

**JOINT FEDERAL TRAVEL REGULATIONS****VOLUME 1****CHANGE 257**

Alexandria, VA

1 May 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 May 2008 unless otherwise indicated.

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This change includes all material written in the following MAP items: 109-07(E); 128-07(E); 2-08(E); 7-08(E); 25-08(I) thru 28-08(I); 30-08(I). 34-08(I). 37-08(I). 41-08(I).and 43-08(I).

Insert the attached pages and remove the corresponding pages.

Remove and replace the following: Ch 1-TOC and Part A; Ch 2-TOC, Part B, and Part H; Ch 3-Part E; Ch 7-TOC and Ch 7-Part G; Ch 9-Part C; App A1; App E1 and E2; App P1; App Q; App R2; and App S.

This cover page replaces the Change 256 cover page.

**BRIEF OF REVISION**

These are the major changes made by Change 257:

U1000. Clarifies the definition of a duplicate payment and emphasize the traveler is financially responsible to the Government for all duplicate travel and transportation allowance payments received.

U1430-A. Inserts new references.

U2140. Establishes basic information, which must appear on the blanket or repeat authorization or order for a uniformed member and a civilian employee.

U2600. Changes the local and TDY mileage rate from \$0.48.5 to \$0.50.5 per mile.

U2605-B. Changes the PCS MALT/mileage rate from \$.20 per mile to \$.19 per mile.

U3145-Note. Updates United States Transportation Command (USTRANSCOM) website address.

U3415-B1. Updates United States Transportation Command (USTRANSCOM) website address.

U4135-B. Updates cross references.

U4145-B. Updates wording to include a stopover for the night that includes lodging is required to receive per diem at the stopover point locality per diem rate.

U4173-D1 & D2. Updates the PCS MALT/mileage rate computation examples to reflect the change from \$.20 to \$.19 per mile and the local and TDY mileage rates from \$0.48.5 to \$0.50.5 per mile.

U4175-B1 & B2. Updates the PCS MALT/mileage rate computation examples to reflect the change from \$.20 to \$.19 per mile and the local and TDY mileage rates from \$0.48.5 to \$0.50.5 per mile.

U5105-E3. Updates the PCS MALT/mileage rate computation examples to reflect the change from \$.20 to \$.19 per mile and the local and TDY mileage rates from \$0.48.5 to \$0.50.5 per mile.

U5106. Updates the PCS MALT/mileage rate computation examples to reflect the change from \$.20 to \$.19 per mile and the local and TDY mileage rates from \$0.48.5 to \$0.50.5 per mile.

U5210-D. Updates the PCS MALT/mileage rate computation examples to reflect the change from \$.20 to \$.19 per mile and the local and TDY mileage rates from \$0.48.5 to \$0.50.5 per mile.

U5340-A1f. Updates United States Transportation Command (USTRANSCOM) website address

U5417-D. Updates the PCS MALT/mileage rate computation examples to reflect the change from \$.20 to \$.19 per mile and the local and TDY mileage rates from \$0.48.5 to \$0.50.5 per mile.

U7150-C. Updates the PCS MALT/mileage rate computation examples to reflect the change from \$.20 to \$.19 per mile and the local and TDY mileage rates from \$0.48.5 to \$0.50.5 per mile.

U9160- pars. F thru I. Authorizes TLA for a member whose dependents move to the future home port after the home port change has been announced and dependents are authorized to move to the new home port prior to the effective change date.

App A1, Blanket Travel Authorization/Order. Establishes basic information, which must appear on the blanket or repeat authorization or order for a uniformed member and a civilian employee.

App E1-A2l. Corrects par. references to JTR, Chapter 7.

Appendix E2. Updates the PCS MALT/mileage rate computation examples to reflect the change from \$.20 to \$.19 per mile and the local and TDY mileage rates from \$0.48.5 to \$0.50.5 per mile.

App O, par. T4020-B6. Updates United States Transportation Command (USTRANSCOM) website address

App Q. Updated to reflect tour lengths established for the Office of Defense Cooperation (ODC), Bilateral Affairs Office (BAO), Defense Attaché Office (DAO), and the Security Assistance Office (SAO) are for those commands only.

App P1. Updates United States Transportation Command (USTRANSCOM) website address

App R2-par. J. Updates PMR computations.

App S. Recertifies 20 EUCOM FEML locations with a new recertification date of 28 February 2010.

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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<b>U1010</b>	<b>IMPLEMENTATION</b> A. Allowance Regulations B. Implementation Regulations
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## PART A: APPLICABILITY AND GENERAL INFORMATION

### U1000 APPLICATION

\*A. Authority. The Joint Federal Travel Regulations, Volume 1 (JFTR) contain basic statutory regulations concerning a Uniformed Service member's 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.

\*B. Application. All members of the active and Reserve Components, without regard to the Service, Agency (i.e., DIA), or other Governmental entity (e.g., DHS, DOS) to which assigned, are covered by JFTR. See Appendix A, Part I for JFTR definitions of terms and Part II for acronyms.

\*C. Authorization Not Stated. There may be circumstances under which 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).

\*D. Duplicate Payment. A duplicate payment is a Government payment claimed by a traveler for an expense paid/to be paid to the traveler by another entity. If an expense is encountered and reimbursed by another entity that would otherwise be reimbursed by the Government, that expense must not also be claimed against, nor paid by, the Government. ***A non-deductible meal as listed in par. U4167 provided to a traveler in a per diem status does not result in a duplicate payment.*** The traveler is financially responsible to the Government for all duplicate travel and transportation allowance payments received. ***This includes any and all allowances covered in these regulations.*** The Improper Payments Information Act of 2002, Public Law 107-300 applies. See <http://www.whitehouse.gov/omb/memoranda/m03-13-attach.pdf>.

### 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, these regulations 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 corresponding JFTR paragraph.

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 page. When an effective date is different from the published change date, that date is 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.

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 (APP G, Item 22k). 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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## CHAPTER 2

### ADMINISTRATION AND GENERAL PROCEDURES

#### **PART A: TRAVEL POLICY**

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<u>Paragraph</u>	<u>Title/Contents</u>
<b>U2000</b>	<b>GENERAL</b> A. Travel and Transportation Policy B. Service Responsibility
<b>U2010</b>	<b>OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL</b>
<b>U2015</b>	<b>GOVERNMENT TRAVEL CHARGE CARD (GTCC) USE</b> A. General Policy B. DOD Policy C. Non-DOD Policy D. Centrally Billed Account (CBA)/Individually Billed Account (IBA) Statements
<b>U2020</b>	<b>OFFICIAL DISTANCE DETERMINATION</b> A. Privately Owned Conveyance (Except Airplane) B. Privately Owned Airplane C. Official Distances Use D. Personally Procured Moves
<b>U2025</b>	<b>STANDARD CONUS PER DIEM RATE</b>

#### **PART B: TRAVEL AUTHORIZATIONS/ORDERS**

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<b>U2100</b>	<b>GENERAL</b>
<b>U2105</b>	<b>RETROACTIVE MODIFICATION AND AUTHORIZATION/APPROVAL</b>
<b>U2115</b>	<b>AUTHORIZATION/ORDER FOR TRAVEL AND REIMBURSEMENT</b> A. Written Authorization/Order B. Oral Authorization/Order C. Authorization/Order Not Originated by Competent Authority
<b>U2135</b>	<b>ITINERARY VARIATION</b>
<b>U2140</b>	<b>EFFECTIVE AND EXPIRATION DATE OF CERTAIN AUTHORIZATION/ORDER TYPES</b> A. Amended, Modified, Canceled or Revoked Authorization/Order B. Blanket/Repeat TDY Travel Authorization/Order C. Time Limitation for a PCS Authorization/Order
<b>U2145</b>	<b>TIME LIMITATIONS FOR TDY PERIODS (GENERAL)</b> A. 180-Day Time Limitation B. TDY Periods in Excess of 180 Consecutive Days

**Paragraph    Title/Contents**

- U2146        TIME LIMITATIONS FOR TDY PERIODS (COURSES OF INSTRUCTION)**  
A.    TDY for Training Less Than 140 Days (20 Weeks)  
B.    TDY vs. PCS Status for Training Courses of 20 or More Weeks  
C.    TDY vs. PCS Status for Training Courses of more than 180 Days

**PART C: TRAVEL STATUS**

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- U2200        TRAVEL STATUS**  
A.    Importance of Travel Status  
B.    Conditions under Which Travel Status Exist  
C.    Travel Status Beginning and Ending

**PART D: ADVANCE OF FUNDS**

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- U2300        ADVANCE PAYMENTS**  
A.    General  
B.    Advance Payment Information

**PART E: RESERVED**

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**PART E: TRAVEL CLAIMS AND RECEIPTS**

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- U2500        TRAVEL VOUCHER SUBMISSION**
- U2505        FRAUDULENT CLAIMS**
- U2510        RECEIPT REQUIREMENTS**  
A.    General  
B.    Lost Receipts
- U2515        LOST/STOLEN/UNUSED TICKET/GTR REIMBURSEMENT**  
A.    Lost/Stolen/Unused Tickets  
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**PART G: RESERVED**

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**PART H: MILEAGE & MALT RATES**

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- U2600        TDY & LOCAL TRAVEL**
- U2605        PCS TRAVEL**  
A.    General  
B.    PCS MALT Rate
- U2610        CONVERTING KILOMETERS TO MILES**
- U2615        SELF-PROPELLED MOBILE HOME**

## PART B: TRAVEL AUTHORIZATIONS/ORDERS

### U2100 GENERAL

A travel authorization/order used for reimbursement of travel and transportation expenses is a written document issued or approved by the Secretarial Process directing a member or a group of members to travel between designated points. The travel authorization/order establishes the conditions for official travel and transportation at Government expense, and provides the basis for the traveler's reimbursement. A travel authorization/order should be issued before the travel is performed. Reimbursement for travel is not authorized when the travel is performed before receipt of a written or oral authorization/order.

Generally, a written travel authorization/order is not necessary when:

1. Travel is performed within the PDS limits or in the immediate vicinity of such station (local travel), and
2. It is known that the travel claim involves only reimbursement for commercial transportation or MALT for POC use authorized/approved as being to the Government's advantage.

If a travel authorization/order is not issued for local travel, voucher approval is sufficient for reimbursement purposes.

### U2105 RETROACTIVE MODIFICATION AND AUTHORIZATION/APPROVAL

Except to correct or to complete an order to show the original intent, a travel authorization/order must not be revoked or modified retroactively to create or deny an allowance (24 Comp. Gen. 439 (1944)). (*Ex: It would be improper to amend a travel authorization/order to 'un-authorize' POC travel, after travel had been completed, that the travel authorization/order had clearly permitted.*) Some allowances may be authorized only in advance of travel. Other allowances may be approved after travel is completed. Other allowances may be authorized and/or approved. See Appendix A for definitions of "authorize" and "approve". Approval after the fact, when permitted, does **NOT** constitute 'retroactive modification' of an authorization/order to create, change, or deny an allowance. See par. U4145 regarding the effect of deductible meals on per diem rates.

### U2115 AUTHORIZATION/ORDER FOR TRAVEL AND REIMBURSEMENT

A. Written Authorization/Order. A written authorization/order issued by competent authority is required for reimbursement of expenses incident to official travel. For reimbursement purposes, a written authorization/order that quotes or references an authority authorized to initiate the authorization/order is competent. A written authorization/order that does not have a box to check for a particular allowance must include a statement authorizing the allowance (Ex., DTR, 4500.9-R, Part 1, Chapter 106, par. B indicates that a statement authorizing commercial vehicle rental must be contained in a travel authorization/order to expedite processing at rental location).

B. Oral Authorization/Order. An urgent or unusual situation may require that official travel begin or be performed before a written authorization/order can be issued. Under these circumstances an oral authorization/order, conveyed by any medium including telephone, may be given. When this occurs, the AO must promptly issue a confirmatory written authorization/order. An oral authorization/order:

1. Given in advance of travel,
2. Subsequently confirmed in writing giving the date of the oral authorization/order, and
3. Approved by competent authority

meets the requirement for a written authorization/order.

C. Authorization/Order Not Originated by Competent Authority. The AO must approve a travel authorization/order issued under unusual conditions and not originated by competent authority before travel expense reimbursement.

### U2135 ITINERARY VARIATION

A travel authorization/order may include authorization/approval for itinerary variation to permit:

1. Omission of travel to places stated in the travel authorization/order,
2. Changes in the sequence of places to be visited,
3. Changes in the original specified time at a place stated in the travel authorization/order, and/or
4. Travel to additional places not shown in the travel authorization/order.

Generally, the trip purpose and TDY locations are known when a travel authorization/order is issued. Itinerary variation should not be substituted for adequate advance planning. *This authority does not create a blanket travel authorization.*

### \*U2140 EFFECTIVE AND EXPIRATION DATE OF CERTAIN AUTHORIZATION/ORDER TYPES

\*A. Amended, Modified, Canceled or Revoked Authorization/Order. When determining the travel and transportation allowances under a PCS authorization/order that is amended, modified, canceled or revoked before the effective date, the authorization/order is effective:

1. When received by the member for travel performed by the member or dependents, or
- \*2. When any transportation of HHG, mobile home or POV transportation is begun or completed, even though leave, delay, proceed time, or TDY en route is involved.

***NOTE:*** See par. U2105.

\*B. Blanket/Repeat TDY Travel Authorization/Order. A blanket/repeat TDY travel authorization/order does not expire upon the traveler's return to the PDS. It continues in effect until expiration by time limit contained in the authorization/order, by automatic cancellation upon PCS, end of fiscal year, or revocation. The following statements when applicable must be written into the blanket/repeat travel TDY authorization/order.

- \*1. Identification as a "blanket/repeat TDY travel" authorization/order;
- \*2. Authorization for the member to depart at such times and to travel to such locations/places within the specified geographic area, and with such frequency as the member deems necessary;
- \*3. The specific geographic area (e.g., continents, countries, states, etc.) limitations;
- \*4. The TDY travel period within a given fiscal year (i.e., a blanket/repeat travel authorization/order cannot cross fiscal years);
- \*5. The reason(s) making the blanket/repeat TDY authorization/order necessary;
- \*6. Estimated TDY travel costs (transportation, per diem, and miscellaneous expenses) for the period indicated in the blanket/repeat TDY travel authorization/order;

- \*7. Authorization for special conveyance use reimbursement when approved on a travel voucher as being to the Government's advantage, if appropriate;
- \*8. Excess accompanied baggage authorization, if necessary; and
- \*9. Other conditions, limitations, and instructions as appropriate such as the use of Government quarters/messing is required if available to the member. See par. U1010.

***\*NOTE 1: The blanket/repeat TDY travel authorization/order is not used in DTS.***

***\*NOTE 2: A blanket/repeat TDY travel authorization/order must never authorize premium-class travel. If travel in premium-class accommodations becomes necessary for one or more specific trips, an authorization/order amendment, containing the necessary separate required statements for each such trip, must be issued.***

***\*NOTE 3: AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case. AEA must not be authorized as part of a blanket/repeat travel authorization/order or used as blanket authority to authorize/approve automatic AEA for all travel to an area. See par. U4215. NOTE 3 does not apply to the Coast Guard.***

**C. Time Limitation for a PCS Authorization/Order.** Unless otherwise prescribed in JFTR, a member's PCS authorization/order is valid for travel and transportation allowances to the new PDS named in that PCS authorization/order while the authorization/order remains in effect and prior to receipt of further PCS authorizations/orders (45 Comp. Gen. 589 (1966)).

#### **U2145 TIME LIMITATIONS FOR TDY PERIODS (GENERAL)**

##### **A. 180-Day Time Limitation**

1. Except when authorized under par. U2145-B, a TDY assignment at any one location is limited to 180 or fewer consecutive days (36 Comp. Gen. 757 (1957)).
2. Bona fide assignment extensions that, when added to the originally authorized period, total 181 or more consecutive days may be directed.
3. Extensions are limited to those cases in which there has been a definite change or unforeseen delays were encountered. This limitation does not apply to personnel:
  - a. Under a TDY order assigned to uniformed units deployed afloat as indicated in pars. U4102-J and U4102-M;
  - b. Assigned to TDY periods at more than one location that total 181 or more days if the duty period at each location is 180 or fewer days; or
  - c. TDY for training periods less than 140 days (20 weeks), including personnel extended due to additional/extended instruction.
4. Assignment to a course of instruction of 140 or more days (20 or more weeks) at one location is a PCS (see Appendix A, definition of PERMANENT DUTY STATION), except when the course is authorized as TDY under par. U2146-B.

**B. TDY Period in Excess of 180 Consecutive Days**

1. When mission objectives or unusual circumstances require TDY at one location for more than 180 consecutive days, the appropriate authority must determine if TDY of greater than 180 days is appropriate (38 Comp. Gen. 853 (1959)).
2. A written request and justification must be forwarded to the appropriate authority as soon as practicable. This determination should be made before the order is issued.
3. If the situation does not permit determination before order issuance, the order may be issued and the case submitted immediately to the appropriate authority who must:
  - a. Approve the order as written, or
  - b. Direct that the order be amended to:
    - (1) Terminate the duty thereby returning the member to the old station or assigning a new station,
    - (2) Change the assignment from TDY to a PCS, or
    - (3) Fix the period at 180 or fewer days from the reporting date at the TDY station.
4. Authorization/approval to exceed the 180-day TDY limitation is essential. ***If a member is TDY in excess of 180 days without authorization/approval, the member's per diem stops as of the 181st day (54 Comp. Gen. 368 (1974) and B-185987, 3 November, 1976).***
5. If a Reserve Component member received a Secretarial waiver IAW par. U7150-A4, a second waiver is not required.
6. The appropriate authority for authorizing/approving TDY assignments in excess of 180 consecutive days at any one location is the Secretary Concerned, the Chief of an appropriate bureau or staff agency specifically designated for that purpose, or Commanders/Deputy Commanders of Combatant commands. ***This authority must not be re-delegated.***

**U2146 TIME LIMITATIONS FOR TDY PERIODS (COURSES OF INSTRUCTION)**

**A. TDY for Training Less Than 140 Days (20 Weeks)**

1. General. Course(s) of instruction at a school or installation with a scheduled duration of less than 140 days (20 weeks) are TDY. No per diem is payable if prohibited by par. U7125-B. If the scheduled course duration is 140 or more days, the school or installation is that member's PDS, except when the course is authorized as TDY under par. U2146-B.
2. Scheduled Duration. The "scheduled duration" of a course is the actual period, including weekends, students receive instruction. Intervening holiday periods (e.g., recess for Christmas) and incidental time spent prior to, or following conclusion of, a course are not part of the scheduled course duration (53 Comp. Gen. 218 (1973)).

Example 1: A member is scheduled for training (class is held 5 days a week) for 150 days to a course that normally lasts 139 days. During this time students are given 5 class days (an entire week) off ICW a

holiday. This reduces the 150-day period to 143 days (5 class days plus 2 days for weekend). Students are also given 4 additional class days off on other holidays. Even though the length of time from the class start date to the graduation date is 150 days, the actual training period is 139 days (exclude 11 days - relating to time off for holidays). Therefore, the assignment is a TDY.

Example 2: The scheduled duration for XYZ course is 137 days (19 weeks/4 days) and the member, due to holidays and in/out processing, remains at the training site for 143 calendar days. Since the scheduled duration of the course is less than 140 days, regardless of the individual's time on station, the status is TDY.

3. Extensions. When a member attending a course(s) of instruction of less than 140 days (20 weeks) is assigned additional/extended instruction, the assignment converts to a PCS if the scheduled duration exceeds 139 days including the time remaining on the original order and the additional/extended instruction (B-143017, 17 June 1960; 46 Comp. Gen. 852 (1967); 66 id. 265 (1987)).

Example 1: A member is TDY for training for 133 days. On day 100, the training is extended for an additional 42 days. Since the scheduled duration of training from the date of the extension is less than 140 days (33 days remaining on the original order plus 42 days extension = 75 days), the training continues as TDY.

Example 2: A member is TDY for training for 133 days. On day 33, the training is extended for an additional 42 days. Since the order extends the scheduled duration beyond 139 days, (100 days remaining on the original order + 42 days extension = 142 days), the training location converts to the member's PDS effective the date of the extension order. Per diem is no longer payable on/after the date of the order directing the additional/extended training.

4. Limitations. A member's PCS order to a course of instruction may not be changed to a TDY order after arrival at the new PDS, unless the order was erroneously issued.

B. TDY vs. PCS Status for Training Courses of 20 or More Weeks

1. The Secretary Concerned (without delegation) may authorize a designated course (*excluding initial entry courses*) scheduled for:

- a. 20 or more weeks,
- b. But not more than 180 days in length

to be attended and completed in a TDY status, rather than in a PCS status.

2. Requests for such action must be forwarded through Service channels to the Secretary and must include course number, description, length, school location, specific Service(s) of attendees, number of attendees who traditionally return to the previous PDS, and written justification for TDY vs. PCS.

3. The status (either TDY or PCS) of any member, regardless of Service affiliation or component, attending a course of instruction of 20 or more weeks must be the same. ***Exception: A member assigned permanently at the location of the course immediately before attending is in a PCS status during course attendance. A member who is to be assigned immediately after attending is TDY until the PDS is named.***

4. For courses attended by multiple Services, the Secretary Concerned must obtain agreement from the other affected Service Secretaries before changing the course.

C. TDY vs. PCS Status for Training Courses of more than 180 Days. When unusual circumstances (e.g., infrastructure destruction caused by hurricanes, floods, and similar events) require training courses at one location of more than 180 consecutive days to be attended in a TDY status, the Secretary Concerned must obtain authorization/approval from PDTATAC for that specific course or courses to be designated a TDY course.

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**PART H: MILEAGE AND MALT RATES**

**\*U2600 TDY & LOCAL TRAVEL**

TDY mileage rates for local and TDY travel are:

POC	Rate Per Mile
Airplane ( <i>Effective 1 September 2005</i> )	\$1.07
*Automobile (if Gov't-owned vehicle is not available) ( <i>Effective 19 March 2008</i> )	*\$0.505
Motorcycle ( <i>Effective 4 February 2005</i> )	\$0.305
POC use instead of a Gov't-furnished vehicle (if a Gov't-owned vehicle is available) when use of a Gov't-furnished vehicle is to the Government's advantage ( <i>Effective 4 February 2005</i> )	\$0.285
Partial reimbursement for POC use when the member is committed to use a Gov't-owned vehicle and a Gov't-owned vehicle has been procured and is available for the member's use but the member elects to use a POC ( <i>Effective 4 February 2005</i> )	\$0.125

***NOTE 1:*** Use of a privately owned aircraft other than an airplane (e.g., helicopter) and a privately-owned boat are not reimbursed on a mileage basis. See pars. U3305-C and U3305-D.

***NOTE 2:*** See par. U3345 on POC use instead of a Government auto. Government automobile advantageous rates consist of:

(a) \$.285 per mile (fixed cost \$0.16 and variable cost \$0.125) if Government vehicle use is to the Government's advantage but one has NOT been procured for the member's use.

(b) \$0.125 per mile (variable cost) when a Government vehicle is directed, has been procured for the member's use, is available for the member's use and the member elects to use a POC.

## U2605 PCS TRAVEL

A. General. The MALT amount for authorized POC use during official PCS travel is determined by the official distance for which MALT may be paid under the circumstances as determined IAW the applicable JFTR provisions.

\*B. PCS MALT Rate

1. *Effective 1 January 2008*, the MALT rate per authorized POC is \$.19 per mile.
2. This rate is effective for all PCS travel that commences on or after 1 January 2008 (i.e., the initial travel is started).
3. PCS travel that commenced prior to 1 January 2008 must be paid at the old rate(s).
4. See par. U5015 for general information and reimbursement ICW MALT.

***NOTE 1:*** *Regardless of the POC type used (except as described in par. U2615), this is the PCS travel Monetary Allowance in Lieu of Transportation (MALT) rate. See par. U2020 for official distance determination.*

***NOTE 2:*** *See par. U5105-B if more than one member travels as an authorized traveler in a POC.*

## U2610 CONVERTING KILOMETERS TO MILES

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

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

## U2615 SELF-PROPELLED MOBILE HOME

Mileage reimbursement for a self-propelled mobile home driven overland/over water is the automobile mileage rate in par. U2600 for the official distance between authorized points. See also par. U5510-B.

\*3. Train Service OCONUS. Travel by extra-fare trains OCONUS (e.g., ‘bullet’ trains in Japan and Korea) may be authorized/approved by the AO when its use is to the Government’s advantage or is required for security reasons. The lowest service class available is to the Government’s advantageous and no further agency authorization/approval is needed. However, if the lowest class available is premium-class, the AO still must comply with the par. U2000-A2 requirements for a premium-class transportation annotation on the travel authorization/order. If coach-class accommodations on any train OCONUS do not have assigned seating, the AO (see note for U.S. Coast Guard) can authorize the lowest-class accommodations (even if that is called ‘first-class’) that have assigned seating. All other premium-class train travel accommodations may be authorized/approved only as provided in pars. U3135-D and U3135-E.

**\*NOTE: Premium-class travel accommodations, regardless of transportation mode, must be authorized/approved by the USCG Commandant or Vice-Commandant when Coast Guard funds are used for official travel.**

\*D. First-class Train Accommodations Use. See *Appendix H, Part II, Section C, for a first-class decision support tool and procedures*.

1. Authorization/Approval. The first-class authorizing/approving authority official in par. U3125-B2 may authorize/approve the first-class train accommodations use except for travel using Coast Guard funds. Only the Coast Guard Commandant/Vice Commandant may authorize/approve first-class accommodations use when Coast Guard funds are being used. See par. U2000-A2b.

2. Requirements. See par. U2000-A2a.

E. Circumstances. (OMB Bulletin 93-11, 19 April 1993) First-class train accommodations may be authorized/approved only when:

\*1. To the Government’s advantage and no coach-class train accommodations are reasonably available. “Reasonably available” means available coach-class train accommodations that are available and scheduled to leave within the 24-hour period before the member's proposed departure time, or are scheduled to arrive within the 24-hour period before the member's proposed arrival time. In the case of a direct route that requires overnight travel, “reasonably available” must also be based on slumber coach sleeping accommodations availability. “Reasonably available” does not include accommodations with a scheduled arrival time later than the member's required reporting time at the duty site, or with scheduled departure time earlier than the time the member is scheduled to complete the duty.

2. See par. U2000-A2c and Appendix H, Part IV for medical reasons.

3. There are exceptional security requirements. Examples are:

a. A member whose coach-class accommodations use would entail danger to the member's life or Government property,

b. Agents of protective details accompanying individuals authorized to use first-class accommodations, and

c. Couriers and control officers accompanying controlled pouches or packages and a lower premium class is not available.

4. Coach-class accommodations on a foreign country rail carrier do not provide adequate sanitation or meet health standards.

**U3140 UNUSED GOVERNMENT-PROCURED TRANSPORTATION DOCUMENTS AND TICKETS**

A. General. A member who returns unused Government-procured transportation documents, complete tickets, or unused portions of tickets obtained on these documents is authorized travel and transportation allowances under this Chapter and Chapters 4 and 5 if otherwise authorized.

B. Cost to the Government Involved. When cost to the Government is involved, the cost for any sleeping or parlor car accommodations furnished and used, or the cost of shipping baggage on tickets without passenger must be deducted from the amount otherwise payable to the member in par. U3140-A for the travel involved.

**U3145 CITY-PAIR PROGRAM**

See Appendix P.

*\*NOTE: Contract city-pair Program regulations are found in DOD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at: <http://www.transcom.mil/j5/pt/dtr.cfm>.*

**PART E: TRAVEL BY TAXICAB, SPECIAL CONVEYANCE, BUS, STREETCAR, SUBWAY OR OTHER PUBLIC CONVEYANCE****U3400 GENERAL**

This Part prescribes the allowable reimbursements for commonly incurred expenses associated with public or special conveyances use during TDY or PCS travel. For non-PCS/TDY transportation expenses incurred in and around duty stations, see Part F.

**U3405 MISCELLANEOUS EXPENSES**

A member may be reimbursed for miscellaneous transportation-related expenses described in this Part which are incurred for travel between two points that are a separate journey (see par. U3010) when TDY mileage is not payable, even though the member begins or ends in a TDY mileage status during the same calendar day. A member who is paid TDY mileage for the entire journey may not be reimbursed for miscellaneous transportation expenses regardless of the transportation mode.

**U3410 TAXICAB/LIMOUSINE SERVICE USE**

A. To/from Transportation Terminals. Reimbursement is authorized for taxi/limousine service fares plus tip as follows:

1. Between place of residence, lodging, or place of duty at the PDS or TDY station and the transportation terminal;
2. Between transportation terminals to change conveyance when a free timely transfer is not provided; or
3. From transportation terminal to lodging and return when needed due to en route transportation delays beyond the member's control; and
4. Between a transportation terminal and limousine service terminal.

\*The member's PDS boundary for travel reimbursement to/from a transportation terminal serving that area includes the place, within a reasonable distance, from which the member commutes daily to/from the place of duty.

B. Between Residence and PDS on the Day Travel Is Performed. Reimbursement is authorized for taxi/limousine fares plus tip from the member's residence to the PDS on the member's departure day on TDY requiring at least one night's lodging, and from the PDS to the residence on the return day from the TDY.

**U3415 SPECIAL CONVEYANCE USE**

A. General. An AO may authorize/approve a special conveyance when to the Government's advantage. A traveler's personal preference or minor inconvenience must not be the basis for authorizing/approving special conveyance use. When the AO does not authorize/approve special conveyance use, reimbursement is limited to the appropriate TDY POC mileage rate in par. U2600 plus constructed per diem for the official distance NTE the Government's constructed cost. See par. U3310-A.

**B. Selecting a Rental Vehicle**

- \*1. Defense Transportation Regulation (DTR), (DOD 4500.9-R) Part I, Passenger Movement, Chapter 106, Policy (website address: <http://www.transcom.mil/j5/pt/dtr.cfm>)

- a. *It is mandatory, within DOD and in the NOAA Corps, to obtain rental vehicles through the CTO/TMC, when available. **NOTE:** It is not mandatory to use a CTO/TMC when renting an airplane or bus.*
- b. The lowest cost rental service that meets the mission requirement must be selected when selecting commercially rented vehicles.
- c. Use of a company and rental car location participating in the SDDC rental car agreement is encouraged because its Government rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the government. **NOTE:** *To view appropriate rental car companies and rates go to the DTMO website at <http://www.defensetravel.dod.mil> and click on Car/Truck Rental Agreements in the left-hand column. A vehicle listed in the rental car agreement on the DTMO website is the only vehicle covered under the SDDC rental-car agreement. A vehicle, offered by a company that is under the SDDC rental car agreement but not listed on the SDDC list as a vehicle “in that category”, does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the Government and should not be rented for official Government travel. Usually, there is at least one company listed that has a vehicle necessary for official Government travel and this company should be used.*
- Example: Rental Car Company A may have a standard SUV to rent listed on the DTMO website. If this type SUV is rented, it is covered under the SDDC rental car agreement and has full liability and vehicle loss and damage insurance coverage for the Government traveler traveling on official Government business. However, Rental Car Company B may not list any SUVs on the DTMO website but may have an SUV to rent at the rental office at which a traveler picks up the vehicle. If the traveler rents an SUV from Rental Car Company B who does not have SUVs listed on the DTMO website as participating vehicle under the SDDC rental car agreement, the SUV is not covered with liability and vehicle loss and damage insurance coverage and should not be rented for official Government travel.*
- d. A traveler disregarding rental car arrangements made by a CTO/TMC may be required to provide justification for additional rental car costs before reimbursement is allowed.
- e. For policies, instructions, and guidance regarding motor pools and rental of automobiles from commercial rental companies, see DTR, Part I, Chapter 106 and Service regulations.

