

JOINT FEDERAL TRAVEL REGULATIONS**VOLUME 1****CHANGE 256**

Alexandria, VA

1 April 2008

These regulation changes are issued for all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 April 2008 unless otherwise indicated.

LYNN S. HEIRAKUJI

Deputy Assistant Secretary of the Army
Manpower and Reserve Affairs (Personnel Oversight)

DANIEL A. NEPTUN

RDML, USCG
Director of Personnel Management
United States Coast Guard

LYNDA DAVIS

Deputy Assistant Secretary of
the Navy (Military Personnel Programs)

JONATHAN W. BAILEY

RADM, NOAA
Director, NOAA Corps

RONALD A. WINTER

Deputy Assistant Secretary of the Air Force
(Force Management Integration)

DONALD WRIGHT

MD, MPH
Acting Assistant Secretary for Health

This change includes all material written in the following MAP items: 82-07, 123-07(E), 127-07(E), 3-08(I), 6-08(I), 16-08(I) through 18-08(I), and 20-08(I) through 22-08(I).

Insert the attached pages and remove the corresponding pages.

Remove and replace the following: Ch 1-TOC; Ch 1-Parts A, B, C, and D; Ch 3-Part A; Ch 4-TOC; Ch 4-Part B; Ch 7-Parts I, J and Q; Ch 9-TOC; App B; App D; App E2; App Q and App R2.

This cover page replaces the Change 255 cover page.

BRIEF OF REVISION

These are the major changes made by Change 256:

U3005-C1&C2. Clarifies which reference to use in JFTR, par. U5160-A when computing allowable travel time under the provisions of JFTR, par. U5160 for delivery or pick-up of a POV.

U4105-I. Adds new par. stating that the Secretary Concerned may authorize a contingency operation flat rate per diem allowance for a member assigned TDY to a contingency operation for more than 180 consecutive days at one location.

U5160-A&B. Clarifies which reference to use in JFTR, par. U5160-A when computing allowable travel time under the provisions of JFTR, par. U5160 for delivery or pick-up of a POV.

U5242-A4d. Changes the word "member" to "authorized traveler(s)".

U5246-B2. Corrects cross-references to reflect the relocation of JTR, Chapter 6 to Chapter 7.

U5320-D. Corrects mislabeled subpar.

U5630-B15. Increase the DLA rates retroactive to 1 January 2008 based on the monthly basic pay increase of 3.5% IAW 37 USC §1009 and Section 601 of FY 08 NDAA.

Tables U5G-1&2. Increase the DLA rates retroactive to 1 January 2008 based on the monthly basic pay increase of 3.5% IAW 37 USC §1009 and Section 601 of FY 08 NDAA.

U6004-H2b. Corrects cross-references to reflect the relocation of JTR, Chapter 6 to Chapter 7.

U6053-G2b. Corrects cross-references to reflect the relocation of JTR, Chapter 6 to Chapter 7.

U7250-D3b. Corrects cross-references to reflect the relocation of JTR, Chapter 6 to Chapter 7.

U7300-B2. Updates USCENCOM R&R Program permitting an additional R&R leave period for members who volunteer for a 12-month extension in the Operation Enduring Freedom or Operation Iraqi Freedom Area of Operations, subsequent to a 12-month or longer rotation.

U7553. Corrects cross-references to reflect the relocation of JTR, Chapter 6 to Chapter 7.

U9175. Clarifies that a member in a leave or permissive travel status in the PDS vicinity can receive TLA if the member is house-hunting or awaiting Government quarters.

App B. Updates website address.

App D. Updates website address.

App E2. Updates website address.

App Q. Establishes a tour length for Podgorica, Montenegro.

App R2. Updates website address.

App S. Recertifies Havana, Cuba as an authorized FEML location for USCG members assigned to Havana.

JOINT FEDERAL TRAVEL REGULATIONS

VOLUME 1

Following is a list of sheets in force in Joint Federal Travel Regulations, Volume 1, 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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PART A: APPLICABILITY AND GENERAL INFORMATION

U1000 APPLICATION

The Joint Federal Travel Regulations, Volume 1 (JFTR) contain basic statutory regulations concerning Uniformed Service members' travel and transportation, certain OCONUS station allowances (COLA, TLA), housing allowances (BAH, FSH, and OHA), and CONUS COLA. These regulations have been interpreted to have the force and effect of law. The JFTR is issued primarily under the authority of 37 USC §411 and Chapter 7, 37 USC. ***There may be circumstances when payment of certain allowances is prohibited in JFTR. Those circumstances are stated. However, the absence of a prohibition does not imply or grant authority or permission for any action for which authority does not exist/is not explicitly allowed in JFTR (i.e. just because the JFTR does not say something cannot be done does not mean that it can be done).*** All members of the active and Reserve Components, without regard to the Service to which assigned, are covered by JFTR. See Appendix A for definitions of terms (Part I) and acronyms (Part II) used in JFTR.

U1005 GENERAL

Except as indicated in par. U1006, a member on loan, assignment, or detail to another department or agency is authorized the allowances in JFTR as opposed to the allowances of the department or agency to which loaned, assigned, or detailed, unless otherwise provided for by law (5 USC §5536).

U1006 COMPLEMENTARY REGULATIONS

DIA prescribes regulations in DIA Manual (DIAM) 100-1, Volume 1, Part 4. ***NOTE: DODD 5154.29 requires that PDTATAC staff review all written material that implements JFTR provisions.*** The DIAM 100-1 provides special allowances for a DOD member, who is a U.S. national, assigned to or in designated training for assignment to a DAS or DIA liaison detachment station outside the U.S or in a non-foreign OCONUS location. The DIAM 100-1 also affects dependents. ***A member may not receive allowances under the DIA regulations and allowances prescribed in JFTR for the same purpose. The member is financially responsible for all duplicate travel and transportation allowances received under par. U1006 authority.*** The allowances include:

1. Environmental and morale leave transportation ***NOTE: Funded EML (FEML) and the 'Special R&R Program', covered under DIAM 100-1, are one in the same program. This means that trips under both programs are not authorized. If a total of two trips are authorized (for a 36-month tour), one may under each program or both under either program. If one trip is authorized for a 24-month tour, only one trip may be taken, but it may be taken under either program.,***
2. Travel and other expenses for dependent education,
3. Home visitation between consecutive tours,
4. Dependent travel ICW TDY,
5. Dependent visitation,
6. Dependent care expenses connected with training of responsible dependents,

7. Dependent representational travel,
8. Removal of dependents and HHG,
9. Transportation of a POV.

Address requests for copies of DIAM 100-1 to Department of Defense, Defense Intelligence Agency, Attn: DA, Washington, DC 20340-5339.

U1008 CHAPLAIN-LED PROGRAMS

Title 10 USC §1789 authorizes the Secretary of a military department (i.e., Air Force, Army, Navy) to provide Chaplain-led programs that provide assistance to active duty and Reserve Component members in an 'active status' as defined in 10 USC § 10141, and their immediate families, in building and maintaining a strong family structure.

Chaplains and other members ordered, and/or family members authorized, to attend these functions in an *official* capacity as outlined in Appendix E, Part I are to be sent using an official TDY order or an ITA, as appropriate. *For all others, the JFTR is not the authority for payments connected with attendance at these programs and the payments are not travel and transportation allowances. ITAs are not used to document attendance at, or payments related to, attendance by individuals participating in an unofficial capacity at these Chaplain-led programs.* The travel-directing/sponsoring organization or agency should be consulted to determine the appropriate funds (for attendees not attending in an official capacity) for these events.

U1010 IMPLEMENTATION

A. Allowance Regulations. *The regulations in this Volume require no further allowances implementation.* When necessary, they may be supplemented by administrative regulations that must not prescribe allowances different from those in these regulations. It is recommended that each supplemental directive paragraph reference the JFTR.

B. Implementation Regulations. Each Service, or Services jointly, should issue implementing administrative and/or procedural directives for certain allowances. The listing below cites allowances that do or should have implementing instructions provided by Service regulations. There may be additional implementing instruction requirements that are not specifically cited below. ***NOTE: DODD 5154.29 requires that PDTATAC staff review all written material that implements JFTR provisions.***

1. Completion and submission of travel vouchers (Chapter 2, Part F);
2. Appropriate authority/approval level for business-class air travel (par. U3125-B2b);
3. Order endorsements related to foreign flag carrier use (par. U3125-C3);
4. Meal ticket issuance, use, and care, and for the payment for meals procured with the tickets (par. U1500-B);
5. Procedures and conditions under which advance payments, authorized by JFTR including those in:
 - a. Permanent Duty Travel: Chapter 5, Parts - B (par. U5165), C (par. U5250), D (par. U5385), E2 (par. U5479), F (par. U5560), G (par. U5600), and H (par. U5725) may be paid IAW par. U5020.

- b. Evacuation Allowances: Chapter 6, Parts A and B (pars. U6013-A, U6013-B, U6060-A and U6060-B);
 - c. Recruiting expenses (par. U7033);
 - d. TLA, par. U9190;
 - e. OHA, par. U10128-B ***NOTE: Advance MIHA is not authorized.***
6. Appropriate separation or retirement activities (pars. U5125-A3 and U5130-A3);
 7. Required documentation for personally procured transportation reimbursement or POC travel for dependents ICW a ship being constructed or undergoing overhaul or inactivation (pars. U5222-M5 and U7115-B);
 8. Claims for personally procured HHG transportation (par. U5320-D);
 9. Member financial responsibility (pars. U2010, item 3, U5340-A2, U5380-A, U5417-A1d, U5420-C, U5445, U5474, and U5520);
 10. Personal emergency determination (par. U7205-A);
 11. Transportation of the remains of deceased members and dependents (Chapter 7, Part R);
 12. Currency loss/gain procedures for OHA (see par. U10028-B);
 13. Command sponsorship criteria (see Appendix A definition of DEPENDENT, COMMAND SPONSORED);
 14. Establishing children's dependency (Appendix A definition of DEPENDENT),
 15. CTO use policy (par. U3120),
 16. Travel and transportation for family members incident to the repatriation of a member held captive (par. U5258);
 17. Procedures for extending safe haven allowances incident to an evacuation (par. U6054-D2); and
 18. Order writing procedures for certain foreign uniformed members (Chapter 7, Parts Z1 and Z2).

U1015 EXPENDITURE AUTHORITY

Nothing in these regulations provides authority for expenditures for purposes not provided for in appropriations and/ or in law.

U1020 EFFECTIVE DATE OF REGULATION CHANGES

Changes to this Volume are effective, unless otherwise noted, on the date of the published change in which they first appear. This date appears in the lower left or right corner of each reprinted page. When the effective dates are different from the date of the published change, those dates are indicated.

U1025 COMPTROLLER GENERAL (COMP. GEN.), DEFENSE OFFICE OF HEARINGS AND APPEALS (DOHA), GENERAL SERVICES ADMINISTRATION BOARD OF CONTRACT APPEALS (GSBCA) OR CIVILIAN BOARD OF CONTRACT APPEALS (CBCA), AND OFFICE OF THE SECRETARY OF DEFENSE (OSD) GENERAL COUNSEL (GC) DECISIONS

The application of basic laws, appropriation acts, JFTR, JTR, and departmental instructions to specific circumstances of travel is subject to interpretation by the Comp. Gen., DOHA, occasionally GSBCA or CBCA, and OSD GC. Comp. Gen., DOHA, GSBCA, CBCA and OSD GC decisions provide guidance for similar cases/situations involving the same circumstances.

U1030 TERMINOLOGY

The terminology used in these regulations may be unique to this Volume. Consult the glossary in Appendix A, and the relevant Chapters and Parts, to determine the exact definition of specific terms. Definitions in this Volume are not necessarily applicable to other Volumes or to other Government regulations.

U1031 REIMBURSEMENT OF DEPARTMENT OF DEFENSE DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS FOR CERTAIN EXPENSES

The Secretary of Defense may provide for reimbursement of a school board member for expenses incurred by the member for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses that the Secretary determines are reasonable and necessary for the performance of school board duties by the member. *See Department of Defense Domestic Dependent School Directives. Department of Defense Dependent Elementary and Secondary Schools (DDESS) funds and issues necessary travel orders.*

U1039 DOD TEST OF SIMPLIFIED ALLOWANCES

Simplified travel and transportation allowance rules in Appendix O govern TDY for DOD Components listed in Appendix O and for those locations where DTS has been fielded, or DTS-Limited software with computation module is used, and at USAFE locations where FAST software is used to transition to DTS-Limited.

U1040 GAIN-SHARING PROGRAM

The Gain-Sharing Program is a bonus-oriented incentive program designed to share Government travel and transportation cost savings with a traveler. While authority exists in 5 USC, Chapter 45, Subchapter 1 for a Gain-Sharing Program for civilian employees, there is no known authority for such a program for uniformed personnel. Participation in a Gain-Sharing Program is not covered by, nor addressed in, the JFTR.

U1045 GOVERNMENT QUARTERS USE/AVAILABILITY

A. Quarters Available. A member ordered to a U.S. Installation (as opposed to a geographic location like a town or city) is required to check Government quarters availability (e.g., through their CTOs) at the U.S. Installation to which they are 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, however, 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 1: *FOR COAST GUARD, NOAA, AND PHS PERSONNEL ONLY: Government quarters are available only if use is directed in the order.*

NOTE 2: *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.*

B. Quarters Not Available. *Government quarters are not available:*

1. When a TDY/delay point is at other than a U.S. Installation;
2. When an AO determines that Government quarters use would adversely affect mission performance, except for:
 - a. A member attending a service school at an installation; and
 - b. An officer in grades O-7 through O-10 who personally determines quarters availability;
3. During all periods of en route travel;
4. For any TDY/delay of less than 24 hours at one location;
5. When travel is ICW a PCS:
 - a. When per diem is payable under 'MALT Plus' (see par. U5105);
 - b. When a member is authorized concurrent travel, and the family (including the member) cannot lodge together in Government quarters at POEs/PODs; or
 - c. To a ship/afloat staff with an OCONUS home port, and;
 - (1) A member is accompanied by dependents authorized concurrent travel;
 - (2) Is put on TDY at the homeport while awaiting ship/staff arrival or onward transportation;and Government quarters are not available for the entire family; or
6. When a member is TDY at a medical facility as a non-medical attendant accompanying a dependent in an outpatient status. See par. U7551.

C. Travel Authorization/Order or Voucher

1. Documentation. A travel order/voucher must document availability/non-availability by:
 - a. Confirmation number provided by the Service's lodging registration process;
 - b. The date the member attempted to make reservations, and the phone number and name of the billeting office PoC; or
 - c. Member certification that Government quarters were not available on arrival.
2. Authorization/Approval. When a member provides acceptable documentation on a travel order/voucher of Government quarters non-availability, the AO must authorize/approve reimbursement for commercial lodgings.

U1050 CONFERENCE/TRAINING AT THE PDS

Registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS may not be paid as travel allowances per 37 USC, §404. For authority to pay related training costs at the PDS see 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, 13 January 1992). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority.

U1051 HOTEL AND MOTEL FIRE SAFETY - APPROVED ACCOMMODATIONS

Government policy is to save lives and protect property by promoting the use of fire safe hotels and other establishments that provide lodging. Each DOD component must ensure that not less than 90% of all members who use commercial lodgings while on official travel in the U.S. or non-foreign OCONUS areas are booked in fire-safe approved places of public accommodation. Lodgings that meet Government requirements are listed on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.htm>. Services are in compliance with the 90% requirement after 30 September 2002 if travel arrangements are made through use of an agency-designated Travel Management System (see Appendix A) whenever possible (5 USC §5707a).

U1055 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR

Commands/units are expected to take appropriate disciplinary action when a member and/or AO fails to follow the JFTR. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate means. Action must *not* be through refusal to reimburse. See par. U3120-A4 for exceptions when reimbursement is *not* allowed.

PART B: GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM COMMERCIAL SOURCES

U1200 RETAINING PROMOTIONAL ITEMS

A. General

1. 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.
2. 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.
3. Promotional items received for travel using funds other than those of an agency are not covered by this rule. Travelers should seek guidance from those funding authorities.

B. Seat Relinquishing

1. Voluntary. A traveler may keep payments from a carrier for voluntarily vacating a transportation seat. However, no additional expenses (per diem or miscellaneous reimbursable) may be paid as a result of the traveler's delay. ***Additional travel expenses incurred as a result of voluntarily giving up a seat are the traveler's financial responsibility.***
2. Involuntarily. If a traveler is involuntarily denied boarding on flight, compensation for the denied seat belongs to the Government (59 Comp. Gen. 203 (1980)).

C. Lost or Delayed Accompanied Baggage. A traveler may keep payments from a commercial carrier for accompanied baggage that has been lost or delayed by the carrier. If the traveler intends to make a claim against the Government, the traveler should see the Claims Office prior to accepting a carrier's compensation. By accepting the carrier's compensation, the traveler may be accepting that amount as payment in full.

U1205 STANDARDS OF CONDUCT AND PAYMENT ACCEPTANCE FROM NON-FEDERAL SOURCES FOR TRAVEL AND TRANSPORTATION EXPENSES

See the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html (or appropriate Service regulations for Non-DoD Services) regarding Standards of Conduct and how to accommodate non-Federal sources for travel and transportation expenses. Also see the JER concerning acceptance of gratuities, favors, payments in cash or in kind, contributions, or awards ICW official travel.

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PART C: MISCELLANEOUS REIMBURSABLE EXPENSES

U1400 GENERAL

A. Scope. This Part addresses reimbursement of the more commonly incurred miscellaneous expenses. *Incidental Expenses (defined as part of per diem in Appendix A) are different than these expenses.* Finance regulations should be consulted regarding any required description of the expense on the travel voucher.

B. Transportation Expenses Incurred in or around a PDS or TDY Location. Reimbursement of these expenses is covered in Chapter 3, Part F.

U1405 COMMUNICATION SERVICES

Government-owned or Government-leased services should be used for official communications. Commercial communications services to include cellular phones may be used when Government services are not available. When cellular phones are used for official communication the member must be able to document each call showing the additional cost incurred outside of the normal usage covered in the cell phone contract. The AO may determine certain communications to a member's home/family are official. These communications must be only to advise of the member'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 member is aware of the limit. Charges for Internet connections used for computers for official Government business also are reimbursable. The AO may approve charges after the TDY is completed when appropriate (adopted from GSBCA 14554-TRAV, 18 August, 1998). See App G, Part I, Item 21g.

NOTE: Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.

U1410 MISCELLANEOUS EXPENSES

See Appendix G.

U1415 CONTEMPLATED OFFICIAL TRAVEL, PASSPORTS, AND VISA (INCLUDING GREEN CARDS), FEES

A. General for All Travel

1. A member is reimbursed the associated expenses (for member and/or dependents if officially required to obtain a change of status and/or to renew passports and/or visas (including green cards, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a Government medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)). Dependents' fees are reimbursable *except* ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.

NOTE:

1. A travel authorization/order may be issued to authorize/approve (see par. U2115) travel and transportation at Government expense to a visa issuing office located outside the local area of the member's PDS if the traveler's presence at that office is/was mandatory.

2. A travel authorization/order may be issued to authorize/approve (see par. U2115) travel and transportation at Government expense to undergo a physical examination required to obtain a visa if travel is/was required to a location outside the local area of the member's PDS.

2. These expenses include fees/charges for legal services that include lawyer fees (except retainer fees) for obtaining and/or processing applications for passports, visas (including green cards), or changes in status if local laws and/or customs require the use of lawyers in processing such applications.

3. Medical expenses associated with obtaining passports and/or visas (including green card), are not reimbursable, except for inoculations as permitted in App G, Part I, Item 6.

B. Reimbursement. Reimbursement authority is for a member who is:

1. Assigned to a foreign OCONUS area,

2. Required to obtain/renew passports and/or visas (member's and/or dependents') as a result of a continued assignment in a foreign OCONUS area, or

3. Described in par. U1415-C.

C. Passports and/or Visas (Including Green, Cards, Photographs for OCONUS Travel and Physical Examinations Required to Obtain a Visa) for Emergency Technical Support Personnel. A command may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports and/or visas (including green cards) in preparation for such travel, may be reimbursed the fees paid for passports, visas (including green cards, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a Government medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)).

NOTE:

1. A travel authorization/order may be issued to authorize/approve (see par. U2115) travel and transportation at Government expense to a visa issuing office located outside the local area of the member's PDS if the traveler's presence at that office is/was mandatory.

2. A travel authorization/order may be issued to authorize/approve (see par. U2115) travel and transportation at Government expense to undergo a physical examination required to obtain a visa if travel is/was required to a location outside the local area of the member's PDS.

D. Reimbursement when No Travel Is Involved. Actual travel to obtain the required documents is not required for reimbursement (e.g., the expenses may be related to mail).

E. Voucher Submission. DODFMR, Volume 9, Travel Policy and Procedures, at <http://www.dtic.mil/comptroller/fmr/> prescribes the requirements for voucher submission, with supporting authority. Funds must be obligated IAW finance policy (ordinarily at the time the expense is incurred).

U1420 REGISTRATION FEE

Registration fee reimbursement is authorized/approved when the fee is a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under par. U4165-2b.

U1425 PREPARATORY TRAVEL EXPENSE REIMBURSEMENT WHEN THE AUTHORIZATION/ORDER IS AMENDED, MODIFIED, CANCELED OR REVOKED

Preparatory travel expenses, such as fees for traveler's checks, passports, visas (including green cards) (see par. U1415), and communications service, incurred prior to order change are reimbursable provided the action taken is beyond the member's control, in the Government's interest, and a refund is unobtainable.

U1430 NONREFUNDABLE ROOM DEPOSIT OR PREPAID RENT

A. When TDY Is Curtailed, Canceled or Interrupted for Official Purposes. When a member has made advance lodging arrangements (including deposits for rental units) and the TDY is curtailed, canceled, or interrupted, lodging cost reimbursement may be 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 if the:

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

U1450 REGISTERED TRAVELER PROGRAM

1. The Registered Traveler (RT) program was developed by the Transportation Security Administration (TSA) to accelerate the screening process, at participating airports, for travelers who voluntarily enroll in the program.
2. Participation in this program is not required by the Government.
3. Fees for enrollment in this program are ***not*** reimbursable.

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PART D: ISSUANCE OF MEAL TICKETS

U1500 MEAL TICKETS

A. Issuance. Meal tickets may be issued only:

1. As specifically authorized in Chapter 5 (for PCS), Chapter 4 (for TDY and for members traveling together under an authorization/order directing no/limited reimbursement), Chapter 7 (for persons in special categories), and
2. To members traveling together with no/limited reimbursement directed in the authorization/order (see par. U4002-O) on a commercial airline flight on which courtesy meals are not served and prior arrangements have been made for the airline to serve meals in exchange for meal tickets.

B. Procedures. Service regulations apply. See par. U1010-B4.

C. Value. The maximum rate per meal per member must not exceed the applicable amount below. Meals may be acquired at lower cost.

Meal	Rate
Morning	\$ 9
Noon	\$ 9
Evening	\$18

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PART A: APPLICABILITY AND GENERAL RULES

U3000 SCOPE

A. Applicability. This Chapter applies worldwide to travel incident to TDY and PCS by any transportation mode. It prescribes rules concerning accommodations a member or dependents may use on a specific mode, U.S. flag carrier use, travel agency use, transportation expense reimbursement, travel within and around a member's TDY or PDS location, and accompanied baggage transportation authorization.

B. Transportation Modes. Official TDY or PCS travel may be authorized/approved on any combination of the following:

1. Government (including foreign Government) aircraft, train, bus, vehicle, or vessel (ocean, waterway or ferry),
2. Commercial (including Government-contracted) aircraft, train, bus, or ship (ocean, waterway or ferry),
NOTE: The English Channel Tunnel (CHUNNEL) used for travel between the United Kingdom and Europe is a ferry for computation purposes.
3. POC,
4. Special conveyance,
5. Taxicab, bus, streetcar, subway or other public conveyances, and
6. Airport limousine, or courtesy conveyance.

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.

U3001 ALLOWABLE TRANSPORTATION EXPENSES

Transportation expenses include the cost of airline, train (including sleeping accommodations or parlor car seats), ship (including ocean, waterway or ferry), and bus tickets, transportation to/from carrier terminals and special conveyance cost. POC operating expenses ordinarily are reimbursed through a mileage allowance. Transportation expenses reimbursement and mileage are in addition to the per diem or actual expense allowances prescribed in Chapter 4, Part B or Chapter 4, Part C.

U3002 DIRECTING TRANSPORTATION MODE

NOTE: Throughout par. U3002, users must remember that it is **MANDATORY DOD policy to use CTOs for all official transportation requirements.**

A. General. The AO official may direct the use of one or more transportation modes for a member on TDY travel that does not involve a PCS move. Service regulations may, under limited circumstances, specify when a particular mode (other than a POC or special conveyance) may be directed (see par. U5107) for an individual PCS move. See par. U5108-A for transoceanic PCS travel. ***A member may not be directed to use a POC or a special conveyance, nor may dependent travel be directed by a particular mode.*** The member may select POC for overland PCS travel. If no mode is directed, the member may select a transportation mode that allows the mission to be completed within the prescribed time limits. The member is bound by all regulations pertaining to the directed or, if appropriate, the selected transportation mode.

B. Travel Reimbursement. Except PCS transoceanic travel (see par. U5108-A), when a specific transportation mode is directed a member may be reimbursed for personally procured transportation up to the cost of the directed mode. ***NOTE: This policy does not apply to pars. U5108-A, U7200-C1a, U7205-A, U7206, U7400, U7401, U7450-A, U7451, U7500 and U7551, items 3 and 4.*** See par. U3120 regarding mandatory CTO use.

C. Other Reimbursable Expenses. Reimbursement for additional TDY transportation expenses (e.g., taxicab, bus, streetcar fares) is allowable as authorized in Chapter 3, Part E.

U3003 AUTHORIZED MODES

The AO, when not required to direct the transportation mode, ordinarily determines the authorized transportation mode, taking into account mission requirements, time limits, transportation availability, and economic considerations. If the AO fails to make a determination or direct the mode, air transportation is the authorized mode for travel time and per diem calculation purposes for TDY and transoceanic PCS travel, unless the member demonstrates that air transportation cannot meet the mission requirements efficiently or economically.

U3005 TRAVEL TIME

A. Travel by Government Conveyance and/or Common Carrier on Government-Procured Transportation. Travel time for travel by Government conveyance (except Government automobile) and/or common carrier obtained by ***Government-procured transportation*** is allowed for the actual time needed to travel over the direct route including necessary delays for the transportation mode used. Travel time for travel by Government automobile is computed under par. U3005-C.

B. Travel by other than Directed Mode. A member, directed to travel by an available specific transportation mode but who elects to travel by another mode, is limited to the actual travel time used, not to exceed the allowable travel time for the directed transportation mode.

C. POC

*1. TDY. Generally, 1 travel day is allowed for each 400 miles of official distance of ordered travel. If the excess distance is 1 or more miles after dividing the total official distance by 400, one additional travel day is allowed. When the total official distance is 400 or fewer miles, 1 day of travel time is allowed. This applies to travel by:

- a. POC if to the Government's advantage, and
- b. Special conveyance (vehicle) as an authorized TDY transportation mode, and
- c. Government vehicle.

*2. PCS. Generally, 1 travel day is allowed for each 350 miles of official distance of ordered travel.. If the excess distance is 51 or more miles after dividing the total official distance by 350, one additional travel day is allowed. When the total official distance is 400 or fewer miles, 1 day of travel time is allowed. See par. U5160-E ICW additional travel time.

U3006 TRAVEL SCHEDULE

In determining a travel schedule, select the scheduled transportation that most nearly coincides with the departure and arrival times needed to carry out the mission and the provisions of par. U3006. Consider:

1. Duty hours;
2. Duty requirements;
3. Lodging availability at points of origin, destination or intermediate stops;
4. The need for onward transportation;
5. The traveler's comfort and well being; and
6. The traveler not being scheduled for departures and arrivals between 2400 and 0600 unless that is the only schedule available or is required by the mission.

