

JOINT FEDERAL TRAVEL REGULATIONS**VOLUME 1****CHANGE 260**

Alexandria, VA

1 August 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 August 2008 unless otherwise indicated.

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This change includes all material written in the following MAP items: 24-08(E), 33-08, 46-08(E), 49-08(E), 53-08(E), 54-08(E), 56-08(E), 60-08(I), and 62-08(I)-69-08(I).

Remove and replace the following: Ch 1-TOC, Ch 1A, Ch 4C, Ch 7Z2, Ch 10B, APP J1, APP J3, APP K1, APP K2 and APP R2.

Insert the attached pages and remove the corresponding pages.

This cover page replaces the Change 259 cover page.

BRIEF OF REVISION

These are the major changes made by Change 260:

U1007. Adds new par. to clarify and establish computation rules for reimbursement of travel and transportation allowances.

U1010. Emphasizes that DODD 5154.29 requires that PDTATAC staff review all written material of the DOD Services and Agencies that implements JFTR/JTR provisions to ensure per diem, travel and transportation allowances are uniformly applied

U4131-B3 & U4137. Clarifies there is no reimbursement for rental, purchase, or shipment of furniture when lodging is purchased at a TDY location.

U4141. Update JFTR/JTR lodging obtained on a weekly, monthly, or longer term basis regulations.

U4235, U4240, U4250, and U4510. Updates the Per Committee's web address.

U4265. Adds new example to clarify and establish computation rules for reimbursement of travel and transportation allowances.

U4710-B. Changes the amount of a higher weight allowance the Secretary Concerned may authorize for a TDY member below pay grade O-7 from 800 pounds to 1,000 pounds and clarifies that the 1,000 pounds is total weight – not in addition to the weight allowance in the table. Also clarifies the Chiefs of Staff may be authorized up to 2,000 pounds additional weight for a total weight of up to 4,000 pounds.

U5105-E. Modifies PCS travel by mixed modes example to show separate line item for cost for actual travel per diem.

U5120-D. Aligns the allowances for TDY en route at the old PDS with those for TDY en route near the old PDS to allow per diem if a member performs TDY en route elsewhere and then returns TDY en route to a location near the old PDS.

U5222-D1d. Adds a cross reference in par. U5222-Dd to par. U5350-C, second item 4 to ensure readers are aware of the HHG weight limitation of 350/175 pounds.

U5417-D. Corrects erroneous computations.

U7210. Deletes all PCS allowances and changes the current mixture of PCS and TDY allowances to only TDY allowances for convalescent leave transportation.

U7980. Makes the authority permanent to pay travel expenses for liaison officers of certain foreign nations and adds authority to pay actual expenses (no per diem or mileage) for medical care.

U10020. Clarifies that JFTR, par. U10020 refers to the residence the member and/or dependent(s) actually occupies.

U10106-E. Updates the Per Committee's web address.

APP J1-D, APP J3, APP K1, and APP K2. Updates the Per Committee's web address.

APP O, par. T4060-B18a. Clarifies taxes as federal, state, and local.

APP P2. Updates the GSA City-Pair POCs and websites information.

APP Q1. Updates Chad and *NOTES*.

APP R2. Updates the Per Committee's web address.

JOINT FEDERAL TRAVEL REGULATIONS

VOLUME 1

Following is a list of sheets in force in Joint Federal Travel Regulations, Volume 1, that are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. Single sheets or entire monthly changes are available from the PDTATAC website.

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PART A: APPLICABILITY AND GENERAL INFORMATION

U1000 APPLICATION

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. Each member 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, is covered by JFTR. See APP 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 may apply. 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 JFTR allowances 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.

U1007 COMPUTATION RULES

A. Computation Rules. The computation rules in these regulations may be unique to this Volume. Consult the relevant Chapters and Parts, to determine the correct computation process for the specific travel and transportation allowances.

1. Use the actual amount without rounding when computing TDY mileage, MALT, TLA/TLE and per diem computation. AEA and PMR computations (PMR rates are pre-computed and are found in the per diem table at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) are rounded to the next highest dollar with the provision in par. U1007-A2 in force.
2. AEA computation is rounded up to the nearest dollar. For example, \$29.25 = \$30.00. The AEA must not exceed the approved percentage of the maximum locality per diem rate. ***When AEA for M&IE exceeds the maximum locality AEA M&IE rate, decrease the AEA M&IE rate to the allowable AEA dollar amount and add the extra cents to the AEA lodging rate.*** For example, reduce an AEA M&IE of \$70.50 to \$70 as shown in par. U4265, example 5.
3. PMR computation is rounded-up to the nearest dollar.

NOTE: A conference lodging allowance is a pre-determined allowance of up to 125 percent of the applicable lodging per diem rate (rounded to the next highest dollar). For example, the locality lodging rate of \$100 may be increased to \$125. A conference lodging allowance is not AEA and must not used with AEA per diem. See APP R, Part 2, par. M.

B. AEA Limitation. The AEA limit is 300% of the maximum locality per diem rate. For OCONUS travel, the PDTATAC Director may authorize a per diem rate exceeding 300% only prior to the official travel IAW par. U4250.

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 an active duty and/or Reserve Component member in an 'active status' as defined in 10 USC § 10141, and the member's immediate family, in building and maintaining a strong family structure.

A chaplain and/or other member ordered, and/or family members authorized, to attend these functions in an *official* capacity as outlined in APP E, Part I are to be sent using an official TDY authorization/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. An ITA is not used to document attendance at, or payments related to, attendance by an individual participating in an unofficial capacity at these Chaplain-led programs.* The travel-directing/sponsoring organization or agency should be consulted to determine the appropriate funds (for attendees not attending in an official capacity) for these events.

U1010 IMPLEMENTATION

*A. Allowance Regulations. *The regulations in this Volume require no further allowances implementation.* When necessary, they may be supplemented by administrative regulations that must not prescribe allowances different from those in these regulations. It is recommended that each supplemental directive paragraph reference the JFTR. DODD 5154.29 requires that PDTATAC staff review all DOD written material that implements JFTR provisions to ensure per diem, travel and transportation, and other allowances are uniformly applied. Non-DOD Uniformed Services may submit their written material as desired. See par. U1000 for the applicable JFTR provisions which are subject to review by the PDTATAC staff. A word document of the written material should be forwarded, via the Service MAP representative found in the Feedback Reporting section of the Introduction, for review to:

*1. Email address: pdttat@perdiem.osd.mil; or

*2. Fax: (703) 325-2945; or

*3. Mail to:

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

*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.

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. Authorization/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 are authorized 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. U20103, U3015, 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 a deceased member and/or dependent (Chapter 7, Part R);
- 12. Currency loss/gain procedures for OHA (par. U10028-B);
- 13. Command sponsorship criteria (see APP A definition of DEPENDENT, COMMAND SPONSORED);
- 14. Establishing children's dependency (APP A definition of DEPENDENT),
- 15. CTO use policy (par. U3120) ;
- 16. Travel and transportation for a family member 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. Authorization/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 REGULATION CHANGE EFFECTIVE DATE

A change to this Volume is effective, unless otherwise noted, on the date of the published change in which it first appears. 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 effective 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 travel circumstances 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 JFTR may be unique to this Volume. Consult the glossary in APP A, and the relevant Chapters and Parts, to determine the exact definition of a specific term. Definitions in JFTR 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 authorizations/orders.*

U1039 DOD TEST OF SIMPLIFIED ALLOWANCES

Simplified travel and transportation allowance rules in APP O govern TDY for DOD Components listed in APP 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 the CTO) at the U.S. Installation to which assigned TDY. The AO may direct adequate (based on DOD and Service standards) available Government quarters use for a uniformed member on a U.S. Installation only if the uniformed member is TDY to that U.S. installation. Availability/non-availability must be documented as indicated in par. U1045-C. A member should use adequate available Government quarters on the U.S. Installation at which assigned TDY; *however, when adequate Government quarters are available on the U.S. Installation to which a member is assigned TDY and the member uses other lodgings as a personal choice, lodging reimbursement is limited to the Government quarters cost on the U.S. Installation to which assigned TDY (44 Comp. Gen. 626 (1965)). Per diem cannot, 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 authorization/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 a POE/POD; 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 authorization/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 authorization/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 official travelers 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 if travel arrangements are made through use of an agency-designated Travel Management System (see APP A) whenever possible (5 USC §5707a).

U1055 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR

Each commands/unit is 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.

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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 1:** *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).*

***NOTE 2:** *A member who rents 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 GSBKA 16699-TRAV, 17 August 2005 (This decision is available at: <http://www.gsbca.gsa.gov/travel/t1669917.txt>).*

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.*

EXAMPLE 1			
<i>NOTE: Lodging tax is not separately reimbursable in addition to per diem when TDY is in a foreign area.</i>			
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.			
Applicable Per Diem Rates at the Time of This Example			
<u>Location</u>	<u>Max Lodging</u>	<u>M&IE</u>	<u>Total</u>
A	\$130	\$46	\$176
B	\$119	\$46	\$165
Reimbursement for the Location A Apartment for 5 days			
Lodging Cost	Number of Days	Total	
\$45	5	\$225	
Per Diem for the TDY Assignment in Location B			
<u>First Day</u>			
(Departure day from Location A and arrival day in Location B):			
Lodging	M&IE	Total	
\$95	\$46	\$141 plus lodging tax (see NOTE)	
<u>Second thru Fifth Day</u>			
(Lodging cost + M&IE/day) x 4 days			
Lodging	M&IE	Total	
\$95	\$46	\$141 X 4 days = \$564 plus lodging tax (see NOTE)	
<u>Return day to Location A</u>			
(Lodging cost + M&IE)			
Lodging	M&IE	Total	
\$45	\$46	\$91	

EXAMPLE 2			
<i>NOTE: Lodging tax is not separately reimbursable in addition to per diem when TDY is in a foreign area.</i>			
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.			
Applicable Per Diem Rates at the Time of this Example			
Location	Max Lodging	M&IE	Total
C	\$109	\$38	\$147
D	\$130	\$46	\$176
Reimbursement for Government Quarters for 3 Days			
Lodging	Number of Days	Total	
\$25	3	\$75	
Per Diem for the TDY Assignment in Location D			
First Day			
(Departure day from Location C and arrival day in Location D):			
Lodging	M&IE	Total	
\$110	\$46	\$156 plus lodging tax (see <i>NOTE</i>)	
Second and Third Day			
(Lodging Cost + M&IE/day) x 4 days			
Lodging	M&IE	Total	
\$110	\$46	\$156/day x 2 days = \$312 plus lodging tax (see <i>NOTE</i>)	
Day of Return to Location C			
(Lodging Cost + M&IE)			
Lodging	M&IE	Total	
\$25	\$38	\$63	

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

A member may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

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

prorated based on the number of days in the month rather than by the actual number of days the member occupied the residence (57 Comp. Gen. 147 (1977)). ***In no case may the total per diem payable exceed the applicable maximum locality rate for the area unless an AEA (see Chapter 4, Part C) is authorized/approved. Par. U4141 does not apply when the residence is purchased.***

****NOTE: A member who purchases and occupies a residence at the TDY location may not be reimbursed for any cost associated with rental, purchase or shipment of furniture***

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 traveler obtains lodging on a weekly, or monthly, or longer term basis, the daily TDY 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. The daily lodging cost per month is \$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 \$70 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 a member 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.**

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

U4149 M&IE RATE DETERMINATION FOR CONUS FULL DAYS

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

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

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

PART C: ACTUAL EXPENSE ALLOWANCE (AEA)

U4200 GENERAL

An actual expense allowance allows a member to be reimbursed, in unusual circumstances, for actual and necessary expenses that exceed the maximum locality per diem rate. When authorized/approved, AEA is in lieu of per diem in Part B, or the per diem rates in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

U4205 JUSTIFICATION

An AEA may be authorized/approved for travel when the per diem rate at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> is insufficient for part, or all, of a travel assignment because:

1. Actual and necessary expenses (especially lodgings) exceed the maximum per diem,
2. Of special duties, or
3. Costs for items in par. U4225-A have escalated temporarily due to special/unforeseen events.

U4210 AUTHORIZATION/APPROVAL

AEA:

1. May be authorized before travel begins, or approved after travel is performed, except for an AEA under par. U4250 which may be authorized only in advance of travel;
2. Should be stated in the travel authorization/order when authorized in advance of travel;
3. May be authorized/approved for the entire trip (including travel time) or may be authorized/approved for portions of trips (with per diem automatically covering the other trip portions);
4. Authorization/approval cover a traveler specifically listed in the request and any alternate/additional traveler not specifically listed, but who actually performed the duty covered by the request.

U4215 LIMITATIONS

1. Authority to prescribe an AEA must not be used as blanket authority to authorize/approve automatic AEA for all travel to an area.
2. 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' travel authorization/order.*
3. If it is necessary to exercise this authority repetitively or on a continuing basis in a particular area, the Service/DOD Component concerned should submit a request for a per diem rate adjustment. See par. U4179.
4. The definitions and rules applicable to the per diem authorization under Chapter 4, Part B while TDY apply to travel on an actual expense basis unless otherwise stated in this Part.
5. A traveler is financially responsible for excess costs and any additional expenses incurred for personal preference/convenience.

U4220 TDY ASSIGNMENTS THAT MAY WARRANT AEA AUTHORIZATION/APPROVAL

A. Examples. TDY assignments that may warrant authorization/approval of AEA include travel:

1. With a dignitary that requires use of the same hotel as the dignitary;
2. To an area where the costs have escalated for a short time period during a special function/event such as a:
 - a. Missile launch,
 - b. Sports event,
 - c. World's fair,
 - d. Convention,
 - e. Natural disaster, or
 - f. Similar event;
3. To a location at which affordable lodgings are not available within a reasonable travel distance of the traveler's TDY point, and transportation costs to commute to and from the less expensive lodging facility consume most or all of any savings achieved from occupying less expensive lodging;
4. During which special duties of the assignment require the traveler to incur unusually high expenses (e.g., the traveler must procure superior/extraordinary accommodations including a suite or other quarters for which the charge is well above what ordinarily would have been paid for accommodations);
5. During which the traveler incurs unusually high expenses because of an assignment to accompany another traveler in the situation in par. U4220-A4 above; and
6. In similar situations.

B. Travel with Certain Dignitaries. Without further demonstration of unusual/extraordinary requirements AEA is authorized for a traveler who is directed to travel as part of the party of any of the dignitaries listed in APP L, par. E. See also Chapter 7, Part U.

C. Air Crew Travel. Travel requirements when traveling with dignitaries do not ordinarily impose excess cost requirements on the aircrews of Special Air Missions, Air Mobility Command (AMC), or other Government aircraft that provide transportation, even when assigned exclusively to that duty. ***For this reason, AEA may be authorized/ approved for any aircrew member only when the official performing travel or the crew's commander specifically requests AEA for one or more of the air crew with an acceptable explanation of why an AEA is necessary.***

U4225 EXPENSES

- A. Expenses Allowed. AEAs include expenses ordinarily covered by per diem as defined in APP A.
- B. Expenses Not Allowed. The following expenses are not allowed. The cost of meals:
1. And/or lodging procured at personal expense in lieu of meals and/or lodging provided for in a registration fee paid by the Government;
 2. Procured at the member's PDS, residence, or at, or en route to/from, a nearby carrier terminal at which the member's travel begins/ends (B-189622, 24 March 1978); or
 3. Purchased after leaving the carrier when meals are included in the price of a carrier ticket and are provided during the trip and there is no justifiable reason why the member did not eat the meal(s) served during the trip, or why an extra meal(s) was required. The fact that a meal furnished on the carrier is not the quality and quantity that the member is accustomed to is a matter of personal preference and is not a "justifiable reason". See B-193504, 9 August 1979 and B-192246, 8 January 1979.

U4230 AEA REQUESTS

A. General

1. AEA requests should contain any of the following data that is relevant to the trip, or an explanation as to why it is not relevant/available:
 - a. Specific reason for travel (see APP H for general travel purposes);
 - b. Identity of the senior party member (civilian or uniformed), including grade, full name, SSN and branch of the Service/employing DOD component;
 - c. Roster of other travelers who also are performing the travel/TDY involved including grade, full name, SSN and branch of Service/employing DOD component;
 - d. Proposed itinerary showing locations at which AEAs are required, the estimated length of duty at each location, and the travel dates;
 - e. Available information that indicates the expenses that may be incurred, amount of AEA necessary, and/or reasons why locality per diem does not suffice;
 - f. A reimbursement limitation recommendation; and
 - g. The name and phone number (commercial (and DSN) both with area code)) of a PoC for the request.
2. ***Vouchers/receipts are not submitted with the AEA request.***
3. Uniformity of allowances must be ensured (if possible) among travelers traveling at Government expense when they travel together and/or to the same place at which an AEA is warranted.

B. Channels of Submission. See APP L.

U4235 150% MAXIMUM AEA

*A. CONUS. Ordinarily, the daily AEA maximum needed for a TDY is at/below 150% of the locality per diem rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>

B. OCONUS. Ordinarily, the daily maximum needed for a TDY is at/below the greater of the following:

- *1. 150% of the per diem rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>; or
- *2. \$50 plus the locality per diem rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

**See APP L for a list of who may authorize/approve AEAs up to 150%.*

U4240 300% MAXIMUM AEA

*Daily maximums for CONUS/OCONUS travel in excess of 150% but not exceeding 300% of the locality per diem rate (rounded to the next higher dollar) in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> may be authorized/ approved if required to meet travel-associated expenses.

**See APP L for a list of who may authorize/approve AEAs up to 300%.*

U4245 NOT USED

U4250 OVER 300% MAXIMUM AEA

*Under special/unusual circumstances or when a *member* has no alternative but to obtain *OCONUS* lodging that exceeds 300% of the rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, an amount in excess of 300% may be authorized *in advance only* by an AEA issued by:

1. The Director, PDTATAC. These requests must be submitted IAW pars. U4210-1 and U4230-A1 to:

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

or by email to pdtatac@perdiem.osd.mil with "AEA REQUEST" in the subject line; or

2. The Secretary concerned for specific OCONUS classified missions. *This authority must not be re-delegated.*

NOTE: An AEA in excess of 300% must be: (1) made in advance of travel, (2) for an OCONUS location, and (3) for a Uniformed Service member. This AEA type cannot be authorized for civilian employees.

U4255 REIMBURSEMENT

A. Limitations

1. The daily reimbursement limit is the lesser of the actual expenses incurred or the AEA maximum amount.
2. Expenses incurred and claimed must be reviewed, and allowed only when necessary and reasonable.
3. Depending on what AEA level is authorized/approved, reimbursement for meals and incidental expenses must not exceed:
 - a. 150% of the M&IE rate for the TDY location,
 - b. \$25 plus the M&IE rate for the OCONUS TDY location when the daily rate authorized is established under par. U4235-B2. or
 - c. 300% of the M&IE rate for the TDY location when authorized/approved under par. U4240.

B. Incidental Expense. When Government quarters are available on a U.S. Installation (see APP A), the maximum reimbursement for incidental expenses is:

1. CONUS. \$3.00 in CONUS, and
2. OCONUS
 - a. \$3.50 OCONUS for all full TDY days, except the days travel begins/ends, or
 - b. The locality incidental expense rate when the AO determines the \$3.50 rate is not adequate to meet anticipated expenses.

C. M&IE Paid on a Per Diem Basis

1. M&IE may be reimbursed under the 'Lodgings-Plus' computation method (see pars. U4149 and U4151) while the lodging cost is reimbursed on an actual expense basis.
2. The amount allowed for M&IE and the lodging cost may not exceed the daily maximum authorized in the AEA for the locality.
3. **EXAMPLE:**
 - a. A traveler is authorized/approved an AEA for lodging.
 - b. The traveler is paid M&IE on a per diem basis. Itemization of meals and incidental expenses is not required when M&IE is paid on a per diem basis.
 - c. The locality per diem rate is \$60 (lodging) + \$46 (M&IE) = \$106 (Total).

- d. The AEA must not exceed 150% of the *total* locality per diem rate.
- e. The AEA for the maximum amount allowed for *lodging* is computed as follows:
 - (1) \$106 (Total Per Diem) x 150% = \$159,
 - (2) \$159 - \$46 (M&IE) = \$113 maximum allowed for lodging.

NOTE: 'Unused' AEA lodging funds cannot be used to increase the AEA for meals and incidental expenses above 150% or 300% (depending on which level is authorized/approved).

D. Lodging and/or Meals Obtained under Contract. When a contracting officer contracts for rooms and/or meals for a TDY member, and actual expense reimbursement is authorized/approved, the total daily amount paid by the Government to the vendor(s) and reimbursed to the member for lodging, and M&IE may not exceed the daily maximum authorized under pars. U4235, U4240, and U4250 (60 Comp. Gen. 181 (1981) and 62 id. 308 (1983)).

E. Itemization. A detailed statement showing itemized expenses for each calendar day, excluding items claimed separately (such as taxicab fares and registration fees) must be submitted for AEA reimbursement. For M&IE reimbursement on a per diem basis (and AEA for lodging only), itemization of meals and incidental expenses is not required.

U4260 AEA COMPUTATION

A. General. The daily amount is not prorated for fractions of a day; however, expenses incurred and claimed for a fraction of a day must be reviewed and allowed by the AO to be paid. ***In no case can the amount reimbursed be more than the amount authorized/approved in an actual expense authorization for the area concerned.***

B. Meals Available under Special Arrangements. When TDY is a special mission (e.g., deployment to foreign military bases, forest fire details, rescue and aircraft recovery missions, or TDY to remote areas) and non-deductible meals are available under special arrangements; reimbursement of actual expenses for such meals is limited to the charge for each meal, not to exceed the arranged charges for three meals per day.

C. Averaging Expenses

1. When an AEA is authorized/approved that includes meals and incidental expenses, the daily amount of incidental expense items that do not accrue on a daily basis may be averaged over the days for which AEA at the location is authorized/approved. These expenses include laundry/dry-cleaning and pressing of clothing incurred at OCONUS locations (see the Incidental Expenses portion of the PER DIEM definition in APP A), hotel maid tips, and similar expenses. ***Averaging incidental expenses does not apply if an AEA is authorized for lodging only and M&IE is paid on a per diem basis.***

2. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing (***not before leaving or after returning to the PDS***) is:

- a. A separately reimbursable expense (up to an average of \$2 per day) in addition to per diem/AEA when CONUS travel requires at least 7 consecutive nights of CONUS TDY lodging ***NOTE: This is not payable unless expenses have been incurred., or***

b. 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.

3. **OCONUS EXAMPLE**: A member on an 8-day (Saturday-Saturday) TDY to an OCONUS location (receiving AEA while there) incurs a \$32 dry-cleaning cost on Friday. The \$32 cost is averaged over the 8-day TDY and the member may indicate that \$4 was paid daily.

4. **CONUS EXAMPLE**: A member on a 10-day TDY to a CONUS location (receiving AEA while there) incurs a \$40 dry-cleaning bill. The \$40 cost is averaged over the 10-day TDY to equal a \$4 per day average cost. The member may only be reimbursed for \$2 per day so the total reimbursement paid to the member is \$20.

D. **Mixed Travel** (Per Diem and Actual Expense)

1. **General**. Mixed travel involves more than one daily maximum reimbursement rate during a single trip and/or reimbursement on both a per diem and an actual expense basis on a single trip. The applicable rate and/or reimbursement method for each calendar day (beginning at 0001) is determined by the traveler's status and TDY location at 2400 of that calendar day. See par. U4145-A. Only one rate and reimbursement method is authorized for each day except when reimbursement is authorized for occasional meals or lodging in par. U4510.