2. Defense Travel Management Office (DTMO) Policy (website address: <http://www.defensetravel.dod.mil>)

- a. SDDC vehicle rental agreements apply to all DOD components and activities and non-Defense Agencies.
- b. Current domestic and foreign rental car ceiling rates and additional rental vehicle information may be obtained from:

Defense Travel Management Office (DTMO)  
Commercial Travel Division  
Travel Management Branch  
4601 N. Fairfax Drive  
Arlington, VA 22203-1500

or via the DTMO website at <http://www.defensetravel.dod.mil>.

3. Reimbursement. When an available CTO/TMC is not used, reimbursement is limited to what it would have cost if a CTO/TMC had made the rental vehicle arrangements.
4. Non-DOD Services. For CTO/TMC use ICW rental cars, see Service Regulations.

\*C. Special Conveyance (Includes Aircraft) Reimbursement. When the AO authorizes/approves special conveyance/ rental vehicle use for official business, the following reimbursements are authorized per Appendix G, Part I. The AO may authorize/approve an appropriately sized vehicle IAW mission requirement when a compact car (the 'standard' for TDY travel) does not meet the requirement. ***It is mandatory to obtain a rental vehicle (except for an aircraft or a bus) through the CTO/TMC per TRANSCOM policy, when the CTO/TMC is available.***

1. Rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to and from the rental facility.
2. Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); any per-day administrative fee called for in the SDDC rental car agreements; garage (POC parking is a separate reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.
3. Snow tires and similar non-standard equipment necessary for travel by the Government renter, may incur additional charges which are reimbursable when authorized in the travel order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment. A traveler who disregards a special conveyance arrangement made by a CTO/TMC must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO/TMC) is allowed. ***Reimbursement for purchase of snow tire and other non-standard items is not authorized.***
4. A traveler is reimbursed for mandatory rental car insurance coverage required in foreign countries.
5. A claim for damage to a rental vehicle, while the vehicle is being used for official business, is reimbursable to the traveler or the rental car company when appropriate as miscellaneous transportation expenses. The claim must be adjudicated as payable per the DOD Financial Management Regulation (Volume 9, Chapter 4) (found at <http://www.dtic.mil/comptroller/fmr/>) (or appropriate Service directives for the non-DOD Services).

D. To/from Carrier Terminals. The member:

1. May be authorized/approved special conveyance use for travel to and from local carrier terminals;
2. May be authorized/approved special conveyance use to, from, and between carrier terminals, other than local terminals, by the AO when neither public nor Government transportation between the terminals meets the ordered travel requirements; and
3. Cannot be directed to use a special conveyance for transportation to/from carrier terminals.

E. Between Duty Stations. The AO may authorize/approve travel by special conveyance to, from, or between TDY stations under circumstances not permitting travel by the usual transportation modes, or when special conveyance use is determined to be advantageous to the Government. Reimbursement is authorized for the total expense incurred in the use of the conveyance. For rental vehicle use on a PCS, see par. U5105-A.

F. Special Conveyance Use in and around PDS or TDY Station. For reimbursement for special conveyance use within and around the PDS and TDY station, see Part F.

G. Limited to Official Purposes. Use of a special conveyance is limited to official purposes, including transportation to and from (65 Comp. Gen. 253 (1986)):

1. Duty sites,
2. Lodgings,

3. Dining facilities,
4. Drugstores,
5. Barber shops,
6. Places of worship,
7. Cleaning establishments, and
8. Similar places required for the traveler's subsistence, health or comfort.

**U3420 BUS, STREETCAR, AND SUBWAY USE**

A. To/from Transportation Terminals. Reimbursement is authorized for bus, streetcar, and subway fares as follows:

1. Between places of residence, lodging, or duty at the PDS or TDY station and the transportation terminal;
2. Between transportation terminals to change conveyance when free/timely transfer is not provided; or
3. From transportation terminal to lodging and return when needed due to en route transportation delays beyond the member's control.

\*The member's PDS boundary for travel reimbursement to/from a transportation terminal serving that area includes the place, within a reasonable distance, from which the member commutes daily to/from the place of duty.

\*B. Between Residence and PDS on the Day Travel Is Performed. Reimbursement is authorized for bus, streetcar, and subway fares from the member's residence to the PDS on the member's departure day on TDY when the TDY requires at least one night's lodging and from the PDS to the member's residence on the return day from TDY.

**U3430 COURTESY TRANSPORTATION USE**

*Available courtesy transportation services furnished by a hotel, motel, or similar facility should be used to the maximum extent possible.*

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. ***NOTE: Double occupancy does not limit the traveler's lodging per diem ceiling eligibility. Ex: Two official travelers who share a room in a \$100/night lodging area have \$200 with which to pay for a room.*** 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 (App G, Item 22j) if approved by the AO (60 Comp. Gen. 630 (1981)).

C. Maximum Reimbursement. Actual lodging cost reimbursement 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.*

<b>EXAMPLE 1</b>			
<b>*NOTE: Lodging tax is not separately reimbursable in addition to per diem when TDY is in a foreign area.</b>			
*A traveler, 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 traveler 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 (App G, Item 22j). The lodging cost incurred in Location B (\$95/day) was used for computing the traveler's per diem while TDY in that location.			
<b>Applicable Per Diem Rates at the Time of This Example</b>			
<b>Location</b>	<b>Max Lodging</b>	<b>M&amp;IE</b>	<b>Total</b>
A	\$130	\$46	\$176
B	\$119	\$46	\$165
<b>Reimbursement for the Location A Apartment for 5 days</b>			
Lodging Cost	Number of Days	Total	
\$45	5	\$225	
<b>Per Diem for the TDY Assignment in Location B</b>			
<b>First Day</b>			
*(Departure day from Location A and arrival day in Location B):			
Lodging	M&IE	Total	
\$95	\$46	\$141 plus lodging tax (see <b>NOTE</b> )	
<b>Second thru Fifth Day</b>			
*(Lodging cost + M&IE/day) x 4 days			
Lodging	M&IE	Total	
\$95	\$46	\$141 X 4 days = \$564 plus lodging tax (see <b>NOTE</b> )	
<b>*Return day to Location A</b>			
(Lodging cost + M&IE)			
Lodging	M&IE	Total	
\$45	\$46	\$91	

<b>EXAMPLE 2</b>			
<b>*NOTE: Lodging tax is not separately reimbursable in addition to per diem when TDY is in a foreign area.</b>			
*A traveler occupied Government quarters while on a training assignment at a U.S. Installation in Location C. The traveler was required to perform additional TDY for 3 days in Location D. If the traveler vacated the Government quarters (daily cost \$25) while on the 3-day TDY assignment, the quarters might not be available upon return. The AO agreed that it would be more economical for the traveler to retain the Government quarters while TDY in Location D and authorized/approved reimbursement for those quarters as a miscellaneous expense (App G, Item 22j). The lodging cost (\$110/day) incurred in Location D was used to determine the traveler's per diem while TDY in that city.			
<b>Applicable Per Diem Rates at the Time of this Example</b>			
Location	Max Lodging	M&IE	Total
C	\$109	\$38	\$147
D	\$130	\$46	\$176
<b>Reimbursement for Government Quarters for 3 Days</b>			
Lodging	Number of Days	Total	
\$25	3	\$75	
<b>Per Diem for the TDY Assignment in Location D</b>			
<b>First Day</b>			
*(Departure day from Location C and arrival day in Location D):			
Lodging	M&IE	Total	
\$110	\$46	\$156 plus lodging tax (see <b>NOTE</b> )	
<b>Second and Third Day</b>			
*(Lodging Cost + M&IE/day) x 4 days			
Lodging	M&IE	Total	
\$110	\$46	*\$156/day x 2 days = \$312 plus lodging tax (see <b>NOTE</b> )	
<b>Day of Return to Location C</b>			
(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](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 that includes lodging (**NOTE: Lodging does not include sleeping in the transportation terminal.**) 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.**

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

**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,

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 Tax. 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 tax. Tax on lodging in CONUS and non-foreign OCONUS areas is a separately reimbursable travel expense, except when 'MALT-Plus' per diem for POC travel is paid.

C. Foreign Lodging Tax. 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 tax. Tax on lodging in foreign areas is not separately reimbursable.

D. Examples

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

<b>EXAMPLE 1</b>					
<b>Per Diem Rate/POC TDY Mileage Computation</b>					
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>					
<b>ITINERARY</b>					
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 <sup>nd</sup> Stopover MI&E		50
<b>REIMBURSEMENT</b>					
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 \$0.505 per mile =					*\$419.15
<b>Total Reimbursement</b>					<b>*\$854.65</b>

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

<b>EXAMPLE 2</b>			
<b>Per Diem Rate – GMR/PMR and POC TDY Mileage Computation</b>			
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 <sup>th</sup> 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.			
<b><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></b>			
<b>ITINERARY</b>			
Date	Depart	Arrive	*POC Distance
10 March	Residence	TDY Station	325 miles
16-18 March		At TDY Station	
19 March	TDY Station	Residence	325 miles
<b>REIMBURSEMENT</b>			
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 \$0.505/mile =			*\$328.25
<b>Total Reimbursement</b>			<b>*\$462.35</b>

**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. 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

<b>EXAMPLE 1</b>			
<b>Per Diem and POC TDY Mileage Computation</b>			
<p>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.</p> <p>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.</p> <p>*The member is due \$1,387.75 (constructed cost since it is less than the actual cost for this example).</p> <p><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></p>			
<b>ITINERARY</b>			
Date	Depart	Arrive	*POC Distance
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
<b>REIMBURSEMENT (Actual and Constructed Cost Comparison)</b>			
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 \$0.505/mile =			*\$656.50
<b>Actual Cost Total</b>			<b>*\$1,527.75</b>
<b>Constructed Cost</b>			
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 \$0505/mile =			*\$328.25
<b>Constructed Cost Total</b>			<b>*\$1, 387.75</b>

2. Example 2

<b>EXAMPLE 2</b>			
<b>Per Diem, GMR and POC TDY Mileage Computation</b>			
<p>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.</p>			
<p>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.</p>			
<p>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.</p>			
<p>*The member is due \$364.15 (constructed cost since it is less than the actual cost for this example).</p>			
<p><b><i>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.</i></b></p>			
<b>ITINERARY</b>			
Date	Depart	Arrive	*POC Distance
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
<b>REIMBURSEMENT (Actual and Constructed Cost Comparison)</b>			
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 \$0.505/mile =			*\$373.70
<b>Actual Cost Total</b>			<b>*\$559.10</b>
<b>Constructed Cost</b>			
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 \$0505/mile =			*\$186.85
<b>Constructed Cost Total</b>			<b>*\$364.15</b>

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.***

**\*NOTE:** The following is not part of mixed mode travel in a journey:

- a. Travel between the duty station and local transportation terminal, or
- b. Travel between local transportation terminals.

2. Computation. Total reimbursement for POC and personally-procured commercial travel may be no more than the 'MALT-Plus' payable for the entire ordered travel distance less the cost of any Government-procured transportation used for a portion of the journey. **NOTE: Do not collect excess cost from the member if deducting the cost of the Government-procured transportation for the ordered travel from the 'MALT-Plus' results in a negative amount.**

\*3. PCS Mixed Modes Example

**PCS Mixed Modes**

**NOTE:** The rates used in this example may not be current. See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. U2025 for the current Standard CONUS per diem and par. U2600 for MALT rates.

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>
1 Jun	Depart:	Old PDS	CP
1 Jun	Arrive:	LV address	
20 Jun	Depart:	LV address	POC
30 Jun	Arrive:	New PDS	
DTOD distance from the old PDS to the new PDS is 2,984 miles DTOD distance from the leave address to the new PDS is 838 miles M&IE for the LV address is \$44.00 M&IE for the new PDS is \$64.00 Commercial air cost from old PDS to leave address is \$250.00 (non city-pair airfare)			
<b>COST FOR ACTUAL TRAVEL:</b>			
1 Jun ticket cost			*\$250.00
1 Jun Taxi			*\$25.00
MALT	*838 miles x \$0.19/mile =		*\$159.22
'MALT-Plus' per diem	\$109/day x 3 days =		*\$327.00
<b>Total Actual Cost =</b>			<b>*\$794.22</b>
<b>COST FOR POC TRAVEL FOR THE ORDERED DISTANCE:</b>			
MALT	*2,984 miles x \$0.19/mile =		*\$566.96
'MALT-Plus' per diem	\$109/day x 9 days =		*\$981.00
<b>Total Constructed Cost =</b>			<b>*\$1,547.96</b>
*Reimburse to the member the actual cost (\$794.22) NTE the constructed cost (\$1,547.96). <b>The member is due \$794.22.</b>			

U5106 PCS EXAMPLES - LODGINGS AND 'MALT-PLUS' PER DIEM

EXAMPLE 1				
Date	Departure/Arrival	Location	Transportation	Distance
15 Jul	Depart:	Old PDS	POC	
	Arrive:	POE		114 miles
16 Jul	Depart:	POE	TP	
	Arrive:	POD		
16 Jul	Depart:	POD	CA	Taxi \$25
	Arrive:	New PDS		
Member spends \$115 for lodging on 15 July. POE per diem rate is \$188 (\$126/ \$62). POE is not the local terminal for the old PDS. M&IE for new PDS is \$31.				
REIMBURSEMENT:				
15 Jul	75% x \$62 = \$46.50 plus \$115 (\$115 is less than \$126) =			\$ 161.50
16 Jul	75% x \$31 =			*\$23.25
*114 miles x \$0.19/mile =				*\$21.66
Taxi				\$25.00
<b>Total Reimbursement =</b>				<b>*\$231.41</b>
<b>NOTE: MALT &amp; 'Lodgings-Plus' is paid for the same day.</b>				

EXAMPLE 2				
The Standard CONUS per diem rate used in this example may not be current. See <a href="http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl">http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl</a> or par. U2025 for the current Standard CONUS per diem rate.				
Date	Departure/Arrival	Location	Transportation	Distance
1 Aug	Depart:	Old PDS	POC	
3 Aug	Arrive:	POE		805 miles
4 Aug	Depart:	POE	TP	
	Arrive:	POD		
	Depart:	POD	CA	Taxi \$20
	Arrive:	New PDS		
Member spends \$110 for lodging on 3 Aug. POE per diem rate is \$152 (\$110/ \$42). M&IE for new PDS is \$60. Standard CONUS per diem = \$109.				
REIMBURSEMENT:				
1-2 Aug	\$109/day x 2 days =			\$ 198.00
3 Aug	\$110 + \$42 =			*\$152.00
4 Aug	75% x \$60 =			*\$45.00
*805 miles x \$0.19/mile =				*\$152.95
Taxi				*\$20.00
<b>Total Reimbursement =</b>				<b>*\$567.95</b>
<b>NOTE: Even though there is another 'MALT-Plus' per diem day payable, pay 'Lodgings-Plus' computed per diem for the night spent at the port.</b>				

**EXAMPLE 3**

The Standard CONUS per diem rate used in this example may not be current. See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. U2025 for the current Standard CONUS per diem rate.

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>	<u>Distance</u>
1 Jun	Depart:	Old PDS	POC	
4 Jun	Arrive:	TDY Site		1,200 miles
10 Jun	Depart:	TDY Site	POC	
10 Jun	Arrive:	New PDS		300 miles

Member spends \$60/night for lodging 4-9 Jun while TDY.  
 TDY per diem rate is \$109 (\$70/ \$39).  
 Standard CONUS per diem = \$109.

**\*REIMBURSEMENT:**

1-3 Jun	\$109/day x 3 days =	\$ 327.00
4 Jun	*\$70 + \$39 =	*\$109.00
5-9 Jun	* (\$70 + \$39)/day x 5 days =	*\$545.00
10 Jun	\$109/day x 1 day =	*\$109.00
*1,200 miles x \$0.19/mile =		*\$228
*300 miles x \$0.19/mile =		*\$57.00
<b>Total Reimbursement =</b>		<b>*\$1,375.00</b>

**NOTE:** Even though MALT is paid 4 June, pay 'Lodgings-Plus' per diem since the member arrived at the TDY location that day.

**EXAMPLE 4**

The Standard CONUS per diem rate used in this example may not be current. See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. U2025 for the current Standard CONUS per diem rate

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>	<u>Distance</u>
1 Jul	Depart:	Old PDS	POC	
10 Jul	Arrive:	POE		1,080 miles
11 Jul	Depart:	POE	TP	
	Arrive:	POD		
	Depart:	POD	POC	120 miles
	Arrive:	New PDS		

Member spends \$100 for lodging on 10 Jul.  
 \*POE per diem rate is \$155 (\$109/ \$46).  
 POD is not the local terminal for the new PDS.  
 M&IE for new PDS is \$82.  
 Standard CONUS per diem = \$109.

**REIMBURSEMENT:**

1-9 Jul	\$109/day x 3 days =	\$ 327.00
10 Jul	*\$109 + \$46 =	*\$155.00
11 Jul	75% x \$82 =	*\$61.50
*1,080 miles x \$0.19/mile =		*\$205.20
*120 miles x \$0.19/mile =		*\$22.80
<b>Total Reimbursement =</b>		<b>*\$771.50</b>

**NOTE:** Even though MALT is paid 11 July, pay 'Lodgings-Plus' computed per diem since the member also traveled by TP that day. This allows the member to also receive TLA on 11 July.

### U5107 POC TRAVEL PROHIBITED

Each Service may issue regulations prescribing exigencies under which AOs may prohibit a member from using a POC when traveling as an individual (as distinguished from members traveling together under an authorization/order directing no/limited reimbursement). *If there are no Service regulations, an authorization/order prohibiting POC transportation is without effect.* Par. U5108 applies if the member's authorization/order states that POC travel is prohibited, or specifically directs a particular transportation mode. See par. U3002.

### U5108 ALLOWANCES WHEN TRANSPORTATION MODE OR TRAVEL WITH NO/LIMITED REIMBURSEMENT (CHAPTER 4, PART B) DIRECTED

**NOTE:** Throughout par. U5108, users must remember that it is MANDATORY DOD policy to use CTOs for all transportation requirements.

A. Transoceanic Travel. When travel is directed (as opposed to being authorized) by Government/Government-procured transportation and the member performs transoceanic travel at personal expense, no reimbursement is authorized for the transoceanic travel. See par. U5116-D. **NOTE:** The policy in par. U3002-B allowing reimbursement NTE the directed mode cost does not apply.

B. Members Traveling Together under an Authorization/Order Directing No/Limited Reimbursement. When Service exigencies require that members perform PCS travel by traveling together with no/limited reimbursement, that requirement must be stated in the authorization/order. The TDY per diem rules in Chapter 4, Part B, also apply for PCS. **NOTE:** This form of travel may be directed for travel to the first duty station upon enlistment, reenlistment or induction IAW Service regulations.

C. Transportation Mode Directed to First Duty Station upon Enlistment, Reenlistment, or Induction. Each Service may issue regulations permitting AOs to direct in a travel authorization/order use of Government transportation or common carriers and/or meal tickets for travel of enlistees, re-enlistees, or inductees from the place of enlistment, reenlistment, or induction to the first station. See par. U3002 if the directed transportation mode is not used. When meal tickets are not available and meals and/or lodgings are required, reimbursement is authorized for occasional meals and quarters under par. U4510. If Government/Government-procured transportation and/or meal tickets are used, the member is authorized reimbursement of miscellaneous reimbursable expenses under Chapter 4, Part F and Appendix G.

D. Travel Reimbursement. Unless otherwise prohibited in this regulation, when a specific transportation mode is directed a member may be reimbursed for personally procured transportation NTE the directed mode cost. **NOTE:** Member transoceanic PCS travel is a notable exception.

### U5109 MISCELLANEOUS REIMBURSEMENT

See Chapter 1, Part C; Chapter 5, Part I (regarding pets) and Appendix G.

### U5113 PER DIEM FOR PCS TRAVEL WHEN GOVERNMENT OR COMMERCIAL TRANSPORTATION USED

A. Rate. The 'new PDS' per diem rate and the procedure in par. U4145 are used for PCS travel when transportation is personally procured (par. U5105-C), or furnished as transportation-in-kind (par. U5105-D), for separate legs of a journey (par. U3010). If there is an overnight stop or TDY en route, the per diem rate for the arrival day at the overnight stop/TDY site is the stopover or TDY location rate, as appropriate. The new PDS rate does not override the destination rate logic in par. U4145. M&IE for the new PDS arrival day is the new PDS rate whether or not there is a stopover. **NOTE:** See par. U5113-D when the new PDS is a ship.

**U5210 PER DIEM RATES FOR A DEPENDENT'S TRAVEL**

A. General. A member is authorized a per diem allowance for each dependent's travel ICW the member's PCS, or for other travel as hereinafter prescribed in this Part. Travel time for which per diem may be paid is determined under par. U5160 in the same manner as for a member. A member's travel time and the amount of per diem actually paid for the member's travel ICW the PCS are not used in computing the per diem allowance for travel of any dependents addressed in pars. U5210-B and U5210-C.

B. Dependent Accompanies Member. When a dependent travels with a member, the member is authorized per diem for each dependent while traveling, and at delay points, in an amount equal to the following percentage of the per diem to which the member is authorized:

1. Three-fourths for each dependent age 12 or older; and
2. One-half for each dependent under age 12.

***NOTE: When more than one POC is used as provided for in par. U5015-A, and dependents traveling in the POCs travel along the same general route on the same days as the member, the dependents are accompanying the member. See par. U5210-C for a dependent 'not' accompanying the member. A member's TDY location is not a delay point for a dependent. No per diem is authorized for a dependent for time at a TDY location.***

C. Dependent Travels Independently. A dependent is not 'accompanying the member' when the dependent travels separately from a member on different routes and/or at different times. The member is authorized per diem for this dependent as follows:

1. One Dependent Traveling Separately. The same per diem rate the member would have been authorized for travel.
2. Two or More Dependents Traveling Separately. When two or more dependents travel together separate from a member, the member is authorized per diem for one member-designated dependent, age 12 or older, in an amount equal to the per diem to which the member would have been authorized for personal travel. For each of the other dependents, age 12 or older, traveling with that dependent, the member is authorized per diem in an amount of three-fourths of the per diem to which the member would have been authorized for personal travel. For each dependent under age 12, the per diem is one half of the per diem to which the member would have been authorized.

D. Examples

**\*EXAMPLE 1**  
**CONUS TO OCONUS PCS**

Member, spouse, and 4-year old child travel PCS.  
Family spends \$150 for lodging (single room rate is \$120) on 3 Aug.  
POE per diem rate is \$152 (\$110/\$42).  
M&IE for new PDS is \$60.  
Standard CONUS per diem = \$109.

See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. U2025 for the current Standard CONUS per diem rate.

Date	Depart	Arrived	Transportation Mode	Travel Distance/Cost
1-3 Aug	Old PDS	POE	POC	600 miles
4 Aug	POE	POD	TP	
4 Aug	POD	New PDS	CA	Taxi - \$20.00
REIMBURSEMENT				
1-2 Aug	2 days @ (\$109 + 81.75 + 54.50)/day =			\$ 490.50
3 Aug	\$110 + \$42 = (member)			\$152.00
	(75% x \$152) + (50% x \$152) = (dependents)			\$190.00
4 Aug	75% x \$60 =			\$45.00
	(75% x \$45) + (50% x \$45) =			\$56.25
PCS MALT	*600 miles x \$0.19 mile =			*\$114.00
Taxi				\$20.00
<b>Total Reimbursement</b>				<b>*\$1,067.75</b>

**EXAMPLE 2**  
**OCCONUS TO CONUS PCS**

Member, spouse, 14 year-old child and 10 year-old child travel PCS.  
Family spends \$220 for lodging (single room rate is \$100) on 15 Jul.  
POE per diem rate is \$188 (\$126/\$62).  
M&IE for new PDS is \$39.  
Standard CONUS per diem = \$109.

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

Date	Depart	Arrived	Transportation Mode	Travel Distance/Cost
15 July	Old PDS	POE	POC	600 miles
16 July	POE	POD	TP	
16 July	POD	New PDS	CA	Taxi - \$20.00
REIMBURSEMENT				
15 July	75% x \$62 = \$46.50 + \$100 (\$100 less than \$126) = (member)			\$ 146.50
	(75% x \$146.50 x 2) + (50% x \$146.50) = (dependents)			\$293.00
16 July	75% x \$39 =			\$29.25
	(75% x \$29.25 x 2) + (50% x \$29.25) =			\$59.02
PCS MALT	*300 miles x \$19/mile =			*\$57.00
Taxi				\$25.00
<b>Total Reimbursement</b>				<b>*\$609.77</b>

**NOTE:** MALT & 'Lodgings-Plus' is paid for the same day.

*but subject to the jurisdiction thereof, into any other State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, or from any foreign country into any State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, which said spirituous, vinous, malted, fermented, or other intoxicating liquor is intended, by any person interested therein, to be received, possessed, sold, or in any manner used, either in the original package or otherwise, in violation of any law of such State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, is prohibited.*

#### U5335 THE NET WEIGHT DETERMINATION

A. General. The weight allowances are the actual weights of unpacked and uncrated HHG. They do not include accompanied baggage transported free of charge. When practical, the unpacked and uncrated HHG actual weight should be established before packing and used in determining if the weight allowance has been exceeded. When the unpacked and uncrated HHG actual weight is unknown, the weight is determined under par. U5335-B, U5335-C, or U5335-D.

B. Government-arranged Move and Transportation at Personal Expense. When the unpacked and uncrated HHG actual weight is unknown and the transportation, either in CONUS or between CONUS and OCONUS, is arranged by the Government or at personal expense, allowance is made for interior packing materials weight. The HHG weight is determined by subtracting 10 percent from the shipment net weight (which includes the interior packing weight) as shown on the shipping documents.

#### C. DPM Transportation

1. Standard Overseas Shipping Boxes. When HHG are transported by DPM in standard overseas shipping boxes (for example, type II containers or Government owned CONEX transporters) and only the gross and shipping boxes weights are known, weight is determined by subtracting 20 percent from the difference between the loaded container gross weight and the empty container stenciled weight. When only the shipment gross weight is shown on the shipping document, determine the weight by reducing the gross weight by 50 percent.

2. Crated Transportation Method. When the actual weight of unpacked and uncrated HHG is unknown and transportation is in crated condition by DPM, the weight is determined by subtracting 50 percent from the weight upon which transportation charges are based.

D. Unaccompanied Baggage (UB). When the Government arranges transportation, and the net weight of UB is unknown, the weight is determined by subtracting 50 percent from the gross weight shown on the shipping documents. When the UB shipment includes PBP&E and/or required medical equipment, the PBP&E weight and/or required medical equipment weight must be shown separately on the bill of lading.

E. When Shipment Weight Is Unobtainable. If the main HHG or UB shipment weight is unobtainable by the methods in par. U5335-B, U5335-C, or U5335-D, the weight is 7 pounds per cubic foot for all shipments, except for PBP&E. PBP&E weight is 40 pounds per cubic foot.

F. Exceptions. When, through no fault of the member, the shipment tare weight exceeds the allowances prescribed in pars. U5335-B and U5335-C, the appropriate official may deviate from these allowances.

#### U5340 EXCESS CHARGES

***NOTE: The Government may pay the total transportation cost and other charges applicable to any excess weight that exceeds a member's HHG weight allowance and collect reimbursement from the member. Payment for the shipment and collection from the member for excess charges are IAW finance regulations.***

#### A. General

1. Transportation. The member is financially responsible for all transportation costs as a result of:

- a. Exceeding the authorized weight allowance;
- b. Transportation between other than authorized locations;
- c. Transportation of articles that are not HHG (See Appendix A, definition of Household Goods);
- d. Transportation in more than one lot (other than a UB shipment authorized under par. U5320-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. U5330-E);
- e. Special services requested by the member, i.e., the cost of increased valuation liability; and

\*f. Transportation related costs that are incurred by the Government due to the member/member's agent's negligence, i.e., attempted pickup and/or delivery charges. *See DOD 4500.9-R (DTR, Part IV), Chapter 401; website [http://www.transcom.mil/j5/pt/dtr\\_part\\_iv.cfm](http://www.transcom.mil/j5/pt/dtr_part_iv.cfm).*

2. NTS. The Government's maximum obligation for NTS is the storage cost of the difference between the member's weight allowance prescribed in par. U5310-B and the HHG weight transported incident to the same PCS authorization/order. If the weight of the HHG in NTS plus the weight of the HHG transported on the same authorization/order exceeds the member's prescribed weight allowance, the Government may pay the costs associated with the excess weight storage if requested to do so by the member. Excess weight storage costs are the member's financial responsibility. See par. U1010-B9.

B. HHG Transportation in Excess of Authorized Weight Allowance

1. Only One Shipment Made on a PCS Authorization/Order. When the member makes only one shipment (that is, nothing is placed in NTS) the total transportation cost, less the unauthorized articles transportation cost as determined in par. U5340-D, must be prorated on the basis that the member bears the portion that the excess net weight bears to the total net weight transported. For example, if a member with a weight allowance of 8,000 pounds transports 8,500 pounds of authorized articles, the excess is computed on the basis of 500/8,500 of all HHG transportation costs.

2. Multiple Shipments Made on a PCS Authorization/Order

a. Member Not Administratively Weight-restricted. When there is no administrative weight restriction and there are multiple shipments with excess weight involved, the excess weight cost must be computed on the shipment which results in the least excess cost to the member.

b. Member Assigned to/from Administratively Weight-restricted Area

(1) Weight in Excess of Administrative Weight Allowance Transported to/from OCONUS. When there is an administrative weight restriction, multiple shipments to/from that area, and weight in excess of the administrative weight allowance is transported to/from the OCONUS area, the cost attributable to the excess weight must be computed on the shipment to/from that area which results in the least cost to the member. Excess costs are computed on the overseas and transoceanic portions of the transportation

(2) Weight within Administrative Weight Allowance but Exceeds Full Weight Allowance. When there is an administrative weight restriction, multiple shipments and HHG are within the administrative weight allowance to/from the OCONUS area but in excess of the weight allowance (when all shipments are added together), the cost attributable to the excess weight is computed on the shipment which results in the least excess cost to the member.

