

JOINT FEDERAL TRAVEL REGULATIONS**VOLUME 1****CHANGE 259**

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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 July 2008 unless otherwise indicated.

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This change includes all material written in the following MAP items: 31-08(E), 51-08(I), 52-08(I), 55-08(I), and 61-08(I).

Remove and replace the following: Ch 4D, Ch 7H2, Ch 7Q, and APP L.

Insert the attached pages and remove the corresponding pages.

This cover page replaces the Change 258 cover page.

BRIEF OF REVISION

These are the major changes made by Change 259:

U3320-A. Clarifies that round trip transportation to and/or from carrier terminals is payable.

U4330. Clarifies that round trip transportation to and/or from carrier terminals is payable.

U7225-A. Corrects incorrect cross reference.

U7551-7 & 8. This item adds a subparagraph to JFTR, par. U7551 cross referencing to par. U5243-C, indicating travel is authorized for an escort ICW travel of a handicapped DODEA student for diagnostic and evaluation purposes.

APP E1-A2l. Transportation expenses (not per diem) are allowed for an attendant or escort for an employee who becomes ill or is injured while TDY.

APP L-par. B2. Revises the approval authority for Army in JTR, pars. C4550-D2, C5845-C1, and APP L for authorization of increased per diem, payment of a home marketing incentive payment, and AEA not exceeding 150%.

JOINT FEDERAL TRAVEL REGULATIONS

VOLUME 1

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PART G: PARKING EXPENSES FOR CERTAIN MEMBERS

- U3550 GENERAL**

2. The total allowable payment is limited to the total constructed cost of common carrier transportation including constructed per diem for that transportation method.

3. Par. U3310 does not apply to travel performed under par. U3345 (B-183480, 4 September 1975).

B. Mileage and Per Diem Computation

1. The TDY mileage allowance is computed for the DTOD distance between authorized points.

2. Ferry fares; bridge, road, and tunnel tolls; and vehicle parking fees (related to official business) are added to the amount in par. U3310-B1.

3. The per diem rate authorized in the travel authorization/order is used for computing per diem.

C. Constructed Transportation Cost and Per Diem Computation

1. The Government's constructed transportation cost is computed on fares or charges for policy-constructed airfare (see APP A) between authorized points.

2. Air transportation constructed cost includes any taxes or fees the Government would pay if Government-procured transportation had been provided.

3. Taxi fares and excess baggage costs that would have been allowed are included.

4. The constructed POC transportation cost includes transportation expenses for:

a. The member claiming mileage, and

b. Persons performing official travel as passengers (uniformed members and civilian employees only) in the same conveyance.

D. Comparison. Computed POC TDY mileage and per diem are compared with the total constructed travel cost including per diem by common carrier. Reimbursement is made for the lesser amount.

E. Passengers

1. Passengers, accompanying the member claiming mileage, are not authorized TDY mileage.

2. Per diem for eligible passengers is computed by comparing the total per diem payable for the:

a. Travel performed, and

b. Appropriate common carrier constructed travel.

The lesser amount is reimbursed.

F. Mixed Mode Transportation

1. If the member is not authorized to travel by POC as being to the Government's advantage and travels partly by:
 - a. POC for personal convenience, and
 - b. Common carrier at personal expense,the member is authorized:
 - c. Appropriate TDY mileage plus per diem under par. U3305-A for the distance traveled by POC, plus
 - d. Transportation cost purchased with personal funds and per diem under Chapter 4, Part B, for actual travel.
2. The total amount is limited to the cost had Government-procured transportation been used, plus per diem under Chapter 4, Part B, for constructed travel time for the official distance of the ordered travel.

U3320 POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS

NOTES:

1. A member performing TDY as an aircrew member, Armed Forces courier, or any other member whose primary duty makes the air terminal a regular duty place may not be reimbursed for POC operating expenses to and/or from the air terminal. See par. U2200.

2. If a member of the traveler's family drives, it is presumed that the traveler incurs the expense.

*A. Round-trip Expenses Incurred for Drop-off and/or Pick-up at a Transportation Terminal. When a POC is driven round trip to drop-off and/or pick-up an official traveler at a transportation terminal, the official traveler paying POC operating expenses is:

1. Paid TDY mileage for the round-trip(s) distance, and
2. Reimbursed parking fees, ferry fares, road, bridge and/or tunnel tolls

B. Expenses Incurred for Two One-way Trips to and from a Transportation Terminal. When a POC is used for one-way travel from a residence or duty station to a transportation terminal to begin a TDY trip and then from the terminal to a residence/PDS when the TDY is completed, the member responsible for incurring the POC operating expenses is:

1. Paid TDY mileage and
2. Reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

NOTE: Transportation terminal parking fees while TDY may be reimbursed NTE the cost of two one-way taxicab fares, including allowable tips. In extenuating circumstances (for example, when a short TDY is unexpectedly extended after departure), the AO may waive this cost limitation.

PART D: ALLOWABLE TRAVEL TIME FOR TDY TRAVEL

U4300 GENERAL

NOTE: Throughout par. U4300, users must remember that it is MANDATORY DOD policy to use CTOs for all official transportation requirements.

