non-foreign OCONUS area. See 72 Comp. Gen. 130 (1993). This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/B-249184.htm>.

2. Example 2. An employee assigned at Fort Shafter, Hawai'i, was notified that the employee would be transferred to Fort McPherson, Georgia. In anticipation of the transfer, the employee signed a listing agreement to sell the residence in Hawai'i. However, before the sale, the employee accepted a position in Seoul, Korea, and reported for duty at that duty station. The residence in Hawai'i was sold while the employee was in Korea and the employee requested reimbursement for real estate expenses. The request was denied on the basis of statutory and regulatory provisions that provide that both the old and new duty station must be located within the United States (including non-foreign OCONUS locations) or other named locations for such expenses to be reimbursable. The employee stated that reimbursement was authorized because the position has mandatory mobility, and governing regulations prohibit the employee from staying overseas for more than 5 years. Since the employee would have completed 5 years overseas after the assignment in Korea, it would have been impossible for the employee to return to Hawai'i. The employee was later transferred from Korea to Huntsville,

Alabama. The record contains a memorandum indicating that the employee was advised that the assignment in Korea would be followed by an assignment to Headquarters, which at that time was Alexandria, Virginia, or in the alternative, Huntsville, Alabama, if the function was transferred there. The Comptroller General believed that this constituted official notice to the employee that the employee would not be returning to the old duty station in Hawai'i. The employee sold the residence in Hawai'i after receiving the official notice. The Comptroller General authorized real estate allowances for the sale of the employee's residence in Hawai'i since the criteria enunciated in 72 Comp Gen 130 (1993) was satisfied. The criteria enunciated in that decision are: (1) official notice prior to an overseas assignment that the employee would not be returning to that duty station; (2) sale of the residence after such official notice; (3) an agency regulation that provides that an employee is not to be returned to the old duty station; and (4) the employee's return to another official duty station. See B-255822, 17 May 1994. This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/B-255822.htm>.

3. **Example 3.** An employee who transferred to Brasilia, Brazil from Grand Junction, Colorado, and returned to the former duty station upon completion of the overseas assignment is not authorized reimbursement of expenses incurred in the sale of the Grand Junction residence since return was to the same CONUS duty station. See B-242558, 19 Jun 1991. This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/B-242558.htm>.

4. **Example 4.** (BRAC – Sale of Residence in Anticipation of Transfer). In early July 1993 a civilian employee saw reports in the local media indicating that the base at which employed was on the Base Closure and Realignment Commission (BRAC) list of bases proposed to be closed. Anticipating a transfer to another location, the employee sold a house in Newark, California, on 29 July 1993. The BRAC list, however, did not become final until it was approved by Congress in September 1993. An employee who works at a base scheduled to be closed is permitted to register in the Priority Placement Program (PPP), a program which helps a soon-to-be displaced employee find a new position within DOD. The employee's base was not scheduled to be closed until September 1996, and each employee who worked at that base did not receive permission to enroll in the PPP until October 1994. The employee concerned participated in the PPP in October and was eventually transferred to Jacksonville, Florida. The employee's claim for reimbursement of the expenses incurred ICW the home sale was denied because the sale predated both final approval of the BRAC list and the employee's registration in the PPP. See GSBCA 13699-Relo, 21 March 1997. ***This decision is available at:*** <http://141.116.74.201/regs/comp-gen-dec/GSBCA13699.txt>.

5. **Example 5.** (BRAC – Sale of Residence in Anticipation of Transfer). A DOD civilian employee listed a residence for sale in anticipation that the base at which the employee worked would be closed and went to settlement on the residence before registering with the agency's job placement program. The agency questioned whether the employee may be reimbursed real estate expenses for the sale of the residence based on an agency regulation allowing reimbursement of real estate expenses for an employee who is registered in the placement program. Reimbursement was authorized. Neither the regulation nor the decision, B-249451, 7 January 1993, which is cited in the regulation, requires an employee to be registered in the placement program to receive reimbursement for real estate expenses. Rather, an employee may be reimbursed real estate expenses incurred after an agency has demonstrated a clear administrative intent to transfer the employee and the employee is transferred and signs an employment agreement. Although registration in the agency placement program is evidence of an intent to transfer, an agency may look to all the facts of a particular case to determine whether or not this intent existed. In this case, the employee was acting on information that the base was about to be closed and that an offer to assist him in finding another job would be forthcoming. See B-261836 Date: No Date. ***This decision is available at:*** <http://141.116.74.201/regs/comp-gen-dec/B-261836.txt>.

6. **Example 6.** (BRAC – Sale of Residence ICW Transfer). The employee in this case incorrectly assumed that a BRAC listing constituted official notification that he would be transferred back from a PDS in South Korea to a different PDS in the U.S. other than one in the vicinity of Pueblo, Colorado, from which the employee was transferred to South Korea. As a result the employee believed the

residence could be sold prior to the employee being officially notified of a transfer from South Korea back to the U.S. In 1988, the employee's agency in Pueblo, Colorado, was placed on the BRAC list. On December 10, 1991, the employee was transferred to Camp Humphries in South Korea. In August 1992, the employee sold the house in Pueblo and incurred real estate transaction expenses. In June 1998, the employee was transferred to McAlester, Oklahoma. The employee's agency denied the employee's claim for real estate expenses for residence sale in Pueblo because the residence was sold in 1992, well before official notification of the transfer from South Korea to McAlester, Oklahoma. Under the JTR, an employee is not authorized reimbursement for any expenses of a transaction that occurs prior to official notification that the employee's return would be to a permanent duty station (PDS) other than the one from which the employee transferred to the foreign post of duty. See GSBCA 14889-Relo, 7 April 1999. *The Comptroller General noted in this decision that the PDS includes the residence or other quarters from which the employee regularly commutes to and from work. A base closure would not result in transfer to a PDS other than the one transferred from before the foreign tour of duty, if there were another PDS to which an employee could be assigned within the commuting distance of the employee's last domestic residence. This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA14889.txt>.*

#### G. General

1. Title Requirements. The title to the residence at the old/new PDS, or the interest in a cooperatively owned dwelling or in an unexpired lease, must be:

- a. In the name of the employee alone,
- b. Jointly in the names of the employee and one or more dependent(s), or
- c. Solely in the name of one or more dependent(s).

2. Title Interest Must Have Been Acquired Prior to Transfer Notification. At the old PDS, the employee's property interest must have been acquired prior to the date the employee was officially notified of transfer to the new PDS. In the case of an employee covered by par. C5750-D, the employee's interest must have been acquired prior to the date the employee was officially notified of the foreign area transfer.

- a. Legal Title Interest. Except as in par. C5750-G2b, title to the residence is determined by the name of the party (or parties) on the title document (e.g., the deed).
- b. Equitable Title Interest. An employee, and/or dependent(s), in a situation described below is deemed to have title to the residence whether or not named on the title document.

(1) Title Held in Trust. The property is held in trust and the:

- (a) Property is the employee's residence as described in par. C5750-B2;
- (b) Employee and/or dependent(s) are the only beneficiary(ies) of the trust;
- (c) Employee and/or dependent(s) retain the right to distribute the property for life;
- (d) Employee and/or dependent(s) retain the right to manage the property;
- (e) Employee and/or dependent(s) are the only grantor/settler of the trust, or retain the right to direct distribution of the property upon dissolution of the trust or death; and
- (f) Employee provides the DOD component concerned with a copy of the trust document.

(2) Title Held by Financial Institution. The title is held in the name of a financial institution and the;

- (a) Property is the employee's residence as described in par. C5750-B2;
- (b) Employee and/or a dependent(s) executed a financing agreement (e.g., mortgage) with the financial institution;
- (c) State or local law requires that lending parties take title to perfect (i.e., protect) a security interest in the property, or the financial institution requires that it take possession of title as a condition of the financing agreement; and
- (d) Employee provides the DOD component concerned with a copy of the financing document.

The DOD component concerned may also require that the employee provide proof of state or local laws governing secured credit.

(3) Title Includes an Accommodation Party(ies).

***NOTE: See GSBCA 16938-RELO at <http://www.gsbca.gsa.gov/relo/r1693825.txt>, and GSBCA 16943-RELO at <http://www.gsbca.gsa.gov/relo/r1694311.txt>.***

- (a) An accommodation party is an individual who signs an employee's financing agreement (e.g., a mortgage) to lend a name (i.e., credit) to the arrangement.
- (b) The title is held both in the names of: the employee singularly, or the employee and one or more dependents jointly; or one or more dependents, and an individual (accommodation party) who is not a dependent and the:
  - 1- Property is the employee's residence (see par. C5750-B2);
  - 2- Employee and/or a dependent(s) has the right to use the property and to direct property conveyance;
  - 3- Lender requires signature of the accommodation party on the finance document;
  - 4- Employee and/or dependent(s) is liable for payments under the financing arrangement (e.g., mortgage);
  - 5- Accommodation party's name is on the title;
  - 6- The accommodation party does not have a financial interest in the property unless the employee and/or dependent(s) defaults on the financing arrangement; and
  - 7- Employee provides the DOD component concerned with acceptable accommodation documentation. The documentation may include a copy of the financing document and/or a written statement from the employee certifying that the conditions in par. C5750-G2b(3) apply. The documentation also may include a written statement from the accommodation party certifying no financial interest in the property and any other documentation is required by the DOD component concerned.

(4) Title Held by Property Seller. The title is held in the name of the property seller and the:

- (a) Property is the employee's residence as described in par. C5750-B2;

- (b) Employee and/or dependent(s) have the right to use the property and to direct conveyance of the property;
  - (c) Employee and/or dependent(s) signed a financing agreement (e.g., land contract) with the property seller providing for fixed periodic payments and title transfer to the employee and/or dependent(s) upon completion of the payment schedule; and
  - (d) Employee provides the DOD component concerned with a copy of the financing agreement.
- (5) Other Equitable Title Situations. The title is held both in the names of the employee singularly, or the employee and one or more dependent(s) jointly, or one or more dependents; and an individual who is not a dependent; and:
- (a) The property is the employee's residence as described in par. C5750-B2;
  - (b) The employee and/or dependent(s) has the right to use the property and to direct conveyance;
  - (c) Only the employee and/or dependent(s) has made payments on the property;
  - (d) The employee and/or dependent(s) receives all proceeds from the property sale; and
  - (e) The employee provides documentation acceptable to the DOD component that the above conditions have been met. Such documentation must include financial documents proving that only the employee and/or dependent(s) made payments on the property, and that the employee and/or dependent(s) received all proceeds from the property sale, and any other documentation required by the DOD component concerned.

#### H. Reimbursement

1. Employee Must Actually Incur the Expenses. An employee is reimbursed only for expenses actually incurred and paid by the employee/dependent(s). If any expenses were shared by persons other than the employee/dependent(s), reimbursement is limited to the portion actually paid by the employee and/or dependent(s).
2. Pro Rata Reimbursement. If an employee and/or dependents share title to the residence with others, or if an employee has title interest under par. C5750-G2b, the employee is reimbursed on a pro rata basis to the extent of the employee's actual/deemed title interest in the residence. Additionally, an employee is reimbursed on a pro rata basis in the following situations:
  - a. Multiple Occupancy Dwelling. If the residence is a duplex or another type of multiple occupancy dwelling which is occupied only partially by the employee, or whenever the employee shares responsibility for a leased property (e.g., a shared apartment arrangement), expenses are reimbursed on a pro rata basis.
  - b. Excess Land. The employee is limited to pro rata reimbursement when land, in excess of that which reasonably relates to the residence site, is bought or sold.

I. FTA and HSTA Lease Penalty. For guidance on the lease penalty expense portion of the FTA and HSTA, refer to sections 240 and 250, respectively, of the DSSR as stated in par. C1004.

**C5753 EXCLUSIONS**

The following individuals are not eligible for reimbursement under the provisions of this Chapter, a/an:

1. New appointee assigned to a first PDS;
2. Employee transferred from or to a foreign PDS except for an employee eligible for reimbursement of residence transaction expenses under par. C5750-D;
3. Employee authorized dependents and/or HHG transportation to or from a training location when such transportation is authorized in lieu of per diem or actual expense allowances while at the training location under the provisions of par. C4500;
4. Employee, assigned to an OCONUS post of duty, returning for separation;
5. Employee performing RAT and return to a different PDS located less than 50 miles from the old PDS in a non-foreign OCONUS area. There is authority when return is to a different PDS that is at least 50 miles from the old PDS (see par. C5080-F) and the old and new PDSs are located in a non-foreign OCONUS area; and
6. Employee hired locally at a location in a foreign area upon transfer to a PDS in CONUS or non-foreign OCONUS area.

**C5756 ALLOWABLE EXPENSES FOR SALE OR PURCHASE OF RESIDENCE****A. Reimbursable Expense**

1. Broker's Fees or Real Estate Commission. A broker's fee/real estate commission for services in selling the residence is reimbursable, but not in excess of rates generally charged for such services in the locality of the old PDS. No such fee/commission is reimbursable ICW the new PDS home purchase
2. Other Advertising and Selling Expenses. Costs of newspaper, bulletin board, multiple-listing services, or other advertising for residence sale at the old PDS are reimbursable if the employee has not paid for such services in the form of a broker's fee or real estate agent's commission. Customary costs of appraisal also are reimbursable.
3. Legal and Related Costs. To the extent they are not included in broker's or similar services for which reimbursement is claimed under other categories, the following expenses are reimbursable with respect to a residence sale (if customarily paid by the residence seller at the old PDS) and purchase (if customarily paid by a purchaser at the new PDS). These expenses are payable to the extent they do not exceed amounts customarily charged in the residence locality:
  - a. Searching title, preparing abstract and legal fees for a title opinion, or where customarily furnished by the seller, the cost of a title insurance policy;
  - b. Preparing conveyances, other instruments, and contracts;
  - c. Related notary fees and recording fees;
  - d. Making surveys, preparing drawings or plats when required for legal financing purposes; and
  - e. Similar expenses.

When a single over-all legal fee is charged, that fee may be paid without itemization if it is within the

customary range of locality residence transaction charges (56 Comp. Gen. 561(1977)). Litigation costs are not reimbursable.

#### 4. Miscellaneous Expenses

a. Reimbursable Items. The expenses listed below are reimbursable ICW residence sale (if customarily paid by a seller of a residence at the old PDS) and/or purchase of a residence (if customarily paid by a buyer of a residence at the new PDS), to the extent they do not exceed specifically stated limitations, or in the absence of limitations, amounts customarily paid in the residence locality:

- (1) FHA or VA fee for a loan application;
- (2) Loan origination fees and similar charges such as loan assumption fees and loan transfer fees; (A loan origination fee is a fee paid by a borrower to compensate a lender for administrative-type expenses incurred in originating and processing a loan. Reimbursement for a loan assumption fee, a loan transfer fee, or a similar charge also may be allowed, if it is assessed in lieu of a loan origination fee and reflects charges for services similar to those covered by a loan origination fee. An employee may be reimbursed for these fees in an amount not in excess of 1 percent of the loan amount without itemization of the lender's administrative charges. Reimbursement may exceed 1 percent only if an employee shows by clear and convincing evidence that: (a) the higher rate does not include prepaid interest, points, or a mortgage discount; and (b) the higher rate is customarily charged in the residence locality.);
- (3) Cost of preparing credit reports;
- (4) Mortgage and transfer taxes;
- (5) State revenue stamps;
- (6) Other fees and charges similar in nature to those listed above, unless specifically prohibited in par. C5756-A4b below;
- (7) Charge for prepayment of a mortgage or other security instrument ICW the sale of a residence at the old PDS to the extent the terms in the mortgage or other security instrument provide for this charge; (This prepayment penalty also is reimbursable when the mortgage or other security instrument does not specifically provide for prepayment, provided this penalty is customarily charged by the lender. In this case, the reimbursement may not exceed 3 months' interest on the loan balance.);
- (8) Mortgage title insurance policy paid for by an employee on a residence purchased by the employee for the protection of, and required by, the lender;
- (9) Owner's title insurance policy, provided it is a prerequisite to financing or the transfer of property; or the cost of the owner's title insurance policy is inseparable from the cost of other insurance, which is a prerequisite to financing or the transfer of property;
- (10) Expenses ICW construction of a residence, that are comparable to expenses reimbursable ICW the purchase of an existing residence;
- (11) Expenses ICW environmental testing and property inspection fees when required by Federal, State, or Local law; or by a lender as a precondition to sale or purchase; and
- (12) Environmental protection fee if required as a condition of the mortgage. See GSBICA 16053-Relo, 10 June 03.

b. Non-reimbursable Items. Except as otherwise provided in par. C5756-A4a, the following expenses are not reimbursable:

- (1) Owner's title insurance policy, "record title" insurance policy, mortgage insurance or insurance against loss or damage of property, and optional insurance paid for by an employee ICW the purchase of a residence for the protection of the employee;
  - (2) Interest on loans, points, and mortgage discounts;
  - (3) Property taxes;
  - (4) Operating or maintenance costs;
  - (5) No fee, cost, charge or expense determined to be part of the finance charge under the Truth in Lending Act, Title I, PL 90-321, and Regulation Z issued IAW PL 90-321 by the Board of Governors of the Federal Reserve System, unless specifically authorized in par. C5756-A4a above;
  - (6) Expenses that result from residence construction; and
  - (7) VA funding fee (64 Comp. Gen. 674 (1985)).
5. Losses Due to Prices or Market Conditions. Losses may not be reimbursed when caused by:
- a. Failure to sell a residence at the old PDS at the price asked, or at its current appraised value, or at its original cost;
  - b. Failure to buy a dwelling at the new PDS at a price comparable to the selling price of the residence at the old PDS; or
  - c. Any similar causes.

6. Other Expenses of Residence Sale and Purchase. Incidental charges made for required Services in selling and purchasing residences are reimbursable if they are customarily paid by a seller of a residence at the old PDS or if customarily paid by a purchaser of a residence at the new PDS, to the extent that they do not exceed amounts customarily charged in the locality of the residence.

7. Procedure and Claim Requirements. See par. C5759.

*Effective for an employee whose effective date of transfer is on or after 22 March 1997*

B. Reimbursement Limit. Total reimbursements must not exceed:

1. 10 percent of the actual sale price of the residence at the old PDS, and
2. 5 percent of the purchase price of a residence at the new PDS.

**C5759 REIMBURSEMENT FOR RESIDENCE SALE OR PURCHASE CLOSING COSTS (FTR §302-11.301 and 302)**

A. Application for Reimbursement of Expenses

1. General. To be reimbursed for expenses, an employee must prepare and submit DD Form 1705, Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses. The form details most of the authorized real estate expense items for which reimbursement may be claimed. Amounts claimed must be entered in the appropriate space on the form. Amounts must be supported by documentation,

as prescribed in pars. C5759-A2 and C5759-A3, showing that the employee in fact incurred and paid the expense.

2. Residence Sale. The following supporting documents are required:

- a. Sales agreement;
- b. Property settlement document;
- c. Mortgage document (if prepayment fee is claimed, the document must include the payment terms);
- d. Title document (e.g., the deed) necessary to determine title to the residence as required in par. C5750-G;
- e. Paid invoices or receipts (of \$75 or more) for each additional claimed expense item; and
- f. Property settlement document and approved claim application if there has been a prior claim settlement ICW a residence purchase.

3. Residence Purchase. The following supporting documents are required:

- a. Purchase agreement;
- b. Property settlement document;
- c. Loan closing statement;
- d. Title document (e.g., the deed) necessary to determine title to the residence as required in par. C5750-G;
- e. Paid invoices or receipts (of \$75 or more) for each additional claimed expense item;
- f. Property agreement document and approved claim application if there has been a prior claim settlement ICW a residence sale; and
- g. Finance charge disclosure statement when provided by a lending institution in compliance with PL 90-321 "The Truth in Lending Act."

B. Claim Submission. See DODFMR Vol. 9, Chapter 6, paragraph 610, at [http://www.dod.mil/comptroller/fmr/09/09\\_06.pdf](http://www.dod.mil/comptroller/fmr/09/09_06.pdf).

C. Review and Approval of Reasonable Charges

1. Official Responsible for Review. An official designated by the commanding officer of an activity must review the expenses claimed and the supporting documentation. The reviewing official must determine that the expenses claimed are:

- a. Reasonable in amount, and
- b. Customarily paid by the seller or buyer (as appropriate) in the locality where the property is located.

Any portion of costs determined to be excessive, or for which a satisfactory explanation cannot be obtained, must not be approved. The reviewing official must attach to the application (DD Form 1705)

an explanation regarding any disallowance, reduction, or adjustment of cost items. For approved expense items the reviewing official must indicate the authorized amount, sign the application, and return the entire claim to the official at the employee's new duty station from whom it was received. The official at the new duty station forwards the claim to the appropriate payment official for payment approval. If a reviewing official determines that an application cannot be approved because of incomplete documentation, or other reasons, the reviewing official must return the claim with an explanatory letter to the official at the employee's new PDS from whom it was received. The official at the new duty station must forward the explanatory letter to the employee. The reviewing official may utilize the service of available legal officers in determining whether any claimed expense item is an authorized real estate expense or a finance charge under the Truth in Lending Act (PL 90-321).

2. Assistance. The local real estate association should be contacted for a schedule of typical closing costs for local single family property purchases and sales. These closing costs should be used as guidelines but not as rigid limitations in determining if the expenses claimed are reasonable. The local real estate association also may provide information concerning local real estate transaction custom and practices including information as to which costs are customarily paid by the seller or purchaser and the local terminology used to describe them.

D. Approval of Payment. The approval authority must approve the DD Form 1705 IAW Agency regulations for real estate transactions at the new duty station. When the claimed charges are approved as reasonable and proper, the DD Form 1705, supporting documents, and DD Form 1351-2 are submitted to the travel or claim voucher payment approving official for payment approval and then to the appropriate paying office. The payment approval official may accept the required prior approvals regarding reasonable costs and customary procedure as conclusive but must determine independently if:

1. The total claimed is within prescribed limitations,
2. All the conditions and requirements under which claims may be paid have been met, and
3. The expenses claimed are reimbursable.

E. Privacy Act Statement. The Privacy Act of 1974 (5 USC §552a) is implemented by adding the Privacy Act Statement for "Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses (DD Form 1705). The form may be reproduced locally and made available to the individual supplying the data shown on DD Form 1705. The form also is available for printing and/or downloading from the Internet through the Washington Headquarters Service DOD Forms Program at the following website:  
<http://www.dior.whs.mil/>.

#### **C5762 UNEXPIRED LEASE SETTLEMENT COST REIMBURSEMENT**

A. Allowable Expenses. Expenses (including broker's fees for obtaining a sublease or charges for advertising an unexpired lease) incurred for settling an unexpired lease (including month-to-month rental) on a residence occupied by an employee at the old PDS are reimbursable when:

1. Applicable laws or the lease terms provide for payment of settlement expenses,
2. They cannot be avoided by subleasing or other arrangement,
3. The employee has not contributed to the expense (e.g., by failing to give appropriate lease termination notice promptly after the employee is officially notified of the date of transfer), and
4. The broker's fees or advertising charges are not in excess of those customarily charged for comparable services in that locality.

B. Claim Procedure. An employee must submit a claim IAW directions in the DODFMR, Volume 9 (<http://www.dtic.mil/comptroller/fmr/>) for reimbursement of costs incurred incident to settlement of an unexpired lease. ***Rental penalty cost must not be allowed if, upon official notification of the date of transfer, the employee could have avoided the expense by giving timely notice of intent to vacate.*** Allowable cost items are limited to those payments made by the employee that represent unavoidable expense directly attributable to lease termination prior to the expiration date. The total amount of the expenses must be entered on the voucher. The employee must be prepared to provide the following documentation, a/an:

1. Copy of the lease prescribing penalties or other costs payable if occupancy is terminated prior to the lease expiration date,
2. Statement of the extent of bona fide attempts made to avoid penalty costs if the lease includes a savings provision for subleasing or making other arrangements to avoid penalty costs, and
3. Itemization of expenses and necessary explanations for clarification of penalty costs and paid receipts for each expense item.

***NOTE: For authority to reimburse an employee for a lease penalty expense incurred for early termination of a lease in the U.S. or a foreign area incident to a transfer to or from a foreign area, see DSSR, FTA and HSTA sections 240 and 250, respectively, as stated in par. C1004.***

#### **C5765 RETURN FROM MILITARY DUTY**

See par. C5080-D for PCS allowances, including allowances provided in this Chapter, when an employee is reinstated at a new PDS after return from military duty.

**CHAPTER 7****TRAVEL UNDER SPECIAL CIRCUMSTANCES****PART A: EMPLOYEE OR DEPENDENT DEATH**

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**\*PART A: EMPLOYEE OR DEPENDENT DEATH****FTR Chapter 303, Part 303-70**

*See Chapter 7, Part M for Emergency Visitation Travel (EVT).*

**C7000 GENERAL**

A. Component Responsibility. A DOD Component must provide assistance in arranging, and must pay expenses, for:

1. The preparation and transportation of the remains of an employee who dies while:
  - a. Traveling on official business or on a TDY assignment anywhere in the world, or
  - b. Assigned to an OCONUS PDS or traveling to or from that PDS, or
  - c. Absent from duty as indicted in par. C7015, or
  - d. Reassigned away from the actual residence under a mandatory mobility agreement executed as a condition of employment;
2. The preparation on a reimbursable basis (see par. C7025) and transportation of the remains of a dependent who dies while residing:
  - a. At an employee's OCONUS PDS or while traveling to or from that PDS, or
  - b. Away from the employee's HOR pursuant to a mandatory mobility agreement executed as a condition of employment; and
3. Transportation of the deceased employee's and surviving dependents' baggage, HHG, and POV while assigned:
  - (a) To an OCONUS PDS, or
  - (b) Away from the employee's actual residence pursuant to a mandatory mobility agreement executed as a condition of employment.

B. Application. This Part applies whether or not:

1. An employee's death is work related, and
2. The employee is serving under a service agreement, including a locally hired employee at an OCONUS PDS.