C. HHG Transportation other than between Authorized Locations

**Part E: POV Transportation & Storage/Section 1: POV Transportation**

4. *Payment of mileage or MALT to drop off/pick up the POV ICW transportation of the POV is not authorized.*

5. POV storage at Government expense is *not authorized* ICW transportation of a POV in par. U5417.

D. Cost Reimbursement Example. The example below is based on a member, spouse, and two dependents (both age 12 or older) traveling across CONUS west coast to east coast. The cost to transport a POV (for illustration purposes only) = \$1,500.

**NOTE:** *Of the various computation possibilities, the Services chose the following comparisons to use.*

1. Step 1. Construct the cost for the member, spouse, and 2 children to perform concurrent travel in one POC.

<b>*Step 1</b>				
<b>Member, Spouse, and 2 Children, Perform Concurrent Travel in One POC</b>				
	<b>Per Diem</b>		<b>MALT</b>	<b>Total</b>
<b>Member</b>	\$109/day x 8 days (\$872)	+	*\$.19/mi x 2,666 mi (\$506.54) =	*\$1,387.54
<b>Spouse</b>	\$81.75/day x 8 days (\$654) = (75% of the Member's Per Diem)			\$ 654.00
<b>1<sup>st</sup> Child</b>	\$81.75/day x 8 days (\$654) = (75% of the Member's Per Diem)			\$ 654.00
<b>2<sup>nd</sup> Child</b>	\$81.75/day x 8 days (\$654) = (75% of the Member's Per Diem)			\$ 654.00
<b>Total</b>				<b>*\$3,340.54</b>

2. Step 2. Construct the cost for the member, spouse, and 2 children to perform non-concurrent (not traveling on the same route at the same time) travel in two POCs.

<b>*Step 2</b>				
<b>Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs</b>				
	<b>Per Diem</b>		<b>MALT</b>	<b>Total</b>
<b>Member</b>	\$109/day x 8 days (\$872)	+	*\$.19/mi x 2,666 mi (\$506.54) =	*\$1,387.54
<b>Spouse</b>	\$109/day x 8 days (\$872)	+	*\$.19/mi x 2,666 mi (\$506.54) =	*\$1,387.54
<b>1<sup>st</sup> Child</b>	\$81.75/day x 8 days (\$654) =			\$ 654.00
<b>2<sup>nd</sup> Child</b>	\$81.75/day x 8 days (\$654) =			\$ 654.00
<b>Total</b>				<b>*\$4,083.08</b>

3. Step 3. Determine the funds available to the member to transport one POC while the entire family travels as a unit in the other POC.

<b>Step 3</b>		
<b>Reimbursement Limitation to Drive One POC and Transport One POC</b>		
Based on the above steps the funds available for transporting one POV are limited to the cost of the member and spouse with 2 children performing non-concurrent travel in 2 POCs (\$4,118.40) <i>minus</i> the cost of the member, spouse and 2 children, performing concurrent travel in 1 POC (\$3,367.20). MALT and cost reimbursement for driving the second vehicle are separately authorized per par. U5417-A2.		
1. Cost to transport POV =	<i>(The \$1,500 amount shown is for illustration purposes only.)</i>	\$1,500.00
2. Reimbursement limitation is \$4,118.40 (Step 2) - \$3,367.20 (Step 1) =		<u>\$751.20</u>
3. Total out-of-pocket expense for the member to 'drive one & ship one' is \$1,500 - \$751.20 =		<b>\$748.80</b>

**U5420 TRANSPORTATION RESTRICTIONS**

A. POV Purchased in a Non-foreign OCONUS Area

**Part E: POV Transportation & Storage/Section 1: POV Transportation**

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1. A POV purchased in a non-foreign OCONUS area by a member not permanently assigned there at the time of the purchase, may not be transported at Government expense during the first PCS following purchase of the POV, except if the POV is used by the member/dependent for transportation at the member's OCONUS PDS.

2. Par. U5420-A1 does not apply to alternate port transportation authorized by the Secretary Concerned.

B. Restriction, Prohibition, or Suspension to a Member's OCONUS PDS. Transportation of POVs to an OCONUS area may be restricted, prohibited or suspended when:

1. Determined to be necessary by the Service concerned;

2. Determined to be necessary for reasons of national interest by the Secretary Concerned or higher authority;  
or

3. Directed by that country's government.

C. Vehicle Size

1. A member who desires to transport a POV that exceeds 20 measurement tons must sign an agreement to pay the excess transportation costs (see par. U1010-B9) unless the Secretarial Process has authorized/approved this transportation because an oversized POV is required by the member/dependent(s) for medical reasons.

2. Excess cost collection is IAW Service regulations.

3. Pars. U5420-C1 and U5420-C2 do not apply to travel aboard car ferries.

D. Combining POV Weight Limitations when Husband and Wife Are Members

1. The 20 measurement tons limitation contained in par. U5420-C may be combined to transport one larger POV at Government expense in lieu of transporting two POVs for an eligible member-married-to-member couple during the transfer of both members, each under a PCS order.

2. Payment for transporting the vehicle may not exceed the total cost the Government would have incurred if each member had transported a vehicle of 20 measurement tons through the designated POV loading port/VPC.

**U5425 TRANSPORTATION METHODS**

***NOTE: ICW transportation of a POV within CONUS when advantageous and cost-effective to the Government, the member is responsible for making all arrangements. See par. U5417.***

A. Government/Commercial Transportation. Transportation of a POV may be by Government/commercial means as authorized by law. A member traveling with the vehicle via ferry is covered in par. U5116-C3.

***NOTE: Transportation of a POV by air is not authorized at Government expense (54 Comp. Gen. 756 (1975)).***

B. Personally Procured Transportation. An eligible member, who has not transported a POV at Government expense incident to a PCS, is authorized reimbursement for the expense incurred only if personally procured POV transportation was based on erroneous advice of a Government representative (e.g., the TMO or ITO). Reimbursement must not exceed the cost that would have incurred if the Government had arranged the transportation (51 Comp. Gen. 838 (1972)). The cost of a vehicle transported on a car ferry with the member/dependents is a reimbursable transportation expense (see par. U5116-C3) and does not constitute transportation of a POV. Additional authority exists for reimbursement under other very limited circumstances. See par. U5455-E.

## CHAPTER 7

### TRAVEL AND TRANSPORTATION ALLOWANCES UNDER SPECIAL CIRCUMSTANCES AND CATEGORIES

#### **PART A: TRAVEL OF SERVICE ACADEMY CADETS/MIDSHIPMEN**

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**Paragraph    Title/Contents**

- U7000      CADETS AND MIDSHIPMEN TRAVEL TO AND FROM SERVICE ACADEMIES**  
           A.    Upon Entrance  
           B.    Upon Graduation and Commission  
           C.    Separation other than by Commission  
           D.    Rejected Applicants
- U7001      CADETS/MIDSHIPMEN ON TDY**
- U7002      TRAVEL INCIDENT TO NOMINATION AND ADMISSION TO SERVICE ACADEMIES**  
           A.    Uniformed Service Member on Active Duty  
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- U7005      AVIATION CADETS**

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#### **PART C: REIMBURSEMENT FOR RECRUITING EXPENSES**

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- U7030      ENTITLEMENT**
- U7033      ADVANCE OF FUNDS FOR RECRUITING EXPENSES**

#### **PART D: TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY**

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- U7051      NOT USED**
- U7052      TRAVEL**

#### **PART E: TRAVEL OF WITNESSES**

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- U7060      CASE INVOLVING A UNIFORMED SERVICE**
- U7061      CASE NOT INVOLVING A UNIFORMED SERVICE**

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- A. Allowances
- B. Approval

**U7105 DUTY ABOARD COMMERCIAL CARRIERS****U7110 RIVER AND HARBOR AND FLOOD CONTROL ACTIVITIES****U7115 SHIP CONSTRUCTED, OVERHAULED OR INACTIVATED AT OTHER THAN HOMEPORT**

- A. Authorization
- B. Authorized Transportation Allowances
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**U7120 AERIAL SURVEYS****PART F2: TRAVEL WHEN PER DIEM NOT AUTHORIZED**

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**U7125 TRAVEL WHEN PER DIEM NOT AUTHORIZED**

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- B. Undergoing Processing
- C. TDY Station Changed to PDS
- D. Bedpatient or Inpatient
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**PART F3: MEMBERS ASSIGNED TDY AS OBSERVERS TO UN PEACEKEEPING ORGANIZATIONS**

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**U7140 A MEMBER ASSIGNED TDY AS AN OBSERVER TO A UN PEACEKEEPING ORGANIZATION****PART G: TRAVEL OF A RESERVE COMPONENT MEMBER OR RETIRED MEMBER CALLED/ORDERED TO ACTIVE DUTY**

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**U7150 RESERVE COMPONENT TRAVEL**

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- B. Active Duty without Pay
- C. Inactive Duty Training with Pay
- D. Inactive Duty Training without Pay
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- F. Travel Allowances for a Member Authorized Medical and Dental Care
- G. Funeral Honors Duty
- H. COLA and Housing Allowances

- U7155 RETIRED MEMBER CALLED (OR ORDERED) TO ACTIVE DUTY WITH OR WITHOUT PAY**
- U7175 MUSTER DUTY ALLOWANCE FOR 'READY RESERVE' RESERVE COMPONENT MEMBER**

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**PART H1: LEAVE TRAVEL AND TRANSPORTATION**

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

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  - B. Determination
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  - E. Non-Concurrent Attendant Travel
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  - B. Travel and Transportation Allowances
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- U7252 TRANSFER OF A MEMBER PATIENT TO/FROM A MEDICAL FACILITY OR TO HOME (INCLUDING INSANE/MENTALLY INCOMPETENT PATIENT)**
- A. Travel and Transportation Allowances
  - B. Transportation-in-Kind
- U7253 TRAVEL AND TRANSPORTATION ALLOWANCES FOR A MEMBER DISCHARGED FROM ST. ELIZABETHS HOSPITAL, DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS) MEDICAL FACILITIES, OR VETERANS AFFAIRS MEDICAL CENTERS (VAMC)**
- A. Discharged from the Service upon Entry into a Medical Facility
  - B. Not Discharged from Service upon Entry into a Medical Facility

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

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- U7300 FUNDED REST AND RECUPERATIVE (R&R) LEAVE TRANSPORTATION**
- A. Policy
  - B. Eligibility
  - C. R&R Locations/Destinations
  - D. Transportation
  - E. Per Diem

- U7305      TRANSPORTATION FOR SR&R ABSENCE IN CONNECTION WITH TOUR EXTENSION**
- A. Authorization
  - B. Eligibility
  - C. Authorized Transportation
  - D. Per Diem
  - E. Alternate Destinations

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**PART K: TRAVEL AND TRANSPORTATION TO RECEIVE A NON-FEDERALLY SPONSORED HONOR AWARD**

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- U7325      TRAVEL AND TRANSPORTATION**
- U7326      ALLOWABLE EXPENSES**
- U7327      TRAVEL AND TRANSPORTATION FOR AN INDIVIDUAL TO ACCOMPANY A MEMBER**
- U7328      REIMBURSEMENT**

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**PART L: RESERVED (*See par. U1005*)**

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**PART M: MEMBER WHOSE ENLISTMENT IS VOIDED**

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- U7375      GENERAL**
- U7376      IMPLEMENTING REGULATIONS**

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**PART N: ABSENTEE, STRAGGLER OR ANY OTHER MEMBER WITHOUT FUNDS**

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- U7400      PRIOR ORDERS**
- A. General
  - B. Transportation and/or Meal Tickets Previously Furnished
- U7401      NO PRIOR ORDERS, OR DESERTER WITH OR WITHOUT PRIOR ORDERS**

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**PART O: MEMBER TRAVEL AND TRANSPORTATION INCIDENT TO DISCIPLINARY ACTION AND TRAVEL OF A PRISONERS AND THE GUARD**

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- U7450      DISCIPLINARY ACTION**
- A. Transportation
  - B. Meals
- U7451      PRISONER AND GUARD**
- A. Travel and Transportation of a Prisoner and The Guard
  - B. Paroled Prisoner
  - C. Prisoner on "Commandant's Parole"

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**PART P: TRANSPORTATION OF A MEMBER DISCHARGED FROM SERVICE UNDER OTHER THAN HONORABLE CONDITIONS**

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- U7500 GENERAL**
- U7501 NO CONFINEMENT INVOLVED**
- U7502 UPON PAROLE OR RELEASE FROM UNITED STATES MILITARY CONFINEMENT FACILITY**
- U7503 UPON PAROLE OR RELEASE FROM AN OCONUS CONFINEMENT FACILITY**
- U7504 TRANSPORTATION ALLOWANCES TO A PLACE OTHER THAN THE HOR OR PLEAD**
- U7505 UPON PAROLE OR RELEASE FROM CIVIL CONFINEMENT IN CONUS**
- U7506 CONVICTED PERSONNEL AWAITING COMPLETION OF APPELLATE REVIEW**
  - A. Involuntary Leave
  - B. TDY Travel
  - C. Member Restored to Duty
  - D. Final Separation Travel

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**PART Q: TRAVEL OF A DEPENDENT'S ESCORT OR ATTENDANT**

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- U7550 DEFINITIONS OF TERMS USED IN THIS PART**
  - A. Escort
  - B. Attendant
- U7551 GENERAL**
- U7552 MEMBER AS A DEPENDENT'S ESCORT OR ATTENDANT**
- U7553 CIVILIAN EMPLOYEES AS A DEPENDENTS' ESCORT OR ATTENDANT**
- U7554 OTHER PERSONS AS A DEPENDENT'S ESCORT OR ATTENDANT**
- U7555 ADVANCE OF FUNDS FOR A DEPENDENT'S ESCORT OR ATTENDANT**

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**PART R: TRANSPORTATION OF REMAINS OF DECEASED MEMBERS AND DECEASED DEPENDENTS**

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- U7600 GENERAL**
- U7601 AN ESCORT ACCOMPANYING THE REMAINS OF A DECEASED MEMBER**

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**PART S: TRAVEL EXPENSES OF MEMBERS NOT PAYABLE BY GOVERNMENT**

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- U7650 TRAVEL UNDER PERMISSIVE TRAVEL AUTHORIZATION
- U7651 TRAVEL UNDER AN AUTHORIZATION/ORDER BUT NOT ON PUBLIC BUSINESS
- U7652 RETURN FROM LEAVE TO DUTY ABROAD
- U7653 ATTENDANCE AT PUBLIC CEREMONIES
- U7654 RESIGNATION OR RELEASE AT PERSONAL REQUEST OF A PUBLIC HEALTH SERVICE MEMBER
- U7655 SEPARATION AT PERSONAL REQUEST OF A NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION CORPS MEMBER

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**PART T: RESERVED (SEE APPENDIX E)**

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**PART U: REIMBURSEMENT FOR TRAVEL AND TRANSPORTATION EXPENSES WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL STAFF**

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- U7750 GENERAL
- U7751 DEFINITIONS OF TERMS  
A. Member of Congress  
B. Congressional Employee
- U7752 TRANSPORTATION, PER DIEM, AND ACTUAL EXPENSE RATES
- U7755 CONGRESSIONAL TRAVEL PREMIUM-CLASS APPROVAL CODES  
A. First-class (FC)  
B. Business-class (BC)

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**PART V: MEMBERS AUTHORIZED TO TRAIN FOR, ATTEND, AND PARTICIPATE IN ARMED FORCES, NATIONAL, AND INTERNATIONAL AMATEUR SPORTS COMPETITIONS**

- U7800 GENERAL
- U7801 POLICY
- U7802 FUNDING
- U7803 ALLOWANCES

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**PART W: RESERVED**

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**PART X: NOT USED**

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**PART Y: TRAVEL ALLOWANCES TO SPECIALTY CARE OVER 100 MILES**

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**U7960 TRAVEL TO SPECIALTY CARE OVER 100 MILES**

- A. General
- B. Applicability
- C. Transportation
- D. Lodging and Meals
- E. Reimbursable Expenses
- F. Administrative Provisions

**U7961 ATTENDANT'S TRAVEL FOR SPECIALTY CARE OVER 100 MILES****PART Z1: TRAVEL ALLOWANCES – BILATERAL OR REGIONAL COOPERATION PROGRAM**

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**U7970 TRAVEL ALLOWANCES FOR DEFENSE PERSONNEL OF DEVELOPING COUNTRIES**

- A. General
- B. Travel within the Area of Responsibility of a Combatant Command
- C. Travel when the Combatant Command is located within the U.S.
- D. Personnel of a Developing Country that is not a Member of the North Atlantic Treaty Organization (NATO)
- E. Maximum Expenses that May Be Paid
- F. Payment of Additional Expenses
- G. Payment under this Part is in Addition to Payments under 10 USC §1050
- H. Travel Authorization/Order

**PART Z2: TRAVEL AND TRANSPORTATION ALLOWANCES – COALITION LIAISON OFFICERS**

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**U7980 TRAVEL AND TRANSPORTATION ALLOWANCES – COALITION LIAISON OFFICERS (10 USC §1051a)**

- A. General
  - B. Maximum Allowances that May Be Paid
  - C. Definition
  - D. Travel Orders
  - E. Authority Termination
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**PART G: TRAVEL OF A RESERVE COMPONENT MEMBER OR RETIRED MEMBER CALLED/ORDERED TO ACTIVE DUTY****U7150 RESERVE COMPONENT TRAVEL**A. Active Duty with Pay (48 Comp. Gen. 301 (1968))1. General

a. Applicability. Par. U7150-A applies to a Reserve Component member called (or ordered) to active duty for any reason with pay under an authorization/order that provide for return to home or PLEAD.

b. Travel and Transportation Allowances when a Member Commutes. *Travel and/or transportation allowances are not authorized for travel between the home/PLEAD and the place of active duty when:*

- (1) Both are in the corporate limits of the same city or town,
- (2) The member commutes daily between home/PLEAD and the place of active duty, or
- (3) The order-issuing official/installation commander determines that both are within reasonable commuting distance of each other and that the nature of the duty involved permits commuting.

However, a member commuting under pars. U7150-A1b(2) and U7150-A1b(3) is authorized the applicable automobile or motorcycle mileage rate (see par. U2600), for one round trip between the duty station and,

- (a) Home, or
- (b) Place of unit assignment, or
- (c) Place from which called (or ordered) to active duty.

In determinations required by par. U7150-A1b(3), areas within a reasonable commuting distance are described in par. U3500-B. Regarding par. U7150-A1b(3), AEA may be paid, if authorized by the member's commanding officer, for any day(s) the nature of the duty requires the member to remain overnight and Government quarters and/or Government mess are unavailable. For this duty, the member is authorized AEA as computed under par. U4510 for all meals and quarters, except for the meal ordinarily procured when commuting. Payment for local travel within/around the member's place of active duty may be authorized under Chapter 3, Part F.

c. No Per Diem or AEA for Certain Active Duty Periods. There is no authority for per diem or AEA under par. U7150-A3 for a:

- (1) Member performing annual training duty when both Government quarters (other than temporary lodging facilities) and a Government mess are available;
- (2) Member ordered to involuntary active duty for training because of unsatisfactory participation in the reserve commitment when both Government quarters (other than temporary lodging facilities) and a Government mess are available;
- (3) Newly enlisted member who is undergoing processing, indoctrination, initial basic training (including follow-on technical and/or home station training), or instruction. This includes a member

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attending courses of instruction with a break in active duty between courses of instruction and both Government mess/quarters (other than temporary lodging facilities) are available. Per diem is payable to a member who is on TDY under instruction following completion of initial technical/specialty training after basic training. The course of instruction must be designated by the Secretarial Process as a course of instruction for which per diem is authorized; or

(4) PHS officer called to active duty solely to participate in the Commissioned Officer Student and Extern Program (COSTEP).

A member of a Reserve Component performing active duty for training, who is not authorized per diem or AEA, may be reimbursed for lodging service charges when transient Government housing is occupied, or lodgings in kind may be provided. ***Reimbursement for other than service charges for Government quarters use (see Appendix A) is not authorized.***

2. Physical Examination ICW a Call (or Order) to Active Duty with Pay. A member, called (or ordered) to active duty with pay and required to take a physical examination before proceeding to the first duty station, is authorized PCS allowances from the place the authorization/order is received or addressed to the place of physical examination (whichever is less) and (as directed in the orders):

- a. Return, or
- b. Then to the new PDS, or
- c. Return and then to the new PDS.

Travel required ICW these examinations is IAW par. U7150-A3.

3. Active Duty for Training

a. Fewer Than 140 Days. When the active-duty-for-training period contemplated by an authorization/order is for fewer than 140 days (except as noted in par. U2146) at any location, travel and transportation allowances are payable as provided for TDY in Chapter 4. Except if par. U7150-A1b or U7150-A1c applies, per diem or AEA is payable at the training location. When, during an active-duty-for-training period of fewer than 140 days, the duty must be extended due to unforeseen circumstances and the prospective extended period is fewer than 140 days (including the days remaining on the existing authorization/order and the number of days added by the extension), per diem or AEA continues for the entire period. When the prospective extended period is for 140 or more days (including the days remaining on the existing authorization/order and the number of days added by the extension), no per diem or AEA is payable from the date of the authorization/order directing the additional/extended duty except as authorized in par. U7150-A4b(3) for non-training active duty TDY. See par. U2146 for extension examples.

b. 140 or More Days

(1) Duty at One Location. A member, called to active-duty-for-training for 140 or more days at one location, is authorized travel and transportation allowances payable under Chapter 5 as for a PCS (except as noted in par. U2146-B). ***No per diem or AEA is payable at the duty location. The availability of Government quarters and/or Government mess does not change this determination.***

(2) Duty at More than One Location. When the active duty to be performed is at more than one location and the duty is 140 or more days at one location, the member is authorized PCS travel and transportation allowances (Chapter 5). TDY allowances are payable at any location where the duty is for fewer than 140 days as provided for TDY in Chapters 3 and 4. If the duty to be performed is fewer than 140 days at each location, travel and transportation allowances are payable as provided for TDY in Chapters 3 and 4 for the entire duty, including travel to and from the duty locations.

**4. Active Duty for and Active Duty Extensions (Other than Training)**

a. For 180 or Fewer Days. When the active-duty-for-other-than-training (ADOT) contemplated by an authorization/order at any location is for 180 or fewer days (except as noted in par. U2146) TDY travel and transportation allowances are payable as provided in Chapters 3 and 4. Per diem or AEA is payable at the duty location, except if par. U7150-A1b or U7150-A1c applies. When, during an ADOT of 180 or fewer days, the duty must be extended due to unforeseen circumstances and the prospective extended period is 180 or fewer days (including the days remaining on the existing authorization/order and the number of days added by the extension), per diem or AEA continues for the entire period. When the prospective extended period is for more than 180 days (including the days remaining on the existing authorization/order and the number of days added by the extension), no per diem or AEA is payable from the date of the authorization/order directing the additional/extended duty except as authorized for non-training active duty TDY in par. U2145-B. The current station becomes a PDS and the member is authorized PCS allowances to that station. See par. U2146 for extension examples.

**b. Active Duty for More Than 180 Days****(1) Active Duty at One Location**

(a) When a member is called to active-duty-for-other-than-training for more than 180 days at one location, PCS travel and transportation allowances are payable under Chapter 5.

(b) ***No per diem or AEA is payable at the duty location except as noted in pars. U7150-A4b(3) and U7150-A4b(4). Government quarters and/or Government mess availability does not change this determination.***

**(2) Active Duty at More Than One Location**

(a) When active duty is to be performed at more than one location, and the duty is more than 180 days at one location, PCS travel and transportation allowances are payable under Chapter 5 to the 181-day location.

(b) ***No per diem or AEA is payable at the location at which the member is to perform duty for more than 180 days except as noted in pars. U7150-A4b(3) and U7150-A4b(4).***

(c) TDY travel and transportation allowances are payable at any location at which the duty is for 180 or fewer days under Chapters 3 and 4.

(d) If the duty to be performed is 180 or fewer days at each location, TDY travel and transportation allowances are payable under Chapters 3 and 4 for the entire duty.

**(3) Per Diem in Excess of 180 Days. Except when paid station allowances and/or OHA under par. U7150-H, a member called to active duty away from home for other than training purposes for:**

(a) More than 180 days at one location, or

(b) 180 or fewer days but extended to be more than 180 days (from the extension date) at one location,

may be authorized per diem for the entire period if the call to active duty/extension is required by:

- (c) Unusual circumstances, or
- (d) Emergency circumstances, or
- (e) Contingency Operations, or
- (f) Exigencies of the Service concerned,

as determined by the Secretarial Process.

(4) Per diem, travel and transportation allowances, when authorized are paid as for any member on TDY 180 or fewer days. See par. U2145.

5. TDY Per Diem Computation. When a member is ordered on TDY away from the PDS as indicated in par. U7150-A3b(1), per diem or AEA is computed under Chapter 4.

B. Active Duty without Pay

1. Standby Reserve. *Travel and transportation allowances are not authorized for an Armed Forces Standby Reserve member who voluntarily performs active duty training without pay.*

***NOTE: Par. U7150-B2 is effective as of 10 February 1996.***

2. Technicians (Dual Status). The Secretarial Process may authorize per diem for a dual status military technician (as described in 10 USC §10216) while on leave from technical employment and performing active duty without pay (as authorized by 5 USC §6323(d)) outside the U. S.

3. Others. Except as provided in par. U7150-B2, a Reserve Component member who performs duty without pay as described in par. U7150-A may be authorized/approved to receive the applicable automobile or motorcycle mileage rate, for travel to and from the duty station including travel required ICW a qualifying physical examination or conditions precedent to the duty involved, and/or reimbursement for occasional meals and/or quarters. See par. U4510. *The member is not authorized per diem and AEA at the duty station (44 Comp. Gen. 615 (1965); 46 id. 319 (1966)).*

C. Inactive Duty Training with Pay

1. General. The following definitions apply to par. U7150-C.

- a. Assigned Unit. For travel allowance purposes, a Reserve Component member's designated post of duty is the assigned unit.
- b. TDY Station. An alternate site outside the local commuting area of the member's assigned unit or home is a TDY Station. See par. U3500-B.

2. Travel from Home to the Assigned Unit or to an Alternate Site in the Local Commuting Area

a. Allowances. There are no travel or transportation allowances for:

- (1) Inactive duty training at the:

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- (a) Training duty station,
  - (b) Drill site,
  - (c) City/town where the assigned unit is located, or in the
  - (d) Local area of assigned unit or home, or
- (2) Travel between home and the:
- (a) Assigned unit,
  - (b) Place of attendance at unit training assemblies, or
  - (c) Place of duty instead of a unit training assembly.

b. Transportation Reimbursement. Reimbursement may be authorized/approved under Chapter 3, Part F, for transportation expenses incurred on official business in and around the:

- (1) Training duty station,
- (2) Drill site, and/or
- (3) City/town.

When the member travels between home and an alternate duty/work site, the member may be paid only TDY mileage for the distance that exceeds the distance from home to the assigned unit since the member is financially responsible for travel from home to the assigned unit.

**\*Example 1:** A member's home is Springfield, VA, and the assigned unit (ordinary drill site) is Ft. Belvoir, VA, (18 miles round trip). The member drives to an alternate duty site at the Pentagon (38 miles round trip). The member is due reimbursement for 20 miles (38 miles – 18 miles) x \$0.505/mile = \$10.10.

**\*Example 2:** A member's home is St. Louis, MO, and the assigned unit is at the Pentagon (in VA) (842 miles one way). The member ordinarily flies to Ronald Reagan Washington National Airport and takes a subway to the Pentagon. In this instance, the member drills at an alternate duty site, Andrews AFB, MD, which is inside the local Washington, DC, area (DODD 4515.14). The member flies to Ronald Reagan Washington National Airport and takes a taxi to Andrews AFB, MD, (850 miles from St. Louis). The member is due reimbursement for 8 miles (850 miles – 842 miles) x 2 (round trip) x \$0.505/mile = \$8.08.

### 3. Travel from Home/Assigned Unit to TDY Station

- a. Authorization. A member directed to travel from the home/assigned unit to a TDY station is authorized the TDY allowances in Chapter 4.
- b. Transportation Reimbursement. When the member travels directly from the home/assigned unit to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

**Example:** A member's home is Location E assigned unit is at Location F and TDY is at Location G. The member travels directly from home (Location E) to Location G. The member is due travel cost from Location E to Location G limited to the travel cost from Location F to Location G.

4. Travel from a Location other than Home/Assigned Unit to a TDY Station

- a. Authorization. A member directed to travel from a location other than the home/assigned unit to a TDY station is authorized the TDY allowances in Chapter 4.
- b. Transportation Reimbursement. When the member travels directly from the other location to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

**Example:** A member's home is Location E assigned unit is at Location F and TDY is at Location G. The member is authorized to travel from another location, Location H a location where the member is on business for a civilian job. The member is due travel cost from Location H to Location F limited to travel cost from Location F to Location G.

5. Travel from Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area

- a. Allowances. *A member directed to travel from other than the home/assigned unit to an alternate site within the local commuting area of the assigned unit/home is not authorized travel and transportation allowances.*
- b. Transportation Reimbursement. When the member travels directly from the other location to the alternate site, the member is paid TDY mileage for the distance, limited to the distance *from the assigned unit* to the alternate site less the distance from home to the assigned unit.

**\*Example:** A member's home is Springfield, VA, and the assigned unit is Ft. Belvoir, VA, (9 miles from Springfield) with an alternate duty site of the Pentagon (16 miles from Ft. Belvoir). The member is authorized to travel from Dallas, TX, to the Pentagon (in VA) (1,315 miles). The member is paid for the distance traveled from Dallas to the Pentagon (1,315 miles) limited to Ft. Belvoir to the Pentagon (16 miles) less Springfield to Ft. Belvoir (9 miles). The member is due reimbursement for 7 miles (1,315 miles NTE 16 miles - 9 miles = 7 miles) x 2 (round trip) x \$0.505/mile = \$7.07.

6. Reimbursement of Service Charges for Transient Government Housing Use. A Reserve Component member not authorized per diem or AEA, who occupies transient Government housing (while performing inactive duty training with pay) may be reimbursed for the lodging service charges, or may be provided lodgings in kind. *Reimbursement for other than service charges for Government quarters use (see Appendix A) is not authorized.*

D. Inactive Duty Training without Pay

1. Standby Reserves. *There is no authority for travel and transportation allowances for an Armed Forces' Standby Reserve member who voluntarily performs inactive duty training without pay.*
2. Other than Standby Reserves. An Armed Forces' Reserve Component member authorized to perform inactive duty training without pay is authorized the travel and transportation allowances in par. U7150-C.