When an authorization/order directs travel by a specific transportation mode and the directed transportation mode is available but not used, per diem allowances or AEAs are payable for actual travel performed NTE the per diem or AEA that would have been payable if the directed transportation mode had been used. When the directed transportation mode is not available or the authorization/order does not specify any transportation mode, per diem or AEA is computed as though the transportation mode actually used was directed. ***However, the total per diem or AEA payable must not exceed that payable for constructed travel over a usually traveled route by air or surface common carrier, whichever more nearly meets the requirements of the authorization/order, and is more economical to the Government.*** In determining constructed travel, the transportation allowances are based on the carrier's required check-in time plus travel time from home, office, or place travel actually began, and the carrier's scheduled arrival time at the terminal plus travel time to home, office, or place travel actually ended.

U4305 ACTUAL TRAVEL TIME

When the actual travel time is less than the time allowable under this Part, the member's actual travel time is used for computation.

U4325 SCHEDULING TRAVEL

A. Schedule. Travel should be by the scheduled transportation that most nearly coincides with the departure and arrival times needed to carry out the mission. Consideration should be given to:

1. Duty hours;
2. Duty requirements;
3. Lodging availability at points of origin, destination or intermediate stops;
4. The need for onward transportation;
5. The member's comfort and well being;
6. The member being scheduled for departures and arrivals between 0600 and 2400 unless the mission requires travel between 2400 – 0600;
7. Arranging transportation so that the member is scheduled to arrive the day before the TDY actually begins;
8. Scheduling the travel for a departure to enable an en route rest stop or an overnight rest period at the destination under the circumstances in par U4326-B or U4326-C;
9. Requiring members to identify travel requirements in sufficient time (if known) to arrange coach-class accommodations; and

10. Carefully reviewing requests for first- and business-class accommodations to determine if mission needs may allow for a change in travel dates to support a lower-class accommodation.

B. Early Departure. When a member departs early to overcome a short interval between the scheduled arrival time and the required reporting time at a duty station, the AO and/or the member should be prepared to provide a brief statement of the reason for departing earlier than scheduled under par. U4300, if required by financial regulations.

U4326 TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP

NOTE: When scheduling flights of 14 or more hours (see par. U3125-B4i), the first choice is always to fly the member in economy class and have the member arrive the day before the TDY is to begin to allow for appropriate rest. Second choice always is to fly the member in economy class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and clearly the most expensive option which should be avoided whenever possible, is to permit the member to travel in Government-funded business accommodations with arrival on the day the TDY starts.

A. Starting and Ending Travel

1. General

- a. The authorization/order establishes when travel status starts and ends.
- b. Ordinarily, a member on official travel is not required to travel during unreasonable hours at night (2400 – 0600).
- c. When travel is between 2400 – 0600, the only acceptable sleeping accommodations are:
 - (1) Ship staterooms, and
 - (2) Train sleeping cars.

NOTE: Reclining seats on planes, trains, or buses are not acceptable sleeping accommodations. If a member is required to travel overnight (2400 - 0600) without acceptable sleeping accommodations, arrival should be scheduled to provide an en route rest stop or an appropriate rest period (NTE 24 hours) at the TDY point before the member is required to perform official duties (see pars. U4326-C and U4326-D).

- d. A member should not be required to use a carrier if using that carrier requires beginning travel (i.e., leaving home or TDY lodgings and/or arriving at destination) between 2400 hours and 0600 hours if there are more reasonable schedules that meet mission requirements.
- e. A prudent AO should schedule travel so that lodgings may be provided so the member can retire at a reasonable hour and be ready to perform official business as required (33 Comp. Gen. 221 (1953); 61 id. 448 (1982)).
- f. Transportation should be arranged so that the member is scheduled to arrive the day before the TDY actually begins.

g. A member should be scheduled for a departure to allow for an en route rest stop or an overnight rest period at the destination under the circumstances in par. U4326-B and U4326-C.

2. Travel between 0600 and 2400. Travel should be scheduled between 0600 and 2400. To prevent travel between 2400 – 0600, it is reasonable for a traveler to depart the:

a. PDS (or home as appropriate) early enough to prevent having to travel between 2400 and 0600, or

b. TDY station on the earliest available transportation accommodations the day after completing a TDY assignment, provided the traveler is not required to be at the PDS the morning after TDY completion.

3. Additional Per Diem to Travel between 0600 and 2400. Additional per diem may be authorized/approved at a TDY location only if the resulting delay in departing the TDY location permits travel between 0600 and 2400 the day after completing the TDY assignment (56 Comp. Gen. 847 (1977)).

Example 1: A member completes official TDY duty on Friday afternoon. The member could leave on Friday when official duty ends (and arrive at the PDS early on Saturday) and receive 75% M&IE for that Saturday travel day. To prevent the member from traveling between 2400 and 0600, the AO may authorize or approve departure the next day (in this case, Saturday). The member receives per diem (including lodging) for Friday. Saturday is the travel day (assuming arrival at PDS on Saturday) and the member receives 75% M&IE for Saturday. Any additional delayed days are the member's financial responsibility.