**C7005 RESPONSIBILITY**

A commander, or designee, upon being informed of an employee's death covered by this Part, must immediately:

1. Inform the decedent's next of kin or legal representative of the entitlements under this Part;
2. Render every reasonable assistance in arranging for the preparation and transportation of the remains of the decedent when death occurs during travel status, TDY assignment, or at an OCONUS PDS (or CONUS in the

case of an employee residing away from the HOR pursuant to a mandatory mobility agreement executed as a condition of employment); and

3. Provide necessary assistance for the return of the decedent's dependents' baggage, HHG and POV to the actual residence when the decedent's PDS was OCONUS (or CONUS in the case of an employee reassigned away from the HOR under a mandatory mobility agreement).

Departmental regulations apply with regard to care and disposition of remains of deceased persons, reporting and notification procedure, and disposition of personal property.

#### **C7010 DEATH RELATED TO OFFICIAL DUTY PERFORMANCE**

When an employee's death results from injuries sustained while actually performing official duty, the expenses for preparation and transportation of the remains properly are payable under regulations issued by the Secretary of Labor under authority contained in 5 USC §8134. For further information contact the Department of Labor, Federal Employees' Compensation Division, 200 Constitution Avenue, NW, Washington, DC 20210-0002.

#### **C7015 DEATH DURING AN ABSENCE FROM DUTY**

Death related expenses must be paid for an employee who dies while on leave or on a non-workday while on TDY or assigned at an OCONUS PDS. Payment cannot exceed the amount allowed if death had occurred at the TDY station or the OCONUS PDS.

#### **C7020 PREPARATION OF EMPLOYEE REMAINS**

A. Preparation of Remains. The DOD Component must pay all actual costs including:

1. Embalming or cremation;
2. Necessary clothing;
3. Casket or container suitable for shipment to burial place;
4. Expenses necessary to comply with local laws at the port of entry in the U.S.; and
5. Similar expenses.

B. Transportation of Remains. The DOD Component must pay all actual costs involved in the transportation of remains by common carrier (ordinarily used for transportation of remains), hearse, or other means, or a combination thereof, from the TDY station or OCONUS PDS (or CONUS in the case of an employee reassigned away from the HOR under a mandatory mobility agreement) to the employee's actual residence, PDS, or burial place, including:

1. Movement from place of death to a mortuary and/or cemetery;
2. Shipping permits;
3. Outside case for shipment and sealing of the case if necessary;
4. Removal to and from the common carrier;
5. Ferry fares, bridge tolls; and
6. Similar expenses.

### C. Limitations

1. Costs for an outside case are not authorized when transportation is by hearse.
2. Transportation costs by hearse or other means cannot exceed the common carrier cost ordinarily used for transportation of remains.
3. Transportation costs to burial place cannot exceed transportation costs to the actual residence.

### **C7025 PREPARATION OF THE REMAINS OF AN EMPLOYEE'S DEPENDENT**

A. General. When an employee's dependent dies while residing with an employee stationed OCONUS or while in transit to that PDS, if requested by the employee, the DOD Component concerned must furnish mortuary services and supplies on a reimbursable basis when:

1. Local commercial mortuary facilities and supplies are not available; or
2. The commander determines that the cost of available mortuary facilities and supplies is prohibitive.

B. Reimbursement. Reimbursement for the cost of mortuary services and supplies furnished under par. C7025 are collected and credited to current appropriations available for the payment of these costs.

### **C7030 TRANSPORTATION OF EMPLOYEE REMAINS**

When an employee dies while performing official travel/duties anywhere or while assigned at an OCONUS PDS (or CONUS in the case of an employee reassigned away from the HOR under a mandatory mobility agreement), payment is authorized for the cost of transporting the remains to the employee's actual residence, PDS, or interment place. The transportation cost may not exceed the cost to the actual residence or PDS, whichever is more distant.

### **C7035 TRANSPORTATION OF THE REMAINS OF AN EMPLOYEE'S DEPENDENT**

When an employee's dependent dies while residing with the employee stationed OCONUS or while in transit to the PDS, if requested by the employee the DOD Component must pay the cost for transportation of the dependent's remains to the dependent's actual residence. If the employee elects an alternate destination, which is approved by the commander or designee, expenses paid cannot exceed the cost of transportation to the dependent's actual residence. ***Burial expenses may not be paid when an immediate family member, residing with the employee, dies while the employee is stationed OCONUS.***

### **C7040 TRANSPORTATION OF DEPENDENTS, BAGGAGE AND HHG**

#### A. While Performing Duties OCONUS

1. General. The cost of return transportation of a deceased employee's dependents, baggage, and HHG (and that of the decedent) must be paid when an employee dies at or while in transit to or from the OCONUS PDS (or CONUS PDS in the case of an employee reassigned away from the HOR under a mandatory agreement). Allowable transportation costs must not exceed the costs of returning the dependents, baggage, and HHG from the place where official duties were performed or were to be performed, by the most direct route, to the decedent's actual residence or to any other place the commander concerned or designee designates. ***However, the Government's cost must not exceed the cost of transportation to the decedent's actual residence.***
2. Time Limitation. Travel of the dependents and HHG transportation must begin within 1 year from the date of the employee's death. The commander concerned or designee may grant a one-year extension if requested by the family before the end of the initial one-year limit.

3. Dependent and HHG Transportation. Except for the limitation imposed in par. C7040-A2, dependent and HHG transportation under this Part is provided to the same extent as in par. C5085, for the dependent of an employee eligible for separation travel and transportation from OCONUS duty.

B. While Stationed in CONUS. When an employee stationed in CONUS dies while on TDY, transportation expenses may not be authorized for a dependent or HHG. The deceased employee's baggage at the TDY point must be transported to the employee's PDS or actual residence as determined by the employee's dependents.

#### **C7045 BAGGAGE TRANSPORTATION**

The DOD Component must pay transportation costs to return Government property and the deceased employee's personal baggage to the employee's PDS or actual residence. *Expenses for POC baggage transportation, that would not have been incurred if the baggage had been transported by common carrier, are not reimbursable. Reimbursement for loss or damage to baggage during transit and charges for insurance are not allowed.*

#### **C7050 POV TRANSPORTATION**

Transportation of a POV may be authorized when an employee dies while stationed at an OCONUS PDS or while in transit to/from the PDS. Transportation may be authorized at Government expense, NTE the cost, including overland transportation, from the employee's OCONUS PDS to the employee's actual residence. For transportation to be authorized, a determination must have been made that it was in the Government's interest for the employee to have a POV at the OCONUS PDS. When an employee dies while on TDY in the U.S., the employee's commanding officer or designee may authorize return the transportation expenses for the POV if the employee was authorized to use the POV as being to the Government's advantage while on the TDY assignment (66 Comp. Gen. 677 (1987)).

#### **C7055 PER DIEM TERMINATION**

Authorized per diem terminates at the end of the calendar day on which an employee dies. Any travel expense advance in excess of the earned per diem is subject to collection.

#### **C7060 ESCORT(S) FOR EMPLOYEE REMAINS**

A. Authorization. Escort(s) for an employee's remains may be authorized when an employee's death occurs while:

1. In a travel status away from the U.S. PDS,
2. Performing official duties OCONUS, or
3. In transit to/from OCONUS.

B. Limitations. Travel expenses may be authorized for no more than two escorts.

C. Travel Expenses. Round-trip travel expenses for the escort(s) of the employee's remains may be authorized from/to:

1. The actual residence/PDS of the deceased; or
2. Any other place appropriate for burial as determined by the AO.

D. Travel Authorizations for Escort(s)

1. Government Employee. If an authorized escort is a Government employee, a TDY travel authorization must be issued for travel and transportation at Government expense.

2. Other than Government Employee. If an authorized escort is not a Government employee, an ITA should be issued for travel and transportation at Government expense IAW par. C3106 and Appendix E.

E. Arranging Transportation

1. Government Employee. If an authorized escort is a Government employee, transportation must be arranged IAW par. C2203.

2. Other than Government Employee. If an authorized escort is not a Government employee:

a. The AO should provide transportation through a contract CTO, or

b. *Economy class* transportation may be arranged directly with the common carrier if transportation is not provided by the AO through the contract CTO.

3. Escorts. Family members traveling together as escorts should not be separated.

**C7065 PCS EXPENSES**

A. Employee Dies while in Transit to a New CONUS PDS. A DOD Component must continue payment of PCS expenses for an employee's immediate family when an employee dies while in transit to a new CONUS PDS if the immediate family chooses to continue the PCS and is included on the employee's PCS travel authorization.

B. Employee Dies after Reporting to a New CONUS PDS. A DOD Component must continue payment of PCS expenses for an employee's immediate family when an employee dies after reporting to a new CONUS PDS, but the family was in transit to the new PDS or had not begun en route travel, if the family chooses to continue the PCS and is included on the employee's travel authorization.

C. Authorized Expenses. When the immediate family chooses to continue the PCS, the following expenses must be authorized:

1. Travel to the new PDS;
2. Travel to an alternate destination, selected by the immediate family, NTE the remaining constructed cost of travel to the new PDS;
3. TQSE for NTE 60 days, to be paid at the per diem rate for an unaccompanied spouse and immediate family;
4. HHG and POV shipment to the/an:
  - a. New PDS,
  - b. Old PDS, or
  - c. Alternate destination selected by the immediate family.

HHG and POV shipment costs may not exceed the constructed cost of transportation between the old and new PDSs;

5. HHG storage for NTE 90 days;
6. Reimbursement of real estate expenses incident to the PCS.

**C7070 PAYMENT**

Payment for allowable expenses may be made directly to the person performing the services or by reimbursement to any person making the original payment. Claims for reimbursement must be supported by required receipts. Payment should be made IAW financial management procedures.

**C7075 PAYMENT PROHIBITION WHEN OTHER LAWS APPLY**

Payment of allowances provided in this Part is prohibited if any other law of the U.S. authorizes payment. However, the allowances provided by this Part may not be denied because the deceased employee is eligible for burial benefits as a veteran of the Armed Forces of the U.S.

**C7080 EXPENSES INCIDENT TO DEATH OF AN EMPLOYEE SERVING IN A CONTINGENCY OPERATION**

In addition to the allowances in this Part for the preparation and transportation of an employee's remains, the DOD Component concerned may pay the following expenses incident to the death of an employee who dies while serving with the Armed Force in a contingency operation (see Appendix A):

1. Round trip transportation and associated per diem for one person to escort the employee's remains to the place authorized in par. C7030;
2. Presentation of a U.S. flag to the employee's next of kin;
3. Presentation of a flag of equal size to the flag presented under par. C7080-2 to the employee's parents(s), if the person to be presented a flag under par. C7080-2 is other than the employee's parent.

**\*CHAPTER 7****\*PART B: MISSING PERSONS CASES****C7085 GENERAL**

A. General. Transportation at Government expense is authorized for dependents, HHG, and personal effects of an employee who is officially reported as dead, injured, or missing for a period of 30 or more days, interned in a foreign country, or captured by a hostile force, provided the requirements in par. C7050-B are met.

B. Requirements. Transportation, IAW par. C7050-A, is authorized provided the employee:

1. Is a U.S. citizen/national or an alien who has been admitted to the U.S. for permanent U.S. residence,
2. Is not part-time or intermittently employed or in a category of native labor casually hired on a hourly or per diem basis,
3. Has residence at/in the vicinity of the place of U.S. employment or in a foreign country and is not living there solely as a result of the employment (5 USC §5564).

**C7090 CONDITIONS**

A. Dependent Defined. For the purpose of this Part, the term dependent includes a/an:

1. Lawful spouse,
2. Unmarried child under 21 years of age,
3. Dependent stepchild or adopted child under 21 years of age, or such dependent as has been designated in official records, or
4. Individual determined to be dependent by the Department head or designated representative.

B. HHG and Personal Effects Transportation. HHG and personal effects, within the allowable weight limits in Chapter 5, Part D may be transported.

C. POV Transportation. One POV may be transported if the vehicle is located OCONUS. See Chapter 5, Part E.

D. Travel and Transportation Allowed. Travel and transportation is allowed to an employee's actual residence or other place authorized/approved by the Department head.

E. Employee in an Injured Status. When an employee is in an "injured" status, the movement of dependents, HHG and personal effects may be authorized only if the anticipated hospitalization/treatment period is expected to be of long duration.

**C7095 RESPONSIBILITY**

The commander of an activity, having jurisdiction over the employee concerned, is responsible for taking necessary action, including administrative determinations, obtaining authorizations/approvals required in applicable departmental regulations, and issuing travel authorizations.

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**\*CHAPTER 7****\*PART C: CIVILIAN ESCORTS AND ATTENDANTS****C7100 ESCORT FOR UNIFORMED SERVICE MEMBER'S DEPENDENTS (10 USC §1036)**

A civilian employee, who performs authorized travel as an escort for a Uniformed Service member's dependents who are authorized transportation under JFTR, par. U5240-C, U5241-D, U5242, U5243-C, U6004, or U6053, is authorized round-trip travel and transportation allowances. The employee must have a TDY travel authorization. Par. C7100 must be cited as authority on the travel authorization for an escort to perform necessary travel per JFTR, par. U7551. The transportation mode and routing must be IAW Chapter 2. Another civilian must be issued an ITA (App E, Part I, par. A2I). Travel and transportation allowances authorized by par. C7100 may be paid in advance IAW the DOD Component's policy.

**C7105 ATTENDANT FOR UNIFORMED SERVICE MEMBER'S DEPENDENTS (10 USC §1040)**

A civilian employee, who performs authorized travel as an attendant for a Uniformed Service member's dependents who are authorized transportation to or from a medical facility under JFTR, par. U5240-C, is authorized round trip travel and transportation allowances. The employee must have a TDY travel authorization. Par. C7105 must be cited as authority on a travel authorization authorizing an attendant to perform necessary travel per JFTR, par. U5240-C. The transportation mode and routing must be IAW Chapter 2. Another civilian must be issued an ITA (App E, Part I, par. A2e) and is authorized the same travel and transportation allowances as a DOD civilian employee. See JFTR, par. U7554. Travel and transportation allowances authorized by par. C7105 may be paid in advance IAW the DOD Component's policy.

**C7110 ATTENDANT/ESCORT FOR A UNIFORMED SERVICE MEMBER, ON THE TDRL, REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATIONS**

A DOD civilian employee may be authorized TDY travel as an attendant/escort for a Uniformed Services member who is on the TDRL and who is also required to submit to periodic physical examinations. See JFTR, par. U7251-A. A DOD civilian employee traveling as an attendant/escort is authorized round trip travel and transportation allowances. The transportation mode and routing must be IAW Chapter 2. The travel-directing organization funds the DOD employee's travel. A non-DOD Government employee who is assigned as an attendant/escort under a TDY travel authorization is authorized the allowances prescribed in the regulations issued by the agency funding the travel. Another civilian travels under an ITA (App E, Part I, par. A2e) and is authorized the same travel and transportation allowances as a DOD civilian employee. See JFTR, par. U7250-D3.

**C7115 ATTENDANT/ESCORT FOR AN ACTIVE DUTY UNIFORMED SERVICE MEMBER (PATIENT)**

A. DOD Civilian Employee. A DOD civilian employee, who performs authorized travel under a TDY travel authorization as an attendant/escort for an active duty Uniformed Service member (patient) who is not physically capable of traveling without an attendant/escort (JFTR, par. U7252-A), is authorized round trip travel and transportation allowances. See JFTR, par. U7250-C.

B. Non-DOD Government Employee. A non-DOD Government employee assigned TDY as an attendant/escort is authorized the allowances prescribed in the regulations issued by the agency funding the travel.

C. Another Civilian. Another civilian travels under an ITA (App E, Part I, par. A2e) and is authorized the same travel and transportation allowances as a DOD civilian employee. See JFTR, par. U7250-D3.

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**\*CHAPTER 7****\*PART D: PRE-EMPLOYMENT INTERVIEW TRAVEL (FTR §301-75)****C7150 APPLICABILITY**

A. Application. This Part applies to an interviewee. As used in this Part, an "interviewee" is an individual being considered for employment by a DOD Component.

B. Policy. Unless otherwise stated, the allowances established in this Part for an interviewee are the same as those available to a DOD employee traveling on official Government business. However, a DOD Component is not required to offer all allowances to each interviewee. See par. C7165-B.

**C7155 AUTHORIZATION**

A. Payment Authority. A DOD Component may pay allowable pre-employment interview travel expenses (as defined in par. C7165) for individuals eligible under par. C7155-B.

B. Eligibility. Each DOD Component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses. OPM qualification criteria guidelines for agencies are found in 5 CFR Part 572.

**C7160 RESPONSIBILITIES****A. DOD Component Responsibilities**

1. General. A DOD Component must adhere to the general travel authorization policies and practices in this Volume.

2. Authorization Limitation. Pre-employment interview travel may be authorized only on a trip-by-trip basis. *A limited or unlimited open authorization must not be used for pre-employment interview travel.*

3. DOD Component Responsibility to Inform an Interviewee of DOD Travel Policies. A DOD Component must communicate DOD travel rules and procedures to an interviewee. The DOD Component should ensure the interviewee understands how travel reimbursements are calculated. The DOD Component also should provide assistance to the interviewee in travel voucher preparation.

4. Payment of Pre-employment Travel Expenses to Defray Unauthorized PCS Expenses. A DOD Component must not authorize pre-employment interview travel expense reimbursement to help defray PCS expenses that are not allowable for a new appointee under par. C5080-B5. For example, a DOD Component may not pay pre-employment travel expenses under this Part so that an interviewee/new appointee may look for a house at the prospective first PDS.

**B. Interviewee Responsibilities**

1. General. The interviewee is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.
2. Travel Agency Use. Tickets should be provided by the interviewing DOD Component. However, the interviewing DOD Component may authorize the interviewee to obtain tickets directly from a CTO or TMC under contract to the Government.
3. Contract Carriers Use. An interviewee is a mandatory user of the Government's city pair airfares with airlines and Amtrak and is bound by rules outlined in Chapter 2, Part E.
4. Interviewee's Potential Liability Notice. The interviewee is accountable for all transportation tickets and Government-procured transportation documents issued for use in performing pre-employment interview travel. A DOD Component must provide written instructions to the interviewee at the time a travel authorization is issued explaining the component's administrative procedures for controlling and accounting for passenger transportation documents. If the interview trip is canceled or rescheduled after tickets (or Government-procured transportation documents) are issued to the interviewee, the interviewee is liable for the value of the tickets issued. This responsibility ends when all ticket coupons either have been used for pre-employment interview travel or otherwise have been accounted for properly. A statement to this effect must be incorporated on the travel authorization, or issued as a "Notice to Traveler" and attached to the ticket or transportation document when issued to the interviewee. The interviewee and the interviewing DOD Component are bound by the same rules that apply to an employee traveler and DOD Component in par. C2201.
5. Billing Information for Ticket Exchanges. If an interviewee exchanges a ticket for one of lesser value, the carrier should issue a receipt or a ticket refund application and is required to make refund directly to the appropriate DOD Component billing office. To facilitate this refund procedure, a DOD Component must provide an interviewee with a "bill charge to" address by attaching a copy of the transportation document or some other document containing this information to either the ticket or travel authorization as provided in 41 CFR §101-41.210-1.

**C7165 REIMBURSEMENT****A. Allowable Expenses**

1. Expense Limitation. A DOD Component may pay to or on behalf of an interviewee the same allowable travel expenses authorized for a DOD employee traveling on official business, except for the expenses listed in par. C7165-B.
2. Expense Amount. A DOD Component may pay all or part of pre-employment travel expenses. A DOD Component electing to pay only per diem or only common carrier transportation costs must pay the full amount, for the selected expenses, authorized for a DOD employee.

B. Expenses Not Allowed. A DOD component must not pay expenses for:

1. Communication services use for purposes other than communication directly related to travel arrangements for the Government interview; and
2. Hire of a room as defined in App G, Part I, Item 21e.

### **C7170 FUND SOURCE**

A. Travel Expense Payment

1. Transportation Expenses by Common Carrier, other than Local Transportation. Interviewee transportation by common carrier, other than local transportation, must be paid for through the use of a Government-procured transportation document or a centrally-billed account. Common carrier transportation includes air, bus and rail.
2. Other Authorized Expenses. The DOD Component must reimburse the interviewee for allowable travel expenses upon submission and approval of a travel voucher.

B. Sources Not Allowed

1. GTCC. A GTCC, issued to an individual employee, may not be used for pre-employment interview travel. However, a CBA may be used to pay the interviewee's allowable transportation expenses.
2. Travel Advances. *An interviewee must not be issued a travel advance.*
3. Travelers Checks. *Government contractor-issued travelers' checks may not be used for pre-employment interview travel.*

### **C7175 REIMBURSEMENT CLAIM**

A. Fraudulent Claim. Requirements regarding payments when expense(s) are suspected of being fraudulent are addressed in DODFMR, Vol. 9 or appropriate Service regulations for non-DOD Services. AEA denial for an entire day on which a suspected expense is claimed is per the DODFMR. If payment is made before discovery of a suspected falsified expense, the DODFMR prescribes any requirement for the traveler to reimburse the Government (57 Comp. Gen. 664 (1978) and 61 id. 399 (1982)).

B. Receipt and Record Maintenance. Each interviewee authorized to travel should keep a record of expenditures properly chargeable to the Government. Although receipt requirements vary with the reimbursement method, it is prudent for an interviewee to retain all receipts until reimbursement claims are settled. The DOD Component should alert the interviewee to such requirements.

C. Travel Voucher Preparation and Submission

1. Interviewee Responsibility. An interviewee is responsible for preparing and submitting a travel voucher. The DOD Component should assist in the process.
2. Administrative Procedures. Each DOD component must prescribe the administrative procedures, consistent with those in DODFMR, Vol. 9, for an interviewee to follow in submitting a travel voucher.

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**\*CHAPTER 7****\*PART E: TRAVEL AT NO EXPENSE TO THE GOVERNMENT****C7200 GENERAL**

A. Policy. When travel at Government expense is not authorized, an employee may agree to pay all expenses for attendance at a technical, professional, scientific, or other similar organization meeting. See par. C1050-B for policy on travel at Government expense.

B. Employee Status. An administrative determination must be made IAW civilian personnel policy to determine if the employee is in a duty or leave status. ***If the employee is in a duty status, a TDY travel authorization must be issued. If the employee is in a leave or other non-duty status, a travel authorization must not be issued.***

C. Travel Documentation. Any travel documentation provided to the traveler must indicate that:

1. Attendance at the event is in the DOD's interest, but travel is at no expense to the Government and no per diem or other reimbursement is authorized;
2. Travel is at the traveler's request and no accounting information is to be placed on the travel documentation; and
3. The traveler may choose, without penalty, not to perform the travel.

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**\*CHAPTER 7****\*PART F: REPATRIATION TRANSPORTATION****C7250 FOR OTHER THAN ARMY CIVILIAN MARINE PERSONNEL**

A. Conditions. An employee assigned to an OCONUS PDS, who loses eligibility for transportation at Government expense through violation of a service agreement, may be authorized Government transportation for the employee and family members if all of the following conditions exist:

1. The employee was transported to the OCONUS PDS at Government expense,
2. The employee's actual residence is in the U.S.,
3. The travel begins at the OCONUS PDS where eligibility is lost for transportation at Government expense and the destination is in the U.S.,
4. 90 or fewer days have elapsed since transportation eligibility loss,
5. Commercial transportation facilities are not available from the OCONUS PDS within 30 days after transportation eligibility loss,
6. Government transportation facilities (AMC or MSC) are available to the U.S., and
7. Repatriation is necessary to prevent the employee from becoming a charge of the host country or it is otherwise determined to be in the Government's interest.

B. Reimbursement Requirement. The employee concerned is required to pay the transportation charges from personal funds at the time of booking passage. The transportation cost is the International Rate Book Tariff rate when travel is by airlift service (AMC) or the revenue tariff rate in the MSC tariff manual when travel is by MSC.

**C7255 FOR ARMY CIVILIAN MARINE PERSONNEL**

A. Coverage. Par. C7255 applies to the repatriation of a U.S. citizen civilian marine employee of the Department of the Army who has been left ashore in an outport in the course of employment with no advance arrangements for return to the ship or home port. Repatriation includes all actions taken to aid a civilian marine employee, or former marine employee, who is left in an outport. Repatriation does not cover ordinary TDY, PCS, or other travel conditions under an agreement. ***These provisions do not apply to a local marine employee in an OCONUS area who is employed under a labor contract or a civilian marine employee paid under native wage scales.*** The OCONUS command concerned repatriates such an employee under local law and local prevailing maritime practice.

**B. Classes I and II Repatriates**

1. General. Repatriates are designated class I or II by the repatriating authority (ordinarily the Army Port Commander) by the definitions contained in pars. C7255-B2 and C7255-B3.
2. Class I Repatriate. A Class I repatriate is a civilian marine employee who has been left in an outport as a result of employee action not based on the employee's misconduct or negligence. This includes an employee left ashore as a result of a sudden, unannounced change in the ship's schedule, an employee hospitalized or put ashore for outpatient treatment as a result of disability incurred in the service of the ship, and an employee put ashore as a result of shipwreck.
3. Class II Repatriate. A Class II repatriate is a civilian marine employee or former employee who has been left in an outport because of the employee's own negligence, misconduct, or desire to leave employment. This includes an employee hospitalized as a result of misconduct disability, an employee who has deserted the ship, and an employee detained by police authorities.

**C. Assistance Furnished**

1. General. Civilian marine personnel designated as class I or II repatriates may be furnished assistance under pars. C7255-C2 and C7255-C3 to rejoin their ships or other Army civil service manned ships, to return to their home ports, or return to CONUS ports, as appropriate.
2. Class I Repatriate. If a Government civil service manned ship is not available for the transportation of a class I repatriate, a travel authorization may be issued providing travel and transportation.
3. Class II Repatriate. Generally, transportation is provided a class II repatriate as an unpaid crew member (workaway) of an Army ship. See appropriate personnel directives regarding a workaway's status as filling a vacancy on a manning scale and/or wages. See appropriate personnel directives regarding a class II repatriate's duty performance requirements. See appropriate personnel directives to determine if a workaway is to be assigned day work in the department of the workaway's rating and be subsisted and quartered with the crew. Transportation in an Army ship and subsistence and quarters in kind furnished to a workaway are at no cost to the Government, even if the workaway is disabled and cannot perform work. If the class II repatriate cannot be repatriated as a workaway, Government funds may not be used for travel and transportation unless the individual is destitute. In such cases of destitution, all Government funds spent must be recovered through appropriate collection procedures, including deductions from compensation due.