2. **Departure Day Reimbursement**. The reimbursement method and daily maximum for the departure day from the PDS is the same as for the first location where lodging is required.

3. **Return Day Reimbursement**. On the return day to the PDS, the same method and daily maximum applicable to the previous calendar day applies. When return travel to the home/PDS requires 2 or more days, see par. U4147 for reimbursement method.

U4265 COMPUTATION EXAMPLES

Following are examples of computing allowances when travel is authorized on an actual expense basis and on an actual expense and per diem basis on the same trip:

NOTE:

1. The maximum amount allowed for lodging in the U.S. and non-foreign OCONUS areas does not include an amount for lodging taxes. Lodging taxes in the U.S. and non-foreign OCONUS areas are separately reimbursable expenses in addition to AEA.

2. The maximum amount allowed for lodging in foreign OCONUS areas/countries includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas/countries are part of per diem/AEA and are not separately reimbursable.

3. For per diem rates, see <http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html>

EXAMPLE 1			
AEA Single TDY location			
AEA authorized for lodging and M&IE paid on a per diem basis.			
<i>See APP L, for a list of who may authorize/approve AEA up to 300%. Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). 'Unused' AEA lodging cannot be used to increase the AEA for meals and incidental expenses above the authorized/approved level (150% or 300%).</i>			
<u>CONUS TDY Location Per Diem w/o AEA</u> Maximum Per Diem - \$146.00 Lodging - \$99, M&IE - \$47.00		<u>CONUS TDY Location Per Diem w/AEA</u> AEA authorized NTE \$219 (\$146 x 150%) Lodging NTE \$172 (\$219 - \$47) M&IE - \$47	
ITINERARY			
Date	Depart	Arrive	Lodging
10 Aug	Residence	TDY	\$130.00
11-12 Aug		At TDY Station, Lodging - \$130/day x 2 days =	\$260.00
13 Aug	TDY	Residence	
Date	REIMBURSEMENT (* denotes AEA computation)		Amount
10 Aug	\$47 x 75% = \$35.25 + \$130 =		*\$165.25
11-12 Aug	\$47 + \$130 = \$177/day x 2 days =		*\$354.00
13 Aug	\$47 x 75% = \$35.25		\$35.25
Total Reimbursement			\$554.50

EXAMPLE 2			
AEA to multiple CONUS TDY locations A, B, and C			
Location A – AEA authorized for lodging, M&IE paid on a per diem basis, \$296 (\$248.50 = \$249/\$47).			
Location B – Lodging and M&IE paid on a per diem basis, \$108 (\$77/\$31).			
Location C – Lodging and M&IE paid on a per diem basis, \$116 (\$77/\$39).			
<i>See APP L, for a list of who may authorize/approve AEA up to 300%. Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). 'Unused' AEA lodging cannot be used to increase the AEA for meals and incidental expenses above the authorized/approved level (150% or 300%).</i>			
<u>CONUS TDY Location 'A' Per Diem w/o AEA</u> Maximum Per Diem - \$197.00 Lodging - \$150.00, M&IE - \$47.00		<u>CONUS TDY Location 'A' Per Diem Rate w/AEA</u> AEA authorized NTE \$295.50 (\$197 x 150% = \$295.50 = \$296) Lodging NTE \$249 (\$296 - \$47) M&IE - \$47	
ITINERARY			
Date	Depart	Arrive	Lodging
7 Sep	Residence	TDY, Location A	\$170.00
8 Sep		TDY, Location A	\$170.00
9 Sep	TDY, Location A	TDY, Location B	\$70.00
10 Sep		TDY, Location B	\$70.00
11 Sep	TDY, Location B	TDY, Location C	\$75.00
12 Sep	TDY, Location C	Residence	
Date	REIMBURSEMENT (* denotes AEA computation)		Amount
7 Sep	\$47 x 75% = \$35.25 + \$170.00 (AEA lodging) TDY Location A =		*\$205.25
8 Sep	\$47 + \$170 (AEA per diem rate) =		*\$217.00
9-10 Sep	\$31 + \$70 = \$101/day x 2 days, TDY Location B =		\$202.00
11 Sep	\$39 + \$75, TDY Location C =		\$114.00
12 Sep	\$39 X 75% =		\$29.25
Total Reimbursement			\$767.50

EXAMPLE 3

AEA for two CONUS TDY locations A and B

Location A – Lodging and M&IE paid on a per diem basis, \$110(\$71/\$39).

Location B – AEA authorized for lodging, M&IE paid on a per diem basis, \$198 (\$159/\$39) AEA.

See APP L, for a list of who may authorize/approve AEA up to 300%. Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). ‘Unused’ AEA lodging cannot be used to increase the AEA for meals and incidental expenses above the authorized/approved level (150% or 300%).

CONUS TDY Location ‘B’ Per Diem w/o AEA Maximum Per Diem - \$132.00 Lodging - \$93.00, M&IE - \$39.00		CONUS TDY Location ‘B’ Per Diem Rate w/AEA AEA authorized NTE \$198.00 (\$132 x 150% = \$295.50 = \$198) Lodging NTE \$159 (\$198 - \$39) M&IE - \$39	
ITINERARY			
Date	Depart	Arrive	Lodging
1 Oct	Residence	TDY, Location A	\$70.00
2 Oct		TDY, Location A	\$70.00
3 Oct	TDY, Location A	TDY, Location B	\$120.00
4 Oct	TDY, Location B	Residence	
Date	REIMBURSEMENT (* denotes AEA computation)		Amount
1 Oct	\$39 x 75% = \$29.25 + \$70, TDY Location A =		\$99.25
2 Oct	\$39 + \$70 =		\$100.00
3 Oct	\$39 + \$120 (AEA), TDY Location B =		*\$159.00
4 Oct	\$39 x 75% =		\$29.25
Total Reimbursement			\$396.50

EXAMPLE 4

AEA for multiple CONUS and OCONUS TDY locations A, B, and C

CONUS TDY Location A – Lodging and M&IE paid on a per diem basis, \$254 (\$208/\$46).

OCONUS TDY Location B – Lodging and M&IE paid on a per diem basis, \$294 (\$209/\$85).

OCONUS Location C – AEA authorized for lodging, M&IE paid on a per diem basis, \$365 (\$293.50 = \$294/\$71) AEA

See APP L, for a list of who may authorize/approve AEA up to 300%. Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). ‘Unused’ AEA lodging cannot be used to increase the AEA for meals and incidental expenses above the authorized/approved level (150% or 300%).

OCONUS TDY Location ‘C’ Per Diem w/o AEA Maximum Per Diem - \$243.00 Lodging - \$172.00, M&IE - \$71.00		OCONUS TDY Location ‘C’ Per Diem Rate w/AEA AEA authorized NTE \$365 (\$243 x 150% = \$364.50 = \$365) Lodging NTE \$294 (\$365 - \$71) M&IE - \$71	
ITINERARY			
Date	Depart	Arrive	Lodging
5 Aug	Residence	TDY, Location A	\$200.00
6 Aug		TDY, Location A	\$200.00
7 Aug	TDY, Location A	TDY Location B	\$205.00
8-9 Aug		TDY Location B – Lodging \$205 x 2 days	\$410.00
10 Aug	TDY, Location B	TDY, Location C	\$200.00
11 Aug		At TDY Location C	\$200.00
12 Aug	TDY, Location C	Residence	
Date	REIMBURSEMENT (* denotes AEA computation)		Amount
5 Aug	\$46 x 75% = \$34.50 + \$200, TDY Location A =		\$234.50
6 Aug	\$46 + \$200 =		\$246.00
7-9 Aug	\$85 + \$205 = \$290/day x 3 days, TDY Location B =		\$870.00
10-11 Aug	\$71 + \$200 = \$271/day x 2 days, TDY Location C (AEA per diem) =		*\$542.00
12 Aug	\$71 x 75% =		\$53.25
Total Reimbursement			\$1,945.75

EXAMPLE 5

AEA Single TDY location

AEA authorized for lodging and M&IE.

When AEA for lodging and M&IE exceeds the maximum AEA locality per diem rate, decrease the AEA M&IE rate to the descending dollar and add the extra cents to the AEA lodging amount. The adjusted per diem AEA is \$219 (\$149/ \$70). This rule applies when the individual AEA amounts exceed the maximum daily AEA per diem rate IAW par. U1007-A2.

See APP L, for a list of who may authorize/approve AEA up to 300%. Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). 'Unused' AEA lodging cannot be used to increase the AEA for meals and incidental expenses above the authorized/approved level (150% or 300%).

CONUS TDY Location Per Diem w/o AEA

Maximum Per Diem - \$146.00
Lodging - \$99, M&IE - \$47.00

CONUS TDY Location Per Diem w/AEA

AEA authorized NTE \$219 (\$146/day x 150% = \$219/day)
Lodging NTE \$149 (\$99/day x 150 = \$148.50 = \$149, add \$.50)
M&IE - \$70 (\$47/day x 150% = \$70.50 = \$71, reduce to \$70)

ITINERARY

Date	Depart	Arrive	Meals and Incidentals	Lodging
10 Aug	Residence	En route/TDY	Dinner - \$25	\$130.00
11 Aug		At TDY Station	Breakfast - \$6, Lunch - \$10, Dinner - \$24, Incidentals - \$3	\$130.00
12 Aug		At TDY Station	Breakfast - \$15, Lunch - \$20, Dinner - \$40, Incidentals - \$3	\$130.00
13 Aug	TDY	Residence	Breakfast - \$5, Lunch \$12	
Date	REIMBURSEMENT (* denotes AEA computation)			*Amount
10 Aug	\$25 + \$130 =			\$155.00
11 Aug	\$43 + \$130 =			\$173.00
12 Aug	\$78 + \$130 = (Total reimbursement is limited by maximum daily \$70 AEA M&IE)			\$200.00
13 Aug	\$17			\$17.00
Total Reimbursement				\$545.00

PART F: OCCASIONAL MEALS AND QUARTERS

U4510 OCCASIONAL MEALS AND QUARTERS

A. General. A member is authorized reimbursement for meals and/or quarters under par. U4510-B when the AO determines the member must execute one of the requirements in par. U4510-A1 (see below) *and* is in a status listed in par. U4510-A2. See below.

1. Requirements

- a. Procure quarters from commercial, Government or non-appropriated fund sources;
- b. Use Government quarters and pay a service charge;
- c. Retain quarters at a prior TDY location when the retention is authorized/approved by appropriate authority; or
- d. Procure meals from commercial or non-appropriated funds sources;

2. Status

- a. Par. U4102-D (within PDS limits only for a member escorting arms control inspection team/members while engaged in activities related to the implementation of arms control treaty or agreement during the in-country period referred to in the treaty or agreement);
- b. Par. U4102-E (TDY at a location near (but outside the limits of) the old or new PDS);
- c. Par. U4102-F (round trips within 12 hours);
- d. Par. U4102-G (members traveling together with no/limited reimbursement);
- e. Pars. U4102-J, U4102-K, and U4102-M (TDY or training duty aboard a ship);
- f. Par. U4102-L (field duty);
- g. Pars. U4102-O and U4102-P (A member and/or straggler separated from others traveling together under an authorization/order directing no/limited reimbursement travel);
- h. Par. U4163 (Essential Unit Messing);
- i. Par. U5108-C (transportation mode directed to first duty station upon enlistment, reenlistment or induction);

- j. Par. U5120-D (PCS with TDY at a location near (but outside the limits of) the old or new PDS);
- k. Par. U7025 (travel incident to application processing);
- l. Par. U7125-D (bed-patient or inpatient);
- m. Par. U7150-A1 (Reserve Component Travel); or
- n. Par. U7150-E2g (lodging and meal expense at a point of delay for an SROTC member performing travel to/from field training/practice cruises and delayed through no personal fault at a location where no Government quarters/mess are available).

B. Computation

1. Quarters

- *a. The amount allowed is the member's cost for quarters up to the maximum amount for lodging within the per diem rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the TDY locality.
 - b. In special/unusual circumstances when the amounts claimed exceed the lodging components of the applicable per diem rates, a request may be submitted under par. U4230 for an authorization/approval of reimbursement in greater amounts for the cost of occasional quarters.
 - c. When a member is required to procure/retain unoccupied quarters or to procure/retain quarters at more than one location on any calendar day, reimbursement for the cost of such quarters is in par. U4135.
- *2. Meals. If the AO determines that a member is required to procure meals, the member is authorized the actual amount paid NTE the PMR (no incidental expenses) as in pars. U4149-C or U4151-C1 based on the per diem rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the TDY locality. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

PART H: HHG SHIPMENT AND STORAGE UNDER A TDY AUTHORIZATION/ORDER

U4700 GENERAL

This Part prescribes TDY HHG transportation allowances. ***NOTE: Delivery out of storage is authorized at Government expense, regardless of the length of time in storage (as long as the member's authorization/order is and/or transportation allowances are valid). This includes shipments that have been converted to storage at the member's expense.*** For POV storage when a member is TDY on a contingency operation, see Chapter 5, Part E, Section II. For information about HHG authorized locations, see tables at par. U4780 for TDY and par. U5390 for PCS.

U4705 AUTHORIZING/APPROVING TDY HHG TRANSPORTATION

Common carrier accompanied baggage limits may preclude a member from transporting necessary HHG items without cost. An AO or commanding officer may authorize/approve transportation of HHG required for the member's personal comfort and well-being while on TDY in addition to any unaccompanied baggage being authorized. If required due to unusual circumstances, Service regulations may restrict what type(s) of HHG items may be shipped to a TDY location. For example, the Service could determine that shipment of motorcycles, boats, snowmobiles, and/or appliances is not appropriate due to local customs/laws of the TDY country or military necessity of the TDY mission. Any restriction must be stated on the TDY authorization/order.

U4710 BASIC ALLOWANCE

A. Shipments in Addition to Authorized TDY Weight Allowance. When TDY, the following may be transported in addition to the member's TDY weight allowances:

1. PBP&E (see par. U5310-C), and
2. Required medical equipment (see par. U5310-K).

*B. Weight Allowance. The maximum weight allowances in the following table do not include accompanied baggage transported on a passenger transportation commercial ticket. They are the actual weights of unpacked and uncrated HHG. If practicable, the actual weight of unpacked and uncrated HHG is established before packing. For information on determining net shipment weight for specific transportation modes, see pars. U5335-B, U5335-C, U5335-D, U5335-E, and U5335-F. ***NOTE: The Secretary Concerned may authorize a higher weight allowance (NTE a total of 1,000 pounds including the allowance listed below) of a member below pay grade O-7, but only on a case-by-case basis. The Secretary Concerned may increase the member's weight allowance (NTE the 1,000 total as noted) if the Secretary determines that failure to increase the member's TDY weight allowance would create a significant hardship to the member.***

<i>TDY Weight Allowance (Pounds)</i>			
Service and Grade 1/			
Army, Air Force, & Marine Corps	Navy, Coast Guard, & National Oceanic and Atmospheric Administration Corps	Public Health Service	Weight Allowance
<i>Officer Personnel</i>			
General/General of the Army	Admiral	N/A	2000 2/
Lieutenant General	Vice Admiral	Surgeon General	1500
Major General	Rear Admiral (upper half)	Deputy/Assistant Surgeon General	1000
Brigadier General	Rear Admiral (lower half)	Assistant Surgeon General	1000
Colonel	Captain	Director	800
Lieutenant Colonel/Warrant Officer (W-5)	Commander/Warrant Officer (W-5)	Senior	800
Major/Warrant Officer (W-4)	Lieutenant Commander/Warrant Officer (W-4)	Full	800
Captain/Warrant Officer (W-3)	Lieutenant/Warrant Officer (W-3)	Senior Assistant	600
First Lieutenant/Contract Surgeon/Warrant Officer (W-2)	Lieutenant (Junior Grade)/Warrant Officer (W-2)	Assistant	600
Second Lieutenant/Officer Graduate of Service Academy/Warrant Officer (W-1)	Ensign/Officer Graduate of Service Academy/Warrant Officer (W-1)	Junior Assistant	600
<i>Enlisted Personnel</i>			
E-9	E-9	N/A	600 3/
E-8	E-8	N/A	500
E-7 to E-1	E-7 to E-1	N/A	400
Aviation Cadet	Aviation Cadet	N/A	400
Service Academy Cadet/Midshipman	Service Academy Cadet/Midshipman	N/A	350

*1/ Includes a Regular member, a member of a Uniformed Service Reserve Component, and an officer holding a temporary commission in the Army/Air Force of the United States.

*2/ The Secretarial Process may authorize additional weight up to 2,000 pounds (up to 4,000 pounds total) for the Chiefs of Staff, U.S. Air Force and U.S. Army, the Chief of Naval Operations, the Commandant of the Marine Corps, and the Commandant of the Coast Guard.

*3/ A member selected as Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Sergeant Major of the Army, Master Chief Petty Officer of the Navy, Master Chief Petty Officer of the Coast Guard, Chief Master Sergeant of the Air Force, or Sergeant Major of the Marine Corps, who requires a TDY weight allowance of HHG, is authorized a weight allowance of 800 pounds for a TDY authorization/order issued on or after receiving notice of selection to that position and for the remainder of the military career.

C. Shipment of Replacement Items. When an original TDY HHG shipment is destroyed or lost during transportation through no fault of the member, a replacement shipment, within the member's weight allowance, may be made at Government expense (68 Comp. Gen. 143 (1988)).

U4715 LIMITATIONS

Under a TDY authorization/order, a temporary-to-permanent duty authorization/order, or a combination thereof, a member with an authorized/approved TDY HHG shipment may transport HHG within the TDY weight allowance between any points, if either the destination or origin (as applicable) is the TDY station, subject to the following cost limitations as applicable:

1. From PDS to TDY station;
2. Between TDY stations; or
3. From the last TDY station to the old PDS, or to the new PDS.

When a member is ordered from a TDY station to a new PDS or when a TDY station becomes a new PDS, these shipments are in addition to PCS weight allowance.

U4720 TRANSPORTATION METHODS

The transportation methods in par. U5320 apply.

U4725 FACTORS AFFECTING TDY HHG TRANSPORTATION

- A. Weight Allowance. A member's grade on the day travel begins determines the weight allowance.
- B. Authorization/Order Amended, Modified, Canceled or Revoked. The provisions in par. U5330-C apply.
- C. Improper Shipments. A designated Service representative may authorize/approve forwarding authorized shipments to the proper destination that are, through no fault of the member, misdirected or otherwise separated from the member.

U4735 WHEN EXCESS CHARGES ARE INCURRED

HHG not authorized/approved for transportation or not within the member's TDY weight allowance must not be transported with authorized HHG. The member should arrange for separate transportation of such articles. When shipments include unauthorized articles that are later disclosed, the member bears the full cost of transporting them, to the extent that cost can be identified. If the cost of transporting these articles cannot be established, see par. U5340.

U4740 CALLED (OR ORDERED) TO ACTIVE DUTY

For transportation allowances of a member called (or ordered) to initial active duty for training for less than 6 months, or called (or ordered) to active duty for less than 20 weeks, see par. U5345-B2. For transportation allowances when a member is relieved from such active duty, see par. U5360-E.

U4745 PCS WITH TDY EN ROUTE

See par. U5345-C1.

U4750 TDY WITHOUT RETURN TO PDS OR TDY PENDING FURTHER ASSIGNMENT

Under an authorization/order from a PDS to TDY without direction to return to the PDS, or to TDY for further assignment, a member's HHG within the PCS weight allowance may be:

1. Placed in NTS for the entire TDY period under par. U4770-C; or
2. Packed and moved from Government quarters to private-sector housing in the old PCS vicinity, if required to vacate the Government quarters.

U4755 INDETERMINATE TDY

Under an authorization/order from the PDS to TDY for an indeterminate period of time, HHG transportation within the PCS weight allowance may be made to any combination of:

1. The TDY station, or
2. Any CONUS point, or
3. Other location authorized for dependent travel by the Secretarial Process, or
4. NTS under par. U4770-C,

if the Secretarial Process authorizes/approves. HHG placed in storage or shipped under par. U4755 may be transported to the member's PDS after TDY. See Chapter 4, Part G, for dependent transportation.

U4760 TDY PENDING PCS ASSIGNMENT TO AN OCONUS PDS OR TO A SHIP

A. General. An authorization/order from a PDS to TDY pending PCS to:

1. OCONUS, or
2. A ship,

authorizes allowances to a member as indicated in pars. U4760-B and U4760-C.

B. Ordered to a Ship. Under an authorization/order from a PDS to TDY pending a PCS assignment to a ship other than one described in par. U4760-C, transportation of the PCS HHG weight allowance may be made to any combination of:

1. The ship's home port;
2. From Government quarters to private-sector housing in the old PDS vicinity, if required to vacate Government quarters; and
3. NTS under par. U4770-C.

C. Ordered to OCONUS Duty or to a Unit Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer. Under an authorization/order from a PDS to TDY pending a PCS to an:

- 1 OCONUS assignment, or
2. Assignment to a unit (e.g., ship or afloat staff) specified in writing by the Secretarial Process as unusually arduous sea duty or contemplated to be operating OCONUS for a continuous period of 1 year or longer on the date the unit is so specified,

transportation of the PCS HHG weight allowance may be made to any combination of:

1. Any CONUS location the member specifies;
2. The OCONUS duty station; and
3. NTS under par. U4770-C.

U4765 TDY ICW BUILDING, FITTING OUT, CONVERTING OR REACTIVATING A SHIP

A. General. An authorization/order from a PDS to TDY ICW building, fitting out, converting, or reactivating a ship that directs duty on board when commissioned, authorizes a member as indicated in pars. U4765-B and U4765-C.

B. Ordered to a Ship Not Specified as Unusually Arduous. Under an authorization/order to a ship other than one described in par. U4765-C, transportation of the PCS HHG weight allowance may be made to a combination of:

1. The ship's home port, and
2. NTS under par. U4770-C.

C. Ordered to a Ship Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer. Under an authorization/order to a ship which, after commissioning, will be unusually arduous sea duty or is contemplated to operate OCONUS for a continuous period of 1 year or longer, transportation of the PCS HHG weight allowance may be made to a combination of:

1. Any CONUS location the member specifies, and
2. NTS under par. U4770-C.

U4770 HHG STORAGE ICW TDY/DEPLOYMENT

A. Storage in Transit (SIT)

1. SIT is authorized as part of HHG transportation. See **NOTE 1 below.**

2. HHG, within the TDY weight allowance, may be placed in SIT when:
 - a. On a PCS with TDY/deployment en route (see par. U5345-C) (see ***NOTE 2 below***); or
 - b. TDY/deployed for 90 or fewer days if the Service designated official authorizes/approves the SIT as necessary based on the member's written statement that SIT is necessary for reasons beyond the member's control.

NOTE 1: Delivery out of storage is authorized at Government expense, regardless of time in storage (as long as the member's authorization/order and/or HHG transportation allowances are valid). This includes shipments that have been converted to storage at the member's expense.

NOTE 2: When HHG are in SIT incident to a PCS and the member is TDY/deployed for 90 or more days/an indefinite period, par. U5375-B3 applies.

B. Special Storage

1. General

- a. Special storage is storage incident to TDY/deployment for 90 or more days/an indefinite period when no PCS is involved. See ***NOTE*** in par. U4770-A when PCS is involved. It includes any shipment, drayage, packing, crating, unpacking, and uncrating necessary to place HHG into/remove them from a storage facility.
- b. The Service-designated official authorizes/approves special storage under pars. U4770-B2 and U4770-B3.
- c. The member's PCS weight allowance applies. See par. U5310-B.
- d. See par. U5380-B for storage facility selection.