Example 2: A member is required to attend a conference that starts at 0800 on Monday morning. If the member is authorized to depart the PDS on Friday to travel during regular duty hours, payment of per diem is limited to one travel day as though the member had departed for the TDY destination on Sunday (75% M&IE plus lodging) (56 Comp. Gen. 847 (1977)). Expenses for any additional early days are the member's financial responsibility.

B. En Route Rest Stop/Rest Period at TDY Point. Authorizing/approving an en route rest stop or rest period at a TDY point must be used only when the circumstances warrant. Rest stops must not be 'automatic'. The AO must consider each request for a rest stop en route/rest period at the TDY point individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. See par. U4325 about scheduled travel and **NOTE 1** in par. U4326 on rest periods. *Rest stops en route/rest periods at destination may not be provided for official travel for PCS, COT leave, emergency leave, R&R, FEML, and personnel evacuations. A rest stop en route/rest period at a TDY point may only be authorized when travel is to the TDY site. A rest stop en route may not be authorized for the return flight if the traveler can rest before reporting back to work.*

C. En Route Rest Stop

1. Travel during Normal Rest Hours. The AO may authorize/approve an en route rest stop when travel must be scheduled:

a. To start at, near, or after the end of the member's regularly scheduled duty hours; or

b. During usual rest hours and the transportation mode does not provide adequate sleeping accommodations. See **NOTE 2** following par. U4326-A1c regarding adequate sleeping accommodations.

2. OCONUS Travel Is Involved. The AO may authorize/approve a rest stop en route when:
- The origin or destination is OCONUS; and
 - Travel is by a usually traveled route; and
 - Travel is by less than first/business-class accommodations; and
 - The scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS (the flight(s) between two duty points), *including scheduled non-overnight time spent at airports during plane changes*.

NOTE: The “length of flight (14, 20, 30, 40 hours)” in and of itself is not sufficient justification to authorize/ approve a rest stop en route. The justification must include that the TDY mission was so unexpected that the traveler was unable to schedule a flight arriving the day prior to allow rest before starting work. The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify a rest stop for PCS, COT leave, Emergency Leave, R&R, FEMLE, personnel evacuation, or any other transportation. When using length of flight to justify a rest stop the AO must cause the travel authorization/order to be clearly annotated as to when the TDY travel was identified and when travel reservations were made.

3. En Route Rest Stop Prohibited. An en route rest stop at Government expense is prohibited when:
- Travel is authorized by first- or business-class service.
 - A member chooses to travel by a circuitous route, *for personal convenience*, causing excess travel time.
 - A member takes leave at a stopover.
4. En Route Rest Stop Location. An en route rest stop:
- May be authorized/approved at any intermediate point, and
 - Should be as near to midway in the journey as the authorized carrier scheduling permits, or
 - Scheduled at a point en route at which the carrier permits a free stopover (if possible).
5. En Route Rest Stop Duration. An en route rest stop is for a reasonable rest period, NTE 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination.
6. Per Diem. The rest stop locality per diem rate applies.

D. Rest Period at the TDY Point before Reporting for Duty. A reasonable rest period at the TDY point (NTE 24 hours) should be provided before the member reports for duty when:

1. The scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS (the flight(s) between two duty points), *including scheduled non-overnight time spent at airports during plane changes*;

***NOTE:** The “length of flight (14, 20, 30, 40 hours)” in and of itself is not sufficient justification to authorize/ approve a rest period at the TDY point. The justification must include that the TDY mission was so unexpected that the traveler was unable to schedule a flight arriving the day prior to allow rest before starting work. The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify a rest stop for PCS, COT leave, Emergency Leave, R&R, FEMLE, personnel evacuation, or any other transportation. When using length of flight to justify a rest stop the AO must cause the travel authorization/ order to be clearly annotated as to when the TDY travel was identified and when travel reservations were made.*

2. An en route rest stop is not authorized/approved;

3. The member is not authorized first- or business-class service;

4. The member is required to travel overnight (2400 - 0600) (in which case arrival should be scheduled to provide an appropriate rest period (NTE 24 hours) at the TDY point before the member is required to perform official duties). See **NOTE** following par. U4326-A1c regarding scheduling an early arrival for a rest period at the TDY point if overnight (2400-0600) travel is involved.

E. Delaying Return Travel to Use Reduced Travel Fares. When, to qualify for reduced transportation fares, a member elects to stay at a TDY station longer than required by the assignment and the AO authorizes/approves the action, per diem or AEA for the additional time may be paid if the:

1. Transportation savings offsets the additional per diem or AEA cost, yielding an overall savings to the Government; and

2. Delay does not extend the TDY time beyond the time when the member is required to be at work at the PDS (B-192364, 15 February 1979; B-169024, 5 May 1970).

***U4330 POC TRAVEL**

Transportation cost and travel time are computed IAW pars. U3305 and U3310. For travel to and from carrier terminals, reimbursement is authorized IAW par. U3320.