**\*PART G: THREATENED LAW ENFORCEMENT OFFICERS (FTR §301-31)****C7300 GENERAL**

The heads of a DOD Component may authorize/approve certain travel and transportation expenses for a threatened individual (as provided in par. C7305) whose life is in jeopardy as a result of the employee's assigned duties and who, as a protective measure, is moved to temporary living accommodations at or away from the PDS.

**C7305 ELIGIBILITY**

An employee (as defined in App A) who serves in a law enforcement, investigative, or similar capacity and members of their immediate families (as defined in App A) are eligible for the allowances under this Part when, because of the employee's assigned duties, the employee is found to be in a life-threatening situation. When warranted by the circumstances of a particular situation, a DOD Component may include other members of an employee's extended family and the family of the employee's spouse. In using this authority and deciding each case, the DOD Component must evaluate the extent of the danger and the employee's relationship to, and the degree of responsibility for, the individual(s) involved in the situation. For the purpose of this Part, "employee" also includes a Federal employee and another person cross-designated as an employee for a specific investigational purpose. A member of such employee's immediate family also is eligible. The employing DOD Component must be the DOD Component to whom the employee was assigned at the time of the threat.

**C7310 POLICY**

The authority in par. C7300 is to be given priority consideration when the life-threatening situation is expected to be of temporary duration, ordinarily 60 or fewer days, and the only feasible alternative is to transfer the employee to a new PDS. The head of a DOD Component must make the final decision as to how long such payments continue based on the specific nature and potential duration of the life-threatening situation and the alternative costs of a PCS.

**C7315 DELEGATION OF AUTHORITY**

The head of a DOD Component may delegate the authority to authorize/approve payment of allowable subsistence and transportation expenses for the use of temporary living accommodations by eligible individuals. The delegation of authority must be held to as high an administrative level as practicable to ensure proper review of the circumstances surrounding the need to take protective action by moving an eligible individual from home.

**C7320 PROCEDURES FOR EVALUATING RISK TO A THREATENED INDIVIDUAL**

When a situation occurs that appears to be life-threatening, the head of the DOD Component is responsible to take any appropriate action necessary to protect the eligible individual(s), including removal from home. The head of the DOD Component must immediately inform the Criminal Division of the Department of Justice (DOJ), IAW DOJ regulations, of the threat. The name of each person involved and other pertinent details must be provided to DOJ to enable DOJ to assist the DOD Component in determining the degree and seriousness of the threat. The DOJ should investigate the situation promptly, and within 7 days advise the head of the DOD Component of the seriousness of the threat and recommend a course of action. The head of the DOD Component, however, ultimately is responsible for deciding in each individual case. The decision should be based on an assessment of the situation and the advice of the Justice Department as to whether or not protective action should be initiated, or continued if already undertaken, and the amount of subsistence and transportation expenses that should be authorized/approved. At 30-day intervals the head of the DOD Component must apprise DOJ of the situation for reevaluation and consider DOJ's recommendation in approving any further extensions of the time.

**C7325 ELIGIBILITY CONDITIONS AND LIMITATIONS**

A. Limits on Duration of Temporary Living Accommodations. Subsistence payments may begin as soon as the head of the DOD Component decides to invoke the provisions of this Part. Ordinarily, subsistence payment may be allowed for 60 or fewer days. The DOD Component may, however, approve extensions of the time as provided in par. C7320. If the threatened individual was directed to move into temporary accommodations during DOJ's initial

7-day evaluation period, subsistence payments for this period may be allowed, even if DOJ advises that the threat is not serious or no longer exists and the head of the DOD Component decides to return the individual home. When the total period of necessary temporary living accommodations occupancy is expected to exceed 120 days, the head of the DOD Component should permanently relocate the employee if PCS would be advantageous, given the specific nature of the threat, the continued disruption of the family, and the costs of a PCS.

B. Temporary Living Accommodations Location. The temporary living accommodations may be located wherever circumstances warrant. When justified, the employee and immediate family members may occupy temporary living accommodations at different locations. The head of the DOD Component designates the appropriate location(s).

### **C7330 SUBSISTENCE PAYMENTS**

A. Expenses Covered. Payment under this Part is intended to cover only reasonable and necessary actual subsistence expenses incurred incident to temporary living accommodations occupancy. Subsistence payments under this Part ordinarily are limited to the cost of lodgings. However, subsistence payments also may include expenses for restaurant meals and the related fees and tips, certain other food expenses, laundry, and cleaning and pressing of clothing. Since these expenses are incurred in day-to-day living, they ordinarily are the employee's responsibility. Subsistence expenses for other than lodging may be authorized only when the temporary living accommodations do not have a kitchen or laundry facilities or other extenuating circumstances necessitate payment. Subsistence payments for expenses other than lodging must be held to the minimum necessary to cover excess costs.

B. Allowable Lodging Costs. The same costs allowed in par. C4555 for TDY lodging facilities may be allowed for temporary living accommodations under this Part.

C. Allowable Meal Expenses. *Under the criteria in par. C7330-A, above, expenses for groceries purchased for consumption in temporary accommodations containing cooking facilities ordinarily are not allowable.* When cooking facilities are not available, however, and it is necessary to obtain meals in a restaurant, the excess costs of such meals relative to the family's estimated daily food expenditures in the home environment may be an allowable expense.

#### D. Maximum Allowable Amount

1. Computation Method. The head of the DOD Component may approve the actual amount of allowable expenses incurred in each 30-day period (or fraction thereof) up to a maximum amount based on the daily limitations calculated under par. C7330-D2 below, multiplied by 30 (or the actual number of days used if fewer than 30). The daily actual subsistence expenses, required to be itemized under par. C7330-E, are totaled for each 30-day period (or fraction thereof) and compared with the maximum allowable for the particular period under par. C7330-D2 below.

2. Daily Limitations. The maximum subsistence payment amount for each 30-day period (or fraction thereof) is based on daily limitations calculated as provided in pars. C7330-D2a, C7330-D2b, C7330-D2c, C7330-D2d and C7330-D2e. If subsistence payments are authorized only for lodging costs, the daily limitations must be reduced to appropriate amounts.

a. For the Employee or Unaccompanied Spouse. For the employee or unaccompanied spouse (one who necessarily occupied temporary accommodations without the employee or in a location separate from the employee) the daily limitation shall be an amount set by the head of the DOD Component. This amount shall not exceed the applicable maximum per diem rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the temporary living accommodations location.

b. For the Spouse. For the spouse accompanied by the employee, the daily limitation for the spouse must not exceed 75% of the employee's daily limitation established in par. C7330-D2a.

c. For Each Family Member Age 12 or Older. For each other member of the employee's immediate family who is age 12 or older, the daily limitation must not exceed 75% of the daily limitation established in par. C7330-A.

d. For Each Family Member under Age 12. For each member of the employee's immediate family who is under age 12, the daily limitation must not exceed 50% of the daily limitation established in par. C7330-A.

e. For Each Family Member Who Occupies Lodgings Separately. For each member of the immediate family who necessarily occupied temporary living accommodations without, or at a location separate from, either the employee or the spouse, the DOD Component may establish an appropriate daily limitation within the limitation in par. C7330-A.

E. Itemization and Receipts. The actual expenses must be itemized in a manner described by the head of the DOD Component that permits, at a minimum, a review of the amounts spent daily for (a) lodging, (b) meals, and (c) other allowable items of subsistence expenses. See par. C7330-A. See par. C1310 for receipt requirements. ***NOTE:*** *Travelers are advised to retain ALL receipts for tax or other purposes.*

#### **C7335 TRANSPORTATION TO AND FROM A LOCATION AWAY FROM THE EMPLOYEE'S DESIGNATED DUTY STATION**

The head of the DOD Component may approve the payment of transportation expenses when a situation described in par. C7300 requires the employee and/or members of the employee's immediate family to be temporarily relocated to a place away from the employee's designated PDS. Transportation to and from such location must be IAW Chapter 2 unless the head of the DOD Component specifically authorizes/approves a deviation from Chapter 2 for security reasons. The documentation provisions in par. C7340 govern in such instances.

#### **C7340 AUTHORIZATIONS AND CLAIMS PAYMENT**

The heads of a DOD Component must establish specific administrative procedures for issuing travel authorizations and for payment of claims arising from the unique situations covered by this Part. If documentation might compromise the security of any individual involved, the head of the DOD Component may waive all but absolutely essential documentation requirements.

#### **C7345 FUNDS ADVANCES**

Funds may be advanced for travel and transportation expenses covered under this Part under policies and procedures prescribed by the head of the DOD Component IAW the provisions of Chapter 1, Part C. Any advance is for no more than a 30-day period. The advance amount must not exceed an amount based on the daily limitations established under par. C7330-D2.

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**\*PART H: EMERGENCY TRAVEL AND TRANSPORTATION OF EMPLOYEE DUE TO ILLNESS OR INJURY OR A PERSONAL EMERGENCY SITUATION WHILE TDY (FTR §301)**

*See Chapter 7, Part M for Emergency Visitation Travel (EVT)*

**C7350 GENERAL**

Travel and transportation expenses may be allowed as provided in this Part when an employee discontinues or interrupts a TDY travel assignment before completion because of incapacitating illness or injury or a personal emergency situation. See par. C7500 for Health Care Travel and Transportation Allowances for Employees assigned at PDS outside the U.S. ***NOTE: Government-funded emergency leave transportation from the PDS is NOT authorized.***

**C7355 DOD COMPONENT RESPONSIBILITY/AUTHORITY DELEGATION**

A DOD Component may authorize/approve reimbursement for transportation and per diem expenses under this Part based on the exigencies of the employee's personal situation and the component's mission. The head of a DOD Component may delegate its authority under this Part. Such delegation must be held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances surrounding the need for emergency travel.

**C7360 EMPLOYEE RESPONSIBILITY AND DOCUMENTATION**

As soon as an employee is incapacitated by illness or injury or informed of an emergency situation that necessitates discontinuance or interruption of the TDY assignment, the employee should attempt to contact the travel-approving official for instructions. If timely contact cannot be made, payments may be approved after the travel has been performed.

**C7365 DEFINITIONS**

As used in this Part, the following definitions apply.

A. Official Station/PDS. "Official station/PDS", in addition to the Appendix A definition, also refers to the home or regular business place as it pertains to experts and consultants described in 5 USC §5703.

B. Alternate Location. An alternate location" is a destination, other than the employee's official station or the point of interruption, where necessary medical services or a personal emergency situation exists. In the case of an employee's illness or injury, the nearest hospital or medical facility capable of treating the illness or injury is not an alternate location.

C. Employee's Incapacitating Illness or Injury. For purposes of this Part, an "incapacitating illness or injury" is one that occurs suddenly for reasons other than the employee's own misconduct and renders the employee incapable of continuing, either temporarily or permanently, the travel assignment. A sudden illness or injury may include a recurrence of a previous medical condition thought to have been cured or under control. The illness or injury may occur while the employee is at, or en route to or from, a TDY location.

D. Family. “Family” means those dependents defined in Appendix A who are members of the employee's household at the time the emergency situation arises. For compassionate reasons, and when warranted by the circumstances of a particular emergency situation, a DOD Component may include other members of an employee's extended family and the family of the employee's spouse. Individuals named in Appendix A who are not dependents of the employee or members of the employee's immediate household fall within this group. In using this authority and deciding each case, a DOD Component must evaluate the extent of the emergency and the employee's relationship to, and the degree of responsibility for, the individual(s) involved in the emergency situation.

E. Personal Emergency Situation. “Personal emergency situation” means the death or serious illness or injury of a member of the employee's family. It also means a catastrophic occurrence or impending disaster such as a fire, flood, or act of God that directly affects the employee's home at the official station or the family and occurs while the employee is at, or en route to or from, a TDY location.

F. Serious Illness or Injury of Family Member. “Serious illness or injury of a family member” means a grave, critical, or potentially life-threatening illness or injury. It includes a sudden injury such as an automobile or other accident where the exact extent of injury may be undetermined but is thought to be critical or potentially life threatening, based on the best assessment available. It also includes other situations involving less serious illness or injury of a family member in which the employee's absence would result in great personal hardship for the immediate family.

G. Fire, Flood, or Act of God. Fires or floods may be due to natural causes or human actions (e.g., arson) or other identifiable causes. Act of God means an extraordinary happening by a natural cause (as fire, flood, tornado, hurricane, earthquake, or other natural catastrophe) for which no one is liable because experience, foresight, or care could not prevent it.

#### **C7370 EMPLOYEE'S INCAPACITATING ILLNESS OR INJURY**

When an employee interrupts or discontinues a travel assignment because of an incapacitating illness or injury (as defined in par. C7365-C), transportation expenses and per diem may be allowed to the extent provided below.

A. Per Diem Continuation at the Interruption Point. An employee who interrupts the TDY assignment because of an incapacitating illness or injury, and takes leave of any kind, is authorized a TDY per diem allowance, as appropriate. The per diem must not exceed the maximum rates in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the location at which the interruption occurs. Such per diem may be continued for a reasonable period, ordinarily NTE 14 calendar days (including fractional days) for any one absence. However, the DOD component may authorize/approve a longer period if justified by the circumstances of a particular case. The interruption point may include the nearest hospital or medical facility capable of treating the employee's illness or injury. Per diem is not allowed while an employee is confined to a hospital or medical facility that is within proximity of the PDS or that is the same one to which the employee would have been admitted to if the illness or injury had occurred while at the PDS.

1. Receipt of Payments from other Federal Sources. If, while in a travel status under circumstances described in par. C7370-A, the employee receives hospitalization (or is reimbursed for hospital expenses) under any Federal statute (including hospitalization in a Department of Veterans Affairs or military hospital) other than 5 USC §8901-8913 (Federal Employees Health Benefits Program), the per diem allowance for the period involved must not be paid or, if paid, must be collected from the employee.

2. Documentation and Evidence of Illness. The type of leave and its duration must be stated on the travel voucher. No additional evidence of the illness or injury need be submitted with the travel voucher. The evidence filed with the DOD component concerned, as required by that component under the annual and sick leave regulations of the Office of Personnel Management, suffices.

**B. Return to Official Station or Home**

1. **General.** When an employee discontinues a TDY assignment before its completion because of an incapacitating illness or injury, expenses of appropriate transportation and per diem while en route must be allowed for return travel to the official station. Return travel may be from the interruption point or other point where the per diem allowance was continued as provided in par. C7370-A. If, when the employee's health has been restored, the DOD component decides that it is in the Government's interest to return the employee to the TDY location, such return is a new travel assignment at Government expense.

2. **Employee's Attendant or Escort.** Transportation expenses, but not per diem, are allowed for an attendant or escort for an employee on TDY who becomes ill or is injured. An attending physician must certify that it is medically necessary for the employee to be accompanied by an attendant or escort. Transportation expenses allowed for the attendant or escort are the round trip transportation between the PDS and the TDY station or one-way transportation between those points, as appropriate (B-169917, 13 July 1970).

**C. Travel to an Alternate Location and Return to the TDY Assignment**

1. **Conditions and Allowable Expenses.** When an employee, with the approval of an appropriate DOD component official, interrupts a TDY assignment because of an incapacitating illness or injury, takes leave for travel to an alternate location to obtain medical services, and returns to the TDY assignment, reimbursement for certain excess travel costs may be allowed as provided in par. C7370-C2. The nearest hospital or medical facility capable of treating the employee's illness or injury is not an alternate location. See par. C7365-B.

2. **Excess Cost Calculation.** The reimbursement that may be authorized/approved under par. C7370-C1 is the excess (if any) actual travel costs, from the interruption point to the alternate location and return to the TDY assignment, that exceed the constructed cost of round-trip travel between the PDS and the alternate location. The actual travel cost is the transportation expenses incurred and en route per diem for the travel as actually performed from the interruption point to the alternate location and from the alternate location to the TDY assignment. ***No per diem is allowed for the time spent at the alternate location.*** The constructed travel cost is the sum of transportation expenses the employee reasonably would have incurred for round-trip travel between the PDS and the alternate location (had the travel begun at the official station) plus TDY per diem for the appropriate en route travel time. The excess cost that may be reimbursed is the difference between the two calculations.

**C7375 PERSONAL EMERGENCY SITUATION**

***NOTE: Contract city-pair airfares may be used only when the Government funds the entire cost. Contract city-pair airfares may be used in the circumstances in par. C7375-A, but not in the circumstances in par. C7375-B.***

**A. Return to PDS or Home**

1. When an employee discontinues a TDY assignment due to a personal emergency situation (see par. C7375-E) transportation expenses and per diem while en route may be allowed.

2. Authorization/approval for return travel from the interruption point to the PDS is required.

3. A new TDY travel authorization must be issued if the DOD component decides that it is in the Government's interest to return the employee to the TDY location after the personal emergency situation is resolved.

**B. Travel to an Alternate Location and Return to the TDY Assignment**

1. An employee may be allowed to interrupt a TDY assignment due to a personal emergency (see par. C7375-E), take leave for travel to an alternate location where the personal emergency exists, and return to the TDY assignment.
2. Reimbursement may be allowed for transportation and en route per diem as permitted in par. C7380-C.

**C. Discount Airfare Use**

1. Contract city-pair airfares, as well as other reduced airfares available to Federal travelers on official business, should be used for emergency leave travel authorized in par. C7385-A. The city-pair airfare is always the first choice if the other discount airfare is an airfare that matches the city-pair airfare.
2. If a contract city-pair airfare is not available, policy-constructed airfare (see App A) (including a lower or equal airfare offered by a non-contract carrier limited to Government travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used.
3. The AO may authorize a lesser airfare (with or without restrictions) and the traveler may seek a lesser airfare (with or without restrictions).

**D. Return to the PDS**

1. ***When the employee is authorized emergency leave return travel, from the interruption/discontinuance point to the PDS, transportation must be arranged through a CTO/TMC if one is available. See par. C2203.***
2. An unused portion of Government-funded transportation for the TDY assignment must be used if possible.
3. The DOD component and the employee must ensure proper accountability for all unused tickets.

**E. Travel to an Alternate Location**

1. If the employee does not have sufficient personal funds to pay for emergency leave travel to an alternate location and return to the TDY assignment, the DOD component may procure transportation or provide an advance of funds for the employee to procure transportation, however, the employee must reimburse the Government for any transportation cost or travel advance that is above the allowable reimbursement that may be authorized/approved.
2. ***Contract city-pair airfares may be used only when transportation is entirely Government-funded.*** Since the Government only funds the excess costs of transportation (including en route per diem) from a TDY location to an alternate location and return over the cost of transportation (including en route per diem) from the employee's PDS to the alternate location and return, city-pair airfares may not be used for travel to an alternate location.

**\*PART I: TRAVEL AND TRANSPORTATION EXPENSE REIMBURSEMENT WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL STAFF****C7400 GENERAL**

A. Application. This Part applies to travel of DOD employees accompanying Members of Congress and/or congressional staff under the authority in 31 USC §1108(g).

B. Reimbursement. A DOD employee accompanying a Member of Congress or a congressional staff employee on official travel under the authority in 31 USC §1108(g) is authorized reimbursement for travel and transportation expenses for such travel provided the employee's travel is in support of congressional travel directed/approved by the Secretary of Defense or the Secretary concerned. See pars. C2204-B3g and C2204-B4i. Reimbursement includes:

1. Transportation accommodations costs on the same class of service used by the Member of Congress or congressional staff employee that the employee is accompanying, and
2. Per diem or actual expenses that does not exceed the rate set for the Member of Congress or congressional staff employee that the employee is accompanying.

**C7405 DEFINITION OF TERMS**

A. Member of Congress. For the purpose of this Part, "Member of Congress" means a Member of the Senate or the House of Representatives, a Delegate to the House of Representatives, and the Resident Commissioner from Puerto Rico.

B. Congressional Employee. The term "Congressional staff employee" for the purpose of this Part means an employee of a Member of Congress or an employee of Congress, committee of Congress or congressional agency.

C. Secretary Concerned. For the purpose of this Part, "Secretary Concerned" includes the Secretary of Defense with respect to a DOD civilian employee working in other than a military department.

**C7410 TRANSPORTATION, PER DIEM, AND ACTUAL EXPENSE RATES**

When travel is authorized under 31 USC §1108(g), class of service on transportation, per diem, or actual expense rates are set by the Chairman (Leadership) directing the travel and requesting DOD support. The Chairman (Leadership) typically authorizes/approves a specified per diem rate or may authorize/approve an AEA without regard to any established per diem schedule.

**C7415 CONGRESSIONAL TRAVEL PREMIUM-CLASS APPROVAL CODES**

Approval codes required on documentation for premium-class Congressional travel are first-class (FC), and business-class (BC). See pars. C2204-B3g and C2204-B4i.

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**\*PART J: ADDITIONAL TRAVEL AND TRANSPORTATION EXPENSES INCURRED  
BY AN EMPLOYEE WITH A DISABILITY OR A SPECIAL NEED  
(FTR §301-13)**

**C7450 POLICY, APPLICABILITY, AND GENERAL RULES (FTR §301-70.400)**

A. Policy. IAW the Rehabilitation Act of 1973, as amended, 29 USC §701 et seq., and 5 USC §3102, these provisions accommodate an employee with a disability/special need by reimbursing necessary additional travel and transportation expenses incurred in the performance of official travel. ***NOTE: An employee with a special need is treated the same as an employee with a disability.***

B. Applicability (FTR § 302-4.100 and §301-13.1). This Part applies to a/an:

1. Employee with a disability, as defined in par. C7455, incident to TDY or a PCS (59 Comp. Gen. 461 (1980)). The decision is available at: <http://141.116.74.201/regs/comp-gen-dec/B-198237.txt>, and
2. Dependent with a disability traveling ICW a PCS.

C. General Rule. Payment is authorized for additional travel expenses in par. C7460 that are incurred by an employee with a disability/special need in the performance of official travel.

**C7455 DEFINITIONS**

The terms below are defined for this Part.

A. Employee with a Disability. An “employee with a disability” as defined in pars. C7455-B and C7455-E otherwise is covered under the Rehabilitation Act of 1973, as amended, 29 USC §701 et seq. See par. C7455-H for definition of “employee with a special need”.

B. Disability. A “disability” means:

1. Having a physical/mental impairment that substantially limits one or more major life activities;
2. Having a record of such an impairment; or
3. Regarded as having such an impairment.

C. Physical/Mental Impairment. “Physical/mental impairment” means:

1. Any physiological disorder/condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems; neurological, musculo-skeletal special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine; or
2. Any mental/psychological disorder, such as mental retardation, organic brain syndrome, emotional/mental illness, and specific learning disabilities.
3. "Physical/mental impairment" also includes such diseases and conditions as cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, orthopedic, visual, speech, and hearing impairments, and similar diseases and conditions.

D. Major Life Activities. “Major life activities” include functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

E. Substantially Limits. “Substantially limits” means that the employee is:

1. Unable to perform a major life activity that the average person in the general population can perform; or

2. Significantly restricted as to the condition, manner, or duration under which the employee can perform a particular major life activity as compared to the condition, manner, or duration under which the average person in the general population can perform that same major life activity.

F. Has a Record of Such an Impairment. “Has a record of such an impairment” means the employee has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.

G. Is Regarded as Having Such an Impairment. The employee:

1. Has a physical/mental impairment that does not substantially limit major life activities but the impairment is treated by the agency as constituting such a limitation;
2. Has a physical/mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or
3. Has none of the impairments defined in par. C7455-C but is treated by the employing agency as having a substantially limiting impairment.

H. Employee with a Special Need. An “employee with a special need” means having physical characteristics of an employee not necessarily defined under disability. Such physical characteristics could include the weight/height of the traveler, or a similar characteristic.

#### **C7460 ALLOWABLE EXPENSES**

The following expenses are allowable additional travel and transportation expenses payable to an employee with a disability/special need:

1. Transportation and per diem authorized under this Part incurred by an attendant accompanying the employee, whether the attendant is or is not a member of the employee's immediate family, when the employee requires the assistance of an attendant;
2. Specialized transportation for the employee to, from, and/or at the TDY location;
3. Specialized services provided by a commercial carrier necessary to accommodate the employee's disability/special need;
4. Costs incurred as a direct result of the employee's disability/special need for baggage handling ICW public transportation or at lodging facilities;
5. Renting and/or transporting specialized assistance equipment, such as a wheelchair, needed in transit or at the TDY location; and
6. Premium-class accommodations when necessary to accommodate a traveler with a disability/special need per the Services' premium class travel policy. See par. C2000-A2c for medical justification.
7. Service of an attendant, when necessary, to accommodate the employee's disability/special need.

**C7465 EMPLOYMENT OF PERSONAL ASSISTANTS FOR EMPLOYEES WITH A DISABILITY/SPECIAL NEED**

5 USC §3102, authorizes the hiring, with or without pay, of personal assistants, as well as readers and interpreters, for an employee who is disabled or who has a special need while the employee travels on official business, for all or a portion of the travel period involved. Travel expenses and per diem allowances for such personal assistants are the same as those for employees traveling incident to TDY. Further guidance is available at:

[http://www.opm.gov/disability/mngr\\_6-01-B.asp](http://www.opm.gov/disability/mngr_6-01-B.asp).

**C7470 TRANSPORTING A SPECIALLY EQUIPPED AUTOMOBILE BETWEEN CONUS PDSs**

Transporting a specially equipped automobile between CONUS PDSs is based on 64 COMP. GEN. 30 (1984)). This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/B-215616.pdf>. See par. C5248-C concerning transportation by the DOD component concerned or reimbursement for the transportation cost of a specially equipped automobile by a "traveler with a disability/special need" between CONUS PDSs.

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**\*PART K: EMPLOYEE MEDICAL TRAVEL**

**NOTE:** See Chapter 7, Part M for Emergency Visitation Travel (EVT).

**C7500 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. C7500-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 7, Part H 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. C7530.
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 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 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.

## **C7505 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. C7530.

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. C7525 for a sample excess cost agreement.

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

## C7510 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. C7505-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. C7510-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.