U3010 SEPARATE JOURNEYS

When determining payable allowances, travel between any two points in the following categories is computed separately as a separate journey:

1. PDS,
2. TDY station,

3. Passenger port of embarkation (POE),
4. Passenger port of debarkation (POD),
5. First duty station,
6. Last duty station,
7. HOR,
8. HOS,
9. PLEAD,
10. A designated place,
11. A COT leave location,
12. POV loading port/VPC,
13. POV unloading port/VPC, and
14. POV storage facility.

U3015 ACCOMPANIED BAGGAGE TRANSPORTATION

A. General. Par. U3015 prescribes authority for transportation of accompanied baggage (transported free on a transportation ticket) and excess accompanied baggage.

B. Authorization/Approval for Excess Baggage. Shipment of excess accompanied baggage may be authorized/approved IAW Service regulations.

C. Baggage Cost Payment

1. Excess Accompanied Baggage Transportation Charges. Excess accompanied baggage transportation costs may be paid only when authorized/approved under par. U3015-B. Excess accompanied baggage charges may be included in Government-procured transportation documents, or the member may be reimbursed for the charges.

2. Transfer. Itemized necessary accompanied baggage transfer expenses are reimbursable except when the member is receiving mileage.

3. Checking and Handling. Itemized accompanied baggage checking expenses are reimbursable except when the member is receiving mileage. See App G, for baggage handling tip reimbursement.

D. Return of Baggage to Member. When a member's accompanied baggage is shipped as part of a troop movement but the member's name is later deleted from the movement order, an expedited transportation mode may be used to return or forward the accompanied baggage to the member. This expedited transportation must be authorized/approved IAW Service regulations.

CHAPTER 4**TEMPORARY DUTY TRAVEL (TDY)****PART A: RESERVED**

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PART B: PER DIEM ALLOWANCE

U4100 GENERAL

A per diem allowance is designed to offset the cost of lodging, meals, and incidental expenses incurred by a member while performing travel, and/or TDY away from the member's PDS. A per diem allowance is payable for whole days, except for the departure day from and for the return day to the PDS, in which case per diem is computed as prescribed in par. U4147. **The per diem rate is determined based on the member's TDY location, not the lodging location.** See par. U4129-G if neither Government nor commercial quarters are available at the TDY location. Per diem rates are prescribed at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

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. See <http://perdiem.hqda.pentagon.mil/perdiem/conuspd.html> or par. U2025 for the current Standard CONUS per diem rate.*

U4101 WHEN PER DIEM IS AUTHORIZED

Unless otherwise specifically provided for or restricted in JFTR, the per diem prescribed in this Part applies for all TDY periods, and travel in connection therewith, including but not limited to the following:

1. Periods of necessary delay awaiting further transportation,
2. Periods of delay at POEs and PODs ICW a PCS,
3. TDY periods directed in a PCS authorization/order,
4. Delays to qualify for reduced travel fares (see par. U4326-E).

U4102 CIRCUMSTANCES IN WHICH PER DIEM NOT AUTHORIZED

A. When Not in a Travel Status. A member is not authorized per diem for any day before the day during which a travel status begins or for any day after a travel status ends. See par. U2200-C.

B. Day of Leave or Proceed Time. A member is not authorized per diem on any day classified as leave or proceed time. See par. U7225 when on leave during a contingency TDY or par. U7226 when on leave from a TDY site to visit evacuated dependents at a safe haven location.

NOTE: *A day used in a constructed PCS mixed-mode travel computation does not make that day a travel day. See par. U5160.*

C. When PCS 'MALT-Plus' Per Diem Is Paid. A member is not authorized "Lodgings-Plus" per diem for any day that PCS 'MALT-Plus' per diem is paid.

D. Travel or TDY within PDS Limits. Except as authorized in par. U4105-H, a member is not authorized per diem for travel or TDY performed within the limits of the PDS. This does not preclude payment of per diem on the day of departure from or day of return to the PDS ICW TDY away from the PDS. For transportation allowances see Chapter 3. Par. U4102-D does not prohibit reimbursement under par. U4510 for occasional meals and quarters necessarily procured within the PDS limits by a member escorting arms control inspection team/a member while engaged in activities related to the implementation of an arms control treaty or agreement during the in-country period referred to in the treaty or agreement (DOD Authorization Act, FY93, P.L. 102-484, dated 23 October 1992.) Except as indicated below, per diem is not payable at the old or new PDS for TDY en route ICW PCS travel. This applies even if the member vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY. **Exception:** A member who detaches (signs out 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: A member 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 signs in PCS to Ft. Polk on 31 August. The member is authorized per diem at the Pentagon (old PDS) 5-15 August. If the member 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.

E. TDY within the Local Area of the PDS (Outside the PDS Limits). A member is not authorized per diem for TDY performed within the local area (outside the limits) of the PDS as defined in par. U3500-B, unless overnight lodging is required. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. For transportation allowances, see Chapter 3, par. U3001.

F. Round Trips within 12 Hours. A member is not authorized per diem for TDY that is performed entirely within 12 hours. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. See Chapter 3 for transportation allowances.

G. Members Traveling Together with No/Limited Reimbursement. Members traveling together under an authorization/order directing no/limited reimbursement (see par. U4102-O) are not authorized per diem except as noted in par. U4102-P. Occasional meals or quarters necessarily procured are reimbursable under par. U4510.

H. Navigational and Proficiency Flights. *A member is not authorized per diem for a navigational and proficiency flight when the flight is authorized at the member's request.*

I. Assigned to Two-crew Nuclear Submarines. A member under a PCS authorization/order is not authorized per diem after 2400 on the day the member, assigned to a two-crew nuclear submarine (SSBN), arrives at the ship's home port and no further travel is performed away from the home port under that authorization/order (57 Comp. Gen. 178 (1977)).

J. TDY or Training Duty Aboard a Government Ship. A member is not authorized per diem for any TDY period or training duty aboard a Government ship when both Government mess and quarters are available. The period during which this prohibition is in effect begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day. The TDY training duty is unbroken when a member transfers between Government ships at the same place and the transfer is made within a 10-hour period. When quarters are required to be retained at the same or a prior TDY location, reimbursement for the cost of such quarters is made under par. U4135.

K. Aboard Ship Constructed by Commercial Contractor. A member is not authorized per diem for the period aboard a ship constructed by a commercial contractor during acceptance trials before commissioning when both quarters and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day. When quarters are required to be retained at the same or a prior TDY location, reimbursement for the cost of such quarters is made under par. U4135.

L. Field Duty. A member on field duty is not authorized per diem except when the:

1. Senior commander in charge of the exercise (or designated representative) for each operating location issues a statement to the member indicating that either Government quarters at no charge or Government meals at no charge for an enlisted member (or both), were not available during stated periods of the field duty;
2. Member is participating in the advance planning or critique phase of the operation; or
3. Secretary Concerned authorized payment of a per diem to a member who is performing field duty while in a travel status under par. U4105-D.

The period during which this prohibition is in effect begins at 0001 on the day after the day on which field duty begins and ends at 2400 on the day before the day on which it ends. Par. U4102-L does not prohibit reimbursement under par. U4510 for occasional meals or quarters necessarily procured. ***NOTE: See par. U4800-E for a member on TDY within a Combatant Command or Joint Task Force Area of Operations.***

M. TDY Aboard Foreign (Non-government) Ship. A member is not authorized a per diem allowance for any period of TDY aboard a non-government foreign ship when both quarters and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival on board and ends at 2400 on the day before the day of departure. If a member is required to retain unoccupied quarters at the location where TDY was performed just before performing duty aboard a non-government foreign ship, reimbursement for the cost of such quarters must be made under par. U4135.

N. Member in a Missing Status. A member is not authorized per diem after 2400 of the day the member is officially carried as or determined to be absent in a missing status under the Missing Person Act (44 Comp. Gen. 657 (1965)).

O. Members Traveling Together. 'Members traveling together' refers to travel away from the PDS during which the mission requires the travelers to remain together as a group while actually traveling. Ordinary travel reimbursements apply unless the members' authorization/order directs limited or no reimbursement, in which case transportation, food, lodging, and other items ordinarily reimbursed, should be provided without cost to the members. ***No per diem is payable on days members travel when the authorization/order directs limited or no reimbursement for members traveling together.*** The restriction applies to per diem payment only on the travel days between duty locations and does not include allowances for full days at the duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 the day the member arrives at the TDY location. The prohibition begins again at 0001 the departure day from the TDY location and continues until arrival at the PDS. ***Directing several members to travel together with limited or no reimbursement must never be done simply to save travel funds.*** If meals or quarters are not available, reimbursement is authorized for occasional meals and quarters under par. U4510. Limited reimbursement refers to reimbursement for occasional meals and quarters

P. Stragglers. A member, who becomes separated from the others while traveling as one of several members traveling together under an order directing limited or no reimbursement, must be provided for in the manner prescribed in Chapter 7, Part N.

U4105 PER DIEM PAYABLE IN SPECIFIC CASES

A. TDY ICW Fitting-out or Conversion of a Ship or Service Craft. A member, assigned to TDY ICW fitting-out or conversion of a ship (or service craft) is authorized per diem during each fitting-out or conversion period. This period includes the day the ship is commissioned or service craft is placed in-service and day the ship is decommissioned or service craft is placed out-of-service. Per diem authorization ends on the date the member's assignment is changed from TDY ICW fitting-out or conversion of a ship (or service craft) to permanent duty aboard that ship (or service craft) (or from permanent duty aboard the ship ICW ship decommissioning or service craft placement out-of-service), even if that status change is effected prior to the ship commissioning/ decommissioning or service craft placement in- (or out-of-) service date. Par. U4102-K applies after a ship, or service craft, under construction is delivered to the Government.

B. Travel by U.S. or Foreign Government Ship for 24 or More Hours

1. Member Not Charged for Meals. A member is not authorized per diem when traveling aboard a U.S. or foreign government ship when meals are furnished without charge, except on days of embarkation and debarkation if otherwise authorized under par. U4105-C.

2. Member Charged for Meals. A member traveling aboard a U.S. or foreign Government ship, other than an oceangoing car ferry, of 24 or more hours as a passenger (except those aboard for TDY or training) who is charged for meals is authorized per diem equal to the cost of the meals furnished, except on the embarkation and debarkation days.

C. Travel, TDY Aboard a Commercial Ship or a U.S. Government Ship Totally Leased for Commercial Operation. Except for the days of arrival/embarkation and departure/debarkation, for travel aboard a commercial ship, a per diem rate equal to the anticipated expenses should be set. The AO should state in the authorization/order the circumstances warranting the rate.

D. Field Duty. The Secretary Concerned may authorize a per diem rate in a lesser amount than prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, for a member of a unit deployed OCONUS away from the unit's PDS. This rate is paid to the member concerned in lieu of the prescribed rate regardless of the OCONUS location and may be paid during periods which would otherwise be field duty, taking into account the reduced expenses, if any, a member would have while performing field duty during the period covered by the authorization/order. The authorized rate should be paid for the period of time specified and be such that the total per diem paid during the entire period that the member is subject to the authorized rate is about equal to that which the member would receive for the same period under, <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, calculated IAW the computation procedures in this Part and excluding the time during which the member performs field duty. The Secretary Concerned may delegate this authority to prescribe such a rate to a chief of an appropriate bureau or staff agency of the headquarters of the department concerned or to a commander of an appropriate naval systems command headquarters, but there may be no further re-delegations. ***NOTE: See par. U4800-E for a member TDY within a Combatant Command or Joint Task Force Area of Operations.***

E. Member Dies while in a TDY Status. When a member dies while in a TDY status, per diem accrues through the date of death. Reimbursement for transportation, mileage, or a MALT, accrues from the PDS, old station, or last TDY station (as appropriate) to the place of death NTE the official distance of the ordered travel.

F. Ordered to TDY while on Leave. ***Par. U4105-F applies only if the need for the TDY is unknown prior to the member's departure on leave.*** If the TDY is known before departure on leave, the member is reimbursed actual travel expenses NTE the constructed round-trip cost between the PDS and TDY location. ***City-pair airfares are not authorized for use to/from the leave point if the TDY requirement is known before leave is begun.***

1. TDY at Leave Point. A member on leave away from the PDS, who receives a TDY authorization/order to perform TDY at the leave point, is authorized per diem for the TDY performed in compliance with the authorization/order.

2. TDY at other than Leave Point

a. Authorized to Resume Leave upon TDY Completion. A member on leave away from the PDS, who receives a TDY authorization/order to other than the leave point, is authorized round-trip transportation and per diem for travel between the leave address (or the place at which the authorization/order is received, whichever applies), and the TDY location. See par. U3100-B. TDY allowances are payable at the TDY location.

b. Directed to Return to PDS upon TDY Completion. A member away from the PDS, who receives a TDY authorization/order at other than the leave point, is authorized transportation and per diem for travel from the:

- (1) Leave address (or place at which the authorization/order is received, whichever applies), to the TDY station (see par. U3100-B), and
- (2) TDY station to the PDS.

TDY allowances are payable at the TDY location.

c. Directed to Proceed to New PDS upon TDY Completion. A member is authorized PCS travel and transportation allowances for travel performed from the:

- (1) Old PDS to the leave address or to the place at which the authorization/order was received, whichever applies, NTE in either case the official distance from the old PDS to the new PDS; and
- (2) Leave address or place at which the authorization/order is received, as applicable, to the TDY station; and
- (3) TDY station to the new PDS.

TDY allowances are payable at the TDY location.

G. Authorization/Order Canceled while the Member Is en route to a TDY Station. If a TDY authorization/order is canceled while a member is en route to a TDY station, round trip travel and transportation allowances are authorized from the PDS (or residence, as appropriate) to the point at which the cancellation notification was received (includes a leave point) and return to the PDS, NTE the round trip distance from the PDS to the TDY station. Per diem is not authorized for any day on which member was in a leave status (51 Comp. Gen. 548 (1972))

H. TDY within the PDS Limits. Travel and transportation allowances are authorized for a member performing TDY (other than at the residence or normal duty location of the member) within the limits of a PDS when authorized by competent authority. ***Par. U4105-H allowances are authorized when such duty is performed under emergency circumstances that threaten injury to human life or damage to Federal Government property, provided overnight accommodations are used by reason of such duty.*** See Chapter 3 for transportation allowances.

*I. Contingency Operation Flat Rate Per Diem Allowance. The Secretary Concerned may authorize a contingency operation flat rate per diem allowance for a member assigned TDY to a contingency operation for more than 180 consecutive days at one location. The reduced flat rate per diem allowance is equal to 55% of the applicable maximum locality per diem amount prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>. See Appendix A for the definition of contingency operation.

1. Limitations. The following circumstances may affect reimbursement of per diem allowance.

- a. Retained lodging expenses during a member's authorized absence. See pars. U7225 and U7226.

b. Contingency operation flat rate per diem allowance applies to TDY at the specified location. If a member is sent TDY to another location, the appropriate per diem, computed using the 'Lodgings-Plus' method, for that area applies. See par. U4135 for dual lodging reimbursement.

2. Delegation Authority. The Secretary Concerned may delegate authority to prescribe a contingency operation flat per diem rate via the Secretarial Process to an official at the O-6 or GS-15 level with no further re-delegation authorized.

3. Contingency Operation Per Diem Allowance Exception. The Secretary Concerned or authorized delegated authority may adjust the contingency operation flat rate per diem allowance when the rate is determined to be insufficient or overly generous. For example, the Secretary Concerned or the authorized delegated authority may authorize continuation of full per diem rate (and 'Lodgings-Plus' computation) when reduced cost long-term rental or lease facilities are not available at the specified location, or may authorize a flat rate per diem up to 5% higher or lower than the 55% amount to accommodate anticipated expenses.

4. Per Diem Computation Procedures. The contingency flat rate per diem allowance rate is rounded up to the next higher dollar and paid in a fixed amount NTE 55 percent of the applicable maximum daily TDY locality per diem rate, plus lodging taxes (see par. U4105-I4c), in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>. A lodging receipt is not required. The member has to provide the lodging tax 'percentage' from the lodging establishment (i.e., 10%, 15%). That percentage is multiplied by 55% of the locality per diem lodging rate. Ensure the member has asked about and taken advantage of any tax exemption that may exist.

a. Pay 55 percent of the locality per diem allowance rate (including CONUS lodging taxes if applicable) except for the travel days departure from and/or return to the PDS. See par. U4147.

b. Pay 75% of the M&IE rate plus the lodging cost if applicable on the arrival date at the TDY location and 75% of M&IE on the return day at the PDS.

c. Taxes on lodging in CONUS and in non-foreign OCONUS areas are reimbursable in addition to the 55 percent per diem. Taxes on lodging in foreign OCONUS areas are part of the per diem and are not separately reimbursable.

5. Computation Example. A member is ordered TDY to a CONUS location for two years ICW a contingency operation. The Secretary Concerned authorizes a 55-percent reduced flat rate per diem at the onset of the TDY. The locality per diem allowance rate for the location is \$259 (\$198/\$61). The actual long-term lodging cost is anticipated to be \$95/night (on a monthly or yearly lease) and the daily lodging tax is 15%, which is a separate reimbursable expense.

The contingency reduced flat rate per diem allowance is set at 55% or \$143 ($\$259 \times 55\% = \142.45 , rounded up to \$143), plus lodging tax of 15%/night.

The CONUS lodging establishment tax is 15%/night, $[(\$198 \times 55\%)] \times 15\% = \16.34 , rounded up to \$17.

Pay the reduced flat rate per diem of \$143, plus \$17 lodging tax/night (**NOTE: If the \$95/night rate is known before the fact, the flat rate percentage could be reduced to 50% (or $\$198 \times .5 = \99) plus the appropriate lodging tax.**),

Pay the first TDY day - \$140.75 (Lodging - \$95 + M&IE - \$45.75 ($\$61 \times 75\% = \45.75) plus lodging tax ($15\% \times \$95 = \$14.25 = \$15$).

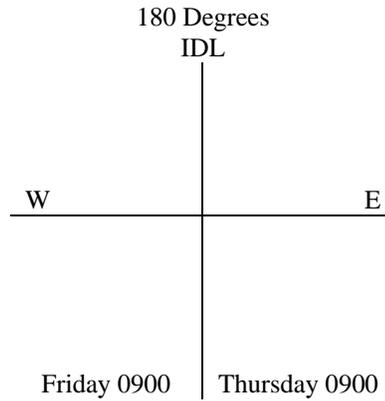
Pay the second TDY day up to the day before departure from the TDY location - \$143 per day plus \$17 lodging tax.

Pay the departure TDY day to the PDS - \$45.75 ($\$61 \times 75\% = \45.75).

U4115 INTERNATIONAL DATELINE

A. International Dateline (IDL). The IDL is a hypothetical line along the 180th meridian where each calendar day begins. For example, when it is Thursday east of the IDL it is Friday west of the IDL.

B. Computing Per Diem when Crossing the International Dateline (IDL)



C. Computation. The following are examples of computing per diem allowances and making cost comparisons under par. U4115:

EXAMPLE 1			
TDY Travel Involving IDL with a 'Lost' Day			
The 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 are treated as one day for per diem computation purposes because the traveler did not arrive at the TDY location until 8/20. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for two 8/25 dates.			
A Government mess is not available at the TDY point. AEA is not authorized.			
ITINERARY			
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	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
18 Aug Wednesday	75 % x \$90 =		\$67.50
19 August Thursday	NO PER DIEM		
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
Total			\$1,350.00

EXAMPLE 2

TDY Travel Involving IDL without a ‘Lost’ Day

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

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

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

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

ITINERARY

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	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
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
Total			\$1,380.00

U4125 PER DIEM UNDER THE ‘LODGINGS-PLUS’ COMPUTATION METHOD

Per diem computed under this Part is based on the ‘Lodgings-Plus’ computation method. The total daily per diem amount may not exceed the applicable daily locality rate. See par. U2510 concerning receipts.

U4127 LODGING TAX UNDER ‘LODGINGS-PLUS’

A. CONUS and Non-foreign OCONUS Areas. The maximum locality amount for lodging in CONUS and non-foreign OCONUS areas (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) does not include lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS areas are separately reimbursable when per diem (or AEA as in Chapter 4, Part C) is paid except when ‘MALT-Plus’ per diem for POC PCS travel is paid. See App G, Item 6.

B. Foreign Areas. The maximum locality lodging amount in foreign areas (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) includes an amount for lodging taxes. *Taxes on lodging in foreign areas are not separately reimbursable when per diem (or AEA as in Chapter 4, Part C) is paid.*

U4129 LODGING UNDER THE ‘LODGINGS-PLUS’ COMPUTATION METHOD

A. General. The amount allowed for lodging expense is the expense actually incurred or the maximum locality amount for lodging at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, whichever is less. Reimbursement computation for the commercial lodging cost incurred for any day that the member was TDY to a U.S. Installation and Government quarters were available on that installation is in par. U1045.

B. Commercial Lodging. Except as provided for double occupancy in par. U4129-D, when a member uses commercial lodging facilities (i.e., hotels, motels, and boarding houses), the allowable lodging expense is based on the single room rate for the lodging used.

C. Government Quarters. A fee/service charge paid for Government quarters is an allowable lodging expense.

D. 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.*

E. Lodging with a Friend or Relative. *Lodging cost reimbursement is not authorized for a member who stays with a friend or relative.* A member, who lodges with friends or relatives, is authorized the TDY location M&IE rate, if otherwise eligible. The lodging reimbursement examples below apply for official travel to include as an attendant/escort, evacuation, extended TDY, limited evacuation and other circumstances in which the member has the option to stay with friends or relatives. *The Service/Agency cannot direct the member to lodge with friends or relatives.*

Example 1: A member (outpatient) and a DOD civilian employee (attendant), 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 member is not authorized lodging reimbursement, but the DOD civilian employee possibly may be eligible for reimbursement of some lodging costs. See JTR, par. C4555-B3.

Example 2: A member is TDY (active duty call-up) to Location A and stays in commercial lodging. A family member later joins the member at personal expense. The member is authorized up to the single room rate and room taxes on the single rate if applicable.

F. Lodging in other than Commercial Facilities. When no commercial lodging facilities are available (i.e., in remote areas) or when there is a room shortage because of a special event (e.g., World Fair or International Sporting Event), the cost of lodging obtained in other than commercial facilities may be allowed. Such facilities may include college dormitories or similar facilities as well as rooms made available to the public by area residents in their homes. In these cases, the member must provide a written explanation that is acceptable to the AO/designated representative.

G. Lodging Not Available at TDY Station. The TDY locality per diem rate or the AEA (see Chapter 4, Part C) ceiling for the location where lodging is obtained is used for computation *only* when a member is TDY at a place where neither Government nor commercial quarters are available. ***NOTE: Par. U4129-G applies only when the locality per diem rate for the lodging location is higher than the locality per diem rate for the TDY location. The higher per diem rate must be authorized/approved by the AO.***

U4131 REIMBURSEMENT FOR AN APARTMENT, HOUSE, OR RECREATIONAL VEHICLE WHILE TDY

A. General. An apartment, house, or recreational vehicle (includes a mobile home, a camper, a camping trailer, or self-propelled mobile recreational vehicle) qualifies as quarters. Par. U4129-E applies for lodging with friends/relatives.

B. Expenses. Allowable lodging expenses are:

1. Rent of the apartment, house, or recreational vehicle;
2. Rent of a parking space for the recreational vehicle;

3. Rent of appropriate and necessary furniture, such as a stove, refrigerators, 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. U1405 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 member 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.

U4133 LODGING COST ALLOWANCE UNDER THE BARTER SYSTEM

A member, TDY in a remote location at which there are no Government quarters or other suitable commercial lodging facilities, may be reimbursed the cost of barter goods used in exchange for lodgings obtained in private dwellings. Reimbursement may not exceed 20 percent of the locality per diem rate. ***Vouchers must be supported by receipts for the barter goods (as an exception to the \$75 or more receipt rule) together with the member's certification that the barter goods were delivered to the householder for lodgings received.***

U4135 DUAL LODGING REIMBURSEMENT ON A SINGLE DAY

A. Per Diem Basis. When it is necessary for a member to retain lodgings at one TDY location (Location A) for other than personal convenience and procure lodgings at a second TDY location (Location B) on the same calendar day, the lodging cost incurred at the second TDY location (Location B) is used for computing the member's per diem for TDY at that location (Location B) for that day.

B. Miscellaneous Expense for Lodging. The lodging cost incurred at the first location (Location A) is reimbursable as a miscellaneous expense allowance (App G, Item 21j) if approved by the AO (60 Comp. Gen. 630 (1981)).

C. Maximum Reimbursement. Reimbursement for the actual lodging cost at the first TDY location (Location A) must not exceed the amount of per diem or AEA plus lodging taxes that would have been paid had the member remained at Location A overnight.

D. Long-term Dual Lodgings Occupancy. *An authorization/order that authorizes long-term reimbursement for dual lodging is not in conformance with the intent of par. U4135. Example:* An authorization/order is prepared to direct TDY at Location C for 150 days. The AO knows the member is to spend limited time at Location C and is also going to one or more other locations for lengthy periods during the TDY period. *Using par. U4135 to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C violates the intent of this authority and is not authorized.*

EXAMPLE 1			
<i>NOTE: Lodging taxes are not reimbursable in addition to per diem when TDY is in a foreign area.</i>			
A member, who leased an apartment while TDY at 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 member to retain the apartment in Location A while TDY in Location B and authorized/approved reimbursement for the \$45/day apartment cost in Location A as a miscellaneous expense allowance (App G, Item 21k). The lodging cost incurred in Location B (\$95/day) was used for computing the member's per diem while TDY in that location.			
Applicable Per Diem Rates at the Time of This Example			
Location	Max Lodging	M&IE	Total
A	\$130	\$46	\$176
B	\$119	\$46	\$165
Reimbursement for the Location A Apartment for 5 days			
Lodging Cost	Number of Days	Total	
\$45	5	\$225	
Per Diem for the TDY Assignment in Location B			
First Day			
(Day of departure from Location A and arrival in Location B):			
Lodging	M&IE	Total	
\$95	\$46	\$141 plus lodging tax (see NOTE)	
Second thru Fifth Day			
(M&IE + lodging cost) x 4 days			
Lodging	M&IE	Total	
\$95	\$46	\$141 X 4 days = \$564 plus lodging tax (see NOTE)	
Day of Return to Location A			
(Lodging cost + M&IE)			
Lodging	M&IE	Total	
\$45	\$46	\$91	

EXAMPLE 2			
<i>NOTE: Lodging taxes are not reimbursable in addition to per diem when TDY is in a foreign area.</i>			
A member occupied Government quarters while on a training assignment at a U.S. Installation in Location C. The member was required to perform additional TDY for 3 days in Location D. If the member 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 member to retain the Government quarters while TDY in Location D and authorized/approved reimbursement for those quarters as a miscellaneous expense (App G, Item 21k). The lodging cost (\$110) incurred in Location D was used to determine the member's per diem while TDY in that city.			
Applicable Per Diem Rates at the Time of this Example			
Location	Max Lodging	M&IE	Total
C	\$109	\$38	\$147
D	\$130	\$46	\$176
Reimbursement for Government Quarters for 3 Days			
Lodging	Number of Days	Total	
\$25	3	\$75	
Per Diem for the TDY Assignment in Location D			
First Day			
(Day of Departure from Location C and Arrival in Location D):			
Lodging	M&IE	Total	
\$110	\$46	\$156 plus lodging tax (see <i>NOTE</i>)	
Second and Third Day			
(Lodging Cost + M&IE) x 4 days			
Lodging	M&IE	Total	
\$110	\$46	\$156 X 2 days = \$312 plus lodging tax (see <i>NOTE</i>)	
Day of Return to Location C			
(Lodging Cost + M&IE)			
Lodging	M&IE	Total	
\$25	\$38	\$63	

U4137 ALLOWABLE EXPENSES WHEN A RESIDENCE IS PURCHASED AND USED FOR TDY LODGINGS

A member 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, sewer charges;

prorated based on the number of days in the month rather than by the actual number of days the member 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 C) is authorized/approved. Par. U4141 does not apply when the residence is purchased.***

NOTE: A member who purchases or rents (par. U4131) and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from a 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. Adopted from GSBGA 16699-TRAV, 17 August 2005 (This decision is available at: http://141.116.74.201/regs/comp-gen-dec/GSBGA_16699.htm).