2. TDY/Deployment for 90 or More Days/an Indefinite Period

- a. A TDY/deployment authorization/order for 90 or more days/an indefinite period authorizes a member to special storage (not ICW a PCS shipment).
- b. The Service designated official must authorize/approve special storage, except for a member who:
 - (1) Is authorized HOS allowances in par. U5365-A, and
 - (2) Has HHG in NTS under par. U5365-C when recalled to active duty. See par. U5365-H.

3. TDY/Deployment of a Reserve Component Member Called/Ordered to Active Duty under Unusual/Emergency Circumstances/Service Exigencies for other than Training

- a. The Secretarial Process may authorize/approve special storage for a Reserve Component Member who is:

(1) Called/ordered to active duty under unusual/emergency circumstances or Service exigencies for other than training purposes, and

(2) Ordered to TDY or deployment.

b. The TDY/deployment can be for any length of time.

c. The TDY HHG weight allowance limitations in par. U5345-B2 for a Reserve Component member called/ordered to active duty for less than 20 weeks **does not** apply.

d. PCS weight allowances **do** apply. See par. U5310-B.

C. Non-temporary Storage (NTS)

1. NTS while TDY is authorized only when a member is:

a. Ordered on a PCS:

(1) With TDY en route, or

(2) While on TDY, and

b. In the situations listed in the chart below.

2. Authorized NTS begins on the day the authorization/order is issued and continues as long as any of the situations in the chart below exist.

D. Storage after TDY/Deployment Completion. HHG storage is authorized for up to 90 days after TDY/deployment completion. Extensions to this 90-day period may be granted IAW par. U5375-B.

SITUATION	TERMINATION
1. TDY without return to PDS or pending further assignment (par. U4750)	1. Day of departure from TDY station incident to an authorization/order assigning a new PDS
2. Indeterminate TDY (par. U4755)	2. Day of departure from last TDY station to proceed to new PDS
3. TDY pending assignment OCONUS or to a ship (par. U4760)	3. Day of departure from last TDY station to proceed OCONUS or to the assigned ship
4. TDY ICW building, fitting out, converting or reactivating of a ship and duty aboard when commissioned (par. U4765)	4. Day of the ship's arrival at its assigned home port

U4775 HHG TRANSPORTATION AFTER STORAGE

HHG stored under pars. U4750, U4755, U4760 and U5345-C1 may be transported to any subsequent PDS. Also, HHG may be shipped to any point in CONUS under par. U5350, when applicable.

U4780 HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE

The following table summarizes authorized locations and weight allowance for the movement of HHG under a TDY authorization/order. The referenced paragraphs provide benefit details and *should be reviewed for thorough understanding*.

AUTHORIZATION/ORDER TYPE AND JFTR REFERENCES	HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE (footnote explanations follow summary)
1. TDY authorization/order, a temporary to permanent duty authorization/order, or a combination thereof (par. U4715)	1, 2, 3, 4, 5, 6, 7, 8
2. A Reserve Component member called or ordered to active duty for less than 20 weeks at one duty station under the following conditions: (a) Initial active duty for training for less than 6 months; or (b) Active duty (including active duty for training) for less than 20 weeks; or (c) Active duty for training for 20 or more weeks with less than 20 weeks at any one location (pars. U4740 and U5345-B2)	8, 10, 12, 16, 17
3. A PCS with TDY/deployment en route (pars. U4745 and U5345-C1)	1, 2, 4, 5, 6, 9
4. TDY without being directed to return to the PDS or TDY pending further assignment (pars. U4750, U4770, and U4775)	5, 6, 9, 17
5. Indeterminate TDY (from a PDS to a TDY location for an indeterminate time) (pars. U4755 and U4775)	1, 4, 5, 9, 17, 20
6. From a PDS to a TDY location pending assignment to ship not designated for arduous duty and not OCONUS 1 year or more (pars. U4760-B and U4775)	4 (“ship home port”), 5, 9, 17

AUTHORIZATION/ORDER TYPE AND JFTR REFERENCES	HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE (footnote explanations follow summary)
7. From a PDS to a TDY location pending: (1) OCONUS assignment, or (2) Pending assignment to a ship designated for unusually arduous sea duty or operating OCONUS for 1 year or more (pars. U4760-C and U4775)	4, 5, 9, 17, 20
8. Ordered from a PDS to TDY ICW building, fitting out, converting or reactivating a ship (not specified as unusually arduous) (par. U4765-B)	4 (“ship home port”), 5, 9
9. Ordered from a PDS to TDY ICW building, fitting out, converting or reactivating a ship (specified as unusually arduous) (par. U4765-C)	5, 9, 20
10. TDY/deployment of 90 or more days/an indefinite period when no PCS involved (par. U4770-B)	5 (“special storage”), 9
11. TDY/deployment of a Reserve Component member called/ordered to active duty under unusual/emergency circumstances/service exigencies for other than training (par. U4770-B3c)	5 (“special storage”), 9
12. Relief from active duty for a Reserve Component member called/ordered to: (a) Initial active duty for training for less than 6 months, or (b) Active duty for training for 20 or more weeks but less than 20 weeks at any one location, or (c) Active duty (including active duty for training) for less than 20 weeks at one duty station (par. U5360-E)	6 (“NTE 30 days”), 8, 11, 13, 15, 19
13. Recalled to active duty for TDY after separation from the service or relief from active duty (par. U5360-K)	5 (“continued storage only if member qualifies for special storage under par. U4770-B”), 8. Authorized locations depending on the TDY authorization/order. Upon separation following recall, see pars. U5360-A and U5360-B for authorized places.

FOOTNOTES	HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE
1	FROM PDS TO TDY
2	FROM TDY TO TDY
3	FROM LAST TDY TO OLD PDS
4	FROM LAST TDY TO NEW PDS
5	NON-TEMPORARY STORAGE
6	STORAGE IN TRANSIT
7	TDY WEIGHT IN ADDITION TO PCS WEIGHT ALLOWANCE (“When a member is ordered from a TDY station to a new PDS or when a TDY station becomes a new PDS, these shipments are in addition to PCS weight allowance.” par. U4715)
8	TDY WEIGHT ALLOWANCE
9	PCS WEIGHT ALLOWANCE
10	FROM HOME OF RECORD (HOR)
11	TO HOME OF RECORD (HOR)
12	FROM HOME OF SELECTION (HOS)
13	TO HOME OF SELECTION (HOS)
14	FROM PLEAD or place from which called/ordered to Active Duty for Training
15	TO PLEAD or to place from which called/ordered to Active Duty for Training
16	TO FIRST PDS
17	TO ANY SUBSEQUENT PDS
18	FROM LAST DUTY STATION
19	FROM PLACE HHG LAST TRANSPORTED AT GOVERNMENT EXPENSE
20	ANY CONUS POINT SELECTED BY MEMBER

PART B: MEMBER ALLOWANCES FOR TRANSPORTATION AND SUBSISTENCE

U5100 GENERAL

This Part prescribes a member's PCS travel and transportation allowances between the old and the new PDS. A member is authorized these allowances whether or not leave is taken en route.

NOTE: *When residence relocation is unnecessary because the PCS is a short distance move, the member must not be paid MALT PLUS, unless ordered to perform TDY en route.*

U5105 TRAVEL AND TRANSPORTATION OPTIONS

A. General

1. Allowable Travel and Transportation Options. A member may elect to:
 - a. Travel by POC (see par. U5105-B),
 - b. Procure common carrier transportation (see par. U5105-C), or
 - c. Be provided transportation in kind (see par. U5105-D),
2. Exceptions. A member may elect the travel and transportation options listed above except when:
 - a. Travel is performed partly at personal expense and partly by Government-procured transportation and/or Government conveyance (see par. U5105-E),
 - b. The transportation mode is directed (including members traveling together with no/limited reimbursement directed in the authorization/order) (see par. U5108),
 - c. Travel OCONUS is involved (see par. U5116),
 - d. There are special circumstances (see par. U5120 and Chapter 7), or
 - e. POV delivery/pickup is involved, (see par. U5413).

B. 'MALT-Plus' for POC Travel. Other than for transoceanic travel, PCS travel by POC is advantageous to the Government. A member traveling by POC is authorized 'MALT-Plus'. The MALT (see par. U2605) is paid on a "per mile" basis for the official distance of each portion of the ordered travel. See par. U3010. The Plus (per diem) portion is paid on a whole day calendar basis for the allowable travel time. 'Lodgings-Plus' computed per diem or AEA (as prescribed in Chapter 4, Part B or Chapter 4, Part C) may not be paid for the same day as 'MALT-Plus' per diem. However, a per diem or AEA is authorized for any necessary overnight delay or processing time at a transportation terminal or personnel processing center (except when prohibited by par. U5125-A3 or U5130-A3). On any day that 'MALT-Plus' and a 'Lodgings-Plus' computed per diem are potentially payable (e.g., mixed transportation modes used on the same day, or when arriving by POC and remaining overnight near a transportation terminal), 'Lodgings-Plus' computed per diem is paid. In addition to 'Lodgings-Plus' computed per diem, the member is authorized the MALT for POC travel. See par. U5106 for examples.

1. MALT Rate. The MALT paid (see par. U2605 for the rate) is determined by the official distance for which MALT may be paid under the circumstances (as determined IAW the applicable provisions of this regulation). An authorized traveler is a member or dependent traveling IAW a PCS authorization/order and whose transportation is to be reimbursed using a PCS authorization /order as authority. If more than one member travels as an authorized traveler in the same POC, each is authorized MALT for the official distance. Each member is authorized MALT and one member receives the reimbursable expenses.

Example 1: A member-married-to-member couple, each on a PCS authorization/order, and their two children travel together in one POC. Each member is paid MALT for the official distance. Either may submit all reimbursable expenses.

Example 2: Three unrelated members, each on a PCS authorization/order, travel together in one POC between two PDS locations. Each receives MALT for the official distance. One member may submit all reimbursable expenses.

Example 3: Member-married-to-Government civilian employee, each eligible for travel and transportation allowances, and their child travel together in one POC. The member and the Government civilian employee each receive MALT/PCS mileage for the official distance. Either may submit all reimbursable expenses.

Reimbursement of parking fees, ferry fares, road, bridge, and tunnel tolls is authorized for the direct route between the official points involved. Only one authorized traveler may claim reimbursement for these expenses (i.e., duplicate payments for the same expenses are not permitted).

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

2. Per Diem. A flat per diem at the Standard CONUS per diem rate is paid for each PCS travel day between authorized points, NTE the allowable travel time computed under par. U5160. ***If used, Government quarters and/or mess have no effect on the per diem amount paid.*** Each member traveling in a POC is authorized the Standard CONUS per diem rate.

C. Reimbursement for Common Carrier Transportation Plus Per Diem. ***It is MANDATORY DOD policy to use CTOs for all official transportation requirements.*** A member who, despite the DOD policy, procures common carrier transportation at personal expense for official travel is authorized reimbursement NTE the amount authorized in pars. U3110, U3125, U3130, and U3135. However, reimbursement must not exceed the cost for the authorized transportation and accommodations over a usually traveled direct route IAW a schedule necessary to meet the authorization/order requirements. ***Reimbursement under par. U5105-C is based on the non-capacity-controlled city-pair airfare (not the capacity-controlled city-pair airfare if both capacity-controlled and non-capacity-controlled airfares are available) only if Government-procured transportation is available under par. U3120 (B-163758, 24 July 1972).*** Per diem is computed under par. U5113.

D. Transportation in Kind Plus Per Diem. When the Government provides transportation-in-kind at no cost, the member is authorized per diem under par. U5113.

E. Travel by Mixed Modes

*1. General. If a member travels by mixed modes for a separate journey (see par. U3010), reimbursement is determined under par. U5105-E2.

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 rate.

<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 MALT per authorized POC is \$0.19 per mile 'MALT-Plus' per diem rate is \$109 per day M&IE for the LV address is \$44.00 M&IE for the new PDS is \$64.00			
COST FOR ACTUAL TRAVEL:			
1 Jun	Commercial air cost from old PDS to leave address (non city-pair airfare)		\$250.00
	Taxi to airport		\$25.00
	Per diem: \$44.00 x 75%		\$33.00
20 – 30 Jun	MALT rate: 838 miles x \$0.19/mile		\$159.22
	'MALT-Plus' per diem: \$109.00/day x 3 days		\$327.00
Total Actual Cost			\$794.22
COST FOR POC TRAVEL FOR THE ORDERED DISTANCE:			
1-9 Jun	MALT: 2,984 miles x \$0.19/mile		\$566.96
	'MALT-Plus' per diem \$109.00/day x 9 days		\$981.00
Total Constructed Cost			\$1,547.96
Reimburse to the member the actual cost (\$794.22) NTE the constructed cost (\$1,547.96). The member is due \$794.22.			

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
Total Reimbursement =				*\$231.41
<i>NOTE: MALT & 'Lodgings-Plus' is paid for the same day.</i>				

EXAMPLE 2				
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.				
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
Total Reimbursement =				*\$567.95
<i>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.</i>				

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

NOTE: See par. U3130-F for required documentation if U.S. flag ferries are not available.

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

D. Transoceanic Transportation Reimbursement Costs

1. Government/Government-procured Transportation Available. ***When travel is directed by Government/Government-procured transportation and the member performs transoceanic travel at personal expense, reimbursement for the transoceanic travel is not authorized.*** If Government/Government-procured transportation are both authorized and available, the member is authorized reimbursement for the transportation cost used NTE the cost of the least costly transportation mode authorized and available. See also par. U5207-A4.

2. Government Transportation and Government-procured Transportation Not Available. When Government transportation and Government-procured transportation are not available, the member is authorized reimbursement for the cost of transportation used NTE the policy-constructed airfare (see APP A) over the direct route between origin and destination. If aircraft travel is medically inadvisable for the member and/or an accompanying dependent, reimbursement is limited to the least costly available first-class passenger accommodations on a commercial ship.

3. Travel by Ships or Aircraft of Foreign Registry. ***See Chapter 3, Part B, for the only circumstances when reimbursement is authorized for travel at personal expense on ships or aircraft of foreign registry.***

4. Travel by Privately-Owned Boat. See par. U5116-C2b.

E. Reimbursement when the Member Performs Indirect/Circuitous Travel. When a member, at personal expense and convenience, performs PCS travel over an indirect/circuitous route, the member is authorized:

1. 'MALT-Plus' for land travel performed from the time the member departs the old PDS until the member reports to the new PDS;

2. Reimbursement for the cost of transoceanic U.S.-certificated transportation used and per diem; and

3. Reimbursement for transoceanic non-U.S.-certificated transportation used and per diem NTE the cost the Government would have incurred for the member's transportation on the direct route if travel by non-U.S.-certificated carrier on the circuitous route is supported by the documentation required in Chapter 3, Part B, stating that a U.S.-certificated carrier was not available on the direct route and documentation stating that a U.S.-certificated carrier was not available on the circuitous route.

The total reimbursement must not exceed the amount the member would have been authorized under par. U5116-A via the direct route between the old and new PDSs. If transoceanic travel by Government/Government-procured transportation is directed in a member's authorization/order and the member travels by a different mode, the maximum cost computed under par. U5116-A must be reduced by the cost of the unused directed transportation mode. See Appendix A for definition of indirect/circuitous travel.

U5120 TRAVEL AND TRANSPORTATION ALLOWANCE UNDER SPECIAL CIRCUMSTANCES

A. Travel when an Authorization/Order to Active Duty Is Received at a Place other than That to Which Addressed. When an authorization/order to active duty is received at, and travel begins from, a place other than that to which the

authorization/order was addressed, PCS allowances are authorized from that place, not to exceed those from the place to which the authorization/order was addressed.

B. PCS Authorization/Order Received at TDY Station. A member who receives a PCS authorization/order while on TDY, and returns to the old PDS, is paid PCS allowances from the TDY station to the old PDS, and then to the new PDS via any TDY station(s).

C. PCS Authorization/Order Received while on Leave

1. PCS Authorization/Order Received while on Leave from TDY Station. A member who receives a PCS authorization/order while on leave from a TDY station, and returns to the old PDS, is paid PCS allowances from the leave point to the old PDS and then to the new PDS via any other TDY station(s), not to exceed the allowances from the TDY station to the old PDS and then to the new PDS via any other TDY station(s).

2. PDS Changed or Assigned while on Leave from the PDS. A member, who receives a PCS authorization/order while on leave from the old PDS, and begins PCS travel from that site, is authorized PCS allowances from the place at which the authorization/order is received to the new PDS, not to exceed allowances from the old to the new PDS.

*D. PCS with TDY at a Location near (but outside the Limits of) the Old or New PDS. No per diem allowance is payable at a TDY location ICW a PCS with TDY en route near the old or new PDS if the member commutes to the TDY from the quarters occupied while attached to the old PDS or the permanent quarters the member intends to occupy at the new PDS. This also applies when a member performs TDY at or near the home port when the PDS is a ship or an afloat staff. ***Quarters (residence, suite, room, cubicle, etc.) at the old PDS are no longer permanent quarters on/after the PCS HHG weight allowance transportation date. Quarters at the new PDS are permanent on/after the date the PCS HHG weight allowance is accepted.*** Transportation expenses incurred in commuting between the quarters at the old PDS or quarters at the new PDS and the TDY location may be paid under Chapter 3, Part F, when travel is within the area defined in par. U3500-B, or paid under par. U3325 when travel is from outside that area. A member required to procure meals at personal expense outside the PDS limits may be reimbursed for the meal(s) under par. U4510. When travel outside the TDY location is required, travel, transportation, and per diem allowances under Chapter 4, Part B, are authorized. ***Exception:*** A member who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to a location near the old PDS is authorized per diem at the location near the old PDS. Example: A member departs the Pentagon (in Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1 -31 July, returns TDY en route to Ft. Belvoir 5-15 August, and then signs in PCS to Ft. Polk on 31 August. The member is authorized per diem while at Ft. Belvoir (near old PDS) 5-15 August. If the member had departed on 15 June but performed TDY at Ft. Belvoir first, no per diem is payable for the TDY at Ft. Belvoir immediately after detachment if the member commuted from the permanent quarters occupied while stationed at the Pentagon (37 CG 669 (1958), B-138517, 27 February 1959, and B-161267, 30 August 1967).

NOTE: See par. U4102-D for TDY en route within the old and/or new PDS limits.

E. PCS Authorization/Order Canceled, Amended or Modified En Route

1. PCS Authorization/Order Canceled Returning Member to the Old PDS. If a PCS authorization/order is canceled, limited PCS allowances are authorized from the old PDS to the location at which cancellation notification was received and return to the old PDS. The amount payable is limited to travel from the old PDS, via any en route TDY locations, to the contemplated new PDS and return.

2. PCS Authorization/Order Amended or Modified to Name a New PDS or En Route TDY Station. If a PCS authorization/order is amended or modified naming another new PDS or en route TDY station(s), limited PCS allowances are authorized from the old PDS to the location at which the amended authorization/order was received to the last-named new PDS. The amount payable is limited to travel from the old PDS to the last-named new PDS via any en route or added en route TDY locations and the first-named new PDS.

c. An OCONUS location at which the PCS authorization/order states the member is scheduled to serve an accompanied tour immediately after completing the unaccompanied tour. The member must have sufficient obligated service to complete the unaccompanied tour and the subsequent accompanied tour. A dependent cannot be moved again at Government expense until a subsequent PCS authorization/order is issued or the member is selected to serve an IPCOT. A member moving a dependent to a designated place under par. U5222-C may move the dependent to the OCONUS PDS at personal expense. If the dependent is command-sponsored at the OCONUS PDS after arrival, they may be moved from that PDS at Government expense when a subsequent PCS authorization/order is issued.

5. **Reimbursement for Transoceanic Travel.** *Par. U5116-D, pertaining to a member's authorized transoceanic travel, also applies to reimbursement for authorized transoceanic travel performed by a dependent at personal expense.*

D. Ordered on a Dependent-restricted Tour, to Unusually Arduous Sea Duty, or to Duty under Unusual Circumstances

1. PCS on a Dependent-restricted Tour. When transferred by a PCS authorization/order on a dependent-restricted tour, a member may elect to move a dependent from the old PDS (or HOR/PLEAD based on the location if it is the member's first PCS on active duty) to a designated place in:

a. CONUS;

b. A non-foreign OCONUS area; if:

- (1) The member was a legal resident of that area before entering on active duty;
- (2) The member's spouse was a legal resident of that area at the time of marriage;
- (3) The member was called to active duty from that area;
- (4) It is the member's HOR; or
- (5) Authorized/approved through the Secretarial Process;

c. An OCONUS location at which the PCS authorization/order states the member is scheduled to serve an accompanied tour immediately after completing the dependent-restricted tour, or a tour falling under par. U5222-D2 or U5222-D3 below. The member must have sufficient obligated service to complete the dependent-restricted tour and either the tour falling under par. U5222-D2 or U5222-D3 below, or the subsequent accompanied tour; or

*d. An OCONUS location justified under unusual conditions or circumstances and authorized/approved by the Secretary Concerned. See par. U5350-C, second item for related HHG transportation.;

- (1) This authority may not be delegated below the Service headquarters that directs dependent travel and transportation policy and procedures;
- (2) For an Armed Forces' member, this authority may be used only to return a foreign-born dependent to the spouse's native country per DODI 1315.18, Procedures for Military Personnel Assignments at <http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf>;

(3) The Commandant of the Coast Guard (CG-12) may make an exception for a Coast Guard member; and

(4) *A dependent residing in the same country as the member cannot be command-sponsored, if moved there under this authority.*

2. Assignment to Unusually Arduous Sea Duty on a Specified Ship, Afloat Staff, or Unit. When a member is transferred by a PCS authorization/order to a ship, afloat staff, or afloat unit specified in writing through the Secretarial Process as involving unusually arduous sea duty, dependent travel and transportation allowances are authorized from the old PDS to the new PDS (except for a dependent-restricted tour) or to a designated place as specified in par. U5222-D1. A member is authorized dependent travel and transportation allowances under par. U5222-D when the old home port or PDS is identical to the new home port or PDS (57 Comp. Gen. 266 (1978)).

3. Assignment to a Ship or Afloat Staff Specified as Operating OCONUS for a Period of One Year or More. When a member is permanently assigned to a ship or afloat staff specified through the Secretarial Process as in an OCONUS area for a contemplated continuous period of 1 year or more on the date the ship or afloat staff is so specified, or the member is thereafter transferred by a PCS authorization/order to such ship or afloat staff, the member is authorized dependent travel and transportation allowances from the PDS to a designated place as specified in par. U5222-D1.

4. Subsequent Authorization. When a member is:

- a. Transferred by PCS authorization/order from a dependent-restricted tour to an area to which dependent travel is authorized;
- b. Transferred by PCS authorization/order from a specified ship, afloat staff, or afloat unit referred to in U5222-D2 or U5222-D3 except when serving a dependent-restricted tour at the new PDS (par. U5222-D1) or another specified ship, afloat staff, or afloat unit (par. U5222-D2 or U5222-D3);
- c. On permanent duty aboard a ship or on a staff referred to in par. U5222-D2 or U5222-D3 when such ship or staff is relieved from unusually arduous sea duty or the specified continuous overseas duty of 1 year or more; or
- d. On permanent duty on a dependent-restricted tour on the date the restriction against dependent travel to the member's PDS is removed;

except as provided in par. U5215-F, dependent travel and transportation allowances are authorized from the place the dependent is located on receipt of the PCS authorization/order involved in par. U5222-D4a or U5222-D4b or on the date of change of conditions in par. U5222-D4c or U5222-D4d, or from the place to which the dependent was moved at Government expense under par. U5222-D1 or U5222-D3, whichever results in the least reimbursement, to the member's PDS. Dependent travel and transportation allowances are authorized from the place to which the dependent was moved under par. U5222-D or from the home port for a ship, afloat staff, or afloat unit if the dependent is located there on receipt of the PCS authorization/order involved in U5222-D4b, to the new PDS. A member is authorized dependent travel and transportation allowances even though the home port of the old ship, afloat staff, or afloat unit specified under par. U5222-D2 or U5222-D3 and the new PDS are identical (57 Comp. Gen. 266 (1978)).