## C7515 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. C7515, and
  - b. Uniformed member authorized as an attendant, subject to the JFTR.
2. See pars. C4555-B3 or Appendix O, par. T4040-A1e for per diem when lodging with friends/relatives.

B. Maximum Number of Days. Subject to pars. C7515-C, C7515-D, C7515-E, C7515-F, and C7515-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. C7515-B2 and C7515-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.

#### **C7520 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.

**C7525 SAMPLE EXCESS COST AGREEMENT**

The following is a sample excess cost agreement required in par. C7505-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

**C7530 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. C7115.

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 7, Part K.

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.

**\*PART L: FAMILY VISITATION TRAVEL (FVT)**

See Chapter 7, Part M for Emergency Visitation Travel (EVT).

**C7550 GENERAL**

A. Purpose. The purpose of Family Visitation Travel (FVT) is to enable an eligible employee to travel at Government expense to the CONUS, a non-foreign OCONUS area, or other location to visit immediate family members evacuated from the employee's foreign PDS.

B. Discretionary Allowance. *FVT is a discretionary allowance, not an authorized allowance.* FVT expenses are the responsibility of the eligible employee's command. *FVT is not authorized for travel within the foreign area/country of assignment.*

C. Legal Authority. 10 USC §1599b; 22 USC §4081.

D. Allowable Transportation Expenses

1. General. A DOD component may pay, or an eligible individual may be reimbursed for:

- a. The transportation cost from the airport serving the employee's foreign PDS (or applicable originating point) to the airport serving the destination authorized for FVT and return; and
- b. Airport taxes and transportation between airports. See par. C7550-D2).

2. Limitations. Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation between PDS or home (or destination) and airport is not authorized.

3. Unauthorized Expenses. *Per diem, and excess accompanied or unaccompanied baggage charges are not payable or reimbursable.*

E. Eligibility. This Part applies only to employees who are U.S. citizens and assigned to a foreign OCONUS PDS for a tour of more than one year:

1. Who have a service agreement that provides for return transportation at Government expense to the employee's actual residence; and
2. Whose immediate family members were evacuated from the employee's foreign OCONUS PDS.

F. Travel by Commercial Transportation. The following rules apply.

1. Commercial transportation must be by the most expeditious mode (ordinarily air service) on direct routing.
2. Indirect routing is permissible only when official duties must be performed en route or when it is to the Government's advantage to purchase a ticket in foreign currency at an intermediate point.
3. Accommodations must be in coach (unless premium-class accommodations are authorized/approved under par. C2204-B) or, when air service is not available, minimum first-class rail or bus service.
4. Special fares such as excursion fares and round-trip fares must be used to the maximum extent prudently possible.

5. American-flag carriers must be used except as indicated in par. C2204-C.
6. Reimbursement may not exceed allowable transportation expenses actually incurred.
7. Excess and near excess foreign currencies must be used to the maximum extent feasible.

G. Travel Authorization. The DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) is used to authorize FVT transportation. Rules concerning transportation accommodations for TDY travel also apply to FVT. See par. C2204 regarding use of commercial aircraft and par. C2203 about arranging official travel.

H. Refund. An employee must repay Government-paid or reimbursed FVT expenses when FVT is used as a substitute for travel for which FVT use is not authorized; for example, return to the CONUS or to a non-foreign OCONUS area and resignation.

I. Year. A year for FVT purposes starts on the evacuation date of an employee's family, or the return date to the OCONUS PDS from RAT.

J. Charge to Leave. See DOD Civilian Personnel Manual (DOD 1400.25-M) Subchapter 630 Leave, and Subchapter 1260, Home Leave.

K. Scheduling

1. Activities in foreign countries must schedule FVT so as to ensure the orderly performance of official duties at all times.
2. To the maximum extent possible, FVT must be combined with travel required for official purposes (see par. C7550-L6).
3. Exceptions to the limitations in par. C7550-M1 may be made through the Secretarial process for valid reasons, provided that workload and scheduling considerations permit.

L. Travel to the CONUS or to a Non-foreign OCONUS Area. The following rules apply.

1. Not more than two round trips to the CONUS or a non-foreign OCONUS area may be authorized during a 1-year period.
2. For a fractional part of a year, one trip may be permitted for each full 6-month period of service at an evacuated foreign PDS.
3. FVT trips to the CONUS or a non-foreign OCONUS area may be authorized 3 months after family members are evacuated from the foreign PDS, or family members located at a safe haven in a foreign country return to the CONUS or to a non-foreign OCONUS area, provided that total costs for visitation travel during a year's period (as defined in par. C7550-I) do not exceed the cost of two coach class round trips to the family's residence.
4. FVT trips to the CONUS or to a non-foreign OCONUS area are not permitted within the final 3 months prior to scheduled transfer, departure on RAT, or voluntary separation.
5. There must be an interval of at least 3 months between FVT trips to the CONUS or to a non-foreign OCONUS area.
6. An employee's absence from the PDS may not exceed a total of 48 calendar days in one year, including travel time, but exclusive of days on duty or official travel status.

7. An employee's absence from the PDS for each visit to the CONUS or to a non-foreign OCONUS area should ordinarily not exceed 24 calendar days, including travel time.
8. An employee ordinarily is expected to spend a minimum of 7 days in the CONUS or a non-foreign OCONUS area.

M. Travel to Visit Dependents Located in a Foreign Country. The following definitions, rules and limitations apply to travel to visit dependents located in a foreign country.

1. More than two visits to family members located in a foreign country may be permitted during a 1-year period provided the trip costs do not exceed the cost of two coach class round trips to the employee's actual residence. See par. C5556. The cost of the two coach class round trips is based on the constructed cost of a round trip to the employee's actual residence at the time the first trip in the 1-year period is taken.
2. Visits to family members located in a foreign country may be permitted 4 weeks after family members have been evacuated from the PDS.
3. Visits to family members located in a foreign country are not permitted within the final 4 weeks prior to completion of tour, transfer, departure on RAT, or voluntary separation.
4. There must be a minimum interval of 4 weeks between FVT trips to locations in foreign countries.
5. An employee's absence from the PDS may not exceed a total of 48 calendar days in one year, including travel time, but exclusive of days on duty or official travel status.
6. For a period of less than one year, an employee's absence may not exceed 48 calendar days divided by the fractional part of one year.
7. Exceptions for valid reasons to the limitations in par. C7550-M may be made through the Secretarial Process.

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**\*PART M: EMERGENCY VISITATION TRAVEL (EVT)****C7600 RELATED INFORMATION**

- A. Allowable Expenses due to the Death of an Employee/Dependent. See Chapter 7, Part A.
- B. Emergency Travel and Transportation of Employees Due to Illness, Injury, or a Personal Emergency Situation While on TDY. See Chapter 7, Part H.
- C. Medical Travel and Transportation Allowances for Employees Assigned to a Foreign OCONUS PDS. See Chapter 7, Part K.
- D. Family Visitation Travel (FVT) when the Immediate Family is Evacuated from the Employee's Foreign PDS. See Chapter 7, Part I.

**C7602 GENERAL**

- A. Purpose. The purpose of EVT is to allow an eligible employee assigned at/family member (of an employee) accompanying the employee at a foreign PDS to travel at Government expense to the CONUS, non-foreign OCONUS area, or another location in certain family emergency situations.
- B. Allowance Discretion. EVT is not a discretionary allowance, except that the AO must confirm the need for EVT and has discretion with regard to authorizing/approving an additional trip and transportation for an additional family member(s).
- C. Restrictions
  - 1. EVT is not permitted for travel wholly within the foreign area assignment.
  - 2. An employee away from the PDS, on leave, or TDY in a CONUS/non-foreign OCONUS location, is not eligible for EVT.
- D. Limitations. EVT allowances for an employee on leave in a foreign area, or an eligible family member in a foreign area away from the employee's PDS, are limited to the cost of EVT allowances from the PDS.
- E. Authorization. EVT is authorized in the following circumstances:
  - 1. Medical. A member of the employee's or the employee's spouse's immediate family is seriously ill or injured and faces imminent death. See pars. C7610-C and C7628.;
  - 2. Death. A member of the employee's or the employee's spouse's immediate family has died or the eligible family member must accompany the remains of the employee or of an eligible family member resident at the employee's PDS in a foreign area who dies in a foreign area (see Appendix A) to the place of interment anywhere in the world. See pars. C7610-C and C7630.;
  - 3. Incapacitated Parent. A parent of the employee or the employee's spouse becomes incapacitated and travel is necessary to arrange for the parent's medical treatment or otherwise help assess the parent's need for a new living situation or other form of care. See par. C7632.; and
  - 4. Unusual Personal Hardship. An employee or employee's spouse requires emergency family visitation in certain exceptional circumstances involving unusual personal hardship other than those provided in pars. C7602-E1, C7602-E2 and C7602-E3. See par. C7634.

**C7604 LEGAL AUTHORITY**

10 USC §1599b; 22 USC§4081 and allowances must be similar to EVT allowances in 3 FAM 4740 of the State Department regulations.

**C7606 FUNDING**

EVT expenses are the responsibility of the employee's command.

**C7608 LIMIT ON NUMBER OF TRAVELERS**

A. General. Ordinarily, only one family member is authorized travel at Government expense. In exceptional circumstances, the AO may authorize/approve the travel of additional family members.

B. Exceptions. Additional family members must travel due to:

1. A critical injury to a dependent child attending school away from the PDS, or
2. The death of the employee or an immediate family member at the PDS and the remains are being returned for interment in CONUS or in a non-foreign OCONUS area.

In such cases, the limitations in these regulations apply to each traveler.

**C7610 DEFINITIONS**

A. Eligible Employee. An "eligible employee" is an employee who is a U.S. citizen assigned at a PDS in a foreign area, who has a service agreement that provides for return travel to the employee's actual residence.

B. Eligible Family Member. Any of the following individuals may be an "eligible family member" if part of the employee's household at the OCONUS PDS and are eligible for EVT:

1. Children who are unmarried and under age 21 years or who, regardless of age, are physically/mentally incapable of self-support. The term includes, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship at least until they reach age 21 and when dependent upon and normally residing with the guardian;
2. Parents (including stepparents and legally adoptive parents) of the employee/spouse, when such parents are at least 51 percent dependent on the employee for support (See Appendix A for definition of "Dependent/immediate family");
3. Sisters and brothers (including stepsisters/stepbrothers, or adoptive sisters/brothers) of the employee/spouse, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under age 21, or regardless of age, are incapable of self-support; and
4. Spouse.

C. Immediate Family member. For the purpose of this Part "an immediate family member" means the following relatives of the employee:

1. Spouse;
2. Children, including stepchildren, adopted children and those who are or were under legal guardianship and spouses thereof;

3. Parents of the employee/spouse; and
4. Siblings (including stepbrothers and stepsisters) of the employee/employee's spouse for cases of death..

D. Incapacitation. "Incapacitation" is a physical/mental health condition that may impair an individual's ability to continue living independently.

E. Parent. A "parent" is the mother/father of the employee/spouse, including stepparents, adoptive parents, or individuals who have stood in place of a parent. See the definition of "Dependent/immediate family" in Appendix

A. *In no circumstance may an individual be deemed to have more than two parents.*

F. AO. The "AO" is the official delegated the authority at the PDS to authorized/approve EVT.

G. Serious Illness/Injury. "Serious illness/injury" is a circumstance in which death is imminent or likely to occur as determined by medical officials.

### **C7612 TRANSPORTATION EXPENSES**

A. Expenses Allowed. Allowable transportation expenses are paid directly to the provider or reimbursed to the eligible individual, for:

1. The transportation cost from the airport serving the employee's PDS (*or applicable originating point*) to the airport serving the destination authorized for EVT and return;
2. Airport taxes; and
3. Air transportation, and ground transportation between interim airports. Example: Between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost.

See par. C7614 for transportation cost limitations.

B. Expenses Not Allowed

1. Reimbursement for ground transportation between PDS/home/destination and the airport is not authorized.
2. Per diem, and excess baggage/unaccompanied baggage charges are not payable or reimbursable.

### **C7614 TRAVEL LIMITATIONS**

A. Routing. Travel from the employee's PDS (place of temporary abode where the employee/spouse is located because of an official authorization) to the CONUS/non-foreign OCONUS location of the seriously ill, injured, or deceased immediate family member or incapacitated parent must be by the most direct, usually traveled and inexpensive (based on the least expensive unrestricted economy/coach airfare) route.

B. Indirect Route. Indirect routing is permissible only when official duties must be performed en route or when it is to the Government's advantage to purchase a ticket in foreign currency at an intermediate point.

C. Transportation Costs. In the event the seriously ill, injured, or deceased immediate family member or incapacitated parent is outside the CONUS/non-foreign OCONUS location or the remains of an immediate family member who died in a foreign area are to be accompanied to a foreign area, the employee/spouse's transportation cost may not exceed the transportation expenses that would have been incurred for travel between the employee's PDS and the employee's actual residence, unless the presence in the foreign area of the person to be visited is incident to the employee's assignment at the foreign PDS.

D. Reimbursement. Reimbursement may not exceed allowable transportation expenses actually incurred.

E. Accommodations. Accommodations must be in coach (*unless premium class accommodations are authorized/approved for medical reasons by the appropriate official designated in par. C2204-B2*) or, when air service is not available, minimum first-class ship, rail, or bus service.

F. Special Fares. Special fares such as excursion fares and round-trip fares must be used to the maximum extent prudently possible.

G. U.S. Flag Carriers. U.S.-certificated carriers must be used except as in par. C2204-C.

#### **C7616 TRAVEL AUTHORIZATION**

The DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) is used to authorize EVT transportation for the employee traveling alone or with dependent(s). An ITA is used to authorize EVT transportation for dependent(s) traveling without the employee. Rules concerning transportation accommodations for TDY travel also apply to EVT. See par. C2204 regarding use of commercial aircraft and par. C2203 regarding arranging official travel.

#### **C7618 REFUND**

An employee must repay Government-paid/reimbursed EVT expenses when EVT is used as a substitute for travel for which EVT use is not authorized. Example: Return to the CONUS or non-foreign OCONUS area and resignation.

#### **C7620 CHARGE TO LEAVE**

See the DOD Civilian Personnel Manual (DOD 1400.25-M) Subchapter 630 Leave, and Subchapter 1260, Home Leave.

#### **C7622 LEAVE UNDER THE FAMILY MEDICAL LEAVE ACT OF 1993**

Following are links to websites with information about leave under the Family Medical Leave Act Program.

A. Form WH-380 "Certification of Health Care Provider" (Used as a supporting documentation for a request for Family and Medical Leave - attach to an SF 71 – Request for Leave or Approved Absence.)

<http://www.dol.gov/esa/regs/compliance/whd/fmla/wh380.pdf>.

B. Federal Employee Entitlements under the Family and Medical Leave Act of 1993

<http://www.opm.gov/comconf/Postconf00/Leave/herzbrg1.pdf>.

C. OPM Final Regulations on Family and Medical Leave <http://www.opm.gov/oca/fmla/index.htm>.

D. OPM Family and Medical Leave Entitlement/Job Benefits & Protection/Advance Notice and Medical Certification <http://www.opm.gov/oca/leave/HTML/fmlafac2.asp>.

#### **C7624 EFFECT OF EVT ON RAT**

Time spent in a CONUS/non-foreign OCONUS area delays the date of RAT eligibility only if the employee has not accumulated 18 months of continuous service at the foreign PDS. See Chapter 5, Part K for RAT.

#### **C7626 EVT FOLLOWED BY FVT**

A. Waiting Time. If an employee is eligible for FVT, there must be a minimum three-month waiting period following the employee's return to the PDS from EVT before the employee may depart on FVT to the same location.

B. Exceptions to Waiting Time Requirements. Exceptions to the waiting requirements may be made for valid reasons by the AO at the PDS.

### **C7628 EVT FOR MEDICAL REASONS**

A. Limit on Number of Trips. The employee/spouse is limited to one round trip for each serious illness or injury of each immediate family member. If the traveler returns to the employee's PDS from an EVT visit and the ill/injured immediate family member subsequently dies, the AO may authorize/approve a second trip under par. C7602-E2.

B. Authorization Procedure. An employee's request for EVT authorization/approval for medical reasons must include necessary information required to assess the medical condition of the immediate family member to be visited so that the AO (with the assistance of medical officials if available) can make a determination whether the medical condition of the family member meets the requirements of par. C7610-G. The necessary information includes:

1. The name and address of the immediate family member, and the family member's relationship to the employee or the employee's spouse;
2. The telephone number of the attending physician or hospital; and
3. The name, address, and telephone number of a person at the family member's location who may be contacted ICW the emergency, and the relationship of this person to the immediate family member.

C. Immediate Family Member Located in a Foreign Area. If the immediate family member is located in a foreign area, the AO must request assistance from the nearest PDS, if any, that could aid in gathering information regarding the medical status of the family member for whom EVT is requested.

D. Confirming the Need for EVT Travel. After confirming that the family member's medical status meets the requirements of par. C7610-G, the AO may authorize/approve the EVT request. The AO must not authorize/approve any request that does not meet the requirements in par. C7610-G. The employee may request reconsideration by providing information that enables the AO to evaluate the immediate family member's condition at the time of travel.

E. Recording EVT Travel. Any EVT for medical reasons, authorized/approved by the AO, to visit a parent must be recorded in the employee's personnel records.

F. Limiting EVT Travel to Already Identified Parents. EVT is not authorized when the employee/spouse has already identified two individuals as parents for EVT and subsequent requests for EVT elects a third parental individual to visit.

### G. Travel in Advance of Authorization

1. Employee/Spouse Elects to Travel before Authorization. The employee/spouse may elect to travel in advance of authorized EVT. Travel expenses may be paid by either of the following methods. As a:
  - a. Personal expense of the employee subject to reimbursement in the event of subsequent authorization; or
  - b. Government expense subject to collection as an overpayment if it is determined upon further inquiry that the circumstances for which EVT was authorized/approved do not meet EVT authorization standards.



2. Home care services, or
3. Evaluate a facility placement

for a parent who has become incapacitated and may not be able to continue living independently.

B. Allowable Circumstances. Examples of circumstances in which this EVT may be approved include:

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

C. Limit on the Number of Trips. EVT for the care of incapacitated parents may not exceed two round trips for the employee over the lifetime of the eligible employee and two round trips for an employee's spouse over the lifetime of the employee's eligible spouse.

D. Both Trips May Be Used for the Needs of One Parent. The employee/spouse may choose to use both EVT trips in this category ICW the needs of one parent.

E. Authorization Procedure

1. The employee:
  - a. Must submit a statement, or certification, to the AO to serve as evidence of eligibility for the EVT allowance. The submitted documentation must include a statement by the employee indicating the number of EVT trips already taken by the employee/spouse during their lifetimes under the authority in pars. C7602-E3 and C7632 (Incapacitated Parent).
  - b. Should provide as much detail as available at the time of the request for travel at Government expense that demonstrates that the request is consistent with the requirements in par. C7602-E3.
    - c. May supplement the statement with additional detail as more information becomes available. A sample certification follows below.
2. At a minimum the certification must include:
  - a. The number of EVT trips already taken by employee/spouse under the authority in pars. C7602-E3 and C6678 during their lifetime.
  - b. The name and address of the parent and that of the care facility if the parent is under temporary care away from the normal place of residence;
  - c. A detailed description of the circumstances pursuant to which the EVT allowance is being claimed; and
  - d. If the parent is other than a biological, step, or adoptive parent, a detailed description of the nature of the relationship which supports a claim that the individual "stood in the place of" a parent to the employee or the employee's spouse.

<b>SAMPLE CERTIFICATION</b>		
I, _____ certify that it is necessary for me ( <b>or for my spouse</b> )		
<b>Name</b>		
to travel to the location of my ( <b>or eligible spouse's</b> ) parent, _____		
	<b>Name</b>	
who resides at: _____		
<b>Complete Address</b>		
to assist in getting appropriate care or making new living arrangements due to recently discovered		
incapacity. I have the following indications that my ( <b>or eligible spouse's</b> ) parent may not be able to continue		
living independently: _____		
I hereby declare that, if approved, this will be my <input type="checkbox"/> <b>Employee</b> <input type="checkbox"/> <b>Spouse</b> <input type="checkbox"/> <b>first</b> / <input type="checkbox"/> <b>second</b> eldercare trip at Government expense during my lifetime. See JTR, par. C7632C7632-C for limit on number of trips.		
_____	_____	_____
<b>Signature</b>	<b>Date</b>	<b>Typed Name</b>

F. Submission Request. The request must be submitted to the AO, who must notify the requester whether or not travel at Government expense is authorized or disapproved.

G. Travel without Prior Authorization. Travel at Government expense without prior authorization is permitted, but the employee/spouse must provide the required certification statement of the parent's health status and travel purpose described above not more than 30 calendar days after travel completion. The employee is financially liable for any expenditure not approved by the AO, and all such costs are subject to collection as an overpayment.

H. Travel in Advance of Authorization. In the event the employee or the employee's spouse elects to travel in advance of authorization, the following statement must be included in the employee certification:

"I have read and understand JTR, par. C7628-G, that all expenditures made by the Government ICW my EVT (*or EVT of my eligible spouse*) (*Name*) are subject to collection as an overpayment in the event that approval of such travel is determined to be unwarranted under the provisions in par. C6675. If I do not repay these funds immediately upon demand, I understand that the Government may pursue collection of these funds through deductions from salary, allowances, lump payments, or any other remedy."

**C7634 UNUSUAL PERSONAL HARDSHIP**

A. Personal Hardship. The individual delegated authority for that purpose under criteria established by the DOD Component concerned may authorize/approve EVT in exceptional circumstances on a case-by-case basis in situations involving unusual personal hardship other than those provided for in pars. C7628 (Medical Reasons), C7630 (Death of Immediate Family Member), and C7632 (Incapacitated Parent). Requests for authorization/approval of travel at Government expense in this category must detail the exceptional circumstances under which such a request is made and must include a statement by the employee certifying the nature of the circumstances and any available documentation relating to the circumstances of the request.

B. Travel In Advance of Authorization. Travel at Government expense without prior authorization is permitted, but the employee/spouse must provide a certification detailing the exceptional circumstances for which the request for EVT travel is made and any available documentation related to the circumstances of the request not more than 30 calendar days after travel completion. The procedure in par. C7628-G, regarding travel in advance of authorization, also applies ICW EVT travel under par. C7634 for Unusual Personal Hardship. The traveler is responsible for all expenditures not authorized/approved.

C7636 EVT TABLE

<b>EMERGENCY VISITATION TRAVEL</b>					
<b>TRAVEL AUTHORIZED</b>	<b>WHO MAY TRAVEL</b>	<b>VISITATION OBJECTIVE</b>	<b>AUTHORIZATION</b>	<b>ACTION REQUIRED BY EMPLOYEE</b>	<b>LIMITATION OF EVT VISIT</b>
<b>Medical</b> (Serious Illness or injury) See pars. C7602-E1 & C7628	<ul style="list-style-type: none"> <li>Employee, or</li> <li>Eligible Spouse</li> </ul>	To visit immediate family member seriously ill or injured, near death	Authorized by Chapter 7, Part M	<ul style="list-style-type: none"> <li>Provide required medical contact information.</li> <li>Submission of repayment acknowledgement, if traveling in advance of authorization.</li> </ul>	Employees and their spouses are limited to one round trip for each serious illness or injury of each immediate family member.
<b>Immediate Family Member Death</b> See pars. C7602-E2 & C7630)	<ul style="list-style-type: none"> <li>Employee or</li> <li>Eligible Spouse</li> </ul>	Attend interment of immediate family member (includes siblings).	Authorized by Chapter 7, Part M	<ul style="list-style-type: none"> <li>Identify deceased family member not more than 30 calendar days after travel completion.</li> <li>Submission of repayment acknowledgement.</li> </ul>	One round trip may be taken in case of death of any immediate family member. Travel must begin as soon as possible following death notification.
<b>Employee/Family Member Death</b> Employee/family member dies outside CONUS/non-foreign OCONUS area. See pars. C7602-E2 & C7630.	<ul style="list-style-type: none"> <li>Employee; and</li> <li>Eligible family member(s)</li> </ul>	Attend interment of employee or eligible family member who dies outside CONUS or non-foreign OCONUS area.	AO must authorize/approve number of travelers	<ul style="list-style-type: none"> <li>Request AO approval</li> <li>Submission of repayment acknowledgement.</li> </ul>	One round trip to the place of interment is allowable for eligible family members resident at the employee's PDS.
<b>Incapacitated Parent</b> See pars. C7602-E3 & C7632	<ul style="list-style-type: none"> <li>Employee or</li> <li>Eligible Spouse</li> </ul>	Assist parent suffering recent health breakdown that threatens continued independent living.	Authorized by Chapter 7, Part M	<ul style="list-style-type: none"> <li>Submission of self-certification acceptable to the AO<sup>1</sup>.</li> <li>Submission of repayment acknowledgement, if appropriate.</li> </ul>	Not to exceed two round trips over the lifetime of each eligible individual (the employee and the employee's spouse).
<b>Unusual Personal Hardship</b> See pars. C7602-E4 & C7634.	<ul style="list-style-type: none"> <li>Employee or</li> <li>Eligible Spouse</li> </ul>	Exceptional circumstances warrant travel otherwise precluded by EVT limitations.	Authorized by the individual delegated authority for that purpose under criteria established by the DOD component concerned.	<ul style="list-style-type: none"> <li>Submission of any available documentation related to request.</li> <li>Submission of repayment acknowledgement.</li> </ul>	Decided on a case-by-case basis.

Footnote:

1 Self-certification must include the employee's statement indicating the number of EVT trips already taken by the employee/spouse during their lifetime under the authority in pars. C7602-E3 & C7632 (Incapacitated Parent) and must be accompanied by information provided by the doctor, nursing home or social worker involved in the case.

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**\*PART N: FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML)**

**C7700 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION**

A. Policy. FEML policy is established in DOD Instruction 1327.6 (Leave and Liberty Procedures), subsection 6.16, (<http://www.dtic.mil/whs/directives/corres/html/13276.htm>). This policy is being used as the policy for FEML for DOD civilian employees.

B. Eligibility

1. Employee. An employee is eligible for FEML if stationed at an authorized FEML PDS (see Appendix S) for 24 consecutive months (including a 12-month tour extended for an additional 12 months) or more.