U4139 LODGING COST FOR QUARTERS JOINTLY OCCUPIED BY MEMBER AND DEPENDENTS

Lodging cost for quarters jointly occupied by a member and dependents is 50% for the member and 50% for the dependents (regardless of the number of family members) when a member in a per diem status is in receipt of TLA for dependents. See par. U9160-C. When dependents are not traveling at Government expense, the member is authorized the single room rate.

U4141 LODGING OBTAINED ON A WEEKLY, MONTHLY, OR LONGER TERM BASIS

When a member obtains lodging on a weekly, or 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 member is authorized the lodging portion of per diem (62 Comp. Gen. 63 (1982)). This computation presumes that the member 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. U4137.

EXAMPLE
1. A member is TDY at a location at which the per diem is \$109 (\$70/ \$39).
2. The member 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 member took leave for 10 days and is authorized per diem for only 20 days.
5. The daily lodging rate for the member during June is computed to be \$45/day (\$900/20). Since the \$45/day lodging cost does not exceed the authorized \$60 locality lodging ceiling, the member is reimbursed \$45/day for 20 days of lodging in June.

NOTE: See par. U7225 if lodging is obtained on a daily basis and a member takes an authorized absence while on TDY in support of a contingency operation, or par. U7226 if a member takes leave ICW an authorized/ordered evacuation to visit dependents at their safe haven.

U4143 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT

When a contracting officer contracts for rooms and/or meals for members traveling on TDY, the total daily amount paid by the Government for the member's lodging, meals, and incidental expenses may not exceed the applicable per diem authorized in this Part (60 Comp. Gen. 181(1981) and 62 Comp. Gen. 308 (1983)) unless an AEA is authorized/approved under Chapter 4, Part C. **NOTE:** There is NO reimbursement for any items rented for contract quarters that are rented with an "option to buy" (adopted from GSBGA 15890-TRAV, 29 July 2003).

U4145 PER DIEM COMPUTATION

A. General. Ordinarily, per diem is based on the TDY location of the member at 2400. There are occasions, however, when the member is en route to a TDY location and does not arrive at the lodging site until 2400 or later. In that case, lodging is claimed for the preceding calendar day and the maximum per diem for the preceding day is determined as if the member had been at the stopover point or TDY location at 2400 of the preceding day. If no lodging is required, the per diem rate is still determined as if the member had been at the stopover point or TDY location at 2400 of the preceding day.

B. Stopover Point. If authorized travel requires more than 1 day and a stopover for the night is required, per diem at the stopover point is based on the stopover point locality per diem rate.

C. M&IE Payment. The M&IE rate is payable to the member without expense itemization and without receipts. Box lunches, in-flight meals and rations furnished by the Government on military aircraft are not a Government mess for per diem computation purposes. **NOTE: See par. U4800-E for a member on TDY within a Combatant Command or Joint Task Force Area of Operations.**

D. Meal Rate. The meal rate established by the authorization/order cannot be reduced after the ordered travel has been completed except for a deductible meal (Government meals paid for by the member and consumed in a Government mess are not deductible meals. See par. U4165. However, an AO/schoolhouse commander may amend an authorization/order to direct immediate and/or future meal rate changes.

U4147 PER DIEM FOR DEPARTURE FROM AND RETURN TO PDS

A. Rate. 75% of the appropriate M&IE rate (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) is paid for the days of departure from and/or return to the PDS ICW TDY, regardless of what time the member departs or returns. On these days, the GMR or PMR do not apply.

B. Departure Day. The per diem rate for the departure day from the PDS is based on the member's TDY/stopover location at 2400 on that day. If the member is traveling and lodging is not procured for that night, the locality M&IE rate for the destination is the applicable M&IE rate.

C. Return Day. For any full calendar travel day when lodging is not required while the traveler is en route overnight returning to the PDS, home, or other authorized point, the per diem allowance is the M&IE rate applicable to the preceding calendar day. For 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). 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. **NOTE: For USCG only: For the day travel ends (return day to the PDS, home or authorized delay point), the per diem allowance is based on the M&IE applicable to the last TDY or authorized delay point, whether or not overnight lodgings were required there.**

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	

U4149 M&IE RATE DETERMINATION FOR CONUS FULL DAYS

A. Locality Rate. See <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the applicable locality rate.

B. Government Meal Rate (GMR). The standard GMR for meals in a Government mess plus \$3 for incidental expenses is paid. This rate applies each day that:

1. Adequate Government quarters are available (see **NOTE** below) on the U.S. Installation to which the member is assigned TDY,

2. The GMR is directed,
3. The Government mess is available for all three meals on the U.S. Installation to which the member is assigned TDY, and
4. The member is not traveling.

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 and \$3 for incidental expenses (i.e., 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.)

C. Proportional Meal Rate (PMR). The PMR plus \$3 for incidental expenses is paid. The PMR applies each day that:

1. Adequate Government quarters are available on the U.S. Installation to which the member is assigned TDY,
2. At least one meal is available and directed where the member is assigned TDY, and
3. The member is not traveling.

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 PMR and \$3 for incidental expenses (i.e., 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 PMR.)

U4150 PER DIEM AND AEA ON A SINGLE TRIP

A member performing TDY at more than one location on a per diem and actual expense basis for a single trip is authorized the allowances prescribed in par. U4260-D.

U4151 M&IE RATE DETERMINATION FOR OCONUS FULL DAYS

A. Applicable Locality Rate. (See <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>). Use \$3.50 instead of the incidental expense rate for the locality concerned for the incidental expense rate when adequate Government quarters are available (see ***NOTE*** below) on the U.S. Installation to which the member is assigned TDY, or

B. The Standard GMR for Meals in a Government Mess Plus \$3.50 for Incidental Expenses. This rate applies each day that:

1. Adequate Government quarters are available on the U.S. Installation to which the member is assigned TDY,
2. The GMR is directed,
3. The Government mess is available for all three meals on the installation to which the member is assigned TDY, and
4. The member is not traveling.

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 and the locality incidental expense rate unless the \$3.50 incidental expense rate is authorized under par. U4151-D. (i.e., 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 M&IE to GMR plus \$3.50.)*

C. PMR Plus the Incidental Expense Rate. The PMR applies each day that:

1. Adequate Government quarters are available on the U.S. Installation to which the member is assigned TDY,
2. At least one meal is available and directed in a Government mess on the U.S. Installation to which the member is assigned TDY, and
3. The member is not traveling.

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 PMR and the locality incidental expense rate unless the \$3.50 incidental expense rate is authorized under par. U4151-D (i.e., 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 M&IE rate to PMR plus \$3.50.)*

D. OCONUS Incidental Expense Rate. The OCONUS locality incidental expense rate is the applicable rate when the member is not ordered TDY to a U.S. Installation (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>), or \$3.50 when the member is TDY to a U.S. Installation and Government quarters are available (see ***NOTE*** below) on that U.S. Installation. Two exceptions are noted below. The AOs can determine that \$3.50 is:

1. Adequate when the member *is not lodged* on a U.S. Installation. *The OCONUS incidental expense rate of \$3.50 may be authorized and must be stated in the travel authorization/order.*
2. *Not adequate when the member is lodged on a U.S. Installation. The locality incidental expense rate (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) may be authorized and must be stated in the travel authorization/order.*

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 incidental expense rate unless the \$3.50 incidental expense rate is authorized under par. U4151-D. (i.e., 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 incidental rate to \$3.50.)*

U4153 PER DIEM ON ARRIVAL AT OR DEPARTURE FROM A TDY POINT

The M&IE rate payable on the days of arrival at and departure from the TDY point is the M&IE rate for that location, unless the member is in a different TDY location at 2400 on that day. On a ship, the embarkation/debarkation port M&IE rate applies.

U4155 SCHOOLHOUSE TRAINING (FORMAL COURSES OF INSTRUCTION)

A schoolhouse commander is authorized to determine if one of the two meal rates based on Government mess availability (PMR or GMR) is appropriate in lieu of the locality meal rate - regardless of what the AO may put in a TDY authorization/order to the contrary. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be in the authorization/order. If that information is not available prior to authorization/order issuance it must be provided to the member by the schoolhouse commander (or designee) upon arrival at the school and submitted with the travel voucher.

U4157 LODGING PER DIEM COMPUTATION

Lodging while on TDY or at a delay point, may not exceed the locality per diem lodging ceiling for the TDY or delay location in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>. The lodging cost, or the locality lodging ceiling whichever is less, is added to the M&IE rate for that location to determine the per diem rate for the day. The total amount must not exceed the maximum per diem rate for the TDY (or stopover) locality unless an AEA is authorized/approved IAW Chapter 4, Part C. When lodging has been obtained at a location other than the TDY location the per diem rate for the lodging location may apply. See par. U4129-G.

U4159 PER DIEM COMPUTATION FOR TDY OF MORE THAN 12 BUT LESS THAN 24 HOURS

A. M&IE Rate. M&IE of 75% of the M&IE rate for the TDY location in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> is payable. If more than one TDY location is involved and the member is not required to obtain lodging, M&IE of 75% of the highest M&IE rate is payable. If the member must obtain lodging, the rules for travel of more than 24 hours apply. *Per diem is not authorized under par. U4159-A when travel is performed in the local area. See par. U4510 for occasional meals authority.*

B. Lodging Not Required. If lodging is not required, per diem is 75% of the TDY location M&IE rate for one day even if the time period is over two calendar days.

C. Lodging Required with/without Cost. If lodging is required, the rules for travel of more than 24 hours apply.

U4160 PER DIEM FOR TDY TRAVEL BY CAR FERRY

When a member on TDY travels partly by POC and partly by car ferry (circuitously or otherwise), the member is authorized the following:

1. Mileage (see par. U2600)
 - a. 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.
 - b. If more than one car ferry is used, mileage is payable for overland travel between ferries; or
2. Transportation. The member 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. Reimbursement for lodging (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 on and computed for the member 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 member's location at 2400 on that day.

NOTE: If the ferry passage does not include an overnight, the applicable M&IE while on the ferry is the rate applicable to the location of the member at 2400 (see par. U4145-A) on the debarkation day.

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

NOTE: See par. U3125-C4 for required documentation if a U.S. registered ferry is not available.

U4163 ESSENTIAL UNIT MESSING (EUM)

There is no authorization for the meal portion of the M&IE allowance when the Secretary concerned, or for a JTF the Combatant/JTF Commander, determines that Government messing is essential to accomplish training and readiness. The incidental expense rate is \$3 in CONUS, or the appropriate OCONUS incidental rate at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, or \$3.50 OCONUS when the AO determines \$3.50 to be adequate for anticipated expenses. ***The \$3.50 rate must be stated on the authorization/order for it to be paid.*** A member ordered to use EUM, who must procure occasional meals, is authorized reimbursement under par. U4510. ***IAW par. U4151-D, if an authorization/order does not state otherwise, locality incidental expenses rate is paid.***

U4165 DEDUCTIBLE MEALS

1. The PMR in pars. U4149-C and U4151-C applies on any day when one or two deductible meals are provided. See Appendix R, Part II, par. J. The Government should not pay for the same meal twice (originally by registration fee, etc., and then again through per diem). A meal that is provided to the traveler for which the Government pays nothing does not affect per diem payment.
2. A deductible meal is a meal:
 - a. Made available pursuant to an agreement between a Uniformed Service and any organization, if the authorization/order directs use of the facility providing the meal(s);
 - b. Included in a registration fee paid by the Government;
 - c. 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;
 - d. Furnished by the Government at no cost to a member (see par. U4167);
 - e. 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
 - f. 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/meeting and the cost of one or more meals is included in the lodging cost).

3. If all three meals are provided/consumed at no cost to the traveler, only the incidental expense amount for that day (\$3 in CONUS, or the applicable locality incidental expense rate (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) or \$3.50 OCONUS) is payable.

U4167 NON-DEDUCTIBLE MEALS

1. The following are not deductible meals:

- a. Box lunches, (which include such things as C Rations, K Rations, MREs) - except when MREs and/or other box lunches are the *only method* of providing adequate subsistence to a member. ***NOTE: See par. U4800-E for a member on TDY within a Combatant Command or Joint Task Force Area of Operations.***
- b. In-flight meals,
- c. Rations furnished by the Government on military aircraft,
- d. Government meals paid for by the member and consumed in a Government mess,
- e. Meals furnished on commercial aircraft,
- f. Meals provided by private individuals, or
- g. Meal(s) provided by a lodging establishment on a complimentary basis without adding a charge for the meal(s) in the lodging cost (ex., lodging cost \$75 with or without breakfast).

2. If all three meals are provided/consumed at no cost to the member, only the incidental expense amount for that day (\$3 in CONUS, or the applicable locality incidental expense rate (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) or \$3.50 OCONUS) is payable.

U4169 LODGING REQUIRED ON THE DAY TRAVEL ENDS

When lodging is required on the day travel ends and the AO authorizes/approves the member to obtain lodging, the lodging reimbursement is based on the locality rate, or AEA if appropriate, for the en route TDY site.

U4171 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 par. U4165, items 2e and 2f when a charge for meals is added to the lodging cost.

U4173 PER DIEM ALLOWANCE COMPUTATION EXAMPLES

A. Government Meal Rate (GMR). The GMR in the following examples are for illustrative purposes only. Check Appendix A for the current GMR.

B. U.S. and Non-foreign OCONUS Lodging Taxes. The maximum amount allowed for lodging in CONUS 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 CONUS and non-foreign OCONUS areas are separately reimbursable travel expenses, except when 'MALT-Plus' per diem for POC travel is paid.

C. Foreign Lodging Taxes. The maximum amount allowed for lodging in foreign areas (see OCONUS foreign locations in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) includes an amount for lodging taxes. Taxes on lodging in foreign areas are not separately reimbursable.

D. Examples

1. Example 1. Per Diem Rate/POC TDY Mileage Computation

EXAMPLE 1					
Per Diem Rate/POC TDY Mileage Computation					
A member is authorized TDY from a PDS for two days, POC use between the residence and TDY station is to the Government's advantage and authorized on the travel authorization/order. See par. U3305-B. The member arrives at the TDY station on day 2 and completes the TDY assignment on day 4.					
Reimbursement is limited to the actual lodging cost NTE the maximum locality per diem lodging rate plus the appropriate M&IE.					
The maximum per diem rate for the TDY location is \$109 (\$70/ \$39), actual lodging cost is \$72/night and Government mess is not available at the TDY point. The 12-hour rule does not apply because the TDY is over 12 hours.					
<i>AEA is not used for this example but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO. See Chapter 4, Part C.</i>					
ITINERARY					
Date	Depart	Arrive	Per Diem Rate	Actual Lodging Cost	POC Distance Traveled
10 May	Residence	1st Stopover	\$109 (\$70/ \$39)	\$60	400 miles
11 May	En Route	TDY Station	\$109 (\$70/ \$39)	\$72	15
12 May	TDY Station	TDY Station	\$109 (\$70/ \$39)	\$72	
13 May	TDY Station	2nd Stopover	\$111 (\$72/ \$39)	\$60	365 miles
14 May	En Route	Residence	Use 2 nd Stopover MI&E		50
REIMBURSEMENT					
Day 1	\$39 x 75% = \$29.25 + \$60 =				\$ 89.25
Day 2	\$39 + \$62 = (\$72 limited to \$70) =				\$109.00
Day 3	\$39 + \$62 = (\$72 limited to \$70) =				\$109.00
Day 4	\$39 + \$60 =				\$ 99.00
Day 5	\$39 x 75% =				\$ 29.25
1 round trip of 830 miles (official distance) x \$0.485 per mile =					\$404.55
Total Reimbursement					\$840.05

2. Example 2. Per Diem Rate – GMR/PMR and POC TDY Mileage Computation

EXAMPLE 2			
Per Diem Rate – GMR/PMR and POC TDY Mileage Computation			
A member is TDY to a U.S. Installation at which Government lodging (at \$6/night) and messing is available. The GMR is directed in the authorization/order. The AO approves the PMR on the 17 th because breakfast was not available.			
POC use between the residence and TDY station is to the Government’s advantage and is authorized on the travel authorization/order. See par. U3305-B.			
The maximum per diem rate is \$109(\$70/ \$39). GMR (par. U4149-B) is \$9.80 and the PMR (par. U4149-C) is \$23 plus \$3.00, the CONUS incidental expenses rate, applies in this example.			
<i>NOTE: Government mess deductions are never made for arrival and departure days. See par. U4147, item 1. The GMR and PMR rates used in this example are for illustrative purposes only – see Appendix A, GMR definition for the current Government meal rate.</i>			
ITINERARY			
Date	Depart	Arrive	POC Mileage
10 March	Residence	TDY Station	325 miles
16-18 March		At TDY Station	
19 March	TDY Station	Residence	325 miles
REIMBURSEMENT			
15 March	\$39 x 75% = \$29.25 + \$6 =		\$35.25
16 March	\$9.80 (GMR) + \$3 (I) + \$6 =		\$18.80
17 March	\$23 (PMR) + \$3 + \$6 =		\$32.00
18 March	\$9.80 (GMR) + \$3 + \$6 =		\$18.80
19 March	\$39 x 75% =		\$29.25
1 round trip of 650 miles (official distance) x \$0.485/mile =			\$315.25
Total Reimbursement			\$449.35

U4175 RETURN TO PDS FROM TDY FOR PERSONAL REASONS

A. General. A member who voluntarily returns to the PDS, or residence from which the member ordinarily commutes daily to the PDS, during a TDY period for personal reasons is authorized the lesser of:

1. Per diem or AEA for the actual travel time (*no per diem or AEA while at the PDS*) to and from the PDS/residence and transportation expenses for the travel from the TDY point to the PDS/residence and return;
or
2. The per diem or AEA that would have been allowed had the member stayed at the TDY point.

NOTE: Per diem is not credited for any day the member was in a leave status. However, see par. U7225 concerning reimbursement for lodging retained at a contingency operation TDY location during leave away from that location.

B. Computation. The following are examples of computing per diem allowances and making cost comparisons under par. U4175:

NOTE: The GMR used in the following example(s) is for illustrative purposes only. Check Appendix A (GMR) for the current Government meal rates.

1. Example 1

EXAMPLE 1			
Per Diem and POC TDY Mileage Computation			
A member performed TDY and returned to the PDS while TDY on the weekend for personal reasons. TDY location lodging cost is \$65/night. The maximum per diem rate is \$112(\$73/ \$39). A Government mess is not available at the TDY point. AEA is not authorized and per diem is not payable for 28 June (actual cost computation) because the member is at the PDS. See par. U4102-D.			
POC use between the residence and TDY station is to the Government's advantage and is authorized on the travel authorization/order for one round trip. See par. U3305-B.			
The member is due \$1,354.75 (constructed cost since it is less than the actual cost for this example).			
<i>AEA is not used for this example but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Chapter 4, Part C).</i>			
ITINERARY			
Date	Depart	Arrive	POC Mileage
23 June	PDS	TDY Station	325 miles
24-26 June		At TDY Station	
27 June	TDY Station	PDS (personal reasons)	325 miles
28 June		PDS	
29 June	PDS	TDY Station	325 miles
30 June-2 July		At TDY Station	
3 July	TDY Station	PDS	325 miles
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
23 June	$\$39 \times 75\% = \$29.25 + \$65 =$		\$94.25
24 to 26 June	$\$39 + \$65 = \$104/\text{day} \times 3 \text{ days} =$		\$312.00
27 June	$\$39 \times 75\% =$		\$29.25
28 June	Per diem is not payable at the PDS (par. U4102-D)		\$0.00
29 June	$\$39 \times 75\% = \$29.25 + \$65 =$		\$94.25
30 June-2 July	$\$39 + \$65 = \$104/\text{day} \times 3 \text{ days} =$		\$312.00
3 July	$\$39 \times 75\% =$		\$29.25
2 round trips of 650 miles (official distance) = 1,300 miles x \$0.485/mile =			\$630.50
Actual Cost Total			\$1,501.50
Constructed Cost			
23 June	$\$39 \times 75\% = \$29.25 + \$65 =$		\$94.25
24 June-2 July	$\$39 + \$65 = \$104/\text{day} \times 9 \text{ days} =$		\$936.00
3 July	$\$39 \times 75\% =$		\$29.25
1 round trip of 650 miles (official distance) x \$0.485/mile =			\$315.25
Constructed Cost Total			\$1, 374.75

2. Example 2

EXAMPLE 2			
Per Diem, GMR and POC TDY Mileage Computation			
A member is TDY at a U.S. Installation at which Government messing is available for all meals and lodging cost is \$6.00/night. Government mess use is directed and per diem is not paid on 12 July (actual cost computation) while the member is at the PDS. See par. U4102-D. The member returned by POC to the PDS while TDY on the weekend for personal reasons.			
The maximum per diem rate is \$109(\$70/ \$39). The GMR (par. U4149-B) is \$9.80 plus \$3.00 CONUS incidental rate for this example.			
POC use between the residence and TDY station is to the Government's advantage and is authorized on the travel authorization/order for one round trip. See par. U3305-B.			
The member is due \$356.75 (constructed cost since it is less than the actual cost for this example).			
NOTE: Government mess deductions are not made for arrival and departure days (par. U4147, item 1). The GMR rate used in the example is for illustrative purposes only – see Appendix A, GMR definition for the current Government meal rate.			
ITINERARY			
Date	Depart	Arrive	POC Mileage
9 July	PDS	TDY Station	185 miles
10 July		At TDY Station	
11 July	TDY Station	PDS	185 miles
12 July		PDS (personal reasons)	
13 July	PDS	TDY Station	185 miles
14-15 July		At TDY Station	
16 July	TDY Station	PDS	185 miles
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
9 July	(\$39 x 75%) = \$29.25 + \$6 =		\$35.25
10 July	\$9.80 + \$3 + \$6 =		\$18.80
11 July	\$39 x 75% =		\$29.25
12 July	Per diem is not payable at the PDS (par. U4102-D)		\$0.00
13 July	(\$39 x 75%) = \$29.25 + \$6 =		\$35.25
14-15 July	\$9.80 + \$3 + \$6 = \$18.80/day x 2 days =		\$37.60
16 July	\$39 x 75% =		\$29.25
2 round trips of 370 miles (official distance) x 2 = 740 miles x \$0.485/mile =			\$358.90
Actual Cost Total			\$544.30
Constructed Cost			
9 July	(\$39 x 75%) = \$29.25 + \$6 =		\$35.25
10-15 July	\$9.80 + \$3 + \$6 = \$18.80/days times 6 days =		\$112.80
16 July	\$39 x 75% =		\$29.25
1 round trip of 370 miles (official distance) x \$0.485/mile =			\$179.45
Constructed Cost Total			\$356.75

U4176 TRAVEL TO AN ALTERNATE LOCATION ON NON-DUTY DAYS

A TDY member who travels to a location, other than the PDS or home, for personal reasons on non-duty days (and returns to the TDY location) is not authorized reimbursement for transportation expenses. The member is authorized reimbursement for only per diem-related expenses and any reimbursable miscellaneous expenses that would have been allowable had the member remained at the TDY location. Reimbursement is NTE what would have been paid had the member remained at the TDY location (B-200856, 3 August, 1981; and B-214886, 3 July, 1984).

Example 1: Member TDY from Location A to Location B (with a maximum per diem rate of \$173 (\$122/ \$51)) drives to Location C on Friday night and returns to Location B Sunday night. The member checks out of the Location B hotel (which cost \$120/night plus a separate reimbursable amount for the 12% tax (\$14.40)) on Friday and stays in a Location C hotel Friday and Saturday nights. The member pays \$145 plus a 13% tax (\$18.85) per night for Location C lodging for Friday and Saturday. Even though the maximum per diem rate in Location C is \$196 (\$149/ \$47), the member is limited to \$122/night for lodging (and lodging taxes on \$122 - 12% of \$122 (\$14.64)) and to \$51/day for M&IE on Friday and Saturday. This is because the maximum per diem rate for Location B is \$173 (\$122/ \$51) and the member is being paid per diem that would have been paid (max \$122 for lodging + \$51 for M&IE) had the member remained in Location B. The member's lodging tax in Location C each night is reimbursed but limited to \$14.64 per night (12% of \$122). The member is reimbursed up to \$29.28 for lodging tax while in Location C. ***The member is not authorized any TDY mileage for driving between Locations B and C.***

Example 2: Member TDY from Location X to Base Y (with a maximum per diem rate of \$161 (\$110/ \$51)) where the member is staying on the installation for \$20/night with no taxes and is being paid the \$31 proportional meal rate (PMR) based on the authorization/order content that indicates Government quarters and the PMR is directed. The member drives to Location Z on Friday night and returns to Base Y Sunday night. The member checks out of the Base Y quarters on Friday and stays in a Location Z hotel Friday and Saturday nights. The member pays \$75 and 12% lodging tax (\$9.00) for Location Z lodging each night on Friday and Saturday. Even though the Location Z per diem rate is \$122 (\$79/ \$43), the member is limited to \$20/night for lodging, no reimbursement of Location Z lodging taxes, and is paid \$31/day for M&IE on Friday and Saturday. This is because the member is being paid per diem (\$20 for lodging + \$31 for M&IE) that would have been paid had the member remained in Base Y and limited to the Government quarters cost and PMR since they were directed in the authorization/order. ***The member is not authorized any TDY mileage for driving between Locations Y and Z.***

Example 3: Member TDY from Location D to Location E (with a per diem rate of \$161 (\$110/ \$51)), where the traveler is staying with friends and incurring no lodging costs. The member drives to Location F on Friday night and returns to Location E Sunday night. The member stays in a Location F hotel Friday and Saturday nights and pays \$75 and 12% lodging tax (\$9.00) for Location F lodging each night. Even though the Location F per diem rate is \$113 (\$70/ \$43), the member is paid \$75/night for lodging, and reimbursement of Location F lodging taxes (\$18 for both nights), and is paid \$51/day for M&IE on Friday and Saturday. This is because the member is being paid per diem (up to \$110 for lodging + \$51 for M&IE) that would have been paid had the member remained in Location E. The fact that the member was staying with friends has no effect on the traveler's per diem on days when not staying with friends. ***The member is not authorized any TDY mileage for driving between Locations E and F.***

U4177 NO PER DIEM OR RATES OF PER DIEM IN LESSER AMOUNTS THAN THOSE PRESCRIBED IN <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>

The Secretary Concerned may authorize per diem rates in lesser amounts (to zero) than those prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular Service. Also see par. U4105-D. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the Service concerned or to a commander of an appropriate naval systems command headquarters, but may not be re-delegated. ***In the absence of such an authorization, a travel authorization/order prescribing a per diem rate different from a rate prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> is without effect and the locality rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> is used.*** Reduced per diem rate calculation should incorporate an amount for clothes laundry/dry-cleaning/pressing if the travel is OCONUS or for less than 7 days in CONUS.

U4179 PER DIEM RATE REVIEW

A. General. When a member, 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 to the appropriate activity listed in par. U4179-B via (1) the appropriate command channels and (2) via the applicable department/office listed below:

1. Army - Army Military Advisory Panel Member, HQDA, Deputy Chief of Staff G-1, Attn: DAPE-PRC, 300 Army Pentagon, Washington, DC 20310-0300.
2. Navy - Navy Military Advisory Panel Member, Chief of Naval Operations (N130E), 2 Navy Annex, Washington, DC 20370-2000.
3. Marine Corps - Marine Corps Military Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force - Air Force Military Advisory Panel Member, HQ USAF/A1SF, 201 12 Street Suite 411D, Arlington, VA 22202-5406.
5. Coast Guard - Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street, SW, Washington, DC 20593-0001.
6. NOAA Corps - Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.
7. U.S. Public Health Service - Office of Commissioned Corps Force Management, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.
8. Office of the Secretary of Defense and other DOD Components - Per Diem, Travel and Transportation Allowance Committee, Attn: E&S Branch, 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 C.