PART E: POV TRANSPORTATION AND STORAGE**SECTION 1: POV TRANSPORTATION****U5400 GENERAL**

- A. This Section prescribes POV transportation and associated allowances, including those for travel to and from designated POV loading/unloading ports/VPCs.
- B. *These allowances are discretionary.*
- C. POV transportation is authorized unless restricted by the AO or Service PCS-authorization/order regulations.
- D. See the SDDC website at: <http://www.sddc.army.mil/>, and "Shipping your POV" at: <http://www.sddc.army.mil/CONTENT/8808/DBCN8808.pdf> for other requirements related to transporting a POV.

U5405 ELIGIBILITY

- A. Initial Authorization. A POV (see APP A) may be authorized by a PCS authorization/order to be transported for the member's or dependents' personal use when:
1. Ordered to make a PCS to, from, or between OCONUS PDSs;
 2. A change in a ship's home port is authorized; or
 3. Any of the conditions in par. U5415, or the conditions in par. U5417, are met dealing with CONUS to CONUS transportation of a POV.

NOTE: An authorization/order authorizing a PCS to, from, or between OCONUS PDSs may authorize POV shipment even though the POV can be driven between the PDSs involved (e.g., a member PCSing from Germany to Italy may be authorized shipment of a POV).

- B. Related Shipment/Transportation. Once the POV transportation has been authorized, the related POV shipment/transportation to/from appropriate port/VPC is authorized.

U5410 TRANSPORTATION**A. Transportation Permitted**

1. From Old to New PDS. When POV transportation is authorized, one POV NTE 20 measurement tons may be transported from the POV port/VPC serving the old PDS or a POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS to the:
 - a. POV unloading port/VPC serving the new PDS;
 - b. POV unloading port/VPC serving another authorized place (see pars. U5410-B, U5455-A and U5455-B);

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- c. New PDS if authorized/approved by the Secretarial Process for those locations requiring approval; or
 - d. POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS.
2. To First PDS. For POV transportation to the first PDS, or to the POV unloading port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member.
 3. Upon Separation/Retirement. For POV transportation upon separation or retirement, the "new PDS" is the member's HOR/PLEAD, or authorized HOS under par. U5130-A1.
 4. For Member-Married-to-Member Couples. For combining POV shipping weight limits when husband and wife are members, see par. U5420-D.
 5. Restrictions. POV transportation must be denied when restricted, suspended, or prohibited (see par. U5420-B).

B. POV Transportation when Transportation to the New PDS Not Permitted

NOTE: For storage when POV transportation is not authorized to a foreign OCONUS PDS, see Chapter 5, Part E2.

1. General. If a member is not permitted transportation of a POV when ordered on a PCS to an OCONUS PDS because
 - a. POV transportation is not permitted to the new PDS;
 - b. The member serves a dependent restricted or unaccompanied tour and elects not to have a POV transported to the new PDS; or
 - c. The member elects not to have a POV transported to the new PDS when concurrent travel of dependents has been denied and dependents have moved to a designated place (see par. U5222-C3a); then

transportation of one POV, intended for the member's or dependents' use, is permitted from the designated POV loading port/VPC ordinarily serving the old PDS to the designated POV unloading port/VPC ordinarily serving:

- a. Any place in CONUS the member designates, if the old PDS is OCONUS;
- b. Alaska, Hawai'i, Puerto Rico, or any U.S. territory or possession, to which dependent transportation is authorized under Part C; or
- c. Any OCONUS location to which dependent transportation is authorized under par. U5222-D1c; or
- d. ***POV transportation to locations justified under par. U5222-D1d must be authorized/approved by the Secretarial Process.***

2. Subsequent Transportation. A member:

a. Serving a dependent restricted or unaccompanied tour at a PDS may, upon receipt of command-sponsorship of dependents at the PDS, be authorized transportation of a POV from the POV loading port/VPC serving the designated place to which dependents were previously moved to the POV unloading port/VPC serving the member's PDS.

b. Ordered on a PCS to a PDS to which POV transportation is permitted, or to which dependent transportation is authorized, may be authorized transportation of a POV from the POV loading port/VPC serving the place to which a POV was shipped under par. U5410-B1, to the POV unloading port/VPC serving the place to which the member is authorized to travel under a PCS authorization/order. ***NOTE: There is no authority for CONUS to CONUS POV transportation except as specifically authorized in par. U5415 or U5417, or ICW authorized POV storage in Chapter 5, Part E2.***

C. Replacement POV Transportation. When a POV, transported to an OCONUS area at Government expense, is no longer adequate for transportation needs, the Secretarial Process may permit transportation of a replacement POV. Such replacement may be permitted only if the:

1. POV being replaced has deteriorated due to severe climatic conditions or was lost through fire, theft, or similar cases; or

2. Member is serving consecutive OCONUS tours of duty and the POV being replaced has worn out due to age and normal deterioration (B-212338, 27 December 1983). A member may transport only one replacement POV during any 4-year period when the POV being transported replaces one that is worn out due to age and normal determination.

D. Reimbursement of Rental Vehicle Cost when a POV Arrives Late. ***This applies to PCS transportation.*** If the POV of a member or member's dependents, transported at Government expense for the member's and/or dependent's use, does not arrive at the authorized destination by the designated delivery date, the Secretary Concerned must have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed \$30 per day beginning the day a member first rents a motor vehicle after the designated required delivery date and runs for 7 days or until the date the member's POV is available for delivery to the member, whichever occurs first. ***NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the required deliver date. The maximum reimbursement is \$210.***

EXAMPLES

Required Delivery Date:		26 June
Member arrives at destination:		3 June
Member rents a vehicle:		3 June
Member receives notice POV arrived & ready for P/U:		22 June
Maximum Reimbursement Amount Authorized:		\$00.00
Required Delivery Date:		14 June
Member arrives at destination:		3 June
Member rents a vehicle:		15 June – 25 June
Member receives notice POV arrived & ready for P/U:		22 June
Maximum Reimbursement Amount Authorized:		\$210.00
(15-21 June – 7 days @ \$30 a day = \$210.00)		
Required Delivery Date:		2 June
Member arrives at destination:		21 May
Member rents a vehicle on:	5-6 June	
	11-14 June	
	28 June	
Member is notified vehicle is ready for P/U:		29 June
Member Reimbursement Amount Authorized:		\$210.00
(7 days vehicle rental @ \$30 a day = \$210.00)		
Required Delivery Date:		30 January
Member arrives at destination:		1 January
Member rents a car:		2 January
Member is notified vehicle is ready for P/U:		1 February
Maximum Reimbursement Amount Authorized:		\$60.00
(30-31 Jan – 2 Days @ \$30 a day = \$60.00)		
(Authorization does not start until after the RDD.)		

U5413 TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP

A. General. An eligible member, authorized POV transportation ICW a PCS, is authorized reimbursement for the POV delivery to a designated POV loading port/VPC and pick-up from a designated POV unloading port/VPC. The Service Concerned designates the ports, using par. U5435. No authorization exists under par. U5413-A when POV transportation to the new PDS is not permitted. See par. U5410-B. For POV transportation to the first PDS, or to the port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member. For POV transportation upon separation or retirement, the "new PDS" is the HOR or PLEAD, or the member's authorized HOS under par. U5130-A1. If dependents do not travel to/from the new/old PDS when delivering/picking-up a POV see pars. U5201-A, U5215, U5218 and U5222 for authorized PCS allowances.

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B. POV Delivery/Pick-up Separate from PCS Travel. When POV delivery/pick-up is separate from PCS travel, an eligible member is authorized round-trip transportation payment at the automobile mileage rate (see par. U2600) from the:

1. Old PDS to the designated POV loading port/VPC; and
2. Designated POV unloading port/VPC to the new PDS.

Travel time computed under par. U5160 is allowed for the round trips to deliver and pick-up a POV under par. U5413-B.

C. Concurrent POV Delivery Accomplished with Member's PCS Travel and No TDY En Route Involved

1. Delivery - Travel to Passenger Port via POV Loading Port/VPC. An eligible member and/or dependent(s) who travels via the POV loading port/VPC is authorized:

- a. PCS allowances for direct travel from the old PDS to the designated POV loading port/VPC; and
- b. Reimbursement for transportation (see pars. U3320, U3410, U3420 and U5105-C) from the POV loading port/VPC to the passenger port.

2. Delivery - Travel to POV Loading Port/VPC via Passenger Port. An eligible member, who travels from the old PDS to the passenger port to drop off dependents, then to the designated POV loading port/VPC, and then returns to the passenger port, is paid PCS allowances from the:

- a. Old PDS to the passenger port for self and dependents; and
- b. Passenger port to the designated POV loading port/VPC for self.

Reimbursement for travel back to the passenger port is not authorized.

D. POV Pick-up Accomplished as Part of Member's PCS Travel and No TDY En Route Involved. An eligible member and/or dependent(s) who travels via the vehicle port/VPC is authorized PCS allowances for direct travel from the passenger port to the designated POV unloading port/VPC and then to the new PDS.

E. POV Delivery or Pick-up from a Designated POV Port/VPC Accomplished as part of TDY En Route

1. POV Delivery to POV Port/VPC ICW TDY En Route. An eligible member who delivers a POV to a designated POV port/VPC ICW PCS travel with TDY en route, is authorized:

- a. MALT at the rate in par. U2605-B for the official distance from the old PDS to the TDY station(s) en route plus a per diem (see par. U5105-B2);
- b. MALT at the rate in par. U2605-B for the official distance from the TDY station to the designated POV port/VPC plus per diem (see par. U5105-B2); and
- c. PCS allowances for direct travel from the designated POV port/VPC to the passenger port.

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NOTE: When a dependent accompanies the member and/or delivers the POV to the designated POV port/VPC, the travel and transportation allowances for the dependent are computed using par. U5220. If a dependent delivers the POV to the designated POV port/VPC without traveling to the TDY en route location, see par. U5413-C for dependent travel and transportation allowances.

2. POV Pick-up from POV Port/VPC ICW TDY En Route. An eligible member who picks up a POV from a designated POV port/VPC ICW PCS travel to an en route TDY station, is authorized:

- a. PCS allowances for direct travel from the passenger port to the designated POV port/VPC;
- b. MALT at the rate in par. U2605-B for the official distance from the designated POV port/VPC to the TDY station; plus a per diem for the member at the rates prescribed in par. U5105-B2; and
- c. MALT at the rate in par. U2605-B for the official distance from the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. U5105-B2.

NOTE: When a dependent accompanies the member and/or picks up a POV from the designated POV port/VPC, the travel and transportation allowances for the dependent is computed using par. U5220. If a dependent picks up the POV from the designated POV port/VPC without traveling to the TDY en route location see par. U5413-D for dependent travel and transportation allowances.

U5414 POV TRANSPORTATION TO/FROM AN OCONUS PDS

A. Transportation of a POV from Old to New PDS Incident to a Unit Move Involving an OCONUS PDS. An eligible member of a unit ordered on PCS to, from, or between OCONUS PDSs, may be provided transportation of a POV from the unit's old PDS to the designated POV VPC/loading port, and from the designated POV VPC/unloading port to the new PDS.

B. Transportation of a POV between OCONUS Port/VPC and OCONUS PDS. An eligible member ordered on a PCS to, from, or between OCONUS PDSs, may be provided transportation of a POV between the OCONUS PDS and the OCONUS port/VPC when the Secretarial Process authorizes/approves such transportation based on a determination that:

1. A travel hazard exists between the port/VPC and PDS;
2. The member is physically unable to drive between the port/VPC and PDS; or
3. The conditions of the member's authorization/order or assignment are such that it is prudent for overland transportation to be provided.

Example 1: The member is assigned to a sensitive position at a new OCONUS PDS. The POV is at the unloading port/VPC. It is determined prudent to have the POV transported to the PDS.

Example 2: The member is assigned to an OCONUS country. That country's government requires the member to remain inside the country. The member cannot travel to the unloading port/VPC in another country to pick up the POV. Transportation to the PDS is authorized.

U5415 POV TRANSPORTATION WITHIN CONUS INCIDENT TO A PCS WHEN THE MEMBER IS UNABLE TO DRIVE THE VEHICLE

An eligible member ordered on a PCS between CONUS PDSs may be authorized transportation of one POV from the old CONUS PDS to new CONUS PDS when:

1. The member is physically unable to drive, or
2. There is insufficient time (see par. U5160) for the member to drive and report to the new PDS as ordered.

NOTE: *A dependent's inability to drive does not satisfy this criterion.*

U5417 POV TRANSPORTATION WITHIN CONUS INCIDENT TO A PCS WHEN POV TRANSPORTATION IS ADVANTAGEOUS AND COST-EFFECTIVE TO THE GOVERNMENT**A. General**

1. An eligible member, who has dependents who are also relocating incident to the PCS, ordered on a PCS between CONUS PDSs may have POV transportation authorized for one POV from the old CONUS PDS to the new CONUS PDS when it is advantageous ***and cost-effective to the Government*** and provided that the:

- a. Member and/or eligible dependent(s) own more than one POV to be relocated to the new PDS;
- b. Member and dependents then travel at one time in one POC;
- c. Cost of shipment and commercial transportation of the POV to be shipped does not exceed the cost of 'MALT-Plus' for driving two POCs to the new PDS. See example below in par. U5417-D.; ***and***
- d. Member is financially responsible for all excess costs/additional expenses associated with POV transportation. ***NOTE: If the cost of transporting the POV exceeds the reimbursement limitation (see par. U5417-D) the member is financially responsible for the cost difference to enable the POV to be transported.***

2. ***MALT and cost reimbursement are separately authorized for driving the second vehicle.***

B. **Member Has More than Two Vehicles.** Driving a third (or subsequent) vehicle (when already driving a vehicle and transporting a vehicle) requires authorization/approval to drive the third (or subsequent) vehicle if reimbursement for its use is desired. See par. U5015-B.

C. Restrictions

1. A member must not be authorized POV transportation at Government expense if the member has:
 - a. No dependents,
 - b. No dependents *eligible* for transportation at Government expense, or
 - c. No dependents being relocated incident to the PCS.
2. A member who is authorized POV transportation is not authorized commercial travel at Government expense for the member or dependents in conjunction with the PCS.
3. *The member must personally procure all POV transportation. Government-procured transportation is not authorized.*
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.

Step 1				
Member, Spouse, and 2 Children, Perform Concurrent Travel in One POC				
	Per Diem		MALT	Total
Member	\$109/day x 8 days (\$872)	+	\$.19/mi x 2,666 mi (\$506.54) =	*\$1,378.54
Spouse	\$81.75/day x 8 days (\$654) = (75% of the Member's Per Diem)			\$ 654.00
1st Child	\$81.75/day x 8 days (\$654) = (75% of the Member's Per Diem)			\$ 654.00
2nd Child	\$81.75/day x 8 days (\$654) = (75% of the Member's Per Diem)			\$ 654.00
Total				\$3,340.54

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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.

Step 2				
Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs				
	Per Diem		MALT	Total
Member	\$109/day x 8 days (\$872)	+	\$.19/mi x 2,666 mi (\$506.54) =	*\$1,378.54
Spouse	\$109/day x 8 days (\$872)	+	\$.19/mi x 2,666 mi (\$506.54) =	*\$1,378.54
1st Child	\$81.75/day x 8 days (\$654) =			\$ 654.00
2nd Child	\$81.75/day x 8 days (\$654) =			\$ 654.00
Total				*\$4,065.08

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.

*Step 3	
Reimbursement Limitation to Drive One POC and Transport One POC	
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 (\$4,065.08) <i>minus</i> the cost of the member, spouse and 2 children, performing concurrent travel in 1 POC (\$3,340.54). 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 \$4,065.08 (Step 2) - \$3,340.54 (Step 1) =	*\$724.54
3. Total out-of-pocket expense for the member to 'drive one & ship one' is \$1,500 – \$724.54 =	*\$775.46

U5420 TRANSPORTATION RESTRICTIONS**A. POV Purchased in a Non-foreign OCONUS Area**

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 authorization/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.

U5435 PORTS/VPCS USED

A. Designation of Ports. The Service concerned designates ports/VPCs to be used for loading and unloading POVs transported under this Part.

B. Alternate Ports/VPCs

1. Transportation may be between ports/VPCs other than the designated ports/VPCs (i.e., between alternate ports/VPCs), provided the member reimburses the Government for any excess cost involved.
2. An alternate port/VPC should be in the same country as the designated port/VPC, unless an alternate port/VPC in a different country is authorized/approved by the Secretarial Process.
3. Secretarial Process authorization/approval is not required to select an alternate CONUS port/VPC from which to transport a POV even if the primary port/VPC is OCONUS.

C. Transshipment from a Designated Port/VPC. A POV transported from an OCONUS port/VPC to the designated CONUS port/VPC, may be transshipped to another CONUS port/VPC if:

1. The PCS authorization/order is amended or modified before the member takes delivery of the POV at the designated POV unloading port/VPC;
2. Transshipment is authorized by the Secretarial Process;
3. The member agrees to reimburse the Government for the transshipment cost; or
4. Direct ocean service is not available from the designated POV loading port/VPC to the designated POV unloading port/VPC in a reasonable amount of time after delivery of the POV.

U5440 FACTORS AFFECTING POV TRANSPORTATION**A. POV Transportation May Be Deferred.** An eligible member electing not to transport a POV at Government expense may, upon assignment to a new PDS to which a transportation authorization exists, transport the POV from the POV loading port/VPC serving the:

1. PDS from which the member elected not to use the POV transportation authorization, to the POV unloading port/VPC serving the new PDS; or
2. Present PDS to the POV unloading port/VPC serving the new PDS;

whichever provides the greater authorization.

NOTE: The member is not authorized CONUS to CONUS POV transportation except as specifically authorized in par. U5415, (if applicable see par. U5410-A), par. U5417, or ICW authorized POV storage in Chapter 5, Part E2.

B. Error. A POV, transported by the Government to a wrong destination, must be reshipped or transshipped to the proper destination at Government expense.

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

C. Authorization/Order Amended, Modified, Canceled or Revoked. A POV transported after receipt of a PCS authorization/order may be reshipped or transshipped to the proper destination, including the old PDS, at Government expense if the PCS authorization/order is later amended, modified, canceled, or revoked.

D. Transportation before an Authorization/Order Is Issued. POV transportation is permitted (see pars. U5710-A and U5420-B), before a PCS authorization/order is issued to an eligible member, provided the request is supported by a:

1. Statement from the PCS AO or the designated representative that the member was advised before the PCS authorization/order was issued that the PCS authorization/order would be issued;
2. Written agreement signed by the applicant to remit the entire cost of transportation if a PCS authorization/order to authorize transportation is not issued later;
3. Written agreement signed by the applicant to pay any additional costs for transshipment of the POV to another port required because the new PDS named in the authorization/order is different than that named in the statement required in par. U5440-D1.

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

U5445 EXCESS COST COLLECTION

Excess transportation costs, incurred by the Government must be collected (see par. U1010-B9). This provision is not applicable to POV transportation aboard oceangoing car ferries.

U5455 POV TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES**A. Official and Personal Situations**

1. Dependents Do Not Perform Authorized Travel to the OCONUS PDS. A member with dependents:

- a. Ordered on PCS to an OCONUS PDS; and
- b. Who, in anticipation of the dependents accompanying or joining, transports a POV to the OCONUS PDS;

may be provided advance return transportation of the POV if, for reasons beyond the member's control, the dependents do not join the member. The Secretarial Process may authorize/approve the transportation when it is determined the return transportation is in the best interest of the member, or dependents, and the U.S. (65 Comp. Gen. 520 (1986)).

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

2. Authorization on Next PCS. *A member who has transported a POV under par. U5455-A1 has no further POV transportation authorization on the PCS from that PDS.*

3. Disciplinary Action Taken against Member Stationed OCONUS, or a Member Discharged under other than Honorable Conditions or Sentenced to Confinement with or without Discharge when No Dependent Travel Is Involved from OCONUS. A member whose PDS is OCONUS, and who is not authorized transportation of a POV ICW early return of dependents because dependents are not returned to CONUS under par. U5900-D2h (that is, the member has no dependents, dependents returned at personal expense without an authorization/order, dependents are not returning to CONUS, etc.), is authorized, and an authorization/order may be issued providing for transportation of a POV to the designated POV unloading port/VPC serving the member's HOR or PLEAD when the conditions in par. U5900-D2h, apply.

B. Member Reassigned from OCONUS PDS to which Dependent Travel Is Authorized to an OCONUS PDS to which Dependents' Travel Is Not Authorized before the POV Is Transported from a CONUS VPC/Port. When a member, on PCS from a CONUS PDS to an OCONUS PDS to which transportation of a POV is authorized, has:

1. Delivered a POV to a designated CONUS POV loading port/VPC for transportation to the OCONUS PDS; and
2. After reporting for duty at that PDS, but before the POV is transported from CONUS, is reassigned on PCS to another OCONUS PDS to which transportation of a POV is not authorized;

transportation is authorized to the CONUS POV unloading port/VPC ordinarily serving the CONUS designated place.

C. Incident to Alert Notice. A member, authorized dependents' transportation under par. U5240-D, is authorized POV transportation under par. U5410-B.

D. PDS Evacuation. See pars. U6008 and U6057.

E. Member Officially Reported as Dead, Injured, Ill, Absent for more than 29 Days in a Missing Status, or upon Death

1. POV Transportation at Government Expense

a. General. When a member on active duty is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status, two of the member's POVs may be transported at Government expense (including required overland transportation) to:

- (1) The member's HOR;
- (2) The dependents' residence;
- (3) Next of kin, or other person authorized to receive custody of personal effects; or
- (4) Such other place(s) as determined IAW Service regulations.

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- b. POV Destination. Both POVs must be transported to the same destination.
- c. POV Weight Restriction. *The 20 measurement ton per vehicle restriction does not apply to par. U5455-E.*
- d. Member Injured or Ill. If a member is reported injured or ill, the allowances provided by par. U5455-E are authorized only when a prolonged (140 or more days) hospitalization period or treatment is anticipated as shown by a statement accepted by the Service concerned as being from competent authority at the receiving hospital.

NOTE: Both POVs must be transported to the same destination.

2. POV Transported by Other than the Government

- a. In lieu of having the Government transport the POV(s), the member, the dependent, next-of-kin, any other person authorized to receive custody of the POV(s), or someone designated by one of these may:
 - (1) Drive the POV(s) to the authorized destination (in which case reimbursement of necessary expenses such as fuel; oil; parking fees; ferry fares; and road, bridge, and tunnel tolls – **but not a mileage payment** - is authorized); or
 - (2) Arrange transportation of the POV(s) and receive reimbursement.

NOTE: Both POVs must be driven/transported to the same destination.