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

2. Dependent. A dependent is eligible for FEML if the:

- a. Employee is authorized to have dependents at the PDS, and
- b. The dependent resides with the employee at the FEML PDS.

A dependent may travel independently of the employee and may travel even if the employee does not.

C. Limitation

1. Number of FEML Trips

a. The number of FEML trips an eligible employee/dependent may take depends on the employee's tour length, as shown in the table below:

Tour Length	Number of FEML Trips Authorized
a. At least 24 months, but less than 36 months	1
(1) Tour <i>extended</i> at least 12 months	1 additional
b. At least 36 months	2
(1) Tour <i>extended</i> for any length of time	0 additional

b. ***No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.***

c. An employee signing a renewal agreement is authorized FEML trips based on the above table. For example, if the employee's tour was 36 months, two FEML trips were authorized during that 36-month tour. If the employee then signs a renewal agreement for an additional 24-month tour, the employee would be eligible for one FEML trip during that 24-month tour.

2. Time Limitation. FEML travel by an employees/dependent should not be performed within 6 months of the beginning or the end of the 24- or 36-month tour. FEML travel by a employee/dependent should not be performed within 3 months of the beginning or the end of a 12-month extension to a 24-month/less than 36-month tour. Major commands are authorized, on a case-by-case basis, to waive the six-month or three-month rule when appropriate. ***NOTE: Major Commands are those ordinarily commanded by 4-star (3-star for Marine Corps) flag officers.***

3. FEML May Be Combined with Other Travel. FEML may be taken ICW any other funded leave transportation program or official travel.

D. FEML Locations/Destinations. For a list of authorized FEML locations/destinations, see Appendix S.

1. FEML Location. A PDS, where FEML is authorized, listed in Appendix S.
2. Authorized Destination. The destination location authorized for a FEML PDS, listed in Appendix S. Locations shown are 'authorized' until removed from the list (regardless of the re-certification date shown next to the destination). ***NOTE: Changes made to the JTR, but not in print may be found at <http://perdiem.hqda.pentagon.mil/perdiem/> under the 'Travel Regulation' tab and 'immediate changes'.***

***NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.***

**Example 1:**

An employee's PDS is in Bahrain and the authorized destination is Frankfurt, Germany. There is no city-pair airfare to Frankfurt, Germany and the policy-constructed airfare (see Appendix A) (incorporating some city-pair airfare connections) is \$1,200. The employee desires to utilize FEML to Boston, MA. The city-pair airfare to Boston is \$1,400. The least cost non-city-pair airfare to Boston is \$1,600. Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany the city-pair airfare may not be used to Boston. The employee is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400).

**Example 2:**

An employee's PDS is in Brazil and the authorized destination is Miami, FL. The city pair airfare cost is \$980. The employee desires to utilize FEML to St. Louis, MO. The city-pair airfare to St. Louis is \$840. Since travel to St. Louis, MO, is less expensive than travel to the Miami, FL, the employee is authorized to use the city-pair airfare to St. Louis (\$840) NTE the \$980 cost to Miami.

4. Location Designation/Recertification

- a. Designating Authority. USD (P&R) is the designating authority for FEML locations/destinations.
- b. Designation Requests. Forward requests for designations through Combatant Command channels to USD (P&R). USD (P&R) must recertify FEML location/destination designations every two years.
- c. Re-certification Requests. Forward recertification requests through Combatant Command channels to reach USD (P&R) ***before*** the indicated recertification date.

E. Transportation

1. Employee/Dependent. Employees and dependents may travel together or independently.
2. Restrictions. An employee/dependent(s) taking a FEML trip:
  - a. Must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or
  - b. May use commercial air transportation if military air transportation is not reasonably available, and
  - c. May not use cruise or tour packages.

***NOTE: Commanders must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the employee) that affect scheduling FEML.***

3. Procurement. Commercial air transportation may be purchased by the Government or employee from the CTO. See par. C2203.

4. Reimbursement

a. Transportation and expenses (i.e., ground transportation) between the official traveler's PDS and the authorized air terminal may be reimbursed. *See par. C2192, and Chapter 2, Part C.*

b. Reimbursement for transportation to alternate destination(s) must not exceed the cost of Government-procured transportation between an employee's FEML PDS and the authorized destination plus the cost of ground transportation as noted in par. C7700-E4a above.

5. Transportation Funded by a Host Government. If an employee/dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for an FEML trip.

F. Charge to Leave. See DOD Civilian Personnel Manual (DOD 1400.25-M) Subchapter 630 Leave, and Subchapter 1260, Home Leave.

G. Dual Allowances. Employees or eligible family members may not receive dual allowances. Therefore, the spouse (or other family member) of an employee, who is serving at the PDS as a member of a uniformed service or as an employee of the same or another U.S. Government agency, is eligible for FEML travel as the employee's family member provided the other agency or uniformed service does not provide comparable allowances.

H. Repayment of FEML Transportation Costs. An employee must repay FEML transportation costs if the applicable tour specified in par. C7700-C1 is not completed, unless the lack of completion is a result of:

1. Transfer for compassionate reasons,
2. Management-initiated transfer,
3. Involuntary separation through no fault of the employee, or
4. A short curtailment required to accommodate training needs or reporting date adjustments between losing and gaining PDSs.

I. Travel Authorization. The DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) is used to authorize FEML transportation. See par. C3150. Rules concerning transportation accommodations for TDY travel also apply to FEML travel. See par. C2204 regarding use of commercial aircraft and par. C2203 about arranging official travel.

J. Per Diem. *Per diem is not authorized for FEML.*

K. Legal Authority for this Part. 10 USC §1599B; 22 USC §4081(6).

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**\*PART O: REST AND RECUPERATION (R&R) LEAVE TRAVEL****C7750 R&R LEAVE TRAVEL**

A. Policy. The policy for designating locations eligible for funded R&R leave transportation for a DOD employee is the same policy used for military R&R established in DOD Instruction 1327.6, subsection 6.15. ***Under the provisions of DODI 1327.6, R&R transportation may not be combined with any other funded leave transportation program or official travel unless authorized/approved by the PDUSD (P&R).***

B. Eligibility. An employee is eligible if assigned to a designated location outside the U.S. The number of R&R leave transportations authorized is:

1. Standard Tour: One per 12-month period.

2. Contingency Tour: One per contingency tour. A contingency tour is ICW and directly tied to a contingency operation. See Appendix A, Definitions, Part I: Terms. R&R is for a DOD employee who is serving a tour length under TDY travel authorizations for duty of 180 or more consecutive days (to include extensions), and who has served at least 60 consecutive days in one or more of the locations listed in Appendix U. ***NOTE: The R&R may be taken after 60 consecutive days are completed. The R&R may not be combined with TDY travel away from the contingency tour area.***

C. R & R Locations/Destinations. For a list of authorized R&R locations/destinations, see Appendix U.

1. R&R Location. To qualify a location must meet the requirements of DODI 1327.6.

2. R&R Destination. The R&R destination authorized for an R&R location listed in Appendix U.

3. Alternate Destination. An employee may select a destination different from the authorized destination in Appendix U and be reimbursed NTE the cost of Government-provided travel to the authorized destination. The alternate location is an official travel location, and therefore available contract city-pair airfares may be available for use. ***If the employee travels to a more expensive alternate destination city-pair airfares are not authorized to the alternate destination.***

***NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.***

<b>Example 1</b>	
An employee's PDS is in Albania and the authorized destination is Frankfurt, Germany.	
There is no city-pair airfare to Frankfurt, Germany. The policy-constructed airfare (see Appendix A) (incorporating some city-pair airfare connections) is:	\$1,200
Baltimore, MD, is the authorized CONUS destination. The city-pair airfare to Baltimore is:	\$1,000
The employee desires to utilize R&R to Boston, MA. The city-pair airfare to Boston is:	\$1,400
The least cost non-city-pair airfare to Boston is:	\$1,600
Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany or Baltimore, MD, the city-pair airfare may not be used to Boston.	
Since travel to Frankfurt is more expensive than travel to Baltimore the cost to Frankfurt is used for cost comparison.	
The employee is financially responsible for the additional cost (\$1,600 - \$1,200 =).	\$ 400

<b>Example 2</b>	
An employee's PDS is in Croatia and the authorized destination is Frankfurt, Germany.	
The city pair airfare cost to Frankfurt is:	\$ 980
Baltimore, MD, is the authorized CONUS destination. The city-pair airfare to Baltimore is:	\$1,400
The employee desires to utilize R&R to St. Louis, MO. The city-pair airfare to St. Louis is:	\$1,200
Since travel to St. Louis, MO, is less expensive than travel to Baltimore, MD, the employee is authorized to use the city-pair airfare to St. Louis (\$1,200) NTE the \$1,400 cost to Baltimore.	

4. Location Designation/Re-designation

- a. Designating Authorities. ODUSD (MPP) designates R&R locations/destinations for a DOD employee.
- b. Designation Requests. Designation requests must be through Combatant Command channels to ODUSD (MPP). ODUSD (MPP) must re-designate R&R location/destination designations every two years.
- c. Re-designation Requests. Re-designation requests must be sent through Combatant Command channels to reach ODUSD (MPP) before the indicated re-designation date.

D. Transportation

- 1. Employee only.
- 2. Restrictions. An employee taking a R&R trip may use:
  - a. Military air transportation on a space-required basis if reasonably available to the R&R/alternate destination, or
  - b. Commercial air transportation if space-required military air transportation is not reasonably available, and
  - c. *May not use cruise or tour packages to and from the authorized destination.*

***NOTE: Commanders must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the employee) that affect scheduling.***

3. Procurement. Commercial air transportation must be arranged IAW par. C2203.
4. Reimbursement. Reimbursement must not exceed the cost of Government-procured transportation between an employee's duty station and the authorized destination as determined in par. C7750-C2.
5. Time Limitation
  - a. Standard Tour: An employee must have served more than 90 days in the R&R location prior to taking the first R&R leave.
  - b. Contingency Tour: An employee must have served at least 60 days in the R&R location prior to taking R&R leave.
- E. Charge to Leave. See DOD Civilian Personnel Manual (DOD 1400.25-M) Subchapter 630 Leave, and Subchapter 1260, Home Leave.
- F. Travel Authorization. The DD Form 1610 (REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL) is used to authorize R&R transportation. See par. C3150. The rules concerning TDY travel transportation accommodations also apply to R&R travel. See par. C2204 regarding commercial aircraft use and par. C2203 about arranging official travel.
- G. Per Diem. *Per diem is not authorized for R&R travel.*
- H. Legal Authority for this Part. 10 USC §1599B; 22 USC §4081(6) and (8).

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**\*PART P: CIVILIAN FAMILY MEMBER OF A SERIOUSLY ILL OR INJURED MEMBER****C7800 GENERAL**

A civilian employee, who is authorized travel under a competent travel authorization as a family member of an active duty Uniformed Service member who is seriously ill, seriously injured or in a situation of imminent death, is in a TDY status. A TDY travel authorization for a family member's travel per JFTR, par. U5246 must be issued and cite par. C7800 as authority. The service member's organization is responsible for funding the employee's TDY travel. The transportation mode/routing must be IAW Chapter 2. Another civilian must be issued an ITA and is authorized allowances under JFTR, par. U5246.

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## APPENDIX A

## PART I: DEFINITIONS

*As used in these regulations, and unless otherwise specifically provided in these regulations, the following definitions apply.*

**ACCOMMODATIONS.** Seat space, berths, roomettes, bedrooms, and staterooms on transportation facilities. Types include:

1. Air Coach or Air Tourist. A type available on commercial aircraft at rates lower than first class or premium class.
2. Coach or Chair Car (Rail). A type not affording sleeping facilities, at a lesser rate than first class (parlor car seat).
3. Security (Enclosed). Any private room that can be locked for security purposes.

**ACCOMMODATIONS, APPROVED.** Any place of public lodging that is listed on the national master list of approved accommodations. The national master list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.htm>.

**ACCOMMODATIONS, COMMON CARRIER.**

1. First-/Premium-Class. Generally, the highest accommodations class offered by commercial airlines in terms of both cost and amenities and termed "first class" by the airlines and in reservations systems. Includes suites, offered by commercial ships, and the highest class of service, including bedrooms, roomettes, club service, parlor car, or other premium accommodations offered by passenger rail carriers.
2. Business-Class. A premium accommodations class offered by commercial airlines that is higher than coach/economy and lower than first-class in both cost and amenities (e.g., business-class). This class of accommodation is generally referred to as "business, business elite, business first, world business, connoisseur, or envoy" depending on the airline. For business-class definition for trains see par. U3135-B3.
3. Coach-/Economy-class. The basic accommodations class offered by commercial airlines and passenger rail carriers, that includes a service level available to all passengers regardless of the fare paid. The term applies when an airline offers only one accommodations class and that class is sold as economy-class (i.e., some airlines only offer true business-class or true first-class and are not to be mistaken for this one accommodations class). The term also includes tourist-class and economy-class on commercial airlines and reserved coach and/or slumber coach accommodations on overnight rail travel.

4. Slumber Coach. The least expensive sleeping accommodations available on a train.
5. Extra-Fare Train. A train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops).

**ACCOMMODATIONS, PUBLIC.** Any inn, hotel, or other establishment within a State (and the District of Columbia) that provides lodging to transient guests, excluding an establishment:

1. Owned by the Federal Government;
2. Treated as an apartment building by State or local law or regulation; or
3. Containing not more than 5 rooms for rent or hire that also is occupied as a residence by the proprietor.

**ACTUAL EXPENSE.** Payment of authorized actual expenses incurred, up to the limit prescribed by the Administrator of GSA or agency, as appropriate. Reimbursement is contingent on eligibility for per diem, and is subject to the same definitions and rules governing per diem.

**ACTUAL RESIDENCE.** The fixed or permanent domicile of a person that can be reasonably justified as a bona fide residence. Also referred to as the "home of record". For a separating employee concluding an OCONUS assignment, the "actual residence" is the residence occupied at the time the employee received the OCONUS assignment. This is the residence listed in the service or transportation agreement signed by the employee prior to departure to an OCONUS post, pursuant to which the employee is assured that the expenses of return travel and transportation will be paid by the Government. (GSBCA 16265-RELO, 19 December 2003)

#### **AGENCY**

A. Includes:

1. An Executive agency, as defined in 5 USC §101;
2. A military department;
3. An office, agency or other establishment in the legislative branch;
4. An office, agency or other establishment in the judicial branch; and
5. The Government of the District of Columbia.

B. Does NOT include a/an:

1. Government-controlled corporation;
2. Member of Congress; or
3. Office or committee of either House of Congress or of the two Houses.

**DEPENDENT/IMMEDIATE FAMILY.** Any of the following named members of an employee's household at the time the employee reports for duty at a new PDS or performs authorized/approved OCONUS tour RAT or separation travel:

1. Employee's spouse;
2. Children of the employee or employee's spouse who are unmarried and under age 21 years or who, regardless of age, are physically or mentally incapable of self-support. ***NOTE:*** "Children" includes natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the employee or employee's spouse; also, a child born and moved after the employee's effective date of transfer because of advance stage of pregnancy, or other reasons acceptable to the DOD component concerned, e.g., awaiting completion of the school year by other children. See 50 Comp. Gen. 220 (1970); 66 id. 497 (1987).;

***NOTE 1:*** An employee and spouse at an OCONUS PDS assumed temporary custody of two grandchildren. The parent of the grandchildren was a uniformed member on active duty with a DOD Service in Iraq. The uniformed member (the parent) executed a special military power of attorney granting guardianship of the children to the children's grandparent. GSBCA held that the power of attorney did not create a "legal guardianship" as that term is used in par. B above to define dependent/immediate family members for the purpose of determining eligibility for relocation allowances. Since the term "legal guardianship" is not defined in the JTR, GSBCA turned to Arizona state law (the state in which the power of attorney was executed and in which the uniformed member resided) for guidance. Under Arizona law legal guardianship can be established only by judicial determination and the powers of attorney provided by the uniformed member were not sufficient to create guardianship. Since legal guardianship did not exist, the grandchildren could not be members of the employee's immediate family and the employee was not authorized travel and transportation costs and overseas allowances (TQSA) on their behalf (GSBCA 16337-RELO, 19 April, 2004).

3. Dependent parents (including step- and legally adoptive parents) of the employee or employee's spouse; and
4. Dependent brothers and sisters (including step- and legally adoptive brothers and sisters) of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

***NOTE 2:*** Generally, the individuals named in items 3 and 4 are dependents of the employee if they receive at least 51 percent of their support from the employee or employee's spouse; however, this percentage of support criterion must not be the decisive factor in all cases. These individuals also may be dependents for the purpose of this definition if they are members of the employee's household and, in addition to their own income, receive support (less than 51 percent) from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living.

***\*NOTE 3:*** ICW the Missing Persons Act, "dependent" is defined in par. C7090-A for purposes of transportation eligibility under that Act.

***\*NOTE 4:*** With respect to emergency leave travel, see par. C7365-D.

***NOTE 5:*** *Whether an individual is considered to be an employee's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:*

*GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state where the parties entered into such a marriage"; and,*

*"Issues of marital status are determined by state law, James H. Perdue, GSBCA 14122-RELO, 16 March 1998. Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,*

*As we recognized in James H. Perdue, GSBCA 14122-RELO, 16 March 1998 the burden of proof is on the claimant to establish the common law marriage. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state where the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: B-260688, 23 October 1995; B-247541, 19 June 1992; B-212900, 15 November 1983; B-191316, 27 September 1978; B-191316, 6 April 1978; B-186179, 30 June 1976.*

*The validity of a common law marriage is determined by the law of the place where it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. B-186179, 30 June 1978; B-191316, 27 September 1978.*

*The burden of proof is on the claimant to establish the common law marriage. See GSBCA 15207-RELO, 19 May 2000; GSBCA 14122-RELO, 16 March 1998.*

*Once the employee has submitted evidence in support of the common-law marriage, it should be submitted to the appropriate agency legal counsel for assistance in determining whether the putative spouse qualifies as a spouse under the specific state and/or Federal law (1 USC §7). PDTATAC does not adjudicate these cases.*

***Pertinent GSBCA decisions***

*GSBCA 15947-RELO, 31 March 2003 available at: <http://www.gsbca.gsa.gov/relo/r1594703.txt>  
GSBCA 15382-RELO, 20 December 2000 available at: <http://www.gsbca.gsa.gov/relo/r1538220.txt>  
GSBCA 15207-RELO, 19 May 2000 available at: <http://www.gsbca.gsa.gov/relo/r1520719.txt>  
GSBCA 14673-RELO, 9 December 1998 available at: <http://www.gsbca.gsa.gov/relo/r1467309.txt>  
GSBCA 14122-RELO, 16 March 1998 available at: <http://www.gsbca.gsa.gov/relo/r141220.txt>*

**DESIGNATED PLACE.** A place the commander concerned, or the commander's designated representative, or the employee designates for the movement of dependents or HHG when not accompanying the employee.

**DESTINATION RATE.** The per diem rate applicable to the next location at which an employee is to perform TDY or at which an employee makes an en route stopover to obtain overnight lodging.

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 ICW 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 authorized POC use during official PCS travel. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW the applicable JTR provisions. See JFTR, par. U2605 and JTR, par. C2505 for the current rate.

**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.

**MIXED MODES.** Travel using a POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

1. Personally-procured commercial transportation (see par. C2203),
2. Government-procured commercial transportation,
3. Government transportation.

**MOBILE HOME.** A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or by towing. It includes a house trailer, a privately owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)), and a boat an employee uses as the place of principal residence (62 Comp. Gen. 292 (1983)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the employee or dependents.

**\*MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT).** A rate per mile for authorized POC use during official PCS travel. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW the applicable JTR provisions. See JFTR, par. U2605 and JTR, par. C2505 for the current rate.

**MULTIPLE OCCUPANCY DWELLING.** A duplex, triplex or other type of dwelling that is designed to provide separate living quarters for more than one household. The units within the dwellings ordinarily have separate addresses and separate entrances.

**NON-FOREIGN OCONUS AREA.** The States of Alaska and Hawai'i, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

**NON-TEMPORARY STORAGE (NTS).** Long-term HHG storage in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services. *Also referred to as Extended Storage.*

**\*OCONUS**

A. Outside CONUS.

B. For permanent duty travel purposes with respect to Alaska, Hawai'i, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the territories and possessions of the United States, or foreign countries and similar geographical localities, an OCONUS place of employment outside the geographical locality in which the actual residence is located.

**OFFICIAL STATION.** *See PERMANENT DUTY STATION.*

**OPEN MESS.** A non-appropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

**ORDER-ISSUING/AUTHENTICATING OFFICIAL.** *See AO.*

**OVERSEAS.** *See OCONUS.*

**PER DIEM ALLOWANCE.** The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including taxes (*except taxes on lodging in CONUS and in non-foreign OCONUS areas - see NOTE 2 below*) and service charges where applicable for:

1. **Lodging.** Expenses for overnight sleeping facilities; (including Government quarters); baths; personal use of the room during daytime; telephone access fees; and service charges for fans, air conditioners, heaters, fires furnished in rooms when such charges are not included in the room rate, *and in foreign OCONUS areas only lodging taxes (see NOTE 2 below)*. **NOTE:** *The term "lodging" does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard common carriers is a transportation cost and is not covered by per diem.*

**NOTE 1:** *Per diem does not include transportation and other miscellaneous travel expenses.*

**NOTE 2:** *The maximum amount allowed for lodging in CONUS and in non-foreign OCONUS areas does not include an amount for lodging taxes. Taxes on lodging in CONUS and in non-foreign OCONUS areas are a separately reimbursable travel expense. The maximum amount allowed for lodging in foreign OCONUS areas includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas are not separately reimbursable. See <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for rates.*

2. **Meals.** Expenses for breakfast, lunch, dinner, and related taxes and tips. **NOTE:** *Specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons.*

3. **Incidental Expenses.** Incidental expenses include:

\*a. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. See par. C7460-item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.;

b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places where meals are taken, if suitable meals cannot be obtained at the TDY site **NOTE:** *If, in the opinion of the AO, suitable meals cannot be obtained at the TDY site and reimbursement in the incidental expenses for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under par. C2402.;*

c. Laundry, dry-cleaning, and/or pressing of clothing (*except when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS – see NOTE 3 below*);

d. Telegrams and telephone calls necessary to reserve lodging accommodations;

e. Mailing costs associated with filing travel vouchers and payment of Government-sponsored contractor-issued travel charge card billings;

f. Potable water and ice (28 Comp. Gen. 627 (1949)); and

g. Taxes and service charges on any of the expenses in items 2 through 3f.

**NOTE 3:** *The cost for laundry, dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for laundry, dry cleaning and pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.*

MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MAP	Military Advisory Panel
MARS	Military Affiliate Radio System
MEA	Miscellaneous Expense Allowance (C)
MIA	Missing in Action
MIHA	Move-in Housing Allowance (U)
MILAIR	Military Aircraft
MSC	Military Sealift Command (C)
NIST	National Institute of Standards and Technology (C)
NOAA	National Oceanic and Atmospheric Administration ( <i>Same as USNOAA</i> )
NTE	Not to exceed
NTS	Non-temporary Storage ( <i>also referred to as Extended Storage</i> )
OCONUS	Outside the Continental United States
OHA	Overseas Housing Allowance (U)
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment ( <i>also referred to as PRO-Gear</i> )
PCS	Permanent Change of Station
PDS	Permanent Duty Station (U)
PDT	Permanent Duty Travel (C)
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PDUSD (P&R)	Principal Deputy Under Secretary of Defense (Personnel & Readiness)
PEB	Physical Evaluation Board (U)
PHS	Public Health Service ( <i>Same as USPHS</i> )
PLEAD	Place from Which Entered (or Called) to Active Duty (U)
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PRO-Gear	Professional Gear ( <i>also referred to as PBP&amp;E</i> )
RAT	Renewal Agreement Travel (C)
RDD	Required Delivery Date (U)
RIT	Relocation Income Tax (C)
RPDCI	Retail Price Data Collection Instrument (U)
SDDC	(Military) Surface Deployment and Distribution Command
SEA	Subsistence Expense Allowance (C)
SES	Senior Executive Service (C)
SIT	Storage in Transit
SMA	Separate Maintenance Allowance (C)
SR&R	Special Rest and Recuperative Absence (U)
SROTC	Senior Reserve Officers' Training Corps
SSN	Social Security Number
STB	Surface Transportation Board (C)
TCS	Temporary Change of Station (C)

TDRL	Temporary Disability Retired List ( <i>U</i> )
TDY	Temporary Duty
TLA	Temporary Lodging Allowance ( <i>U</i> )
TLE	Temporary Lodging Expense ( <i>U</i> )
TMC	Travel Management Center
TMS	Travel Management System
TQSA	Temporary Quarters Subsistence Allowance ( <i>C</i> )
TQSE	Temporary Quarters Subsistence Expenses ( <i>C</i> )
TQSE(AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses ( <i>C</i> )
TQSE(F)	Fixed Amount Reimbursement for Temporary Quarters Subsistence Expenses ( <i>C</i> )
*UB	Unaccompanied Baggage
UN	United Nations
U.S.	United States
USC	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration ( <i>same as NOAA</i> )
USPHS	United States Public Health Service ( <i>same as PHS</i> )
USSM	Under Secretary of State for Management ( <i>C</i> )
UTD	Uniformed Travel Determination ( <i>U</i> )
VA	Department of Veterans Affairs ( <i>C</i> )
VAMC	Veterans Affairs Medical Center ( <i>U</i> )
VPC	Vehicle Processing Center
WAE	When Actually Employed ( <i>C</i> )
YCA	Unrestricted airfare (fare basis code). The unrestricted airfare, or “YCA”, has a last economy/coach seat on the aircraft availability to the traveler. See Appendix P, Part 1, par. A2.

## APPENDIX E

## PART I: INVITATION TO TRAVEL

A. To Whom and when Invitational Travel is Applicable

1. Invitational travel is the term applied to authorize travel by an individual when the person is acting in a capacity that is related directly to, or ICW, official DOD activities. The person must:

- a. Not be employed by the Government,
- b. Be only Intermittently employed by the Government as a consultant or expert (***NOTE: This does not include a contractor's employee traveling in the performance of the contract.***) and paid on a daily when-actually-employed basis under 5 USC §5703,
- c. Be serving without pay or at \$1 a year, or
- d. Be a volunteer covered by 10 USC §1588. See par. A2r.

Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for a DOD employee on TDY, except as provided by par. A2m below for spouse/dependent invitational travel.

2. Invitational travel may be authorized by use of an ITA when:

- a. It is in the DOD Component's interest to invite a college or university official or a representative of industry to observe the work performed by, or the operations of, an activity;
- b. An individual is requested to lecture, instruct, or give a demonstration at an activity ICW a DOD operation or program;
- c. An individual or as part of a group, who confers on an official DOD matter with DOD officials and who performs a direct service such as providing advice or guidance to DOD. ***An ITA is not authorized for an individual merely to attend a meeting or conference, even if hosted by a DOD Component on a matter related to the Component's official business. See 55 Comp. Gen. 750 (1976);***
- d. An individual's attendance at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)). ***Travel and transportation allowances to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C5;***
- e. An individual is an attendant for an employee with special needs or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended (55 Comp. Gen. 800 (1976));

- f. An individual is a sponsor, or is in a similar official capacity, and/or participates in a ceremony that is related directly to a DOD Component's interest (***NOTE: Simple 'attendance' at a ceremony does not allow travel under an ITA.***);
- g. An individual is authorized pre-employment interview travel under JTR, par. C7150;
- h. The individual is serving without compensation on a Board of Visitors as provided for in DOD governing regulations consistent with statutory authority;
- i. A witness is called to testify in administrative proceedings directed against a Government civilian employee or Uniformed Service member in an adverse action case. The testimony can be on behalf of the Government, the civilian employee, or the Uniformed Service member. The presiding hearing officer must determine that the witness's testimony is substantial, material, and necessary for proper case disposition and that an affidavit from the desired witness cannot adequately accomplish the same objective;
- j. An individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832;
- k. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, 28 February 1974);
- l. An individual is an attendant for an employee: under (1) and (2), or is an escort for a Uniformed Service member's dependent(s) (under (3)) noted in JTR Chapter 5, Part M or par. 6150; or JFTR, par. U7551.
- (1) An employee with a disability or a special need on official travel (56 Comp. Gen. 661 (1977)), <http://141.116.74.201/regs/comp-gen-dec/B-186598.pdf>; (59 Comp. Gen. 461 (1980)), <http://141.116.74.201/regs/comp-gen-dec/B-198237.pdf>
- \* (2) An employee who interrupts TDY because of an incapacitating illness or injury (JTR, par. C7370); and the employee is incapable of traveling alone. Per diem allowances may not exceed 14 calendar days unless a longer period is authorized/approved by the DOD Component on a case-by-case basis. See par. C7370-A.; or
- (3) A Uniformed Service member's dependent(s) when competent authority determined dependent(s)' travel is necessary because the dependent(s) is/are incapable of traveling alone due to age, mental or physical incapacity, or other extraordinary circumstances under JFTR, pars. U5240-C, U5241-D, U5242, U5243-C, U6004, and U6053. Round-trip transportation and travel allowances (per diem) may be authorized/approved including travel advances which may be paid per the Service's policy IAW 10 USC §1036.
- m. Dependents' Invitational Travel is for a family member and all pertinent conditions in items (1) through (5) below must be met before allowances are authorized/approved:
- (1) The AO determines that a dependent may travel with the sponsor, at Government expense when:
- (a) To attend an unquestionably official function in which the dependent participates in an official capacity, or

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

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

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

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

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

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

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

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

1. A non-appropriated fund official or employee traveling on non-appropriated fund business;
2. Transportation of dependents and/or HHG (including freight and parcel post mail) or other property of an individuals to whom an ITA is issued;
3. A Federal Government employee or Uniformed Service member (A Federal employee and a Uniformed member on active duty are given regular TDY travel authorizations/orders) unless the individual is:
  - a. A retired Federal Government employee or Uniformed Services member (may include retired military personnel from foreign countries), or
  - \*b. Authorized pre-employment interview travel under JTR, par. C7150 and the employee/member is in a leave status during such travel (B-219046, 29 September 1986)); or
  - c. An employee/member, traveling as a non-medical attendant, included on an ITA issued to a patient; or
4. Contractors (See Appendix E, Part III).

C. Allowance Expenses

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

## APPENDIX H

## PART I: TRAVEL PURPOSE IDENTIFIERS

Travel Purpose Identifier Codes	Purpose
0. Site Visit	Personally perform operational/managerial activities (e.g., to oversee program activities, grant operations, or manage activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide technical assistance) at a particular location.
1. Information Meeting	To attend meeting(s) to discuss general agency operations, review status reports, or discuss topics of general interest. If a site visit was conducted as part of the same trip, the entire trip is for a site visit (See 0 above.).
2. Training Attendance	To receive training.
3. Speech or Presentation	To make a speech or a presentation, deliver a paper, or otherwise take part in a formal program other than a training course.
4. Conference Attendance	To attend a conference, convention, seminar, or symposium for purposes of observation or education only with no formal role in the proceedings.
5. Relocation	Transfer from one PDS to another (same as a PCS move.) This includes new appointees/persons ordered to active duty when authorized relocation allowances for reporting to the first duty station.
6. Between Tours Travel	Travel and transportation authorizations for which an employee/uniformed member and/or dependent(s) may be eligible while serving at an OCONUS duty station; e.g., RAT or COT/IPCOT travel for the purpose of taking leave between OCONUS tours of duty; educational travel, etc. This travel is ordinarily performed in conjunction with travel resulting from a permanent change of station assignment or renewal of a tour of duty at OCONUS duty stations.
7. Special Mission Travel	To carry out a special agency mission (e.g., non-combat military units); provide security to a person or shipment (such as diplomatic pouch); move witnesses between locations; travel by Federal beneficiaries and other non-employees.
*8. Emergency Travel	To return a traveler from a temporary duty assignment location at Government expense to the designated post of duty or home, or other alternate location, where the traveler would ordinarily be present to take care of the emergency situation if the Government had not directed or assigned the traveler to another location to perform official business. In the case of a uniformed member, the provisions of JFTR, par. U7205 or U7206, and for civilian employees Chapter 7, Part M, which are far more extensive, would apply.
9. Other Travel	All travel performed for reasons (purposes) not shown in one of the other nine categories listed above. Even though stated as "other travel," the travel order/authorization must also detail the specific purpose.

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## APPENDIX H

**\*PART 2B: FIRST-CLASS AIR ACCOMMODATIONS CODES**

*\*(See JTR, pars. C2204-B3 and C7415; JFTR, pars. U3125-B3 and U7755)*

APPROVAL CODE/REFERENCE/REASON		
APPROVAL CODE	JTR & JFTR PARAGRAPH REFERENCE	REASON FOR TRAVEL
F1	JTR, par. C2204-B3a or JFTR, par. U3125-B3a	Lower Class Not Available in Time
F2	JTR, par. C2204-B3b or JFTR, par. U3125-B3b	Medical
F3	JTR, par. C2204-B3c or JFTR, par. U3125-B3c	Security
F4	JTR, par. C2204-B3d or JFTR, par. U3125-B3d	Mission
F5	JTR, par. C2204-B3e or JFTR, par. U3125-B3e	Only first class provided
F6*	JTR, par. C2204-B3f* or JFTR, par. U3125-B3f*	Non-Federal source*
FC	*JTR, par. C7415 or JFTR, par. U7755	Congressional Travel

*\*One of the first 5 reasons (F1 through F5) must also apply.*

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## APPENDIX H

## PART 3A: BUSINESS-CLASS AIR ACCOMMODATIONS CODES

\*(See JTR, pars. C2204-B4 and C7415; JFTR, pars. U3125-B4 and U7755)

APPROVAL CODE/REFERENCE/REASON		
APPROVAL CODE	PARAGRAPH REFERENCE	REASON FOR TRAVEL
B1	JTR, par. C2204-B4a or JFTR, par. U3125-B4a	Lower Class Not Available in Time
B2	JTR, par. C2204-B4b or JFTR, par. U3125-B4b	Medical
B3	JTR, par. C2204-B4c or JFTR, par. U3125-B4c	Security
B4	JTR, par. C2204-B4d or JFTR, par. U3125-B4d	Mission
B5	JTR, par. C2204-B4e or JFTR, par. U3125-B4e	Only business class provided
B6**	JTR, par. C2204-B4f** or JFTR, par. U3125-B4f**	Non-Federal source**
B7	JTR, par. C2204-B4g or JFTR, par. U3125-B4g	Foreign flag coach not adequate
B8	JTR, par. C2204-B4h or JFTR, par. U3125-B4h	Overall savings
B9	JTR, par. C2204-B4i or JFTR, par. U3125-B4i	Over 14 hours
BC	*JTR, par. C7415 or JFTR, par. U7755	Congressional Travel
BF	JTR, par. C2204-B4k or JFTR, par. U3125-B4k	Required by Foreign Government Regulations, MOU/MOA/SOFA

\*\*For business-class accommodations, this is a 'stand-alone' reason.

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- (e) The date specified by the Secretary of State;
- (f) 180 days after the evacuation order is issued; or
- (g) The date the evacuee commences return travel to the PDS.

### **636 Return to Assignment**

Not later than 180 days after the evacuation order is issued, an employee must be returned to the regular post of assignment, or appropriate action must be taken to reassign the employee to another post. This action must be taken in accordance with prescribed agency regulations.

### **638 Review – Employee Accounts (See also Section 618.)**

638.1 The payroll office having jurisdiction over the employee's accounts reviews the account at the earliest possible date after the evacuation is terminated, or earlier if the circumstances justify, or after the employee returns to the assigned post of duty, or when the employee is officially reassigned to another post.

638.2 For the period or periods covered by any payments under these regulations, the employee is considered as though active Federal service had been rendered in a regular position without a break in service. Compensation is adjusted on the basis of the compensation rates, including any allowances or post differentials, to which the employee would otherwise be entitled under all applicable statutes other than those codified in 5 USC §§5521-5527, and as reflected in DSSR, sections 621.1 and 621.2. Any adjustments also reflect payments made to the employee as authorized by DSSR, sections 617 through 618.

### **639 Employees/Dependents Assigned but Not Arrived at PDS**

Employees/dependents who have not yet arrived at the PDS at the time of the evacuation/departure order are not covered by DSSR, chapter 600. However, under the limited circumstances outlined in DSSR, section 245, employees and dependents precluded from proceeding to post may be eligible for payments equivalent to those provided in DSSR, chapter 600. When the DSSR, section 245 criteria are not met, dependents who normally would accompany an employee to post are eligible for involuntary separate maintenance allowance (DSSR, section 260) effective the date the employee begins official travel under an assignment travel authorization.

**FREQUENTLY ASKED QUESTIONS ON EVACUATION**  
Department of State Standardized Regulations (DSSR)  
Interpretation of Evacuation Payment Regulations (DSSR 600)

**1. Q: What is the difference between an authorized and an ordered departure?**

A: Authorized departure allows the chief of mission (principal officer in charge of a diplomatic mission in a foreign area) greater flexibility in determining which employees/employee groups may depart, and avoids the negative connotation attached to the term "evacuation." Since the law uses the terms synonymously, there is no benefit difference. On the same day that the State Department's Under Secretary of State for Management ("USSM") approves evacuation status for the PDS – either authorized or ordered – the 180-day clock "begins ticking".

**2. Q: Do all US Government agencies subscribe, follow or adhere to the DSSR on evacuations?**

A: In accordance with DSSR, section 645 all agencies implement the DSSR. To ensure fair and consistent treatment of all evacuees, agencies desiring to deviate from DSSR, chapter 600 must seek Secretary of State authorization before doing so. The dependents of uniformed personnel are covered separately under the Joint Federal Travel Regulations, Volume 1 (JFTR), Chapter 6, Part A.

**SAFE HAVEN**

**3. Q: How does a dependent select an official safe haven and on what is the subsistence expense allowance (SEA) based?**

A: The State Department's Under Secretary of State for Management (USSM) designates the U.S. (DSSR defines this as the fifty United States and the District of Columbia) as the official safe haven location even though the DSSR allows for OCONUS (non-foreign and foreign) official safe haven designations. A designation of U.S. means that dependents may select an official safe haven anywhere in the fifty United States or the District of Columbia. A dependent evacuee should select as an official safe haven the location at which the longest time is to be spent (e.g., where children are to go to school or where family/friends reside). An evacuee is not required to remain at the official safe haven; however, SEA payments are based on the official safe haven location per diem rate. An evacuee can change safe havens to somewhere else in the U.S. (another of the fifty United States or the District of Columbia) once during an evacuation. Transportation between safe havens may be authorized sparingly through the Secretarial Process (JTR, par. C12000-B2d) for reason(s) other than only personal preference. The appropriate evacuee locator and accounting offices must be notified of any address change. (See Q&A 5 for transporting dependents to join subsequently evacuated employee.)

**\*4. Q: What benefits are available for dependents going to an authorized alternate safe haven?**

A: If the "official" safe haven is the fifty United States and the District of Columbia, then anywhere outside the 50 United States and the District of Columbia is an "alternate" safe haven. Evacuation benefits are available only if the Secretary of State and the agency head/designee authorizes the alternate safe haven as being in the Government's best interest (DSSR, section 614c). Within DOD, PDUSD (P&R) authorizes alternate safe havens (phone (703) 697-2086 or DSN (312) 227-2086). **The employee cannot choose an alternate safe haven.** The employee must travel to the official safe haven (DSSR, section 631a(1)). The only benefits at an authorized alternate safe haven are: (1) constructed cost travel (NTE travel and transportation costs between the evacuated PDS and the employee's official safe haven location) if the dependent(s) want to join the employee at the employee's official safe haven location; (2) limited SEA based on the lowest of the official safe haven, authorized alternate safe haven or Standard CONUS per diem rate - \$109 as of 10-1-07). The lowest is usually the standard CONUS rate. Education allowance is limited to Internet costs between the PDS school and the alternate safe haven (DSSR, sections 621.1d and 621.2d). Diplomatic immunities, privileges, or services are not available at the alternate safe haven.

5. ***Q: May previously evacuated dependents join the employee at the employee's official safe haven?***

A: Dependents evacuated to an official safe haven or authorized alternate safe haven may rejoin the employee at the employee's safe haven. Dependent travel from an official safe haven to the employee's safe haven is at U.S. Government expense. Dependent travel from an authorized alternate safe haven to the employee's official safe haven is constructed cost travel NTE the travel and transportation costs from the evacuated PDS to the employee's official safe haven (DSSR, section 631a(1)).

6. ***Q: Can an evacuated employee accompany dependents, who are unable to travel alone due to special needs or minor age, to their official U.S. (within the 50 United States and the District of Columbia) safe haven?***

A: IAW these travel regulations, employees accompanying dependents, unable to travel alone, to their official or authorized alternate safe haven are reimbursed for travel and transportation expenses (1) there and back to the PDS; or (2) there and to the employee's official safe haven.

7. ***Q: Can a dependent on educational travel or "away from post" education allowance go to the safe haven following evacuation of a PDS?***

A: Yes. The official safe haven location displaces the foreign PDS for travel purposes under education allowance and educational travel (DSSR, section 633.2 and DSSR, section 633.4, respectively). SEA payments are not allowed for children on "away from post" education allowance (DSSR, section 633.2). SEA payments are allowed for children under educational travel only when they are at the safe haven, unmarried, and under 21 (see definition of "child" at DSSR, section 040m(2)).

**EVACUATION PAYMENTS: SUBSISTENCE EXPENSE ALLOWANCE (SEA) AND ADVANCE PAYMENTS**

8. ***Q: When do SEA benefits start for evacuees?***

A: (1) Official safe haven: SEA benefits start the day following arrival day at the official safe haven location. SEA is not paid for travel en route to the official safe haven location.

(2) Authorized alternate safe haven: SEA starts the day following arrival day at the authorized alternate safe haven location if an alternate safe haven is authorized prior to the dependents' evacuation. SEA starts no earlier than the date the PDUSD (P&R) receives the request for the alternate safe haven if an alternate safe haven is authorized after evacuees have arrived at that location. SEA is not authorized until the evacuee arrives at the official safe haven if the request for an alternate safe haven is denied.

9. ***Q: When an employee is evacuated after the dependents, is the employee authorized SEA under DSSR, section 632.1, at the full amount for the first evacuee or at the additional dependent amount?***

A: When the employee is evacuated after dependents, the employee may elect to be either the first evacuee or additional dependent. The DSSR allows for dependents and the employee to be at different safe haven locations, but there is only one “first evacuee” under the formula (whether commercial or non-commercial). Only dependents residing with the first evacuee are counted for additional reimbursement for larger quarters (see FAQ 14).

10. ***Q: Can employees and dependents on RAT or on FEML receive SEA payments?***

A: Employees and dependents cannot receive SEA while on RAT or in FEML status (DSSR, section 632.4). If away from the PDS at the time the evacuation is ordered/departure authorized, the employee must either return to the PDS or declare intention to do so before any dependent qualifies for evacuation benefits. Transportation is authorized to the official safe haven location. SEA may not start for an evacuee until that evacuee arrives at the authorized safe haven and the employee has started official travel to the PDS or official safe haven. The date also may depend on when the employee or dependents were due to return to the PDS.

11. ***Q: What if the employee/dependent is in MEDEVAC/health care travel status?***

A: SEA payments are not paid when per diem is paid (i.e., while on MEDEVAC/health care travel). Once the MEDEVAC/health care travel period is terminated and per diem is no longer paid, the employee/dependent receives SEA on the day following arrival day at the authorized safe haven location.

12. ***Q: What if dependents have been evacuated and the employee later joins the evacuated dependents on a different type of travel authorization such as FEML or RAT?***

A: The employee cannot receive SEA. However, SEA continues for dependents previously evacuated (DSSR, section 632.4).

13. ***Q: Who determines whether the commercial or non-commercial rate for SEA applies? Can an employee draw SEA at the commercial rate and dependents draw SEA at the non-commercial rate at the same time?***

A: Commercial or non-commercial applies to the type of lodging the first evacuee occupies. Per DSSR, section 632.1, “There is only one ‘first evacuee’, except as provided under DSSR, section 632.4(b) (‘Tandem Couples’)”. Only the first evacuee (employee or a dependent) is reimbursed for a percentage of the lodging portion of the official/authorized alternate/standard CONUS safe haven per diem rate. All other dependents receive a percentage of the meal and incidental expense (M&IE) portion of the first evacuee’s safe haven per diem rate.

If the first evacuee submits a commercial lodging receipt, then the commercial rate formula applies. If a commercial lodging receipt is not submitted, then the non-commercial rate formula applies. Both formulae are shown on the Evacuation Payments Worksheet (EPW) in DSSR, section 960. If commercial lodging does not include furniture and/or utility costs, these costs are reimbursed as part of lodging (receipts required since this is a “lodging-related” expense).

## APPENDIX O

### TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

#### T4000 INTRODUCTION

This Appendix describes the travel and transportation allowances and responsibilities of a traveler who performs the most common TDY travel types as authorized by law for a uniformed member, DOD civilian employee and other non-DOD Government employee who is working for DOD and is paid travel allowances funded by DOD. The activities authorized to use this Appendix are listed at the end of this Appendix, and under the conditions cited in Joint Federal Travel Regulations, Volume 1 (JFTR), par. U1039, and Joint Travel Regulations, Volume 2 (JTR), par. C1001-B. This Appendix covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together with or without no/limited reimbursement. This Appendix is to be used in place of TDY allowances in the JFTR and JTR (with exceptions and references as noted herein), except that the provisions in JFTR, Chapter 7 for a uniformed member and JTR, Chapter 7 for a civilian employee are to be used for travel of:

1. Senior ROTC,
2. Reserve Component Member travel for medical and dental care,
3. Retirees called to active duty,
4. A Ready Reserve Component member authorized muster duty allowance,
5. A Midshipman and cadet,
6. Patients/for health care, and escorts and attendants,
7. Pre-employment travel;
8. When accompanying members of Congress and Congressional Staff;
9. An employee with a disability when additional travel and transportation expenses are incurred;
10. UN Peacekeeping;
11. Prisoners and their guards or for disciplinary action; and
12. For rules that apply when emergency situations occur while TDY is being performed.

Rules on per diem for a uniformed member who are inpatients in a hospital are in JFTR, par. U7125-D. For travel of a civilian consultant or expert, see JTR, par. C4975. TDY performed as part of a PCS move continues to be paid as prescribed for TDY travel in JFTR and JTR Chapters 4. Except where differences are identified, the allowances and responsibilities in this Appendix apply equally to a uniformed member and a DOD civilian employee and any other non-DOD Government employee who is working for DOD and paid travel allowances funded by DOD. In this Appendix, "authorizing official" or "AO" means the individual who controls the mission, authorizes the trip, and controls funds for TDY travel. Definitions specific to this Appendix are found in par. T4070. *The provisions of this Appendix must not be supplemented.*

***NOTE 1:*** See JFTR/JTR, Appendix E for Invitational Travel Authorizations.

***NOTE 2:*** This Appendix is not used for evacuations.

## T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS

Commands/units are expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow the regulations contained in this Volume. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must *not* be through refusal to reimburse. See par. T4025-A4 for exceptions when reimbursement is *not* allowed.

## T4010 REIMBURSEMENT RATE

Rates for private vehicle mileage reimbursement rates are found in JFTR, par. U2600, and JTR, par. C2500. Government mess food and operating expense rates are found in JFTR, pars. U4149 and U4151 and JTR, par. C2510. Per diem rates by location showing the lodging, meals and incidental expense components are published in website <http://perdiem.hqda.pentagon.mil/perdiem/prates.html>, or provided under separate issuance by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). These rates also are available from the (Contracted) Commercial Travel Office (CTO).

## T4020 TDY TRAVEL POLICY

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, the AO must choose that method.

### B. Traveler Rights and Responsibilities

1. A traveler is to follow the policies and procedures in this regulation, and use good judgment in incurring official travel-related expenses, as if traveling using personal funds (see JFTR, par. U2010 and JTR, par. C1058).
2. A traveler is provided transportation, lodging, and food, or must be reimbursed promptly for reasonable and necessary authorized expenses if the traveler purchases them. An AO must authorize reimbursement for other travel-related expenses appropriate to the mission.
3. It is *mandatory* that the traveler arranges commercial transportation, rental cars (if authorized), through an available CTO or in-house travel arranger IAW TRANSCOM policy. Government and/or commercial lodging should also be arranged through the CTO. The CTO estimates the total cost for the trip (a “should-cost” estimate) forming the reimbursement basis.
4. It is *mandatory* that the traveler makes the official travel and transportation arrangements through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO should the CTO not be used. A traveler:
  - a. Who does not use a CTO or the GTCC to purchase transportation must forward the ticket coupon, and/or the receipt for the excess baggage costs, with the Trip Record for reimbursement,
  - b. Must use coach-class for all official travel, unless premium-class accommodations are authorized prior to travel by the appropriate level listed in par. U3125-B2a or U3125-B2b.
    - (1) See JTR, par. C2000-A2c/JFTR, par. U2000-A2c for medical reasons, or
    - (2) TDY mission timing requires premium-class. When premium-class TDY transportation is authorized because the mission timing is “so urgent it cannot be postponed,” premium-class travel should only be authorized to the TDY site. Coach-class accommodations use should be annotated on the trip record and used for the return flight if the return flight is not critical and traveler can rest before reporting back to work. *See JFTR pars. U3125-B2a and U3125-B2b and JTR, pars. C2204-B2a and C2204-B2b.*

- c. Must *not* use foreign flag transportation even if U.S. flag carrier fares are higher,
  - d. Who use premium-class or a foreign flag transportation presumably at Government expense must provide adequate acceptable justification that meets the requirements of the JFTR/JTR to the AO for reimbursement, and
  - e. Should contact the AO and CTO as soon as possible after personally making arrangements to get the Trip Record updated, and arrangements confirmed, and/or to get alternate arrangements.
5. Each traveler is advised, in advance, of the allowances, the arrangements made, probable expenses, and a good estimate of what should be reimbursed.
  6. A traveler should have use of a GTCC. The policies and procedures for the GTCC program (including central billing and unit cards) are found in the DOD Financial Management Regulation (DOD 7000.14-R), Volume 9, "Travel Policy and Procedures."
  7. A traveler should turn in the expense report portion of the Trip Record and be paid every 30 days when the TDY is over 45 days. This ensures the traveler is paid for expenses in about the same time as GTCC bills are received.
  8. A traveler must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DOD, see Joint Ethics Regulation, DOD 5500.7-R, Chapter 4. For Coast Guard, see COMDTINST M5370.8 (series). For NOAA Corps, see Department of Commerce Administrative Order 202-735. For Public Health Service, see Commissioned Corps Personnel Manual CC26.1, Inst 1. A traveler may keep items of nominal value (as defined in applicable ethics regulations). A traveler also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate the seat if the Government would incur additional costs or if it would affect the mission.
9. Retaining Promotional Items
    - a. A traveler on official business traveling at Government expense on the funds of an agency (See definition in Appendix A) may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001.
    - b. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional Government cost.
    - c. Promotional items received for travel using funds other than those of an agency are not covered by this rule. The traveler should seek guidance from the funding authorities.
  10. Each traveler must be treated as honest, responsible customers, but the traveler must follow the rules in this regulation. The DOD Financial Management Regulation (DODFMR), Volume 9, JFTR, par. U2505, and JTR, par. C1305, apply when a fraudulent claim submission is suspected.

## T4025 ARRANGING OFFICIAL TRAVEL

### A. CTO Use

1. Mandatory Policy. It is DOD *mandatory policy* that each traveler uses an available CTO to arrange official travel, including transportation and rental cars.
2. Service Regulations. See DOD Component/Service regulations for CTO use information.

### 3. Failure to Follow Regulations

- a. Commands/units are expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow the regulations concerning CTO use (see par. T4005).
- b. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must *not* be through refusal to reimburse. See par. T4025-A4 below for exceptions when reimbursement is *not* allowed.

4. Reimbursement Not Allowed. Reimbursement Is *not allowed* when the traveler does not follow the regulations for foreign flag carriers (see par. T4025-C).