B. Final Submission Process. The Service determines the survey request is valid (depending on the location in question along with other factors) and then may submit the request to:

CONUS Locations

General Services Administration
Office of Governmentwide Policy
ATTN: Travel Mgmt Division (MTT)
1800 F Street NW, #G-219
Washington, DC 20405-0001

Non-Foreign OCONUS Locations

**Per Diem, Travel and
Transportation Allowance
Committee (PDTATAC)**
ATTN: E&S Branch
Hoffman Building 1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

Foreign OCONUS Locations

Department of State
Director of Allowances
State Annex 29, Room 262
Washington, DC 20522-2902

U4181 PER DIEM AND AEA ON A SINGLE TRIP

A member performing TDY at more than one location on a per diem and actual expense basis for a single trip is authorized the allowances prescribed in par. U4260-D.

U4183 QUICK REFERENCE TABLES - PER DIEM ALLOWANCES

The following tables are for reference purposes only. For applicable rules see Chapter 4, Part B. See pars. U4163 & U4800 when JTF operations are involved.

Quick Reference - Per Diem Allowances						
TDY Travel of More Than 24 Hours						
(1) Departure Day from PDS				Footnotes: See table # 4		
Abbreviations used:						
Gov't = Government GMR = Government meal rate NTE = Not to exceed PMR = Proportional meal rate						
	A	B	C	D	E	F
	Arrived at the TDY location (not on a U.S. Installation) on the same day as departed the PDS.	Arrived at the TDY location (on a U.S. Installation) on the same day as departed the PDS. The member occupied Gov't quarters.	Arrived at the TDY location (on a U.S. Installation – Gov't quarters available) on the same day as departed the PDS. The member elected not to occupy available Gov't quarters.	Traveled overnight – no lodging required.	Overnight lodging required at a stopover en route to the TDY location.	Arrived on the same day as departed from the PDS at the TDY location where per diem at a lesser amount than rate prescribed for the TDY location was authorized under par. U4177.
Per Diem for the Departure Day from the PDS ^{6/}	75% of the M&IE rate for the TDY locality ^{1/} plus the lodging cost NTE the maximum lodging prescribed for the TDY locality. ^{2/, 5/}	75% of M&IE rate for TDY locality ^{1/} plus the cost of Gov't quarters NTE maximum lodging prescribed for TDY locality.	75% of the M&IE rate for the TDY locality ^{1/} plus the cost of lodgings occupied NTE cost of available Gov't quarters. No reimbursement for lodging tax.	75% of the M&IE Rate for the destination TDY locality ^{1/}	75% of the M&IE rate for the en route stopover locality plus lodging cost NTE the maximum lodging amount prescribed for the stopover locality. ^{2/, 5/}	75 % of the M&IE rate for TDY locality ^{1/} plus lodging ^{2/, 5/} cost NTE the maximum lodging prescribed for the TDY locality. The per diem rate authorized under par. U4135 applies to full days at the TDY location.

(2) Whole Travel Days - CONUS						Footnotes: See table # 4
Abbreviations used:						
Gov't = Government		GMR = Government meal rate		NTE = Not to exceed		PMR = Proportional meal rate
	A	B	C	D	E	F
	Traveled overnight & arrived at a CONUS TDY location (not on a U.S. Installation) on day after departing PDS.	Traveled overnight & arrived at a CONUS TDY locality (on a U.S. Installation) on the day after departing the PDS. The member occupied Gov't quarters.	Each whole day at CONUS TDY locality (not on a U.S. Installation).	Each whole day at a CONUS TDY locality (on a U.S. Installation) – the member occupies Gov't quarters.	Each whole day at a CONUS TDY locality (on a U.S. Installation) when a member elects not to occupy available Gov't quarters.	Each whole day at a CONUS locality where per diem in a lesser amount than the prescribed rate for TDY location was authorized under par. U4177.
Per Diem for Whole Travel Days ^{6/}	M&IE applicable to the CONUS TDY locality plus the cost of lodging NTE maximum rate prescribed for the TDY locality ^{2/} .	M&IE plus the cost of Gov't quarters. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) PMR plus \$3 if directed in the authorization/order and 1 or 2 deductible meals are provided, or (3) no amount for meals plus \$3 when the authorization/order directs essential unit messing and 3 meals are available to the member. PMR plus \$3 applies if 3 meals are not available to the member. ^{1/}	M&IE applicable to the CONUS TDY locality plus the cost of lodging NTE the maximum rate prescribed for the TDY locality ^{2/} (If directed in the authorization/order, M&IE is PMR plus \$3 when deductible meals are provided ^{7/} – par. U4165-1)	M&IE plus the cost of Gov't quarters. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) Standard GMR plus \$3, if directed in the authorization/order, (3) PMR plus \$3 if directed in the authorization/order, or (4) no amount for meals plus \$3 when the authorization/order directs essential unit messing (see par. U4400 for Gov't mess use/availability) (see par. U4149 for determination of the M&IE rate))	M&IE plus the cost of lodging NTE the cost of Gov't quarters (Lodging taxes are not reimbursable). (M&IE may be at (1) the rate prescribed for the TDY locality, (2) Standard GMR plus \$3, if directed in the authorization/order, (3) PMR plus \$3 if directed in the authorization/order, or (4) no amount for meals plus \$3 when the authorization/order directs essential unit messing (see par. U4400 for Gov't mess use/availability) (see par. U4149 for determination of the M&IE rate))	Per diem at the rate authorized under par. U4177.

(3) Whole Travel Days - OCONUS						Footnotes: See table # 4
Abbreviations used:						
Gov't = Government		GMR = Government meal rate		NTE = Not to exceed		PMR = Proportional meal rate
	A	B	C	D	E	F
	Traveled overnight & arrived at an OCONUS TDY location (not on a U.S. Installation) on the day after departing the PDS.	Traveled overnight & arrived at an OCONUS TDY locality (on a U.S. Installation) on the day after departing the PDS. The member occupied Gov't quarters.	Each whole day at the OCONUS TDY locality (not on a U.S. Installation)	Each whole day at an OCONUS TDY locality (on a U.S. Installation). The member occupied Gov't quarters.	Each whole day at an OCONUS TDY locality (on a U.S. Installation) when the member elects not to occupy available Gov't quarters.	Each whole day at an OCONUS locality where per diem in lesser amount than the prescribed rate for the TDY location was authorized under par. U4177.
Per Diem for Whole Travel Days ^{6/}	M&IE ^{4/} applicable to the OCONUS TDY locality plus the cost of lodging ^{5/} NTE the maximum rate prescribed for the TDY locality.	M&IE plus the cost of Gov't quarters. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) PMR plus \$3.50 if directed in the authorization/order and 1 or 2 deductible meals are provided, or (3) no amount for meals plus \$3.50 when the authorization/order directs essential unit messing and 3 meals are available to the member. PMR plus \$3.50 applies if 3 meals are not available to the member. ^{1/})	M&IE ^{4/} applicable to the OCONUS TDY locality plus the cost of lodging ^{5/} NTE the maximum rate prescribed for the TDY locality.	M&IE plus the cost of Gov't quarters. (M&IE may be at (1) the meal rate prescribed for the TDY locality plus \$3.50, (2) Standard GMR plus \$3.50 ^{3/} , if directed in the authorization/order, (3) PMR plus \$3.50 ^{3/} , if directed in the authorization/order, or (4) no amount for meals plus \$3.50 ^{3/} when the authorization/order directs essential unit messing (see par. U4400 for Gov't mess use/availability and par. U4149 for the applicable M&IE rate).	M&IE plus the cost of lodging NTE the cost of Gov't quarters ^{5/} . (M&IE may be at (1) the rate prescribed for the TDY locality, (2) Standard GMR plus \$3.50 ^{3/} , if directed in the authorization/order, (3) PMR plus \$3.50 ^{3/} , if directed in the authorization/order, or (4) no amount for meals plus \$3.50 ^{3/} when the authorization/order directs essential unit messing (see par. U4400 for Gov't mess use/availability and par. U4149 for the applicable M&IE rate)).	Per diem at the rate authorized under par. U4177.

(4) Day of Return to PDS					Footnotes: See below
Abbreviations used:					
Gov't = Government		GMR = Government meal rate		NTE = Not to exceed	PMR = Proportional meal rate
	A	B	C	D	E
	Arrived at the PDS on same day as departed the TDY location.	Traveled overnight (no lodging required) & arrived at the PDS on the day after departing the TDY location.	On day of departure from the TDY location overnight lodging was required at a stopover en route to the PDS.	On the day travel ended lodging was required en route to the PDS.	Arrived at the PDS on the same day as departed the TDY location where per diem in a lesser amount than the prescribed rate was authorized under par. U4177.
Per Diem for Return Day to PDS^{6/}	75% of M&IE rate for last TDY locality. ^{1/}	For day of departure from the TDY location M&IE at the rate prescribed for the TDY locality. Day of arrival at the PDS, 75% of the M&IE rate for the TDY locality. ^{1/}	For departure day from the TDY: M&IE plus lodging ^{2/} , ^{5/} cost NTE the rate for the stopover locality. For the day of arrival at PDS: 75% of M&IE rate for the stopover locality.	75% of the M&IE rate plus the cost of lodging based on the locality rate where lodging was obtained if authorized/approved by the AO. See par. U4169.	75% of M&IE prescribed for the TDY locality.

Footnotes

1/ GMRs/PMRs and the \$3.50 incidental rate do not apply on day of departure from, or return to the PDS, or any day the member is traveling.

2/ Lodging tax *is* separately reimbursed for lodging in CONUS and non-foreign OCONUS areas because a tax amount is not included in the applicable maximum lodging amount.

3/ The AO can determine that \$3.50 for incidental expenses (IE) is not adequate for TDY on a OCONUS U.S. Installation and authorize/approve the incidental expenses rate for the TDY locality prescribed on <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>. TDY locality IE rate payment may be authorized and must be stated in the travel authorization/order.

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

5/ Lodging tax *is not* separately reimbursable for foreign area lodging because a tax amount is included in the applicable foreign area maximum lodging amount.

6/ (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* (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 Nights NTE \$16, etc.).

(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 (IE) allowance included within the per diem rates/AEA authorized/approved for *OCONUS* travel.

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

B. Time Limitations

1. General. Except as provided in pars. U5130-B2, U5130-B3, and U5130-B4, travel to a selected home must be completed within 1 year after active duty termination.

2. Member Undergoing Hospitalization or Medical Treatment

a. On the Active Duty Termination Date. A member confined in, or undergoing treatment at, a hospital on the active service termination date under the conditions outlined in par. U5130-B1, is authorized travel and transportation allowances to a HOS from the last PDS. Travel completion must be within 1 year after the discharge date from the hospital or termination of medical treatment except when a longer time limit is authorized/approved by the Secretarial Process. See par. U5012-I.

b. During the 1-Year Period after the Active Duty Termination Date. A member confined in, or undergoing treatment at, a hospital for any period of time during the 1-year period after the active service termination date under the conditions outlined in par. U5130-B1, is authorized travel and transportation allowances to a HOS from the last PDS. Travel must be completed within 1 year after the active service termination date, plus a period equal to the member's hospitalization or treatment period. A longer time period may be authorized/approved by the Secretarial Process. See par. U5012-I.

3. Member Undergoing Education or Training. A member, who on the active service termination date is undergoing education or training to qualify for acceptable civilian employment or who begins such education or training during the period specified in U5130-B1, as extended by par. U5130-B2 (if applicable), is authorized travel and transportation allowances to a HOS from the last PDS. However:

a. Travel must be completed within 1 year after the education or training is completed, or 2 years from the active service termination date, whichever is earlier; and

b. The extended time must be authorized/approved by the Secretarial Process. A further extension of this time limit may be authorized/approved by the Secretarial Process. See par. U5012-I.

4. Other Deserving Cases. An extension of the 1-year time limit prescribed in par. U5130-B1 may be authorized/approved by the Secretarial Process for a period NTE six years when an unexpected event beyond the member's control prevents the member from moving to the HOS within the specified time limit. A time limit extension also may be authorized/approved by the Secretarial Process for a period NTE six years if it is in the Service's best interest, or substantially to the member's benefit and not costly or otherwise adverse to the Service. These extensions are authorized/approved for the specific period of time, NTE six years, that the member anticipates is needed to complete the move. If additional time beyond the 6-year limit is required because of a member's certified on-going medical condition, the member may request a further extension (see par. U5012-I) using the Secretarial Process. See B-126158, 21 April 1976 available at:

<http://141.116.74.201/regs/comp-gen-dec/B-126158.txt>. The delayed travel authorized under par. U5130-B4 must be incident to the member's separation from the Service. See B-207157, 2 February 1983 available at: <http://141.116.74.201/regs/comp-gen-dec/B-207157.txt>.

C. Recalled to Active Duty before Selecting a Home. A member, eligible to select a home but recalled to active duty before traveling to a HOS, retains the authorization for travel and transportation allowances to a HOS from the last PDS. Travel must be completed to the selected home within 1 year after the last release from active duty unless extended under par. U5130-B.

D. Recalled to Active Duty after Selecting a Home. A member, recalled to active duty after traveling to a HOS, is authorized travel and transportation allowances from the last PDS to the home previously selected or the PLEAD, whichever the member elects, upon termination of active duty under honorable conditions.

Part B: Member Allowances for Transportation & Subsistence

E. Member on TDRL Who Is Discharged or Retired. A member, on the TDRL at the time of discharge with severance pay or retirement for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is authorized no additional travel and transportation allowances other than those paid under par. U5130-A or U5130-B in conjunction with placement on the TDRL.

F. Member Ordered to a Place to Await Disability Retirement. A member, found unfit by a physical evaluation board to perform the duties of the member's grade and who, for the Government's convenience, is ordered to a place to await further orders ICW disability retirement, is authorized travel and transportation allowances to that place. Upon final disposition of retirement proceedings, the member is authorized travel and transportation allowances to the HOS under the retirement authorization/order or other authorization/order if issued (32 Comp. Gen. 348 (1953)).

U5160 ALLOWABLE TRAVEL TIME COMPUTATION

*A. General. A member performing PCS travel is authorized the travel time allowable to complete the PCS move. The "arrival date" and "departure date" are the authorized arrival, reporting, detachment, departure, sign in or sign out days as used by the Service concerned. In computing travel time, the miles from the home, office, or residence to the local transportation terminal or vice versa, are disregarded. Except as prescribed in par. U5120-H, travel time is computed under pars. U3005, U5160-B, U5160-C, and U5160-D. The maximum travel time that may be allowed under par. U5160 is that which would have been allowed under par. U3005-C2 had travel been performed entirely by POC. Other computation rules are:

1. A member reassigned between activities at the same PDS is allowed no travel time. *See par. U5100 for proximity PCS.*
2. If a PCS authorization/order is amended, modified, canceled or revoked en route, travel time is allowed between the same points as were used to determine the member's travel allowances.
3. In a case involving two afloat units or an afloat unit and a shore activity, the unit's location(s) on the departure date or the planned location at the arrival date are used to determine travel time subject to correction after the fact if either point proves not to be correct.
4. When POV delivery/pick-up is separate from PCS travel, allowable travel time is computed using par. U3005-C2.

Travel time allowed may differ from the time allowed for per diem computation purposes.

*B. Transoceanic Travel. Transoceanic travel time by aircraft or ship is the actual time required for the travel by the usual direct routing. The embarkation or debarkation day at the port, while awaiting transportation, is included in the actual time for ocean or transoceanic travel regardless of the embarkation or debarkation hour. When transoceanic travel is performed by POC, see par. U5116-C2.

C. Common Carrier at Personal Expense or Mixed Modes Travel

1. General. Authorized travel time, for travel by common carrier at personal expense or by mixed modes (par. U5105-E), is:
 - a. Travel time authorized for the total distance traveled by POC in whole days as in par. U3005-C, NTE the travel time authorized for the official distance between origin and destination, and
 - b. 1 day for commercial transportation other than transoceanic. See par. U5160-B.

Regardless of the number of transportation modes used, authorized travel time may not exceed that allowed in par. U3005-C as if POC were used for the entire travel (unless additional travel time is authorized under par. U5160-E).

*d. Reimbursable Expenses. The authorized traveler(s) is authorized reimbursement for expenses incurred incident to travel under par. U5242. See App G for authorized miscellaneous expenses on official travel.

e. Definitions. For the purposes of par. U5242 the term “burial ceremony” includes the following:

- (1) An interment of casketed or cremated remains;
- (2) A placement of cremated remains in a columbarium;
- (3) A memorial service for which reimbursement is authorized under 10 USC §1482(d)(2) (see **NOTE 3** below); and
- (4) A burial, in a common grave in a national cemetery, of commingled remains that cannot be individually identified.

B. Funeral Travel of the Family of a Member Who Died while a POW or MIA during the Vietnam Conflict

1. General. Par. U5242-B applies to an eligible family member (as defined in par. U5242-B2) of a member who died while officially classified as a POW or as MIA during the Vietnam conflict and whose remains are returned to the U.S. (37 USC §406 (Note)).

2. Definition of Eligible Family Member. For purposes of par. U5242-B1, an eligible family member of the deceased member of the armed forces includes the following:

- a. Surviving spouse (including a remarried surviving spouse) of the deceased member,
- b. Child or children, including children described in section 37 USC §401(b)(1) (see **NOTE 4** below) of the deceased member,
- c. The parent or parents of the deceased member as defined in section 37 USC §401(b)(2) (see **NOTE 1** below),
- d. If no person described in par. U5242-B2a, U5242-B2b, or U5242-B2c is provided travel and transportation allowances, any brothers, sisters, half-brothers, half-sisters, stepbrothers, and stepsisters of the deceased member.

3. Allowances. An eligible family member is issued an ITA under Appendix E, Part II, and is authorized transportation and travel allowances, as prescribed therein, for travel from place of residence to the place of burial and return.

C. Definition of Burial Ceremony. For the purpose of par. U5242, the term “burial ceremony” includes the following:

1. An interment of casketed or cremated remains;
2. A placement of cremated remains in a columbarium;
3. A memorial service for which reimbursement is authorized under 10 USC §1482(d)(2) (see **NOTE 3** below); and
4. A burial of commingled remains that cannot be individually identified in a common grave in a national cemetery.

NOTE 1: For the purposes of par. U5242-A1c and U5242-B2c: 37 USC §401(b)(2), the term “parent” means:

- a. A natural parent of the member;
- b. A step parent of the member;
- c. A parent of the member by adoption;
- d. A parent, stepparent, or adopted parent of the spouse of the member; and
- e. Any other person, including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least five years before the member became age 21.

NOTE 2: With reference to par. U5242-A1d(1): 10 USC §1482(c) states: Only the following persons may be designated to direct disposition of the remains of a decedent covered by this chapter:

- a. The surviving spouse of the decedent;
- b. Blood relatives of the decedent;
- c. Adoptive relatives of the decedent; and
- d. If no person covered by clauses (1)-(3) can be found, a person standing in loco parentis to the decedent.

NOTE 3: For the purpose of pars. U5242-A4e(3) and U5242-C3; 10 USC §1482(d)(2) reads as shown below:

“(d) When the remains of a decedent covered by section 1481 of this title, whose death occurs after January 1, 1961, are determined to be non-recoverable, the person who would have been designated under subsection (c) to direct disposition of the remains if they had been recovered may be -

- (1) presented with a flag of the U.S.; however, if the person designated by subsection (c) is other than a parent of the deceased member, a flag of equal size may also be presented to the parents, and
- (2) reimbursed by the Secretary concerned for the necessary expenses of a memorial service.

However, the amount of the reimbursement must be determined in the manner prescribed in subsection (b) for an interment, but may not be larger than that authorized when the U.S. provides the grave site. A claim for reimbursement under this subsection may be allowed only if it is presented within two years after the date of death or the date the person who would have been designated under subsection (c) to direct disposition of the remains, if they had been recovered, receives notification that the member has been reported or determined to be dead under authority of chapter 10 of title 37, whichever is later.”

NOTE 4: For the purposes of par. U5242-B2b: 37 USC §401(b)(1), the term “child” includes a/an:

- a. Stepchild of the member (except that such term does not include a stepchild after the divorce of the member from the stepchild’s parent by blood);
- b. Adopted child of the member, including a child placed in the home of the member by a placement agency (recognized by the Secretary of Defense) in anticipation of the legal adoption of the child by the member; and
- c. Illegitimate child of the member if the member’s parentage of the child is established IAW criteria prescribed in regulations by the Secretary concerned.

7. Overland Travel

- a. Overland travel should be by CTO/TMC-provided Government-procured transportation, or, if a CTO/TMC is not available at personal expense on a reimbursable basis.
- b. CTO/TMC-provided Government-procured air transportation ordinarily is furnished for the portion of the travel within the U.S.
- c. Whenever CTO/TMC-provided Government-procured transportation is available, but transportation is personally procured, mandatory policy has been violated but reimbursement is authorized for the transportation cost up to what it would have cost the Government for CTO/TMC-provided Government-procured transportation between authorized points.
- d. When a POC is used, mileage (see par. U2600) is authorized -- the mileage amount paid cannot exceed the Government's cost had CTO/TMC-provided Government-procured transportation been used between authorized points.
- e. For travel to and from carrier terminals, reimbursement is authorized IAW Chapter 3, Part E, or par. U3320, as appropriate.

8. Unaccompanied Baggage. UB of up to 350 pounds may be transported ICW each authorized trip between the school and the member's PDS under par. U5243-D. The member is financially responsible for any overweight UB during educational travel.

9. Baggage Storage. During a student's annual trip between the school and the member's PDS, or during a different period in the same fiscal year selected by the member, a member may store the student's UB (NTE 350 pounds) in the vicinity of the school in lieu of transporting the UB. The Service concerned may pay, or a member may be reimbursed for, the storage cost up to the cost of round-trip UB transportation.

E. Travel of a DODEA Student for Academic Competitions and Co-curricular Activities. The DODEA statutory charter, (20 USC §§921-932), authorizes travel for DODEA students to academic competitions and co-curricular activities. The Director, DODEA, or designee determines appropriate activities. The responsible DODEA activity determines the most appropriate method (citing DODEA appropriations) to authorize transportation for students in support of co-curricular activities. *However, payment of per diem, reimbursement for meals and/or lodging, or incidental expenses ordinarily associated with TDY must not be authorized.*

U5246 TRANSPORTATION AND PER DIEM OF FAMILY MEMBERS OF AN ILL OR INJURED MEMBER

A. General. Ordinarily, not more than three family members (see par. U5246-B) of a member described in par. U5246-A1 or U5246-A2 may be provided transportation for one round-trip and per diem under par. U5246 as determined by appropriate authority. The Secretarial Process may authorize transportation and per diem for more than three family members in extenuating circumstances. See par. U1010-B1 for claims and Appendix E, Part 1, par. A2q for ITA authority. ***NOTE: Limitation for each family member is (1) transportation and per diem for one round-trip between the family member's home and the medical facility in which the member is hospitalized (37 USC §411h), and (2) per diem only at/in the vicinity of the medical facility when a family member travels to and from the medical facility at personal expense.***

1. Active Duty Member Including a Reserve Component Member on Active Duty

- a. Seriously Ill or Injured. Transportation for one round-trip and per diem is authorized to visit an active duty member who is seriously ill, seriously injured or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world.

b. Hospitalized as Result of Combat Injury. Transportation for one round trip and per diem, may be authorized for each family member authorized to visit a member not described in par. U5246-A1a who has an injury incurred in an operation or area designated by the SECDEF as a combat operation or combat zone under 38 USC §1967(e)(1)(A) and who is hospitalized in a medical facility in the U.S. for treatment of that injury. This allowance is initiated when there is a reasonable expectation by the treating physician that the member will remain hospitalized in an inpatient status in a hospital in the United States. Per diem authorization must not exceed 30 days unless an extension is authorized/approved through the Secretarial Process.

2. Reserve Component Member Entitled to Disability Pay and Allowances. Transportation for one round-trip and per diem is authorized to visit a Reserve Component member entitled to disability pay and allowances under 37 USC §204(g), who is physically disabled as the result of an injury, illness, or disease incurred or aggravated, or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world if that member became ill or injured or was diseased:

a. In the line of duty while performing inactive-duty training (other than work or study ICW a correspondence course of an armed force or attendance in an inactive status at an educational institution under the sponsorship of an armed force or the Public Health Service), and

b. While traveling directly to or from such training.

See DODFMR, Volume 7A, paragraph 80254, table 8-2-3 at <http://www.dtic.mil/comptroller/fmr/07a/index.html> or COMDTINST M7220.29 (series) par. 12-Q and figure 12-2 for Coast Guard members at <http://www.uscg.mil/hq/g-w/g-wp/g-wpm/g-wpm-2/PayMan.htm>

3. Member Retired due to Illness or Injury. Transportation for one round-trip and per diem is authorized to visit a member who is retired solely because of a serious injury or illness, or because of an imminent death declaration, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world. This transportation and per diem is to be provided incident to and about the same time as the occurrence of the serious illness, serious injury, or imminent death declaration, and is not intended to provide transportation at a later date. This authorization does not extend to retirees who incur serious injuries or illnesses after retirement, whose serious illness or injury that resulted in their medical retirement reoccurs or is aggravated after retirement, or whose death becomes imminent after retirement.

NOTE: The families of cadets/midshipmen are not eligible for this transportation.

B. Definition. "Family members" as used in par. U5246 are the member's spouse, children (including step, adopted, and illegitimate children), the member's siblings and the member's parents (includes fathers and mothers through adoption and persons who have stood "in loco parentis" to the member for a period of not less than 1 year immediately before the member entered the Uniformed Service). However, only one father and one mother or their counterparts may be recognized in any one case. If the family member is a:

1. Uniformed Service member: The member is authorized TDY travel and transportation allowances.

*2. Civilian Employee: A U.S. Government civilian employee is authorized allowances in regulation issued by the employee's agency or department for TDY. Allowances for a DOD civilian employee are in JTR, par. C7800 and a DOD civilian employee is issued a DD Form 1610 TDY travel authorization.

3. Other Persons: A person, other than a member or civilian employee, should be issued an ITA (Appendix E, Part I, par. A1). The individual is authorized the allowances in pars. U5246-C, U5246-D and U5246-E.

C. Transportation. One, or a combination, of the following round-trip transportation services between the family member's home and the medical facility location in which the member is hospitalized may be provided if the attending physician or surgeon and the commander/head of the military medical facility exercising military control over the member determines in writing that the presence of the family member is necessary for the health and welfare of the member is concerned:

1. Transportation-in-kind;
2. Reimbursement for the cost of personally procured commercial transportation (*CTO/TMC use is still MANDATORY*);
3. Automobile mileage rate (see par. U2600) for the official distance traveled by POC.

Government/Government-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. U5246-C2 is subject to par. U5203-A1b for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the cost of personally procured transportation between origin and destination (minus the cost of any Government-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5246-C3.

D. Per Diem. When a family member is authorized a round-trip to and from a medical facility at Government expense per diem may be paid for travel to the medical facility, while at the site during visits with a seriously ill or injured member, and for return travel to the family member's home. *Comparing costs as in par. U4175 for voluntary trips away from the medical facility site does not apply to par. U5246-D.*

1. Family Member Travels to the Medical Facility at Government's Expense but Returns Home at Personal Expense. If a family member travels to the medical facility at Government expense but returns home at personal expense, per diem stops on, and is not paid for, the departure day. When the family member returns to the medical facility at personal expense per diem resumes on the arrival day at the medical facility location. When the family member returns home at Government expense per diem is paid for the return travel.
2. Family Member Travels to and From the Medical Facility at Personal Expense. When a family member, who was authorized travel to and from the medical facility at Government expense, later travels to and from the facility at personal expense, per diem begins on the arrival day at the medical facility location and terminates on, and is not paid for, the departure day from that location. Per diem is not paid for travel to and from the medical facility.