U4335 SPECIAL CONVEYANCE TRAVEL

When special conveyance use is authorized/approved, allowable travel time is the actual time needed to perform the travel. **NOTE:** *If travel is by vehicle, authorized travel time is computed under par. U3005-C.*

U4340 MIXED MODES TRAVEL

When travel is performed between any two points of a separate leg of a journey (par. U3010) partly by POC and partly by common carrier, the per diem or AEA is computed as in par. U3305-D or U3310-B.

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PART H2: REIMBURSEMENT FOR LODGING WHILE ON LEAVE

U7225 LODGING EXPENSES DURING A MEMBER'S AUTHORIZED ABSENCE WHILE TDY IN SUPPORT OF A CONTINGENCY OPERATION

*A. General. An eligible member deployed in a TDY status to a location in support of a contingency operation who retains lodging at the TDY location during an authorized absence may be reimbursed for the lodging expenses as a reimbursable miscellaneous expense. See APP G, item 29a.

B. Eligibility. A member who:

1. Is assigned TDY in support of a contingency operation for more than 30 days, and
2. Immediately before taking the authorized absence, was performing duty at a location away from the member's home or PDS, and
3. Was receiving per diem to cover lodging expenses because Government quarters were not available at no cost to the member, and
4. Before the end of the authorized absence, returns to the TDY location

is eligible for reimbursement for lodging retained at the TDY location.

C. Reimbursement

*1. The member is authorized reimbursement as a miscellaneous reimbursable expense for the actual cost of lodging retained during an authorized absence NTE the lodging portion of the per diem rate for the TDY location for each day.

*2. *Per diem is not authorized for a member during an authorized absence, who is returning to the PDS/home for the weekend. Reimbursement for the lodging retained at the TDY station is reimbursable as a Miscellaneous Expense.*

*3. This reimbursement authority for an authorized absence during a contingency operation applies only when the computation provisions of par. U4141 covering an authorized absence period do not fully reimburse for the TDY location per diem-related lodging costs.

*4. See <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for current per diem rates.

D. Authorized Absence. In par. U7225 this term, with respect to a member, means that the member is in an authorized leave status or that the member's absence is otherwise authorized under regulations prescribed by the Secretary Concerned. (37 USC §404b(d)).

U7226 LODGING EXPENSES WHILE ON LEAVE DURING AN AUTHORIZED/ORDERED EVACUATION

A. General. A member sent TDY to a location for more than 30 days who goes on leave from the TDY location to the dependents' safe haven location who have been evacuated may be reimbursed for the TDY location lodging expenses as a reimbursable expense.

B. Eligibility. A member who:

1. Was receiving per diem to cover TDY lodging expenses because Government quarters were not available at no cost to the member, and
2. Immediately after completing the authorized leave, returns to the TDY location

is eligible for lodging reimbursement for lodging retained at the TDY location.

C. Reimbursement

- *1. The member is authorized reimbursement for the actual cost of lodging retained at the TDY location during leave NTE the lodging portion of the per diem rate for the TDY location for each day.
- *2. This reimbursement authority for leave during an evacuation applies only when the computation provisions of par. U4141 covering a leave period do not fully reimburse for the TDY location per diem-related lodging costs.
- *3. See <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for current per diem rates.

PART Q: TRAVEL OF ESCORTS AND ATTENDANTS OF DEPENDENTS

U7550 DEFINITIONS OF TERMS USED IN THIS PART

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

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

U7551 GENERAL

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

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

5. A member, employee, or other person to escort a dependent authorized transportation from the member's PDS incident to an evacuation under par. U6004-B or U6004-G (OCONUS) or U6053-B (CONUS), and who is later authorized return transportation to the member's PDS under par. U6004-I (OCONUS) or U6053-H (CONUS). For escort travel allowances ICW dependent evacuation travel, see par. U6004-H (OCONUS) or U6053-G (CONUS);

6. A member to accompany a dependent as an attendant or escort when the dependent, requiring escort or attendant to travel, transfers in a patient status in CONUS from one medical facility to another medical facility and return for required medical treatment not available locally (see par. U7961 in regard to travel for specialty care for TRICARE Prime patients); or

*7. A member, employee, or other person authorized to accompany a dependent, authorized transportation to attend a member's burial ceremony (see par. U5242) as an escort or attendant.

*8. A member, employee, or other person authorized to accompany a student when travel is necessary because medical/educational authorities request a student diagnosis/evaluation under DODI 1342.12 for tuition-free handicapped DODEA students (see DODI 1342.12), and one or both of the student's parents or guardians be present to participate in the diagnosis/evaluation (see par. U5243-C) or to escort the student.