A Reserve Component member not authorized per diem or AEA, who occupies transient Government housing while performing inactive duty training without pay, may be reimbursed for lodging service charges, or may be provided lodgings in kind. *Reimbursement for other than service charges for Government quarters use (see Appendix A) is not authorized.*

E. SROTC Member

1. Applicability. Par. U7150-E applies to a designated SROTC applicant and member appointed under 10 USC §2104 and §2107.

2. Advanced Training (10 USC §2104)

a. Transportation for Field or At-Sea Training. An SROTC Advanced Training member or designated applicant is authorized transportation between home or the SROTC unit's location, as specified in the authorization/order, and the authorized field or at-sea training site.

b. Transportation for Examination or to Observe. An SROTC Advanced Training member or designated applicant may be furnished transportation and subsistence, or be paid mileage as prescribed in pars. U7150-E2c and U7150-E2d for travel to and from installations: (1) for medical or other examinations, (2) to observe military functions or operations, or (3) for other observations deemed appropriate by the Service concerned.

c. Transportation and Meals. Government or Government-procured transportation and Government-supplied meals are authorized.

d. Mileage. In lieu of transportation and meals, the automobile mileage rate (no per diem) is authorized for travel performed under par. U7150-E2a or U7150-E2b at personal expense. It may be paid in advance of return from the activity site. When transportation for part of the journey is personally procured, the automobile mileage rate (no per diem) is authorized for travel between home and the nearest appropriate public transportation terminal thereto, and between the activity site and the nearest appropriate public transportation terminal thereto.

e. Mixed Modes. If travel under par. U7150-E2a or U7150-E2b is by mixed modes, authorization is for the automobile mileage (no per diem) for the distance of the ordered travel NTE the constructed cost of Government-procured transportation plus Government-supplied meals for travel between the authorized points (minus the cost of any Government-procured transportation and/or Government-supplied meals).

f. Per Diem Not Authorized. *Per diem is not authorized for members and designated applicants appointed under 10 USC §2104 (53 Comp. Gen. 957 (1974)).*

g. Lodging and Meal Expense at Point of Delay. Reimbursement for lodging/meal expenses is authorized for a member when traveling to/from field training/practice cruises when, through no fault of the member, a delay occurs at a place where no Government quarters or mess are available (B-195791, 31 March 1980). Reimbursement for the cost of occasional meals/quarters is made IAW par. U4510.

3. Financial Assistance Program for a Cadet or Midshipman in SROTC (10 USC §2107)

a. Travel to Accept Appointment. A person who travels to an educational institution to accept an appointment as a cadet or midshipman in the Financial Assistance Program is authorized the PCS allowances in Chapter 5, Part B, the allowances may not exceed those payable from the appointee's permanent residence, home, school, or duty station at the time travel begins to the educational institution. Eligibility for reimbursement is demonstrated by a notice of selection for appointment or other evidence showing the travel is or was ICW appointment.

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b. Travel under a TDY Authorization/Order. TDY travel and transportation allowances are the same as the travel and transportation allowances prescribed for a cadet or a midshipman of the Service academies in par. U7001 for TDY, except while performing field or at-sea training and both Government quarters (other than temporary lodging facilities) and Government mess are available. This includes travel from home or the SROTC unit location (as specified in the authorization/order) to the place designated for field or at-sea training and return. For the purpose of par. U7150-E3, a Government mess is a facility designated for use by officers except when other messing facilities have been designated for use by the SROTC members. MALT may be paid before a member departs from the field or at-sea training site for the return trip home or to the SROTC unit location (as specified in the authorization/order).

c. Travel upon Discharge. Upon discharge from the Financial Assistance Program, a member is authorized the allowances in Chapter 5, Part B, for travel from the educational institution to the authorized home, or military station. If the member continues scholastic instruction at the same institution after discharge no travel allowances are authorized.

4. Member Ordered to Active Duty in Enlisted Grade or as an Officer. A member appointed under 10 USC §2104 or §2107, ordered to active duty to serve in an enlisted grade or as an officer in an Armed Force, is authorized the PCS allowances in Chapter 5, Part B. The authorization is from the home or place which ordered to active duty to the first PDS via any TDY location en route specified in the authorization/order.

F. Travel Allowances for a Member Authorized Medical and Dental Care. A member, authorized medical or dental care under 10 USC §1074a for an illness, disease, or injury incurred or aggravated while:

1. On active duty for a period of 30 days or less;
2. On inactive duty training;
3. On funeral honors duty;
4. Traveling directly to or from the place where the member performs or has performed the duty in pars. U7150-F1, U7150-F2, and U7150-F3; or
5. Remaining overnight immediately before serving on funeral honors duty at the funeral honors duty location outside the commuting distance of the member's residence,

is authorized TDY travel and transportation allowances in Chapter 3 and Chapter 4 for necessary travel between home and the treatment facility for this care, but not while at the treatment facility. If an injury is incurred or aggravated as the result of the member's gross negligence or misconduct, there is no authority.

G. Funeral Honors Duty. A Reserve Component member who performs funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member's residence is authorized travel and transportation allowances as for TDY under Chapter 3 and Chapter 4.

H. COLA and Housing Allowances. See par. U9145 for COLA and par. U10428 for housing allowances.

*Effective for a Reserve Component member called/ordered/entering active duty on/after 6 January 2006.*

***NOTE: New rules apply for a Reserve Component member called/ordered to active duty for more than 30 days and who began to serve active duty on or after 6 January 2006. If active duty began prior to 6 January 2006 the new rules do not apply even if the member's continuous service extends beyond 6 January 2006. A member whose service is extended on/after 6 January 2006, through an amended or modified authorization/order, and serves more than 30 days from the extension authorization/order, is authorized allowances under the new rules effective the date of the extension.***

**U7155 RETIRED MEMBER CALLED (OR ORDERED) TO ACTIVE DUTY WITH OR WITHOUT PAY**

Except for periodic physical examinations covered by par. U7250, a retired member (including those on the TDRL and a member in the Fleet Reserve or Fleet Marine Corps Reserve receiving retainer pay), called (or ordered) to active duty with or without pay, is authorized travel and transportation allowances as provided in par. U7150 for a Reserve Component member.

*Effective 1 January 2008*

**U7175 MUSTER DUTY ALLOWANCE FOR 'READY RESERVE' RESERVE COMPONENT MEMBER**

The Muster Duty Allowance rate, effective 1 January 2008, is \$190.90 for a Reserve Component Ready Reserve member (not a member of the National Guard or the Selected Reserve) authorized a muster duty allowance. See par. 580105 of the DOD 7000.14-R, Financial Management Regulation, Vol. 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay for DOD (<http://www.dtic.mil/comptroller/fmr/07a/07A58.pdf>) and COMDTINST M7220.29, U.S. Coast Guard Pay Manual for Coast Guard (<http://www.uscg.mil/HO/G-W/G-WP/G-WPM/MANUALS.HTM>). **NOTE:** *The allowance is 125 percent of the average CONUS per diem rate in effect on 30 September of the calendar year preceding the calendar year in which the muster duty is performed.*

## U7180 ALLOWANCE SUMMARY TABLES

**NOTE:** These tables summarize the allowances and are for informational purposes. The actual allowances are prescribed in the preceding Chapter 5, Part G paragraphs.

<b>Table U7G-1</b>		
<b>RESERVE COMPONENT PERSONNEL ON ACTIVE DUTY WITH PAY</b>		
<b>(NOTE 1)</b>		
<b>SITUATION</b>	<b>TRANSPORTATION (NOTES 2 and 3)</b>	<b>PER DIEM (NOTES 4 and 5)</b>
Annual training duty ( <b>NOTE 6</b> )	Chapter 3 applies	Not authorized if Government quarters & mess available; otherwise Chap 4 applies
Involuntary training due to unsatisfactory participation in reserve commitments	Chapter 3 applies	Not authorized if Government quarters & mess available
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	Chapter 3 applies--reimbursement for POC is the automobile mileage, limited to cost of Government contract carrier	Not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as members traveling together with no/limited reimbursement (Chapter 4, Part B). Otherwise, may be authorized reimbursement under Chapter 3	Not authorized if Government quarters and mess available
Member commutes, or is within the commuting area as designated by local commander	May be paid the automobile mileage for one-round trip only (provided the place of active duty and home are not in same city limits). Also may be authorized reimbursement under Chapter 3, Part F	Not authorized - AEA may be authorized under par. U4510 (except for meal normally procured when commuting) if required to remain overnight (except if duty site and home are in same city limits)
Active duty for training for fewer than 140 days or active duty for other than training for 180 or fewer days at one location	Chapter 3 applies	Chapter 4 applies
Additional periods for 140 or more days for training or over 180 days for other than training		If prospective extended period is fewer than 140 day for training or 180 or fewer days for other than training per diem continues. If 140 or more days for training or more than 180 days for other than training per diem stops on date of the authorization/order directing additional duty
Physical examination ICW active duty	Chapter 5, Part B applies	Chapter 5, Part B applies from the place the order is received or addressed to the place of physical examination and return, or to the new PDS, or return and then to the new PDS
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for more than 180 days	Chapter 3 applies if the Secretarial Process authorizes per diem, otherwise Chap 5 applies	Chapter 4 applies if the Secretarial Process authorizes per diem, otherwise no per diem at the location -- Chapter 5 applies en route and Chapter 4 applies when duty performed at any other location for 180 or fewer days
Active duty for more than 180 days at one location	Chapter 5 applies	No per diem at the location except as noted in par. U2146-B -- Chapter 5 applies en route and Chapter 4 applies when duty performed at any other location for 180 or fewer days

**NOTES:**

1. Applies to a Reserve Component member called/ordered to active duty with pay under an order that provides for return to home or place from which called/ordered to active duty. Includes a Retired Member called to active duty with or without pay (except for a periodic physical for a member on the TDRL.) See par. U7250.
2. Travel and transportation allowances are not authorized if the place of duty and home are in the corporate limits of the same city or town.
3. A Reserve Component member may not be paid for commuting from home to duty--only one round-trip may be paid.
4. Temporary lodging facilities are not Government quarters for the purpose of this table.
5. A Reserve Component member on active duty for training who otherwise is not authorized per diem and who occupies transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.
6. Since a training location is the PDS, no per diem is payable when Government quarters & mess are available. Per diem is payable for TDY away from the training location or for travel to and from the AT location if not in a commuting status.

**Part G: Travel of a Reserve Component Mbr or Retired Mbr Called/Ordered to Active Duty**

<b>Table U7G-2</b>		
<b>RESERVE COMPONENT MEMBER ON ACTIVE DUTY WITHOUT PAY</b>		
<b>SITUATION</b>	<b>TRANSPORTATION</b>	<b>PER DIEM (NOTES 1 and 2)</b>
Standby Reserve Component Member	Not authorized	Not authorized
Others performing duty without pay	Service discretion to reimburse under Chapter 4, Part B (as for members traveling together with no/limited reimbursement) and/or the automobile mileage rate	Not authorized except occasional meals and/or quarters may be authorized for travel days only. See par. U4510.

**NOTES:**

1. Temporary lodging facilities are not Government quarters for the purpose of this table.
2. A Reserve Component member on active duty for training who otherwise is not authorized per diem and who occupies transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

<b>Table U7G-3</b>		
<b>INACTIVE DUTY TRAINING WITH OR WITHOUT PAY</b>		
<b>(NOTES 1 and 2)</b>		
<b>SITUATION</b>	<b>TRANSPORTATION</b>	<b>PER DIEM</b>
TDY to a Reserve Component member's assigned unit including the training duty station, drill site, city or town in which assigned unit is located	Not authorized - may be authorized reimbursement under Chapter 3, Part F	Not authorized
TDY to other than the Reserve Component member's assigned unit	Chapter 3 applies, limited to lesser cost from member's abode or home unit.	Chapter 4 applies
A Standby Reserve Component member voluntarily performing without pay	Not authorized	Not authorized

**NOTES:**

1. For travel allowance purposes, the Reserve Component unit is the designated post of duty for a Reserve Component member attached or assigned to that unit.
2. A Reserve Component member on inactive duty for training who otherwise is not authorized per diem and who occupies transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

**Part G: Travel of a Reserve Component Mbr or Retired Mbr Called/Ordered to Active Duty****Table U7G-4****SENIOR RESERVE OFFICERS TRAINING CORPS MEMBERS***(NOTES 1 and 2)*

<b>SITUATION</b>	<b>TRANSPORTATION</b>	<b>PER DIEM</b>	<b>REMARKS</b>
Travel of SROTC Advanced Training members 1) to and from field training or at-sea training sites or 2) for medical or other exam or for observations the Service deems appropriate	Transportation is by Government conveyance or Government-procured transportation or reimbursement on a per mile basis at the automobile mileage rate. The AO may authorize reimbursement for POC from home or SROTC unit location to the training site and return for advance training.	No Government prepared meals or box lunches are furnished or meal tickets issued	1. If transportation and meals are not furnished, the automobile mileage rate is payable per mile. 2. Reimbursement on a mileage basis may be authorized to and from transportation terminals. 3. Payment may be authorized under par. U4510 at a delay point. 4. If mixed mode transportation is involved, pay mileage up to the total cost of Government-procured transportation plus meal tickets (minus cost of any such items used).
SROTC Cadets and midshipmen in Financial Assistance Program ordered to perform TDY	Par. U7001 applies	Par. U7001 applies	Does not apply while at a location performing field training or at-sea training when both Government quarters and meals are available
Travel to educational institution to accept appointment as SROTC cadet or midshipman in Financial Assistance Program	Chapter 5, Part B applies; allowances may not exceed those payable from appointee's permanent place of abode, home, school, or duty station at the time of travel to the educational institution	Chapter 5, Part B applies	Transportation may be furnished or reimbursement made for travel on the basis of receipt of a notice of selection for appointment or other evidence showing travel was ICW such appointment
SROTC Cadets or midshipmen discharged from the Financial Assistance Program	Chapter 5, Part B applies for travel from the educational institution where enrolled to the authorized abode, home, or military station	Chapter 5, Part B applies	If the member continues school at the same institution after discharge from the Financial Assistance Program, no travel allowances are authorized
SROTC member ordered to active duty as an enlisted member or an officer in an Armed Force	Chapter 5, Part B applies	Chapter 5, Part B applies	From home or place ordered to active duty to the first PDS via any TDY en route

**NOTES:**

1. Neither a member nor a designated applicant appointed under 10 USC §2104--SROTC advanced training members-- is authorized per diem.
2. A member and/or a designated applicant appointed under 10 USC §2107--SROTC cadets and midshipmen in Financial Assistance Program may be authorized per diem.

**Table U7G-5****MISCELLANEOUS**

<b>SITUATION</b>	<b>TRANSPORTATION</b>	<b>PER DIEM</b>	<b>REMARKS</b>
Member entitled to medical or dental care under 10 USC §1074a for illness, disease, or injury incurred or aggravated while: (1) on active duty for a period of 30 or fewer days; or (2) on inactive duty training; or (3) traveling directly to or from the place at which the member performs or has performed such duty.	Chapter 3 applies	Chapter 4 applies	Not authorized if the injury is a result of the member's gross negligence or misconduct
Muster Duty – Ready Reserve member who is not a member of the National Guard or the Selected Reserve	Not authorized; however, an allowance for Muster Duty is	Not authorized	Must be engaged in muster duty for a period of at least 2 hours. See par. U7175 for the effective rate.

## CHAPTER 9

### STATION ALLOWANCES (OCONUS COLA AND TLA)

#### **PART A: DEFINITIONS**

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

#### **PART B: COST OF LIVING ALLOWANCE (COLA)**

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<b>U9100</b>	<b>COLA</b>
	A. Purpose
	B. Allowances Payable
	C. COLA Calculation
	D. COLA Unique Expenses
<b>U9105</b>	<b>COLA START/STOP</b>
	A. Start
	B. Stop
<b>U9110</b>	<b>COLA INCIDENT TO PCS BETWEEN PDSs IN CLOSE PROXIMITY</b>
<b>U9115</b>	<b>COLA FOR A MEMBER WITHOUT DEPENDENT</b>
	A. Reduced COLA
	B. Government Dining Facility/Mess Availability
	C. Leave Periods
<b>U9120</b>	<b>NON-COMMAND SPONSORED DEPENDENTS IN PDS VICINITY</b>
<b>U9125</b>	<b>FRACTIONAL COLA FOR A MEMBER-WITHOUT DEPENDENT</b>
<b>U9130</b>	<b>COLA FOR A MEMBER WITH DEPENDENT</b>
	A. General
	B. Home Port Changes
	C. PCS Order Amendment Changes the PDS

**Paragraph    Title/Contents****U9135        GEOGRAPHIC COLA LOCATIONS****U9140        COLA REPORT SUBMISSION****U9145        COLA FOR A RESERVE COMPONENT MEMBER**

- A.    General
- B.    Called/Ordered to Active Duty for More Than 30 days
- C.    Called/Ordered to Active Duty for Less than 31 Days

**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
- C.    TLA Start when Authorized Per Diem (Chapter 4, Part B)
- D.    TLA when a Member Arrives before Dependents
- E.    Dependents Arrive at or in the OCONUS PDS Vicinity before the Member
- F.    Home Port Change
- G.    Dependents' Delayed Departure Authorized/Approved by the Secretarial Process
- H.    TLA during Hospitalization Period
- I.    Additional TLA Period
- J.    TLA Stop

**U9165        TLA UNDER SPECIAL CONDITIONS**

- 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        TLA 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

## PART C: TEMPORARY LODGING ALLOWANCE (TLA)

### U9150 GENERAL

A. Purpose. TLA is provided to partially reimburse a member for the more than normal expenses incurred while occupying temporary lodgings:

1. Upon initial arrival (reporting) at an OCONUS PDS (includes reporting for TDY at an activity within the new OCONUS PDS limits (B-208740, 31 January 1983)) and waiting for Government quarters assignment, or while completing arrangements for other private sector housing when Government quarters are not available;
2. When based on the OCONUS TLA Authority's written guidance, the appropriate official determines that for reasons beyond the member's control (does not include a ship entering any type of maintenance availability), it is necessary for a member, once established in permanent Government quarters/private sector housing or waiting to reoccupy the vacated permanent Government quarters/private sector housing;
3. While seeking permanent Government quarters/private sector housing following a TDY period when a member-without-dependents vacated permanent Government quarters/private sector housing before a TDY assignment of 90 or more days (59 Comp. Gen. 486 (1980));
4. While house-hunting after the member arrives at the new PDS and reports for duty in the conjunction with a PCS;
5. Immediately preceding PCS departure from an OCONUS PDS (includes reporting for TDY at a location within the old OCONUS PDS limits (B-208740, 31 January 1983) after Government quarters/private sector housing is vacated ICW a PCS authorization/order; or
6. During a member's hospitalization period while en route between PDSs when dependents are required to use OCONUS temporary lodgings during the hospitalization period.

***NOTE 1:*** A member who retires/separates, stays in the PDS area, and then moves at a later date or moves to an OCONUS HOR/HOS location selected by the member is not eligible for TLA.

***NOTE 2:*** TLA is not intended, and must not be allowed to be used, for the personal enrichment of a member by providing TLA for other than the purpose intended. Disciplinary action addressed in par. U1055 applies when TLA is provided for inappropriate reasons.

***NOTE 3:*** See par. U9220 regarding authorizing/approving TLA ICW dependents' advance arrival and/or delayed travel.

**B. Implementation**

1. In a country/area in which only one Service is represented, the senior commander (OCONUS TLA Authority) must issue written TLA guidance for the country/area.
2. In countries/areas where more than one Service is represented, the senior commander/designee (i.e., the OCONUS TLA Authority) must issue written guidance for all Services in the country/area. The OCONUS TLA Authority may delegate authority as determined appropriate to judiciously administer TLA.
3. A copy of the written material, and changes to/re-issuances of the written material implementing this authority, must be provided to:

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

for review IAW DODD 5154.29 before implementation. This written material must be coordinated in the country/area with the Uniformed Services present there, must be consistent with par. U9150, and must be designed to uniformly authorize TLA to each member of each Uniformed Service.

**C. OCONUS TLA Authority Responsibilities**

**1. TLA Authorization Determination**

- a. The OCONUS TLA Authority causes the determination to be made whether or not it is necessary for the member and/or dependent(s) to occupy temporary lodgings when the first arrive at, or immediately before they leave, an OCONUS PDS.
- b. If temporary lodgings occupancy is necessary, the requirements below, in par. U9150-C1e(1) through (8) must be met before TLA payment.
- c. If Government quarters are not available, the member should be prepared to provide written certification to support any voucher documentation submitted if required by finance regulations.
- d. When Government quarters are available and other lodgings are used, lodging reimbursement is limited to the Government quarters' cost (see par. U1045).
- e. It is the OCONUS TLA Authority's responsibility to ensure that the member is advised:
  - (1) Upon arrival, of the responsibility to aggressively seek permanent Government quarters/private sector housing (not applicable when it is known that the member is to be assigned Government quarters), and to follow up and review (at intervals of 15 or fewer days as determined by the TLA Authority) the member's progress in obtaining permanent Government quarters/private sector housing;

- (2) Upon arrival, of the requirement to register with an official and to keep that official periodically informed (at intervals of 15 or fewer days as determined by the TLA Authority) of progress in obtaining permanent Government quarters/private sector housing. ***NOTE: The member does not have to report progress in obtaining permanent private sector housing when it is known that the member is assigned Government quarters.;***
- (3) Of the responsibility to furnish a statement to the official described above in par. U9150-C1e(2) indicating TLA commencement and/or termination;
- (4) Of any limit on the number of authorized TLA days (for arrival or departure) and of any written justification requirement for a TLA extension to the maximum number of days in pars. U9160 and U9170;
- (5) Of the requirement to relocate to other permanent Government quarters/private sector housing or to reoccupy the Government quarters/private sector housing formerly occupied, as soon as practical if the conditions in par. U9150-A2 apply;
- (6) That TLA authorization depends on the expenses incurred at the temporary lodgings (excluding lodging expenses when staying with friends or relatives) and of the need to obtain and keep receipts for lodging expenses to support TLA payment;
- (7) Of the list of recommended temporary lodgings and provided encouragement to use these recommended facilities; and
- (8) That lodging expenses are not allowed while staying with friends/relatives.

If under written guidance of the OCONUS TLA Authority a determination is made that the member has not complied with the TLA requirements or has failed to submit acceptable reasons for noncompliance, TLA payment or further TLA authorization must be denied.

## 2. Determining Additional TLA Periods

- \*a. In addition to the responsibilities in par. U9155-B1, before authorizing/approving additional TLA periods upon initial arrival (par. U9160-G), delayed departure (par. U9170-C), or early permanent Government quarters/private sector housing termination (par. U9170-D), the OCONUS TLA Authority's written guidance is used to determine whether or not an undue financial hardship can result if an additional TLA period is not authorized/approved.
- b. Personal inconvenience to a member/dependents is never a determining factor.
- c. Applications for additional TLA periods must establish the need for continuance.
- d. In the written guidance regarding making the continuation determination, the OCONUS TLA Authority must direct consideration of the daily amount of:
  - (1) TLA the member has received or will receive;
  - (2) Current and estimated expenses for temporary lodgings occupancy;

(3) Housing allowance for a member who has one or more command-sponsored dependents in the OCONUS PDS vicinity, on whose behalf the member is authorized TLA, and for those with no dependents;

***NOTE: Housing allowance is not a consideration when paid for dependents at a place other than the member's PDS, or at the with-dependent rate to a member receiving TLA for the member only.***

(4) FSH.

e. If a member is not expected to incur any excess costs or suffer undue financial hardship, the OCONUS TLA Authority's written guidance should require disapproval of any additional TLA period.

3. Economical TLA Administration

a. TLA costs should be minimized by effective OCONUS TLA Authority guidance and management attention at all levels to:

- (1) Preclude the need for TLA,
- (2) Shorten the authorization period, and
- (3) Reduce the amount payable.

b. The following duties should be emphasized in the OCONUS TLA Authority's written guidance to help the member locate permanent quarters. The guidance should ensure that:

- (1) Existing Government transient facilities are used to the fullest possible extent by a member and/or dependents upon PDS arrival and/or departure by usage policy that makes the Government transient facilities more available to a member in a TLA status and/or dependents;
- (2) Leased quarters furnished and equipped for housekeeping for temporary occupancy by families upon arrival/departure are used when practical;
- (3) Contact with the local private sector permanent housing market is maintained and incoming families are furnished with reliable, realistic, and current information concerning private sector permanent housing location, availability, description, and cost;
- (4) Use of temporary lodgings, with facilities for preparing and consuming meals, is promoted;
- (5) The member is aware of Government-owned furniture, maintained for temporary loan to arriving and departing families to occupy permanent Government quarters and/or private sector housing before the HHG arrive and continue occupancy after the HHG have been picked up for shipment before the member and/or dependents depart;

(6) Permanent Government quarters are/private sector housing is occupied as soon as possible upon arrival and not vacated sooner than necessary upon departure, and cause TLA termination on the day before the date permanent Government quarters/private sector housing could reasonably be occupied, when permanent Government quarters are/private sector housing is not occupied;

(7) That requirements for dependent travel authorizations contain advice to the member about appropriate items for inclusion unaccompanied baggage (e.g., blankets, linens, kitchen utensils, dishes, and tableware); and

(8) An up-to-date list of approved temporary lodgings is maintained, and that lodging inspections are provided at appropriate intervals.

#### **U9155 GENERAL TLA PAYMENT CONDITIONS**

A. TLA may be authorized when the TLA Authority determines it is mandatory that a member and/or dependents occupy temporary lodgings at personal expense.

B. Non-occupancy of accommodations during a portion of the authorized TLA period does not prevent authorization for other days during the TLA period.

C. An initial TLA period and an additional authorized TLA period do not have to be continuous.

D. A member serving an unaccompanied tour is not authorized TLA when an available Government dining facility/mess is not used and/or available Government quarters are not occupied because a non-command-sponsored dependent is in the PDS vicinity.

E. TLA may be paid, in addition to TQSE or TQSA for a civilian employee, (see JTR, Chapter 5, Part H) as long as TLA and TQSE/TQSA payments cover different expenses. Duplicate payment for the same expenses is not authorized. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).

#### **U9160 INITIAL ASSIGNMENT**

##### **A. General**

\*1. TLA authorization for an OCONUS PDS assignment requiring a residence change ordinarily should not exceed 60 days. A period in addition to 60 days may be authorized/approved for the specific reasons in par. U9160-I. The initial 60-day period begins on the same date as COLA. TLA days do not have to be consecutive (e.g., TDY, hospitalization, or leave taken away from the PDS).

2. At the end of the first 15 or fewer day TLA period specified in par. U9150-C1e(1), or the longer period authorized under extenuating circumstances, the OCONUS TLA Authority's guidance should address review of the member's situation to determine the progress in obtaining permanent housing.

3. If the member's efforts appear deficient, the member must be reminded of responsibilities in the matter. Unexcused failure to comply with the diligent search requirement should result in TLA termination (not applicable when it is known the member is awaiting assignment to Government quarters).

4. The member's absence from the PDS due to TDY, maneuvers, being aboard ship, sickness, hospitalization, serious illness of dependents, or other acceptable reasons, excuses the member's failure to aggressively seek permanent housing during the absence, illness, etc., and postpones the date for submitting information required by par. U9150-C1. This applies when evaluating the member's progress toward obtaining permanent Government quarters/private sector housing and in determining TLA authorization/approval during each succeeding period.

5. TLA accrual provisions (par. U9185-E) are applied in computing TLA upon arrival.

B. TLA Start when Authorized 'MALT-Plus' Flat Per Diem. When 'MALT-Plus' flat per diem is payable on the reporting day to a new PDS, TLA for the member/dependent(s) is not authorized for that day.

C. TLA Start When Authorized Per Diem (Chapter 4, Part B)

1. Reporting Day to PDS. When a member and/or dependents occupy temporary lodgings on the reporting day to the new PDS, the member may be authorized TLA for the member and/or dependents.

2. Period while Awaiting the Ship's Arrival

a. When a member is in a per diem status at the OCONUS home port awaiting arrival of the ship to which assigned, TLA on the member's behalf is not payable during the waiting period beginning the arrival day at the home port and extending through the day before the actual reporting day aboard the ship as the member is in a TDY status awaiting the ship's arrival and eligible for per diem. ***NOTE: This is because the ship is the member's PDS for personal travel and until reporting to the ship, the member has not reached the new PDS.***

b. Except on the reporting day to the ship (par. U9160-C1), lodging costs for quarters jointly occupied by the member and dependents are apportioned 50% for the member and 50% for dependents (regardless of the number of family members) when a member in a per diem status is receiving TLA for dependents while at the home port.

c. On the actual reporting day aboard the ship, the lodging cost for quarters jointly occupied by the member and dependent is not divided between the member and the dependent; the entire lodging cost (100%) is included as a TLA expense.

d. The number of dependents occupying temporary lodgings in the PDS area, or the home port when the new PDS is a ship, determines the TLA rate payable on behalf of dependents for days when a member is authorized per diem.

3. TDY/Deployment Period while Away from New PDS. A member receiving TLA who is ordered on TDY after arrival at a new PDS, or who is ordered on deployment from the home port or permanent duty location of the ship, staff or afloat unit, 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 member's military assignment, those temporary quarters must be retained at the new 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.

\*D. TLA when a Member Arrives before a Dependent. When a member arrives at an OCONUS PDS before a dependent, the member may be authorized TLA if the conditions in par. U9155-A are met. Upon the dependent's arrival, TLA also may be authorized/approved for the member and/or dependent for the period the member/dependent is/are required to use temporary lodgings. If the dependent arrives after the initial 60-day period in par. U9160-A expires, an additional TLA period may be authorized under par. U9160-G whether or not TLA was paid during the initial 60-day period.

E. Dependent Arrives at or in the OCONUS PDS Vicinity before the Member. When a dependent arrives at or in the OCONUS PDS vicinity in advance of a member following Secretarial authorization for/approval of advance dependent arrival under par. U10412, the dependent's TLA start date is the day TLA is authorized for the member provided the dependents are command-sponsored as indicated in par. U9000-A2.

\*F. Home Port Change. The new home port is the member's PDS for TLA purposes (65 Comp. Gen. 888 (1986)) if a member is:

1. Currently assigned to a ship or other fleet unit with an announced home port change, or
2. In receipt of a PCS authorization/order to a ship or other fleet unit with an announced home port change,

and the dependent is authorized to travel to the new home port.

G. Dependent's Delayed Departure Authorized/Approved by the Secretarial Process. When a dependent departs the OCONUS PDS vicinity after the member, following Secretarial Process authorization/approval under par. U10208 of the delayed travel, TLA for the dependent is authorized under the same conditions as applicable to a member.

H. TLA during Hospitalization Period. A member receiving TLA, who is hospitalized after arrival at a new PDS, may continue to receive TLA on the member's behalf. When, despite the member's hospitalization, TLA quarters must be retained at the new PDS, the member's share of temporary lodging cost is included as a TLA expense. The member's authorization/order must be annotated, or have attached to it, certification that retaining the TLA quarters was because of military necessity (i.e., the member's hospitalization) and not because of the member's personal choice/convenience.