E. Reimbursable Expenses. The member is authorized reimbursement for the expenses listed in App G incurred incident to travel under par. U5246. Receipt requirements are the same as those in par. U2510.

U5250 FUNDS ADVANCE

Travel and transportation allowances prescribed in this Part for dependents may be paid in advance. See par. U1010-B5. A member failing to complete at least 90% of the initial active duty obligation, who is separated from the Service or relieved from active duty under par. U5125-A5 may be paid a travel advance for dependent(s) transportation, as authorized in par. U5225-F, in an amount equal to 75% of the amount for the least costly available transportation mode. Retirees may be advanced travel and transportation allowances for the travel of their dependent(s). Any other member authorized dependents' transportation ICW separation or relief from active duty, may be advanced an amount equal to 75% of the MALT.

U5258 TRAVEL AND TRANSPORTATION FOR FAMILY MEMBERS INCIDENT TO THE REPATRIATION OF A MEMBER HELD CAPTIVE

A. Definitions

1. "Eligible member" as used in par. U5258 is a member of a uniformed service who:
 - a. Is serving on active duty;
 - b. Was held captive, as determined by the Secretary Concerned; and
 - c. Is repatriated to a site inside or outside the United States.
2. "Family members" as used in par. U5258 are the member's spouse, children (including step, adopted, and illegitimate children), the member's siblings and the member's parents (includes fathers and mothers through adoption and persons who have stood "in loco parentis" to the member for a period of not less than 1 year immediately before the member entered the Uniformed Service). However, only one father and one mother or their counterparts may be recognized in any one case.

B. Family Authorized Travel and Transportation

1. Not more than three family members of a member (see par. U5258-A), or
2. Not more than two persons related to and selected by the member if no family members (as described in par. U5258-A) are able to travel to the repatriation site.

NOTE: The Secretary Concerned may waive the limitation on the number of family members to whom travel and transportation allowances are provided in circumstances determined to be appropriate by the Secretary Concerned.

C. Attendant. In addition to family members or other persons authorized to travel in pars. U5258-B1 and U5258-B2, the Secretary Concerned may provide travel and transportation allowances to an attendant to accompany a family member (see par. U5258-B1) if the Secretary Concerned determines that:

1. A family member is unable to travel unattended because of age, physical condition, or other reason determined by the Secretary Concerned; and
2. No other family member or person related to and selected by the member who is eligible for travel and transportation is able to travel to the repatriation site of the member.

D. Transportation. One, or a combination, of the following round-trip transportation methods may be provided between the family member's home (or home of the attendant or person provided transportation) and the repatriation site location at which the member is located:

1. Transportation-in-kind.
2. Automobile mileage rate (see par. U2600) for the official distance traveled by POC.
3. Reimbursement for the commercial transportation cost NTE the cost of Government-procured round-trip air travel.

E. Per Diem. A per diem allowance or AEA, whichever applies, as prescribed in Chapter 4, Part B or Part C, for the allowable travel time computed under par. U3005-C is authorized for travel to, from, and while at the repatriation site for travel under par. U5258. Per diem rates are prescribed at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

F. Funds Advance. An allowance under par. U5258 may be paid in advance. See par. U2300.

*1. Government-procured HHG Transportation and/or NTS Not Available. A member who personally arranges for transportation or NTS is authorized actual cost reimbursement:

- a.. When a shipping or transportation officer is not available, or
- b.. The member is instructed in writing by the shipping or transportation officer to transport HHG or place them in NTS at personal expense.

See Transportation of HHG in Appendix A and NTS in par. U5380. The direct hire or rental cost of a conveyance (with or without operator) and/or hire of a conveyance operator is included in the actual cost. The special routing and services in par. U5340-E are not included in the actual cost.

2. Government-procured Transportation and/or NTS Available. A member who personally arranges for transportation or NTS is authorized:

- a. Actual cost reimbursement not to exceed the Government's constructed transportation and/or NTS cost (see par. U5320-D6), or
- b. Payment of a monetary allowance equal to 95% of the Government's constructed cost

when a shipping or transportation officer is available or if the member chooses to arrange for the HHG transportation or NTS at personal expense.

3. Establishing HHG Weight

- a. General. The HHG net weight ordinarily is established with certified weight certificate(s) from a public weighmaster or Government scales. The net weight or the member's authorized weight allowance, whichever is less, is used to determine the constructed cost.
- b. Weight Certificates Are Unobtainable. Through the Secretarial Process, use of constructed weight may be authorized/approved if the HHG net weight cannot be established with certified weight certificates because:

- (1) A public scale or a Government scale was not available; or
- (2) If HHG had been moved commercially, the carrier or contractor would have been paid for the move on a basis other than weight.

The constructed weights in par. U5335-E are to be used. The eligible shipper may be requested to substantiate the reasonableness of the constructed weight claimed. If the constructed weight is unreasonable, the Service may base reimbursement on a reasonable weight.

4. Final Settlement. Final settlement for reimbursement of actual expenses requires submission of certified weight certificate(s) or an acceptable constructed HHG weight. When Government-procured transportation and/or NTS is available, the Government must never incur expenses for the HHG movement in excess of 100 percent of the Government's projected cost to transport the HHG commercially. Any excess is the member's financial responsibility.

5. The DTOD used for HHG transportation must be used for personally arranged moves (using shortest distance). See par. U2020 for DTOD requirements.

6. Government Constructed Cost. For the Armed Forces and NOAA, the Government's constructed cost in CONUS is determined by using the lowest applicable tariff rate plus the applicable packing allowance rate times the actual HHG weight not to exceed the member's authorized maximum HHG weight. OCONUS cost are constructed using the single factor rate. Rates can be obtained from the SDDC website at: <http://www.sddc.army.mil>. Click on "Personal Property/POV".

E. Split Shipment. A member may transport HHG by Government-procured and/or personally moved/procured transportation as long as the combined HHG shipments do not exceed the:

1. Member's authorized HHG weight allowance, and
2. Cost of Government-procured HHG transportation in one lot between authorized places (except under par. U5320-D1).

U5330 FACTORS AFFECTING HHG TRANSPORTATION

A. Combining Weight Allowances when Husband and Wife Are Both Members. Their weight allowances as prescribed in par. U5310-B may be combined for HHG transportation and/or NTS incident to the transfer of both under PCS orders between PDSs at which joint residences within commuting distances of the PDSs were/are to be maintained. For a move involving either member or both members as a retiree/separatee, the weights may be combined if the move is to a joint residence:

1. In the new PDS vicinity of the member remaining on active duty from which that member is to commute to the new PDS, or
2. Being established by both retirees/separatees at the HOS/HOR (limited by the lesser authorization.)

If one member/spouse dies, see par. U5372-F.

B. Impact of Order Effective Date. The authorization to HHG transportation accrues and becomes fixed on the PCS order effective date. Except as authorized in par. U5370-F for a member reduced in grade, the weight allowance is based on the grade held on the order effective date authorizing the HHG transportation.

C. Order Amended, Modified, Canceled, or Revoked. HHG transported after a PCS order is received must be transported to the proper destination at Government expense if the order is later amended, modified, canceled or revoked.

D. Improper Transportation. HHG, including those transported under pars. U5370, U5372, and U5905 improperly transported or otherwise unavoidably misdirected through no fault of the member, may be transported to the proper destination.

E. Items of Extraordinary Value. These items may be transported by an expedited mode which provides satisfactory service at the best value to the Government, and not be counted as unaccompanied baggage. Examples of items of extraordinary value are: articles of gold and other precious metals; jewels; valuable art; rare and costly collections; and items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) which are prone to pilferage. Items which are irreplaceable or are of extreme value or sentiment are not provided special security even though extra-value insurance may be purchased. The net weight of such shipments is charged against the weight allowance in par. U5310-B.

F. HHG and Mobile Home Allowances

1. General. Except as indicated in pars. U5505-B, U5540-B and par. U5330-F, HHG transportation is not authorized for a member who elects mobile home allowances.

2. PCS between PDSs in CONUS or Alaska and PDSs OCONUS or Alaska

a. Dependents Authorized Concurrent Travel or Concurrent Travel Delay Anticipated to Be for Less Than 20 Weeks from a Member's Port Reporting Month. When concurrent travel of dependents is authorized or is to be authorized within 20 weeks and dependent travel cannot be performed by all the dependents, a member is authorized:

- (1) HHG and unaccompanied baggage transportation to the OCONUS PDS, and

HHG transportation is authorized to the member's current PDS from the place to which transported under par. U5350-D, items 1 through 4 of the second itemization. However, at least 12 months must remain on the member's tour at that PDS on the date the HHG are scheduled to arrive. Exceptions may be granted through the Secretarial Process. HHG transportation, from the last PDS to which HHG transportation was limited or prohibited to the new PDS, should be within authorized weight allowances prescribed in Service regulations. That amount, plus the amount transported from the places listed in items 1 through 4 of the second itemization, may not exceed the member's weight allowance in par. U5310-B.

E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS. Except for cases under pars. U5350-C and U5350-D, when a member is ordered from sea duty or from OCONUS duty to a CONUS PDS to which HHG transportation is permitted, or when transferred by PCS orders from a unit referred to in par. U5350-C, items 3, 4, and 5 of the first itemization, the member is authorized HHG transportation to the new PDS from the last PDS and/or from the designated place, location, or NTS to which HHG were transported under par. U5350-A through U5350-D, or U5350-H. If the member is transferred on a PCS from a station to which HHG transportation was limited or prohibited under par. U5350-C, item 1 of the first itemization, or par. U5350-D, item 1 of the first itemization, and Service regulations limit (by weight or item) HHG transportation from such station, the weight the member is authorized transport from the old PDS is as prescribed in the Service regulations, up to the weight allowance in par. U5310-B.

F. Ordered from Sea Duty to an OCONUS Shore Duty PDS. Except for cases under pars. U5350-D and U5350-E, when a member is ordered from sea duty to an OCONUS shore duty PDS to which HHG transportation is permitted, HHG transportation to the new PDS is authorized. However, at least 12 months must remain in the member's tour at the new PDS on the date the HHG are scheduled to arrive. Through the Secretarial Process, exceptions may be granted when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS. Transportation is authorized from the old PDS, NTS, or from a prior location specified by the member under par. U5350-A1b to the new PDS, or from the old PDS to another location specified by the member under par. U5350-A1b. ***In lieu of transportation, HHG may be placed in NTS, but transportation from NTS to NTS is not authorized.*** HHG may be transported to the new PDS from the old PDS, place of storage, or a prior location specified by the member under par. U5350-A1b, or from the old PDS to another location specified by the member under par. U5350-A1b. If there is a partial HHG transportation is from the old PDS or a designated place, other HHG may be placed in NTS. When partial HHG transportation is from NTS, other HHG not transported may be kept in NTS. HHG transportation from NTS or from a prior location specified by the member under par. U5350-A1b to the new OCONUS PDS is authorized without a cost limitation.

G. Ordered from Sea Duty to Sea Duty

1. Home Ports Identical. Except for cases under pars. U5350-D and U5350-E, when a member is ordered from sea duty to sea duty between afloat units having identical home ports, HHG transportation is not authorized.

2. Home Ports Not Identical. Except for cases under pars. U5350-D and U5350-E, when a member is ordered from sea duty to sea duty between afloat units not having identical home ports, HHG transportation or NTS in any combination is authorized:

- a. From old home port to the new home port;
- b. From a former PDS to the new home port;
- c. From a previously designated place to new home port;
- d. From NTS to the new home port;
- e. NTS in lieu of transportation prescribed in par. U5350-G2a, U5350-G2b or U5350-G2c.

H. Ordered to or from Ship, Afloat Staff, or Afloat Unit Deployed Away from Home Port. When a member departs from/arrives at a ship, afloat staff, or afloat unit while deployed away from the home port unaccompanied baggage transportation from/to the deployed unit is authorized without regard to distance.

I. Ship, Afloat Staff, or Afloat Unit Home Port Officially Changed. A member assigned to a ship, afloat staff, or afloat unit, not specified as unusually arduous sea duty on the effective date of a home port change, is authorized HHG transportation or NTS in par. U5350-G2. A member assigned to a ship, afloat staff, or afloat unit, specified as unusually arduous sea duty (par. U5222-D2) on the effective date of a home port change is authorized HHG transportation to the destination authorized for dependents in par. U5222-D5 and/or NTS. HHG transportation to a new home port must not be made when a member receives a PCS order, directing detachment from the unit undergoing the home port change, before the HHG are transported to the new home port.

J. Reassignment OCONUS before the Prescribed OCONUS Tour Is Completed due to Base Closure or Similar Action. A member, involuntarily transferred on a PCS from an OCONUS PDS to another OCONUS PDS due to base closure or similar action is authorized HHG transportation to the new PDS if HHG are permitted there, regardless of the time remaining in the member's tour. In lieu of transportation, HHG may be placed in NTS. Upon later transfer from the new PDS on a PCS, HHG transportation is authorized regardless of the length of time served. See par. U5317, item 7.

U5355 LOCAL SHORT DISTANCE MOVES

A. General. Necessary short distance HHG moves (either intra-city or inter-city) within prescribed weight allowances (unless otherwise noted in par. U5355) are authorized within the same city, town, or metropolitan area upon:

1. Reassignment or PCS (par. U5355-B),
2. Moving to/from Government quarters or privatized housing (par. U5355-C),
3. Vacating local economy housing under certain circumstances (par. U5355-D1),
4. Involuntary tour extension (par. U5355-D2),
5. Separation (par. U5360-F and par. U5355-B4),
6. Retirement (par. U5365-G and par. U5355-B4), or
7. Death of the midshipman or cadet owner (par. U5370-E).

B. Short Distance Move Incident to Reassignment or PCS. There are two types of short distance moves incident to PCS (pars. U5355-B2, U5355-B3 and U5355-B4) -- within the PDS limits (intra-city moves) and in the metropolitan area (inter-city moves).

1. Reassignment between Activities at the Same PDS - NOT A PCS. A short distance HHG move is authorized for a reassignment between activities at the same PDS if the Secretarial Process (for DoD not more junior than the gaining activity/ship commander (O-5 or above) or civilian equivalent employee) certifies that the member's household relocation is:
 - a. Mission essential,
 - b. In the Government's best interest, and
 - c. Not primarily for the member's convenience.

The short distance HHG move must be to a residence from which the member will commute daily.

NOTE: Service regulations may require this certification for a short distance HHG move to, from, and between designated location(s) to which dependent travel is authorized under par. U5222-D2. Otherwise certification is not required for these short distance HHG moves. Par. U5355-B also does not apply to retirement or separation from the Service.

2. PCS between PDSs Located in Proximity. A PCS short distance HHG move is authorized for a PCS between two PDSs in proximity to each other if the Secretarial Process (for DoD not more junior than the gaining activity/ship commander (O-5 or above) or civilian employee equivalent) certifies that the member's household relocation is:

- a. Mission essential,
- b. In the Government's best interest, and
- c. Not primarily for the member's convenience.

Permanent duty stations are in proximity to each other if:

- a. Both are in an area ordinarily serviced by the same local transportation system, or
- b. A member could commute daily from home to either PDS.

The short distance HHG move must be to a residence from which the member will commute daily.

3. PCS between PDSs Not in Proximity to Each Other. A short distance HHG move between two places in proximity to each other is authorized when a member is ordered to make a PCS between PDSs not in proximity to each other.

4. Separation from the Service or Retirement. A short distance HHG move between residences or from NTS in an area to a residence within the same city, town, (intra-city) or metropolitan area (inter-city) is authorized when a member is:

- a. Separated from the Service or relieved from active duty as prescribed in par. U5360, or
- b. Retired, placed on the TDRL, discharged with severance pay, or involuntarily released to inactive duty with readjustment pay as prescribed in par. U5365.

This short distance move is the final HHG transportation authorized by par. U5360 or U5365.

C. Short Distance Move and NTS Incident to Government/Government-controlled Quarters or Privatized Housing Assignment/Termination. Pars. U5355-C1, U5355-C2 and U5355-C3 apply worldwide to every member, except incident to separation or relief from active duty under honorable conditions or retirement from the Service. Neither the weight allowance in par. U5310-B nor the 18,000-pound limit imposed by 37 USC §406(b)(1)(D) applies to par. U5355-C. For NTS information incident to Government/Government-controlled quarters or privatized housing occupancy, see par. U5380-G. See pars. U5360-F and U5365-G, respectively, for short distance moves when the member is required to vacate Government/Government-controlled quarters or privatized housing incident to separation from the Service or relief from active duty under honorable conditions and incident to retirement.

1. Moving to/from Government Quarters. A member is authorized a short distance HHG move, between Government quarters and the residence from which the member is to, or did, commute on a daily basis to the PDS, for moves directed by competent authority on the basis of a Service requirement such as:

- a. Assignment to Government quarters to use idle housing,
- b. Vacating Government quarters (e.g., orders, unfit for occupancy, some unusual Service operational requirement), or
- c. Reassignment to Government quarters when the conditions in par. U5355-C1b have been rectified or alleviated.

The short distance move may be made from/to a point more distant than the residence from which the member did, or is to, commute on a daily basis to the PDS if the member accepts financial responsibility to the Government for all excess costs. *A short distance HHG move, incident to moving to/from Government quarters, is not authorized to accommodate a member's personal problems, convenience, or morale.*

2. Moving from Government-controlled Quarters. When a member, occupying quarters under a Service's jurisdiction (other than Government quarters), is directed by competent authority to vacate the quarters because the quarters are found to be unfit for occupancy, or to meet some unusual Service operational requirement, the member is authorized a short distance HHG move to another local residence from which the member is to commute on a daily basis to the PDS. If vacating the quarters is for a temporary period, the member is authorized a combination of a short distance move and/or NTS under par. U5380-G1b and to a return short distance move from the temporary residence and/or NTS.

3. Moving to/from Privatized Housing. A member is authorized a short distance HHG move, between privatized housing and the residence from which the member is to, or did, commute on a daily basis to the PDS, for moves directed by competent authority on the basis of a Service requirement such as:

- a. Assignment to privatized housing to use idle housing,
- b. Vacating privatized housing (e.g., orders, unfit for occupancy, some unusual Service operational requirement), or
- c. Reassignment to privatized housing when the conditions in par. U5355-C3b have been rectified or alleviated.

The short distance move may be made from/to a point more distant than the residence from which the member did, or is to, commute on a daily basis to the PDS if the member accepts financial responsibility to the Government for all excess costs. *A short distance HHG move, incident to moving to/from privatized housing, is not authorized to accommodate a member's personal problems, convenience, or morale.*

D. Short Distance Move and NTS Incident to Vacating Local Economy Quarters

1. Member Directed by Competent Authority to Vacate Local Economy Quarters

- a. A member is authorized a short distance HHG move, at Government expense, from local economy quarters to other local economy quarters (e.g., rental guarantee) from which the member is to commute daily to the PDS, with no weight limitation based on grade, when ordered to vacate the quarters for the Government's convenience.
- b. Example: When the member is directed by competent authority to vacate local economy quarters because the commander has:
 - (1) Determined the member's residence does not meet Service health/sanitation standards, or
 - (2) Placed the housing area/complex "off-limits".
- c. Except as noted in par. U5355-D2, when a member moves from local economy quarters as a result of a landlord's refusal to renew a lease or otherwise permit continued occupancy, the move is for the member's convenience, absent military necessity/requirement (52 Comp. Gen. 293 (1972)).
- d. For NTS, see par. U5380-G2a.

2. Member Vacates Local Economy Quarters Incident to Involuntary Tour Extension. A member is authorized a short distance HHG move to a residence on the local economy from which the member is to commute daily to the PDS, with no weight limitation based on grade, when the tour of duty at a PDS is involuntarily extended and

Order Type And JFTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
17. Ordered from an OCONUS PDS to CONUS or a non-foreign OCONUS area for separation processing with HOS authorized (par. U5345-G3)	5, 6, 9, 13, 18 (see reference for restrictions), 22 (“only from designated place/location to processing if HOS is same location”)
18. Ordered on PCS to a PDS in the vicinity of storage (pars. U5345-H and U5375-B3)	From/to 5, 9
19. Ordered to an OCONUS PDS to which HHG transportation is permitted (par. U5350-A1)	5, 9, 18 and 20 (see reference for combination of transportation restriction), 21, 23
20. Ordered to an OCONUS PDS to which HHG transportation is to be authorized within 20 weeks of member’s port-reporting month (par. U5350-A2)	5 (“for duration of OCONUS assignment” and “HHG for OCONUS PDS may be placed in NTS until transported”), 9, 20, 23 (when authorized)
21. Ordered to an OCONUS PDS to which HHG transportation will not be authorized until 20 or more weeks after member’s port-reporting month (par. U5350-A3)	5 (“until transported to OCONUS PDS or for duration of OCONUS assignment”), 9, 20, 25, 28 (“if qualified”), and then to 23 when authorized
22. Ordered from shore duty to sea duty (except unusually arduous sea duty) (par. U5350-B)	5, 9, 18 (“to the home port of the unit; or the ship, afloat staff, afloat unit or home port for unaccompanied baggage”) (“When the home port is OCONUS, par. U5350-A1, U5350-A2, or U5350-A3; or par. U5350-D also applies”)
23. Ordered from a CONUS PDS to an OCONUS PDS to which HHG transportation is prohibited or restricted, to unusually arduous sea duty, or duty under unusual circumstances (par. U5350-C)	5, 9, 20 (“or non-foreign OCONUS area if dependent transportation authorized; or foreign OCONUS location to which dependent transportation has been authorized”), 23 (“to OCONUS PDS in an amount authorized and later from OCONUS PDS to member’s new PDS”)
24. Ordered from an OCONUS PDS to an OCONUS PDS to which HHG transportation is prohibited or restricted, to unusually arduous sea duty, or duty under unusual circumstances (par. U5350-D)	From/to 5, 9, 18, 20, 21 (“or place of storage”), 23 (“to OCONUS PDS in an amount authorized and later when restriction lifted and if authorized”), 25, 29
25. Ordered from sea duty or OCONUS duty to a CONUS PDS (par. U5350-E)	9, 18, 19 (“except for limitations noted under pars. U5350-C and U5350-D, member is authorized HHG transportation from the designated place, location, or NTS to which HHG were transported under pars. U5350-A U5350-B, U5350-C, and U5350-D, or U5350-H”), 23
26. Ordered from sea duty to OCONUS shore duty PDS (par. U5350-F)	(See pars. U5350-D and U5350-E for limitations to the following) 5 (“but not NTS to NTS”), 9, 18 (“to new or specified location”), 19 (“from prior specified location or place of storage”; “authorized without cost limitation to new OCONUS PDS”)
27. Ordered from sea duty to sea duty – home ports identical (par. U5350-G1)	HHG transportation is not authorized except for cases under pars. U5350-D and U5350-E
28. Ordered from sea duty to sea duty – home ports not identical (par. U5350-G2)	5, 9 (“except where restricted – see pars. U5350-D and U5350-E”), 18 (or home port), 21, 23 (or home port), 30
29. Ordered to/from ship, afloat staff, or afloat unit deployed away from home port (par. U5350-H)	“only unaccompanied baggage transportation to/from deployed ship without regard to distance”
30. Ordered to/from sea duty/OCONUS duty – ship, afloat staff, or afloat unit home port officially changed. (par. U5350-I)	If not arduous sea duty, same as par. U5350-G2. If arduous sea duty, on effective date of home port change is authorized HHG transportation to designation authorized for dependents and/or NTS.
31. Reassignment between OCONUS locations before the prescribed first OCONUS tour is completed due to base closure or similar action (par. U5350-J)	5, 9 (“regardless of time left in tour”), 23

Order Type And JFTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
32. Local short distance moves (1) incident to reassignment or PCS; (2) moving to/from Gov't qtrs or privatized housing; (3) vacating local economy housing under certain circumstances; (4) involuntary tour extension (pars. U5355-B, U5355-C, U5355-D)	9 ("weight allowance does not apply")
33. Separation from the service or relief from active duty except for discharge with severance or separation pay (pars U5360-A and U5360-B)	5 ("or authorized place of storage"), 6 ("very limited"), 9, 18, 21, 30
34. Separation or relief from active duty to continue in the service (par. U5360-C)	5, 9. HHG transportation or NTS only if the member is transferred on a PCS in conjunction with reentry into or continuance in the Service.
35. Separation from active duty upon expiration of enlistment or prescribed term of service (par. U5360-D)	If on following day the member reenters Service at station at which separated or relieved with no change of PDS, no eligibility for HHG transportation or NTS.
36. Member required to vacate Government or Government-controlled quarters or Privatized Housing upon separation or relief from active duty (pars. U5360-F and U5360-G)	5, 6, 9 ("Weight limit not applicable to short distance move. Within PCS weight limit to place elected under par. U5125")
37. Member ordered home to await the results of disability proceedings (par. U5360-H)	9 (to the "home or specific location to await results. Then to the final separation point less the cost to waiting point")
38. Member serving in CONUS who has no dependents and is separated from the service under other than honorable conditions (par. U5360-I)	HHG transportation & NTS not authorized
39. Member ordered to a college (par. U5360-J)	From/to 5 ("or from authorized place of storage"), 6, 9, 11, 15 ("and/or college also"), 18, 21, 30
40. Recalled to active duty for PCS after separation from the service or relief from active duty (par. U5360-K)	5, 9 and authorized locations depending on the PCS order. Upon separation following recall, see pars. U5360-A and U5360-B for authorized places.
41. Member dies after separation from service or relief from active duty (par. U5360-L)	9, 13 ("If a HOS is selected, NTE HOS") ("If a HOS is not selected, NTE dependent selected location")
42. Retirement, placement on TDRL, discharge with severance or separation pay, or involuntary release from active duty with readjustment or separation pay – HOS AUTHORIZED (par. U5365)	To/from 5, 6 ("limited"), 9, 13, 18, 21, 26
43. Retirement, placement on TDRL, discharge with severance or separation pay, or involuntary release from active duty with readjustment or separation pay – HOS NOT AUTHORIZED (par. U5365-B)	5 ("or from authorized place of storage"), 6, (limited) 9, 11, 15, 18, 21, 30
44. Member required to vacate Government/ Government-controlled quarters or privatized housing before selecting a home (par. U5365-G)	9 ("not limited on short move") ("move from temporary to selected home is within the PCS weight limit")
45. Recalled to active duty before selecting a home, then reverts to retired status under honorable conditions (par. U5365-H)	5, 9, 13
46. Recalled to active duty after selecting a home, then reverted to retired status under honorable conditions (par. U5365-I)	9, 13 ("previous HOS") or 15 ("whichever member chooses – HOS or PLEAD")
47. A member on the TDRL discharged or retired (par. U5365-J)	5, 6, 9 and 13 if still authorized from originally being put on TDRL