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

U7552 MEMBERS AS ESCORTS OR ATTENDANTS OF DEPENDENTS

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

U7553 CIVILIAN EMPLOYEES AS ESCORTS OR ATTENDANTS OF DEPENDENTS

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

U7554 OTHER PERSONS AS ESCORTS OR ATTENDANTS OF DEPENDENTS

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

U7555 ADVANCE OF FUNDS FOR ESCORTS AND ATTENDANTS FOR DEPENDENTS

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

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) or (2), or is an escort for a Uniformed Service member's dependent(s) under (3) noted in JTR, Chapter 7, Part K or par. C7100; 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 and is incapable of traveling alone. See JTR, par. C7370-A. Transportation expenses, but not per diem, are allowed for an attendant or escort for an employee on TDY who becomes ill or is injured (JTR, par. C7370-B2).; 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, par. U5240-C, U5241-D, U5242, U5243-C, U6004, or U6053. Round-trip travel (per diem) and transportation allowances may be authorized/approved including travel advances IAW 10 USC §1036 which may be paid per the Service's policy.
- 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

APPENDIX L

ACTUAL EXPENSE ALLOWANCE (AEA)
SUBMISSION CHANNELS

A. General. Except under the circumstances in par. C, submit AEA requests to the appropriate office listed below, the Secretary concerned for specific classified OCONUS missions (*this authority must not be re-delegated*), or as designated by the Service concerned. The AO, or the official who requires the TDY assignment, determines if an AEA is warranted. *Requests should arrive at least 10 days before travel begins*. Authority to authorize/approve AEAs is delegated below.

NOTE: Do not send AEA requests up to 300% directly to the PDTATAC.

B. AEA Requests Not Exceeding 150%. Authority to authorize/approve AEA requests not exceeding 150% (see JFTR, par. U4235 or JTR, pars. C4614-A and C4614-B) is delegated as indicated below.

1. Office of the Secretary of Defense: For Washington Headquarters Services, and DOD Field Activities and Defense Agencies not specifically listed: AO:

a. American Forces Information Service
Attn: RM Administration
601 North Fairfax Street
Alexandria, VA 22314-2007

b. Missile Defense Agency
Attn: Director Management Operations
7100 Defense Pentagon
Washington, DC 20301-7100

c. Defense Advanced Research Projects Agency
Office of Administration and Small Business
3701 North Fairfax Drive
Arlington, VA 22203-1714

d. Defense Commissary Agency
Attn: SAA
38th Street and E Avenue
Fort Lee, VA 23801-6300

e. Defense Contract Management Agency
Attn: DCMA-FB
8725 John J. Kingman Road
Fort Belvoir, VA 22060-6221

f. Defense Finance and Accounting Service (DFAS): Principal Deputy/Deputy Directors, Assistant Deputy Directors, and General Counsel at Headquarters; Directors/ Principal Deputy Directors at DFAS Centers and Operating Locations, and Directors/ Assistant Directors at Financial Systems organization/Activities for assigned personnel and other DFAS personnel under their command and control. *This authority must not be re-delegated.*

g. Defense Information Systems Agency
Attn: MPS 4
PO Box 4502
Arlington, VA 22204-4502

h. Defense Intelligence Agency
Deputy Comptroller for Financial policy and Accounting (OC-4)
Washington, DC 20340-3035

i. Defense Legal Services Agency
Attn: Attorney Manager
1600 Defense Pentagon
Washington, DC 20301-1600

j. Defense Logistics Agency
Office of the Comptroller
8725 John J. Kingman Rd., Suite 533
Ft. Belvoir, VA 22060-6221

k. Defense Prisoner of War/Missing Personnel Office
Attn: Resource Management Directorate
1745 Jefferson Davis Highway, Suite 800
Arlington, VA 22205-2816

l. Defense Security Cooperation Agency
Attn: Deputy Director, Resource Management
1111 Jefferson Davis Highway, Suite 303
Arlington, VA 22205-2400

m. Defense Security Service
Attn: Comptroller
1340 Braddock Place
Alexandria, VA 22314-1651

n. Defense Threat Reduction Agency
Attn: Finance Management Office
45045 Aviation Drive
Dulles, VA 20166-7515

o. Department of Defense Contract Audit Agency
Headquarters, Assistant Director, Resources
8725 John J. Kingman Road, Suite 2135
Fort Belvoir, VA 22060-6219
The Regional Director at the Eastern, Northeastern, Central, Mid-Atlantic, and Western DCAA Region for assigned personnel and other DCAA personnel under command and control of the region.

p. Department of Defense Education Activity
Attn: Comptroller
4040 Fairfax Drive
Arlington, VA 22203-1613

q. Department of Defense Human Resources Activity
Attn: Assistant Director
4040 Fairfax Drive, Suite 200
Arlington, VA 22203-1613

r. Department of Defense Office of Inspector General
Attn: Travel Office
400 Army Navy Drive
Arlington, VA 22202-4704

s. National Imagery and Mapping Agency
Attn: Administrative Office
8613 Lee Highway
Fairfax, VA 22031-2137

t. National Security Agency/Central Security Service
Attn: M6
Ft. George G. Meade, MD 20755-6000

u. Office of Economic Adjustments
Attn: Administrative Officer
400 Army Navy Drive, Suite 200
Arlington, VA 22202-2884

v. TRICARE Management Activity
Attn: TMA Budget Officer
5111 Leesburg Pike, Suite 810
Falls Church, VA 22041-3206

w. Uniformed Services University of the Health Sciences
Attn: Vice President for Finance and Administration
4301 Jones Bridge Road
Bethesda, MD 20814-4799

x. United States Court of Appeals for the Armed Forces
Attn: Clerk of the Court
450 "E" Street, NW
Washington, DC 20442-0002