I. Additional TLA Period. The OCONUS TLA Authority's authorizing/approving official(s) (par. U9150) may authorize/approve a period in addition to the initial 60-day maximum which may follow immediately after the initial period or begin at some later date after expiration of the initial 60-day period. The additional period may be authorized/approved when any of the following reasons exist and the reason(s) is/are determined to be beyond the member's/dependents' control:

1. Non-arrival of HHG;
2. Delay in availability of/assignment to Government quarters due to Service requirements;
3. Acts of God, fire, flood, earthquake, riot, civil unrest, or other disturbances that make normally available or anticipated Government quarters or private sector housing temporarily or permanently uninhabitable or unavailable.
4. Withdrawal of private sector housing from the market by a landlord;

5. The member is unable to secure private sector housing that the housing officer considers suitable to the member's needs, in an acceptable location, and comparable to and within the price range of housing currently being used by other members in the area. **NOTE: This does NOT mean the housing lease cost cannot exceed the OHA ceiling; it can.;** or

6. The member is/dependent(s) are hospitalized or the member's duties require the member to be away from the PDS (home port, if attached to a ship) resulting in curtailment of opportunities to arrange for permanent Government quarters/private sector housing. The additional TLA period is authorized/approved in increments of 15 or fewer days.

J. **TLA Stop.** Unless TLA is terminated sooner for one of the reasons in par. U9150-C1e or elsewhere in this Part, TLA authorization upon initial arrival stops on the day before the day a member occupies permanent Government quarters or private sector housing. With the exception of the extra lodging charges allowable (see pars. U9185-A2, U9185-C and U9185-D), no expenses incurred on the permanent Government quarters/private sector housing occupancy day are allowable in computing TLA. **NOTE: In any case, TLA must stop the day HHG are delivered.**

### U9165 TLA UNDER SPECIAL CONDITIONS

#### A. Member Must Vacate Established Permanent Government Quarters/Private Sector Housing in the PDS Vicinity

1. The TLA period for situations in par. U9150-A2, is for the entire period the member is required to use temporary lodgings if authorized/approved by the OCONUS TLA Authority.
2. TLA begins the day temporary lodgings are first used and ends on the day before the day permanent Government quarters are/private sector housing is reoccupied or when the OCONUS TLA Authority determines TLA is no longer justified.
3. TLA computation does not include any expenses incurred before the TLA period begins or after it ends, except for extra lodging charges authorized in par. U9185-A2, U9185-C, or U9185-D.
4. TLA is to be terminated if the OCONUS TLA Authority determines that TLA is no longer necessary (i.e., no excess costs, or the member fails to accept adequate permanent Government quarters or the member stops diligently searching for permanent private sector housing).

B. Deployment Period while Away from PDS. A member receiving TLA who is ordered on deployment from the home port of the ship, staff or afloat unit, is authorized to continue to receive TLA on the member's behalf and may include the member's share of temporary lodging cost when, because of the member's assignment, those temporary quarters must be retained at 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.

C. TLA when Tour Is Converted. A member whose tour is converted to an accompanied tour may be eligible for TLA for the member and command-sponsored dependents who were dependents on the PCS authorization/order effective date to the OCONUS PDS if par. U9150-C conditions are met. The member must make every reasonable effort to find suitable permanent Government quarters/private sector housing for the dependents before they arrive. TLA may be authorized/approved for the member and dependents only if the member, for reasons beyond the member's control, is unable to find suitable permanent Government quarters/private sector housing for the dependents before they arrive.

D. Member Acquires Dependent(s). A member serving an OCONUS tour who had no dependents on arrival but who acquires dependents during that tour is not eligible for TLA for those dependents upon arrival at the PDS because the member was without dependents on the effective date of the PCS authorization/order (B-186628, 17 September 1976). A member may be authorized TLA for the member, when eligible, and/or for dependents acquired while serving at an OCONUS PDS if the dependents are command-sponsored at the PDS from which departing.

E. PCS Authorization/Order Cancelled/Revoked. When the member's PCS authorization/order is cancelled/revoked after the member occupies temporary lodgings, the member may receive TLA reimbursement up to the maximum number of days allowable.

### **U9170 TLA UPON DEPARTURE**

#### A. General

1. The TLA period upon departure should not exceed the last 10 days before the day the member departs the PDS in compliance with a PCS authorization/order, except when:
  - a. One or more dependents remain in the old PDS vicinity IAW par. U9205-B1 or U9220. TLA must not exceed the last 10 days preceding the day the last dependent departs, without regard to the effective date of the PCS authorization/order from that PDS;
  - b. A longer TLA period is authorized due to delayed departure (par. U9170-C) or early termination of permanent Government quarters/private sector housing (par. U9170-D);
  - c. The member/dependent(s) is hospitalized or the member's duties require the member to be away from the PDS (home port, if attached to a ship).
2. The PCS authorization/order effective date is defined in Appendix A.
3. The TLA accrual provisions (par. U9185-E) apply in computing TLA upon departure.
4. Expenses incurred on the departure day are not considered except that TLA for the preceding day may be increased under par. U9185-A2, U9185-C, or U9185-D as a result of lodgings costs imposed for the temporary lodging vacating day.

B. Dependents Depart before the Member. When dependents depart an OCONUS PDS before the member, TLA may be authorized for the member and dependents when the conditions in par. U9155-A are met. TLA incident to the dependents' departure must not exceed the last 10 days before the last dependent departs, and must not begin earlier than the issue date of the PCS authorization/order, or official alert notice. Upon departure of the member at a later date, TLA may again be authorized/approved for the member as in par. U9170-A.

C. Delayed Departure. When the period authorized by par. U9170-A has begun and actual departure is delayed through no fault of the member or dependents (to include dependents' delay due to the member's death, see par. U10110), TLA may be authorized/approved by the authorizing/approving official (see par. U9150), in increments of 10 or fewer days, for the entire period that temporary lodgings must be used.

D. Early Permanent Housing Termination. When, for reasons beyond the control of the member and/or dependents, permanent Government quarters/private sector housing must be relinquished more than 10 days before the estimated departure date, the authorizing/approving official (see par. U9150) may authorize/approve TLA beginning the day the permanent Government quarters/private sector housing is relinquished for reasons such as the following:

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 authorization/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.

## U9185 RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES

### A. General

1. Determining the Number of Persons Occupying Temporary Lodgings. In determining the number of persons in the family occupying temporary lodgings, the member is not counted for any day when the member is not authorized TLA in the member's own behalf. See pars. U9160-B and U9160-C.
2. Extra Room Charge Payment. Except as provided in pars. U9185-C and U9185-D, when the member and/or dependents check into/out of temporary lodgings at a time of day which results in the payment of room charges for the calendar day before checking-in or for the checking-out calendar day, the rates of 65%, 100%, 35%, and 25% shown in par. U9185-E are 97.5%, 150%, 52.5%, and 37.5%, respectively, for the calendar day of checking-in or the calendar day preceding the checking-out day.
3. TLA Authorized on the Reporting Day
  - a. Reimburse the traveler/dependent(S) 75% of the new OCONUS PDS per diem M&IE rate (par. U5113) when the PCS is performed by common carrier or transportation-in-kind if the TLA and reporting day are the same. See pars. U5105-C, U5105-D, U5203-A1a, and U5203-A1b. The reporting day lodging expense is reimbursed as TLA (par. U9150-C). See par. U9185-H, TLA computation example 8.
  - b. TLA is not payable on the reporting day when MALT PLUS is payable, par. U9160-B.

B. Temporary Lodging Not Available at PDS. When Government/commercial temporary lodgings are not available at the PDS and the member must obtain Government/commercial temporary lodgings at a nearby place, the maximum daily TLA amount is determined by multiplying the accommodations location per diem rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> by the percentage in par. U9185-E if the accommodations diem rate is higher than that for the PDS. Otherwise, the PDS locality per diem rate is used. Finance regulations might require that payments made under par. U9185-B be supported by a statement of the member's commanding officer/or designee, that the accommodations used were the nearest suitable accommodations available to the member's PDS.

C. Temporary Lodgings Furnished by Government Contractors. When a Government contractor furnishes temporary lodgings, TLA is computed under par. U9185-E. When the member and/or dependents check into/out of Government contractor temporary lodgings at a time of day that results in the payment of a lodging charge for the calendar day before checking-in or the checking-out calendar day, the daily amount of TLA for the check-in calendar day or the calendar day preceding the check-out day is to be increased by the extra amount of quarters charge paid.

D. Temporary Lodging Occupied in Facilities under Government Jurisdiction. When temporary lodgings are occupied in guest houses, exchange hotels, temporary lodgings facilities, or transient facilities such as visiting officer's quarters, under Government jurisdiction (operated with appropriated or non-appropriated funds), TLA is computed per par. U9185-E. When the member and/or dependents check into/out of this type of quarters at a time of day which results in the payment of a rental/service charge for the calendar day before checking-in or for the checking-out calendar day, the daily TLA amount for the check-in calendar day or the calendar day preceding the check-out day is increased by the amount of the extra rental/service charge paid.

E. General TLA Computation. Except when more than one TLA rate applies within the computation period as in par. U9185-A or U9185-B, and except as in pars. U9185-F, and U9185-G, TLA computations are made in increments of 15 or fewer days when TLA ceases to exist before the end of a (15 or fewer days) period. Computations are as follows:

Step 1: Determine the Daily M&IE and Lodging Ceiling. Multiply the percentage in the following table by the applicable locality per diem M&IE and lodging rates prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

<b>Number of Eligible Persons Occupying Temporary Lodging</b>	<b>Percentage Applicable</b>
Member or 1 dependent	65%
Member and 1 dependent, or 2 dependents only	100%
For each additional dependent age 12 and over, add	35%
For each additional dependent under age 12, add	25%

***NOTE 1: Use the above percentage factors for both lodging and M&IE unless:***

- a. A TLA – Special has been authorized for lodging. See par. U9195.*
- b. Temporary lodgings are not available at the PDS. See par. U9185-B.*
- c. Permanent Government quarters are being renovated, or lack a stove and/or refrigerator. See par. U9185-F.*
- d. Temporary quarters contain cooking facilities. See par. U9185-G.*
- e. A member, authorized a temporary lodging cost at the new PDS under par. U9160-C3 as a TLA expense during a TDY/deployment period, is included in the number of persons occupying the temporary lodgings for lodging but not M&IE. Determine the member's share of the meal allowance by dividing the M&IE amount determined in this step by the number of persons in the member's family, including the member, occupying the temporary lodgings. Deduct the member's share from the M&IE.*

***NOTE 2:*** When computing the correct total percentage for a member and family that includes the member's spouse and dependent children, the member and spouse are allowed the 100% rate and 35% is added for each dependent age 12 and over and 25% for each dependent under age 12. See example #7. To compute the correct total percentage for a family unit that does not include the spouse, add the percentage associated with each dependent starting with the oldest dependent. This is shown in Example 6. The percentage for a member with two dependents, one age 12 or older and one under age 12 is 125% (member and dependent age 12 or older is 100%, dependent under 12 is 25%). A member-married-to-member couple on active duty that has dependents occupying temporary lodging can claim the dependents for TLA reimbursement as shown in Examples 5 and 6.

***NOTE 3:*** Exception occurs when temporary lodgings are not available at the PDS (see par. U9185-F), while renovating Government quarters (see par. U9185-F), or when permanent quarters lack a stove and/or refrigerator. See par. U9185-F.

Step 2: Determine the Payable Lodging Cost

- a. Compare the actual daily lodging cost to the Step 1 lodging cost ceiling. Select the lesser amount. Include in the actual lodging cost any lodging taxes, or the cost of a value added tax (VAT) relief certificate if the certificate is used to avoid paying the lodging taxes (and any lodging cost authorized under par. U9160-C3).
- b. Receipts, invoices, or statements from the lodging provider are required to verify lodging expenses. See par. U2510. See par. U9190 regarding TLA advances.
- c. If the member is in a TDY status (no matter how much per diem is being received), reduce the lodging expense by the lodging cost used to determine the member's per diem rate.
- d. When staying with friends/relatives, lodging cost is not allowed and is always zero.

Step 3: Determine Daily TLA Amount. Add the Step 2 result to the Step 1 M&IE rate. This is the daily TLA amount. For TLA computation examples see pars. U91850-H and U9195 (TLA – Special).

F. TLA while Government Quarters Are Being Renovated, or if Government Quarters Lack/Private Sector Housing Lacks a Stove and/or Refrigerator. When a member and/or dependents:

1. Occupy Government quarters while the kitchen is being renovated, or
2. Occupy Government quarters/private sector housing during utility loss, or
3. Initially occupy permanent Government quarters/private sector housing without a stove and/or refrigerator and meals cannot be prepared,

the member may be authorized TLA to cover restaurant meals cost. Determine TLA by multiplying the par. U9185-E, Step 1 percentage times the total meals amount in the locality M&IE per diem rate.

G. Temporary Quarters Contain Facilities for Preparing and Consuming Meals

1. When temporary lodgings have facilities and space for preparing and eating meals, the daily TLA rate is computed using par. U9185-E, except that the M&IE amount is reduced by one-half.
2. The reduced (one-half) M&IE amount based on cooking facilities does not apply when lodging is provided by a friend/relative, or to the first and last days of TLA.
3. The presence of a cook stove, work area (table, counter, etc.), refrigerator, sink, water, table, chairs, and cooking and eating utensils (i.e., all of the foregoing items) is evidence of adequate cooking and eating facilities.
4. When the member shows, to the satisfaction of the official designated in the local TLA regulations (see par. U9150) that the facilities for preparing and consuming meals are inadequate or for other reasons may not be used for all or part of the period involved, the member may be authorized TLA per par. U9185-E, without the M&IE reduction. The member's explanation for facilities non-use, endorsed by the OCONUS TLA Authority's designated official supports TLA payment under these circumstances.
5. To facilitate TLA administration, the OCONUS TLA Authority's designated official should ensure that a current list of available accommodations is maintained and make available to incoming and departing personnel.

H. TLA Computation Examples. The following TLA computation examples are provided to assist in ensuring TLA computation uniformity among all of the Uniformed Services.

**EXAMPLE 1**

***NOTE: Locality per diem rates used in this example may not be the rates currently in effect and are for illustration purposes only.***

A member, with spouse, is assigned to an OCONUS location. The locality per diem rate at <http://perdiem.hqda.pentagon.mil/pdrates.html> is \$150 (\$76/ \$74). The member and spouse arrive at the OCONUS location (the new PDS) on 1 April by POC and move into temporary lodgings the same day.

4/2 – The member is advised upon reporting in to aggressively seek permanent Government quarters/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent quarters at least every 10 days.

4/11 – The member submits a lodging expense report of \$1,140 (\$144 per day, including lodging taxes) for 4/1 thru 4/10. The member's progress in obtaining permanent Government quarters/private sector housing is reviewed. It is determined that the member has complied with JFTR and the OCONUS TLA Authority requirements. TLA is extended for another 10-day period.

4/21 – The member submits a lodging expenses report of \$1,140 (\$114 per day including lodging taxes) for 4/11 thru 4/20. The member was TDY and receiving per diem on 4/15 thru 4/18. Lodging costs at the PDS for 4/15, 4/16, and 4/17 were authorized for the member as a TLA expense under par. U9160-C3. The member moves into permanent quarters on 4/21. TLA is authorized only for the number of days the member actually remained in TLA accommodations.

TLA Computation for 1 April. Since 'MALT-Plus' per diem was paid on 1 April (OCONUS location arrival date) for the member and spouse, TLA is not payable for 1 April.

<b><u>TLA COMPUTATION FOR 2-10 APRIL</u></b>	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	100% x \$74 = \$74 100% x \$76 = \$76
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$114 vs. \$76 \$76
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay \$150 each day.	\$74 + \$76 = \$150 \$150 x 9 = \$1,350
<b><u>TLA COMPUTATION FOR 11-14 APRIL</u></b>	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	100% x \$74 = \$74 100% x \$76 = \$76
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$114 vs. \$76 \$76
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay \$150 each day.	\$74 + \$76 = \$150 \$150 x 9 = \$1,350
<b><u>TLA COMPUTATION FOR 15-17 APRIL</u></b>	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	100% x \$74 = \$74 100% x \$76 = \$76
2. Determine the member's share of the M&IE. Divide the Step 1 M&IE result by the number of occupants (including the member), then subtract that amount from the Step 1 result.	\$74 divided by 2 = \$37 \$74 - \$37 = \$37
3. Compare the actual daily lodging cost (including lodging taxes) to the Step 1 maximum lodging rate. Use the lesser.	\$114 vs. \$76 \$76
4. Add the Step 2 M&IE to the selected Step 3 lodging amount. Pay \$113 each day.	\$37 + \$76 = \$113 \$113 x 3 = \$339
<b><u>TLA COMPUTATION FOR 18-20 APRIL</u></b>	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	100% x \$74 = \$74 100% x \$76 = \$76
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$114 vs. \$76 \$76
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay \$150 each day.	\$74 + \$76 = \$150 \$150 x 3 = \$450

**EXAMPLE 2**

**NOTE:** *Locality per diem rates used in this example may not be the rates currently in effect and are for illustration purposes only.*

A member, with spouse, is assigned to an OCONUS homeported ship. The locality per diem rate at <http://perdiem.hqda.pentagon.mil/pdrates.html> is \$132 (\$66/ \$66). The member and spouse arrive at the OCONUS home port 10/1 while the ship is away. They occupy temporary Government quarters. The temporary accommodations do not contain facilities for preparing and eating meals. On 10/6 the ship returns to the OCONUS home port and the member reports aboard for duty at 1900 that day. The ship remains in port until 11/7. The member moves into permanent quarters on 10/11.

10/2 – The member is advised upon reporting in to aggressively seek permanent Government quarters/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent quarters at least every 10 days.

10/6 – The member submits a lodging expense report of \$490 (\$98 per day) for the member and spouse from 10/1 thru 10/5. The member submits a lodging expenses report of \$490 (\$98 per day) from 10/6 thru 10/10. The member has complied with the JFTR and command OCONUS TLA Authority requirements. TLA is extended for another 10-day period.

<b><u>TLA COMPUTATION FOR 1-5 OCTOBER</u></b>	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	65% x \$66 = \$42.90 65% x \$66 = \$42.90
2. Determine the lodging cost. Divide the allowable daily lodging cost (including lodging taxes) by 2, because the member is in a per diem status (par. U9160-C).	\$98 divided by 2 = \$49
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$49 vs. \$42.90 \$42.90
4. Add the Step 1 M&IE to the selected Step 3 lodging amount. Pay \$85.80 each day.	\$42.90 + \$42.90 = \$85.80 \$85.80 x 5 = \$429
<b><u>TLA COMPUTATION FOR 6-10 OCTOBER</u></b>	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	100% x \$66 = \$66 100% x \$66 = \$66
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$98 vs. \$66 \$66
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay \$132 each day.	\$66 + \$66 = \$132 \$132 x 5 = \$660

**EXAMPLE 3**

**NOTE:** *Locality per diem rates used in this example may not be the rates currently in effect and are for illustration purposes only.*

A member and 3 dependents (spouse, and two children under age 12) occupy temporary lodgings that contain facilities for preparing and consuming meals. The locality per diem rate at <http://perdiem.hqda.pentagon.mil/pdrates.html> is \$150 (\$76/ \$74). The lodging expense is \$138 per night, including lodging taxes.

<b>TLA Computation when Temporary Lodgings Contain Facilities for Preparing and Consuming Meals</b>	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	150% x \$74 = \$111 150% x \$76 = \$114
2. Multiply the Step 1 M&IE times one-half due to cooking facilities.	\$111 x ½ = \$55.50
3. Compare the actual daily lodging cost (including lodging taxes) to the Step 1 maximum lodging rate. Use the lesser.	\$138 vs. \$114 \$114
4. Add the Step 2 M&IE to the selected Step 3 lodging amount. Pay \$169.50 each day.	\$55.50 + \$114 = \$169.50 Pay \$169.50 for each day

**EXAMPLE 4**

**NOTE:** *Locality per diem rates used in this example may not be the rates currently in effect and are for illustration purposes only.*

Member-married-to-member couple, each is without dependents, are assigned to the same OCONUS PDS. They arrived at the new OCONUS PDS on 1 April by POC and move into the same temporary lodging on the same day. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate at <http://perdiem.hqda.pentagon.mil/pdrates.html> is \$150 (\$76/ \$74).

4/2 – The members are advised upon reporting in to aggressively seek permanent Government quarters/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent quarters at least every 10 days.

4/11 – Each member submits a separate lodging expense report of \$570 (\$114÷2 per day, including taxes=\$57) for shared temporary lodging. Moved into permanent quarters on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).

<b>TLA Computation for a Member-married-to-member Couple in the Same Temporary Lodging</b>		
Temporary Lodging without facilities for Preparing and Consuming Meals		
(A member IAW 37 USC §421 may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204).		
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	<u>Member 1</u> 65% x \$74 = \$48.10 65% x \$76 = \$49.40	<u>Member 2</u> 65% x \$74 = \$48.10 65% x \$76 = \$49.40
2a. Member 1, multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available. 2b. Member 2, multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.	\$48.10 x 100% = \$48.10  (2a)	\$48.10 x 100% = \$48.10  (2b)
3. Compare actual daily lodging cost (including lodging taxes) to Step 1 maximum lodging rate. Use the lesser.	\$49.40 vs. \$57.00 \$49.40	\$49.40 vs. \$57.00 \$49.40
4. Add the Step 1 M&IE to the Step 3 lodging amount. Pay the lesser amount of Step 1 and Step 4.	\$48.10 + \$49.40 = \$97.50 \$97.50 x 10 = \$975.00	\$48.10 + \$49.40 = \$97.50 \$97.50 x 10 = \$975.00

**EXAMPLE 5**

**NOTE:** *Locality per diem rates used in this example may not be the rates currently in effect and are for illustration purposes only.*

A member without dependents married to another member claiming two dependents (for housing allowance purposes), one age 12 or older and one under age 12, are assigned to the same OCONUS location. They arrived at the new OCONUS PDS on 1 April by POC and move into the same temporary lodging on the same day. Preparation and cooking facilities are available in the temporary lodging. The locality per diem rate at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> is \$160 (\$86/ \$74).

4/2 – The members are advised upon reporting in to aggressively seek permanent Government quarters/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent quarters at least every 10 days.

4/11 – Each member submits a separate lodging expense report of \$850 (\$170 per day including lodging taxes divided in half, \$85) for shared temporary lodging. They moved into permanent quarters on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).

**TLA COMPUTATION FOR A MEMBER-MARRIED-TO-MEMBER COUPLE WITH DEPENDENTS IN SEPARATE TEMPORARY LODGINGS**

Preparation and Cooking Facilities are Available for Each Member

(A member IAW 37 USC §421 may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204)

	<u>Member 1 with one dependent</u>	<u>Member 2 with one dependent</u>
1. Determine the maximum rates (given percent x locality rate).		
M&IE	100% x \$74 = \$74	100% x \$74 = \$74
Lodging	100% x \$86 = \$86	100% x \$86 = \$86
2a. Member with one dependent, multiply the Step 1 M&IE times 50% since preparation and cooking facilities are available.	\$74 x 50% = \$37	
2b. Member with one dependent, multiply the Step 1 M&IE times one-half as preparation and cooking facilities are available.		74 x 50% = \$37
3. Compare the actual daily lodging cost (including lodging taxes) to the Step 1 maximum lodging rate. Use the lesser.	\$85 vs. \$86 \$85	\$85 vs. \$86 \$85
4. Add the Step 1 M&IE to the selected Step 3 lodging amount. Pay the lesser amount of Step 1 and Step 4.	\$37 + \$85 = \$122 \$122 x 10 = \$1,220	\$37 + \$85 = \$122 \$122 x 10 = \$1,220

EXAMPLE 6

**NOTE:** Locality per diem rates used in this example may not be the rates currently in effect and are for illustration purposes only.

A member-married-to-member couple with four dependents, two children age 12 or older and two dependents under age 12, are assigned to the same OCONUS location. They arrived at the new OCONUS PDS on 1 April by POC and move into the same temporary lodging on the same day. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate at <http://perdiem.hqda.pentagon.mil/pdrates.html> is \$200 (\$125/\$75).

4/2 – The members are advised upon reporting in to aggressively seek permanent Government quarters/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent quarters at least every 10 days.

4/11 – Each member submits a separate lodging expense report of \$1,200 (\$120 per day including taxes divided in half, \$85) for shared temporary lodging. They move into permanent quarters on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).

1. Determine the maximum rates (given percent x locality rate). M&IE Lodging Total	<u>Member 1 w/2 dependents over 12</u> 135% x \$75 = \$74 135% x \$125 = \$86 \$101.25 + \$168.75 = \$270	<u>Member 2 w/2 dependents under 12</u> 125% x \$75 = \$93.75 125% x \$125 = \$156.25 \$93.75 + \$156.25 = \$250
2a. <u>Member 1 with 2 dependents age 12 or older.</u> Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are available.	\$101.25 x 100% = 101.25	
2b. <u>Member 2 with 2 dependents under age 12.</u> Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are available.		\$93.75 x 100% = \$93.75
3. Compare the actual daily lodging cost (including lodging taxes) to the Step 1 maximum lodging rate. Use the lesser.	\$168.75 vs. \$120 \$120	\$156.25 vs. \$120 \$120
4. Add the Step 1 M&IE to the selected Step 3 lodging amount.	\$101.25 + \$120 = 221.25	\$93.75 + \$120 = \$213.75
5. Pay the lesser amount of Step 1 and Step 4.	\$221.25	\$213.75
6. Multiply the amount in Step 5 by the number of authorized TLA days (10).	\$221.25 x 10 = \$2,212.50	\$213.75 x 10 = \$2,137.50
7. Total Amount Paid to Each Member	\$2,212.50	\$2,137.50

**EXAMPLE 7**

A member with a spouse, two children age 12 or older and two children under age 12 is assigned to an OCONUS location. They arrive at the new OCONUS PDS on 1 April by POC and use two rooms for temporary lodging on the same day. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate at <http://perdiem.hqda.pentagon.mil/pdrates.html> is \$200 (\$125/ \$75).

4/2 – The member is advised upon reporting in to aggressively seek permanent Government quarters/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent quarters at least every 10 days.

4/11 – Each member submits a separate lodging expense report of \$2,400 (\$120 per day including taxes divided in half, \$85) for two rooms. They move into permanent quarters on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).

<b>TLA COMPUTATION INVOLVING MULTIPLE DEPENDENTS (par. U9185-H, NOTE 2)</b>	
(When computing the correct total percentage for a member and family – spouse, dependent children—allow 100% for member/spouse, add 35% for each dependent over 12 and 25% for each dependent under 12).	
1. Determine the maximum rates (given percent x locality rate). Member & spouse 100% plus 2 dependents age 12 or older (35% + 35%) 70% plus 2 dependents under age 12 (25% + 25%) 50% = 220%) M&IE Lodging Total	$220\% \times \$75 = \$165$ $220\% \times \$125 = \$275$ $\$165 + \$275 = \$440$
2. Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.	$\$165 \times 100\% = \$165$
3. Compare the actual daily lodging cost of \$240 (including lodging taxes) to the Step 1 maximum lodging rate. Use the lesser.	$\$275$ vs. $\$240$ $\$240$
4. Add the Step 2 M&IE to the selected Step 3 lodging amount.	$\$165 + \$240 = \$405$
5. Pay the lesser amount of Step 1 and Step 4.	$\$405$
6. Multiply the amount in Step 5 by the number of authorized TLA days (10).	$\$405 \times 10 = \$4,050$
7. Total Amount Paid to Each Member	$\$4,050$

**EXAMPLE 8**

A member, spouse, and one child under 12 are PCS'd from CONUS to the new OCONUS PDS, travel by transoceanic transportation (i.e., commercial air, ship, etc.). They arrive at the new OCONUS PDS and concurrently the OCONUS TLA Approving Official authorizes TLA for 10 days starting on the PCS reporting date. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> is \$377 (\$250/ \$127).

The member is advised upon reporting in to aggressively seek permanent Government quarters/private sector housing, to keep an accurate lodging expense record (and lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent quarters at least every 10 days.

The member submits a lodging expense report of \$2,250 (\$225) including lodging taxes for 10 days of TLA lodging. They moved into permanent quarters on Day 11.

<b>TLA COMPUTATION WHEN THE PCS REPORTING DATE AND AUTHORIZED TLA ARE ON THE SAME DAY</b>		
This example is for travel performed by common carrier or transportation-in-kind.		
PCS M&IE paid (par. U5113) =		\$285.75
TLA paid for 10 days of TLA (par. U9185-A3)	\$225 + \$7,413.75 =	\$7,638.75
When computing the first day, pay the PCS M&IE based on the OCONUS PDS location and lodging under the TLA program		
<b>DAY 1</b>		
PCS travel day M&IE		
Member	Full Rate	\$127.00
Spouse	\$127 x 75%	\$95.25
Child under 12	\$127 x 50%	+ \$63.50
<b>TOTAL</b>		<b>\$285.75</b>
TLA (lodging only)		
Member, spouse, and dependent (under 12)	\$250 x 125% = \$312.50 (limited to \$225)	\$225.00
<b>DAYS 2 – 10</b>		
Step 1	M&IE (\$127 x 125%) = Lodging (\$250 x 125%) = Total =	\$158.75 + \$312.50 <u>\$471.25</u>
Step 2	Compare the actual lodging cost including taxes (\$225) against Step 1 (\$312.50), pay the lesser amount	\$225.00
Step 3	Add M&IE and lodging (\$158.75 + \$225) =	\$383.75
Step 4	Compare steps 1 and 3 totals. Pay the lesser amount. \$383.75 x 9 (days) =	\$7,413.75

## U9190 ADVANCE PAYMENT

An advance may be paid for the number of authorized TLA days, after authorization is provided based on the appropriate directive(s) issued under par. U9150.

## U9195 TLA-SPECIAL

***TLA-Special requests for a higher lodging percentage factor under special/unusual circumstances may be authorized, only in advance of the dates required, by a determination issued by the Director, PDTATAC.***

A. General. The percentage factors (65%, 100%, 35%, and 25%) authorized in par. U9185-E generally are adequate for TLA reimbursement given that TLA is not intended to cover 100% of the costs. However, these percentages, when applied to the locality per diem rate lodging ceiling, may be insufficient for a particular time period because lodging costs are anticipated to escalate due to a forthcoming special event. Examples of one-time special events that may warrant a TLA-Special include:

1. Natural or man-made disasters (including the disaster aftermath),
2. Summit meeting,
3. Strikes,
4. World's Fairs,
5. Conventions, or
6. Other similar events.