Order Type And JFTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
48. A member dies after retirement or release, after selecting a home but before HHG transportation (par. U5365-K1)	9, 13 (“or place selected by dependents NTE one lot to HOS”)
49. A member dies after retirement or release, before selecting a home (par. U5365-K2)	9, 13 (“NTE dependents’ choice”)
50. A member is ordered home to await disability retirement (par. U5365-L)	9 (“to the home or specific location; may re-transport to retirement location NTE PDS to HOS” less the cost to waiting point)
51. HHG transportation under unusual/emergency circumstances (par. U5370-A)	9 (“contingent on dependent transportation” in par. U5240)
52. A member serving in CONUS who has dependents and is separated from the service under other than honorable conditions (par. U5370-H)	9 (“directly related to dependent transportation” in par. U5240-F), 31
53. A member serving OCONUS who has no dependents and is separated from the service under other than honorable conditions (par. U5370-B2)	9, 11, 15
54. A member serving OCONUS who has dependents and is separated from the service under other than honorable conditions (par. U5370-B2)	9 (“may provide”), 11, 15, 18 (“or former OCONUS PDS”), 19, 31
55. Early Return of Dependents from a foreign area -- due to official situations in par. U5900-B (par. U5905-A1)	To/from 5, 9 (“within authorized allowance or admin wt limit”), 22, 31
56. Dependents’ Return to Member’s OCONUS PDS when authorized due to official situations under par. U5900-B3 (par. U5905-A2)	“To the OCONUS PDS up to the <i>cost</i> from the place to which the HHG were previously transported
57. Early Return of Dependents from an OCONUS PDS due to national interest (pars. U5900-C and U5905-B)	To/from 5, 9 (“within authorized allowance or admin wt limit”), 22, 31
58. Dependents’ Return to Member’s OCONUS PDS when national interest reasons no longer exist (pars. U5900-C and U5905-B)	“To the OCONUS PDS up to the <i>cost</i> from the place to which the HHG were previously transported”
59. Early Return of Dependents from an OCONUS PDS due to personal situations under pars. U5900-D and U5900-E (par. U5905-C1).	To/from 5, 9 (“within authorized allowance or admin wt limit”), 22, 31
60. Dependents do not travel to OCONUS PDS (par. U5905-C2)	To/from 5, 9 (“within authorized allowance or admin weight limit and NTE the cost from the OCONUS PDS to the dependents’ location”), 22, 31
61. Death of Dependents in OCONUS Areas (par. U5905-C3)	5 (“up to prescribed weight limit”)
62. Dependents’ Return Is Authorized to OCONUS Areas – Custody Agreement Change or Other legal Arrangements (par. U5905-C6a) Member Serves an IPCOT (par. U5905-C6b)	“To the OCONUS PDS up to the <i>cost</i> from the place to which the HHG were previously transported under either par. U5905-C6a or U5905-C6b”
63. Early Return of Dependents from an OCONUS PDS - Disciplinary Action Taken Against Member Stationed OCONUS; or Member discharged under other than honorable conditions. (Orders authorizing dependents’ transportation under pars. U5900-D2h(1) through (8)) (par. U5905-C8)	9, 11 or 15, 18 (“OCONUS”) or 21 (“OCONUS”), 19, 31

Order Type And JFTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
64. Early Return of Dependents from an OCONUS PDS - Member Sentenced to Confinement with or without Discharge. (Orders authorizing dependents' transportation under pars. U5900-D2h(9)) (par. U5905-C8)	"HHG transportation may not be authorized for a distance greater than that from the member's last or former OCONUS PDS to the HOR or PLEAD." NTS not authorized. 11 or 15, 18 ("OCONUS") or 21 ("OCONUS")
65. Allowances following confinement without discharge (par. U5905-C9)	If transported under par. U5905-C8: 23 ("NTE from HOR or PLEAD to the new PDS") If not transported under par. U5905-C8: From 19 ("to the new PDS based on the grade held on the effective date of the PCS order to the new PDS")

Footnotes	HHG Authorized Location/Weight Allowance
1	From PDS to TDY
2	From TDY to TDY
3	From Last TDY to Old PDS
/4	From Last TDY to New PDS
5	Non-Temporary Storage
6	Storage in Transit
7	TDY Weight in Addition to PCS Weight Allowance ("When a Member is Ordered From a TDY Station to a New PDS Or When a TDY Station becomes a New PDS, these Shipments are in Addition to PCS Weight Allowance." Par. U4715)
8	TDY Weight Allowance
9	PCS Weight Allowance
10	From Home of Record (HOR)
11	To Home of Record (HOR)
12	From Home of Selection (HOS)
13	To Home of Selection (HOS)
14	From PLEAD or Place from which Called/Ordered to Active Duty For Training
15	To PLEAD or to Place from which Called/Ordered to Active Duty For Training
16	To First PDS
17	To Any Subsequent PDS
18	From Last Duty Station
19	Place HHG Last Transported at Government Expense
20	Any CONUS Point Selected by Member
21	From Any Previous PDS
22	From Any Authorized Location(s)
23	To New PDS
24	From Home
25	To CONUS Designated Place
26	From CONUS Designated Place
27	Any Place HHG were Transported at Government Expense
28	To OCONUS Non-Foreign Designated Place
29	From OCONUS Designated Place
30	From a Previously Designated Place
31	To a Designated Place or if Dependents Foreign Born, to Native Country Where Dependents will Reside (or are Residing)
32	From a Designated Place or if Dependents Foreign Born, From Native Country Where Dependents were Residing

- c. Elects not to occupy assigned shipboard quarters for a member above the grade of E-5 or is authorized BAH for a member in the grade of E-5 or E-4 as appropriate, and
- d. Occupies private sector housing ashore.

12. Ordered to Move ICW a Base Realignment and Closure (BRAC) of a Military Installation. A member is authorized DLA when the member is ordered to move ICW a BRAC Commission action on a military installation and, as a result, the member's dependent actually moves or, in the case of a member without dependent, the member actually moves. For par. U5630-B12, the term military installation means a base, camp, post, station, yard, center, homeport facility of any ship, or other activity, including any leased facility. The term "realignment" includes any action which both reduces and relocates functions and civilian personnel positions but does not include a reduction in force resulting from workload adjustments, reduced personnel or funding levels, or skill imbalances (10 USC §2687(e)(3)).

13. Member without Dependents Elects Not to Occupy Inadequate Government Quarters. A member above the grade of E-5 is authorized DLA if the member:

- a. Has no dependent,
- b. Is assigned to quarters of the United States that do not meet the minimum adequacy standards established by DOD for members in such grade, or
- c. Is assigned to a housing facility under the jurisdiction of a uniformed service that does not meet such standards, and
- d. Elects not to occupy such quarters or facility.

14. Both Spouses below Paygrade E-6 Assigned to Sea Duty. The senior spouse of a member-married-to-member couple (both below paygrade E-6) is authorized DLA if the spouses:

- a. *Have no dependents,*
- b. Are assigned simultaneously to permanent duty aboard ship(s),
- c. Elect not to occupy assigned shipboard quarters, and
- d. Occupy non-Government or family-type Government quarters ashore.

See 73 Comp. Gen. 6 (1993).

*15. Housing Moves at a PDS for the Government's Convenience. A partial DLA of \$617.33 (3.5% effective 1 January 2008) must be paid to a member who is ordered to occupy/vacate family-type Government quarters due to:

- a. Privatization,
- b. Renovation, or
- c. Any other reason for the Government's convenience other than PCS. See the NOTE below.

NOTE: For par. U5630-B, item 15(c), partial DLA is not authorized for the following local moves:

1. From Government quarters upon separation/retirement;
2. Incident to PCS;
3. Change in family size or bedroom requirement for the member's convenience including promotion;
4. Voluntarily initiated by the member (Exception: Government-directed moves under pars. U5355-C1 and U5355-C2);
5. Pending divorce or family separation; or
6. Due to the member's misconduct.

16. Indeterminate TDY. DLA (also see exception to one-DLA-per-year rule) is payable ICW an Indeterminate TDY authorization/order.

C. Special Categories DLA Not Authorized. DLA is *not* authorized ICW a PCS:

1. From home or from PLEAD to first PDS unless the dependents actually move from the member's residence to the PDS or designated place ICW the PCS (if the dependents do not relocate to the new PDS, or the member has no dependents, DLA is not authorized from home or PLEAD to the first PDS);
2. From last PDS to home or to the PLEAD;
3. From last PDS in one period of service to first PDS in another period of service when there was no ordered PCS between those stations;
4. When the member does not relocate the household (e.g., the member continues to commute from the same residence) ***NOTE: Household relocation is not limited to transporting HHG. A member may relocate the household and neither transport HHG nor move dependents (e.g., A member with dependents who leaves the dependents in place and moves to the new PDS taking some personal belongings has in fact relocated the household. This member may be eligible for a DLA at the without-dependent rate if Government quarters are not available at the new PDS. This item does not apply to a member on a PCS from home or from PLEAD to first PDS. See par. U5630-C1 with which this item does not conflict.)***; or
5. For a member with dependents, ICW PCS travel performed under the conditions outlined in pars. U5203-B1a, U5203-B1b, U5203-B1c, U5203-B1d, U5203-B2a, U5203-B2b, U5203-B2c; U5203-B2d, U5203-B2e, U5203-B2f; and U5203-B3b.

D. Household Relocation Incident to Alert Notification. A member with dependent,

1. Who relocates the household incident to an official alert notification,
2. But before a PCS authorization/order is issued, which provides for transfer to an OCONUS PDS to which dependent travel is not authorized under par. U5240-D,

is authorized the DLA only when the PCS has been completed.

E. DLA when a Member-married-to-member Couple Is Transferred to a New PDS. One DLA (at the rate payable to the senior member) is authorized to be paid to a member-married-to-member couple, assigned to family-type Government quarters, if both:

1. Are without dependents, and
2. Move to a new PDS.

Table U5G-3 is for a member, married to a member, who incident to a PCS disestablishes a household at one PDS and establishes a household at a new PDS.

F. DLA when a Member is Directed by Competent Authority to Vacate Private Sector Quarters. A member authorized a short distance HHG move from private sector quarters to other private sector quarters for the Government's convenience under the conditions in par. U5355-D is authorized a DLA. ***This does not include moves to or from privatized housing.***

PRIMARY DLA RATES (3.5%) Effective 1 January 2008		
*Table U5G-1		
Grade	Without-Dependent Rate	With-Dependent Rate
O-10	\$3,193.77	\$3,931.50
O-9	\$3,193.77	\$3,931.50
O-8	\$3,193.77	\$3,931.50
O-7	\$3,193.77	\$3,931.50
O-6	\$2,930.03	\$3,539.96
O-5	\$2,822.00	\$3,412.17
O-4	\$2,615.19	\$3,007.87
O-3	\$2,095.86	\$2,488.52
O-2	\$1,662.52	\$2,124.90
O-1	\$1,399.95	\$1,899.54
O-3E	\$2,263.16	\$2,674.43
O-2E	\$1,923.93	\$2,413.05
O-1E	\$1,654.39	\$2,229.46
W-5	\$2,657.00	\$2,903.31
W-4	\$2,359.58	\$2,661.67
W-3	\$1,983.18	\$2,438.59
W-2	\$1,761.29	\$2,243.42
W-1	\$1,474.30	\$1,940.20
E-9	\$1,937.88	\$2,554.77
E-8	\$1,778.70	\$2,354.96
E-7	\$1,519.62	\$2,186.49
E-6	\$1,375.54	\$2,020.35
E-5	\$1,268.67	\$1,817.03
E-4	\$1,103.69	\$1,817.03
E-3	\$1,082.78	\$1,817.03
E-2	\$879.47	\$1,817.03
E-1	\$784.23	\$1,817.03

SECONDARY DLA RATES (3.5%) Effective 1 January 2008 *Table U5G-2		
<i>NOTE: These rates are only payable when a second DLA is paid IAW par. U5630-B6.</i>		
Grade	Without-Dependent Rate	With-Dependent Rate
O-10	\$2,555.00	\$3,145.19
O-9	\$2,555.00	\$3,145.19
O-8	\$2,555.00	\$3,145.19
O-7	\$2,555.00	\$3,145.19
O-6	\$2,344.05	\$2,831.99
O-5	\$2,257.58	\$2,729.73
O-4	\$2,092.15	\$2,406.30
O-3	\$1,676.69	\$1,990.85
O-2	\$1,330.02	\$1,699.93
O-1	\$1,119.96	\$1,519.62
O-3E	\$1,810.54	\$2,139.55
O-2E	\$1,539.13	\$1,930.42
O-1E	\$1,323.52	\$1,783.57
W-5	\$2,125.59	\$2,322.63
W-4	\$1,887.68	\$2,129.34
W-3	\$1,586.54	\$1,950.89
W-2	\$1,409.02	\$1,794.73
W-1	\$1,179.45	\$1,552.15
E-9	\$1,550.30	\$2,043.84
E-8	\$1,422.96	\$1,883.95
E-7	\$1,215.68	\$1,749.20
E-6	\$1,100.45	\$1,616.28
E-5	\$1,014.96	\$1,453.63
E-4	\$882.97	\$1,453.63
E-3	\$866.22	\$1,453.63
E-2	\$703.58	\$1,453.63
E-1	\$627.37	\$1,453.63

DLA WHEN A MEMBER–MARRIED-TO-MEMBER COUPLE IS TRANSFERRED					
Table U5G-3					
RULE	If one member has A	and the other member has B	at the old PDS they occupied C	at the new PDS they occupied D	then DLA is payable to E
1	no dependents	no dependents	the same quarters	the same quarters ^{3/}	either member at the "without-dependent" rate, but not both. ^{1/}
2				separate quarters ^{2/, 3/}	both at the "without-dependent" rate. ^{4/}
3			separate quarters	the same quarters ^{3/}	
4				separate quarters ^{2/, 3/}	
5		dependents	the same quarters	the same quarters ^{3/}	either the member who has no dependents at the "without-dependent" rate or to the member who has dependents at the "with-dependent" rate, but not to both members. ^{1/}
6				separate quarters ^{2/, 3/}	each, i.e., as a member without dependents for the member without dependents and at the "with-dependent" rate for the member with dependents.
7			separate quarters	the same quarters ^{3/}	
8				separate quarters ^{2/, 3/}	
9	dependents	dependents	the same quarters	the same quarters	either member at the "with-dependent" rate, but not to both. ^{1/}
10				separate quarters ^{2/}	both members at the "with-dependent" rate.
11			separate quarters	the same quarters	
12				separate quarters ^{2/}	

^{1/} The husband and wife may select the greater allowance. However, when one member moves incident to a PCS at one time and establishes a permanent household at the new PDS, while the other member maintains a permanent household at the old PDS and, at a later date, the second member moves incident to a PCS and occupies the same residence as the first member (B-191742, 1 August 1978 and DOHA Case 96110801, 26 June 1997.

- (a) Both members are authorized a DLA at the "without-dependent" rate under Rule 1,
- (b) The member who has no dependents at the "without-dependent" rate, and the member with dependents at the "with-dependent" rate under Rule 5, and
- (c) Both members are authorized a DLA at the "with-dependent" rate under Rule 9.

Example 1: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS authorization/order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and establishes a permanent household. Member B continues to maintain a permanent household and subsequently moves to Ramstein and resides in the household established by Member A. Both members are authorized DLA since two separate households were disestablished and established (Member B disestablishing a separate household and moving into the household established by Member A).

Example 2: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS authorization/order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and establishes a permanent household. Member B moves out of the household at Offutt AFB and occupies temporary quarters while Member A is establishing a household at Ramstein. Member B subsequently moves to Ramstein and resides in the household established by Member A. Only one member is authorized DLA since only one permanent household was disestablished and one household established.

Example 3: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS authorization/order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and is residing in temporary quarters. Member B continues to maintain a household at Offutt AFB and subsequently moves to Ramstein and occupies temporary quarters with member A at Ramstein. Members A and B later establish a household at Ramstein. Only one member is authorized DLA since only one household was disestablished and re-established.

Example 4: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS authorization/order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and occupies temporary quarters. Member B moves out of the household at Offutt AFB and occupies temporary quarters at Offutt AFB. Member B later joins Member A (who is residing in temporary quarters) at Ramstein. Members A and B later establish a household at Ramstein. Only one member is authorized DLA since only one household was disestablished and re-established.

2/ Payable only if it can be conclusively shown it is necessary to establish separate households for or on behalf of each member or for the dependents.

3/ A member who has no dependents and who is assigned to Government quarters at the new PDS (including a ship) is not authorized a DLA except as indicated in pars. U5610-B and U5630-E.

4/ Only one DLA is authorized if moving from separate quarters to the same family-type Government quarters.

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F. Command-sponsored Dependent and Dependent Student at Safe Haven Are Authorized/Ordered to Move to Another Safe Haven or to a Designated Place. When competent authority directs or authorizes/approves a command-sponsored dependent or dependent student evacuated to a safe haven under par. U6004 to move from that safe haven to another safe haven or to a designated place, dependent's transportation is authorized/approved to that new safe haven or designated place.

G. Non-command-sponsored Dependent. A non-command-sponsored dependent at the member's OCONUS PDS when the evacuation is authorized/ordered is authorized transportation to a safe haven or designated place, whichever the authority authorizing/ordering the evacuation considers appropriate. A non-command-sponsored dependent who is en route to, but has not yet arrived at, the PDS when the dependent's evacuation is authorized/ordered, is not authorized any transportation under this Part.

H. Allowances for an Escort for a Dependent Incapable of Traveling Alone due to Age, Physical or Mental Incapacity, or Other Extraordinary Circumstances

1. General. Travel and transportation allowances provided in par. U6004-H2 are payable to a member, a U.S. Government civilian employee, or a person who travels under an official travel authorization/order as an escort for a dependent evacuated under Chapter 6, Part A, who is incapable of traveling alone between the member's PDS and the safe haven or designated place, whichever applies, due to age, physical or mental incapacity, or other extraordinary circumstances. Round-trip transportation, one-way transportation, or transportation via the point to which the dependent must be escorted, as applicable, is authorized. The travel and transportation allowances authorized by par. U6004-H may be paid in advance.

2. Travel and Transportation Allowances

a. Member as Escort. While a member is performing escort duty under par. U6004-H to escort the dependent(s) between the OCONUS PDS and the safe haven or designated place, the member is authorized travel and transportation allowances as for all other TDY.

*b. U.S. Government Civilian Employee as Escort. While a U.S. Government civilian employee is performing escort duty under par. U6004-H, the employee is authorized the allowances in regulations issued by the employee's agency or department for TDY. For travel and transportation allowances for a U.S. Government civilian employee designated as an escort, see JTR, par. C7100.

c. Person Other Than Member or Civilian Employee as Escort. A person other than a member or U.S. Government civilian employee, whose travel is authorized as an escort for a dependent(s) under par. U6004-H, is issued an ITA. See Appendix E. Individuals designated to travel as escorts are authorized travel and transportation allowances in the same manner as authorized for a U.S. Government civilian employee.

I. Subsequent Authorization for a Dependent's Transportation when the Evacuation Status Is Canceled for a Member's PDS

1. Command-sponsored Dependent and Dependent Student

a. Transportation to the Member's PDS. When the situation at the OCONUS PDS permits, for the DOD Services, the USD(P&R) can authorize an evacuated dependent who is a command-sponsored dependent or

dependent student to travel to the member's OCONUS PDS. For the non-DOD Services, that authority is vested in the Secretarial Process. When that authority has been granted, a command-sponsored dependent at a safe haven or designated place is authorized transportation to the member's current OCONUS PDS provided the member has at least 60 days remaining in the tour at the OCONUS PDS on the dependent's scheduled arrival date there. If less than 60 days remain in the member's tour on the dependent's scheduled arrival date, transportation from the safe haven or designated place, as applicable, to the member's OCONUS PDS must not be allowed unless authorized by the Secretarial Process. Transportation so authorized must not exceed transportation from the safe haven or designated place, whichever applies. A dependent evacuated to a safe haven or designated place under par. U6004-B, who had become age 21 at the OCONUS PDS before the evacuation, or who turned age 21 while at the safe haven or designated place, is the member's dependent for the purpose of return transportation to the member's OCONUS PDS. An evacuated dependent who was at a member's previous PDS or an OCONUS designated place incident to the member's unaccompanied tour is authorized return transportation to the location from which evacuated under these conditions.

b. Travel for Medical/Passport Reasons Prerequisite to Return to Member's PDS. A command-sponsored dependent required to travel from the safe haven location or designated place to obtain a passport or for medical screening prerequisite to returning to the member's PDS, is authorized one of the following for authorized round-trip travel:

- (1) Government-owned or Government-procured transportation, or
- (2) Transportation-in-kind, or
- (3) Reimbursement for the actual cost of personally-procured commercial transportation, limited to what it would have cost to provide Government-procured transportation, or
- (4) The TDY automobile mileage rate for the official distance when a POC is used.

When two or more command-sponsored dependents travel together by POC, only the POC operator is authorized the mileage allowance. *Additional safe haven allowances or reimbursement for meals and lodging are not authorized ICW this travel.*

2. Non-command-sponsored Dependent. A non-command-sponsored dependent, who has been transported to, diverted to, or retained at an OCONUS safe haven incident to an evacuation, is furnished transportation to the member's PDS from the safe haven when the USD(P&R) has authorized a DOD Service member's dependent, and the Secretarial Process has authorized a non-DOD Service member's dependent, to return to the member's PDS. *A non-command-sponsored dependent who has been transported to a safe haven in CONUS incident to an evacuation must not be furnished transportation to the member's PDS from the safe haven except when authorized/approved by the USD(P&R) for the DOD Services and the Secretarial Process for the non-DOD Services.*

U6005 SAFE HAVEN ALLOWANCES FOR A COMMAND-SPONSORED DEPENDENT AND A DEPENDENT STUDENT

A. Purpose. A safe haven allowance is provided to assist a member in meeting the excess costs involved in temporarily maintaining command-sponsored dependents at a place away from the PDS and a dependent student for any period during the evacuation during which the dependent student would have otherwise been residing at the member's PDS. *A member is not authorized any safe haven allowances in Chapter 6, Part A, for a non-command-sponsored dependent who was at the member's PDS.* However, all other dependents listed in par. U6001-A, including a dependent who turned 21 at the evacuated PDS or while at the safe haven/designated place, are authorized safe haven allowances, even though no longer command-sponsored.

U6053 DEPENDENT TRANSPORTATION IN VARIOUS SITUATIONS

A. General. Par. U6053 provides for the necessary dependent's relocation incident to an evacuation (see par. U6053-I regarding dependent transportation incident to a limited evacuation), to include the dependent of a member assigned to a CONUS PDS who dies before/during an evacuation of the PDS. Authorization for dependent's transportation under par. U6053-A is the same as for PCS. The accompanied baggage is limited to the free checkable baggage the carrier allows. However, if the carrier providing the transportation allows excess accompanied baggage, the individual acting as the transportation officer in the area being evacuated, or the AO, as appropriate, may authorize/approve excess accompanied baggage on the applicable transportation document when the circumstances deem it necessary.

B. At/in the Vicinity of the PDS at the Time an Evacuation Is Authorized/Ordered. A dependent, who is at/in the PDS vicinity when the evacuation is authorized/ordered, is authorized transportation to a safe haven or to a designated place if competent authority directs the travel. A dependent transported under par. U6053-B who turns age 21 at the safe haven or designated place while the member is serving at the PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the member's CONUS PDS under par. U6053-H.

C. Residing at/in Vicinity of a PDS (Other Than Member's Current PDS) at the Time an Evacuation Is Authorized/Ordered. A dependent who resides at/in the vicinity of a:

1. Member's former PDS following the member's assignment elsewhere, or
2. PDS (other than the member's current PDS) incident to an order ICW the member's unaccompanied tour of duty,

when an evacuation of the PDS at/in the vicinity of which the dependent resides is authorized/ordered, is authorized transportation to a safe haven or to a designated place competent authority directs such travel. A dependent who was moved at Government expense to the member's former PDS or a PDS (other than the member's current PDS) and who became age 21 is a dependent for this Part. Further, such dependent, and any dependent transported under par. under par. U6053-C, who turns 21 at the safe haven or designated place while the member is serving at the PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the location from which evacuated. ***NOTE: A dependent who travels from the safe haven or designated place, at personal expense, to another location outside of the member's present PDS to include back to a former PDS, is not authorized travel and transportation allowances. COLA and BAH are based upon the member's PDS unless waived by Secretarial Process.***

D. Temporarily Absent from a Member's PDS when an Evacuation Is Authorized/Ordered. A dependent who has established a residence at/in the vicinity of the member's CONUS PDS but who is temporarily absent from the PDS for any reason when the evacuation is authorized/ordered, is retained in a safe haven status at the place at which the dependent is located when the evacuation is authorized/ordered, or furnished transportation to another safe haven or a designated place, whichever competent authority considers appropriate. Safe haven allowances begin on the date return travel to the PDS would have begun had the return not been prevented by the evacuation. Only one departure is permitted per evacuee under an evacuation order/authorization.

E. En Route to the Member's CONUS PDS when an Evacuation Is Authorized/Ordered. When an evacuation of the member's CONUS PDS is authorized/ordered, the member's dependent, who has disestablished the family's residence and moved to temporary accommodations in preparation for performing such travel to the member's PDS, is requested to remain where they are located (as an interim safe haven) awaiting a decision regarding onward travel to the PDS, to another safe haven, or to a designated place. The dependent is authorized transportation from the place at which notification of the evacuation was received to the safe haven or designated place, whichever the Service, DOD Agency or OSD official implementing evacuation instructions considers appropriate. A dependent, who has disestablished a residence in preparation for the authorized PCS travel to the member's PDS, and who has moved or must move to temporary accommodations before beginning the travel to the member's CONUS PDS, has

Part B: Auth/Ordered Evac/Limited Evac w/in CONUS

departed from the former residence and is en route to the member's PDS. "Disestablishment of a residence" includes a situation in which a house is sold and a contract signed which specifies a date for moving out and closing the sale of the house or a lease has been terminated and cannot be reinstated. ***A dependent who has not received an authorization to travel to the member's PDS is not authorized any transportation or reimbursement for self-procured transportation under this Part.*** See par. U6054-F for safe haven allowances payable.

F. Dependent at Safe Haven Ordered/Authorized to Move to Another Safe Haven or to a Designated Place. When competent authority directs/authorizes a dependent evacuated to a safe haven under par. U6053 to move from that safe haven to another safe haven or to a designated place, dependent's transportation is authorized/approved to that new safe haven or designated place.

G. Allowances for an Escort for a Dependent Incapable of Traveling Alone due to Age, Physical or Mental Incapacity, or Other Extraordinary Circumstances

1. General. Travel and transportation allowances provided in par. U6053-G2 are payable to a member, a U.S. Government civilian employee, or a person who travels under an official order or travel authorization as an escort for a dependent evacuated under Chapter 6, Part B, who is incapable of traveling alone between the member's PDS and the safe haven or designated place, whichever applies, due to age, physical or mental incapacity, or other extraordinary circumstances. Round-trip transportation, one-way transportation, or transportation via the point to which the dependent must be escorted, as applicable, is authorized. The travel and transportation allowances authorized by par. U6053-G may be paid in advance.

2. Travel and Transportation Allowances

a. Member as an Escort. A member is authorized TDY travel and transportation allowances when escorting the dependent between the CONUS PDS and the safe haven or designated place under par. U6053-G.

*b. U.S. Government Civilian Employee as an Escort. A U.S. Government civilian employee is authorized the TDY allowances of the agency or department funding the travel when escorting a dependent under par. U6053-G. For travel and transportation allowances for a U.S. Government civilian employee designated as an escort and funded by DOD, see JTR, par. C7100.

c. Person other than a Member or a Civilian Employee as an Escort. A person other than a member or U.S. Government civilian employee, authorized to escort a dependent under par. U6053-G, is issued an ITA. See Appendix E. An individual designated to travel as an escort is authorized the TDY travel and transportation allowances authorized for a U.S. Government civilian employee.

H. Subsequent Dependent's Transportation Authorization when the Evacuation Status Is Canceled for a Member's PDS. For DOD Services, the USD (P&R), may authorize an evacuated dependent to travel to the member's PDS when the situation at the CONUS PDS permits. For the non-DOD Services, that authority is vested in the Secretarial Process.

I. Dependent Transportation Incident to Limited Evacuation. Transportation allowances for a dependent incident to an authorized/ordered limited evacuation are limited to:

1. Transportation for one round trip from the evacuated residence to the nearest available accommodations (which may be Government quarters) and return; or,

2. Reimbursement on a mileage basis, at the rate in par. U3505-C1, when a dependent uses a POC for one round trip from the evacuated residence to the nearest available accommodations (which may be Government quarters) and return. Reimbursement for POC use is to the vehicle operator and no reimbursement is allowed for passengers.

For safe haven allowances incident to a limited evacuation, see par. U6054-D.

**PART I: MEMBER TRAVEL IN CONNECTION WITH
PHYSICAL EXAMINATION OR ILLNESS**

U7250 ATTENDANTS/ESCORTS

A. Definition. See Appendix A, Part I.

B. Determination. Certain members, incapable of traveling alone require an attendant/escort. An attendant/escort may be:

1. A member,
2. U.S. Government civilian employee, or
3. Any other person.

C. Appointment. Any of the persons listed in par. U7250-B may be appointed as a/an:

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

to accompany an active duty member patient physically incapable of traveling alone.