- b. The total reimbursement cannot exceed the cost that would have been incurred had the Government transported/stored the POV(s). See Service claims regulations for Government damage liability when the POV is driven.
- c. Reimbursement is also limited to the cost of over water and overland transportation between the authorized points or locations between which the POV is actually transported, whichever is less.

3. Reimbursement of Rental Vehicle Cost when a POV(s) Arrives Late. If the POV(s) of the member (or dependent), transported at Government expense, does/do not arrive at the authorized destination by the designated delivery date, the provisions in par. U5410-D apply. If two POVs are transported at Government expense, no reimbursement is paid unless **both POVs do not arrive** at the authorized destination by the designated delivery date(s).

4. Storage

- a. Non-temporary Storage. If the person authorized to receive custody of the POV(s):
 - (1) Is not known;
 - (2) Is subject to litigation; or
 - (3) If known, has not yet been located and notified to take custody of the POV(s);

the POV(s) may be stored at Government expense until such time as proper disposition can be made.

b. Storage in Transit (SIT). SIT of one or both POV(s) may be authorized/approved (using the provisions of par. U5375) provided the POV(s) is/are turned over for transportation within the time limits in par. U5372-B3. *SIT in excess of 180 days in such cases is the financial responsibility of the person for whom the shipment is being made.*

c. Size Restriction. *The SDDC storage contract maximum standard size restriction does not apply.*

5. Additional Moves

a. Status Change. A POV transported under par. U5455-E1 may again be moved under par. U5455-E1 when official notice is received that the member's status has changed from one to another of those listed in par. U5455-E1.

b. No Status Change - Member Reported as Missing for more than 1 Year. One or both POV(s) transported under par. U5455-E1 may again be transported under par. U5455-E1 when the member has been officially reported as absent for a period of more than 1 year in a missing status and the Secretarial Process determines that the circumstances in the individual case justify an additional move.

F. POV Transportation for Dependents Relocating for Personal Safety. See par. U5205.

U5456 TRANSPORTATION INCIDENT TO DIVORCE

When a member has POV transportation authorized by a PCS authorization/order, and a POV has been legally awarded to the member's ex-spouse incident to their divorce, the member may have one final transportation of that POV to a destination IAW the procedures prescribed in Chapter 5, Part E1. This applies to those cases not coming under par. U5455-A, and is subject to the member's written request and agreement to pay any excess costs involved (61 Comp. Gen. 180 (1981)). *Transportation under par. U5456 exhausts the authorization for transportation of a POV under the member's PCS authorization/order.*

U5457 TIME LIMITATION FOR TRANSPORTATION OF A POV

A. Incident to Separation from Service or Relief from Active Duty. Transportation of a POV for an eligible member must be initiated within 180 days following separation from the Service or relief from active duty. Initiation of transportation means turning the POV into the designated POV loading port for transportation before the 181st day following separation from the Service or relief from active duty. This time limit may be extended by the Secretarial Process. A time extension must be for a specific additional time period. A time extension must, based on the facts and circumstances in the individual case, be a finding that having the POV transported within that initial time frame would be a hardship for the member.

NOTE: See par. U5012-I for restrictions to time limit extensions.

B. Incident to Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay. Transportation of a POV for an eligible member must be initiated within 1 year following the member's active service termination. Initiation of transportation means turning the POV into the designated POV loading port for transportation before 1 year expires following active service termination. This time limit may be extended by the Secretarial Process. A time extension may be authorized/approved for a member undergoing hospitalization, medical treatment, education or training, or in other deserving cases (see the provisions of pars. U5365-D, U5365-E, and U5365-F).

NOTE: See par. U5012-I for restrictions to time limit extensions.

C. Incident to PCS. Unless otherwise prescribed in this Volume or in Service Regulations, transportation of a POV for an eligible member may be initiated any time while the PCS authorization/order remains in effect and prior to receipt of another PCS authorization/order, as long as the POV transportation is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, 22 July 1975).

U5460 CARE AND STORAGE

The Government's responsibility begins when the POV is accepted for transportation and continues until the POV is delivered to the member at the destination, or when the POV is delivered to a commercial warehouse. If the POV is not claimed within a reasonable time after notification of arrival is given, as determined by the port commander, it may be placed in commercial storage at the member's expense.

U5461 RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOVERNMENT EXPENSE ARRIVES LATE

This applies to Government-authorized movement of a POV for a member or the member's dependents under unusual or emergency circumstances, and various other situations that may not be directly related to a PCS. If the motor vehicle of a member (or dependent), transported at Government expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary Concerned must have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed \$30 per day beginning the day a member first rents a motor vehicle after the designated (required) delivery date and runs for 7 days or until the date the member's motor vehicle is available for delivery to the member, whichever occurs first.

NOTE: *A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the authorized (required) delivery date. The maximum reimbursement is \$210. See Examples in par. U5410-D.*

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U7175	MUSTER DUTY ALLOWANCE FOR 'READY RESERVE' RESERVE COMPONENT MEMBER
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- U7326 ALLOWABLE EXPENSES**
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- A. General
- B. Applicability
- C. Transportation
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- A. General
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- 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
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- A. General
- B. Medical Care
- C. Maximum Allowances that May Be Paid
- D. Travel Authorization/Order

3. Alternate Destination(s). A destination location, or multiple destination locations, (in lieu of the authorized destination listed in APP S) a member selects. Travel to and from the alternate destination(s) is official travel, and therefore contract city-pair airfares *may* be available for use. ***If the member travels to a more expensive alternate destination city-pair airfares are not authorized to the alternate destination.***

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

Example 1	
A member's PDS is in Bahrain and the authorized destination is Frankfurt, Germany.	
There is no city-pair airfare to Frankfurt, Germany.	
The policy-constructed airfare (see APP A) (incorporating some city-pair airfare connections) is \$1,200.	
The member desires to utilize FEML to Boston, MA.	
City-pair airfare to Boston:	\$1,400
Policy-constructed airfare to Boston:	\$1,600
Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany the city-pair airfare may not be used to Boston. The member is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400).	

Example 2	
A member's PDS is in Brazil and the authorized destination is Miami, FL.	
City pair trip cost:	\$980
The member desires to utilize FEML to St. Louis, MO.	
City-pair airfare to St. Louis is:	\$840
Since travel to St. Louis, MO, is less expensive than travel to the Miami FL, the member is authorized city-pair airfare to St. Louis (\$840) NTE the \$980 cost to Miami.	

4. Location Designation/Recertification

a. Designating Authorities. The following are designating authorities for FEML locations/destinations:

- (1) DOD Services: USD (P&R);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Office of the Assistant Secretary for Health (OSG, DCP); and
- (4) U.S. Coast Guard: Commandant (CG-12), U.S. Coast Guard.

b. Designation Requests. DOD Services forward designation requests through Combatant Command channels to USD (P&R) IAW DODI 1327.6 (Leave and Liberty Procedures). Guidance on re-certification of FEML location/destination designations is in DODI 1327.6.

c. Recertification Requests. Forward recertification requests through Combatant Command channels to reach USD (P&R) ***before*** the indicated recertification date shown in APP S.

E. Transportation

1. Member/Dependent. The member and dependent may travel together or independently.
2. Restrictions. A member/dependent(s) taking a FEML trip:
 - a. Must use military air transportation on a space available basis if reasonably available to the authorized/ alternate destination, or
 - b. May use commercial air transportation if military air transportation is not reasonably available, and
 - c. May not use cruise or tour packages.

NOTE: Commanders must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the member) that affect scheduling FEML.

3. Procurement. The Government or the member may purchase commercial air transportation. See par. U3120.

4. Reimbursement

- a. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal may be reimbursed. *See par. U3320, and Chapter 3, Part E.*
- b. Reimbursement for transportation to alternate destination(s) cannot exceed the cost of Government-procured transportation between a member's FEML PDS and the authorized destination plus the cost of ground transportation as noted in a. above.

5. Transportation Funded by a Host Government. *If a member/dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for a FEML trip.*

F. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for FEML.*

U7210 CONVALESCENT LEAVE TRANSPORTATION (37 USC §411a)

*A. Authority. A member is authorized transportation allowances (*no per diem*) for one trip when traveling for convalescent leave for illness/injury incurred while eligible for hostile fire pay under 37 USC §310 from the:

- *1. CONUS medical treatment place to a place selected by the member and authorized/approved by the Secretarial Process, and
- *2. Member-selected place to any medical treatment place.

NOTE: Additional trips, if deemed necessary by the attending physician, may be authorized through the Secretarial Process.

B. Transportation Allowances. A member performing travel under par. U7210-A may select:

1. Transportation-in-kind;
- *2. Commercial transportation cost reimbursement when the member travels at personal expense (see Chapter 3, Part B), ***NOTE: IAW par. U3120-A1, it is mandatory policy that a member uses an available CTO/TMC to arrange official travel, including transportation and rental cars, except when authorized IAW par. U3110; or***
3. The TDY automobile mileage rate for the official distance.

NOTE: Government/Government-procured transportation must be furnished and used to the maximum extent practicable.

*C. Restrictions. *Per diem, meal tickets, and meals and lodging reimbursement are not authorized for convalescent leave travel.*

U7215 SHIP RELOCATED DURING AUTHORIZED ABSENCE

A. Authorized Allowances. A member is authorized travel and transportation allowances for a portion of return travel to the assigned ship that relocates during an absence on authorized leave or liberty (pass), but only if the member is not notified of the relocation before departure on leave or liberty (pass). ***Exception: A member who departed the ship on emergency leave while the ship was in its home port is authorized allowances under par. U7215 even if the member knew of the ship's relocation before departing on emergency leave.***

B. Limitation. A member is authorized travel and transportation allowances for the additional cost, if any, to return to a ship's new location over that required to return to its old location. Reimbursement is limited to the additional cost and may not exceed the transportation cost between the ship's old and new locations.

C. Reimbursement. Travel and transportation allowances are the same as if traveling on TDY. If return to a relocated ship requires transoceanic travel, transportation-in-kind is authorized for the travel. The Government/Government-procured transportation financial obligation is limited to the transportation cost between the ship's old and new locations. The member is financially responsible for any additional cost. ***If, when the member travels back to the ship, the transportation cost exceeds the transportation cost between the ship's old and new locations, city-pair fares are not authorized for use.***

U7220 RECALL FROM LEAVE

A. Member's Responsibility. Except as prescribed in par. U7220-B a member en route to or at a leave location, who is ordered to return to a duty station (permanent or TDY) for duty, must bear the cost of returning. If leave is interrupted for TDY away from the PDS, see par. U4105-F.

B. Recall for Operational Reasons

1. Authorization. An eligible member is authorized TDY per diem, transportation, and reimbursable expenses (computed as if returning to a PDS from TDY) for travel:

- a. Beginning the day they depart from the leave location or place they receive an authorization/order canceling leave, and ending on the arrival day at the duty station; and
- b. If authorized to resume leave, beginning the day they depart from the duty station, and ending on the arrival day at a leave location no farther distant from the duty station than the place they received the authorization/order canceling leave.

No per diem accrues for duty at the PDS.

2. Eligible Member. An eligible member is one who departs from a PDS or TDY station on authorized leave and are recalled to the same duty station because of:

- a. Actual contingency or emergency war operations, or
- b. An urgent, unforeseen circumstance (and the authorized leave is for 5 or more days):
 - (1) Within 24 hours of departure, or
 - (2) More than 24 hours after departure, if the commanding officer authorizes/approves after determining that:
 - (a) A substantial portion of the scheduled leave period has been eliminated by the recall, or
 - (b) The purpose of the leave has been defeated (60 Comp. Gen. 648 (1981)).

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

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

Effective 21 May 2008

***NOTE:** *Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.*

*A. General. Under the authority in 10 USC §1051a, the Secretary of Defense may authorize travel (per diem/AEA), transportation, and miscellaneous expenses listed in APP G required for the performance of duties by a liaison officer of a developing country involved in a military operation with the United States while the liaison officer is assigned temporarily to the headquarters of a United States combatant command, component command, or subordinate operational command ICW the planning for, or conduct of, a military operation. The Secretary of Defense may authorize payment of the above-described allowances for a liaison officer of a developing country ICW the assignment of that officer to the headquarters of a combatant command if the assignment is requested by that combatant command commander. To the extent determined appropriate, the Secretary of Defense may authorize the allowances with or without reimbursement from (or on behalf of) the recipients.

*B. Medical Care. Round-trip transportation expenses (no per diem or mileage) may be authorized for a liaison officer described in par. U7980-A if the combatant command commander directs round-trip travel from the assigned headquarters to one or more locations for medical care at a non-military facility if:

- *1. Adequate medical care is not available to the liaison officer at a local military medical treatment facility;
- *2. The Secretary of Defense determines that payment of such medical expenses is necessary and in the best interest of the United States; and
- *3. Medical care is not otherwise available to the liaison officer pursuant to any treaty or other international agreement.

*C. Maximum Allowances that May Be Paid. Allowances authorized to be paid under pars. U7980-A and U7980-B may not, in the case of any individual, exceed the amount that would be paid to a member of the United States armed forces (of a comparable grade) for authorized travel of a similar nature.

*D. Travel Authorization/Order. A travel authorization/order issued under an individual Service's regulations is to be used for authorizing the allowances under this Part. See par. U1010-B.

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E. Termination. The increased allowance is paid through the day before the next regular rate change effective date for the area at which time the new regular BAH rate applies. There is no rate protection of temporary increased rates. The following examples reflect how changes during the temporary rate increase period affect the BAH paid. If a member receiving a temporary BAH rate increase:

1. Is Promoted. The member must certify that housing costs exceed the regular BAH rate for the higher grade, otherwise change to the regular BAH rate for the higher grade.
2. Is Demoted. The member must certify that housing costs exceed the regular BAH rate for the lower grade, otherwise change to the regular BAH rate for the lower grade.
3. Has a Dependency Change. The member must recertify housing costs for purposes of comparing applicable rates.

F. Locations. Any locations that a temporary BAH rate increase is approved are listed below:

1. No Locations at this Time

U10020 OHA - GENERAL

NOTES:

**1. The OHA program is designed to help offset housing expenses for a member and/or dependent at the assigned overseas location. The reported housing must be the actual residence that the member occupies and from which the member commutes to and from work on a daily basis. If a member is assigned on an unaccompanied tour or has a Secretarial waiver and is authorized OHA for a dependent who lives separately, the reported housing must be the actual residence that the member's dependent occupies.*

**2. OHA is not intended, and must not be allowed to be used, for the personal enrichment of a member by including costs incurred for procuring/adapting a residence to accommodate renters or for vacation purposes.*

**3. OHA is intended to assist in paying for private sector leased/owned housing for a member and/or a member's dependent.*

**4. Disciplinary action addressed in par. U1055 applies when housing allowances are used for other than the purpose intended.*

A. Purpose. OHA is authorized to assist a member in defraying the housing costs incurred incident to assignment to a PDS outside the U.S. Every member authorized to live in private sector leased/owned housing is authorized OHA, provided an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) is completed by the member and approved by the senior officer of the Uniformed Services in the country concerned, or the individuals or offices designated for that purpose by the senior officer. See APP M, Part III for responsibilities of the Overseas Command/Commander, Senior Officer and Country Allowance Coordinator. There are two types of housing allowances paid under the OHA:

1. An up-front, lump-sum MIHA for those who qualify (see par. U10026 and APP N for rules and information), and

2. A monthly OHA including a utility/recurring maintenance allowance.

The location MIHA is based on the average “move-in” costs for members. The monthly OHA is the rent, up to the rental allowance at a PDS, plus the utility/recurring maintenance allowance.

B. OHA and ‘MALT-Plus’. OHA is not payable on the arrival day when ‘MALT-Plus’ diem is paid.

C. Allowances Payable. The amount of OHA payable is determined as shown in APP K, unless a special determination jointly issued by the Secretary Concerned and the PDTATAC Chair authorizes a different rate due to special circumstances. OHA rates are based on a member’s PDS except as indicated in Part E or par. U10400-B or U10402-B.

D. OHA Calculation. OHA is calculated by comparing the member’s monthly rent to the prescribed locality rental allowance, selecting the lesser of the two, and then adding the appropriate utility/recurring maintenance allowance. MIHA is paid at the start of the OHA. For detail computation procedures, see APP K.

U10022 OHA DETERMINING MONTHLY RENT

A. General. Monthly rent is the amount paid per month by a member for possession and use of private sector housing. (The term “private sector housing” includes a mobile home or boat.) The rent stated in the lease or as otherwise agreed to by the landlord and the tenant in a written document must be used in computing the OHA. The cost of a separate lease for parking at/in the vicinity of the private sector housing also should be added to the member’s dwelling lease amount in determining the member’s total rental amount. ***The cost of parking at the place of duty is not included in rent.*** The following rules apply for determining rent.

1. A recurring condominium or homeowner association fee, paid by the member, is prorated to a monthly charge and incorporated into the member’s rent.
2. See par. U10022-C for a member-owned dwelling place.
3. A sharer’s monthly rent is determined by dividing the total monthly rent by the number of sharers occupying the dwelling.
4. ***In an arrangement by which a member pays rent in advance and the landlord agrees to reimburse the member all or substantially all of the rental money at the end of the lease agreement, the amount of rent used in computing a member’s OHA is zero.***
5. Re-compute OHA if/when the rent changes.

B. Sharers. See ***NOTE*** below. A sharer is authorized up to the maximum rental allowance set for a member-without-dependents unless accompanied by one or more dependents. A sharer accompanied by dependent(s) is authorized up to the maximum rental allowance set for a member-with-dependents. Compute the OHA to which each sharer is authorized by adding the:

1. Sharer’s prorated share of the rent paid or the maximum rental established for the sharer’s grade and locality, whichever is less, plus

2. Prorated monthly Utility/Recurring Maintenance Allowance.

A member authorized MIHA (see par. U10026 and APP N for specific rules) receives a full rather than prorated “Miscellaneous” allowance. **Only one sharer may claim reimbursement for any individual rent or security-related expense.**

NOTE: A renter living in a completely separate unit of an owner-owned multiplex dwelling as described in par. U10022-C4 is not a “sharer”, and OHA is determined as if the renter occupied an unattached unit.

C. Private Sector Housing Owned

1. Divide the actual purchase price (not an appraised value, the actual purchase price) of the private sector housing by 120 to derive the monthly “rent” for a member-owned private sector dwelling. ***Settlement costs, fees for title search, other legal and related costs are not included in determining the actual purchase price.***

NOTE: For a member in the Azores who purchased a home on/after 1 January 1999, divide the purchase price by 24.

2. The amount of any personal installment type loans and real estate equity loans obtained for renovating, or repairing the current dwelling place are added to the actual purchase price before determining the rent.

a. Definitions:

(1) Renovating: Restoring to a previous condition, as by remodeling.

(2) Repairing: Restoring to sound condition after damage or injury. Fixing, setting right, renewing or refreshing.

b. ***A loan used to furnish or decorate the home (including such things as addition of a Jacuzzi or pool to a home purchased without such an amenity) or a loan for personal reasons, or credit card or line of credit loan must not be used.***

c. To determine the monthly OHA rental equivalency when adding a loan as described in par. U10102-C2a, add the loan amount to the original mortgage amount, divide the new total by 120 (24 for the Azores), and the new ‘rental equivalency’ ***starts from the loan start date.***

d. The Service concerned must adjudicate loans for purposes not specified above. The request with all documentation should be submitted by the member’s command to:

(1) Army - Through appropriate command channels to: HQDA (DAPE-PRC), 300 Army Pentagon, Washington, DC 20310-0300;

(2) Navy - Through appropriate command channels to: Deputy Chief of Naval Operations (M&P); Washington Staff/Chief of Naval Personnel (N-130E), 2 Navy Annex, Washington, DC 20350-2000;

(3) Marine Corps - Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5143;

(4) Air Force - Through appropriate command channels to: HQ USAF/A1SF, 201 12 Street, Suite 411D, Arlington, VA 22202-5406;

(5) Coast Guard - Directly to: Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street, SW, Washington, DC 20593-0001;

(6) NOAA Corps - Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333;

(7) U.S. Public Health Service - Directly to: Office of Commissioned Corps Force Management, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061

3. If a member (or the member's dependent) inherits a dwelling or residence or otherwise receives it without purchasing it, the purchase price of the dwelling or residence is \$0. In this case, the member is authorized to receive the utility/recurring maintenance allowance.

NOTE: If a member obtains a mortgage on the inherited dwelling or residence specifically i.e., for home improvements or takes out a loan to pay inheritance taxes on the residence or dwelling, the cost of the mortgage or loan may be used as an OHA housing cost.

4. If the dwelling is a member-owned multiplex unit, the allowance claimed is based on the multiplex unit's square footage percentage occupied by the member and dependent, times the same percent of the purchase price divided by 120. If the member and dependent live in 1,200 square feet (40%) of a 3,000 total square feet multiplex unit, and the total purchase price of the multiplex unit is \$300,000, divide the multiplex unit actual purchase price by 120 to derive the monthly 'rent' for the multiplex unit which is \$2,500. \$1,000 (40% of \$2,500) may be claimed for OHA. Renters of other units within the multiplex unit are not 'sharers'.

5. If the member-owned dwelling place is a mobile home or boat, the monthly lot rental or berthing fee paid is added to this amount.

D. Maximum Rental Allowance. The maximum amount of monthly rent considered in computing the amount of OHA payable is contained in <http://perdiem.hqda.pentagon.mil/perdiem/allooha.html>.

U10024 OHA UTILITY/RECURRING MAINTENANCE ALLOWANCE

A. Monthly Allowance

1. The utility/recurring maintenance allowance for each OHA locality is found in the OHA locality tables at <http://perdiem.hqda.pentagon.mil/perdiem/allooha.html> and is based on member (with-dependent) reported expenses of members who pay all or a majority of their utilities,

2. Covers the utility costs for 80 percent of the members assigned to an area,
3. Is paid to sharers (see par. U10000-A) on a pro rated amount of the net allowance,
4. Is paid to a member 'without dependent' (who *is not* a sharer) at 75 percent of the 'with-dependent' rate, and
5. Is eliminated or paid on a percentage basis if all, or part, of the utilities are included in rent.

B. Rent Includes All, No, or Some Utilities

1. When rent does not include utilities or the member is a homeowner, the member is authorized the utility/recurring maintenance allowance in par. U10024-A above.
2. When rent includes all utilities, a member is not authorized the utility/recurring maintenance allowance. However, the appropriate utility/recurring maintenance allowance in par. U10024-A above is added to the member's rental allowance when computing the OHA.
3. When rent includes some utilities, a member is not authorized all of the utility/recurring maintenance allowance in par. U10024-A. The locality *climate code* and the *utility point score* determine the utility/recurring maintenance allowance amount percentage the member is authorized. However, the amount to which the member is not authorized is to be added to the appropriate rental allowance ceiling when computing OHA.

a. **Climate Codes.** Locality climate codes are indicated on each locality table. See PDTATAC website at <http://perdiem.hqda.pentagon.mil/perdiem/allooha.html>. The three climate codes include:

- (1) Code 1 (Cold) - long-term mean temperature of 45 degrees F or colder,
- (2) Code 2 (Moderate) - neither Code 1 nor Code 3, and
- (3) Code 3 (Hot) - long-term average of 69 degrees F or warmer, except when long-term average for one or more months of the year drops to 45 degrees F or colder. In such instances, a climate code of 2 is assigned.

b. **Climate Code Utility Points.** Use the table below to determine the correct climate code and then credit the member with appropriate points for each utility/service that is not included in the rent. The final number is the member's total utility point score.