*2. Army. Commander of an Army Command, Commander of an Army Service Component Command, Commander/Superintendent of a Direct Reporting Unit, and the Administrative Assistant to the Secretary of the Army (AASA). For purposes of this designation, the Principal Officials of Headquarters, Department of the Army (HQDA), their staffs and other elements, including Field Operating Agencies, Staff Support Agencies and those Direct Reporting Units not covered above (to include the U.S. Army Acquisition Support Center) fall under the purview of the AASA. *A commander/agency head may delegate AEA authority to the lowest practicable level, but not beyond the level of the AO.*

3. Navy

- a. Military Personnel: AOs;
- b. Civilian Employees: Heads of Activities/commands or their designees.

4. Marine Corps

- a. Military Personnel: AOs;
- b. Civilian Employees: Heads of Activities/Commands or their designees.

5. Air Force

- a. Wing Commander or equivalent, *who may delegate no lower than the Group Commander* (lodging, meals, and incidentals) and AOs (lodging only);
- b. Direct Reporting Unit (DRU) and Field Operating Agency (FOA) FMs or equivalents for their assigned personnel who may delegate no lower than Wing Commander equivalents (lodging, meals, and incidentals) and AOs (lodging only);
- c. HQ USAF. AOs;
- d. Reserve Component:
 - (1) Individual Mobilization Augmentees (IMA) on RPA funded orders – ARPC/FM, 6760 E. Irvington Place, Denver, CO 80280-3000 who may delegate no lower than AOs (lodging only);
 - (2) HQ AFRC – two-digit staff Directors i.e., DP, CE, FM, etc., for their assigned personnel;
 - (3) For Guard/Reserve Units – Wing commander or equivalent, *who may delegate no lower than the group commander* (lodging, meals, and incidentals) and AOs (lodging only).

6. Coast Guard (Military Personnel). AO.7. National Oceanic and Atmospheric Administration Corps. AO.

8. Public Health Service. Director, Office of Commissioned Corps Force Management, Attn: PDTATAC MAP Member, 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

9. Combatant Commands

- a. United States Central Command (CENTCOM), Attn: CCCO, 7115 South Boundary Boulevard, MacDill AFB, FL 33621-5101;
- b. Commander, U.S. Pacific Command (PACOM), Attn: Comptroller, Box 64037, Camp H.M. Smith, HI 96861-4037; Telephone: DSN (315) 477-6681, Commercial (808) 477-6681;

- c. United States Northern Command (USNORTHCOM), Comptroller, 250 S. Peterson Boulevard, Peterson AFB, CO 80914-3302;
- d. North American Aerospace Defense Command (NORAD), Joint Secretary (JS), 250 S. Peterson Boulevard, Sta 116, Peterson AFB, CO 80914-3010;
- e. Commander, Joint Forces Command (JFCOM), Chief of Staff (J02), 1562 Mitscher Avenue, Suite 200, Norfolk, VA 23551-2488; Telephone: DSN (312) 836-5487, Commercial (757) 836-5487;
- f. Chief of Staff, United States Strategic Command (USSTRATCOM), 901 SAC BLVD STE 2A3, Offutt AFB, NE 68113-6000;
- g. United States Transportation Command (USTRANSCOM), Attn: TCJ8-B, 508 Scott Drive, Scott AFB, IL 62225-5357;
- h. United States Southern Command (USSOUTHCOM), Attn: SCCM, 3511 Northwest 91st Avenue, Miami, FL 331721216; and
- i. United States European Command (USEUCOM), Attn: Comptroller, APO AE 09131, Patch Barracks.

10. Special Operation Commands

- a. Commander, Naval Special Warfare Command, Attn: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN (312) 577-0916, Commercial (619) 437-0844;
- b. Commander, Air Force Special Operations Command, Attn: FM, 100 Bartley Street, Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN (312) 579-2815, Commercial (904) 884-2325;
- c. Commander, Joint Special Operations Command, Attn: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: (312) 236-0141, Commercial (901) 396-0141;
- d. Commander, United States Special Operations Command; Attn: Comptroller (SORR-RC); 7701 Tampa Point Boulevard; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SORR-RC//. Telephone: DSN (312) 299-5469, Commercial (813) 828-5469;
- e. Joint Special Operations University, Attn: RM; 357 Tully Street, Hurlburt Field, FL 32544-5000. Message address: JSOU HURLBURT FLD FL//RM//. Telephone: DSN (312) 579-2649, Commercial (850) 884-2649. Email address: jsou.pres@hurlburt.af.mil;
- f. Commander, Special Operations Command Pacific, Attn: RM, PO Box 64046, Camp H.M. Smith, HI 96961-4046. Message address: COMSOPAC HONOLULU HI//RM//J1//. Telephone: DSN 315-477-2603, Commercial (808) 477-3923;