D. Travel and Transportation Allowances

1. Member as an Attendant/Escort. A member is authorized TDY travel and transportation allowances.
2. Civilian Employee as Attendant or Escort. A U.S. Government civilian employee is authorized the travel and transportation allowances in regulations issued by the employee's agency/department.
3. Other Person as Attendant. Another person designated to travel as an attendant/escort is:
 - a. Issued an ITA or included in the same travel authorization/order (identified as an attendant/escort) issued for the member patient.
 - *b. Authorized the same travel and transportation allowances as would be a civilian employee. See JTR, par. C7115.

E. 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 patient's travel.

U7251 A MEMBER ON THE TDRL REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATIONS

A. Travel Status. *Except when both the member's home and the medical facility are within the same corporate city limits*, a member:

1. On the TDRL, undergoing a required periodic physical examination, is in a travel status during the:
 - a. Examination, and
 - b. Travel to and from a medical facility.
2. Being reevaluated by a Physical Evaluation Board (PEB), who is retired/separated for physical disability, is in a travel status during the;
 - a. Hearing, and
 - b. Travel to and from the hearing.

B. Travel and Transportation Allowances

1. Travel outside the Corporate City Limits of the Member's Home
 - a. A TDRL member is authorized TDY travel and transportation allowances:
 - (1) To and from a medical facility for required periodic physical examinations, and
 - (2) To, from, and during a hearing, when under an order to appear before a PEB.
2. Local Travel
 - a. If a member's home and the medical facility/PEB are within the same corporate city limits (see par. U3500-B) transportation expenses reimbursement is under Chapter 3, Part F.
 - b. For this travel, the member's home is the duty station.

C. Allowances while at the Medical Facility. The day after arrival at the medical facility through the day before departure, the member is authorized per diem:

1. Equal to the actual daily charges paid for meals if admitted as an inpatient; or
2. For TDY, if an outpatient.

**U7252 TRANSFER OF A MEMBER PATIENT TO/FROM A MEDICAL FACILITY OR TO HOME
(INCLUDING INSANE/MENTALLY INCOMPETENT PATIENT)**

A. Travel and Transportation Allowances

1. An active duty member patient, ordered to travel for necessary medical care, is authorized the travel and transportation allowances for either TDY or PCS, as applicable.
2. Advances may be made against such allowances to the attendant/escort (see par. U7250).
3. Advances must be IAW Service instructions.

B. Transportation-in-Kind. When transportation-in-kind is furnished the member patient and attendant/escort must be furnished enclosed room accommodations when required under Service regulations.

**U7253 TRAVEL AND TRANSPORTATION ALLOWANCES FOR A MEMBER DISCHARGED FROM
ST. ELIZABETHS HOSPITAL, A DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS)
MEDICAL FACILITY, OR A VETERANS AFFAIRS MEDICAL CENTER (VAMC)**

A. Discharged from the Service upon Entry into a Medical Facility. If a member, in the care of an attendant/escort, is ordered to St. Elizabeths Hospital, an HHS medical facility, or a VAMC:

1. In the locality of the member's home and then discharged, there is no authorization for travel and transportation allowances upon discharge from a medical facility.
2. Not in the locality of the member's home, the member is authorized MALT PLUS from the medical facility to member's home. See par. U5105-B2.

B. Not Discharged from the Service upon Entry into a Medical Facility. If transferred to St. Elizabeths Hospital, an HHS medical facility, or a VAMC for observation and treatment (as distinguished from transfer for immediate discharge), a member is authorized travel and transportation allowances in Chapter 5, Part B upon discharge from a medical facility.

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PART J: REST AND RECUPERATION (R&R) LEAVE AND SPECIAL REST AND RECUPERATIVE (SR&R) ABSENCE TRANSPORTATION

U7300 FUNDED REST AND RECUPERATIVE (R&R) LEAVE TRANSPORTATION

A. Policy. The policy for designating locations eligible for funded R&R leave transportation is established in DODI 1327.6, subsection 6.15. Under 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) or IAW Service regulations for the non-DOD Services. ***NOTE: Exception. The appointed DOD Executive Agent for the USCENTCOM R&R Leave Program may combine R&R leave transportation with other official travel as an exception to policy IAW OSD (P&R) memo of 12 October 2007. Any DOD Executive Agent delegation authority is limited to the General or Flag Officer level.***

B. Eligibility. A member 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, except as indicated in ***NOTE 2***. A contingency tour is ICW and directly tied to a contingency operation (see Appendix A, Part I: Definitions). R&R is for a member who is serving a tour length under a TDY authorization/order 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 1: 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.***

****NOTE 2: A member who volunteers for a 12-month extension in the Operation Enduring Freedom or Operation Iraqi Freedom Area of Operations, subsequent to a 12-month or longer rotation is permitted an additional R&R leave period IAW OSD amendment to policy memo dated 19 December 2007. The R&R leave period is permitted solely between the termination of the first deployed period and the start of the voluntary extension. All other restrictions outlined in DODI 1327.6 still apply to the USCENTCOM R&R Leave program.***

C. R & R Locations/Destinations. See Appendix U for a list of authorized R&R locations/destinations.

1. R&R Location. To qualify a location must meet the requirements of DODI 1327.6 as follows:

a. A dependent-restricted tour area; and

b. Designated for hostile fire or imminent danger pay (***NOTE: This would include a member serving aboard a ship operating away from the home port for a period of a year or more in support of these areas.***); and

c. In an area in which entry of a member on official or unofficial travel is controlled; and

d. An area where ordinary annual leave programs are restricted for reasons of military necessity.

2. R&R Destination. The R&R destination authorized for an R&R location listed in Appendix U.

3. Alternate Destination. The R&R destination authorized for an R&R location listed in Appendix U that a member selects. The alternate location is an official travel location, and therefore available contract city pair fares may be available for use. *If the member travels to a more expensive alternate destination city pair fares 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.*

Example 1		
A member's PDS is in Albania 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
Baltimore, MD is the authorized CONUS destination. The city-pair airfare to Baltimore is:		\$1,000
The member desires to utilize R&R to Boston, MA. City pair to Boston is:		\$1,400
Policy-constructed 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 member is financially responsible for the additional cost:	\$1,600 - \$1,200 =	\$400

Example 2		
A member's PDS is in Croatia and the authorized destination is Frankfurt, Germany.		
City-pair airfare to Frankfurt is:		\$980
Baltimore, MD, is the authorized CONUS destination. The city-pair airfare to Baltimore is:		\$1,400
The member 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 member is authorized the city-pair airfare to St. Louis (\$1,200) <i>NTE the \$1,400 cost to Baltimore.</i>		

4. Location Designation/Re-designation

a. Designating Authorities. The following may designate R&R locations/destinations:

- (1) DOD Services: DUSD (MPP);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Assistant Secretary for Health, Department of Health and Human Services;
- (4) U.S. Coast Guard: Commandant (CG-122), U.S. Coast Guard.

b. Designation Requests. DOD Services must send designation requests through Combatant Command channels to DUSD (MPP). DUSD (MPP) must re-designate R&R location/destination designations every two years.

c. Re-designation Requests. DOD Services must send re-designation requests through Combatant Command channels to reach DUSD (MPP) before the indicated re-designation date.

D. Transportation

1. Uniformed Members only

2. Restrictions. A member 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 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 member) that affect scheduling.

3. Procurement. Commercial air transportation must be IAW par. U3120.

4. Reimbursement. Reimbursement must not exceed the Government-procured transportation cost between a member’s duty station and the authorized destination as determined in par. U7300-C2.

5. Time Limitation

- a. Standard Tour: Member must have served more than 90 days in the R&R location prior to taking 1st R&R leave.
- b. Contingency Tour: Member must have served at least 60 days in the R&R location prior to taking R&R leave.

E. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for R&R.*

U7305 TRANSPORTATION FOR SR&R ABSENCE IN CONNECTION WITH TOUR EXTENSION

A. Authorization. Under regulations prescribed by the Secretary concerned, eligible members may elect up to 15 days of SR&R absence (DOD Instruction 1327.6, subsec. 6.16.2.3) (http://www.dtic.mil/whs/directives/corres/pdf/i13276_042205/i13276p.pdf) and round-trip transportation at Government expense between an OCONUS PDS and the nearest CONUS port (10 USC §705(b)). A member may travel to an alternate destination and return at a cost not to exceed the cost of round-trip transportation between the OCONUS PDS and the nearest CONUS port.

B. Eligibility. A member of the Armed Forces must meet the following requirements of DODD 1327.5:

1. Be entitled to basic pay,
2. Have a specialty designated for SR&R purposes,
3. Complete a tour of duty at a designated OCONUS PDS,
4. Extend that tour for not less than a year, and
5. Does not elect a non-transportation option under 10 USC §705.

C. Authorized Transportation. Round-trip Government or Government-procured transportation is authorized. If possible, members must use one or the other. If neither is available, the member must procure round-trip commercial transportation via an available CTO per par. U3120 with reimbursement for:

1. Transoceanic travel and overland air travel under par. U5116-D,
2. Overland surface travel at actual cost, and
3. POC travel at actual cost as in par. U3305-B.

NOTE: Reimbursement for the round-trip transportation cost to an alternate destination must not exceed the round-trip transportation cost between the OCONUS PDS and the nearest CONUS port.

D. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for SR&R.*

E. Alternate Destination. A destination location (other than the nearest CONUS port) a member selects. Travel to and from the alternate location is official travel, and therefore contract city pair fares may be used but only if the contract city-pair fare to the alternate destination does not exceed the cost of the contract city-pair fare to the nearest CONUS port.

NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

Example 1		
Member's PDS is in Germany and the nearest CONUS port is Baltimore. Member wants to travel to Denver.		
City pair to Baltimore:		\$1,200
City pair to Denver:		\$1,400
Least cost non-city pair fare to Denver =		\$1,600
Since travel to Denver is more expensive than travel to Baltimore the city pair fare may not be used to Denver.		
The member is financially responsible for the additional cost:	\$1,600 - \$1,200 =	\$400

Example 2		
Member's PDS is in Germany and the nearest CONUS port is Baltimore. Member wants to travel to Atlanta, GA.		
City pair to Baltimore:		\$1,200
City pair to Atlanta:		\$ 980
Since travel to Atlanta, GA, is less expensive than travel to the nearest port, Baltimore, the member is authorized city pair fare to Atlanta (\$980) NTE the \$1,200 cost to Baltimore.		

PART Q: TRAVEL OF ESCORTS AND ATTENDANTS OF DEPENDENTS

U7550 DEFINITIONS OF TERMS USED IN THIS PART

A. Escort. A member, employee, or other person who, IAW a travel authorization/order, accompanies a dependent between authorized locations, when competent authority has authorized the dependent's travel, and the dependent is incapable of traveling alone. The member's commanding officer or the AO may appoint an escort.

B. Attendant. A member, employee, or other person who, IAW a travel authorization/order, accompanies a dependent authorized to travel to or from a medical facility for required medical attention that is not available locally. An "attendant" takes care of and waits upon the dependent patient in response to the patient's needs. An attendant's duties may include traveling with the patient and attending to the patient's needs at the destination medical facility. A competent medical authority appoints an attendant.

U7551 GENERAL

This Part prescribes the travel and transportation allowances payable for escorts or attendants for dependents. This travel may be authorized under the following circumstances, for:

1. A member, employee, or other person to escort a dependent(s) within the 1-year period after the member dies, is declared missing, is injured (see par. U5241) or is otherwise unable to accompany the dependent;
2. A member, employee, or other person to travel as an attendant or escort for dependent accompanying a member stationed OCONUS, when the authorized transportation is to/from a medical facility for required medical attention which is not available locally (see par. U5240-C) and the dependent cannot travel alone;
3. A sole-parent member (but not another person), or either member of a member/member married couple (but not both), to escort dependent(s) not permitted by the Service concerned to travel concurrently with the member (or both members in the case of a member/member married couple) to the new PDS. In this case, round trip travel and transportation is authorized for the member to return for the dependent(s) after dependent travel to the new PDS is authorized. Government transportation must be used on a space-required basis as the directed mode when available. If not available, allowances are as in par. U7552; ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***
4. A sole-parent member (but not another person), or either member of a member/member married couple (but not both), to escort dependent(s) authorized transportation under the unusual or emergency circumstances in pars. U5240 and U5900. Round trip travel and transportation is authorized for the member between the OCONUS PDS and the dependent's destination. Government transportation must be used on a space-required basis as the directed mode when available. If not available, allowances are as in par. U7552; ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

5. A member, employee, or other person to escort a dependent authorized transportation from the member's PDS incident to an evacuation under par. U6004-B or U6004-G (OCONUS) or U6053-B (CONUS), and who is later authorized return transportation to the member's PDS under par. U6004-I (OCONUS) or U6053-H (CONUS). For escort travel allowances ICW dependent evacuation travel, see par. U6004-H (OCONUS) or U6053-G (CONUS);
6. A member to accompany a dependent as an attendant or escort when the dependent, requiring escort or attendant to travel, transfers in a patient status in CONUS from one medical facility to another medical facility and return for required medical treatment not available locally (see par. U7961 in regard to travel for specialty care for TRICARE Prime patients); or
7. A member, employee, or other person to authorized to accompany a dependent, authorized transportation to attend a member's burial ceremony (see par. U5242) as an escort or attendant.

Escort or attendant travel is authorized only when the AO determines that dependent travel is necessary and that the dependent is incapable of traveling alone because of age, physical or mental incapacity, or other extraordinary circumstance. *A travel authorization/order for escort or attendant travel must cite par. U7551 as authority.* For travel of a member's attendant or escort, see Part I.

U7552 MEMBERS AS ESCORTS OR ATTENDANTS OF DEPENDENTS

A member escort or attendant under this Part is authorized TDY travel and transportation allowances.

U7553 CIVILIAN EMPLOYEES AS ESCORTS OR ATTENDANTS OF DEPENDENTS

*A U.S. Government civilian employee attendant or escort, traveling under par. U7551-1, U7551-2, U7551-5, U7551-7, or U7551-8, is authorized the TDY allowances in regulations issued by the employee's agency or department. Allowances for a DOD civilian employee attendant or escort under par. U7551-1, U7551-2, U7551-5, U7551-7, or U7551-8 are in the JTR, par. C7100 or C7105.

U7554 OTHER PERSONS AS ESCORTS OR ATTENDANTS OF DEPENDENTS

A person other than a member or U.S. Government civilian employee, designated to travel as an escort or attendant for a dependent, should be issued an ITA or be included in the same travel authorization/order (identified as an escort or attendant) issued to the dependent. This individual is authorized the same transportation and travel allowances as a civilian employee.

U7555 ADVANCE OF FUNDS FOR ESCORTS AND ATTENDANTS FOR DEPENDENTS

The travel and transportation allowances authorized for an escort and attendant for a dependent may be paid in advance.

CHAPTER 9

STATION ALLOWANCES (OCONUS COLA AND TLA)

PART A: DEFINITIONS

<u>Paragraph</u>	<u>Title/Contents</u>
U9000	DEFINITION OF TERMS AS USED IN THIS CHAPTER
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	B. Member without Dependents
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	D. Vicinity
	E. Government Dining Facility/Mess and Government Quarters
	F. Command-sponsored Dependent

PART B: COST OF LIVING ALLOWANCE (COLA)

U9100	COLA
	A. Purpose
	B. Allowances Payable
	C. COLA Calculation
	D. COLA Unique Expenses
U9105	COLA START/STOP
	A. Start
	B. Stop
U9110	COLA INCIDENT TO PCS BETWEEN PDSs IN CLOSE PROXIMITY
U9115	COLA FOR A MEMBER WITHOUT DEPENDENT
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	C. Leave Periods
U9120	NON-COMMAND SPONSORED DEPENDENTS IN PDS VICINITY
U9125	FRACTIONAL COLA FOR A MEMBER-WITHOUT DEPENDENT
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	C. PCS Order Amendment Changes the PDS

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- A. General
- B. Called/Ordered to Active Duty for More Than 30 days
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PART C: TEMPORARY LODGING ALLOWANCE (TLA)**U9150 GENERAL**

- A. Purpose
- B. Implementation
- C. OCONUS TLA Authority Responsibilities

U9155 GENERAL TLA PAYMENT CONDITIONS**U9160 INITIAL ASSIGNMENT**

- A. General
- B. TLA Start when Authorized "MALT-Plus" Flat Per Diem
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- D. TLA when a Member Arrives before Dependents
- E. Dependents Arrive at or in the OCONUS PDS Vicinity before the Member
- F. Dependents' Delayed Departure Authorized/Approved by the Secretarial Process
- G. TLA during Hospitalization Period
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- A. Member Must Vacate Established Permanent Quarters/Private Sector Housing in the PDS Vicinity
- B. Deployment Period while away from PDS
- C. TLA when Tour Is Converted
- D. Member Acquires Dependent(s)
- E. PCS Order Cancelled/Revoked

U9170 ALLOWANCE UPON DEPARTURE

- A. General
- B. Dependents Depart before the Member
- C. Delayed Departure
- D. Early Permanent Housing Termination
- E. Member Detaches from a Ship away from Home Port
- F. Period of TDY/Deployment while Away from Old PDS
- G. TLA Authorization before PCS Order Issuance
- H. TLA Authorization during a Hospitalization Period

Paragraph Title/Contents

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U9180	OLD AND NEW PDS IN CLOSE PROXIMITY OR IN SAME COUNTRY A. General B. New PDS within Commuting Distance
U9182	TLA FOR A RESERVE COMPONENT MEMBER
U9185	RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES A. General B. Temporary Lodging Not Available at PDS C. Temporary Lodging Furnished by Government Contractors D. Temporary Lodging Occupied in Facilities Under Government Jurisdiction E. General TLA Computation F. TLA while Government Quarters Are Being Renovated, or if Government Quarters Lack/Private Sector Housing Lacks a Stove and/or Refrigerator G. Temporary Quarters Contain Facilities for Preparing and Consuming Meals H. TLA Computation Examples
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- D. Member's PDS Declared an Unaccompanied Tour Area
- E. Entry Permission Withdrawn while Dependents Are en Route
- F. Subsequent Reassignment to an Accompanied Tour Area
- G. Payment of Allowances to Member at Unaccompanied Tour/Unusually Arduous Sea Duty Station
- H. Dependents Relocate from a Designated Place at Personal Expense

U9210 STATION ALLOWANCES WHEN BOTH HUSBAND AND WIFE ARE MEMBERS

- A. When Separate Households Are Maintained
- B. Cost-of-Living Allowance when a Joint Household Is Maintained

U9215 COLA INCIDENT TO EVACUATION OF THE MEMBER'S PDS

- A. Members with Command Sponsored Dependents
- B. Members with Non-Command Sponsored Dependents

U9220 STATION ALLOWANCES WHEN DEPENDENTS TRAVEL BEFORE (IN ADVANCE OF) OR AFTER (DELAYED) THE MEMBER TRAVELS

- A. Advance Travel
- B. Delayed Travel
- C. Assigned to Government Quarters

1. The transportation officer determines it necessary to ship HHG, after considering anticipated leave, necessary travel time, HHG shipping transit times, compliance with requirements of local packing/crating/shipping agencies, meeting shipping schedules, and other requirements related to HHG shipments;
2. Expiration/termination of lease/rental agreement occurs after a member has the PCS authorization/order or alert notice;
3. The landlord withdraws private sector housing from the market;
4. The authorizing/approving official (see par. U9150) determines that an Act of God, fire, flood, earthquake, riot, civil unrest, or other disturbance makes occupancy of permanent Government quarters/private sector housing inadvisable;
5. The member is required by lease, custom, or law to vacate private sector housing in advance of the leases expiration to permit inspection, finalization of utility bills and deposits, redecoration, and/or adjudication of damage claims;
6. The lease, custom, or law requires that private sector housing be surrendered at a fix date more than 10 days before the scheduled departure;
7. Housing authorities require the member to vacate permanent Government quarters for the Government's convenience to permit its readying for, and/or assignment to, another member;
8. The OCONUS TLA Authority determines that permanent Government quarters/private sector housing must be relinquished under circumstances/reasons other than those stated in pars. U9179-D1, U9170-D2, U9170-D3, U9170-D4, U9170-D5, U9170-D6, and U9170-D7.

The principles in par. U9150-C2 must be applied in determining the need for TLA. TLA is authorized/approved only for the number of days needed to prevent undue financial hardship to the member during the period involved, as determined by the OCONUS TLA Authority.

E. Member Detaches from a Ship Away from Home Port. When a member detaches on a PCS from an OCONUS homeported ship while the ship is away from its home port and returns to the home port, the member may be authorized TLA on the member's behalf unless authorized per diem. If the member is authorized per diem at the home port, no TLA authorization exists for the member and only the dependents occupying temporary lodgings at the home port are considered in determining the rate payable under par. U9185-A.

F. Period of TDY/Development while Away from Old PDS. A member receiving TLA preceding PCS departure, who is ordered on TDY away from the PDS, or who is ordered on deployment from the home port or permanent duty station of the ship, staff, or afloat unit, may continue to receive TLA on the member's behalf. The member's temporary lodging cost share is to be included as a TLA expense when, because of the member's military assignment, temporary quarters must be retained at the old PDS or the home port or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's authorization/order must be annotated with, or have attached to it, certification that retaining the TLA quarters was because of military necessity and not because of the member's personal choice/convenience.

G. TLA Authorization before PCS Authorization/Order Issuance

1. A member may be authorized TLA before a PCS authorization/order is issued based on a written statement from the PCS AO, or the designated representative, that the member was advised before the PCS authorization/order was issued that such an authorization/order would be issued. The member must be prepared to provide this statement if finance procedures require that the voucher be supported by the statement.

2. The length of time between when the PCS authorization/order is issued and the member receives written advice that the order is to be issued may not exceed the relatively short period between the time when a PCS authorization/order determination is made and the date when the authorization/order is actually issued.
3. General information concerning authorization/order issuance before the determination is made to actually issue the authorization/order, such as the date of eventual release from active duty, expiration of term of service, retirement eligibility, expected rotation from OCONUS duty, etc., is not advice that the authorization/order is to be issued (52 Comp. Gen. 769 (1973)).

H. TLA Authorization during a Hospitalization Period. A member who is receiving TLA before PCS departure, and who is hospitalized, may continue to receive TLA on the member's behalf and may include the member's share of the temporary lodging cost as a TLA expense when because of the hospitalization, temporary quarters must be retained at the old PDS. The member's authorization/order must be annotated with, or have attached to it, certification that retaining the TLA quarters was because of the hospitalization and not because of the member's personal choice/convenience.

U9175 LEAVE/PERMISSIVE TRAVEL EFFECT ON TLA

*A. Leave or Permissive Travel in the PDS Vicinity. TLA may be paid for any day a member is on leave or permissive travel in the PDS vicinity, after reporting for duty, while seeking private sector housing or awaiting Government quarters assignment. The provision enables a member to complete PCS travel and be placed on leave so that station allowance eligibility is established (by reporting in to the new PDS).

*B. Leave or Permissive Travel Away from the PDS Vicinity. TLA is not payable for any day a member is on leave or permissive travel away from the PDS vicinity, unless one or more dependents remain(s) in the PDS vicinity to continue to seek private sector housing or while awaiting Government quarters assignment. In that case, the number of dependents who continue to occupy temporary lodgings determines the rate payable. In either case, postponement of TLA pending return is not authorized. This provision helps ensure that TLA is paid only ICW the PDS. See par. U9150-A4.

U9180 OLD AND NEW PDS IN CLOSE PROXIMITY OR IN THE SAME COUNTRY

A. General. Except as provided in par. U9180-B, the fact that a member's old and new PDSs are in close proximity to each other or in the same country does not change the TLA authorization.

B. New PDS within Commuting Distance. When a member's new PDS is within commuting distance of the Government quarters/private sector housing occupied while at the old PDS, the member may not be authorized TLA unless the member's commanding officer approves temporary lodgings occupancy based on a change of residence being necessary for reasons beyond the member's control.

U9182 TLA FOR A RESERVE COMPONENT MEMBER

A Reserve Component member called/ordered to:

1. Active duty for other than training for more than 180 days or
2. ADT for 140 or more days

and authorized PCS HHG transportation is authorized TLA in the same manner as prescribed in this Chapter. When a member is authorized TLA at the with-dependent rate for the PLEAD, there are no command-sponsorship requirements. The member must reside permanently in the area concerned at the time called/ordered to active duty (55 Comp. Gen. 135 (1975)). HHG transportation under a TDY authorization/order IAW Chapter 4, Part H, does not affect this authorization. COLA authorization begins on the first active duty day.

APPENDIX B

OCONUS MAXIMUM PER DIEM RATES

For current per diem rates, please see the Per Diem, Travel and Transportation Allowance Committee website at:

<http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>

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APPENDIX D

CONUS MAXIMUM PER DIEM RATES

For current per diem rates, please see the Per Diem, Travel and Transportation Allowance Committee website at:

<http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>

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APPENDIX E

PART II: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION

The sample format below may be used as a guide (for all DOD Services) to prepare an ITA. Use of the sample format is not mandatory.

INVITATIONAL TRAVEL AUTHORIZATION

Name _____ TRAVEL AUTHORIZATION NUMBER _____

Address _____

DATE APPROVED _____

You are invited to depart from _____

in sufficient time to arrive at _____ by _____ (Date)

for the purpose of _____

for approximately _____ days. Upon completion, you shall return to the point of origin.

You are authorized to travel by: Rail Commercial Air Military Aircraft Bus
See below for travel by Privately-Owned Conveyance

- The authorizing/order-issuing agent has arranged Transportation.
- Transportation tickets are included with this authorization.
- Transportation tickets shall be provided at a later date

NOTE: PLEASE GUARD TRANSPORTATION TICKETS CAREFULLY. However, if a transportation ticket in your possession is lost or stolen, you must make an immediate report to the command sponsoring the travel. You are required to pay for a replacement ticket and will be reimbursed for the second ticket, not to exceed the cost of the first ticket, ONLY AFTER the Government is refunded for the lost/stolen tickets. You must return unused transportation tickets with the travel claims.

To arrange transportation call: (____) _____

You may arrange your transportation. The following rules apply:

You must arrange your transportation with a (Contracted) Commercial Travel Office (CTO) when the contract with the CTO permits the CTO to arrange transportation for a traveler who is not a Government employee. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the Government if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the Government, reimbursement is limited to the Government's cost on a constructed basis, for transportation that would have been arranged by a CTO if available. If the contract between the Government and the CTO does

not permit the CTO to arrange transportation for a traveler who is not a Government employees, reimbursement for transportation may not exceed the least expensive coach/economy class air accommodations unless otherwise permitted in Joint Travel Regulations, Volume 2 (JTR), par. C2204-A.

It is DOD policy that in using regularly scheduled air transportation:

- (a) Accommodations selected must be the least costly unrestricted service that permits satisfactory accomplishment of the traveler’s mission, and
- (b) U.S. carriers must be used for all commercial foreign air transportation if service provided by those carriers is available; *otherwise reimbursement for the cost of transportation is not allowed.*

You are authorized to travel by privately owned conveyance (POC) as advantageous to the Government. Reimbursement is at the rate of \$0.485 cents per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred including per diem while in travel status under this travel authorization.

You are authorized to travel by privately owned conveyance (POC) on a constructed basis. You would ordinarily be authorized to travel by common carrier. Reimbursement is limited to the transportation cost by the usual common carrier mode, including per diem.

Receipts: Ticket stubs/itinerary copies are required to substantiate your transportation cost. Receipts are required for all items of expense in an amount of \$75 or more plus any applicable tax.

*You are paid a per diem allowance to cover your expenses for lodging, meals, and incidental expenses. Room taxes at locations in the 50 states, District of Columbia, U.S. territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are reimbursed separately. Room taxes in foreign areas are included in the total lodging cost and are not reimbursed separately. While traveling ICW this Invitational Travel Authorization, you are authorized a per diem equal to the daily amount you pay for lodging, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable maximum amount prescribed on the Per Diem Committee homepage: <http://perdiem.hqda.pentagon.mil/perdiem/> for the locality concerned. If your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, only the maximum per diem rate is payable. See JTR, Chapter 4, Part L, for applicable rules.