TLA's purpose is to partially reimburse a member for the more than normal expenses incurred while occupying temporary lodgings and is not intended, and must not be allowed to be used, for a member's personal enrichment.

B. Requirements. ***Requests must be sent before the fact (i.e., before the days on which the higher rate is needed)*** and must include the event dates (the dates for which a TLA-Special is required), hotel prices before and anticipated during the event stated in U.S. currency, the number of authorized travelers and dependents' ages, locations affected, and recommended lodging amount(s). (47 Comp. Gen. 129 (1967) & B-161396, 3 May 1976)

C. Submission Process. Three submission options are available to member's command to request TLA-Special authorization in advance of the requested dates.

1. Email: From the command by email to [tla.specials@perdiem.osd.mil](mailto:tla.specials@perdiem.osd.mil)
2. Fax: FAX: (703) 325-2945, DSN: (312) 221-2945
3. Mail: Per Diem, Travel and Transportation Allowance Committee

ATTN: T&T Branch  
Hoffman Building 1, Room 836,  
2461 Eisenhower Avenue  
Alexandria, VA 22331-1300

D. **Limitations.** TLA-Special cannot be approved after the days on which the higher TLA rate is needed have passed regardless of the circumstances. *No action is taken on a TLA-Special request received after the dates for which the TLA-Special rate is needed.*

1. A member who retires/separates, stays in the PDS area, and then moves at a later date is not eligible for TLA-Special. See par. U9150, **NOTE 1**.
2. TLA-Special is not paid on behalf of a member who is in a TDY per diem status at the OCONUS home port awaiting arrival of the ship to which assigned. See par. U9160-C2. TLA-Special may be authorized for the accompanying dependents if authorized by the Director, PDTATAC.
3. TLA-Special is terminated the day after the date a member voluntary refuses adequate Government quarters for personal convenience or reasons (e.g., building or purchasing a home).

E. **TLA Examples.** The percentages (see par. U9185-E, Step 1) for the M&IE portion of TLA remain at the locality per diem level in all the examples.

**NOTE:** *Locality per diem rates used in the examples may not be the rates currently in effect and are for illustration purposes only.*

**TLA-SPECIAL EXAMPLE 1**

A member, spouse, and 2 children under age 12 are due to arrive and occupy temporary lodging that does not contain facilities for preparing and consuming meals. The family occupies temporary quarters 1-20 September before moving into permanent quarters 21 September. The room rates are anticipated to escalate for some part (or all) of the family's anticipated TLA period due to a national convention.

Lodging expense is \$650 per night for 1-5 September and \$300 per night for 6-20 September. The locality per diem rate at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> is \$269 (\$186/ \$83).

**PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase.**

<b>TLA-SPECIAL COMPUTATION FOR 1-5 SEPTEMBER</b>	
<i>PDTATAC issued a determination that the lodging factor would be 150% for one person and 75% for each additional dependent for 25 August – 5 September.</i>	
1. Determine maximum rates (given percent x locality rate). M&IE (150% is the 'normal' summary percentage for the four people) Lodging (this is 150% + 75% + 75% + 75%)	150% x \$83 = \$124.50 375% x \$186 = \$697.50
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser amount, \$650.00 vs. \$697.50.	\$650.00
3. Add Step M&IE to selected Step 2 lodging amount, \$124.50 + \$650 = \$774.50. Pay \$774.50 each day.	\$774.50 x 5 = \$3,872.50
<b>TLA-SPECIAL COMPUTATION FOR 6-20 SEPTEMBER</b>	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	150% x \$83 = \$124.50 150% x \$186 = \$279.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser amount of \$300.00 vs. \$279.00.	\$279.00
3. Add the Step 1 M&IE to the selected Step 2 lodging amount, \$124.50 + \$279.00 = \$403.50. Pay \$403.50 each day.	\$403.50 x 15 = \$6,052.50

**TLA-SPECIAL EXAMPLE 2**

A member with 3 dependents (spouse, 2 children (1 under and above 12)) asks the receiving command to request TLA-Special for 5 days because the lodging rate has increased beyond the locality lodging per diem rate due to an international sporting event. Member uses 2 temporary commercial lodging rooms to accommodate the family size.

The commercial lodging rate is \$200/night (including taxes) for each room which does not contain facilities for preparing and consuming meals. The locality per diem rate is \$269 (\$186/ \$83) found at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase.

<b>TLA-SPECIAL COMPUTATION WHEN MULTIPLE ROOMS ARE USED</b>	
<i>PDTATAC issued a determination that the lodging factor would be 150% for one person and 75% for each additional dependent.</i>	
1. Determine maximum rates (given percent x locality rate). M&IE Lodging	160% x \$83 = \$132.80 375% x \$186 = \$622.50
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser amount of \$400.00 vs. \$622.50.	\$400.00
3. Add Step M&IE to selected Step 2 lodging amount, \$132.80 + 400.00 = \$532.80. Pay \$532.80 each day.	\$532.80 x 5 = \$2,664.00

**TLA-SPECIAL EXAMPLE 3**

A member married to member couple, each under a PCS authorization/order to the same OCONUS PDS, asks the receiving command(s) to request TLA-Special for 5 days because the lodging rate has increased beyond the locality lodging per diem rate due to a national holiday. The members shared temporary commercial lodging facilities.

The commercial lodging rate is \$200/night (including taxes) which does not contain facilities for preparing and consuming meals. Each member's lodging cost is \$100.00, half the room rate. The locality per diem rate is \$180 (\$125/ \$55) found at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

*PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase.*

<b>TLA-SPECIAL COMPUTATION FOR A MEMBER MARRIED TO MEMBER COUPLE W/O DEPENDENTS SHARING TEMPORARY LODGING FACILITIES</b>		
<i>PDTATAC issued a determination that TLA-Special is not authorized for 100% of temporary lodging rate of \$100.00 because a member w/o dependent is limited to 65% of the lodging.</i>		
	MEMBER 1	MEMBER 2
1. Determine maximum rates (given percent x locality rate). M&IE Lodging	65% x \$55 = \$35.75 65% x \$100 = \$65.00	65% x \$55 = \$35.75 65% x \$100 = \$65.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser amount for each member of \$65.00 vs. \$100.00.	\$65.00	\$65.00
3. Add the Step M&IE to the selected Step 2 lodging amount, \$35.75 + \$65.00 = \$100.75. Pay \$100.75 each day.	\$100.75 x 5 = \$503.75	\$100.75 x 5 = \$503.75

**TLA-SPECIAL EXAMPLE 4**

A member without dependents departing the OCONUS PDS asks the receiving command to request TLA-Special for five days because lodging rates are expected to increase beyond the locality lodging per diem rate due to a national holiday.

The available temporary commercial lodging rate is \$225.00/night which does not contain facilities for preparing and consuming meals. The locality per diem rate is \$270 (\$195/ \$75) found at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

***PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase.***

TLA-Special lodging per diem reimbursement is limited to \$146.25/night for five days based on 65% of the temporary ceiling lodging rate of \$225.00.

<b>TLA-SPECIAL COMPUTATION FOR A MEMBER W/O DEPENDENT</b>	
<b><i>PDTATAC issued a determination that TLA-Special is not authorized for 100% of temporary lodging rate of \$177.00 because a member w/o dependent is limited to 65% of the lodging.</i></b>	
1. Determine maximum rates (given percent x locality rate). M&IE Lodging	65% x \$75 = \$48.75 65% x \$225 = \$146.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser amount of \$225.00 vs. \$146.25.	\$146.25
3. Add the Step M&IE to the selected Step 2 lodging amount, \$48.75 + \$146.25 = \$195.00. Pay \$195.00 each day.	\$195.00 x 5 = \$975.00

## APPENDIX A

### PART I: DEFINITIONS

As used in these regulations, and unless otherwise specifically provided in these regulations, the following definitions apply.

**ACADEMY, SERVICE.** The United States Military Academy (Army), United States Naval Academy, United States Air Force Academy or United States Coast Guard Academy (37 USC §410(a)).

**ACCOMMODATIONS.** Seat space, berths, roomettes, bedrooms, and staterooms on transportation facilities. Types include:

1. Air Coach or Air Tourist. A type available on commercial aircraft at rates lower than first class or premium class.
2. Coach or Chair Car (Rail). A type not affording sleeping facilities, at a lesser rate than first class (parlor car seat).
3. Security (Enclosed). Any private room that can be locked for security purposes.

**ACCOMMODATIONS, APPROVED.** Any place of public lodging that is listed on the national master list of approved accommodations. The national master list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.htm>.

#### ACCOMMODATIONS, COMMON CARRIER.

1. First-Class. Generally, the highest accommodations class offered by commercial airlines in terms of both cost and amenities and termed "first class" by the airlines and in reservations systems. Includes suites offered by commercial ships, and the highest class of service, including bedrooms, roomettes, club service, parlor car, or other premium accommodations offered by passenger rail carriers.
2. Business-Class. A premium accommodations class offered by commercial airlines that is higher than coach/economy and lower than first-class in both cost and amenities (e.g., business-class). This class of accommodation is generally referred to as "business, business elite, business first, world business, connoisseur, or envoy" depending on the airline. For business-class definition for trains see par. U3135-B3.
3. Coach-/Economy-Class. The basic accommodations class offered by commercial airlines and passenger rail carriers, that includes a service level available to all passengers regardless of the airfare paid. The term applies when an airline offers only one accommodations class and that class is sold as economy-class (i.e., some airlines only offer true business-class or true first-class and are not to be mistaken for this one accommodations class). The term also includes tourist-class and economy-class on commercial airlines and reserved coach and/or slumber coach accommodations on overnight rail travel.
4. Slumber Coach. The least expensive sleeping accommodations available on a train.
5. Extra-Fare Train. A train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops).

**ACCOMMODATIONS, PUBLIC.** Any inn, hotel, or other establishment within a State (and the District of Columbia) that provides lodging to transient guests, excluding:

1. An establishment owned by the Federal Government;
2. An establishment treated as an apartment building by State or local law or regulation; or
3. An establishment containing not more than 5 rooms for rent or hire that also is occupied as a residence by the proprietor.

**ACTIVE DUTY.** Full-time duty in the active service (37 USC §101(18)) of a Uniformed Service, including full-time training duty, annual training duty, full-time National Guard duty, and attendance, while in the active service, at a school designated as a Service school by law or by the Secretary concerned. ***NOTE: A member is on active duty while in a travel status or while on authorized leave.***

**ACTIVE DUTY FOR TRAINING.** Full-time training duty in the active military service for the purpose of training a member of the Ready Reserve to acquire or maintain required military skills. It includes initial basic training, advanced individual training, annual training duty, and full-time attendance at a school designated as a Service school by law or by the Secretary concerned.

**ACTUAL EXPENSE.** Payment of authorized actual expenses incurred, up to the limit prescribed by the Administrator of GSA or agency, as appropriate. Authorization for reimbursement is contingent on authorization for per diem, and is subject to the same definitions and rules governing per diem.

**ACTUAL SUBSISTENCE EXPENSES.** The same items as those included under Per Diem Allowance, ***NOTE 2.***

**ADVANCED TRAVEL OF DEPENDENTS.** The movement of dependents based on a Permanent Change of Station (PCS) authorization/order, but before member travel.

**AGENCY.**

A. Includes a/an:

1. Executive agency, as defined in 5 USC §101;
2. Military department;
3. Office, agency or other establishment in the legislative branch;
4. An office, agency or other establishment in the judicial branch; and
5. The Government of the District of Columbia.

B. Does NOT include a/an:

1. Government-controlled corporation;
2. Member of Congress; or
3. Office or committee of either House of Congress or of the two Houses.

**ANNUAL TRAINING DUTY.** Active duty required of the Ready Reserve to satisfy the training requirements of the member's annual reserve assignment (See DOD and Service regulations). ***NOTE: The primary purpose of annual training is to provide readiness training, but annual training also may support active component missions and requirements; i.e., operational support.***

**AUTHORIZING/ORDER-ISSUING OFFICIAL (AO).** The official who directs travel and has responsibility for the funding.

**APPROVED.** The ratification or confirmation of an act already done.

**ARMED FORCES.** The Army, Navy, Air Force, Marine Corps, and Coast Guard (see 37 USC §101(4)).

**ATTENDANT.** An attendant:

1. Is a member, employee, or other person who, IAW a travel authorization/order/ITA, accompanies a member authorized to travel to/from a medical facility for required medical attention that is not available locally;
2. Takes care of and waits upon the member patient in response to the patient's needs;
3. May travel with the patient and attend to the patient's needs at the destination medical facility; and
4. Is appointed by competent medical authority.

**AUTHORIZED.**

- a. The giving of permission before an act.
- b. The giving, through these regulations, of an allowance to an eligible individual requiring no other action.

(Example: When the regulation states that an allowance is authorized, the regulation means that an eligible individual has that allowance without further action by any other activity.)

**AUTOMATED TELLER MACHINE (ATM) SERVICES.** Contractor-provided services that allow cash withdrawals from participating ATMs to be charged to a contractor-issued charge card.

**AUTOMOBILE MILEAGE RATES.** *See MILEAGE (ALLOWANCE).*

**BAGGAGE.** Personal effects of a traveler needed ICW official travel and immediately upon arrival at the point of assignment. Material belonging to the Government may be included. ***NOTE: Baggage may accompany a traveler (accompanied baggage) or be transported separately from the traveler (unaccompanied baggage).***

**BAGGAGE, ACCOMPANIED.** Baggage that is not part of the HHG weight allowance and consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler on a transportation ticket.

**BAGGAGE, UNACCOMPANIED (UB).** That part of a member's prescribed weight allowance of HHG that:

1. Is not carried free on a ticket used for personal travel,
2. Ordinarily is transported separately from the major bulk of HHG, and
3. Usually is transported by an expedited mode because it's needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.

***NOTE 1:*** *Unaccompanied baggage ICW permanent duty and COT/IPCOT travel consists of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances or furniture must not be included in unaccompanied baggage.*

***NOTE 2:*** *ICW an extended TDY assignment, unaccompanied baggage is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.*

**\*BLANKET TRAVEL AUTHORIZATION/ORDER.** (Also called Unlimited Open, Limited Open, or Repeat Travel Authorization/Order.) An authorization/order issued to a member who regularly and frequently makes trips away from the PDS within specific geographical limits for a specific time period within a fiscal year in performance of regularly assigned duties. *Also see TRAVEL ORDER.*

***\*NOTE 1:*** *The blanket/repeat travel authorization/order is not used in DTS.*

***\*NOTE 2:*** *A blanket/repeat TDY travel authorization/order must never authorize premium-class travel. If travel in premium-class accommodations becomes necessary for one or more specific trips, an authorization/order amendment, containing the necessary separate required statements for each trip, must be issued.*

***\*NOTE 3:*** *AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case. AEA must not be authorized as part of a blanket/repeat travel authorization/order or used as blanket authority to authorize/approve automatic AEA for all travel to an area (par. U4215). NOTE 3 does not apply to the Coast Guard.*

**BUSINESS-CLASS.** Travel and accommodations/service that fall between first-class and coach-class accommodations. Business-class accommodations usually, but do not have to, have their own cabin/facilities between first-class and coach-class accommodations. *See par. U3125-B2b for business-class transportation authority (restricted to the two-star flag level and civilian equivalents).*

**CALENDAR DAY.** The 24-hour period from one midnight to the next midnight. ***NOTE:*** *The calendar day technically begins one second after midnight (reflects as 0001) and ends at midnight (2400.)*

**CAPACITY-CONTROLLED CITY-PAIR AIRFARE.** See the CITY-PAIR AIRFARE CONTRACT at <http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8211&channelPage=%2Fep%2Fchannel%2FgsaOverview.jsp&channelId=-13029>. *These airfares are not used in cost-construction.*

**CERTIFICATED AIR CARRIER.** *See U.S. Flag Air Carrier.*

**CIRCUITOUS TRAVEL.** Travel by a route other than the one that ordinarily would be prescribed by a transportation officer between the places involved. *Also referred to as Indirect Travel.*

**CITY-PAIR AIRFARE.** See the CITY-PAIR AIRFARE CONTRACT at <http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8211&channelPage=%2Fep%2Fchannel%2FgsaOverview.jsp&channelId=-13029>.

**COMMAND, COMBATANT.** An organization with a broad continuing mission under a single commander established and so designated by the President, through the Secretary of Defense with the advice and assistance of the Chairman, Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities.

**COMMANDANT'S PAROLE.** The conditional release (parole) from confinement of a prisoner from a disciplinary barracks whose parole the Secretary concerned has authorized and whose court-martial sentence has not been ordered executed because appellate review of the case has not been completed. ***NOTE: The prisoner must remain under the supervision of the Commandant of a U.S. disciplinary barracks.***

**COMMAND SPONSORED DEPENDENT.** See **DEPENDENT, COMMAND SPONSORED.**

**COMMERCIAL POV STORAGE FACILITY.** Any commercial fee-for-service facility open to the public for daily or long-term storage of motor vehicles.

**COMMERCIAL TRANSPORTER.** A transporter operating under the Interstate Commerce Commission Termination Act of 1995 (Public Law 104-88) in interstate commerce or under appropriate State statutes in intrastate commerce.

**COMMON CARRIER.** Private-sector supplier of air, rail, bus, or ship transportation.

**CONFERENCE.** A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under 5 CFR §410.404. ***NOTE: This does not include regularly scheduled courses of instruction conducted at a Government or commercial training facility.***

**CONSECUTIVE OVERSEAS TOUR (COT).** (Also see **IN PLACE CONSECUTIVE OVERSEAS TOUR.**) The PCS reassignment of a member from one OCONUS PDS to another OCONUS PDS.

**CONTINENTAL UNITED STATES (CONUS).** The 48 contiguous States and the District of Columbia.

**CONTINGENCY OPERATION.** A military operation that:

1. Is designated by the Secretary of Defense as an operation in which armed forces members are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or
2. Results in the call or order to, or retention on, active duty of a member of the Uniformed Services under 10 USC §688, §12301(a), §12302, §12304, §12305, or §12406; Chapter 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

**CONTRACT CARRIER.** U.S. certificated air carrier that is under contract with the Government to furnish Federal employees, uniformed members, and other persons authorized to travel at Government expense with passenger transportation service. This also includes GSA's contracted scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced airfares.

**(CONTRACTED) COMMERCIAL TRAVEL OFFICE/TRAVEL MANAGEMENT CENTER (CTO/TMC).** A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the Government.

**Part 1: Definitions**

**DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD).** The DOD standard source for worldwide distance information based on city-to-city distance (*not* zip code to zip code) replacing all other sources used for computing distance (except airplanes). For more information refer to the DTOD website at <http://dtod1.sddc.army.mil>.

**DEPARTMENT OF DEFENSE (DOD) COMPONENTS.** Also ref: <http://www.defenselink.mil/pubs/almanac/> and/or <http://www.gov.com/agency/dod/agency.html>

The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff)
Department of the Army
Department of the Air Force
Department of the Navy (including the Marine Corps)
DOD Inspector General
United States Court of Appeals for the Armed Forces
<b>DOD FIELD ACTIVITIES:</b> American Forces Information Service Defense Prisoner of War/Missing Personnel Office Defense Technology Security Administration DOD Counterintelligence Field Activity DOD Education Activity DOD Human Resources Activity Office of Economic Adjustments TRICARE Management Activity Washington Headquarters Services
<b>DEFENSE AGENCIES:</b> Defense Advanced Research Projects Agency Defense Commissary Agency Defense Contract Audit Agency Defense Contract Management Agency Defense Finance and Accounting Service Defense Information Systems Agency Defense Intelligence Agency Defense Legal Services Agency Defense Logistics Agency Defense Security Cooperation Agency
<b>DEFENSE AGENCIES (cont.):</b> Defense Security Service Defense Threat Reduction Agency Missile Defense Agency National Geospatial Intelligence Agency National Geospatial Intelligence College National Security Agency/Central Security Service Pentagon Force Protection Agency
<b>JOINT SERVICE SCHOOLS:</b> Joint Military Intelligence College Defense Acquisition University National Defense University Joint Professional Military Education Colleges Uniformed Services University of the Health Sciences

**DEPENDENT.** Defined by 37 USC §401.

***NOTE: Exception. For authorization purposes under JFTR:***

- 1. A member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for purposes of travel between the port of overhaul, inactivation or construction, and the home port as authorized in par. U7115-A, or for transportation for survivors of a deceased member authorized in par. U5242-A1;*
- 2. A child is treated as a dependent of either the mother or the father who are members on active duty (i.e., only 1 member may receive allowances on behalf of the child);*
- 3. A member (IAW 37 USC §421) may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204.*

Except for transportation to obtain OCONUS medical care (JFTR, par. U5240-C1), any of the following individuals: (See exception ***NOTES*** above.)

1. A member's spouse;
2. A member's unmarried child under age 21 (including an infant born after a PCS order effective date when the mother's travel to the new PDS before the child's birth was precluded by Service regulations because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor, or for other official reason(s) such as awaiting completion of the school year by other children in the family (50 Comp. Gen. 220 (1970); 66 id. 497 (1987)));
3. A member's unmarried stepchild under age 21 (including an illegitimate child of the member's spouse, B-177061/B-177129, 13 December 1974) ***NOTE: A stepchild is excluded as a dependent after divorce of the member from the stepchild's parent by blood.***;
4. A member's unmarried adopted child under age 21 (including a child placed in the home of the member by a placement agency for the purpose of adoption);
5. A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established IAW criteria prescribed in Service regulations;
6. A member's unmarried child who is under 23 including step, adopted, and illegitimate children, enrolled in a full-time course of study in an institution of higher education approved by the Secretary concerned, and is in fact dependent on the member for more than one-half of his/her support;
7. A member's unmarried child of any age who is incapable of self-support because of mental or physical incapacity and is, dependent on the member for over one-half of his/her support; ***NOTE: Children under this item include a member's child by blood, a stepchild, an adopted child, a child placed in the home of the member by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established IAW criteria prescribed in Service regulations.***;

8. For transportation authorized in JFTR, par. U5215-B,
  - a. A member's unmarried child who traveled at Government expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from, or cessation of enrollment in, an institution of higher education, otherwise would cease to be the member's dependent, while the member is serving at an OCONUS PDS;
  - b. A parent, stepparent, or person in loco parentis, who traveled at Government expense to an OCONUS PDS incident to the member's assignment there and ceases to be the member's dependent while the member is serving at an OCONUS PDS;
9. A member's and/or spouse's parent, stepparent, parent by adoption, or 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 5 years before the member became age 21 who:
  - a. Is, in fact, dependent on the member for more than one half of his/her support and has been so dependent for a period prescribed by the Secretary concerned; or
  - b. Became so dependent due to a change of circumstances arising after the member entered on active duty and the dependency of the parent on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary concerned;
10. For return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce or annulment before the member was eligible for return transportation. See par. U5900-E.;
11. For a dependency determination made on or after 1 July 1994, an unmarried person who:
  - a. Is placed in the legal custody of the member as a result of an order of a court of competent jurisdiction in a CONUS or a non-foreign OCONUS area for a period of at least 12 months; and
    - (1) Has not attained age 21, or
    - (2) Has not attained the age 23 and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary concerned, or
    - (3) Is incapable of self support because of a mental or physical incapacity that occurred while the person was a dependent of the member or former member under (1) or (2), and
  - b. Is dependent on the member for over one-half of his/her support, as prescribed in regulations of the Secretary concerned; and
  - c. Resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability, incapacitation, or such other circumstances as the Secretary concerned may by regulation prescribe; and
  - d. Is not a dependent of a member under any other paragraph.

12. Whether or not an individual is considered to be a member's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:

GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state where the parties entered into such a marriage"; and,

"Issues of marital status are determined by state law, James H. Perdue, GSBCA 14122-RELO, 16 March 1998. Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,

As we recognized in James H. Perdue, GSBCA 14122-RELO, 16 March 1998 the burden of proof is on the claimant to establish the common law marriage. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state where the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: B-260688, 23 October 1995; B-247541, 19 June 1992; B-212900, 15 November 1983; B-191316, 27 September 1978; B-191316, 6 April 1978; B-186179, 30 June 1976.

The validity of a common law marriage is determined by the law of the place where it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. B-186179, 30 June 1978; B-191316, 27 September 1978.

The burden of proof is on the claimant to establish the common law marriage. See GSBCA 15207-RELO, 19 May 2000; GSBCA 14122 RELO, 16 March 1998.

The following pertinent information is quoted from the DODFMR, Volume 7A, Interim Change 24-03:

(Par. 260402-D) Common-Law Marriages. Under laws of certain states, a common-law marriage may be entered into by persons who do not obtain a license to marry or go through certain other formalities. Common-law marriages entered into in those states are considered valid if they are contracted IAW state law.

(Par. 260403) Validity of Member's marriage. Any case where the validity of a member's marriage is questioned is considered a case of doubtful relationship.

(Par. U10104-G3) Determination and Validation. Submit request for determination on validity of a marriage (doubtful cases) or for validation of payments to the appropriate address shown below:

a. Army  
DFAS-PMTEC-C/IN  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249-0855

b. Navy  
DFAS-CL/PMMACB  
1240 East 9<sup>th</sup> Street  
Cleveland, OH 44199-2055

c. Air Force  
DFAS-PMJPD/DE  
6760 East Irvington Place  
Denver, CO 80279-3000

- d. Marine Corps  
Commandant of the Marine Corps (MRP-1)  
3280 Russell Avenue  
Quantico, VA 22134-5143
- e. NOAA Corps  
Director, Commissioned Personnel Center  
8403 Colesville Road, Suite 500  
Silver Spring, MD 20910-6333
- f. Coast Guard  
Commanding Officer (LGL)  
Coast Guard Personnel Service Center  
Federal Bldg.  
444 S.E. Quincy Street  
Topeka, KS 66683-3591
- g. U.S. Public Health Service Commissioned Corps  
Office of Commissioned Corps Support Services  
5600 Fisher Lane, Room 4-50  
Rockville, MD 20857-0001

Pertinent GSBICA decisions

GSBICA 15947-RELO, 31 March 2003 available at: <http://www.gsbica.gsa.gov/relo/r1594703.txt>  
GSBICA 15382-RELO, 20 December 2000 available at: <http://www.gsbica.gsa.gov/relo/r1538220.txt>  
GSBICA 15207-RELO, 19 May 2000 available at: <http://www.gsbica.gsa.gov/relo/r1520719.txt>  
GSBICA 14673-RELO, 9 December 1998 available at: <http://www.gsbica.gsa.gov/relo/r1467309.txt>  
GSBICA 14122-RELO, 16 March 1998 available at: <http://www.gsbica.gsa.gov/relo/r141220.txt>

**DEPENDENT, ACQUIRED.** A dependent acquired through marriage, adoption, or other action during the course of the current tour of assigned duty. ***NOTE: The term does not include persons dependent, or children born of a marriage that existed, before the beginning of a current tour.***

**DEPENDENT, COMMAND-SPONSORED.** (Also see **DEPENDENT**) A dependent residing with a member at an OCONUS location at which an accompanied-by-dependents tour is authorized, the member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the member's PDS. The member is authorized to receive station allowances (COLA and TLA) at the with-dependents rate on behalf of command-sponsored dependent(s) as a result of the dependents' residence in the vicinity of the member's PDS. Command sponsorship is not required to receive OHA at the with-dependent rate.

**DEPENDENT RESTRICTED TOUR.** An established tour at an OCONUS PDS that does not permit command sponsored dependents. See APP Q.

**DESIGNATED PLACE.** Except as used in Chapter 6 (Evacuation Allowances):

1. A place in CONUS or in a non-foreign OCONUS area;
2. The foreign OCONUS place to which dependents are specifically authorized to travel under par. U5222-D1, when a member is ordered to an unaccompanied or dependent restricted tour, as applicable. ***NOTE: Limited to the native country of a foreign born spouse for DOD Services and Coast Guard.***;
3. The OCONUS place at which a member is scheduled to serve an accompanied tour after completing an unaccompanied or dependent-restricted tour, as applicable, and to which dependents specifically are authorized to travel under par. U5222-C4, U5222-D1 or U5222-F3;

**Part 1: Definitions**

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4. The OCONUS place in the vicinity of the old PDS at which dependents remain under the provisions of par. U5222-F3, while a member serves a dependent-restricted or unaccompanied tour;

5. The foreign OCONUS place to which dependents are specifically authorized to travel under par. U5900, when early return of dependents is authorized. ***NOTE: Limited to the native country of a foreign born spouse for DOD Services and Coast Guard.***

***NOTE 1: To receive allowances associated with a designated place move, the member must certify that the designated place is the place at which the dependents intend to establish a bona fide residence until further dependents' transportation is authorized at Government expense.***

***NOTE 2: For the definition of "designated place" as used in Chapter 6 (Evacuation Allowances), see pars. U6002-A and U6051-A.***

**DETACHMENT.** A part of a unit separated from its main organization for duty elsewhere, or a temporary military or naval unit formed from other units or parts of units.

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

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

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

**DUTY STATION.** For the purpose of transportation and storage of HHG and mobile homes:

1. The home of a member at the time of
  - a. Appointment to regular Service from civilian life or a reserve component;
  - b. Being called to active duty or active duty for training for 20 or more weeks;
  - c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);
  - d. Enlistment or induction into the Service (regular or during emergency);
2. The place at which a member actually is assigned for duty, including a place from which the member commutes daily to an assigned station or, for a member on sea duty, the home port of the ship or mobile unit to which the member is assigned;
3. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to such ship is the new station;

4. The home of a member upon:
  - a. Retirement;
  - b. Transfer to a Reserve Component, the Fleet Reserve, or the Fleet Marine Corps Reserve;
  - c. Release from active duty;
  - d. discharge, resignation, or separation, all under honorable conditions; or
  - e. Temporary disability retirement.

**EARLY RETURN OF DEPENDENT.** Authorized dependent movement from an OCONUS location, requested by the member or directed by the member's command, prior to the issuance of a Permanent Change of Station (PCS) authorization/order.

**EFFECTIVE DATE OF PCS ORDER.** *See PCS AUTHORIZATION/ORDER EFFECTIVE DATE.*

**EMPLOYEE.** A civilian individual:

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

**ESCORT.** An escort:

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

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

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

**FAMILY.** *See DEPENDENT.*

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

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

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

**FIRST-CLASS.** The best class of transportation and accommodations available -- See par. U3125-B2a for first-class transportation authority.

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

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

**FOREIGN-BORN DEPENDENT.** A dependent born in a foreign country, including a foreign national and a dependent who becomes a naturalized citizen of the U.S; also, children of a foreign-born dependent spouse.

**FORMER CANAL ZONE AREA.** Areas and installations in the Republic of Panama made available to the U.S. under the Panama Canal Treaty of 1977 and related agreements as described in section 3(a) of the Panama Canal Act of 1979.

**GEOGRAPHICAL LOCALITY.** The contiguous political area of a single country or a related island group in the same region.