g. Commander, Special Operations Command, Joint Forces Command, Attn: RM, 1721 Piersey Street, NAS, Norfolk, VA 23511-5692. Message address: COMSOCJFCOM NORFOLK VA//RM/J4//. Telephone: DSN (312) 646-5841, Commercial (757) 443-5854. Email address: j41director@socjcom.navy.mil;

h. Commander, Special Operations Command Europe, Attn: RM, CMR, Box 1000, APO AE 09128-4209. Message address: COMSOCEUR VAIHINGEN GE//RM/. Telephone: DSN 314-430-4488, Commercial 011-49-711-680-4488. Email address: ECSO-J8.PG@EUCOM.MIL;

i. Commander, Special Operations Command South, Attn: RM, 29350 Coral Sea Boulevard, Homestead, ARB, FL 33039-. Message address: COMSOCSOUTH HOMESTEAD ARB FL//RM/J4//. Telephone: DSN (312) 791-6303, Commercial (305) 224-6303. Email address: J8@socso.southcom.mil;

j. Commander, Special Operations Commander Central, Attn: RM, Bldg. 1105, MacDill AFB, FL 33608-5261. Message address: COMSOCCENT MACDILL AFB FL//RM/COMP//. Telephone: DSN (312) 299-6547, Commercial (813) 828-6547. Email address: soccomp@soccent.centcom.mil; and

k. Commander, Special Operations Command Korea, Attn: RM, Unit 15622, Box 97, APO AP 96205-0328. Message address: COMUSKOREA SEOUL KOREA//RM/COS/FKSO//. Telephone: DSN 315-723-8009, Commercial 011-822-7913, Ext. 8009.

11. Schools

a. Uniformed Services University of the Health Sciences, Attn: Vice President for Finance and Administration, 4301 Jones Bridge Road, Bethesda, MD 20814-4799;

b. Department of Defense, National Defense University, Attn: Director, Resource Management, 100 Fort McNair, Washington, DC 20319-0001; and

c. NATO Defense College: U.S. Senior National Representative, Viale della Civiltà del Lavoro, 38 00144, Rome, Italy.

12. Strategic Defense Initiative Organization, Pentagon, Room 1E1034, Washington, DC 20301-7100.

13. Office of the Supreme Allied Command (USACEUR). Executive/Executive Assistant to the Supreme Allied Commander Europe, Attn: SHG, APO AE 09705.

14. Joint Service Conferences, Symposiums, Seminars, or Professional Meetings. The sponsoring Uniformed Service/Defense Agency may authorize/approve AEAs for all attendees regardless of Service/Defense Agency affiliation.

C. AEA Requests above 150% but Not Exceeding 300%. AEA requests for more than 150% of per diem but not exceeding 300% (see JFTR, par. U4240 or JTR, par. C4616) are submitted to the appropriate office listed below.

1. Army. A General Officer/SES within the Command listed in par. A2 above for subordinate units. For all activities belonging to Commands not specifically listed in A2 above, authority rests with the General Officer/SES for their own travel and the travel of those under their supervision. ***This authority must not be further delegated.***

2. Air Force

- a. MAJCOM/FMs, FOA and DRU FMs or equivalents who may delegate no lower than AOs (lodging only) provided that official has also been delegated authority under B5a or B5b above;
- b. 11th Wing/FM for HQ USAF personnel who may delegate no lower than AOs provided that official has also been delegated authority under B5c above;
- c. Reserve Component:
 - (1) Individual Mobilization Augmentees (IMA) on RPA funded tours – ARPC/FM, 6760 E Irvington Place, Denver, CO 80280-3000 who may delegate no lower than AOs (lodging only) provided that official has also been delegated authority under B5d(1);
 - (2) HQ AFRC and reserve units – HQ AFRC/FM, 155 Richard Ray Blvd, Robins AFB, GA 31098-1635 who may delegate no lower than AOs (lodging only) provided that official has also been delegated authority under B5d(3) above;
 - (3) Air National Guard Bureau and Guard Units – ANG/FM, 1411 Jefferson Davis Highway, Arlington, VA 22202 who may delegate no lower than AOs (lodging only) provided that official has also been delegated authority under B5d(3) above.

This authority must not be further delegated.

3. Navy

- a. Military Personnel: See par. B3 above for authorization/approval authority.
- b. Civilian Personnel: Navy Civilian Advisory Panel Member, Office of Civilian Human Resources, Labor and Employee Relations Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington DC 20374-5072.