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

You are to be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

You are to be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning (*see NOTE below*); local transportation (including usual tips) between places of lodging, duty, and places at which meals are taken; and other necessary expenses. You are to be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned as indicated below. See JTR, Chapter 4, Part M, for applicable rules.

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

NOTE: The cost you incur during travel (not before leaving or after returning) for laundry/dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within the contiguous 48 states and the District of Columbia and requires at least 4 consecutive nights lodging while on Government-funded travel. There no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is in any other place. Those laundry/dry-cleaning and pressing costs (in the other places) are part of the per diem/AEA allowance when travel is outside the 48 contiguous states and the District of Columbia.

*The JTR is available at <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>.

Address any inquiries regarding this travel to: _____

The travel authorized in this travel authorization is in the public interest, and is chargeable to: _____

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APPENDIX Q

OCONUS TOUR LENGTHS

A. Table 1 – DOD

1. Tour Length Establishment. Tour lengths are established IAW DODI 1315.18, par. E.3.1.
2. Tour Length Changes. Submit tour lengths change proposals IAW DODI 1315.18, par. E.3.1. **Do not submit tour length change proposals to PDTATAC.**
3. Tour Length Exceptions. The tour length for a DOD Service member stationed OCONUS is 36 months accompanied and 24 months unaccompanied (except for Hawai'i and Alaska which are 36/36) unless the Military Departments provide conclusive evidence that a specific tour must be shorter. See DODI 1315.18, par. E.3.1.1 (12 January 05).
4. Tour Lengths. The following are OCONUS tour lengths *for a DOD Service member only (other than a Defense Attaché): DODI 1315.18, par. E3.1.1 (12 January 05):*

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Note
All Other OCONUS Duty Stations Not Listed Below	36	24		
Afghanistan				
Kabul (Security Transition Cmd)	NA	12	10 Aug 2007	
Alaska (except as indicated)	36	36		1
Marine Corps Security Forces	24	12		
Fort Greely	24	12	1 May 2004	
Adak	NA	12		
Clear	NA	12		
Galena	NA	12		
King Salmon	NA	12		
Eareckson	NA	12		
Albania				
Tirana	24	12		
Algeria	24	12	7 Dec 2004	
American Samoa	NA	12		
Argentina	36	24		
Armenia				
Yerevan (Personnel assigned to the ODC)	24	18	6 Jul 2006	7
Aruba	24	18		
Australia (except as indicated)	36	24		
Exmouth	24	24		
Learmonth	24	15		
Woomera	24	15		
Austria	36	24		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Note
Azerbaijan				
Baku (Personnel assigned to the ODC)	24	18	6 Jul 2006	7
Azores (See Portugal)				
Bahamas				
Andros Island	24	24		
Bahrain	24	12		5
Bangladesh	24	18		
Belgium (except as indicated)	36	24		
Bertrix	NA	12		
Belize	24	18	17 Sep 2004	
Benin	24	12		
Bermuda	36	24		
Bolivia	24	18		
Bosnia-Herzegovina				
Sarajevo (Personnel assigned to the ODC)	24	18	6 Jul 2006	7
Botswana	24	12		
Brazil	36	24		
British Indian Ocean Territory				
Diego Garcia	NA	12		
Bulgaria				
Sofia	24	12		
Burkina Faso	24	12		
Cambodia	NA	12		
Canada (except as indicated)	36	24		
Argentina	24	12		
Newfoundland	24	12		
Goose Bay	24	12		
Labrador	24	12		
Chad	24	12		
Chile	36	24		
Columbia	24	18		
Commonwealth of the Northern Mariana Islands	24	12		
Costa Rica	36	24		
Croatia				
Zagreb	24	12		
Cuba				
Guantanamo Bay	30	18	5 Apr 2007	2
JTF-GTMO	24	12	5 Apr 2007	2
Marine Barracks	24	12		
Curacao (See Netherlands Antilles)				
Cyprus (except as indicated)	24	18		
Akrotiri	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>Note</u>
Czech Republic				
Prague	36	24		
Democratic Republic of Congo (formerly Zaire)	24	12		
Denmark (except as indicated)	36	24		
Greenland (Kalaallit Nunaat)	NA	12		
Diego Garcia (See British Indian Ocean Territory)				
Djibouti				
Djibouti City	24	12	11 Apr 2007	
Dominican Republic	36	24		
Ecuador	36	18		
Manta	NA	12		
Egypt (except as indicated)	24	18		
Beni Suef	NA	12		
Cairo (ETSS personnel only)	NA	12		
Ismailia	24	12		
Jiyanklis New	NA	12		
Sinai	NA	12		
El Salvador	NA	12		
SAO Personnel	24	18		
England (See United Kingdom)				
Eritrea	24	12		
Estonia				
Tallinn	24	24		
Ethiopia				
Addis Ababa	24	12	11 Apr 2007	
France	36	24		
Georgia				
Tbilisi	24	18		
Germany (except as indicated)	36	24		
Donaueschingen	24	12		
Geilenkirchen	36	36		
Ghana				
Accra	24	18	19 Mar 2007	
Gibraltar	36	24		
Greece (except as indicated)	36	24		
Argyroupolis	NA	12		
Athens	24	15		
Crete	24	18		
Drama	NA	12		
Elefsis	NA	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Note
Greece (continued)				
Horiatis	NA	12		
Larissa	24	12		
Levkas	NA	12		
Parnis	30	18		
Patras	30	18		
Perivolaki	NA	12		
Souda Bay	24	18		
Thessalonki	24	15		
Yiannitsa	NA	12		
Greenland (see Denmark)				
Guam	36	24	12 Oct 2004	
Guatemala	36	24		
Guyana	24	18		
Haiti				
Port au Prince	24	12	20 Nov 2007	
Hawai'i (except as indicated)	36	36		1
Kauai	30	18		
Pohakuloa Training Area	24	18		
Honduras (except as indicated)	24	18		
Soto Cano AB	NA	12		
Hong Kong	36	24		
Hungary				
Budapest	36	24		
Iceland (except as indicated)	30	18	4 Oct 1999	
USAF (not assigned to a joint activity)	24	12		
USMC (not assigned to a joint activity)	24	12		
India	24	12		
Indonesia	24	12		
Ireland	36	24		
Israel	24	12		
Italy (except as indicated)	36	24		
Crotone	24	15		
Ghedi	24	24	15 Feb 2007	
Martina Franca	24	18		
Mt. Corna	24	18		
Mt. Finale Ligure	NA	12		
Mt. Limbara	NA	12		
Mt. Nardelo	NA	12		
Mt. Paganella	NA	12		
Mt. Venda	24	18		
Mt. Vergine	24	15		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Note
Italy (continued)				
Paino di Cors	NA	12		
Poggio Renatico	24	12		
Rimini	24	18		
Sardinia				
La Maddalena	24	24		
Decimomannu Air Base (AB)	24	15		
Sicily				
Comiso	24	12		
Jamaica	24	12		
Japan (except as indicated)	36	24		3
Akizuki Kure	24	12	7 Dec 2004	
Ie Shima	NA	12		
Itami (Sapporo)	24	12	7 Dec 2004	
Kumamoto	24	12	7 Dec 2004	
Kuma Shima	NA	12		
MCAS Futenma	36	12		
MCAS Iwakuni	36	12		
MCB Butler	36	12		
Okuma	NA	12		
Osaka	24	12	7 Dec 2004	
Ryukyu Islands (Okinawa) (except as indicated)	36	24		
Seburiyama	NA	12		
Sendai	24	12	7 Dec 2004	
Johnston Atoll	NA	12		
Jordan (except as indicated)	24	12		
Amman	24	18		
Kazakhstan				
Astana (Office of Mil Coop)	24	12	10 Aug 2007	
Kenya (except as indicated)	24	12		
Nairobi	24	18		
Korea (except as indicated)	NA	12		4
Camp Carroll	24	12		
Camp Humphreys	24	12		
Camp Market	24	12		
Camp Red Cloud	24	12		
Camp Walker	24	12		
Chinhae	24	12		
Hialeah	24	12		
K-2 AB	24	12		
Kimhae	24	12		
Osan AB	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>Note</u>
Korea (continued)				
Pusan	24	12		
Pyongtaek	24	12		
Seoul	24	12		
Suwon	24	12		
Taegu	24	12		
Yongsan	24	12		
Kuwait	24	12		6
Kyrgyzstan	24	12		
Laos	NA	12		
Vientiane	24	12	21 Dec 2006	
Latvia				
Riga	24	12		
Liberia	24	18		
Lithuania				
Vilnius	24	12		
Luxembourg	36	24		
Macedonia	24	18		
Skopje	24	12		
Madagascar	24	12		
Malaysia	36	24		
Marshall Islands				
Enewetok	NA	12		
Kwajalein	24	18		
Mexico	24	18		
Midway Islands	NA	12		
Moldova				
Chisinau	24	18		
Mongolia	24	24		
*Montenegro				
*Podgorica (Personnel assigned to the ODC)	24	24	28 Jan 2008	
Morocco (except as indicated)	24	15		
Casablanca	24	12		
Errachidia	NA	12		
Netherlands	36	24		
Netherlands Antilles				
Curacao	NA	12		
New Zealand	36	24		
Nicaragua	24	18		
Niger	24	12		
Nigeria				
Abuja	24	24	11 Apr 2007	
Norway	36	24	7 Jul 2004	

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Note
Okinawa (See Japan)				
Oman	24	12		
Pakistan	24	12		
Panama (except as indicated)	36	24		
Galeta Island	NA	12		
Paraguay	24	18		
Peru (except as indicated)	36	24		
Lima MAAG	30	18		
Philippines (except as indicated)	NA	12		
Metropolitan Manila	24	18		
Poland				
Bydgoszcz	24	24	21 Oct 2005	
Szczecin	24	24	21 Oct 2005	
Warsaw	36	24		
Portugal (except as indicated)	36	24		
Azores Islands	24	15		
Puerto Rico (except as indicated)	36	24		
Caguas	36	18		
Isabela	36	18		
Juana Diaz	36	18		
Ponce (Ft Allen)	36	18		
Vieques Island	NA	12		
Yauco	36	18		
Qatar	24	12		
Romania				
Bucharest	24	24		
Russia				
Moscow	24	24	15 Feb 2007	
Saint Helena (Ascension Island)	24	12		
Saipan (See Commonwealth of the N. Mariana Islands)				
Sardinia (See Italy)				
Saudi Arabia	24	12		5
Scotland (See United Kingdom)				
Senegal				
Dakar	24	24	21 Mar 2007	
Serbia				
Belgrade	24	24	11 Jun 2007	
Seychelles	24	12		
Sicily (See Italy)				
Singapore	36	24		
Slovakia				
Bratislava	36	24		
Slovenia				
Ljubljana	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Note
Spain (except as indicated)	36	24		
Adamuz	NA	12		
Alcoy	30	18		
Balearic Islands	NA	15		
Ciudad Real	NA	12		
Constantina	30	18		
Elizondo	30	18		
El Ferrol	24	24		
Estaca De Vares	NA	12		
Gorremandi	NA	15		
Moron AB	24	15		
Rosas	30	18		
Santiago	NA	18		
Sonseca	24	15		
Villatobas	30	18		
Sudan	24	12		
Suriname	24	18		
Sweden				
Stockholm	36	24		
Tajikistan	24	12		
Thailand (except as indicated)	24	18		
Bangkok	36	24		
Tunisia	24	18		
Turkey (except as indicated)	24	15		
Balikesir	NA	12		
Cakmakli	NA	12		
Corlu	NA	12		
Elmadag	24	12		
Erhac	NA	12		
Erzurum	NA	12		
Eskisehir	NA	12		
Iskendrum	NA	12		
Istanbul	NA	12		
Izmir	NA	12		
Izmit	NA	12		
Karatas	24	12		
Malatya	24	12		
Murted	NA	12		
Oratakoy	NA	12		
Pirinclik	NA	12		
Sahihtepe	NA	12		
Sinop	NA	12		
Yumurtalik	NA	12		

Turkmenistan	24	12		
Ukraine				
Kiev	24	12		
United Arab Emirates	24	12		
United Kingdom (except as indicated)	36	24		3
RAF Fylingdales	24	18		
RAF Machrihanish (Scotland)	24	18		
Uruguay	36	24		
Uzbekistan	24	12		
Venezuela	24	18		
Vietnam	24	12	1 Dec 2003	
Virgin Islands	36	24		
Wake Island	NA	12		
Wales (See United Kingdom)				
West Indies				
Anguilla	24	18		
Antigua	24	12		
Barbados	36	24		
St. Lucia	NA	12		

NOTES:

1. Tour-length policies for a service member assigned to duty stations within Alaska and Hawai'i are outlined in DODI 1315.18, par. E3.1.
2. Dependents are permitted only when Government quarters are available.
3. A maximum 48-month tour is permitted for Navy personnel.
4. Not every member is eligible to serve an accompanied-by-dependents tour in those locations where such tours are authorized. Eligibility is contingent upon the member's actual duty assignment and is controlled by U.S. Forces Korea. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour. Command-sponsored dependents for members assigned to Suwon are required to reside at Osan AB.
5. Due to threat levels, dependents are not currently authorized at this location.
6. Not every member is eligible to serve an accompanied-by-dependents tour in those locations where such tours are authorized. Eligibility is contingent upon the member's actual duty assignment and is controlled by USCENTCOM. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour.
7. OSD (P&R/OEPM) memo dated 6 July 2006 established tour lengths for members assigned to the Office of Defense Cooperation (ODC), U.S. Embassy located in Yerevan, Armenia; Baku, Azerbaijan; and Sarajevo, Bosnia-Herzegovina.

B. Table 2 – NOAA

1. Tour Length Establishment. Tour lengths are established by NOAA/CPC.
2. Tour Length Changes. Submit tour length changes to NOAA/CPC. *Do not submit tour length changes to PDTATAC.*
3. Tour Lengths. The following are OCONUS tour lengths *for NOAA members only*:

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>Note</u>
Alaska	36	36	31 Jan 2005	
American Samoa	NA	12	31 Jan 2005	
Antarctica	NA	12	31 Jan 2005	
Australia				
Learmonth	36	36	31 Jan 2005	
France	36	36	31 Jan 2005	
Hawai'i	36	36	31 Jan 2005	
Switzerland	36	36	31 Jan 2005	

APPENDIX R

PART II: CONFERENCE ATTENDANCE

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

4. Security. An appropriate security officer at the activity concerned should examine the security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations. Members/DOD civilian employees who attend such meetings must be briefed about security implications, when necessary, prior to attendance.

E. Registration Fees and Miscellaneous Expenses

*1. When Travel Is Involved. Registration fees authorized in the travel order/authorization or approved on a travel claim voucher are reimbursable. The proportional meal rate applies on any day that the cost for one or two meals is included in the registration fee (JTR, par C4554-B and JFTR, par. U4165-2b). Information should be included on the travel order/authorization as to whether or not the registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. When the registration fee includes lodgings without charge, only the applicable proportional per diem or TDY locality M&IE rate prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> is paid.

2. When No Travel Is Involved. The registration fee may be reimbursed when attendance is authorized for a conference in the local area that:

- a. Does not involve travel,
- b. Does not involve per diem, and
- c. For which a travel order/authorization is not issued.

3. Limitation on Reimbursement for Meal Costs when Attending a Conference/Meeting Sponsored by a Uniformed Service or DOD Agency. The cost of each meal, whether included in a registration fee or contracted for separately, at a Uniformed Service or DOD Agency sponsored conference/meeting must be identified. The total amount paid by the Government for meals cannot exceed the locality meal rate prescribed for the TDY assignment location (if travel is involved) or the meeting location (when travel is not involved), unless AEA reimbursement for the meal(s) involved has been authorized/approved in accordance with JFTR, Chapter 4, Part C and/or JTR, Chapter 4, Part M. When travel is involved, the maximum contracted amount for 1 or 2 meals cannot exceed the difference between the locality meal rate and the PMR.

4. Miscellaneous Expenses. Independent charges/fees for light refreshments/snacks are not a reimbursable expense.

5. Conferences/Training at the PDS: Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS cannot be paid as travel allowances per 37 USC §404. For authority to pay related training costs at the PDS see 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, 13 January 1992). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority. ***This regulation is not the authority for this payment nor is it a travel and transportation allowance.***

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

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

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

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

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

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

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

Decision

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

File: B-300826

Date: March 3, 2005

DIGEST

The National Institutes of Health (NIH) may pay for legitimate, reasonable conference costs, including meals and light refreshments, of a formal conference pertaining to Parkinson's disease subject to the conditions outlined herein. A formal conference typically involves topical matters of interest to, and participation of, multiple agencies and/or nongovernmental participants. In addition, other indicators of a formal conference include registration, a published substantive agenda, and scheduled speakers or discussion panels. An agency hosting a formal conference may consider the cost of providing meals and refreshments to conference attendees an allowable conference cost as long as:

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

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

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

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

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

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

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

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

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

****NOTE: Per diem rates shown under the Rates & Allowances banner on the PDTATAC website contain pre-computed PMRs. The website is <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.***

2. PMR Voucher Computation Example: An employee/member is TDY for 3 days to a conference at CONUS location (Standard CONUS rate apply). Lodging is \$55/night and GMR is \$8.00. Government furnished meals are not available for the first and last day however two Government meals are available for the second day. AO authorizes a PMR of \$25.00 for the second day. ***NOTE: Government mess deductions are not deducted for arrival and departure travel days (JTR, par. C-4553-C2 and JFTR, par. U4147).***

ITINERARY:		
Day 1	Depart Residence/Arrive TDY	
Day 2	TDY	
Day 3	Depart TDY/Arrive Residence	
REIMBURSEMENT:		
Date	Computation	Total
Day 1	$(\$39 \text{ (M\&IE)} \times 75 \text{ maximum \%}) = \$29.25 + \$55 =$	\$ 84.25
Day 2	$\$25 \text{ (PMR)} + \$55 =$	80.00
Day 3	$\$39 \times 75\% =$	29.25
TOTAL		\$ 193.50

APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

A. Authorized Personnel. The FEML locations in the table below are authorized for a:

1. Member and command-sponsored dependent; and
2. DOD civilian employee and dependent (*effective 2 Nov 2002*),

permanently assigned to the location.

B. Unauthorized Personnel. JFTR/JTR contents *do not apply to contractors or their employees* at FEML locations.

C. Authorization Period. 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).

D. Immediate Changes. Changes made to the list, but not in print, may be found at <http://www.perdiem.osd.mil/regchgs.htm>.

E. Authorized FEML Locations/Destinations

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Albania, Tirana	European	Frankfurt	<i>30 Nov 2007</i>
Algeria, Algiers (<i>eff 5 Mar 2007</i>)	European	Frankfurt	28 Feb 2009
Angola, Luanda	European	Frankfurt	<i>30 Nov 2007</i>
Argentina, Buenos Aires	Southern	Miami	30 Apr 2009
Armenia, Yerevan	European	Frankfurt	<i>31 Jul 2007</i>
Australia			
Alice Springs	Pacific	Honolulu	31 Oct 2008
Australia, Learmouth (incl. Exmouth)	Pacific	Perth	31 Oct 2008
Azerbaijan, Baku	European	Frankfurt	<i>31 Oct 2007</i>
Bahrain	Central	Baltimore	<i>31 Mar 2008</i>
Bangladesh, Dhaka	Pacific	Honolulu	31 Oct 2008
Barbados, Bridgetown	Southern	Miami	30 Apr 2009
Belarus, Minsk	European	Frankfurt	31 Jul 2009
Belize, Belmopan	Southern	Miami	30 Apr 2009
Bolivia, La Paz	Southern	Miami	30 Apr 2009
Bosnia, Sarajevo	European	Frankfurt	31 Jul 2009
Botswana, Gaborone	European	Frankfurt	31 Jul 2009

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Brazil			
Brasilia,	Southern	Miami	30 Apr 2009
Rio de Janeiro	Southern	Miami	30 Apr 2009
Sao Paulo	Southern	Miami	30 Apr 2009
Bulgaria, Sofia	European	Frankfurt	31 Oct 2007
Burma, Rangoon	Pacific	Honolulu	31 Oct 2008
Burundi, Bujumbura	European	Frankfurt	30 Nov 2008
Cambodia, Phnom Penh	Pacific	Honolulu	31 Oct 2008
Cameroon, Yaounde	European	Frankfurt	31 Jul 2009
Chad, N'djamena	European	Frankfurt	31 Jul 2009
Chile, Santiago	Southern	Miami	30 Apr 2009
China, Beijing	Pacific	Honolulu	31 Oct 2008
Colombia, Bogata	Southern	Miami	30 Apr 2009
Cote D'Ivoire, (formerly Ivory Coast), Abidjan	European	Frankfurt	31 Jul 2007
Costa Rica, San Jose	Southern	Miami	30 Apr 2009
Croatia, Zagreb	European	Frankfurt	31 Jan 2008
Cuba			
Guantanamo Bay	Southern	Jacksonville	30 Apr 2009
Cuba, Havana (for USCG uniformed members only)	USCG	Miami	*31 Jan 2010
Cyprus, Nicosia	European	Frankfurt	31 Jul 2007
Democratic Republic of Congo, Kinshasa	European	Frankfurt	31 Jul 2009
Djibouti	Central	Baltimore	31 Mar 2008
Dominican Republic, Santo Domingo	Southern	Miami	30 Apr 2009
Ecuador, Quito	Southern	Miami	30 Apr 2009
Egypt	Central	Baltimore	31 Mar 2008
El Salvador, San Salvador	Southern	Miami	30 Apr 2009
Eritrea, Asmara	Central	Baltimore	31 Mar 2008
Estonia, Tallinn	European	Frankfurt	31 Jul 2009
Ethiopia, Addis Ababa	Central	Baltimore	31 Mar 2008
Fiji, Suva	Pacific	Honolulu	31 Oct 2008
Gabon, Libreville	European	Paris	31 Jul 2009
Georgia, Tbilisi	European	Frankfurt	31 Oct 2007
Ghana, Accra	European	Frankfurt	31 Jul 2007

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Greece			
Athens	European	Frankfurt	31 Jul 2009
Larissa	European	Frankfurt	31 Jul 2007
Greenland, Thule 1/	European	Baltimore	31 Oct 2008
Guatemala, Guatemala City	Southern	Miami	30 Apr 2009
Guinea, Conakry	European	Paris/Frankfurt	31 Jul 2009
Guyana, Georgetown	Southern	Miami	30 Apr 2009
Haiti, Port au Prince	Southern	Miami	30 Apr 2009
Honduras, Tegucigalpa	Southern	Miami	30 Apr 2009
Hong Kong	Pacific	Los Angeles	31 Oct 2008
Iceland	European	Frankfurt	30 Sep 2007
India, New Delhi	Pacific	Honolulu	31 Oct 2008
Indonesia, Jakarta	Pacific	Honolulu	31 Oct 2008
Israel, Tel Aviv	European	Frankfurt	31 Jul 2007
Ivory Coast, (See Cote D'Ivoire)			
Jamaica, Kingston	Southern	Miami	30 Apr 2009
Jordan	Central	Baltimore	31 Mar 2008
Kazakhstan, Almaty	Central	Baltimore	31 Mar 2008
Kenya	Central	Baltimore	31 Mar 2008
Kuwait	Central	Baltimore	31 Mar 2008
Kyrgyzstan, Bishkek	Central	Baltimore	31 Mar 2008
Laos, Vientiane	Joint POW/MIA	Honolulu	31 Oct 2006
Latvia, Riga	European	Frankfurt	31 Jul 2009
Lebanon, Beirut	Central	Baltimore	31 Mar 2008
Libya, Tripoli (<i>eff 4 Apr 2007</i>)	European	Frankfurt	31 Mar 2009
Lithuania, Vilnius	European	Frankfurt	31 Jul 2009
Macedonia, The Former Yugoslavia Republic of Macedonia, Skopje	European	Frankfurt	31 Jul 2009
Madagascar, Antananarivo	Pacific	Frankfurt	31 Oct 2008
Malaysia, Kuala Lumpur	Pacific	Sydney	31 Oct 2008
Mauritania, Nouakchott (<i>eff 28 Apr 2005</i>)	European	Frankfurt	31 Mar 2009
Mali, Bamako	European	Frankfurt	31 Jul 2009
Mexico, Mexico City	Northern	San Antonio	31 Aug 2008
Moldova, Chisnau	European	Frankfurt	31 Jul 2009
Mongolia, Ulaanbaatar	Pacific	San Francisco	31 Oct 2008

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Morocco, Rabat	European	Frankfurt	31 Jul 2009
Mozambique, Maputo	European	Frankfurt	31 Jul 2007
Namibia, Windhoek	European	Frankfurt	31 Oct 2007
Nepal, Katmandu	Pacific	Honolulu	31 Oct 2008
Nicaragua, Managua	Southern	Miami	30 Apr 2009
Niger, Niamey	European	Frankfurt	31 Jul 2009
Nigeria			
Abuja	European	Frankfurt	31 Oct 2007
Lagos	European	Frankfurt	31 Oct 2007
Oman	Central	Baltimore	31 Mar 2008
Pakistan	Central	Baltimore	31 Mar 2008
Panama, Panama City	Southern	Miami	30 Apr 2009
Paraguay, Asuncion	Southern	Miami	30 Apr 2009
Peru, Lima	Southern	Miami	30 Apr 2009
Philippines, Manila	Pacific	Honolulu	31 Oct 2008
Poland, Warsaw	European	Frankfurt	31 Oct 2007
Qatar	Central	Baltimore	31 Mar 2008
Romania, Bucharest	European	Frankfurt	31 Jul 2009
Russia, Moscow	European	Frankfurt	31 Jul 2009
Rwanda, Kigali	European	Frankfurt	31 Jul 2009
Saudi Arabia	Central	Baltimore	31 Mar 2008
Senegal, Dakar	European	Frankfurt	31 Jul 2009
Serbia and Montenegro, Belgrade	European	Frankfurt	30 Nov 2007
Singapore	Pacific	Honolulu	31 Oct 2008
South Africa, Pretoria	European	Frankfurt	31 Jul 2009
Sri Lanka, Columbo	Pacific	Frankfurt	31 Oct 2008
Suriname, Paramaribo	Southern	Miami	30 Apr 2009
Syria, Damascus	Central	Baltimore	31 Oct 2008
Taiwan, Taipei	Pacific	Sydney	31 Oct 2008
Tajikistan	Central	Baltimore	30 Sep 2008
Tanzania, Dar Es Salaam	European	Frankfurt	31 Oct 2007

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Thailand			
Bangkok	Pacific	Honolulu	31 Oct 2008
Chiang Mai	Pacific	Honolulu	31 Oct 2008
Trinidad and Tobago, Port of Spain	Southern	Miami	30 Apr 2009
Tunisia, Tunis	European	Frankfurt	31 Jul 2009
Turkey, Ankara	European	Frankfurt	31 Jul 2009
Turkmenistan, Ashgabat	Central	Baltimore	31 Mar 2008
Uganda, Kampala	European	Frankfurt	31 Jul 2009
Ukraine, Kiev	European	Frankfurt	31 Jul 2009
United Arab Emirates	Central	Baltimore	31 Mar 2008
Uruguay, Montevideo	Southern	Miami	30 Apr 2009
Uzbekistan, Tashkent	Central	Baltimore	31 Mar 2008
Venezuela, Caracas	Southern	Miami	30 Apr 2009
Vietnam, Hanoi	Pacific	Honolulu	31 Oct 2008
Yemen	Central	Baltimore	31 Mar 2008
Zambia, Lusaka	European	Frankfurt	31 Jul 2009
Zimbabwe, Harare	European	Frankfurt	31 Jul 2009

1/ Exception to the 24-month tour requirement approved by ASD (FMP) memo dated 18 Mar 2002.

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