Climate Code Utility Points			
See APP K OHA Locality Tables			
	3	2	1
	Hot	Moderate	Cold
Electricity	3	3	3
Heating	1	2	3
Air Conditioning	3	2	1
Water	1	1	1
Trash Disposal	1	1	1

c. Utility Point Percentage. After determining the total *utility point score* use the table below to determine the correct percentage of the utility/recurring maintenance allowance to be paid.

Utility/Recurring Maintenance Allowance Payment Percentage	
Total Utility Point Score	Allowance Percentage
0	0
1-2	25
3-4	65
5-9	100

U10026 MOVE-IN HOUSING ALLOWANCE (MIHA)

A. General. MIHA exists to defray the move-in costs associated with occupying private sector leased/owned housing covered under the OHA program. MIHA is not payable to a member occupying Government or Government leased housing. MIHA does not cover move-out costs. In most cases, a member authorized OHA is authorized MIHA. DD Form 2556 (Move-In Housing Allowance Claim (May 1999)) must accompany all MIHA claims. Instructions for completing this form are found in APP N. Various surveys are sent to members in private sector leased housing to document utility and move-in expenses. They are discussed in APP N.

B. Rules and Information

1. To be authorized a MIHA, a member must be eligible for OHA.
2. An eligible member is authorized MIHA for one dwelling during a tour at a PDS unless a Government-funded local move occurs and the member occupies another dwelling covered by OHA.
3. There is no MIHA when:
 - a. a local move would otherwise initiate a second or subsequent MIHA payment request unless that move is Government funded;
 - b. a member complies with a PCS authorization/order but remains in the same dwelling place (includes a Reservist called/ordered to active duty who is authorized OHA based on the principal residence at the time called/ordered to active duty); or
 - c. a member moves from Government quarters to private sector housing under par. U5355-A5 (Separation) or par. U5355-A6 (Retirement).
4. The three MIHA payment types are:
 - a. MIHA/Miscellaneous. MIHA/Miscellaneous reflects average expenditures made and reported by members to make their dwellings habitable. See APP K table at <http://perdiem.hqda.pentagon.mil/perdiem/> for the amounts payable. *Only one payment is authorized at a PDS unless par. U10026-B2 applies.*

b. MIHA/Rent. **Homeowners are ineligible.** MIHA/Rent totally covers reasonable rent-related expenses. These are fixed, one-time, nonrefundable charges levied on behalf of the landlord, or a foreign government that the member must pay before/upon occupying a dwelling. **Expenses deferred until lease termination are not MIHA/Rent.** Examples are real estate agents' fees, redecoration fees if paid up-front, and/or one-time lease tax. Advance rental payments, refundable deposits, and/or recurring costs are not covered. All unreasonable expenditures, as determined by the authorizing/approving official, must be disallowed. See APP N, par. C.

c. MIHA/Security. MIHA/Security covers reasonable security-related expenses for a member assigned to an area in which dwellings must be modified to minimize terrorist and/or criminal threat. See APP N, par. D for qualifying areas and additional rules.

5. Each member authorized OHA receives MIHA/Miscellaneous. To receive MIHA/Miscellaneous, the member must have the Service-designated official complete Block 11 of DD Form 2367. Additionally, a member with qualifying rent, or security related expenses, must complete and submit DD Form 2556. Each member classified as a sharer and authorized MIHA is authorized the full MIHA/Miscellaneous allowance. However, for MIHA/Rent and MIHA/Security, only one sharer may claim the individual expense. See APP N, pars. C and D.

6. Acceptable claims for MIHA/Rent and/or MIHA/Security must include proper documentation and all receipts for expenditures of \$75 or more.

U10028 OHA ADVANCE PAYMENT

SEE APP K, PART II FOR DETAILED INFORMATION ON AREAS WITH RENTAL ADVANCE PROTECTION UNDER OHA.

A. Authorization

1. Advance Rent – General. Rental payments should be made on a month-to-month basis whenever possible. This avoids the need for rental advances.

2. Advance Rent of Less than 4 Months, Security Deposits, and/or Initial Expenses. The Senior Officer in-country or the Senior Officer's designated representative, may authorize an advance OHA payment to pay advance rent (see par. U10028-A3), security deposits, and/or MIHA-related expenses incident to occupying private sector housing. **Personal preference is not grounds for authorizing advance rent payment.** Advance OHA is not authorized for lease arrangements in which the member lives rent free after making a one-time payment to the landlord with the anticipation that the rental amount is to be either completely or substantially refunded at lease termination. The advance may be made at any time during the member's tour. It also may be authorized when a member has located housing incident to a PCS authorization/order.

3. Advance Rent of 4 or More Months. Rental advances of 4 or more months (but not for period longer than a year) may be made only for the locations authorized by PDTATAC in Part IV, APP K. Requests for a rental advance of 4 or more months are considered for approval if the requirement for the advance rent exists due to:

- a. law,
- b. local custom for everyone, including local nationals, or

c. economic (i.e., market) conditions preclude availability of secure housing, as confirmed by the U.S. Embassy.

Requests to add authorized locations at which rental advances of 4 or more months may be paid must be submitted to PDTATAC. Requests must be forwarded through the Country Senior Officer/Command in APP M and the Combatant Commander to:

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

NOTE: Once a location is authorized by PDTATAC and listed in APP K, Part IV as a country currently designated as authorized for rental advances, the Senior Officer in country or designee may authorize individual requests.

B. Amount. The amount to be advanced must be determined on the basis of housing expenses, including advance rent and a security deposit, and the authorized OHA. Housing expenses must be documented. The member's ability to repay the advance must be considered in determining the advance amount. While the amount to be advanced should not exceed the estimated OHA total for 1 year, a larger amount may be authorized if needed to cover anticipated housing expenses. In no case may the advance payment exceed the:

1. Anticipated housing expenses, or
2. OHA accruable for the member's tour at that PDS,

whichever is less. ***Expenses identified by a member for purchase of real estate or living accommodations must not be considered.***

C. Liquidation

1. Repayment within 12 Months. Liquidating monthly installments should be at a rate of one-twelfth of the amount advanced for the next 12 months. Collection action should begin on the first day of the month after payment of the advance.
2. Postpone Collection Start. When justified by the member and authorized by an official designated by the Service concerned, the collection start may be postponed for up to 3 months after the advance. Repayment may be spread over a period of more than 1 year, but NTE the member's tour at the PDS.
3. Advance Rent Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of advance rent until the member vacates the housing for which the advance rent was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.

4. Security Deposit Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of the entire amount of a security deposit of \$500 or more until the member vacates the housing for which the security deposit was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.

5. Recouping Lump Sum Returned by Landlord. Action to recoup in a lump sum any advance made under par. U10028 that has been returned to the member by the landlord must be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the member's existing loan repayment schedule.

6. Currency Fluctuation Effects. The Service concerned absorbs any loss due to currency fluctuations when liquidating advance security deposits. The member must pay to the Service any gains due to currency fluctuations. These currency protection procedures for security deposits apply without regard to the provisions for protection of rent advances in par. U10028-D.

7. Pay System Reporting of Monthly Rent. In countries in which rate protection for advance rent has not been implemented, per par. U10028-D, the monthly rent entered in the respective pay system should be entered in dollars when a member has taken an advance for rent.

D. Advance Rent Currency Rate Protection. Rate protection may be provided for certain countries that have undergone a significant currency fluctuation. Protection is accomplished by comparing the OHA rate with the exchange rate in effect at the time the member received the advance with the greater of:

1. the rental allowance in effect at the time of the advance, or
2. any higher rental allowance implemented during the repayment period of the advance.

Currency rate protection for additional advances is calculated using the exchange rate in effect at the time the new advance is paid. In countries in which rate protection for advance rent has been implemented, monthly rents for an advance rent are processed in dollars. See Service regulations for currency fluctuation loss/gain procedures.

U10030 OHA COMPUTATION DATA

OCONUS commanders, or their designated representatives, must periodically furnish data required for authorizing, changing and terminating OHA for each OCONUS locality within their jurisdictions as required by APP M, or PDTATAC. For housing reports submission, see <http://perdiem.hqda.pentagon.mil/cola/appm/appm.pdf>.

U10032 A MEMBER OCCUPYING A GOVERNMENT TRAILER OR RENTAL GUARANTEE HOUSING AND OHA

Unless provided in APP K, no housing allowance is payable to a member occupying housing constructed under the Rental Guarantee Housing Program as authorized in Sec. 302 of the Act of 14 July 1952 (66 Stat. 622) or Government owned trailers purchased under Sec. 408 of the Act of 1 September 1954 (68 Stat. 1126), or any other statute.

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PART B: DEPENDENCY

U10100 DETERMINATIONS AND FRAUDULENT CLAIMS

- A. Determinations. All determinations of dependency and relationships are made by:
1. Service Secretary or designee for primary dependents (the designee may re-delegate) or
 - a. Army and Air Force determinations are made by the offices in Table U10B-1.
 - b. Navy and Marine Corps determinations are made by the offices in Table U10B-2.
 2. Defense Finance and Accounting Service (DFAS) for secondary dependents and doubtful primary dependents for Army, Navy and Air Force, or
 - a. CMC-MRP-1 for Marines,
 - b. according to Service regulations for non-DOD Services.

In determining relationship or dependency for housing allowance eligibility, the appropriate officials must apply the rules in Table U10B-1 or U10B-2.

B. Dependency Approval. Dependency must be determined before a housing allowance is authorized. After initial approval, the Services must maintain adequate levels of internal audit to assure the legality, propriety, and correctness of all housing allowance payments. See individual Service regulations for procedures.

C. Dependents' Status Certification. Effective 20 April 1999, upon arrival at a new PDS, each member who is authorized a housing allowance for dependents must recertify to the Secretary Concerned indicating the status of each dependent to support authorization for a housing allowance on behalf of the dependents. If a member fails to provide the certification in a timely manner, the housing allowance on behalf of the dependents is stopped at the end of the month in which the certification is due. A housing allowance at the appropriate partial or without-dependent rate is paid unless the member is not authorized to that allowance for some other reason. A housing allowance at the with-dependent rate is authorized effective the date the member provides proper certification. The higher rate is not retroactive unless the member's commander certifies that the failure to recertify timely was for reasons beyond the member's control.

D. Reserve Component Member. Effective 20 April 1999, after initial certification, a Reserve Component member must recertify dependency status at least every third year from the previous certification or upon a dependency status change.

E. Dependency Re-determinations. Annual re-determination of dependency is required for a member who claims a housing allowance for:

1. Parents, parents-in-law, stepparents, parents-by-adoption, or in-loco-parentis,
2. Students 21 and 22 years of age,
3. Incapacitated children over age 21, or
4. Ward of a court.

F. Fraudulent Claims. Any member who submits a claim for housing allowance which contains false statements is subject to court-martial or criminal prosecution. In addition, fraudulent acceptance of benefits may cause a civilian recipient to be subject to criminal prosecution. The law provides for severe penalties of imprisonment and a fine. For military personnel, it may include a punitive separation, total forfeitures, and confinement.

U10102 DEPENDENTS

A. Lawful Spouse and Legitimate, Unmarried, Minor Children. A member's lawful spouse and legitimate, unmarried, minor children are always dependents for housing allowance purposes except under the situations in par. U10102-B below and in pars. U10106 and U10202.

B. No Authorization on Behalf of Dependents. A member is not authorized a housing allowance for:

1. A minor child who is entitled to basic pay as a member on active duty in a Uniformed Service. This includes a minor child attending one of the Military Service academies at which quarters are furnished by the United States.
2. A spouse who is on active duty in a Uniformed Service of the United States and entitled to basic pay and allowances. See Chapter 10, Part C, and Table U10C-1 for a guide to housing allowances when both spouses are in the Military Service and entitled to basic pay and allowances.
3. A dependent for whom the member has been absolved of the requirement to provide support; for example, desertion without cause.
4. A dependent whose whereabouts is unknown and whose absence or whereabouts remains unexplained.
5. A former spouse to whom the member is paying alimony.
6. A dependent who occupies Government quarters as a permanent residence without payment of a rental charge. See par. U10126 for exception.

C. Dependent Spouse in Foreign Service. A member is authorized a housing allowance for a spouse in military service of a Government other than the U.S. This applies even though the spouse is furnished quarters or paid a monetary allowance in lieu of quarters by that government.

U10104 MEMBER'S MARRIAGE STATUS DETERMINATION

A. Determination. Any case in which the validity of a member's marriage is questioned is a case of doubtful relationship.

B. Remarriage within Prohibited Period Following Divorce. Under the laws of some states, a marriage is not dissolved until a specified period has elapsed after a divorce decree is granted. Remarriage is prohibited within the specified period. In all states that grant an interlocutory decree before granting a final divorce decree, remarriage may not occur before the final decree is granted.

C. Marriage by Proxy. Proxy marriages are valid if performed in a jurisdiction which recognizes common-law marriages and has no statute or judicial determination prohibiting proxy marriages.

D. Marriage by Telephone. A marriage by telephone is recognized only if a statute or court decision authorizes or recognizes telephone marriages in the jurisdiction in which the marriage was performed.

E. 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 valid if they are contracted IAW state law.

F. Foreign Nation Divorce. A foreign nation divorce may or may not be recognized as valid in the U.S. depending on several factors. These factors include place of residence of the parties involved, whether they appeared in person to obtain the divorce, and applicable state laws. Any claim involving remarriage of a member following a foreign nation divorce and any claim by or on behalf of the spouse from whom the member has obtained a foreign nation divorce are cases of doubtful relationship. A claim based on a member's marriage to a person who has obtained a foreign nation divorce is also a doubtful case.

G. Purported Marriage

1. Void Marriage. If a member's marriage is void (because of a pre-existing marriage of the spouse, for example) the member has no lawful spouse and is not authorized a housing allowance at the with-dependent rate as a result of the purported marriage. When invalidity of the marriage is discovered, no further housing allowance payments at the with-dependent rate may be made for any period. See Table U10A-2, rule 4. The member may retain payments already received if they are validated under DODFMR, Volume 7A, Chapter 50, section 5006 for DOD Services or Service Directives for non-DOD Services. When validity of a marriage is questionable, submit the case to the office shown in par. U10104-G3 for a determination on validity of the marriage and, if necessary, validation of payments already made.

2. Annulled Marriage. If a member's marriage is annulled by court decree, no further housing allowance payments may be made for any period. See Table U10A-2, rule 3. The member may retain payments received before the effective date of the decree. Since validation under DODFMR, Volume 7a, section 5005 for DOD Services or Service Directives for non-DOD Services is required for retention of such payments in some annulment cases (based on legal factors), submit all annulment cases to the office shown in par. U10014-G3 for review and, if necessary, validation of payments made.

3. Determination and Validations. Submit requests 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 56th Street
Indianapolis, IN 46249-0855

b. Navy:
DFAS-CL/PMMACB
1240 East 9th 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 Road
Quantico, VA 22134-5143

e. Coast Guard:
Commanding Officer (LGL)
Coast Guard Personnel Service Center
Federal Bldg.
444 S.E. Quincy Street
Topeka KS 66683-3591

f. NOAA Corps
Director, Commissioned Personnel Center
8403 Colesville Road, Suite 500
Silver Spring, MD 20910

g. U.S. Public Health Service Commissioned Corps
Office of Commissioned Corps Support Services
Attention: Compensation Branch
5600 Fishers Lane, Room 4-50
Rockville, MD 20857-0001

H. Child of Legally Invalid Marriage. An unmarried minor child of an invalid marriage, or a marriage annulled as void or voidable, is a dependent for housing allowance purposes.

U10106 DEPENDENT SUPPORT

A. Proof of Support. The statutory purpose of a housing allowance on behalf of a dependent is to at least partially reimburse a member for the expense of providing private quarters for the dependents when Government quarters are not furnished, and not to pay a housing allowance for a dependent as a bonus merely for the technical status of being married or a parent. Proof of support of a lawful spouse or unmarried, minor, legitimate child of a member is generally not required. However, when evidence (e.g., special investigation reports; record reviews; fraud, waste and abuse complaints; sworn testimony of individuals; statement by member) or complaints from dependents of nonsupport or inadequate support are received, proof of adequate support as stated in par. U10106-E is required.

B. Nonsupport. A member who fails to support a dependent on whose behalf a housing allowance is received is not authorized a housing allowance on that dependent's behalf. Recoup for nonsupport or inadequate support periods. Unless a nonsupport or inadequate support period was caused by Service mission requirements (e.g., remote assignment, deployed, limited access to administrative support and/or financial networks, etc.), or outside agencies' actions (such as financial institutions, postal service, etc.) over which the member has no control, as determined by Service regulations, the subsequent arrears support payment does not authorize a member a housing allowance for the dependent for the nonsupport or inadequate support period. If a member is not authorized a housing allowance for dependents under par. U10106-C, U10106-D, U10106-E, U10106-F, U10106-G, U10106-H, or U10106-I, consider authorization for without-dependents or BAH-Partial par. U10400, U10428 or U10010. ***NOTE: A member does not avoid the legal responsibility to comply with a court order for support by forfeiting a housing allowance.***

C. Legal Separation Agreement or Court Decree, Judgment or Order Silent on Support, Not Stating Support Amount, or Absolving Member of Support Responsibility. A legal separation agreement, court decree, judgment, or order that is silent on dependent support, does not state the dependent support amount, or absolves the member of dependent support responsibility does not of itself affect a member's housing allowance authorization. This is true regardless of the jurisdiction in which the decree, agreement or order was issued or of the dependent's domicile. The member is authorized a housing allowance on behalf of a dependent if the member contributes to the dependent's support in an amount that is not less than the applicable BAH-DIFF rate.

D. Legal Separation Agreement or Court Order Stating Support Amount. If there is a court order or legal separation agreement stating the support amount, a member must contribute to the dependent's support the amount specified therein, but in no case may the support payments be less than the applicable BAH-DIFF rate.

1. When a member is divorced from a nonmember, and they share joint legal custody of a child, and the ex-spouse is awarded primary physical custody, then the member is a non-custodial parent for housing allowance purposes. If the member's court-ordered child support is less than the applicable BAH-DIFF rate, and the member is not residing in, or assigned to, Government quarters, the member is only authorized a housing allowance at the without-dependents rate. However, a member who pays additional support to the ex-spouse having primary custody of the child(ren) so that the total child support provided is equal to or more than the BAH-DIFF rate, and who is not assigned to Government quarters, is authorized a housing allowance at the with-dependents rate.

2. When a member has temporary custody of a child and they reside in private quarters, then the cost of maintaining a residence is not a factor in determining authorization for the with-dependents housing allowance rate and may not be used instead of, or in addition to, child support to qualify for increased allowances. The dependent child must reside with the member on a non-temporary basis (e.g., for a period of more than 90 consecutive days) for the member to qualify for the with-dependents housing allowance rate for the temporary period. The cost of maintaining a home may not be added to the child support amount to qualify for the increased allowances.

*E. Adequate Support. If the support requirements are not established by court order or legal separation agreement, a member must provide a support amount that is not less than the BAH-DIFF rate applicable to the member's grade. The support amount required to retain or receive a housing allowance for a dependent does not necessarily mean that such amount is adequate to meet the Service concerned policy as to what constitutes adequate support in the absence of a legal separation agreement or court order. See the PDTATAC website (<http://perdiem.hqda.pentagon.mil/perdiem/bah.html>) for BAH-DIFF rates.

F. Increase in Support Required by Increase in BAH-DIFF Rates. Whenever there is an increase in BAH-DIFF rates, the minimum required support for housing allowance purposes increases to the new rate. A member receiving a housing allowance on behalf of a dependent must increase the amount of support, when applicable, within 60 days of the increase to continue receiving the housing allowance on behalf of the dependent.

G. Settlement Agreement

1. Property settlements made under a court order or written agreement are not support for housing allowance purposes.

2. Payments made under a settlement in place of support are support for the period expressly provided in the written agreement or court order.

3. A lump-sum settlement in place of support made under written agreement or court order is support for the period the lump sum would reasonably cover support of the dependent.

H. Interlocutory Decree of Divorce. If an interlocutory decree of divorce does not provide for support to the spouse, the member is not authorized a housing allowance for the spouse after the date of the decree unless proof of support is furnished.

I. Doubtful Cases. Submit any doubtful cases involving support for determination to the offices listed in par. U10104-G3.

U10108 SECONDARY DEPENDENTS

An incapacitated child over age 21, a ward of the court, or an unmarried child over age 21 and under age 23 (fulltime in college), requires an in fact dependency IAW Service regulations. The child must be dependent upon the member for over one-half of the child's support. This means:

1. The child's income, not counting the member's contributions, must be less than one-half of the child's living expenses, and
2. The member's contribution must be more than one-half of the child's monthly living expenses.

U10110 DEPENDENT CHILD ADOPTED BY A THIRD PARTY

A member is not authorized a housing allowance for a child after the child is adopted by a third party and final adoption order or decree has been entered. Authorization for a housing allowance continues after an interlocutory decree has been entered if the decree does not change the legal relationship between the child and the member, and the member supports the child.

U10112 DEPENDENT CONFINED IN PENAL OR CORRECTIONAL INSTITUTION

A. Housing Allowance Payable. Confinement of a member's spouse or unmarried minor child in a penal or correctional institution does not affect member's authorization for a housing allowance on the dependent's behalf, unless:

1. The member refuses to support the dependent.
2. The member has been absolved from supporting the dependent.
3. The period of confinement may extend beyond 5 years.
4. The case is otherwise doubtful.

B. Doubtful Cases. Submit cases involving a sentence extending beyond 5 years, and doubtful cases to the addresses shown in par. U10104-G3. Do not pay a housing allowance on behalf of the dependent pending decision.

U10114 DEPENDENT PARENT

A. Determination Basis. A parent's dependency is determined based on an affidavit submitted by the parent, and any other evidence required under applicable regulations. The applicable authority in par. U10104-G3 makes the dependency determination. A legal guardian may complete the form for a mentally incompetent parent.

B. Dependency Requirement. A member is authorized a housing allowance on behalf of a parent if the parent is dependent upon the member for over one-half of their support. This means:

1. The parents' income, not counting the member's contribution, must be less than one-half of their monthly living expenses, and
2. The member's contribution must be more than one-half of the parent's monthly living expenses.

C. Change in Dependent Status. A member is authorized a housing allowance for any active duty period during which the parent dependency is shown to exist, whether the dependency arose before or after the member entered service. If dependency arises due to changed circumstances, and the facts show the member has started to contribute over one-half of the parents' support, a housing allowance is authorized from the date the contribution began.

D. Stepparent. A stepparent/stepchild relationship ends upon divorce from the blood parent, but not necessarily upon the blood parent's death. A housing allowance for a stepparent may be established after the blood parent's death.

U10116 DEPENDENCY DETERMINATION FACTORS FOR PARENTS

A. Family Unit Rule. In determining a parent's dependency, the total income and expenses of the family unit of which the parent is a member must be considered. Ordinarily, the member's contribution to the expenses of the unit must exceed one-half of the unit's total expenses before any one person in the unit can be considered dependent on the member. For example, a mother cannot be considered dependent if she is a member of a family unit in which her husband is supporting himself but is not providing sufficiently for the mother's individual needs.

B. Equity and Good Conscience. When application of the family unit rule results in manifest injustice, any other available evidence of dependency is considered, and determination made according to principles of equity and good conscience.

C. Charity. Effective April 20, 1999, contributions made to parents by charitable organizations are counted as part of the parent's income.

D. Charitable Institution. A parent's residence in a charitable institution, public or private, is not a bar to authorization if the member claims a housing allowance for the parent and other authorization conditions are met.