***NOTE 1: Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Islands, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the U.S., CONUS is a single geographical locality, but the states of Hawai'i and Alaska, and each U.S. territory or possession are separate geographical localities.***

***NOTE 2: When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.***

**GOVERNMENT.** The Government of the U.S. and the Government of the District of Columbia.

**GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS).** A reimbursable expense charged by rental car companies for costs incurred unique to doing business with the U.S. Government.

**GOVERNMENT AIRCRAFT.** Any aircraft owned, leased, chartered or rented and operated by an executive agency.

**GOVERNMENT-CONTRACT RENTAL AUTOMOBILE.** An automobile obtained for short-term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

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

**GOVERNMENT-CONTROLLED QUARTERS.** Quarters, other than Government or privatized quarters, under the jurisdiction of a uniformed service (e.g., Ministry of Defense (MOD) leased quarters) for which the Government controls occupancy.

**GOVERNMENT CONVEYANCE.** Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for Government use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel. ***NOTE: A Government-owned ship totally leased for commercial operation or a rental vehicle as referred to in par. U5320-D (Personally procured moves) is not a Government conveyance (52 Comp. Gen. 936 (1973)).***

**GOVERNMENT DINING FACILITY/GOVERNMENT MESS.** A generic term used in lieu of Government mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used by or made available to the member includes:

1. A general or Service organizational mess, including messing facilities of a state-owned National Guard Camp ***NOTE: A dining facility/mess established and operated primarily for enlisted member subsistence is not included for officers unless the mess is used by, or made available to, them.;***
2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or
3. Box lunches, in flight meals, or rations furnished by the Government on military aircraft.

***NOTE: In-flight snack meals purchased at the member's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a Government dining facility/mess.***

**GOVERNMENT-FURNISHED AUTOMOBILE.** An automobile (or "light truck," as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

1. Owned by an agency;
2. Assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or
3. Leased by the Government for 60 days or longer from a commercial firm.

**GOVERNMENT-FURNISHED VEHICLE.** A Government-furnished automobile or a Government aircraft.

**GOVERNMENT MEAL RATE.** The daily rate (discount or standard) charged for meals in a Government dining facility. Effective 1 January 2008.

1. Discount Government Meal Rate: \$8.35 per day
2. Standard Government Meal Rate: \$9.80 per day

***NOTE: Also see DISCOUNT GOVERNMENT MEAL RATE.***

**GOVERNMENT MESS.** *See GOVERNMENT DINING FACILITY/GOVERNMENT MESS.*

**GOVERNMENT-PROCURED TRANSPORTATION.** Transportation obtained directly from a commercial carrier with a document issued by an appropriate Government official.

**GOVERNMENT QUARTERS.**

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

A. Government Quarters. The following are Government quarters:

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

B. Adequacy Standards

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

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

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

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

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

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

***NOTE:*** *Members, traveling together under an authorization/order directing no/limited reimbursement, may travel between any points en route, provided that the authorization/order specifically indicates the points between which the status applies.*

**HIGHEST CONUS M&IE RATE**

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

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

**HOME OF RECORD (HOR).** The place recorded as the home of the individual when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

***NOTE 1:*** *The place recorded as the home of the individual when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.*

***NOTE 2:*** *Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the actual home of the member upon entering the Service, and not a different place selected for the member's convenience.*

***NOTE 3:*** *An officer, who received a commission or warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place where then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.*

**HOME OF SELECTION (HOS).** The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions of par. U5130-A1.

**HOUSEHOLD GOODS (HHG).** Items (*except those listed in 2 and 3*) associated with the home and all personal effects (see ***NOTE 1***) belonging to a member and dependents on the effective date (see ***NOTE 2***) of the member's PCS or TDY authorization/order that legally may be accepted and transported by an authorized commercial transporter.

***NOTE 1:*** *See par. U5310-E for articles involving weight additives.*

***NOTE 2:*** *HHG acquired after the authorization/order effective date but before entering an IPCOT may be shipped when par. U5370-11b or U5370-12 applies.*

A. HHG also include:

1. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the origin inventory as PBP&E.;

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2. Spare POV parts (see the definition in APP A) and a pickup tailgate when removed;
3. Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
4. Consumable goods for a member ordered to locations listed in APP F;
5. A vehicle other than a POV (such as a motorcycle, moped, hang glider, golf cart or snowmobile (and/or the associated trailer));
6. A boat or personal watercraft (e.g., a jet ski) 14 or more feet (and/or the associated trailer); and
7. Ultralight vehicles (defined in 14 CFR §103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).
8. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).

**B. HHG *do not* include:**

1. Personal baggage when carried free on commercial transportation;
2. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (see Chapter 5, Part E for POV shipment);
3. Live animals including birds, fish and reptiles;
4. Articles that otherwise would qualify as HHG but are acquired after the PCS authorization/order effective date, except:
  - a. Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the effective date of the PCS authorization/order, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the U. S. for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process (43 Comp. Gen. 514 (1964)); or
  - b. Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS (68 Comp. Gen. 143 (1988));
5. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);
6. HHG for resale, disposal or commercial use;
7. Privately owned live ammunition (B-130583, 8 May 1957);
8. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. See DOD 4500.9-R, DTR, Part IV, for examples of hazardous materials.

C. Law or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:

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

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

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

**INACTIVE DUTY TRAINING.**

1. Inactive duty that is:
  - a. Duty prescribed for a Reserve Component member by the Secretary concerned, or
  - b. Special additional duty authorized for a Reserve Component member by an authority designated by the Secretary concerned and performed by them on a voluntary basis ICW prescribed training or maintenance activities of the units to which they are assigned.
2. The duties in 1a above, when performed by a National Guard member, including:
  - a. Unit training assemblies;
  - b. Training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

***NOTE 1:*** This term does not include work or study for a correspondence course of a uniformed service.

***NOTE 2:*** For pay purposes, inactive duty training must be performed under an authorization/order, cover a specific assignment, and have a prescribed time limit.

**INITIAL ACTIVE DUTY TRAINING.** The initial active duty training of a non-prior service enlistee that is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

**IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT).** A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS. ***NOTE: An IPCOT authorization/order effective date is the first day of duty on the new tour.*** No PCS movement is involved for a service member. However, dependents and HHG can be transported at Government expense to the member's current PDS if the member's new tour is the accompanied tour length. ***Curtailment of the initial overseas tour is not authorized.*** (Ref: DODI 1315.18, <http://www.dtic.mil/whs/directives/corres/html/131518.htm>). For USCG, see Service directives.

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

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

**KEY BILLET.** An OCONUS position (officers or warrant officers only) of extremely unusual responsibility for which it has been determined the continued presence of the incumbent is absolutely essential to the mission of the activity or unit or to the United States' presence in that area. ***NOTE: Approval authority for key billet designation is Joint Chiefs of Staff, USD(P&R), or the Secretary concerned.***

**LAST DUTY STATION.** For the purpose of computing a member's own travel allowances on separation, the last duty station (permanent or temporary) where the member was, in fact, on duty, or a hospital, if the member was undergoing treatment there.

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

**LODGINGS IN KIND.** Lodgings provided by the Government without cost to the member.

**LODGINGS-PLUS COMPUTATION METHOD.** The method of computing per diem allowances for official travel. The per diem allowance for each travel day is established on the basis of the actual amount paid for lodging not to exceed a ceiling number, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

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

**MILEAGE (ALLOWANCE) FOR LOCAL AND TDY TRAVEL.** A rate per mile in lieu of reimbursement of actual POC operating expenses. See par. U2600 for current rates.

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

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

**MIXED MODES.** Travel using POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

1. Personally-procured commercial transportation,
2. Government-procured commercial transportation,
3. Government transportation.

**MOBILE HOME.** A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed. It includes a house trailer, a privately owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)), and a boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the member or the member's dependents.

**MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT).** A rate per mile for the authorized use of a POC during official PCS travel. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW the applicable provisions of this regulation). See JFTR, par. U2605 and JTR, par. C2505 for the current rate.

**MULTIPLE OCCUPANCY DWELLING.** A duplex, triplex or other type of dwelling that is designed to provide separate living quarters for more than one household. The units within the dwellings ordinarily have separate addresses and separate entrances.

**NON-COMMAND SPONSORED DEPENDENT.** Dependents not authorized/approved to reside with a member at an OCONUS location.

**NON-FOREIGN OCONUS AREA.** The states of Alaska and Hawai'i, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

**NON-TEMPORARY STORAGE (NTS).** Long-term HHG storage in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services. *Also referred to as Extended Storage.*

**OCONUS.** Outside CONUS.

**OFFICER.** A commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary (including temporary officers whose permanent status is enlisted) of a Uniformed Service.

**OFFICIAL STATION.** *See PERMANENT DUTY STATION.*

**OPEN MESS.** A non-appropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

**ORDER-ISSUING OFFICIAL.** *See AO.*

**OVERSEAS.** *See OCONUS.*

**PCS AUTHORIZATION/ORDER EFFECTIVE DATE.**

1. For a member being separated or retired, the last day of active duty. (See below for Reservists being separated.)
2. For all others, including a Reserve Component member being separated and a recalled retired member who continues in an active duty status during the time allowed for return travel home, the date the member is required to begin travel from the old PDS, the member's home, PLEAD, last TDY station, or designated place, whichever applies, to arrive at the new PDS, home, or PLEAD, on the date authorized by the transportation mode authorized and/or used.
3. An IPCOT authorization/order effective date is the first day of duty on the new tour. (See IPCOT definition.)

**NOTE:** *The following are examples of computing an authorization's/order's effective date:*

<b>EXAMPLE 1</b>	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time.	
10 June	Authorized and actual reporting date
3 June	Less 7 days travel time actually used
4 June	Add 1 day
4 June	PCS authorization/order effective date

<b>EXAMPLE 2</b>	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member anticipates that the official distance of 2,100 miles will be traveled by POC. The member changes plans and travels by air. The member reports in on 9 June.	
10 June	Authorized reporting date
9 June	Actual reporting date
8 June	Less 1 day travel time
9 June	Add 1 day
9 June	PCS authorization/order effective date

**PER DIEM ALLOWANCE.** The per diem allowance (*also referred to as subsistence allowance*) is a daily payment instead of reimbursement for actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including taxes (*except taxes on lodging in the 50 states, District of Columbia, and non-foreign OCONUS locations - see NOTE 1 below*) and service charges where applicable, for:

1. **Lodging.** The term "lodging" includes expenses for overnight sleeping facilities (including Government quarters); baths; personal use of the room during daytime, telephone access fee; and service charges for fans, air conditioners, heaters, fires furnished in room when such charges are not included in the room rate, **and in foreign areas only lodging taxes (see NOTE 1 below)**. The term "lodging" does not include accommodations on airplanes, trains, buses or ships. These costs are included in the transportation cost and are not lodging expenses.

**NOTE 1:**

- a. *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.*

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

2. Meals. Includes the cost of breakfast, lunch and dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).

3. Incidental Expenses. Incidental expenses include:

a. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. (See APP G, Part I, Item 15 for reimbursement of fees and tips incurred at transportation terminals.);

b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places where meals are taken, if suitable meals cannot be obtained at the TDY site ***NOTE: If, in the AO's opinion, suitable meals cannot be obtained at the TDY site and reimbursement in the incidental expenses for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under Chapter 3, Part F and Chapter 1, Part C.***;

***Effective for TDY travel performed on or after 1 January 2001:***

c. Personal laundry/dry-cleaning and pressing of clothing (*except when travel is within CONUS and requires at least 7 consecutive nights TDY lodging in CONUS – see NOTE 2, below*);

d. Telegrams and telephone calls necessary to reserve lodging accommodations;

e. Mailing costs associated with filing travel vouchers and payment of Government-sponsored contractor-issued travel charge card billings;

f. In addition to the expenses in items 1 through 3e, any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) that are listed in the account;

g. Potable water and ice (28 Comp. Gen. 627 (1949)); and

h. Taxes and service charges on any of the expenses in items 2 through 3g.

**NOTE 2:**

*a. The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.*

*b. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.*

**PER DIEM, REDUCED. See REDUCED PER DIEM.**

**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE.** The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations. The Committee is chartered by the Uniformed Services and operates under the policy guidance of the Department of Defense (DOD). Its members are a Deputy Assistant Secretary from each of the military departments, the Director of the National Oceanic and Atmospheric Administration Corps (NOAA Corps), the Director of Personnel Management of the Coast Guard (USCG), and the Assistant Secretary for Health of the Public Health Service (USPHS). The Committee Chairman is the Deputy Under Secretary of Defense (Military Personnel Policy (MPP)).

*The Committee's purpose is to ensure that uniform travel and transportation regulations are issued pursuant to Title 37, United States Code, other applicable laws, Executive Orders and decisions of the Comptroller General of the United States, and Department of Defense Office of Hearings and Appeals (DOHA) for members of the seven Uniformed Services. ICW Defense Department civilian employees, the Committee's primary purpose is to issue uniform regulations implementing the Federal Travel Regulation (FTR), statutory requirements, Executive orders, and decisions of the Comptroller General of the United States and of the General Services Administration Board of Contract Appeals (GSBCA) or Civilian Board of Contract Appeals (CBCA). (PDC Charter 20 April 1988; LAW 37 USC §§ 411 and 1001; DOD Directive 5154.29, 9 March 1993).*

**PERMANENT CHANGE OF STATION (PCS).** In general, the assignment, detail, or transfer of a member or unit to a different PDS under a competent authorization/order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS; included are:

1. (for DLA), Relocation of a household due to military necessity or Government convenience within the corporate limits of the same city or town ICW a transfer between activities;
2. A change in the home port of a ship or mobile unit;
3. Change from home or from the PLEAD to the first PDS upon:
  - a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from a Reserve component;
  - b. Call to active duty for 20 or more weeks or call to active duty for training (see par. U2146 for exceptions) for 20 or more weeks;
  - c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
  - d. Enlistment or induction into the Service (regular or during emergency); and
  - e. Change from the last PDS to home upon:
    - (1) Discharge, resignation, or separation from the Service under honorable conditions;
    - (2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;
    - (3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
    - (4) Retirement; and
    - (5) Temporary disability retirement.

**PERMANENT DUTY STATION (PDS).** *Also called OFFICIAL STATION.* The post of duty or official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of the member's unaccompanied baggage located on board the ship). The home port of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, CONUS COLA, and geography-based station allowances and OHA.

**NOTE 1:** *The geographic limits of the PDS are:*

a. **For a member.** *The limits of the post of duty or official station are the ship (for the specified purposes), or the corporate limits of the city or town in which the member is stationed. If the member is not stationed in a ship or in an incorporated city or town, the official station limits are the reservation, station, or other established area, including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries, within which the designated post of duty is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) 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), it is not in either one for PDS purposes. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

b. **For invitational travelers**

1. *The corporate limits of the city or town in which the home or principal place of business is located; or*

2. *If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries in which the home or principal place of business is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) 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), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

**NOTE 2:** *Arlington County, VA, is a PDS. The Pentagon and other Government activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawai'i. Each of those seven Districts is a separate and unique PDS (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).*

**NOTE 3:** *When a member is ordered to attend a course (or courses) of instruction at a school or installation the scheduled duration of which is 140 or more days (20 or more weeks), the school or installation location is the PDS regardless of the authorization's/order's terms, except when the course is authorized as TDY under par. U2146. See par. U2146 for examples of scheduled duration and extensions.*

The following are PDSs for transportation and storage of HHG and mobile homes:

1. The home of a member at the time of:
  - a. Appointment to regular Service from civilian life or from a reserve component;
  - b. Being called to active duty (including for training) for 20 or more weeks;
  - c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability); or

- d. Enlistment or induction into the Service (regular or during emergency); or
  - e. Temporary disability retirement.
2. The place to which a member actually is assigned for duty, including a place from which the member commutes daily to the assigned station. For a member assigned to a ship or ship-based staff, it is the home port of the ship or ship-based staff to which the member is assigned (except as noted in the basic definition);
  3. The place where a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to the ship is the new station;
  4. The member's home upon:
    - a. Retirement;
    - b. Transfer to a Reserve component, the Fleet Reserve, or the Fleet Marine Corps Reserve;
    - c. Release from active duty;
    - d. Discharge, resignation, or separation, all under honorable conditions; or
    - e. Temporary disability retirement.

**PERMANENT DUTY TRAVEL.** PCS and COT/IPCOT travel.

**PLACE FROM WHICH CALLED (OR ORDERED) TO ACTIVE DUTY (PLEAD).**

1. The place of acceptance in current enlistment, commission, or appointment of a member of the regular Services, or of a Reserve Component member when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it's the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.
2. In the case of a Reservist who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an authorization/order to active duty is addressed.
3. In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place where the member attains a military status or where the member enters the Service.

***NOTE:*** *Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).*

***NOTE:*** *The PLEAD changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service.*

**PLACE OF PUBLIC ACCOMMODATION.** *See ACCOMMODATIONS, PUBLIC.*

**PLACE OF STORAGE.** Residence or authorized storage location.

**POLICY-CONSTRUCTED AIRFARE.** The least expensive, unrestricted economy/coach airfare. If the policy-constructed airfare turns out to be or include a city-pair airfare and if there are both a 'YCA' and a '-CA' airfare, the 'YCA' airfare is used. A capacity-controlled city-pair airfare (-CA airfare) is not included when creating a policy-constructed airfare for comparison purposes.

**PORT CALL.** Official notification or instructions that require a traveler to report for transoceanic transportation; it designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and other instructions relevant to the transportation arrangements.

**PORT OF DEBARKATION (POD).**

1. Travel by air: the destination airport at which the traveler leaves an international/transoceanic flight.
2. Travel by ship: the place at which the traveler leaves a ship after the journey of 24 or more hours.

**PORT OF EMBARKATION (POE).**

1. Travel by air: the airport at which the traveler boards an international/transoceanic flight.
2. Travel by ship: the place at which the traveler boards a ship for a journey of 24 or more hours.

**POSSESSIONS OF THE UNITED STATES.** See *TERRITORIES AND POSSESSIONS OF THE UNITED STATES*.

**POST OF DUTY.** See *PDS*.

**POV, SPARE PARTS.** Extra tires, wheels, tire chains, tools, battery chargers, accessories, and those small and usually-possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (such as extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits). Also included are items that serve a seasonal, an emergency, or a convenience purpose, such as special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

**PREMIUM-CLASS.** Travel and accommodations that are:

1. First-class. Highest class available. See definition of **FIRST-CLASS**; or
2. Business-class. See definition of **BUSINESS-CLASS**.

**PRIVATELY OWNED AIRCRAFT.** An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a Government agency, nor is it rented or leased for use in carrying out official Government business.

**PRIVATELY OWNED AUTOMOBILE (POA).** A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

**PRIVATELY OWNED CONVEYANCE (POC).** Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place. ***NOTE: A common carrier, or a conveyance owned by the Government, is never a POC.*** A conveyance loaned for a charge to, or rented at personal expense by, a member for transportation on PCS or TDY, when such rental conveyance has not been authorized/approved as a Special Conveyance as provided for in par. U3415 is a POC.

**PRIVATELY OWNED (MOTOR) VEHICLE (POV).**

1. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member or a dependent of the member for the primary purpose of providing personal transportation that:
  - a. Is self-propelled;
  - b. Is licensed to travel on the public highways;
  - c. Is designed to carry passengers or HHG; and

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d. Has four or more wheels; or at a member's option, is a motorcycle or moped, if the member does not ship a vehicle with four or more wheels on the same authorization/order.

2. As used in Chapter 6, a POV is a motor vehicle that is owned by the member (or a dependent of the member) and is for the personal use of the member or the member's dependents.

***NOTE 1:*** *In the case of a leased vehicle, the member must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. All requirements stated in the lease are the responsibility of the member.*

***NOTE 2:*** *A trailer, airplane, or any vehicle intended for commercial use is not a POV.*

**PRIVATIZED HOUSING.** Housing units on or near a military installation in the U.S. and/or its territories and possessions that are acquired or constructed by private persons, under the authority of 10 USC §§2871-2885. *Privatized housing is not Government quarters, nor is it Government-controlled quarters, nor is it private sector housing.* See also par. U10000.

**PROCEED TIME.** A period of time that a member is authorized, by Service regulations, to delay in the execution of a travel authorization/order.

**PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E).** *(Also called PRO or PRO-Gear.)* Articles of HHG in a member's possession needed for the performance of official duties at the next or a later destination. Examples include:

1. Reference material;
2. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
3. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;
4. Communication equipment used by a member in association with the MARS (see DODD 4650.2);
5. Individually owned or specially issued field clothing and equipment;
6. An official award given to a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions ICW official duties; and
7. Personal computers and accompanying equipment used for official Government business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

***NOTE:*** *Excluded from PBP&E are sports equipment, and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used ICW the PBP&E.*

**PROPORTIONAL MEAL RATE.** The average of the standard Government meal rate and the meals portion of the applicable M&IE rate (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>), rounded to the nearest dollar.

**REDUCED PER DIEM.** Per diem rate that is reduced when authorized by an agency when there are known reductions in lodging and meal costs or when the subsistence costs can be determined in advance and are lower than the prescribed per diem rate.

**REPEAT TRAVEL AUTHORIZATION/ORDER.** *See BLANKET TRAVEL AUTHORIZATION/ORDER.*

**RESERVE COMPONENT.** The

1. Army National Guard of the United States,
2. Army Reserve,
3. Naval Reserve,
4. Marine Corps Reserve,
5. Air National Guard of the United States,
6. Air Force Reserve,
7. Coast Guard Reserve, and
8. Reserve Corps of the Public Health Service.

**RESIDENCE-TYPE QUARTERS.** Quarters that are not hotel or hotel-like accommodations.

**SECRETARIAL PROCESS.** Action by the Per Diem Committee Principal member or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) in administrative and/or procedural directives issued under par. U1010-B.

**SECRETARY CONCERNED.** As defined in 37 USC §101(5), the Secretary of:

1. The Army, with respect to matters concerning the Army;
2. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;
3. The Air Force, with respect to matters concerning the Air Force;
4. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;
5. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
6. Health and Human Services, with respect to matters concerning the Public Health Service.

*When this term is used in the JFTR, the Secretary concerned may authorize action by the PDTATAC Principal, without further delegation.*

**SEPARATED FROM THE SERVICE.** Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

**SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS.** Cost of maid service and fee for electricity.

**SERVICES.** *See UNIFORMED SERVICES.*

**SHORT DISTANCE MOVE.** A move:

1. Involving HHG drayage or shipment for a short distance between residences;
2. To or from a NTS facility in the member's PDS area;
3. In the member's last PDS area when the member is authorized a final move during a separation or retirement;
4. Incident to reassignment or PCS to a new PDS near the old PDS;
5. Between residences within a metropolitan area; or
6. Not during a PCS, a move between residences within the daily commuting distance of the PDS.

***NOTE:*** A short distance HHG move includes necessary packing, crating, hauling, unpacking and uncrating.

**SPARE PARTS FOR A POV.** See *POV, SPARE PARTS*.

**SPECIAL CONVEYANCE.** Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

**SPECIAL NEEDS.** Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the traveler's weight or height.

**STANDARD CONUS PER DIEM RATE.** The per diem rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

**STANDARD GOVERNMENT MEAL RATE.** See definition of "Government Meal Rate" for current rates. The daily rate charged for meals in a Government dining facility including the operating cost.

**STORAGE IN TRANSIT (SIT).** Short-term storage that is part of HHG transportation. May be at any combination of the origin, in transit, or destination. Usually for 90 or fewer days, but may be extended. See par. U5375. Also referred to as temporary storage.

**SUBSISTING OUT.** The non-leave status of an inpatient who is no longer assigned a bed. An inpatient authorized to subsist out is not medically able to return to duty but continuing treatment does not require a bed assignment (DOD 6015.1-M, January 1999, P19.1.19).

**TEMPORARY DUTY (TDY).**

1. Duty at one or more locations, away from the PDS, under an authorization/order providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location where processing is accomplished.

**TEMPORARY DUTY (TDY) LOCATION.** See *TEMPORARY DUTY STATION*.

**TEMPORARY DUTY (TDY) STATION.** A place, away from the PDS, to which the traveler is authorized to travel.

**TEMPORARY DUTY (TDY) TRAVEL.** Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

**TEMPORARY LODGING FACILITIES.** Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a cash charge is levied, without direct charge against the occupants' quarters allowances. They include guesthouses, except transient visiting officer quarters occupied by official visitors to the installation. ***NOTE: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted quarters.***

**TEMPORARY STORAGE.** See **STORAGE IN TRANSIT**.

**TERRITORIES AND POSSESSIONS OF THE UNITED STATES.** (As released by the Office of the Geographer and Global Issues, 1 July 1997.)

1. Commonwealth of the Northern Mariana Islands i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from web site <http://www.saipan.com>)
2. Commonwealth of Puerto Rico
3. American Samoa
4. Baker Island
5. Guam
6. Howland Island
7. Jarvis Island
8. Johnston Atoll
9. Kingman Reef
10. Midway Islands
11. Navassa Island
12. Palmyra Atoll
13. Virgin Islands
14. Wake Island

**TERRITORY OF THE UNITED STATES.** Also see **TERRITORIES AND POSSESSIONS OF THE UNITED STATES**. An incorporated or unincorporated territory over which the United States exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to jurisdiction of the United States. ***NOTE: "Incorporated" territories refer to any areas that Congress has "incorporated" into the United States by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.***

**TRANSOCEANIC TRAVEL.** Travel that, if performed by surface means of commercial transportation over a usually traveled route, requires the use of oceangoing ships.

**TRANSPORTATION.** The means of moving people or things (particularly HHG) from one place to another.

**TRANSPORTATION EXPENSES.** The costs related to transportation.

**TRANSPORTATION, HHG.** The shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at Government expense. See Chapter 5, Part D for specific regulations governing PCS HHG transportation and Chapter 4, Part H for TDY HHG transportation.

**TRANSPORTATION-IN-KIND.** Transportation provided by the Government without cost to the traveler. It includes transportation by Government aircraft, ship, or vehicle, and Government-procured transportation via commercial carriers.

**TRANSPORTATION, POV.** Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.

***NOTE 1:*** *The term does not include land transportation to or from such ports, except when transportation of POV is authorized by 37 USC §554 and is IAW Service regulations.*

***NOTE 2:*** *Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the member's responsibility.*

**TRANSPORTATION REQUEST.** A written request of the United States Government (including a GTR – see definition) to procure transportation, accommodations, or other services chargeable to the Government from a commercial provider, ICW official travel.

**TRANSPORTATION TERMINAL.** A transportation terminal is a common carrier or Government transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

**TRAVEL.** The term “travel” relates to movement of persons from place to place and includes authority for the use of quarters facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume. When used ICW ‘travel allowances’, the term refers to per diem or AEA.

**TRAVEL ADVANCE.** Prepayment of estimated travel expense in the form of a loan.

**TRAVEL AUTHORIZATION/ORDER.** A written instrument issued or approved by person(s) to whom authority has been delegated directing a member or group of members to travel. There are four basic types of authorization/order:

1. **Unlimited Open.** This is a form of blanket travel authorization/order allowing a member to travel anywhere on official business without further authorization for a specified period of time within a fiscal year. See **NOTE** below for restrictions.
2. **Limited Open.** This is a form of blanket travel authorization/order allowing a member to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year. See **NOTE** below for restrictions.
3. **Repeat.** This is a form of blanket travel authorization/order allowing a member to travel on official business without further authorization to a specific destination for a specified period of time within a fiscal year. See **NOTE** below for restrictions.
4. **Trip-by-trip.** This is a travel authorization/order allowing an individual or group of individuals to take one

or more specific official business trips, which must include specific purpose, itinerary, and estimated costs.

***NOTE: Unlimited Open, Limited Open, and Repeat Travel Authorizations/Orders (also called Blanket Travel Authorizations/Orders) are not used in DTS. The blanket travel authorization/order type is restricted to economy-class travel authorization. If premium-class transportation becomes necessary for a specific trip, an amendment to the travel authorization/order for each such trip must be issued.***

**TRAVEL CLAIM (VOUCHER).** A written request supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of any official travel.

**TRAVEL, INVITATIONAL.** Authorized travel by individuals either not employed by the Government or employed (under 5 USC §5703) intermittently in the Government's service as consultants or experts and paid on a daily when-actually-employed basis. It is also used for an individual serving without pay or at \$1 a year when the individual is acting in a capacity directly related to, or ICW, official Government activities. Travel and transportation allowances authorized for such a person are the same as those ordinarily authorized for a civilian employee ICW TDY, except as provided by item A2m in APP E, Part I for spouse invitational travel. See APP E.

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

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

**TRAVEL, OFFICIAL.** Authorized travel and assignment solely ICW business of the DOD or the Government.

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

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

**TRAVEL ORDER.** See **TRAVEL AUTHORIZATION/ORDER.**

**TRAVEL STATUS.** The member's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel order, including time en route waiting for transportation connections and delays en route beyond the control of the traveler. ***NOTE: See par. U2200 for more detail.***

**UNACCOMPANIED BAGGAGE.** See **BAGGAGE, UNACCOMPANIED.**

**UNACCOMPANIED MEMBER.** A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

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

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

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

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

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

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

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

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

**UNUSUALLY ARDUOUS SEA DUTY.** Duty aboard or with designated units. These units must be designated in writing and meet the criteria in 57 Comp. Gen. 266 (1978).

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

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

**YEARS OF SERVICE.** Any service authorized to be credited in computation of basic pay under 37 USC §205.

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## APPENDIX E

### PART I: INVITATION TO TRAVEL

#### A. To Whom and when Invitational Travel is Applicable

1. Invitational travel is the term applied to authorize travel by an individual when the person is acting in a capacity that is related directly to, or ICW, official DOD activities. The person must:

- a. Not be employed by the Government,
- b. Be only Intermittently employed by the Government as a consultant or expert (***NOTE: This does not include a contractor's employee traveling in the performance of the contract.***) and paid on a daily when-actually-employed basis under 5 USC §5703,
- c. Be serving without pay or at \$1 a year, or
- d. Be a volunteer covered by 10 USC §1588. See par. A2r.

Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for a DOD employee on TDY, except as provided by par. A2m below for spouse/dependent invitational travel.