4. Special Operations Commands

- a. Commander, Naval Special Warfare Command, Attn: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN (312) 577-0916, Commercial (619) 437-0844;
- b. Commander, Air Force Special Operations Command, Attn: FM, 100 Bartley Street, Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN (312) 579-2815, Commercial (904) 884-2325;
- c. Commander, Joint Special Operations Command, Attn: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: (312) 236-0141, Commercial (901) 396-0141;

- d. Commander, United States Special Operations Command; Attn: Chief of Staff (SOCS); 7701 Tampa Point Boulevard; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SOCS//. Telephone: DSN (312) 299-5122, Commercial (813) 828-5122;
- e. Joint Special Operations University, Attn: Chief of Staff, 357 Tully Street, Hurlburt Field, FL 32544-5000. Message address: JSOU HURLBURT FLD FL//COS//. Telephone: DSN (312) 579-2649, Commercial (850) 884-2649;
- f. Commander, Special Operations Command Pacific, Attn: Chief of Staff, PO Box 64046, Camp H.M. Smith, HI 96961-4046. Message address: COMSOPAC HONOLULU HI//COS/J4//. Telephone: DSN (315) 477-3923, Commercial (808) 477-3923;
- g. Commander, Special Operations Command, Joint Forces Command, Attn: Chief of Staff, 1721 Piersey Street, NAS, Norfolk, VA 23511-5692. Message address: COMSOPCOM NORFOLK VA//COS/J4//. Telephone: DSN (312) 646-5841, Commercial (757) 443-5854;
- h. Commander, Special Operations Command Europe, Attn: Chief of Staff, CMR, Box 1000, APO AE 09128-4209. Message address: COMSOCEUR VAIHINGEN GE//COS//. Telephone: DSN 314-430-4488, Commercial 011-49-711-680-4488;
- i. Commander, Special Operations Command South, Attn: Chief of Staff, 29350 Coral Sea Boulevard, Homestead, ARB, FL 33039-. Message address: COMSOPCOM SOUTH HOMESTEAD ARB FL//COS/J4//. Telephone: DSN (312) 791-6303, Commercial (305) 224-6303;
- j. Commander, Special Operations Command Central, Attn: Chief of Staff, Bldg. 1105, MacDill AFB, FL 33608-5261. Message address: COMSOCCENT MACDILL AFB FL//COS//. Telephone: DSN (312) 299-6547, Commercial (813) 828-6547; and
- k. Commander, Special Operations Command Korea, Attn: Chief of Staff, Unit 15622, Box 97, APO AP 96205-0328. Message address: COMUSKOREA SEOUL KOREA//COS/FKSO//. Telephone: DSN 315-723-8009, Commercial 011-822-7913, Ext. 5585.

5. Defense Agencies, Marine Corps, Coast Guard, NOAA, PHS, Combatant Commands, Schools, Strategic Defense Initiative Organization, and Supreme Allied Commander Europe. See par. B1, B4, B6-B9, and B11-B13 above for authorization/approval authority.

D. Officials Who May Authorize/Approve AEAs for Their Own Travel and Travel of Accompanying Uniformed Members/Travelers. The following officials may authorize/approve AEAs up to 300% for their own official travel and for an accompanying uniformed service member and traveler covered by these regulations. JTR, par. C4612 provisions (for travelers covered by these regulations) are not applicable to par. D.

The Secretary, the Deputy, the Under, the Deputy Under and Assistant Secretaries of Defense
 The Secretary, Under Secretary, or Assistant Secretaries of Army, Navy, and Air Force
 The Assistant to the Secretary of Defense (Legislative Affairs)
 The Assistant to the Secretary of Defense (Atomic Energy)
 The General Counsel of the Department of Defense
 The Defense Advisor, U.S. Mission to NATO

Directors of Defense Agencies
President, Uniformed Services University of the Health Sciences
Director Operational Test & Evaluation
DOD Inspector General
Director, Defense Research & Engineering
Commander/Deputy Commanders of Air Force Major Commands
Chairman/Vice Chairman, Joint Chiefs of Staff,
Chiefs/Vice Chiefs of Staff, U.S. Army and U.S. Air Force,
Chief/Vice Chief of Naval Operations,
Commandant/Assistant Commandant, U.S. Marine Corps,
Commandant/Vice Commandant, U.S. Coast Guard,
Director, NOAA Corps,
Surgeon General/Deputy Surgeon General, U.S. Public Health Service,
Assistant/Deputy Assistant Secretary for Health, U.S. Public Health Service,
Commanders/Deputy Commanders of combatant Commands and Directors of Defense Agencies.

E. Travel with Certain Dignitaries. Without further demonstration of unusual/extraordinary requirements AEA is authorized for a member/employee who is directed to travel as part of the party of any of the following dignitaries:

1. The U.S. President/Vice President, or member of either's family;
2. U.S. Congress member;
3. U.S. cabinet member;
4. Department Secretary, Deputy Secretary, Under Secretary, or Assistant Secretary;
5. Supreme Court Justice;
6. Chairman/Vice Chairman of the Joint Chiefs of Staff;
7. The Chief of Staff, U.S. Army; the Chief of Staff, U.S. Air Force; the Chief of Naval Operations; the Commandant, U.S. Marine Corps; the Commandant, U.S. Coast Guard; the Administrator, National Oceanic and Atmospheric Administration; and the Surgeon General, U.S. Public Health Service;
8. U.S. Ambassador, Minister, and Consul to foreign countries;
9. U.S. Delegate to international conferences/meetings;
10. Very Important Person (VIP) as specified by the President/Vice President of the U.S.;
11. Candidate for the office of President and Vice President of the U.S. and either's family member, including the person elected to the office; and
12. Other U.S./foreign dignitary equivalent in rank to any of those mentioned above.

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