E. Social Security, Unemployment Compensation, and Pensions. Effective April 20, 1999, payments made to the parent from the Social Security Administration, unemployment compensation, and financial assistance from governmental agencies, are counted as part of the parent's income. Pensions received by the parent are also considered income.

F. Capital Assets. Unliquidated capital assets are not considered income, and parents are not required to deplete their capital assets to establish dependency on a member for housing allowance purposes. However, proceeds derived from the liquidation of capital assets are income. Amounts placed in reserve for depreciation of property held for income ordinarily are available for a parent's current living expenses, and are therefore, income.

G. Rate of Return Rule. In determining dependency of parents who possess uninvested capital, compute the income return on the basis of 5.25 percent per annum.

U10118 ADOPTED, ILLEGITIMATE AND STEPCHILD(REN)

A. General. Adopted children, illegitimate children, and stepchild(ren) are primary dependents. As a result, dependency is no longer required for these dependents.

B. Proof of Parentage. A member who claims a housing allowance for an adopted child, stepchild, or a child born out of wedlock (parents are not married to each other at the time of the child's birth) must provide proof of parentage as follows:

1. For an adopted child, document showing the member is the child's legal parent.
2. For a stepchild, a marriage license showing the member is married to the child's legal parent and documentation showing that the member's spouse is the child's parent.
3. For a child born out of wedlock, a birth certificate with the member's name cited is required. If the member's name is not stated on the birth certificate, or a court-order, obtain a signed statement of parentage from the member. If the illegitimate child(ren) is (are) not in the custody of the member parent, the case is treated IAW the rules for BAH-DIFF. The same rules apply when applicable to a member-mother not having custody, see par. U10008.

C. Support Requirements. The member-parent may claim a dependent child(ren), adopted child(ren), illegitimate child(ren), and stepchild(ren) for housing allowance purposes. Proof of dependent support is ordinarily not required. The provisions of U10106-A are applied. The member is authorized a housing allowance if the member contributes to the dependent(s)' support and that support is not less than the applicable BAH-DIFF. This includes a member authorized BAH-DIFF and a member assigned to single type quarters when the child(ren) is/are in the physical custody of another person.

U10120 CHILD(REN) LIVING WITH FORMER SPOUSE REMARRIED TO ANOTHER SERVICE MEMBER

A. Child in Government Quarters. When a member's child resides in Government quarters not assigned to the divorced member parent, that member is not authorized a housing allowance for the child.

B. Child Not in Government Quarters. A housing allowance may not be paid for a child to both the stepparent and the natural parent at the same time. The natural parent has priority to a housing allowance for that child if providing adequate support.

NOTE: See pars. U10206, U10120, U10122 and U10124 when former or estranged spouse is also a member.

U10122 CHILD(REN) LIVING WITH FORMER SPOUSE – MEMBER REMARRIES

Par. U10402-A2 does not apply in the case of a member who is required to support a child in the custody of a former spouse when the member remarries and is assigned to or occupies Government family quarters. The member is not authorized a housing allowance for the child living with the former spouse. See par. U10208 when upon remarriage, the member marries a member.

U10124 CHILD(REN) LIVING WITH FORMER SPOUSE OR ESTRANGED SPOUSE WHO IS A MEMBER ASSIGNED FAMILY QUARTERS

When the member parent having custody of the child(ren) is assigned to, or occupies, adequate family-type quarters with the child(ren) while receiving child support, the member parent paying child support is not authorized a housing allowance for the child(ren).

U10126 CHILD(REN) LIVING WITH FORMER OR ESTRANGED SPOUSE IN FAMILY QUARTERS VISITS MEMBER

When a child(ren) who normally reside(s) in government family quarters with a member's former or estranged spouse (custodial parent) visits the member in private quarters for more than 90 days, the visit is considered non-temporary and the member is authorized a housing allowance for the child(ren) from the first day of the visit. If the visit is 90 days or less, a housing allowance for the child(ren) is not payable for any part of the visit.

WHO DETERMINES HOUSING ALLOWANCE DEPENDENCY RELATIONSHIP FOR ARMY AND AIR FORCE MEMBERS																
R U L E	A	B	C	D	E	F	G	H	I	J						
	If the dependent claimed is	and marriage is	and is under age 21	and is	and certified court adoption papers are	and the child has income from source other than member	and is incapable of self support	then								
								determination is made by		a claim must be submitted through channels for determination, or submission to DOHA for decision						
								Army disbur-sing officer or de-signee	Air Force FSO or de-signee							
1	spouse	lawful						X (NOTE 7)	X							
2		of question-able legality (NOTE 1)											X (NOTE 8)	X		
3	child un-married		yes	legitimate, or legitimated by marriage of blood parents				X (NOTES 3 & 7)	X (NOTE 3)							
4								adopted (NOTE 2)	available (NOTE 3)	no						
5										yes					X (NOTES 3 & 8)	X (NOTE 6)
6										not available (NOTE 4)					X (NOTES 3 & 8)	
7								stepchild (NOTES 3 & 7)				no		X (NOTES 3 and 8)	X (NOTE 3)	
8												yes			X (NOTES 3 & 8)	X (NOTE 5)
9									yes	illegitimate child of member or legitimated by affidavit or court order					X (NOTE 8)	X
10			no				yes (NOTE 2)									

11	child, married	terminated by divorce, annulment, or death of spouse	yes						X <i>(NOTE 8)</i>	X
12	parent (including "in loco parentis") <i>(NOTE 2)</i>									
Table U10B-1										

NOTES:

1. Includes common law spouse; those married by proxy or telephone or within a prohibited period following divorce, or a divorce granted by a foreign country; and purported marriages.
2. Must be in fact dependent on Service member for substantial portion of support.
3. Applies also if the child is in custody of someone other than Service member (divorced spouse, parent, etc.).
4. If this is interlocutory decree of adoption, case must be submitted to DFAS-IN or DFAS-DE for determination.
5. In case of an Army member, the claim must be sent to DFAS-IN only when determination cannot be made by disbursing officer under AR 37-104-3, Chapter 2, Part 3 or is not covered by note 8.
6. This includes an illegitimate child of the spouse, when the member is not the blood parent. See par. U10118.
7. In the case of an Army Reserve Component (RC) member, the initial determination for dependents listed in rules 1, 3, 4, and 7 can be made by the RC unit commander or servicing Military Personnel Officer.
8. Claim is sent to DFAS-PMJPD/DE as prescribed in DFAS-DEM 7073-1, Chapter 26.

WHO DETERMINES DEPENDENCY RELATIONSHIP FOR NAVY AND MARINE CORPS MEMBERS													
R U L E	A	B	C				D	E	F				
	If the dependent claimed is	and	and member is a				And	and	then determination is made by				
			Navy officer	Marine Corps officer	Navy enlisted member	Marine Corps enlisted member			DFAS Cleveland	Commandant of the Marine Corps	Commanding Officer of a battalion squadron, or separate detached command	Disbursing Officer	claim must be submitted through channels for determination or sub-mission to DOHA for decision (note 2).
1	any person who can qualify as a dependent				X				X				
2	a spouse	marriage is legal un-questionable	X									X	
3				X		X	neither member has been previously married	marriage has been contracted with the various states or territories by legal civil or religious ceremony			X (NOTE 1)		
4		marriage is of doubtful legality (see par. U10104				X				X			
5		legality (see par. U10104	X	X									X
6	unmarried legitimate child	child is under age 21	X									X (NOTE 2)	
7				X							X (NOTE 2)		
8							dependent child is of present or former spouse (NOTE 3)				X (NOTE 4)		

Table U10B-2

WHO DETERMINES DEPENDENCY RELATIONSHIP FOR NAVY AND MARINE CORPS MEMBERS (cont'd)														
R U L E	A	B	C				D	E	F					
	If the dependent claimed is	and	and member is a				and	and	then determination is made by					
			Navy officer	Marine Corps officer	Navy enlisted member	Marine Corps enlisted member			DFAS Cleveland	Commandant of the Marine Corps	Commanding Officer of a battalion squadron, or separate detached command	Disbursing Officer	claim must be submitted through channels for determination or sub-mission to DOHA for decision (note 2).	
9	a combination of any of the dependents in rules 2 through 8	child is under age 21				X					X (NOTE 4)			
10	an un-married child	child is age 21 or older	X	X									X	
11						X				X				
12	an un-married stepchild or adopted child	child's dependency relationship is not doubtful	X		X								X	
13				X							X			
14							X				X			
15				X		X				X				
16				X	X		X				X			
17				X		X				X				
18	an un-married illegitimate child					X			X	X			X	
19				X							X			
20				X		X				X				
21	a parent (including "in loco parentis")			X		X				X				

Table U10B-2

NOTES:

1. This same rule applies when either member or spouse has been previously married, if the previous marriage was dissolved by death, final decree or divorce, or by annulment (not prohibiting remarriage).
2. Submit doubtful cases through channels to the DOHA.
3. The child's birth date must be after the date of the marriage concerned.
4. Submit questionable cases to the Commandant of the Marine Corps.

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APPENDIX J

COST-OF-LIVING ALLOWANCE (COLA)

PART I: INTRODUCTION

A. Purpose. A cost-of-living allowance (COLA) is paid to a member assigned to high cost OCONUS area to help maintain the equivalent purchasing power of the member's CONUS-based counterparts. The COLA system compares the cost differences between goods and services (excluding housing) purchased in an OCONUS area to the price of goods and services purchased in CONUS. Price comparisons determine the COLA amount needed to equalize purchasing power between an OCONUS-based member and CONUS-based counterparts. COLA compensates the member if the costs of these goods and services are higher in the OCONUS area than they are in CONUS.

B. Surveys. The COLA surveys include the Living Pattern Survey (LPS) and the Retail Price Schedule (RPS). The LPS and the RPS are the two OCONUS surveys conducted which determine OCONUS prices. See APP M, Part I for more detailed information about the LPS and RPS data surveys. COLA indexes are determined using the data provided via these two surveys.

1. LPS. The LPS is the individual member survey that:

a. Is **required** at least once every three years but may be submitted more frequently (see APP M);

b. Determines from where the service members purchase their goods/services, i.e.;

(1) Local market outlets (on the economy); and/or

(2) Commissary/exchange;

c. Determines the purchase percentage from each source (local market and/or commissary/exchange); and

d. Is conducted before the RPS.

2. RPS. The RPS is the market basket survey that:

a. Is **required** annually but may be submitted more frequently (see APP M),

b. Reports actual prices paid by service members for a goods/services market basket (approximately 120 items) at the OCONUS location, and

c. Includes selected items ordinarily purchased by CONUS-based families and items that are also available in most OCONUS areas.

C. Indexes. The COLA index represents the purchasing power difference between the OCONUS location and a CONUS location. For example, a COLA index of 110 indicates that the prices in the OCONUS area are **overall** 10 percent more expensive than in CONUS. An index of 100 indicates that the **overall** cost of the 120 goods/services is approximately the same at the OCONUS/CONUS locations and no COLA is warranted.

*D. Payments. A member's COLA payment is determined using data from three individual sources/tables. The three tables can be accessed on the PDTATAC website at <http://perdiem.hqda.pentagon.mil/perdiem/> and include the Annual Compensation Table, Spendable Income Table, and the COLA Index Table in this APP.

E. Spendable Income. For COLA, spendable income is that portion of the member's annual compensation used to purchase items in the RPS. Members receive a COLA payment as a ***percentage of, and based on, their spendable incomes; COLA is not based on total income.*** Spendable income differs according to the member's:

1. Grade,
2. Years of service, and
3. Number of command-sponsored dependents.

F. Required Member Information. To determine a COLA, the following member information is required:

1. Grade,
2. Years of service,
3. Number of command-sponsored dependents,
4. Annual compensation - see this APP, Part III, Table I,
5. Average annual spendable income - see this APP, Part III, Table II, and
6. Member's PDS and COLA index - see this APP, Part III, Table III.

G. Computation Steps

Step 1: Determine the member's annual compensation based on grade, years of service, and dependency status (see this APP, Part III, Table I).

Step 2: Determine the member's average annual spendable income (see this APP, Part III, Table II),

- a. In column one of the table matrix, locate the dollar range for the appropriate 'Annual Compensation' amount as determined in Step 1 above,
- b. Follow this dollar range (line) to the right to the applicable column for the number of command-sponsored dependents,
- c. This number is the member's 'average annual spendable income'.

Step 3: Determine the member's COLA index based on PDS (see this APP, Part III, Table III).

Step 4: Subtract 100 from the prescribed COLA index and convert the remainder to a percentage, i.e., a remainder of 20 becomes 20% or .20.

Step 5: Multiply the member's average annual spendable income from Step 2 above by the percentage from Step 4 above. The result is the member's *annual* COLA. To determine the monthly allowance:

- a. Divide the annual COLA amount by 360 (days),
- b. Carry the result to 5 digits to the right of the decimal,
- c. Multiply the result in item b by the number of days in the month for which the allowance is payable, and
- d. Round the amount to the nearest cent.

COLA CALCULATION EXAMPLE

Effective 1 July 2002, a member in grade E-8 with 22 years service is assigned to an OCONUS PDS. In this APP, Part III, Table III, Cost-of-Living Allowance Indexes, indicates the prescribed COLA index for this locality is 120. The member is accompanied by a spouse and three children and is authorized COLA for July (31 days).

1. For an E-8 with 22 years of service, Table I (Annual Compensation Table) indicates the member's annual compensation is \$61,313.
2. Table II (Spendable Income Table) indicates the member's average annual spendable income is \$35,300 (based on the annual compensation amount from Step 1 that falls into the dollar range of \$59,000-\$62,999 and four dependents).
3. The COLA index for member's PDS in Table III (Cost-of-Living Allowance Indexes) is 120.
4. 100 subtracted from the COLA index of 120 from Step 3 leaves a remainder of 20 that converts to a decimal multiplier of .20.
5. Multiply the member's average annual spendable income (\$35,300) determined in Step 2 by the .20 multiplier from Step 4. This results in an annual COLA of \$7,060 ($.20 \times \$35,300 = \$7,060$),
 - a. Divide \$7,060 by 360 (days) with 5 digits to the right of the decimal ($\$7,060/360 = \19.61111),
 - b. Multiply the result by the number of days for which the allowance is payable ($\$19.61111 \times 31 = \607.94441),
 - c. Round to the nearest cent - \$607.94 is the member's payable COLA for July.

H. Foreign Currency Exchange Rates. PDTATAC reviews and adjusts (*when necessary*) exchange rates for countries where members are assigned. For more currency adjustment information see APP M, Part II. Based solely on the currency fluctuations, adjustments are made as frequently as twice monthly to Cost-of-Living Allowances (COLA).

I. Significant COLA Expenses. In some areas, members must incur significant expenses for items that CONUS-based members do not purchase. For additional information on COLA unique expenses see this APP, Part II.

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APPENDIX J

COST-OF-LIVING ALLOWANCE (COLA)

PART III: COLA INDEXES TABLES

A. General. For current geographic COLA information, and the following tables, please see the PDTATAC website at: <http://perdiem.hqda.pentagon.mil/perdiem/>.

B. Table I - Annual Compensation for Members with and without Dependents. On the PDTATAC website, select 'Rates & Allowances', 'Compensation Tables', 'Pay-Tables', 'paytablesYYYY.pdf'.

C. Table II - Average Annual Spendable Income. On the PDTATAC website select 'Rates & Allowances', 'Compensation Tables', 'Spendable-Income-Tables', 'Spendable-Income-Table(YYYY-MM-DD).pdf'.

D. Table III - Cost-of-Living Allowance Indexes. On the PDTATAC website select 'Rates & Allowances', 'COLA Rates', 'Overseas', 'COLA Indexes', 'YYYY COLA Indexes', 'YYYY-MM-DD COLA INDEXES.pdf'.

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APPENDIX K

OVERSEAS HOUSING ALLOWANCE (OHA)

PART I: GENERAL INFORMATION

**For APP K OHA locality tables containing current rental, utility/recurring maintenance, and MIHA allowances, see the PDTATAC website at: <http://perdiem.hqda.pentagon.mil/perdiem/allooha.html>*

A. General

1. Purpose. OHA is a monthly allowance paid to a service member assigned to an OCONUS PDS authorized to live in private housing. OHA is a cost reimbursement based allowance. OHA defrays the member's housing costs and includes the following three components:

- a. Rent,
- b. Utility/recurring maintenance expenses, and
- c. Move-in housing allowance (MIHA).

2. Allowance Payable. The amount of OHA payable is based on:

- a. The member's reported rental amount, up to the locality OHA rental allowance, plus
- b. The appropriate utility amount based on the member's status.

*3. OHA Locality/Rate Tables. OHA rates are contained within individual country tables that list all authorized OHA areas within each country. Locality/country tables are regularly updated and located on the PDTATAC website at <http://perdiem.hqda.pentagon.mil/perdiem/allooha.html>. The following information applies to all OHA tables:

- a. If only an island or country is listed, all territory within the island's/country's boundaries is included (including all offshore islands in the same general vicinity).
- b. For each island/country, only offshore dependencies/possessions specifically listed for that country are included.
- c. For a political subdivision smaller than a country, i.e., state, province, department, city, village, etc., include the corporate limits of that political subdivision or the limits of the territory within its normal political subdivision boundary if not incorporated (if in doubt, use the 'Other' rate).
- d. Allowances for members in grade O-6 apply for grades O-7 through O-10 when no OHA allowances are listed for the higher grades.

*B. Rental Allowance. Maximum OHA rental allowances for each locality are based on reported actual rental cost data for members with dependents residing in private housing (see PDTATAC website at <http://perdiem.hqda.pentagon.mil/perdiem/allooha.html>). The OHA program is designed to cover actual rental costs for 80 percent of the assigned members.

1. With-dependents. When computing allowable rent for a member-with-dependents, the amount is the lesser of the member's reported rent under par. U10022 and the maximum allowable rent for the member's grade at the PDS locality. If *any/all* of the OHA utility component is withheld because utilities are included in the rent, the withheld utility amount is *added* to the rental-allowance portion before comparison with the member's actual rent. See this APP, Part I, par. F, for calculation examples.

2. Without-dependents. When computing allowable rent for a member without-dependents, the amount is the lesser of the member's reported rent under par. U10022 and 90 percent of the maximum allowable rent for the member's grade at the PDS locality. If *any/all* of the OHA utility component is withheld because utilities are included in the rent, the withheld utility amount is *added* to the rental-allowance portion before comparison with the member's actual rent. See this APP, Part I, par. F for calculation examples.

*C. Utility/Recurring Maintenance Allowance Expenses. The utility/recurring maintenance allowances found in the OHA locality tables at <http://perdiem.hqda.pentagon.mil/perdiem/allooha.html> are based on member-reported expenses. The allowable monthly utility/recurring maintenance allowance is computed as prescribed in par. U10024.

*D. Move-In Housing Allowance (MIHA)/Miscellaneous. The MIHA/Miscellaneous amount indicated on the locality tables (see PDTATAC website <http://perdiem.hqda.pentagon.mil/perdiem/allooha.html>) is based on average member-reported expenses. This allowance is determined using expenses members typically incur associated when moving into privately leased/owned dwellings. MIHA/Miscellaneous is paid in a lump sum when housing is first occupied. See APP N for specific MIHA information. Part III of this APP includes a list of reportable move-in expenses. The allowable MIHA is computed as prescribed in par. U10026.

E. Fixed Exchange Rates. When a member is required to pay monthly rent at a specified fixed exchange rate (dollar equivalency contract) for the lease duration because it is required by law or local custom, the member's commanding officer, or designated representative, must enter the following statement in Part B - Certifications, DD Form 2367: "Dollar equivalency contract required. No other housing option available to member." The member enters the U.S. dollar monthly rent equivalent in block 5b, DD Form 2367.

F. OHA Computation Steps. Follow steps one through four to determine a member's OHA.

Step 1: Determine the member's monthly rent from par. U10022.

Step 2: Using the appropriate locality table find the rental allowance for the member's specific locality code and grade. For a member 'without dependents' multiply the with-dependents rate by 90 percent. If rent includes *all* utilities (block 7b checked on DD Form 2367), *add* the full utility/recurring maintenance allowance to the maximum rental allowance. If rent includes *some* but *not all* utilities (block 7c checked on DD Form 2367), add the amount computed in Step 3, below, to the maximum rental allowance.

Step 3: Locate the utility/recurring maintenance allowance from the locality table. Use the rules in par. U10024 to determine the utility amount allowed based on the amount of utilities included in the rent (if any).

- a. Rent includes **all** utilities (block 7b checked on DD Form 2367): The member receives **no** separate utility/recurring maintenance allowance; however, this allowance **is added** to the rental allowance determined in Step 2.
- b. Rent includes **no** utilities (block 7a checked on DD Form 2367): A member with dependents (not a sharer) receives the full utility/recurring maintenance allowance. A member 'without dependents' (not a sharer) receives 75 percent of the with-dependents utility/recurring maintenance allowance. A sharer (as defined by par. U10000-A) with or without dependents receives a prorated share of the utility/recurring maintenance allowance.
- c. Rent includes **some** utilities (block 7c checked on DD Form 2367): Determine the 'Climate Code' from the applicable OHA locality table. Use the 'Climate Code' and 'Utility Point Score' tables in pars. C2b. & c., Part I, this APP, to determine the percentage of utility/recurring maintenance allowance payment. The amount the member **does not receive** is added to the maximum rental allowance determined in Step 2.

Step 4: Compare monthly rent computed in Step 1 with rental allowance determined in Steps 2 and 3. If the rent in Step 1 is **less** than the rental allowance in Steps 2 and 3, then rent in Step 1 is used to compute OHA. If the rent in Step 1 is **greater** than the rental allowance calculated in Steps 2 and 3, then the rental allowance calculated in Steps 2 and 3 is used to compute OHA.

The following examples are for illustrative purposes only. All numbers and allowances are hypothetical and reflect monthly amounts.

Example 1

Situation: A member in grade O-3, with dependents is stationed at a locality where the maximum rental allowance for the member's grade is \$425, the utility/recurring maintenance allowance is \$120 and the MIHA/Miscellaneous allowance is \$510. The member is required to pay a rental related expense of one month's rent to a real estate agent. The local service housing authority certifies that the charge is typical. The member's monthly rent is \$450, the locality climate code is 2 (moderate), and the member's **utility point score** is 5.

Computation:

Step 1: The member's monthly rent is \$450.

***Step 2:** Determine the maximum rental allowance for the member from the appropriate locality table found at: <http://perdiem.hqda.pentagon.mil/perdiem/allooha.html>. For this example the rental allowance is \$425.

Step 3: Determine the member's utility/recurring maintenance allowance from the appropriate locality table. Use \$120 for this example. Using the utility point score methodology contained in par. U10024, the member has a **utility point score** 5 (the electricity (3 points) and the air conditioning (2 points)) **are not** provided by the landlord). Therefore, the member receives the **full** utility/recurring maintenance allowance of \$120.

Step 4: Find the member's MIHA/Miscellaneous allowance in the locality table. For this example the amount is \$510. Additionally, the member has a reimbursable rent-related expense equal to one month's rent (\$450 - see Step 1 above). The member provided the rental agent's bill for one month's rent to the local finance office. The member is directly reimbursed for this expense.

Step 5: Compare the member's rent of \$450 (from Step 1) to member's maximum rental allowance of \$425 (from Step 2). In this example since the member's rent exceeds the rent allowance, use the \$425 as the member's maximum rental allowance.

Step 6: Add the member's maximum rental allowance of \$425 (from Step 5) and the utility/recurring maintenance allowance of \$120 (from Step 3) for a total of \$545. The member's monthly OHA is \$545. Additionally, the member receives a one-time payment of \$960 under MIHA (from Step 4).