## B. Requirements

1. When making travel arrangements, the traveler should use the following:

- a. Services available under a TMS (see Appendix A), or
- b. In-house travel offices.

2. All travel arrangements must be made IAW:

- a. DODD 4500.9 (Transportation and Traffic Management) at <http://www.dtic.mil/whs/directives/corres/html/45009.htm>;
- b. DODI 4500.42 (DOD Passenger Transportation Reservation and Ticketing Services) at <http://www.dtic.mil/whs/directives/corres/html/450042.htm>; and
- c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft of foreign registry must *not* be authorized/approved unless the conditions in par. T4060-B3 are met (see also JFTR, par. U3125-C and JTR, par. C2204-C).

## D. Transportation Reimbursement

1. CTO/TMC Available. When a CTO/TMC is available but not used by the traveler, reimbursement for the transportation cost is limited to the amount the Government would have paid if the arrangements had been made directly through a CTO/TMC.
2. CTO/TMC Not Available. When the AO certifies that a CTO/TMC was/is not available to arrange the required official transportation, reimbursement is for the actual cost of the authorized/approved transportation NTE the policy-constructed airfare (see Appendix A) that meets mission requirements. ***NOTE: CTO/TMC service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO/TMC service available should the same situation arise again.***

***NOTE: The cost paid by the Government for Government/Government-procured transportation, in house or CTO/TMC transportation, frequently includes a transaction fee for arranging the transportation. A CTO transaction fee incurred by a member/employee is reimbursable under App G, Part I, Item 13. When an available CTO/TMC is not used and no transaction fee is included in the Government/Government-procured transportation, the transaction fee for personally procured transportation from other than a CTO/TMC may be reimbursed as long as the total reimbursable amount for the transaction fee and transportation cost does not exceed the cost of the Government/Government procured transportation.***

**T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)**

A. Type of Travel. The AO may direct travel by any mode (e.g., Government or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a certain mode is directed and another mode is used, the traveler may only receive transportation reimbursement up to the directed transportation mode cost.***

B. Commercial Transportation. The Services must require that the CTO/TMC arrange commercial transportation IAW law, Government policies, agreements and contracted rates using U.S.-certificated carriers and coach/economy-class accommodations whenever possible. The AO may, under certain conditions, authorize the CTO/TMC to arrange other than contract city-pair flights, or to arrange non-U.S.-certificated carriers, or business- (but not first) class accommodations (see JTR, par. C1060, ***NOTE 1*** and JFTR, par. U4326, ***NOTE 1***) when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in JTR, pars. C2204-B2, and C2208-C (trains only), and JFTR, pars. U3125-B2, and U3135-C (trains only), may authorize business- or first-class accommodations use.

C. Special Conveyances (Includes Aircraft) Reimbursement. When the AO authorizes special conveyance/rental vehicle use for official business, the following reimbursements are authorized per Appendix G, Part I. The AO may authorize an appropriately sized vehicle IAW mission needs when a compact rental car (the "standard" for TDY travel), does not meet requirements. ***It is mandatory to obtain rental vehicles (except for aircraft or bus) through the CTO/TMC per TRANSCOM policy, when the CTO/TMC is available.***

1. Rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to and from the rental facility.
2. Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); any per-day administrative fee called for in the SDDC rental car agreements; garage (POC parking is a separate reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.
3. Snow tires and similar non-standard equipment necessary for travel by the Government renter, may incur additional charges which are reimbursable when authorized in the travel order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment. A traveler who disregards a special conveyance arrangement made by a CTO/TMC must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO/TMC) is allowed. ***Reimbursement for purchase of snow tire and other non-standard items is not authorized.***
4. A traveler is reimbursed for mandatory rental car insurance coverage required in foreign countries.
5. A claim for damage to a rental vehicle, while the vehicle is being used for official business, is reimbursable to the traveler or the rental car company when appropriate as miscellaneous transportation expenses. The claim must be adjudicated as payable per the DOD Financial Management Regulation (Volume 9, Chapter 4) (found at <http://www.dtic.mil/comptroller/fmr/>) (or appropriate Service directives for the non-DOD Services).

When the AO has not authorized/approved special conveyance use, reimbursement is limited to the POC mileage rate in JTR, par. C2500 and JFTR, par. U2600 plus constructed per diem for the official distance not to exceed the Government's constructed cost. See JTR, par. C2150, item 8 or JFTR, par. U3310-A1.

**NOTE:**

1. ***A traveler is not reimbursed for rental car insurance coverage purchased in the United States or non-foreign OCONUS locations regardless of from whom the rental car is rented.***
2. ***Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.***

3. *Some vehicles are not covered with liability and vehicle loss and damage insurance for the traveler or the Government when rented for official Government travel. To view appropriate rental car companies and rates go to the Passenger section in the top right-hand corner of the SDDC website at <http://www.sddc.army.mil>, click on Car Rental Carriers in left-hand column, then Ceiling Rates. Vehicles listed in the rental car agreement/on the SDDC website are the only vehicles covered under the SDDC rental-car agreement. Any vehicle offered by a company that is under the SDDC rental car agreement but not listed on the SDDC list as a vehicle "in that category" does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the Government, and should not be rented for official Government travel. Usually, there is a company listed that has a vehicle necessary for official Government travel and these companies should be used.*

D. Government Transportation

1. The TO arranges international Government airlift under AMC contract/control, when it is available and satisfies mission requirements.
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 a uniformed member. 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.

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 in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.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 in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> are without effect. The locality rates in <http://perdiem.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. The traveler is 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.*

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 GSBICA 16836-RELO, 5 June 2006 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBICA16836.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 GSBICA 14398-TRAV, 24 Feb 1998 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBICA14398.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. GSBICA ruled that the employee was not authorized reimbursement for lodging at the former residence.*** See GSBICA 15600-TRAV, 7 March 2002. (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBICA15600.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. GSBICA 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. GSBICA 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 GSBICA 16652-TRAV, 26 August 2005 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBICA16652.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.

prorated based on the number of days in the month rather than by the actual number of days the

traveler occupied the residence. (57 Comp. Gen. 147 (1977)). *In no case may the total per diem payable exceed the applicable maximum locality rate for the area unless an AEA (see JFTR, Chapter 4, Part C or JTR, Chapter 4, Part M) is authorized/approved. The provisions of JFTR, par. U4141 and JTR, par. C4555-G do not apply when the residence is purchased.*

***NOTE:*** *A member/civilian employee who purchases or rents and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. See GSBGA 16699-TRAV, 17 August 2005 (This decision is available at: [http://141.116.74.201/regs/comp-gen-dec/GSBGA\\_16699.htm](http://141.116.74.201/regs/comp-gen-dec/GSBGA_16699.htm)).*

g. If the traveler incurs an exchange fee to trade an owned timeshare period for a comparable period at lodgings at the TDY point, the exchange fee (but not the annual maintenance fee) is reimbursed as a lodging cost (B-254626, 17 February 1994).

## 2. Eating

\*a. The M&IE for the departure day is 75% of the M&IE rate for the traveler's stopover point or TDY location, as appropriate, that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next stopover point or TDY location. The M&IE for the return day to the PDS is 75% of the M&IE rate for the preceding day (last TDY location or stopover point), as appropriate. Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for that return day unless overnight lodgings are required.

<b>*Example</b>	
1 Sep	Depart PDS
1 Sep	Arrive TDY A (\$50 M&IE)
10 Sep	Depart TDY A
10 Sep	Arrive TDY B (\$60 M&IE)
10 Sep	Depart TDY B
10 Sep	Arrive PDS
Pay 75% of \$50 (TDY A M&IE for preceding day) on 10 Sep	

b. On other days, the allowance for meals and incidentals is the full M&IE for the TDY location or stopover point where lodgings are required unless the AO specifies one of two other meal rates based on Government mess availability. The two rates are either the Government meal rate (GMR) when all meals on a given day are available or the proportional meal rate (PMR) when at least one meal a day is available. (Incidental expenses are added to the GMR or PMR.) A Government mess is available only if: Government lodging on a U.S. installation is available and the command controlling the mess has made the mess available to the traveler. A Government mess is not available on interim travel days. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from PMR plus incidental expenses to locality M&IE rate). *The meal rate established cannot be reduced after-the-fact except for a free meal as described in par. T4040-A2c below.*

***NOTE:*** *In circumstances in which adequate Government quarters are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the quarters are not available and authorized the locality meal rate instead of the GMR/PMR and \$3 (in CONUS) or the locality incidental expense rate OCONUS (unless the \$3.50 incidental expense rate is authorized for incidental expenses under par. T4040-A3). Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality meal rate to GMR/PMR.*

c. When the Government purchases at least one, but not all three, meals on a calendar day through some means such as a registration fee, the PMR plus incidental expenses applies for that day. This does not

apply on travel days to and from the PDS. Meals served on common carriers are not "purchased by the Government." The traveler must indicate on the Trip Record how many meals were free or purchased by the Government and for which dates. ***NOTE: If all three meals are provided, only the incidental expenses for that day are payable.***

d. 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 JFTR, par. U4165, items 2e and 2f (uniformed member) and JTR, pars. C4554-B5 and C4554-B6 (civilian employee) when a charge for meals is added to the lodging cost.

3. **Incidental Expenses (IE).** The traveler is paid an allowance for incidental expenses, such as tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE in CONUS is \$3.00. The OCONUS daily IE is the rate for the applicable locality per diem, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated incidental expenses.

***NOTE 1: Applicable to a civilian employee:***

***a. The cost incurred during TDY/PCS travel (not after arriving at or returning to the PDS) for personal laundry, dry-cleaning, and pressing of clothing is a separately reimbursable travel expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS.***

***b. The cost for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for OCONUS travel.***

***NOTE 2: Applicable to a uniformed member:***

***a. The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.***

***b. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates authorized for OCONUS travel.***

**B. Lodging Overnight Required - Schoolhouse Training Standards**

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if Government quarters use by a uniformed member is directed and if one of the two M&IE rates based on Government mess availability is appropriate. ***Government quarters use and/or Government mess may not be directed for a civilian employee. See par. T4040-A1c.***

2. In some situations, the Secretary Concerned may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires Government mess use. When EUM applies, a member receives the incidental expenses amount, a civilian employee receives the incidental expenses amount and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full EUM day and ends at 2400 on the last full EUM day. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expense or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY aboard Ships. Other reimbursable expenses (par. T4040-F and App. G) are authorized in the same manner as for business travel. The AO may authorize the actual amount paid up to the PMR (but no incidental expenses) for meals and/or payment for lodging when the traveler is not authorized per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

1. The phrase 'Personnel traveling together' refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. No per diem is payable when no/limited reimbursement is directed in the orders for personnel traveling together. The restriction on paying per diem only includes travel days between duty locations and does not involve allowances for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 of the day the member arrives at the TDY location. The prohibition begins again at 0001 of the departure day from the TDY location until arrival at the PDS. The typical member pays the food cost without operating expense, and a civilian employee pays the food cost and operating expense. A civilian employee is authorized reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement must never be done simply to save travel funds.***

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. Per diem is not payable during field duty. The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and the typical member pays some amount for food; a civilian employee also pays for food. A civilian employee is authorized reimbursement of the amount paid for food. When the Secretary Concerned, or Combatant Commander or JTF commander for a joint deployment, determines that Government messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to a member. A civilian employee is authorized reimbursement of the amount paid for food. Each EUM traveler is authorized the incidental expense. See par. T4020-B2.

3. Joint deployments involve the temporary assignment of travelers of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The Combatant or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the main body of the deployed force, but business travel might be appropriate for an interim staging base. In choosing the option to use, the Combatant or JTF Commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the Combatant Commander should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The Combatant or JTF Commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to an individual traveler. Table 1 shows the effect of each option on per diem. ***Exception: A traveler receiving the GMR rate while TDY to a JTF Commander's area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. T4040-A2b (e.g., If a TDY traveler travels from one location in the AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless Government meals are not available).*** The Combatant or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in orders.

4. TDY aboard Ships

a. No per diem is payable when TDY aboard a U.S. ship since quarters and mess are provided. A civilian employee is reimbursed for the amount paid for food. 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.

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial ship and incurs an expense for other than Government meals. The AO may establish a per diem allowance equal to the daily expenses.

<b><u>JOINT TASK FORCE OPERATIONS TDY OPTIONS</u></b>			
<b>Table 1. Deployment - Joint Operations TDY Options</b>			
<b><u>SUBSIST ASHORE</u></b>			
<b>TDY OPTION</b>	<b>SUBSISTENCE</b>	<b>PER DIEM</b>	<b>REMARKS</b>
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	Government Lodging and Government Meals – Permanent U.S. Installation	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate 1/ for Gov't Meals
	Government Lodging and Government Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and for Gov't Meals at Discount Meal Rate 2/
	Government Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	Commercial Lodging and Government Meals ( <b>In AOR only</b> )	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate for Gov't Meals
Essential Unit Messing	Government Lodging and Use of Government Meals is Essential for Training and Readiness Purposes	IE	Civilian Employee Pays for Gov't Meals at Full Meal Rate
Field Duty	Government Lodging, Meals and Incidentals Provided	None	Civilian Employee pays for Gov't Meals at Full Meal Rate
<b><u>SUBSIST ABOARD U.S. GOVERNMENT SHIP 3/</u></b>			
TDY	Government Lodging and Government Meals	None	Civilian Employee Pays for Meals

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ A member/civilian employee deployed who is ordered to subsist ashore – see “Subsist Ashore” (above table) for order type and payment guidelines.

***NOTE: For BAS see DODFMR, Volume 7A, Chapter 25 or Coast Guard, COMDTINST M7220.29 (series), Chapter 3.***

**D. Lodging Overnight Not Required**

**1. Transportation**

- a. It is mandatory that the traveler arranges transportation through an available CTO, even though overnight lodging is not required.
- b. If travel is in the local area (see JFTR, par. U3500 and JTR, par. C2400-B) around the PDS, a Government vehicle, public transportation paid for by the command, or a private vehicle may be used.
- c. If a POC is used to and from home, the traveler is authorized the standard mileage rate for the distance driven, minus the normal distance driven to and from work. This most often affects the PDS.
- d. If the traveler does not drive to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work.

e. The AO determines reimbursement based on the difference between the cost of using the POC and the traveler's normal cost to get to work. Commercial transportation expense reimbursement is authorized/ approved ***only*** if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace.

f. A traveler is authorized reimbursement for other expenses such as tolls and parking when using a POC.

g. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

2. **Meals.** With two limited exceptions (see par. T4060-B11), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (using the highest rate if there is more than one TDY location). ***No per diem is authorized when TDY is for 12 or fewer hours.*** However, the AO may authorize reimbursement of the actual amount paid, up to the PMR (not including incidental expenses) for the TDY location, when a uniformed member spends more than the cost of normal meal arrangements during travel outside the PDS limits. ***See JFTR, par. U4510 for occasional meals authority.***

***NOTE: Mission-related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for childcare, house care, pet care, hotel concierge, or workout room/gym fees, and similar expenses.***

E. **Miscellaneous Expenses.** See Appendix G.

F. **Reimbursement for Travel Expenses at the TDY Location**

1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses see par. T4030.

2. Use of a Government vehicle/special conveyance is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):

- a. Duty sites,
- b. Lodgings,
- c. Dining facilities,
- d. Drugstores,
- e. Barber shops,
- f. Places of worship,
- g. Cleaning establishments, and
- h. Similar places required for the traveler's subsistence, health or comfort

3. If a Government vehicle/special conveyance is not authorized, the traveler is authorized reimbursement for necessary public transportation costs.

4. If private vehicle use is authorized, reimbursement is the automobile mileage rate times the miles driven for the necessary travel around the TDY location.

5. The traveler must note the required miles driven.

**T4045 TRAVEL ALLOWANCES FOR A RESERVE COMPONENT MEMBER (48 Comp. Gen. 301 (1968))**

A. General. Par. T4045 applies to a Reserve Component member on active/inactive duty under an order that provides for return home. See par. U7150 for travel of a cadet and midshipman, an applicant and Senior Reserve Officers' Training Corps (SROTC) member, Reserve Component member travel for medical and dental care, a Ready Reserve member on muster duty, a retiree called to active duty, active-duty-for-training tours of 140 or more days at one location (except as noted in par. U2146), and active-duty-for-other-than-training for more than 180 days at one location (except as noted in par. T4045-E4).

B. Inactive Duty Training. A Reserve Component member commit to an obligation to participate in 48 scheduled training periods (inactive duty training (IDT) unit drills) a year. Services have different terms for these drills, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location where the member normally performs "drill" (the armory, reserve center, assembly location, etc.). They receive no reimbursement for that commute. For purposes of par. T4045-B, **Assigned Unit** is a Reserve Component member's designated post of duty and **TDY Station** is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no authorization for travel and transportation allowances. The member may be authorized reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.

2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is authorized allowances in pars. T4040 and T4030, limited to travel cost from the assigned unit.

3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area. There is no authorization for travel and transportation allowances; however, the member is paid mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for Annual Training (AT). For AT travel, a member is authorized payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. Per Diem Not Payable. No per diem is payable to:

1. A Reserve Component member at an AT site when both Government quarters and meals are available, but the member is authorized reimbursement for the Government quarters cost. If Government quarters and/or meals are not available, per diem is payable under par. T4040-A;

2. A Reserve Component member on active duty without pay;

3. A newly enlisted member undergoing training when both Government quarters and meals are available;

4. A Public Health Service officer called to active duty for Commissioned Officer Student Extern Program (COSTEP);

5. A Reserve Component member who commutes daily or the AO determines can commute except for authority under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;

6. a Reserve Component member on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or

local area (see par. U3500) of the assigned unit or home. If required to occupy transient Government housing, reimbursement for actual lodging cost is authorized;

7. A Standby Reserve Component member voluntarily performing without pay.

E. Per Diem. When a Reserve Component member is ordered to:

1. Schoolhouse training, par. T4030 applies for transportation and par. T4040-B for per diem;
2. Deploy, to be one of personnel traveling together under orders directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4040-C applies for per diem for periods under 20 weeks. Par. T4030 applies for transportation;
3. Active-duty-for-training (other than schoolhouse) for fewer than 140 days or active-duty-for-other-than-training for 180 or fewer days, per diem is determined under business travel rules in par. T4040-A, and transportation under par. T4030;
4. Active-duty-for-other-than-training for more than 180 days because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, per diem is determined under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C), and transportation under par. T4030.

F. Funeral Honors Duty. A Reserve Component member who performs funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member’s residence is authorized travel and transportation allowances as for business travel under pars. T4030 and T4040-A & T4040-D.

<b>SUMMARY OF ALLOWANCES FOR A RESERVE COMPONENT MEMBER</b>		
<b>ACTIVE DUTY WITH PAY 1/</b>		
<b>SITUATION 2/</b>	<b>TRANSPORTATION 3/4/</b>	<b>PER DIEM</b>
Annual training duty 5/	Par. T4030 applies.	Not authorized if Gov’t qtrs 6/ & mess available 7/; else par. T4040 applies.
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP).	Par. T4030 applies.	Not authorized.
Pipeline Student--newly enlisted member undergoing training.	Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030.	Not authorized if Gov’t qtrs & mess available.
Member commutes or AO determines member can commute.	Par. T4030-E applies for one-round trip only provided the place of active duty is outside home’s town/city limits.	Not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home’s town/city limits.
Active duty for training for fewer than 140 days or active duty for other than training for 180 or fewer days at one location.	Par. T4030 applies.	Par. T4040 applies.
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for more than 180 days.	Par. T4030 applies if the Secretarial Process authorizes per diem; otherwise Chapter 5 applies.	Par. T4040 applies if the Secretarial Process authorizes per diem; otherwise Chapter 5 applies.

<b>ACTIVE DUTY WITHOUT PAY</b>		
	<b>TRANSPORTATION 3/4/</b>	<b>PER DIEM</b>
Others performing duty without pay.	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for a Reserve Component Standby Reserve member.	Not authorized except occasional meals and/or quarters may be authorized (see par. T4040-C) for travel days only 8/.

- 1/ Applies to a Reserve Component member called/ordered to active duty with pay under an order that provides for return to home or place from which called/ordered to active duty. Includes a retired member called to active duty with or without pay (except for periodic physicals for a member on the TDRL, see JFTR, par. U7250).
- 2/ Except as noted in JFTR, par. U2146.
- 3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.
- 4/ A Reserve Component member may not be paid for commuting from home to duty - only one round-trip may be paid.
- 5/ Since a training location is the PDS, no per diem is payable when Government quarters & mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.
- 6/ Temporary lodging facilities are not Government quarters for purposes of this table.
- 7/ A Reservist Component member on active duty for training not otherwise authorized per diem who occupies transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.
- 8/ A Reserve Component member on active duty for training not otherwise authorized per diem who occupies transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

<b>INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/</b>		
Table 2. TDY Allowances for A Reserve Component Member		
<b>SITUATION</b>	<b>TRANSPORTATION</b>	<b>PER DIEM</b>
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home.	1. May be authorized reimbursement under par. T4040-F. 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	Not authorized.
Travel from home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to alternate site within the local commuting area.	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.	Not authorized.
Reserve Component Standby Reserve member voluntarily performing without pay.	Not authorized.	Not authorized.
<b><i>This Table is for informational purposes only. Allowances are prescribed in par. T4045.</i></b>		

1/ For travel allowance purposes, the assigned unit is the designated post of duty.

2/ TDY station is alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home for the purposes of par. T4045.

3/ A Reserve Component member on inactive duty for training who is not otherwise authorized per diem and who occupies transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

## **T4050 TAKING A TYPICAL BUSINESS TRIP**

### **A. Before the Trip**

1. **Getting a Cost Estimate.** Each traveler should get a CTO should-cost estimate for the trip. It is the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including taxes), and rental car (if authorized) fees. The estimate also must reflect the per diem rate broken out by M&IE and lodging. A traveler may ask the CTO to estimate the amount for using a private vehicle or other commercial transportation.
2. **Tailoring the Trip.** The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's should-cost estimate (as the AO approves for mission reasons) is the reimbursement baseline.
3. **Getting Authorization for Travel.** The AO authorizes the TDY, the arrangements, and obligates funds to pay for the trip. The CTO updates the Trip Record with the fund cite provided by the AO. The resulting document is the travel authorization.
4. **The Travel Packet.** The CTO gives the traveler the Trip Record with the confirmed reservations and commercial tickets. The TO provides the documents needed for Government transportation if the CTO does not provide this service.
5. **Paying for Arranged Services and Getting Cash to Pay for Expenses while Traveling.** The CTO must charge airline tickets, lodging, and rental car reservations on the traveler's individual or unit Government travel card; airline tickets in some cases may be charged to a CBA. While on the trip, the traveler should charge other expenses incident to official travel on their individual or unit GTCC whenever possible. For official travel-related expenses that cannot be charged, the traveler can avoid using personal funds by using the individual IBA to obtain cash advances or travelers checks. Advances are not an option on unit travel cards.

### **B. During the Trip**

1. **Changing Plans.** If travel plans change from the itinerary, the traveler should call the CTO's 24-hour 1-800 number, if possible, to have the needed changes made. The CTO must update the traveler's Trip Record. The AO may approve the changes after the trip is complete. However, it is best if the traveler gets the AO's authorization up-front, and has the Trip Record updated. In any case, the traveler is reimbursed only for changes the AO approves on the Trip Record.
2. **Receipts.** The traveler must keep all receipts for lodging and receipts for any individual official travel expense of \$75 or more.

### **C. After the Traveler Returns**

1. **Filling out the Expense Report.** A traveler should fill out and turn in the expense report portion of the Trip Record within 5 working days after returning from the trip. The receipts are to be attached to the expense report. Electronic Fund Transfer (EFT) is the preferred method of reimbursement. Within EFT, the traveler has two options. The traveler may request (a) direct electronic transfer to the Government travel card company of the authorized expenses charged to the IBA with the remainder going to the traveler's personal bank account, or

(b) an electronic transfer of the full amount to the traveler's personal bank account. Under option (a), the traveler must not have to write a check to the Government travel card company for official expenses charged.

2. Getting It Approved. The AO must approve the expenses on the Trip Record for the traveler to get paid. This includes reviewing the required receipts.

3. Turning in the Expense Report. A finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid is the amount the AO approves.

4. Random Audits. Random audits of travel expense reports are conducted.

5. Lost/Stolen/Unused Tickets. See JFTR, par. U2515-A and JTR, par. C1320-A. The traveler:

a. *Must safeguard tickets, if issued, carefully at all times;*

b. Must immediately report a lost or stolen ticket to the issuing CTO;

c. Is financially responsible to purchase a replacement ticket;

d. Must not be reimbursed for the purchase of a replacement ticket until the Government has received a refund for the lost/stolen ticket;

e. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If the first ticket is recovered, turned in for refund, and the Government is repaid, reimbursement may then be made for the second ticket, NTE the cost of the first ticket; . and

f. Must return unused tickets to the CTO. ***NOTE: SF-1170, Redemption of Unused Tickets, found at <http://www.gsa.gov>, is usable, if authorized in Service regulations, ICW turning in unused tickets.***

#### T4060 AUTHORIZING OFFICIAL'S RESPONSIBILITIES

A. General. Authorizing Officials have broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred ICW that mission. For a civilian traveler, the AO must determine the purpose of the travel (see JTR/JFTR, Appendix H) for notation on the Trip Record. The CTO is central in helping to execute those responsibilities.

1. The CTO generates a Trip Record. On it, the CTO prepares a should-cost estimate that reflects standard arrangements made in compliance with travel policies using Government negotiated airline, lodging, and rental car rates. If the standard arrangements do not meet the needs of the mission, the CTO provides other travel options to satisfy mission requirements, and conform to law, regulation, policy, and contractual obligations. Use the should-cost estimate to determine if the travel budget can support the travel. Authorize CTO identified should-cost standard arrangements, unless additional or unusual cost options are required to complete the mission and they make good overall business sense.

2. The CTO and TO must have available information on policies relating to transportation and travel arrangements. Get other needed travel-related information from command channels or Service headquarters. Use management information from the CTO and the travel card company to assist in future travel decisions.