2. Invitational travel may be authorized by use of an ITA when:

- a. It is in the DOD Component's interest to invite a college or university official or a representative of industry to observe the work performed by, or the operations of, an activity;
- b. An individual is requested to lecture, instruct, or give a demonstration at an activity ICW a DOD operation or program;
- c. An individual or as part of a group, who confers on an official DOD matter with DOD officials and who performs a direct service such as providing advice or guidance to DOD. ***An ITA is not authorized for an individual merely to attend a meeting or conference, even if hosted by a DOD Component on a matter related to the Component's official business. See 55 Comp. Gen. 750 (1976);***
- d. An individual's attendance at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)). ***Travel and transportation allowances to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C5;***
- e. An individual is an attendant for an employee with special needs or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended (55 Comp. Gen. 800 (1976));
- f. An individual is a sponsor, or is in a similar official capacity, and/or participates in a ceremony that is related directly to a DOD Component's interest (***NOTE: Simple 'attendance' at a ceremony does not allow travel under an ITA.***);

- g. An individual is authorized pre-employment interview travel under JTR, par. C7150;
- h. The individual is serving without compensation on a Board of Visitors as provided for in DOD governing regulations consistent with statutory authority;
- i. A witness is called to testify in administrative proceedings directed against a Government civilian employee or Uniformed Service member in an adverse action case. The testimony can be on behalf of the Government, the civilian employee, or the Uniformed Service member. The presiding hearing officer must determine that the witness's testimony is substantial, material, and necessary for proper case disposition and that an affidavit from the desired witness cannot adequately accomplish the same objective;
- j. An individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832;
- k. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, 28 February 1974);
- \*l. An individual is an attendant for an employee: under (1) and (2), or is an escort for a Uniformed Service member's dependent(s) (under (3)) noted in JTR Chapter 7, Part C; or JFTR, par. U7551.
- (1) An employee with a disability or a special need on official travel (56 Comp. Gen. 661 (1977)), <http://141.116.74.201/regs/comp-gen-dec/B-186598.pdf>; (59 Comp. Gen. 461 (1980)), <http://141.116.74.201/regs/comp-gen-dec/B-198237.pdf>
- (2) An employee who interrupts TDY because of an incapacitating illness or injury (JTR, par. C7370); and the employee is incapable of traveling alone. Per diem allowances may not exceed 14 calendar days unless a longer period is authorized/approved by the DOD Component on a case-by-case basis. See par. C7370-A.; or
- (3) A Uniformed Service member's dependent(s) when competent authority determined dependent(s)' travel is necessary because the dependent(s) is/are incapable of traveling alone due to age, mental or physical incapacity, or other extraordinary circumstances under JFTR, pars. U5240-C, U5241-D, U5242, U5243-C, U6004, and U6053. Round-trip transportation and travel allowances (per diem) may be authorized/approved including travel advances which may be paid per the Service's policy IAW 10 USC §1036.
- m. Dependents' Invitational Travel is for a family member. All applicable conditions in items (1) through (5) below must be met before allowances are authorized/approved.
- (1) The AO determines that a dependent may travel with the sponsor, at Government expense, when the:
- (a) Dependent participates, in an official capacity, at an unquestionably official function , or

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

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

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

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

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

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

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

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

1. A non-appropriated fund official or employee traveling on non-appropriated fund business;
2. Transportation of dependents and/or HHG (including freight and parcel post mail) or other property of an individuals to whom an ITA is issued;
3. A Federal Government employee or Uniformed Service member (A Federal employee and a Uniformed member on active duty are given regular TDY travel authorizations/orders) unless the individual is:
  - a. A retired Federal Government employee or Uniformed Services member (may include retired military personnel from foreign countries), or
  - \*b. Authorized pre-employment interview travel under JTR, par. C7150 and the employee/member is in a leave status during such travel (B-219046, 29 September 1986)); or
  - c. An employee/member, traveling as a non-medical attendant, included on an ITA issued to a patient; or
4. Contractors (See APP E, Part III).

**C. Allowance Expenses**

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

payment are in Army Regulation (AR) 920-30. The ITA also may authorize a subsistence allowance for the competition duration. The allowance rate is set by the Director for Civilian Marksmanship and must be stated in the ITA issued to each competitor.

5. Attendance at an Award Ceremony

a. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony provided the:

- (1) Travel and transportation is authorized by the head of the DOD component concerned or designee; and,
- (2) Individual is a person of the award recipient's choosing who is related by blood, marriage or whose close association with the award winner, as viewed by the DOD component, is the equivalent of a family relationship.

Examples of award ceremonies are: a Presidential award ceremony, an agency or major organizational component annual award ceremony, or a prestigious honorary award ceremony sponsored by a non-Federal organization.

b. Reimbursement for travel and transportation expenses is authorized in par. C when the award winner and guest are geographically distant from the ceremony site, rather than in instances in which the award winner's residence is in the same area as the ceremony.

Example: The award winner and spouse live in Denver, CO, and the ceremony is in Washington, DC. Travel and transportation allowances may be authorized for both the winner and spouse.

c. The DOD component concerned may allow attendance at Government expense of more than one individual when the award winner requires assistance because of a disability condition.

Reimbursement for transportation is limited to direct travel to and from the ceremony location (including travel between common carrier terminals and hotel where applicable and the ceremony site). Per diem is allowed for direct travel to and from the award ceremony location and for the ceremony day.

6. Travel of a DOD Education Agency (DODEA) Student for Academic Competitions and Co-curricular Activities. See JTR, par. C5120 and JFTR, par. U5243-D.

7. Travel and Transportation for Funeral Honors Detail. A person not employed by the Government, who participates in funeral honors detail for a veteran (see 10 USC §1491), may be authorized transportation or transportation reimbursement and expenses. The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. ***Actual transportation expenses, (not a TDY mileage allowance), are payable when a POC is the authorized transportation mode.*** Reimbursement for POC actual expenses is limited to: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for miscellaneous expenses in JFTR/JTR, APP G for employees or members under pars. A2p and A2q may be authorized/approved.

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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 are funded to return to the origin point.

You are authorized to travel by:  Rail  Commercial Air  Military Aircraft  Bus

See below for travel by Privately-Owned Conveyance

The authorizing/order-issuing official 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. Unused transportation tickets must be returned 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 employee, 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 coach/.economy service that permits satisfactory accomplishment of your mission, and
- (b) U.S. carriers must be used for all commercial foreign air transportation if service provided by a U.S. carrier 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 \$0.505 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, Travel and Transportation Allowance 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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- c. Must *not* use foreign flag transportation even if U.S. flag carrier fares are higher,
  - d. Who use premium-class or a foreign flag transportation presumably at Government expense must provide adequate acceptable justification that meets the requirements of the JFTR/JTR to the AO for reimbursement, and
  - e. Should contact the AO and CTO as soon as possible after personally making arrangements to get the Trip Record updated, and arrangements confirmed, and/or to get alternate arrangements.
5. Each traveler is advised, in advance, of the allowances, the arrangements made, probable expenses, and a good estimate of what should be reimbursed.
- \*6. A traveler should have use of a GTCC. The policies and procedures for the GTCC program (including central billing and unit cards) are found in the DOD Financial Management Regulation (DOD 7000.14-R), Volume 9, "Travel Policy and Procedures." *The DOD Comptroller Finance Management Regulation website is found at <http://www.dtic.mil/comptroller/fmr/>.*
7. A traveler should turn in the expense report portion of the Trip Record and be paid every 30 days when the TDY is over 45 days. This ensures the traveler is paid for expenses in about the same time as GTCC bills are received.
8. A traveler must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DOD, see Joint Ethics Regulation, DOD 5500.7-R, Chapter 4. For Coast Guard, see COMDTINST M5370.8 (series). For NOAA Corps, see Department of Commerce Administrative Order 202-735. For Public Health Service, see Commissioned Corps Personnel Manual CC26.1, Inst 1. A traveler may keep items of nominal value (as defined in applicable ethics regulations). A traveler also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate the seat if the Government would incur additional costs or if it would affect the mission.
9. Retaining Promotional Items
- a. A traveler on official business traveling at Government expense on the funds of an agency (See definition in Appendix A) may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001.
  - b. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional Government cost.
  - c. Promotional items received for travel using funds other than those of an agency are not covered by this rule. The traveler should seek guidance from the funding authorities.
10. Each traveler must be treated as honest, responsible customers, but the traveler must follow the rules in this regulation. The DOD Financial Management Regulation (DODFMR), Volume 9, JFTR, par. U2505, and JTR, par. C1305, apply when a fraudulent claim submission is suspected.

## T4025 ARRANGING OFFICIAL TRAVEL

### A. CTO Use

1. Mandatory Policy. It is DOD *mandatory policy* that each traveler uses an available CTO to arrange official travel, including transportation and rental cars.
2. Service Regulations. See DOD Component/Service regulations for CTO use information.

### 3. Failure to Follow Regulations

- a. Commands/units are expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow the regulations concerning CTO use (see par. T4005).
- b. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must *not* be through refusal to reimburse. See par. T4025-A4 below for exceptions when reimbursement is *not* allowed.

4. Reimbursement Not Allowed. Reimbursement is *not allowed* when the traveler does not follow the regulations for foreign flag carriers (see par. T4025-C).

### B. Requirements

1. When making travel arrangements, the traveler should use the following:

- a. Services available under a TMS (see Appendix A), or
- b. In-house travel offices.

2. All travel arrangements must be made IAW:

- a. DODD 4500.9 (Transportation and Traffic Management) at <http://www.dtic.mil/whs/directives/corres/html/45009.htm>;
- b. DODI 4500.42 (DOD Passenger Transportation Reservation and Ticketing Services) at <http://www.dtic.mil/whs/directives/corres/html/450042.htm>; and
- c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft of foreign registry must *not* be authorized/approved unless the conditions in par. T4060-B3 are met (see also JFTR, par. U3125-C and JTR, par. C2204-C).

### D. Transportation Reimbursement

1. CTO/TMC Available. When a CTO/TMC is available but not used by the traveler, reimbursement for the transportation cost is limited to the amount the Government would have paid if the arrangements had been made directly through a CTO/TMC.
2. CTO/TMC Not Available. When the AO certifies that a CTO/TMC was/is not available to arrange the required official transportation, reimbursement is for the actual cost of the authorized/approved transportation NTE the policy-constructed airfare (see Appendix A) that meets mission requirements. ***NOTE: CTO/TMC service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO/TMC service available should the same situation arise again.***

***NOTE: The cost paid by the Government for Government/Government-procured transportation, in house or CTO/TMC transportation, frequently includes a transaction fee for arranging the transportation. A CTO transaction fee incurred by a member/employee is reimbursable under APP G, Part I, Item 13. When an available CTO/TMC is not used and no transaction fee is included in the Government/Government-procured transportation, the transaction fee for personally procured transportation from other than a CTO/TMC may be reimbursed as long as the total reimbursable amount for the transaction fee and transportation cost does not exceed the cost of the Government/Government procured transportation.***

## APPENDIX P

### PART I: CITY-PAIR PROGRAM

\*Regulations applicable to the Contract City-Pair Program are found in DOD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at <http://www.transcom.mil/j5/pi/dtr.cfm>. Following is an edited extract from that regulation.

A. Policy (DOD 4500.9-R, Part L. Chap. 103, par. B2)

1. GSA Airline City-Pairs Program. Each year, under the Airline City-Pairs program, the GSA Federal Supply Service awards contracts for air transportation for travelers on official government travel. The contracts are awarded competitively based on the best overall value to the Government. The best value decision is based on considerations of the type, distribution and number of flights, the average flight time, and the offered price. For more information, access "Travel on Government Business and Air Travel/City-Pairs" on the GSA website: <http://www.gsa.gov>.

2. Some GSA routes may offer "dual airfares"; one airfare is an unrestricted airfare (fare basis code "YCA") and the other an unrestricted capacity-controlled airfare (fare basis code "\_CA"). The unrestricted capacity-controlled airfare differs from the unrestricted airfare only in that the airline can limit the number of seats offered under the unrestricted capacity-controlled, or "\_CA" fare basis (referred to as "capacity controlled"). The unrestricted airfare, or "YCA", has a last seat on the aircraft availability to the traveler. Neither airfare basis requires advance purchase and has no minimum nor maximum stay requirements, travel time limits, or blackout periods. The unrestricted capacity-controlled airfare is, in many cases, significantly less expensive than the unrestricted airfare. DOD travelers are encouraged to make reservations as far in advance as possible to increase the chance of obtaining an unrestricted capacity-controlled GSA Airline City-Pairs airfare on the routes offering the dual airfare structure. Local CTOs can provide information on what routes offer dual airfares.

3. *A Government contractor is not authorized to use GSA city-pairs airfares to perform travel under a contract.*

4. *Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.*

5. Non-mandatory Users. A non-mandatory user may request contract service, or have contract service requested, on an optional basis. Contract carriers may, but are not required to, furnish any requested service to non-mandatory users. Non-mandatory users are:

a. All members and employees of the U.S. Congress; employees of the Judicial Branch of the Government; employees of the U.S. Postal Service; U.S. Foreign Service Officers; and employees of any agencies who are not subject to the provisions of 5 USC §5701-5709.

b. DOD recruits traveling from Military Entrance Processing Stations (MEPS).

c. Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity and identified as a group by the TMS upon booking is not a mandatory user of the Government's contract city-pair fares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the Government.

***NOTE: District of Columbia Government employees, with the exception of the District of Columbia Courts, are not eligible to use contract city-pair fares even though these employees otherwise may be covered by the FTR.***

6. **Exception to the Use of Contract Carriers:** One or more of the following travel conditions, which must be certified on the travel order/authorization, travel voucher, or other document provided by the traveler or AO, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route.

a. Space on a scheduled contract flight (including a confirmed pet space (see ***NOTE***)) is not available in time to accomplish the travel purpose, or contract service use would require the traveler to incur unnecessary overnight lodging costs that would increase the total trip cost.

***NOTE: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City-Pairs airfares, the traveler and not the Government is responsible for costs exceeding the most economical travel routing. See DTR, Part I, Chapter 103, par. B.2.c (note) for the source of this NOTE.***

b. The contract carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours. See JFTR, par. U3006/JTR, par. C1059.

c. A non-contract (DOD-approved) U.S.-certificated carrier offers a lower airfare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable airfare and has seats available at that airfare, or if the lower airfare offered by a non-contract carrier is limited to a Government and/or military traveler on official business and only may be purchased with a Government procurement document (e.g., a GTR), Government-sponsored Contractor-issued travel charge card, or through a centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar airfares).***

d. Rail service is available and that service is cost effective and consistent with mission requirements.

e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft is not acceptable to the traveler.

7. Requirements that must be met to use a non-contract fare (FTR §301–10.108)

- a. Before purchasing a non-contract airfare one of the exception listed in par. A6 must be met and use of a non-contract airfare approved on the travel order/authorization; and
- (b) If the non-contract airfare is nonrefundable, restricted, or has specific eligibility requirements, the traveler must know or reasonably anticipate, based on the planned trip, that the ticket will be used; and
- (c) The traveler's agency must determine that the proposed non-contract transportation is practical and cost effective for the Government.

***NOTE: Carrier preference is not a valid reason for using a non-contract airfare.***

B. Scheduled Air Carriers (DOD 4500.9-R, Part L. Chap. 103, par. A2)

1. Contract air service between city-pairs should be used for all domestic travel, and for international travel when AMC Category B/Patriot Express is not available or does not meet the mission requirement. ***If a contract city-pair airfare is not available***, the policy-constructed airfare (see Appendix A) (including a lower airfare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare and the traveler retains the ability to seek a lesser airfare. ***NOTE: foreign military personnel are not authorized to use GSA city-pair airfares.***

2. ***Government contractor personnel must never be in possession of ITAs while in the performance of their contracts and are prohibited from using Government discount airfares provided in the Contract City-Pair Program when purchasing commercial airline tickets.***

***NOTE: For civilian personnel, see JTR, par. C2001-A2c for policy regarding Rail or Bus service use.***

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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
<b>All Other OCONUS Duty Stations Not Listed Below</b>	<b>36</b>	<b>24</b>		
<b>Afghanistan</b>				
*Kabul (Personnel assigned to the SAO)	NA	12	10 Aug 2007	8
<b>Alaska</b> (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		
<b>Albania</b>				
Tirana	24	12		
<b>Algeria</b>	24	12	7 Dec 2004	
<b>American Samoa</b>	NA	12		
<b>Argentina</b>	36	24		
<b>Armenia</b>				
Yerevan (Personnel assigned to the ODC)	24	18	6 Jul 2006	7
<b>Aruba</b>	24	18		
<b>Australia</b> (except as indicated)	36	24		
Exmouth	24	24		
Learmonth	24	15		
Woomera	24	15		
<b>Austria</b>	36	24		

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

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Note
<b>Czech Republic</b>				
Prague	36	24		
<b>Democratic Republic of Congo</b> (formerly Zaire)	24	12		
<b>Denmark</b> (except as indicated)	36	24		
Greenland (Kalaallit Nunaat)	NA	12		
<b>Diego Garcia</b> (See British Indian Ocean Territory)				
<b>Djibouti</b>				
*Djibouti City (Personnel assigned to the SAO)	24	12	11 Apr 2007	8
<b>Dominican Republic</b>	36	24		
<b>Ecuador</b>	36	18		
Manta	NA	12		
<b>Egypt</b> (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		
<b>El Salvador</b>	NA	12		
SAO Personnel	24	18		
<b>England</b> (See United Kingdom)				
<b>Eritrea</b>	24	12		
<b>Estonia</b>				
Tallinn	24	24		
<b>Ethiopia</b>				
*Addis Ababa (Personnel assigned to the SAO)	24	12	11 Apr 2007	8
<b>France</b>	36	24		
<b>Georgia</b>				
Tbilisi	24	18		
<b>Germany</b> (except as indicated)	36	24		
Donaueschingen	24	12		
Geilenkirchen	36	36		
<b>Ghana</b>				
*Accra (Personnel assigned to the ODC)	24	18	19 Mar 2007	8
<b>Gibraltar</b>	36	24		
<b>Greece</b> (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
<b>Greece (continued)</b>				
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		
<b>Greenland</b> (see Denmark)				
<b>Guam</b>	36	24	12 Oct 2004	
<b>Guatemala</b>	36	24		
<b>Guyana</b>	24	18		
<b>Haiti</b>				
*Port au Prince (Personnel assigned to the ODC)	24	12	20 Nov 2007	8
<b>Hawai'i</b> (except as indicated)				
Kauai	30	18		1
Pohakuloa Training Area	24	18		
<b>Honduras</b> (except as indicated)				
Soto Cano AB	NA	12		
<b>Hong Kong</b>				
<b>Hungary</b>				
Budapest	36	24		
<b>Iceland</b> (except as indicated)				
USAF (not assigned to a joint activity)	24	12	4 Oct 1999	
USMC (not assigned to a joint activity)	24	12		
<b>India</b>				
<b>Indonesia</b>				
<b>Ireland</b>				
<b>Israel</b>				
<b>Italy</b> (except as indicated)				
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
<b>Italy (continued)</b>				
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		
<b>Jamaica</b>	24	12		
<b>Japan</b> (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	
<b>Johnston Atoll</b>	NA	12		
<b>Jordan</b> (except as indicated)	24	12		
Amman	24	18		
<b>Kazakhstan</b>				
*Astana (Personnel assigned to the SAO)	24	12	10 Aug 2007	8
<b>Kenya</b> (except as indicated)	24	12		
Nairobi	24	18		
<b>Korea</b> (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	<i>Note</i>
<b>Korea (continued)</b>				
Pusan	24	12		
Pyongtaek	24	12		
Seoul	24	12		
Suwon	24	12		
Taegu	24	12		
Yongsan	24	12		
<b>Kuwait</b>	24	12		6
<b>Kyrgyzstan</b>	24	12		
<b>Laos</b>	NA	12		
Vientiane	24	12	21 Dec 2006	
<b>Latvia</b>				
Riga	24	12		
<b>Liberia</b>	24	18		
<b>Lithuania</b>				
Vilnius	24	12		
<b>Luxembourg</b>	36	24		
<b>Macedonia</b>	24	18		
Skopje	24	12		
<b>Madagascar</b>	24	12		
<b>Malaysia</b>	36	24		
<b>Marshall Islands</b>				
Enewetok	NA	12		
Kwajalein	24	18		
<b>Mexico</b>	24	18		
<b>Midway Islands</b>	NA	12		
<b>Moldova</b>				
Chisinau	24	18		
<b>Mongolia</b>	24	24		
<b>Montenegro</b>				
*Podgorica (Personnel assigned to the ODC)	24	24	28 Jan 2008	8
<b>Morocco (except as indicated)</b>	24	15		
Casablanca	24	12		
Errachidia	NA	12		
<b>Netherlands</b>	36	24		
<b>Netherlands Antilles</b>				
Curacao	NA	12		
<b>New Zealand</b>	36	24		
<b>Nicaragua</b>	24	18		
<b>Niger</b>	24	12		
<b>Nigeria</b>				
*Abuja (Personnel assigned to the ODC)	24	24	11 Apr 2007	8
<b>Norway</b>	36	24	7 Jul 2004	

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Note
<b>Okinawa</b> (See Japan)				
<b>Oman</b>	24	12		
<b>Pakistan</b>	24	12		
<b>Panama</b> (except as indicated)	36	24		
Galeta Island	NA	12		
<b>Paraguay</b>	24	18		
<b>Peru</b> (except as indicated)	36	24		
Lima MAAG	30	18		
<b>Philippines</b> (except as indicated)	NA	12		
Metropolitan Manila	24	18		
<b>Poland</b>				
Bydgoszcz	24	24	21 Oct 2005	
Szczecin	24	24	21 Oct 2005	
Warsaw	36	24		
<b>Portugal</b> (except as indicated)	36	24		
Azores Islands	24	15		
<b>Puerto Rico</b> (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		
<b>Qatar</b>	24	12		
<b>Romania</b>				
Bucharest	24	24		
<b>Russia</b>				
*Moscow (Personnel assigned to the DAO)	24	24	15 Feb 2007	8
<b>Saint Helena</b> (Ascension Island)	24	12		
<b>Saipan</b> (See Commonwealth of the N. Mariana Islands)				
<b>Sardinia</b> (See Italy)				
<b>Saudi Arabia</b>	24	12		5
<b>Scotland</b> (See United Kingdom)				
<b>Senegal</b>				
*Dakar (Personnel assigned to the ODC)	24	24	21 Mar 2007	8
<b>Serbia</b>				
*Belgrade (Personnel assigned to ODC & BAO)	24	24	11 Jun 2007	8
<b>Seychelles</b>	24	12		
<b>Sicily</b> (See Italy)				
<b>Singapore</b>	36	24		
<b>Slovakia</b>				
Bratislava	36	24		
<b>Slovenia</b>				
Ljubljana	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Note
<b>Spain</b> (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		
<b>Sudan</b>	24	12		
<b>Suriname</b>	24	18		
<b>Sweden</b>				
Stockholm	36	24		
<b>Tajikistan</b>	24	12		
<b>Thailand</b> (except as indicated)	24	18		
Bangkok	36	24		
<b>Tunisia</b>	24	18		
<b>Turkey</b> (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		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Note
<b>Turkmenistan</b>	24	12		
<b>Ukraine</b>				
Kiev	24	12		
<b>United Arab Emirates</b>	24	12		
<b>United Kingdom</b> (except as indicated)	36	24		3
RAF Fylingdales	24	18		
RAF Machrihanish (Scotland)	24	18		
<b>Uruguay</b>	36	24		
<b>Uzbekistan</b>	24	12		
<b>Venezuela</b>	24	18		
<b>Vietnam</b>	24	12	1 Dec 2003	
<b>Virgin Islands</b>	36	24		
<b>Wake Island</b>	NA	12		
<b>Wales</b> (See United Kingdom)				
<b>West Indies</b>				
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.
- \*8. "OSD (P&R/OEPM)" memo dated 31 January 2008 establishes tour lengths for members assigned to the listed commands only. If an increase in the number of personnel assigned to the listed country is desired, a subsequent tour request must be submitted."

Personnel assigned to the Office of the Defense Cooperation (ODC) in Ghana, Accra; Haiti, Port au Prince; Montenegro, Podgorica; Nigeria, Abuja; Senegal, Dakar; and personnel assigned the ODC and Bilateral Affairs Office (BAO) Serbia, Belgrade.

Personnel assigned to the Defense Attache Office (DAO) in Russia, Moscow and personnel assigned to the Security Assistance Office (SAO) Afghanistan, Kabul; Djibouti, Djibouti City; Ethiopia, Addis Ababa; and Kazakhstan, Astana.

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. A DOD civilian employee and/or a Uniformed Service member may attend and participate in conferences/meetings of recognized professional organizations to maintain and further professional competency at Government expense (including TDY expenses), subject to the availability of funds and the employee's/member's 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 Conference. 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](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html)).
3. Purpose. A Uniformed member and/or a DOD civilian employee may attend conferences at Government expense to:
  - a. Further 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. A member/DOD civilian employee who attends 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 authorization/order 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 authorization/order 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 authorization/order 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/order 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/order to attend the conference has been generated. When the authorization to register early is oral, the written authorization/order 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	$\$36.00 + \$9.80 = \$45.80$
*Step 2	Divide step 1 total in half (rounded up to the dollar)	$\$45.80 / 2 = \$22.90$ (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: A traveler is TDY for 3 days to a conference at a CONUS location (Standard CONUS rate applies). Lodging is \$55/night and GMR is \$9.80. Government furnished meals are not available for the first and last day; however, two Government meals are available for the second day. The AO authorizes a PMR of \$26.00 for the second day. ***NOTE: Government mess deductions are not taken for the arrival and departure travel days (JTR, par. C4553-C2 and JFTR, par. U4147).***

<b>ITINERARY:</b>		
Day 1	Depart Residence/Arrive TDY	
Day 2	TDY	
Day 3	Depart TDY/Arrive Residence	
<b>REIMBURSEMENT:</b>		
<u>Date</u>	<u>Computation</u>	<u>Total</u>
Day 1	$(\$39 \text{ (M\&IE)} \times 75 \%) = \$29.25 + \$55 =$	\$ 84.25
*Day 2	$\$26 \text{ (PMR)} + \$55 =$	81.00
Day 3	$\$39 \times 75\% =$	29.25
<b>*TOTAL</b>		<b>\$ 194.50</b>

## APPENDIX S

## AUTHORIZED FEML LOCATIONS/DESTINATIONS

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

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

on permanent duty at the location.

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

\*C. Authorization Period. A location shown is '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	28 Feb 2010
Algeria, Algiers ( <i>eff 5 Mar 2007</i> )	European	Frankfurt	28 Feb 2009
*Angola, Luanda	European	Frankfurt	28 Feb 2010
Argentina, Buenos Aires	Southern	Miami	30 Apr 2009
*Armenia, Yerevan	European	Frankfurt	28 Feb 2010
Australia			
Alice Springs	Pacific	Honolulu	31 Oct 2008
Australia, Learmouth (incl. Exmouth)	Pacific	Perth	31 Oct 2008
*Azerbaijan, Baku ( <i>eff 13 Feb 2008</i> )	European	Washington, DC	28 Feb 2010
Bahrain	Central	Baltimore	<b>31 Mar 2008</b>
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
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	28 Feb 2010
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 <i>(eff 13 Feb 2008)</i>	European	Washington, DC	28 Feb 2010
Costa Rica, San Jose	Southern	Miami	30 Apr 2009
*Croatia, Zagreb	European	Frankfurt	28 Feb 2010
Cuba			
Guantanamo Bay	Southern	Jacksonville	30 Apr 2009
Cuba, Havana <i>(for USCG uniformed members only)</i>	USCG	Miami	31 Jan 2010
*Cyprus, Nicosia	European	Frankfurt	28 Feb 2010
Democratic Republic of Congo, Kinshasa	European	Frankfurt	31 Jul 2009
Djibouti	Central	Baltimore	<b>31 Mar 2008</b>
Dominican Republic, Santo Domingo	Southern	Miami	30 Apr 2009
Ecuador, Quito	Southern	Miami	30 Apr 2009
Egypt	Central	Baltimore	<b>31 Mar 2008</b>
El Salvador, San Salvador	Southern	Miami	30 Apr 2009
Eritrea, Asmara	Central	Baltimore	<b>31 Mar 2008</b>
Estonia, Tallinn	European	Frankfurt	31 Jul 2009
Ethiopia, Addis Ababa	Central	Baltimore	<b>31 Mar 2008</b>
Fiji, Suva	Pacific	Honolulu	31 Oct 2008
Gabon, Libreville	European	Paris	31 Jul 2009

*Georgia, Tbilisi	European	Frankfurt	28 Feb 2010
*Ghana, Accra	European	Frankfurt	28 Feb 2010
Greece			
Athens	European	Frankfurt	31 Jul 2009
*Larissa	European	Frankfurt	28 Feb 2010
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	<b>30 Sep 2007</b>
India, New Delhi	Pacific	Honolulu	31 Oct 2008
Indonesia, Jakarta	Pacific	Honolulu	31 Oct 2008
*Israel, Tel Aviv	European	Frankfurt	28 Feb 2010
Ivory Coast, (See Cote D'Ivoire)			
Jamaica, Kingston	Southern	Miami	30 Apr 2009
Jordan	Central	Baltimore	<b>31 Mar 2008</b>
Kazakhstan, Almaty	Central	Baltimore	<b>31 Mar 2008</b>
Kenya	Central	Baltimore	<b>31 Mar 2008</b>
Kuwait	Central	Baltimore	<b>31 Mar 2008</b>
Kyrgyzstan, Bishkek	Central	Baltimore	<b>31 Mar 2008</b>
Laos, Vientiane	Joint POW/MIA	Honolulu	<b>31 Oct 2006</b>
Latvia, Riga	European	Frankfurt	31 Jul 2009
Lebanon, Beirut	Central	Baltimore	<b>31 Mar 2008</b>
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
*Montenegro, Podgorica ( <i>eff 13 Feb 2008</i> )	European	Frankfurt	28 Feb 2010
Morocco, Rabat	European	Frankfurt	31 Jul 2009
*Mozambique, Maputo	European	Frankfurt	28 Feb 2010
*Namibia, Windhoek	European	Frankfurt	28 Feb 2010
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	28 Feb 2010
*Lagos	European	Frankfurt	28 Feb 2010
Oman	Central	Baltimore	<b>31 Mar 2008</b>
Pakistan	Central	Baltimore	<b>31 Mar 2008</b>
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 ( <i>eff 13 Feb 2008</i> )	European	Washington, DC	28 Feb 2010
Qatar	Central	Baltimore	<b>31 Mar 2008</b>
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	<b>31 Mar 2008</b>
Senegal, Dakar	European	Frankfurt	31 Jul 2009
*Serbia, Belgrade	European	Frankfurt	28 Feb 2010
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 ( <i>eff 13 Feb 2008</i> )	European	Baltimore	28 Feb 2010

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	<b>31 Mar 2008</b>
Uganda, Kampala	European	Frankfurt	31 Jul 2009
Ukraine, Kiev	European	Frankfurt	31 Jul 2009
United Arab Emirates	Central	Baltimore	<b>31 Mar 2008</b>
Uruguay, Montevideo	Southern	Miami	30 Apr 2009
Uzbekistan, Tashkent	Central	Baltimore	<b>31 Mar 2008</b>
Venezuela, Caracas	Southern	Miami	30 Apr 2009
Vietnam, Hanoi	Pacific	Honolulu	31 Oct 2008
Yemen	Central	Baltimore	<b>31 Mar 2008</b>
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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