Example 2

Situation: Three enlisted members (without dependents) share a house with a Federal civilian employee who receives a Living Quarters Allowance (LQA). The enlisted members are in grades E-7, E-5 and E-4. The total monthly rent is \$1800; the monthly utility/recurring maintenance allowance for their locality is \$160; the locality MIHA/Miscellaneous allowance is \$360; the locality climate code is 3 (hot); and it is determined that the members' *utility point score* is 8.

Computation:

Step 1: Determine each sharer's (member's) rent. IAW par. U10000-A there are four sharers, therefore each member's rent is \$450 ($\$1,800 \div 4 = \450).

Step 2: Determine the maximum rental allowance for each member from the appropriate locality table. For this example the maximum rental allowance for members 'with dependents' are \$750, \$665 and \$500 for grades E-7, E-5 and E-4 respectively. The locality table indicates that members 'without dependents' may receive up to 90 percent of the 'with-dependents' allowance. The appropriate maximum rental allowances for the E-7, E-5 and E-4 respectively are \$675 ($\$750 \times .90 = \675); \$599 ($\$665 \times .90 = \599); and \$450 ($\$500 \times .90 = \450).

Step 3: Determine the utility/recurring maintenance allowance from the locality table. For this example, use \$160. Because the members' total *utility point score* is 8, each member is authorized the *full* utility/recurring maintenance allowance; however, since there are four sharers, each sharer's (member's) portion of the utility/recurring maintenance allowance is \$40 ($\$160 \div 4 = \40).

Step 4: Each member in this example is authorized a one-time MIHA/Miscellaneous payment of \$360.

Step 5: Compare each member's rent of \$450 (from Step 1) to each member's maximum rental allowance, (E-7 - \$675, E-5 - \$599 and E-4 - \$450). Since the rent does not exceed the allowance, for each member the rental amount used to compute OHA is \$450.

Step 6: To each member's rental amount (from Step 5) add the utility/recurring maintenance allowance of \$40 (from Step 3). For each member, the total amount is \$490 ($\$450 + \$40 = \490). Each member's monthly OHA is \$490. Additionally, each sharer (member) is authorized a one-time MIHA/Miscellaneous payment of \$360.

Example 3

Situation: A member in grade O-4 is married to a member in grade O-2; the member in grade O-4 claims their children as dependents. The monthly rent for the housing occupied by both members is \$1,100. The maximum rental allowance for an O-4 is \$600, and for an O-2 is \$500. The utility/recurring maintenance allowance is \$180 (both members assigned to the same locality); the locality climate code is 1 (cold); and the members' *utility point score* is 7. Additionally, each member is authorized a MIHA/Miscellaneous allowance.

Computation:

Step 1: Determine each member's monthly rent. IAW par. U10000-A each member is considered a sharer and each (sharer's) member's rent is \$550 ($\$1,100 \div 2 = \550).

Step 2: Determine the maximum rental allowance for each member from the appropriate locality table. For this example the maximum rental allowance is \$600 for the member in grade O-4, and \$450 for the member in grade O-2 - 90 percent of the 'with-dependents' allowance of \$500 ($\$500 \times .90 = \450).

Step 3: Determine the utility/recurring maintenance allowance from the locality table. For this example, use \$180. Because the members' total *utility point score* is 7, each member is authorized the *full* utility/recurring maintenance allowance; however, since there are two sharers, each sharer's (member's) portion of the utility/recurring maintenance allowance is \$90 ($\$180 \div 2 = \90).

Step 4: Compare each member's rent of \$550 (from Step 1) to each member's maximum rental allowance of \$600 for grade O-4 and \$450 for grade O-2 (from Step 2). For this example use \$550 to compute the OHA for the member in grade O-4 and \$450 for the member in grade O-2.

Step 5: Add the utility/recurring maintenance allowance (from Step 3) to each member's rental amount (from Step 4). For grade O-4 the total is \$640 ($\$550 + \$90 = \640) and for grade O-2 the total is \$540 ($\$450 + \$90 = \540). The monthly OHA allowance for the member in grade O-4 is \$640 and for the member in grade O-2 is \$540.

Example 4

Situation: A member in grade O-3 is unaccompanied (dependents did not travel to PDS) and is not a sharer as defined in par. U10000-A. The member is authorized a Family Separation Housing (FHS-O) Allowance under par. U10414. The amount of FSH-O is the same as a member-without-dependents receives as OHA under the same conditions.

The maximum rental allowance for the member's grade is \$725, the utility/recurring maintenance allowance is \$160; the MIHA/Miscellaneous allowance is \$625. Additionally, the member pays a real estate agent's fee of two month's rent. The local service housing authority has certified that a rental agent's fee equivalent of up to one month's rent is typical. The monthly rent for the dwelling occupied by the member is \$600. The locality climate code is 2 (moderate) and the member's utility point score is 2.

Computation:

Step 1: The member's rent is \$600.

Step 2: Determine the maximum rental allowance for the member from the appropriate locality table. For this example the maximum rental allowance set for grade O-3 is \$725. An unaccompanied member 'without dependents' may receive up to 90 percent of the 'with-dependents' amount for a maximum rental allowance of \$653 ($\$725 \times .90 = \653).

Step 3: Determine the member's utility/recurring maintenance allowance from the locality table. For this example the full allowance is \$160. Because the member is unaccompanied the authorized utility/recurring maintenance allowance is 75 percent of the full amount or \$120 ($\$160 \times .75 = \120). The member's *utility point score* is 2; therefore, the member is authorized 25 percent of \$120, or \$30 ($\$120 \times .25 = \30). The remainder of the utility/recurring maintenance allowance (\$90) is *added* to the member's rental allowance of \$653 (Step 2) for a derived rental allowance of \$743 ($\$653 + \$90 = \743).

Step 4: Determine the member's MIHA/Miscellaneous allowance from the appropriate locality table. Use \$625 for this example. Additionally, the member has a rent-related expense of \$1,200 equivalent to two months rent for the real estate agent's fee. However, the local service housing authority has certified that equivalent to one month's rent is the typical real estate agent's fee. Therefore, only \$600 of the \$1,200 paid by the member is reimbursable under MIHA/Rent. The total amount member is authorized under MIHA for both the MIHA/Miscellaneous and the MIHA/Rent is \$1,225 ($\$625 + \$600 = \$1,225$).

Step 5: Compare the member's rent of \$600 (from Step 1) to member's derived maximum rental allowance of \$743 (from Steps 2 and 3). For this example \$600 is used in computing the OHA for the member.

Step 6: Add the member's rental amount of \$600 (from Step 5) to the utility/recurring maintenance allowance of \$30 (from Step 3). The total is \$630 ($\$600 + \$30 = \630). The member's monthly OHA allowance is \$630. Additionally, the member is authorized a one-time MIHA payment of \$1,225 (from Step 4).

APPENDIX K

OVERSEAS HOUSING ALLOWANCE (OHA)

PART II: BRIEFING SHEET

A. OHA Overview

1. The OHA program provides you and other uniformed service members assigned to OCONUS locations (except Hawai'i and Alaska) an allowance to defray your housing costs. If you are authorized to live in privately leased/owned quarters, you are authorized an OHA but must provide a completed DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) approved by the appropriate local official. See par. U10020-A. ***You must submit a new DD Form 2367 each time there is a change to any data you previously submitted.***

NOTE: If you are authorized to receive a Family Separation Housing (FSH-O) allowance under par. U10414, the monthly amount is equal to the without-dependent OHA rate at your PDS. The same expense requirement documentation and administrative control procedures that apply to OHA also apply to FSH-O.

2. OHA is comprised of three separate components: rental allowance, utility/recurring maintenance allowance, and a one time Move-in housing allowance.

*OHA is periodically reviewed and updated based on member-reported costs. These reviews may result in allowance increases/decreases; therefore, your OHA payments ordinarily changes over time. OHA locality tables with current rate information are on the PDTATAC website at <http://perdiem.hqda.pentagon.mil/perdiem/allooha.html>.

B. Required Form(s) Submission. Before your OHA is paid, you must complete a DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) and present the completed form, together with a copy of your lease agreement, to the appropriate official (see par. U10020-A) who must approve your DD Form 2367. If you qualify for MIHA/Rent and/or MIHA/Security you also must complete DD Form 2556 (Move-In Housing Allowance Claim). ***These allowances generally increase/decrease over time due to periodic exchange rate adjustments based on foreign currency fluctuations in relation to the dollar and/or new cost data. You must complete a new DD Form 2367 each time your previously reported housing information changes.***

C. Rental Allowances

1. The maximum rental allowance shown in the locality tables are for members with dependents. The maximum rental allowance for a member without dependents is 90 percent of the with-dependent allowance. These rental allowances generally cover actual rental costs for 80 percent of members with dependents assigned to a specific area.

2. Unless you (the member) are a sharer as defined in par. U10000-A, you receive the amount of rent paid up to the set rental allowance. You are sharing a dwelling when residing with:

a. A spouse or dependent that is either a uniformed member or a Federal civilian employee authorized a Living Quarters Allowance (LQA),

b. Another uniformed member authorized an OHA, or non-related Federal civilian employee authorized an LQA, and/or

c. Any other person, excluding the member's dependents, who contributes money toward the payment of rent, mortgage and/or utilities.

3. *If you are involved in a sharing arrangement as defined above, proportional rent shares are determined by dividing the total rent for the dwelling by the number of sharers. This proportional rent amount is then compared to the appropriate maximum rental allowance and you receive the lesser of the proportional rent share or the rental allowance.*

4. If you are a homeowner, derive your 'equivalent rent' by dividing the original purchase price by 120 (excluding the closing costs, taxes, etc.). ***NOTE: If you are in the Azores and purchased your home on/after 1 January 1999, divide your purchase price by 24. See par. U10022-C3 for determining the equivalent rent when you (or your dependents) inherit a dwelling or residence or otherwise receive it without purchasing it.***

5. At some duty stations you pay monthly rent at a specified fixed exchange rate (dollar equivalency contract) for the duration of the lease, rather than at a fluctuating currency exchange rate. When required by law or local custom at your duty station, your commanding officer or designated representative should enter the following statement in Part B - Certifications, DD Form 2367: "Dollar equivalency contract required. No other housing option available to member." You should enter the US dollar equivalent of your monthly rent in block 5b, DD Form 2367.

D. Utility/Recurring Maintenance Allowances

1. *The utility/recurring maintenance allowances indicated on the OHA locality tables are for accompanied members with dependents. If you are unaccompanied but not a sharer, the allowance is equal to 75 percent of the amount indicated in the locality table. If you are a sharer, divide the accompanied rate allowance by the number of sharers to determine each individual's allowance amount.*

2. If your rent includes all utilities, you ***do not*** receive a utility allowance. However, the utility/recurring maintenance allowance that you would otherwise receive is ***added*** to your rental allowance. If your rent includes ***some*** utilities/services your utility/recurring maintenance allowance might be reduced. If so, the amount by which your allowance is reduced is added to your rental allowance.

E. Move-In Housing Allowance (MIHA)/Miscellaneous Expenses. MIHA is comprised of three components:

1. *MIHA/Miscellaneous is a fixed-rate, one time payment that reflects average expenditures made by members to make their housing habitable.*

2. MIHA/Rent is an actual expense component that covers reasonable rent-related expenses in total. These are fixed, one-time nonrefundable charges, such as real estate agents' fees. ***Homeowners are not authorized to receive this MIHA component.***

3. MIHA/Security is also an actual expense component that covers reasonable security-related expenses for members assigned to areas where dwellings must be modified to minimize exposure to terrorist threat. Only items used to modify the actual physical dwelling are allowable. Qualifying locations are listed in Appendix N.

F. Rental Advances. You may draw an advance housing allowance if your commanding officer authorizes/ approves. The advance amount cannot exceed three months rent allowance unless you are at a location specifically authorized to pay larger advances by the PDTATAC. ***Advances are not authorized/approved for the purchase of residences or other living accommodations. See par. U10028.***

NOTE: Commands may supplement this briefing sheet to include local housing market characteristics. Additionally, local commands should periodically use every available means to publicize the importance of members keeping their DD Forms 2367 current.

5. Lodging Selection

a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effectiveness.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement must be based on the locality rate, or AEA if appropriate, for the en route TDY site.

6. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.

7. Authorized Trips Home during Extended Business TDY. *The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.* The AO must determine that savings outweigh the periodic return travel costs. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs are to be considered. *An analysis must be conducted at least every other year.* The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For a civilian employee, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

8. Phone Calls to Home or Family during TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY when appropriate (GSBCA 1455-TRAV, 18 August 1998).

9. Travel Expense Report. The Trip Record contains the expense report. The AO must review the amounts claimed on their traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, the charges are reasonable, the phone calls authorized for reimbursement are in the Government's best interest, and approves the payment of the authorized expenses. Expense reports are subject to random selection for examination based on financial management directives.

10. TDY from Leave. An AO may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

11. Shipment or Storage of HHG. An AO may authorize shipment of unaccompanied baggage for an employee (JTR, par. C2309), or a small amount of HHG for a member (JFTR, par. U4705) to the TDY point. Also, the AO may authorize storage of HHG for a member when appropriate. For example, storage may be authorized during a deployment. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H.

12. Lower or No Per Diem Rates. There may be situations in which the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Government mess may have a club at which the meal cost is only a fraction of the full M&IE. In these cases, an AO may recommend payment of lower or no per diem to the Service PoC listed in the Introduction of the JFTR and JTR under the heading Feedback Reporting. *Lower per diem rates can only be established before travel begins.* See par. T4040-A1c(2) for more on reduced per diem for a civilian employee.

13. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies. See par. T4030-H. However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, an AO should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

14. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. Under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and,
- b. To a uniformed member escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

15. TDY aboard Ships. Normally, a TDY traveler aboard a ship is fed without charge making the traveler ineligible for per diem. However, a TDY traveler aboard a non-U.S. government ship may be charged for meals. In this situation, an AO can determine a per diem rate to cover the food cost. This should not be confused with an officer paying for meals in the same manner as a ship's company officer.

16. Additional Allowable Travel Expenses for an Employee with a Disability. An AO may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Chapter 7, Part J, for specifics.

17. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, an AO may authorize reimbursement of those expenses.

18. TDY and Reserve Component Active Duty Time Limits for Per Diem Purposes

*a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Combatant Command, approves an extension. See JFTR/JTR, Introductions for the Service points of contact. ***A civilian employee should see Internal Revenue Service (IRS), state, and local rules for income tax implications for TDY beyond one year.*** A school of at least 140 days duration is a PCS for a uniformed member (except as noted in JFTR, pars. U1036 or U2146).

b. For a Reserve Component member, if active duty for training is fewer than 140 days, or fewer than 180 days for other than training duty at any one location, travel and transportation allowances are payable as for TDY. When a Reserve Component member is called to active-duty-for-training for 140 or more days, or more than 180 days for active-duty-for-other-than-training at one location, travel and transportation allowances are payable under JFTR, Chapter 5, as for PCS for a Reserve Component member unless the call to active-duty-for-other-than-training is because of unusual or emergency circumstances or exigencies of the Service Concerned and the Secretarial Process authorized per diem.

19. Movement of an Employee's Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are IAW JTR, Chapters 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C5050.

13. Can I combine two contract fares to save money?

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

14. How do I know if there is a contract fare?

Contract city-pair airfares are identifiable because they normally carry the fare designator YCA or -CA. You can ask your (Contracted) Commercial Travel Office (CTO) or Travel Management Center (TMC) or check on the following city-pair website: <http://apps.fss.gsa.gov/citypairs/search>.

15. Why does the Government have to pay the Airline Passenger Excise tax? Isn't the Government exempt from taxes?

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a federal tax and the Federal Government is subject to it.

16. I live in an area/location with multiple airports. What is the rule regarding what airport I must use when traveling on official Government business?

A traveler can use the airport that best suits that traveler's needs in areas/locations with multiple airports, *except when the AO determines in written policy that a specific airport should be used after considering the most cost-effective routing and transportation means (to include not only air fares, but also transportation to and from airports) and may consider potential lost work time*. Areas/locations with multiple airports include, but are not limited to, are: Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco and Washington, DC.

17. If airfares are booked "early", the Government receives a discount to the normal airline city pair fares. How early is early?

The city-pair airfare program encourages a Government traveler to book reservations as early as possible. Once a traveler decides that a trip is necessary, the reservation should be made. The earlier the reservation, the better the chances are that the agency can receive the additional savings (-CA known as capacity controlled city-pair airfares).

18. How can I know that my travel was ticketed using the GSA Airline City-pair airfare rate?

The ticket shows a three-letter airfare basis code with CA (Contract Award) as part of it. Airline City Pair tickets are issued using one of the following fare basis codes:

- (a) YCA = Guaranteed GSA coach/economy class city-pair airfare.
- (b) _CA = Limited capacity, GSA coach/economy class city-pair airfare.

The first letter of the three-letter fare basis code in (b) varies by airline (e.g., LCA, QCA, etc). The only difference between the YCA and _CA is that there are a limited number of seats on the lower _CA Airline City Pair rate. Therefore, a traveler should make flight reservations as soon as plans are firm.

19. The price shown in the E-GOV Travel Service or Defense Travel System (DTS) online booking engine is different from what is shown on the GSA Airline City Pair website. How do I know I am getting the Government rate for my airline reservations?

The E-GOV Travel and DTS vendors' online booking engines display valid GSA contract city-pair airfare rates, but they display them differently than the GSA Airline City Pair website. The GSA website lists the fares for general information purposes only, while the E-GOV Travel/DTS vendors can actually book reservations. Therefore, the GSA website shows the domestic price for the base fare, tax included but without segment, airport and security fees. International Airline City Pair fares on the GSA websites are shown as base fare only, exclusive of all fees and taxes. The E-GOV Travel/DTS vendors' display, on the other hand, shows either the base fare (without tax) or the total cost (base fare, tax plus airport and security fees) depending on which E-GOV Travel/DTS vendor is used.

20. How can the cost of a city-pair flight between two cities vary on the same airline but different flights?

While the base fare and taxes are required to be the same for all of a contract carrier's flights (using the same fare basis) between two cities, the airport and security fees may vary. The fees are based on the number of airports used, even if you do not change planes.

*See the GSA website at <http://fss.gsa.gov/citypairs> or contact following POCs at, <http://fss.gsa.gov/citypairs/forums> below for more information on GSA's Airline City-Pair Program. *Only those without Internet access should call.*

*Mr. Jerry Bristow Program Manager, Contract City-Pair Program (703) 605-2925 Jerome.bristow@gsa.gov	*Mr. Jerry Ellis Contract Specialist City-Pair Program (703) 605-2928 Jerry.ellis@gsa.gov	*Mr Vincent Aquilino Program Analyst City-Pair Program (703)605-2271 Vincent.aquilino@gsa.gov
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APPENDIX Q

OCONUS TOUR LENGTHS/TOURS OF DUTY

PART I: DOD SERVICE MEMBERS

NOTE: For NOAA, see App Q, Part II.

- A. Tour Length Establishment. A tour length is established IAW DODI 1315.18, par. E.3.1.
- B. Tour Length Change. Submit a tour length change proposal IAW DODI 1315.18, par. E.3.1. *Do not submit a tour length change proposal to PDTATAC.*
- C. Tour Length Exception. 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).
- D. Tour Lengths. The following are OCONUS tour lengths *for a DOD Service member only (other than a Defense Attaché)*: DODI 1315.18, par. E3.1.1 (12 January 05):

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Note
All Other OCONUS Duty Stations Not Listed Below	36	24		
Afghanistan				
Kabul (Personnel assigned to the SAO)	NA	12	08-10-07	8
Alaska (except as indicated)	36	36		1
Marine Corps Security Forces	24	12		
Fort Greely	24	12	05-01-04	
Adak	NA	12		
Clear	NA	12		
Galena	NA	12		
King Salmon	NA	12		
Eareckson	NA	12		
Albania				
Tirana	24	12		
Algeria	24	12	12-07-04	
American Samoa	NA	12		
Argentina	36	24		
Armenia				
Yerevan (Personnel assigned to the ODC)	24	18	07-06-06	7
Aruba	24	18		
Australia (except as indicated)	36	24		
Exmouth	24	24		
Learmonth	24	15		
Woomera	24	15		
Austria	36	24		

APP Q: OCONUS Tour Lengths/Tours of Duty (JFTR/JTR)
Part 1: DOD Service Members

Appendix Q

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>Note</u>
Azerbaijan				
Baku (Personnel assigned to the ODC)	24	18	07-06-06	7
Azores (See Portugal)				
Bahamas				
Andros Island	24	24		
Bahrain	24	12		5
Bangladesh	24	18		
Belgium (except as indicated)	36	24		
Bertrix	NA	12		
Belize	24	18	09-17-04	
Benin	24	12		
Bermuda	36	24		
Bolivia	24	18		
Bosnia-Herzegovina				
Sarajevo (Personnel assigned to the ODC)	24	18	07-06-06	7
Botswana	24	12		
Brazil	36	24		
British Indian Ocean Territory				
Diego Garcia Island	NA	12		
Bulgaria				
Sofia	24	12		
Burkina Faso	24	12		
Cambodia	NA	12		
Canada (except as indicated)	36	24		
Argentia	24	12		
Newfoundland	24	12		
Goose Bay	24	12		
Labrador	24	12		
Chad	24	12	*05-02-08	*9
Chile	36	24		
Columbia	24	18		
Commonwealth of the N. Mariana Islands (incl. Saipan)	24	12		
Costa Rica	36	24		
Croatia				
Zagreb	24	12		
Cuba				
Guantanamo Bay	30	18	04-05-07	2
JTF-GTMO	24	12	04-05-07	2
Marine Barracks	24	12		
Curacao (See Netherlands Antilles)				
Cyprus (except as indicated)	24	18		
Akrotiri	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Note
United Arab Emirates	24	12		
United Kingdom (except as indicated)	36	24		3
RAF Fylingdales	24	18		
RAF Machrihanish (Scotland)	24	18		
Uruguay	36	24		
Uzbekistan	24	12		
Venezuela	24	18		
Vietnam	24	12	12-01-03	
Virgin Islands	36	24		
Wake Island	NA	12		
Wales (See United Kingdom)				
West Indies				
Anguilla	24	18		
Antigua	24	12		
Barbados	36	24		
St. Lucia	NA	12		

NOTES:

1. Tour-length policies for a service member assigned to a duty station within Alaska or within 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 at which 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.

continued on next page.....

8. “OSD (P&R/OEPM)” memo dated 31 January 2008 established 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 Accra, Ghana; Port au Prince, Haiti; Podgorica, Montenegro; Abuja, Nigeria; Dakar, Senegal; and personnel assigned the ODC and Bilateral Affairs Office (BAO) Belgrade, Serbia.

Personnel assigned to the Defense Attaché Office (DAO) in Moscow, Russia, and personnel assigned to the Security Assistance Office (SAO) Kabul, Afghanistan; Djibouti City, Djibouti; Addis Ababa; Ethiopia; and Astana, Kazakhstan.

*9. PDUSD (P&R) memo of 5 May 2008 designates the accompanied tour as partially-unaccompanied. Adult dependents only (age 21 or older) are authorized.

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, APP 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 \div 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/>.**

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).**

ITINERARY:		
Day 1	Depart Residence/Arrive TDY	
Day 2	TDY	
Day 3	Depart TDY/Arrive Residence	
REIMBURSEMENT:		
<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
TOTAL		\$ 194.50