3. Make sure the traveler has access to the unit's travel card if the traveler does not have individually issued cards. Refer inquiries about card usage to the local card program coordinator.

4. Adhere to policies and procedures discussed in this regulation, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement under policies established in this regulation.

## B. What's Allowable and Not Allowable

### 1. Transportation

a. What an AO may direct. An AO may direct the traveler to use a particular transportation mode, except for private or rental vehicle. Only direct a specific mode when it is essential to mission success.

b. Options on city-pair flight use. See Appendix P. ***NOTE: Regulations applicable to the Contract city-pair Program are found in DOD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at: <http://www.transcom.mil/j5/pt/dtr.html>.***

2. Authorizing Business-class Transportation Accommodations. Only the officials listed in JTR, pars. C2204-B2b and C2208-C (trains only), and JFTR, pars. U3125-B2b and U3135-C (trains only) may authorize/approve business-class accommodations use (two-star level or civilian equivalent). Examples of reasons for use of business-class accommodations are found in JTR, par. C2004-B4 and JFTR, par. U3125-B4 (the reason must be recorded on the Trip Record).

#### ***NOTE:***

***1. If business-class seating is provided at Government expense, the traveler is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at Government expense.***

***2. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.***

***3. The 14-hour rule only (in JFTR par. U3125-B4i and JTR, par. C2204-B4i) applies en route to the TDY site. On a return flight to the PDS, a business-class transportation authorization should not be provided.***

***4. When use of business-class accommodations is authorized/approved, use of business-class fares provided under the Contract City-Pair Program is mandatory.***

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

***NOTE: Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by foreign air carriers between two places in foreign areas even if U.S. flag air carriers are available. This authority does not apply to a Uniformed Service member (The Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), a DOD civilian employee, or their dependents. A Uniformed Service member, a DOD civilian employee, and their dependents are required to use available U.S. flag carriers for all commercial foreign air transportation as indicated in par. T4060.***

3. Using U.S.-certificated Carriers. Available U.S.-certificated air carriers must be used for all commercial foreign air transportation of persons/property when the U.S. Government funds the air travel (49 USC §40118 and B-138942, 31 March 1981). See JFTR, par. U3125-C and JTR, par. C2204-B. ***U.S.-certificated carriers are not “available” if:***

a. Use of a U.S.-certificated air carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;

- b. Use of a U.S.-certificated air carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
- c. Use of a non-U.S.-certificated air carrier would eliminate two or more aircraft changes en route on a trip between points in foreign areas (i.e., the travel is not through the U.S. or a non-foreign OCONUS location);
- d. The elapsed travel time by a non-U.S.-certificated air carrier is three hours or less and travel by a U.S.-certificated air carrier would be at least twice the time;
- e. The travel can only be financed with excess foreign currency and available U.S.-certificated air carriers do not accept the currency;
- f. Only first class accommodations are available on a U.S.-certificated air carrier while less-than-first-class accommodations are available on a non-U.S.-certificated air carrier; or
- g. Air transportation on a non-U.S.-certificated air carrier is paid in full directly, or later reimbursed, by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), an international agency, or other organization. (B-138942, 31 March 1981 and 57 Comp. Gen. 546 (1978)); **NOTE: See the Security Assistance Management Manual, Chapter 4, par. C4.5.12 of the DOD 5105.38-M, when travel is on Security Assistance Business.**

***NOTE 1: The 'Fly America Act' does not require travel across the CONUS when traveling between two OCONUS locations (e.g., Travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS. When it is determined that a U.S.-certificated air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a non-U.S.-certificated air carrier may be authorized/approved (adopted from GSBGA 16632-RELO, 15 July 2005)).***

***NOTE 2: When using code share flights involving U.S.-certificated air carriers and non-U.S.-certificated air carriers, the flight number of the U.S.-certificated air carrier must be used on the ticket. If the flight number of the non-U.S.-certificated air carrier is used on the ticket, the ticket is a non-U.S.-certificated air carrier and a non-availability of U.S.-certificated air carrier document is needed.***

4. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. **However, contract fare travel must not be used for personal travel. See JFTR, par. U3145-C, item 12, and JTR, par. C2002-C, item 12.** The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Government. For a civilian traveler, JTR, par. C4563-C applies. A member is not authorized per diem on any day leave is charged. Do not permit a TDY trip that is an excuse for personal travel.

#### 5. Lodging Selection

a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effectiveness.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement must be based on the locality rate, or AEA if appropriate, for the en route TDY site.

6. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.

7. Authorized Trips Home during Extended Business TDY. *The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.* The AO must determine that savings outweigh the periodic return travel costs. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs are to be considered. *An analysis must be conducted at least every other year.* The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For a civilian employee, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

8. Phone Calls to Home or Family during TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY when appropriate (GSBCA 1455-TRAV, 18 August 1998).

9. Travel Expense Report. The Trip Record contains the expense report. The AO must review the amounts claimed on their traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, the charges are reasonable, the phone calls authorized for reimbursement are in the Government's best interest, and approves the payment of the authorized expenses. Expense reports are subject to random selection for examination based on financial management directives.

10. TDY from Leave. An AO may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

11. Shipment or Storage of HHG. An AO may authorize shipment of unaccompanied baggage for an employee (JTR, par. C2309), or a small amount of HHG for a member (JFTR, par. U4705) to the TDY point. Also, the AO may authorize storage of HHG for a member when appropriate. For example, storage may be authorized during a deployment. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H.

12. Lower or No Per Diem Rates. There may be situations in which the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Government mess may have a club at which the meal cost is only a fraction of the full M&IE. In these cases, an AO may recommend payment of lower or no per diem to the Service PoC listed in the Introduction of the JFTR and JTR under the heading Feedback Reporting. *Lower per diem rates can only be established before travel begins.* See par. T4040-A1c(2) for more on reduced per diem for a civilian employee.

13. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies. See par. T4030-H. However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, an AO should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

14. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. Under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and,
- b. To a uniformed member escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

15. TDY aboard Ships. Normally, a TDY traveler aboard a ship is fed without charge making the traveler ineligible for per diem. However, a TDY traveler aboard a non-U.S. government ship may be charged for meals.

In this situation, an AO can determine a per diem rate to cover the food cost. This should not be confused with officers paying for meals the same as ship's company officers.

16. Additional Allowable Travel Expenses for an Employee with a Disability. An AO may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Chapter 7, Part J, for specifics.

17. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, an AO may authorize reimbursement of those expenses.

18. TDY and Reserve Component Active Duty Time Limits for Per Diem Purposes

a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Combatant Command, approves an extension. See JFTR/JTR, Introductions for the Service points of contact. *A civilian employee should see Internal Revenue Service (IRS) rules for income tax implications for TDY beyond one year.* A school of at least 140 days duration is a PCS for a uniformed member (except as noted in JFTR, pars. U1036 or U2146).

b. For a Reserve Component member, if active duty for training is fewer than 140 days, or fewer than 180 days for other than training duty at any one location, travel and transportation allowances are payable as for TDY. When a Reserve Component member is called to active-duty-for-training for 140 or more days, or more than 180 days for active-duty-for-other-than-training at one location, travel and transportation allowances are payable under JFTR, Chapter 5, as for PCS for a Reserve Component member unless the call to active-duty-for-other-than-training is because of unusual or emergency circumstances or exigencies of the Service Concerned and the Secretarial Process authorized per diem.

19. Movement of an Employee's Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are IAW JTR, Chapters 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C5050.

20. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a TCS. The employee (but not a member) is authorized limited PCS allowances rather than TDY allowances. See JTR, Chapter 5, Part O.

21. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

22. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables (<http://pwerdiem.hqda.pentagon.mil/perdiem/pdrates.html>), the per diem rate is the rate applicable to the location of the front gate for the reservation, station or other established area.

## T4070 TDY GLOSSARY

**Authorize.** The giving of permission before an act or the ratification or confirmation of an act already done. Used interchangeably in this Appendix with “approve.”

**Government travel card.** This is the Government-sponsored contractor issued travel charge card.

**Group movement.** A movement of 2 or more official travelers traveling as a group, under the same order (either PCS or TDY), for which transportation is Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the order. ***NOTE: Personnel traveling together under an order directing no/limited reimbursement may travel between any points en route, provided that the order specifically indicates the points between which the status applies.***

**Must, Shall, Should, May, Can, Will.** The following definitions from DOD 5025.1-M apply:

<u>Helping Verb</u>	<u>Degree of Restriction</u>
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action.
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time

**Temporary Duty (TDY) Travel.** Official travel of a temporary duration away from the traveler’s PDS. There are three types of TDY travel with different allowances:

**Business Travel.** Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

**Schoolhouse Training Travel.** Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee or a uniformed member (other than a uniformed member who has not yet reached the first PDS).

**Deployment, Personnel Traveling Together Under An Order Directing No/Limited Reimbursement, and Unit Travel.** Includes units traveling in support of combat missions, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Government provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.

**Trip Record.** This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that includes the travel authorization and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

**Activities Authorized To Use Appendix O**

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

1. Authorization to begin testing using simplified allowances was never issued.
2. This includes TDY travel by, on behalf of, and/or processed by the NSA.

<b>DOD Component</b>	<b>Organization/Location</b>	<b>Effective Date</b>
<b>U.S. Army</b>	Training & Doctrine Command, Ft. Leavenworth, KS	May 13, 1996
	U.S. Army Forces Command, Ft. McPherson, GA	August 13, 1996
	U.S. Army Europe, U.S. Army Military Community comprised of Boblinger, Echterdingen, Mohringen, Stuttgart, and Vaihingen, GE	June 25, 1996
	U.S. Army Missile Command, Huntsville, AL (also includes Corps of Engineers Waterways Experiment Station, Vicksburg, MS)	May 1, 1996
	Selected other tenants of Redstone Arsenal, AL, and selected personnel of the Simulation, Training and Instrumentation Command (STRICOM) Huntsville, AL, and Orlando, FL, and the Space and Strategic Defense Command (SSDC), Huntsville, AL)	June 17, 1996
	Corps of Engineers, Ohio River Div., Cincinnati, OH	Never Initiated [1]
	HQ Army Audit Agency, Alexandria, VA	October 1, 1996
<b>U.S. Navy</b>	USS Eisenhower <i>Discontinued</i>	June 20, 1996 March 31, 1997
	PSA, Norfolk, VA	June 20, 1996
	HQ, CINCLANTFLT (N00IG; N02; N6 and N1) Norfolk, VA	June 20, 1996
	Naval Command, Control & Ocean Surveillance System Center, (RDT&E), San Diego, CA	June 20, 1996
	NPGS, Monterey, CA	June 20, 1996
	Naval Undersea Warfare Center Div, Newport, RI	June 20, 1996
	HQ, CINCPACFLT, Pearl Harbor, HI <i>Discontinued</i>	June 20, 1996 March 31, 1997
<b>U.S. Marine Corps</b>	Marine Corps Air Station, Beaufort, SC	Never Initiated [1]
	Marine Corps Air Station, New River, NC	Never Initiated [1]
	Marine Corps Air Station, Cherry Point, NC	Never Initiated [1]
	Marine Forces Reserve, New Orleans, LA	Never Initiated [1]
	Second Marine Expeditionary Force, Camp Lejeune, NC	Never Initiated [1]
	Marine Corps Recruit Depot, Parris Island, SC	Never Initiated [1]
	Headquarters, U.S. Marine Corps, Washington, DC	Never Initiated [1]
	Sixth Marine Corps District, Atlanta, GA	Never Initiated [1]

<b>DOD Component</b>	<b>Organization/Location</b>	<b>Effective Date</b>
<b>U.S. Air Force</b>	11th Wing, Bolling AFB, Washington, DC	May 2, 1996
	Dover AFB, DE	April 23, 1996
	Peterson AFB, CO	March 1, 1997
	Randolph AFB, TX	April 15, 1997
	Air Combat Command HQ and 1st Wing, Langley AFB, VA	June 5, 1996
	Hill AFB, UT	March 24, 1997
	Mountain Home AFB, UT	March 24, 1997
	Niagara Falls Air Reserve Station, NY	March 24, 1997
Washington Headquarters Services	Designated organizations	April 1, 1997
Defense Commissary Agency (DeCa)	HQ and Operations Center, Provisional, Ft. Lee, VA	June 5, 1996
Defense Finance and Accounting Service (DFAS)	Kansas City Center, Kansas City, MO ( <i>Discontinued</i> )	May 1, 1996 March 31, 1997
Defense Logistics Agency (DLA)	Administrative Support Center, Ft. Belvoir, VA	June 5, 1996
National Geospatial-Intelligence Agency (NGA) (formerly NIMA)	Multiple locations - all NGA components	May 1, 1996
National Security Agency (NSA) [2]	Fort Meade, MD	March 1, 1996
Defense Threat Reduction Agency (formerly Defense Special Weapons Agency)	Dulles, VA	June 1, 1996
Organization of the Joint Chiefs of Staff	Washington, DC	May 1, 1996
Defense Information Systems Agency	Washington, DC	June 16, 1997
Missile Defense Agency (formerly Ballistic Missile Defense Organization)	Washington, DC	July 15, 1997

- b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.
- c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.
- d. Jet Service: This factor gives preference to jets over propeller aircraft. All these factors are weighed against price and a best value decision is made.

### **9. Why isn't every award for non-stop service?**

Even though non-stop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service is awarded are as follows

- There is no non-stop carrier for a specific route.
- The non-stop carrier did not offer on the city-pair. Some carriers have so much traffic on certain routes that they do not want the Government business for the route.
- The non-stop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for our Federal traveler.
- The non-stop carrier has offered an unreasonably high price.
- The connect service carrier has offered a fare so low that it was the best overall value, even considering all the advantages of nonstop service.

### **10. Can't GSA make a carrier add nonstop service?**

No. Even though the City-Pair Program is huge, with sales well over \$1 billion per year, it still represents only about 2% of the airlines business. Unless the commercial traffic warrants it, a carrier will not add a new route or improved service levels for the Government.

### **11. Can you require the airlines to offer smoke free international flights?**

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (see paragraph 5, above, last exception listed).

### **12. Can I use a contract city-pair airfare for personal travel? What if the personal travel is being taken in conjunction with official Government travel? What if the Government cancelled my leave or I received my TDY authorization/order while on leave without knowing about the TDY before going on leave? What Government-sponsored leave programs qualify for contract city-pair airfares?**

The use of contract city-pair airfares (or other airfares limited to official Government business) is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract city-pair airfares (or other airfares limited to official Government business) cannot be used for that portion of the trip since that travel is personal. These city-pair airfares or other airfares limited to official Government travel cannot be used to and/or from an unofficial point (such as a leave point) unless the Government is paying for the leave travel to (and/or from) the leave point.

**Example 1:** A traveler receives a TDY order/authorization for TDY travel (*official travel*) from Atlanta, GA, (PDS) to San Francisco, CA, (TDY assignment) and return. The traveler traveled from GA, to Chicago, IL, (*personal convenience*) to take leave in Chicago en route to San Francisco. Government and traveler limitations are:

Use the two one-way contract city-pair airfare costs for the official travel legs (GA to CA and CA to GA) to determine the constructed transportation reimbursement limit. In this example, the Government one-way fare is \$251.00 and round-trip is \$502.00.

Reimbursement for the entire trip is limited to \$502. The contract city-pair airfare is applicable only to the trip from San Francisco to Atlanta. The traveler must use airfares available to the general public for the GA to IL and IL to CA legs. The traveler is paid the lesser of actual or constructed expenses.

**Example 2:** A traveler goes on leave to Denver, CO. The leave is interrupted for official TDY to San Francisco, CA. The TDY assignment was not known prior to the traveler's departure on leave. The traveler's PDS is Atlanta, GA. Government and traveler limitations are:

Travel from Denver to San Francisco and return back to Denver to resume leave or back to Atlanta is *official travel*. See JFTR, par. U4105-F (uniformed members) or JTR, pars. C4440 and C4564 (civilian employee) and city-pair airfares may be used.

**NOTE:** CTO/TMC use is mandatory for official travel from Denver to San Francisco and return to Denver or Atlanta.

**NOTES:**

*Contract city-pair airfare use MAY BE POSSIBLE for official Government-funded leave transportation programs listed below; and when ordered TDY while on leave if the TDY assignment was unknown prior to taking leave. Refer to the applicable leave transportation programs within the JFTR/JTR for actual authority when contract city-pair airfares may be used.*

*\*Civilian Employee RAT (JTR, par. C3104-D2 and Chapter 5, Part K), FVT (JTR, par. C7550), EVT (JTR, par. C7602), FEML (JTR, par. C7700), and R&R (JTR, par. C7750). A dependent also may qualify for certain leave transportation; refer to cited JTR references for authority.*

*Uniformed members: COT (JFTR, par. U7200), Emergency Leave (JFTR, par. U7205), FEML (JFTR, par. U7207), and R&R (JFTR, par. U7300). A dependent also may qualify for certain leave travel transportation allowance; refer to cited JFTR references for authority.*

## APPENDIX S

## AUTHORIZED FEML LOCATIONS/DESTINATIONS

The following are authorized FEML locations/destinations for a member (and command-sponsored dependents) and, effective 2 Nov 2002, for a DOD civilian employee and dependents permanently assigned to the location. JFTR/JTR contents do not apply to contractors or their employees at FEML locations. Locations shown are 'authorized' until removed from the list (regardless of the re-certification date shown next to the destination). \*See JFTR, par. U7207-D2 (uniformed member) and JTR, par. C7700-D2 (DOD civilian employee).

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date ( <i>See NOTE</i> )
Albania, Tirana	European	Frankfurt	<b>30 Nov 2007</b>
Algeria, Algiers ( <i>eff 5 Mar 2007</i> )	European	Frankfurt	28 Feb 2009
Angola, Luanda	European	Frankfurt	<b>30 Nov 2007</b>
Argentina, Buenos Aires	Southern	Miami	30 Apr 2009
Armenia, Yerevan	European	Frankfurt	<b>31 Jul 2007</b>
Australia, Alice Springs	Pacific	Honolulu	31 Oct 2008
Australia, Learmouth (incl. Exmouth)	Pacific	Perth	31 Oct 2008
Azerbaijan, Baku	European	Frankfurt	<b>31 Oct 2007</b>
Bahrain	Central	Baltimore	31 Mar 2008
Bangladesh, Dhaka	Pacific	Honolulu	31 Oct 2008
Barbados, Bridgetown	Southern	Miami	30 Apr 2009
Belarus, Minsk	European	Frankfurt	<b>31 Jul 2007</b>
Belize, Belmopan	Southern	Miami	30 Apr 2009
Bolivia, La Paz	Southern	Miami	30 Apr 2009
Bosnia, Sarajevo	European	Frankfurt	<b>31 Jul 2007</b>
Botswana, Gaborone	European	Frankfurt	<b>31 Jul 2007</b>
Brazil, Brasilia, Sao Paulo, Rio de Janeiro	Southern	Miami	30 Apr 2009
Bulgaria, Sofia	European	Frankfurt	<b>31 Oct 2007</b>
Burma, Rangoon	Pacific	Honolulu	31 Oct 2008
Burundi, Bujumbura	European	Frankfurt	30 Nov 2008
Cambodia, Phnom Penh	Pacific	Honolulu	31 Oct 2008
Cameroon, Yaounde	European	Frankfurt	<b>31 Jul 2007</b>
Chad, N'djamena	European	Frankfurt	<b>31 Jul 2007</b>
Chile, Santiago	Southern	Miami	30 Apr 2009
China, Beijing	Pacific	Honolulu	31 Oct 2008
Colombia, Bogata	Southern	Miami	30 Apr 2009
Cote D'Ivoire, (formerly Ivory Coast), Abidjan	European	Frankfurt	<b>31 Jul 2007</b>
Costa Rica, San Jose	Southern	Miami	30 Apr 2009

Croatia, Zagreb	European	Frankfurt	31 Jan 2008
Cuba, Guantanamo Bay	Southern	Jacksonville	30 Apr 2009
Cuba, Havana ( <i>for Coast Guard uniformed members only</i> )	USCG	Miami	31 Dec 2007
Cyprus, Nicosia	European	Frankfurt	<b>31 Jul 2007</b>
Democratic Republic of Congo, Kinshasa	European	Frankfurt	<b>31 Jul 2007</b>
Djibouti	Central	Baltimore	31 Mar 2008
Dominican Republic, Santo Domingo	Southern	Miami	30 Apr 2009
Ecuador, Quito	Southern	Miami	30 Apr 2009
Egypt	Central	Baltimore	31 Mar 2008
El Salvador, San Salvador	Southern	Miami	30 Apr 2009
Eritrea, Asmara	Central	Baltimore	31 Mar 2008
Estonia, Tallinn	European	Frankfurt	<b>31 Jul 2007</b>
Ethiopia, Addis Ababa	Central	Baltimore	31 Mar 2008
Fiji, Suva	Pacific	Honolulu	31 Oct 2008
Gabon, Libreville	European	Paris	<b>30 Jun 2007</b>
Georgia, Tbilisi	European	Frankfurt	<b>31 Oct 2007</b>
Ghana, Accra	European	Frankfurt	<b>31 Jul 2007</b>
Greece, Athens	European	Frankfurt	<b>31 Oct 2007</b>
Greece, Larissa	European	Frankfurt	<b>31 Jul 2007</b>
Greenland, Thule 1/	European	Baltimore	31 Oct 2008
Guatemala, Guatemala City	Southern	Miami	30 Apr 2009
Guinea, Conakry	European	Paris/Frankfurt	<b>31 Jul 2007</b>
Guyana, Georgetown	Southern	Miami	30 Apr 2009
Haiti, Port au Prince	Southern	Miami	30 Apr 2009
Honduras, Tegucigalpa	Southern	Miami	30 Apr 2009
Hong Kong	Pacific	Los Angeles	31 Oct 2008
Iceland	European	Frankfurt	<b>30 Sep 2007</b>
India, New Delhi	Pacific	Honolulu	31 Oct 2008
Indonesia, Jakarta	Pacific	Honolulu	31 Oct 2008
Israel, Tel Aviv	European	Frankfurt	<b>31 Jul 2007</b>
Ivory Coast, (See Cote D'Ivoire)			
Jamaica, Kingston	Southern	Miami	30 Apr 2009
Jordan	Central	Baltimore	31 Mar 2008
Kazakhstan, Almaty	Central	Baltimore	31 Mar 2008
Kenya	Central	Baltimore	31 Mar 2008
Kuwait	Central	Baltimore	31 Mar 2008
Kyrgyzstan, Bishkek	Central	Baltimore	31 Mar 2008

## APPENDIX U

## AUTHORIZED REST AND RECUPERATION (R&amp;R) LOCATIONS/DESTINATIONS

**\*NOTE 1:** See JFTR, par. U7300 (uniformed member) and JTR, par. C7750 (DOD civilian employee) for regulations concerning Funded Rest and Recuperative (R&R) Leave Transportation.

**NOTE 2:** The footnoted locations are authorized R&R for specific missions only!

The following are authorized Rest and Recuperation (R&R) locations/destinations for a Uniformed Services member and for a DOD civilian employee:

Authorized R&R Location	Command Region	Authorized OCONUS Destination	Authorized CONUS Destination	Re-certification Due Date
Afghanistan 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Albania	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Bahrain 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Bosnia-Herzegovina	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Croatia	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Cuba, Joint Task Force –GITMO <i>only</i>	Southern	None	NAS Jacksonville NAS Norfolk	30 Nov 2008
Djibouti 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Hungary	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Iraq 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Joint Task Force - South West Asia (JTF-SWA) 1/	Central	Frankfurt, Germany	Baltimore, Maryland	31 Dec 2002
Jordan 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Kuwait 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Kyrgyzstan 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005
Macedonia, Former Yugoslavia, Republic of	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Montenegro	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Oman 2/	Central	Airport closest to the leave point	Airport closest to the leave point	30 Sep 2005

Pakistan 2/	Central	Airport closest to the leave point	Airport closest to the leave point	<b>30 Sep 2005</b>
Qatar 2/	Central	Airport closest to the leave point	Airport closest to the leave point	<b>30 Sep 2005</b>
Saudi Arabia 2/	Central	Airport closest to the leave point	Airport closest to the leave point	<b>30 Sep 2005</b>
Serbia	European	Frankfurt, Germany	Baltimore, Maryland	<b>31 Mar 2002</b>
Slovenia	European	Frankfurt, Germany	Baltimore, Maryland	<b>31 Mar 2002</b>
Somalia ( <i>eff 30 Jan 2007</i> )	Central	Airport closest to the leave point	Airport closest to the leave point	31 Jan 2009
Syria ( <i>eff 30 Jan 2007</i> )	Central	Airport closest to the leave point	Airport closest to the leave point	31 Jan 2009
Tajikistan 2/	Central	Airport closest to the leave point	Airport closest to the leave point	<b>30 Sep 2005</b>
United Arab Emirates 2/	Central	Airport closest to the leave point	Airport closest to the leave point	<b>30 Sep 2005</b>
Uzbekistan 2/	Central	Airport closest to the leave point	Airport closest to the leave point	<b>30 Sep 2005</b>
Yemen 2/	Central	Airport closest to the leave point	Airport closest to the leave point	<b>30 Sep 2005</b>

1/ Only for the mission of Operation Southern Watch.

2/ Only for those providing support to Operations ENDURING FREEDOM and IRAQI FREEDOM. Before 19 December 2003, the authorized destination was the APOD. Effective 19 December 2003 the authorized destination became the APOD with funded transportation authorized from the APOD to the airport closest to the leave point. Effective 5 February 2004 the Coalition Forces Land Component Commander was permitted to authorize R&R participants to travel via commercial air from the commercial airport nearest their AOR duty locations to the commercial airport nearest their leave locations.

Per PDUSD (P&R) memo dated 21 June 2004, as of that date, a member of the U.S. Armed Forces who took R&R leave between 25 September 2003 and 18 December 2003 and personally procured transportation from the U.S. APOD to the leave point and return to the APOD, is authorized reimbursement retroactively for the transportation expenses actually incurred. Since a CTO/TMC and city-pair airfares were not available at that time, the member is authorized reimbursement of transportation costs NTE the policy-constructed airfare (see Appendix A) (JFTR, par. U3120-D2). This authority for retroactive reimbursement does not extend to a civilian employee.