

**JOINT FEDERAL TRAVEL REGULATIONS****VOLUME 1****CHANGE 261**

Alexandria, VA

1 September 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 September 2008 unless otherwise indicated.

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This change includes all material written in the following MAP items: 39-08(E); 57-08(E); 59-08(E); 70-08(I); 73-08(I); 76-08(I); 77-08(I); 79-08(I); 83-08(I); 88-08(I); and 92-08(I).

Remove and replace the following: Ch 2C; Ch 2H; Ch 4B; Ch 7U; APP A2; APP E-TOC; APP H2B; APP H3A; APP P-TOC; APP P2; and APP R-TOC.

Insert the attached pages and remove the corresponding pages.

This cover page replaces the Change 260 cover page.

**BRIEF OF REVISION**

These are the major changes made by Change 261:

U2200-C4 and U2200-D. Aligns JFTR and JTR wording regarding TDY departure from the dependents' residence.

U2600. Aligns wording in JTR, par. C2500 with JFTR, par. U2600.

U2605-B. Changes the PCS MALT/mileage rate from \$.19 per mile to \$.27 per mile for all uniformed members.

U4105-I. Allows the Secretary Concerned or authorized delegated authority to adjust the flat rate per diem at 10% increments if the increase from 55% to 60% is insufficient to accommodate anticipated expenses. Adds per diem computation rules for one or more travel days and multiple TDY assignments within an extended TDY assignment. Lodging tax in the U.S. and its possessions is a miscellaneous reimbursable expense and is not part of the per diem or rounded; it is a part of the per diem allowance rate for locations in foreign countries.

U4345. Aligns JFTR and JTR wording regarding TDY departure from the dependents' residence.

U5113-A, Example 1. Removes the NOTE in Example 1 of par. U5113-A.

U7160. Clarifies the discretionary authority to reimburse RC member for IDT outside normal commuting distance is not effective until the Service implementation date.

U7207 and U7300-C. Identifies the DOD Instruction 1327.6 as establishing policy for Rest and Recuperation (R&R) Leave and Funded Environmental and Morale Leave (FEML) Transportation.

U7755-B. Corrects references to premium-class for Congressional travel.

U10022-C2c. Corrects erroneous reference in par. U10022-C2c.

APP A2. Adds new acronyms.

APP E-Table of Contents. Reformats and updates the TOC.

APP H, Parts 2B and 3a. Corrects references to premium-class for Congressional travel.

APP P, Part II. Adds updated GSA Contract City-Pair FAQs information from the GSA website.

APP R-Table of Contents. Reformats and updates the TOC.

## 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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252	U2A-3	261	U4B-15	258	U5B-13	258	U5D-37	258	U5J-7
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261	U2C-3	261	U4B-27	258	U5C-3	258	U5D-49	255	U6A-3
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261	U2H-1	260	U4C-3	260	U5C-13	258	U5D-59	255	U6A-13
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257	U7-i	250	U8-17	250	U10E-21	221	U3B-5	258	Q1-5
260	U7-iii	257	U9-i	250	U10E-23	214	H4A-1	258	Q1-7
260	U7-v	256	U9-iii	250	U10E-25	214	H4B-1	260	Q1-9
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189	U7C-1	254	U9B-5	255	U10E-33	214	H4F-1	258	Q4-1
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257	U7G-1	257	U9C-13	257	A1-1	226	K-i	257	S-1
257	U7G-3	257	U9C-15	257	A1-3	260	K1-1	257	S-3
258	U7G-5	257	U9C-17	257	A1-5	260	K1-3	257	S-5
257	U7G-7	257	U9C-19	257	A1-7	260	K1-5	216	T-i
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261	U7H1-15	253	U10A-3	257	A1-29	217	N-i		
259	U7H2-1	253	U10A-5	257	A1-31	249	N1-1		
256	U7I-1	253	U10A-7	257	A1-33	249	N1-3		
256	U7I-3	258	U10A-9	261	A2-1	249	N1-5		
261	U7J-1	260	U10A-11	261	A2-3	244	N2-1		
256	U7J-3	261	U10A-13	256	B-1	244	N2-3		
250	U7K-1	260	U10A-15	138	C-1	258	O-i		
216	U7L-1	260	U10A-17	256	D-1	252	O-1		
168	U7M-1	260	U10A-19	261	E-i	257	O-3		
209	U7N-1	260	U10B-1	259	E1-1	254	O-5		
243	U7O-1	260	U10B-3	258	E1-3	255	O-7		
242	U7P-1	260	U10B-5	257	E1-5	255	O-9		
259	U7Q-1	260	U10B-7	257	E2-1	255	O-11		
242	U7R-1	260	U10B-9	257	E2-3	255	O-13		
185	U7S-1	260	U10B-11	234	E3-1	258	O-15		
160	U7T-1	260	U10B-13	217	F-i	258	O-17		
261	U7U-1	240	U10C-1	258	F1-1	258	O-19		
242	U7V-1	241	U10C-3	258	F1-3	258	O-21		
193	U7W-1	241	U10C-5	217	F2-1	258	O-23		
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237	U7Z1-1	240	U10D-5	258	G-5	258	O-29		
260	U7Z2-1	252	U10E-1	258	G-7	261	P-i		
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## CHAPTER 2

### ADMINISTRATION AND GENERAL PROCEDURES

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

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

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

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

**Paragraph    Title/Contents**

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

**PART C: TRAVEL STATUS**

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- U2200        TRAVEL STATUS**
- A.    Importance of Travel Status
  - B.    Conditions under Which Travel Status Exist
  - C.    Travel Status Beginning and Ending
  - D.    TDY Departure/Return from/to Dependents' Residence

**PART D: ADVANCE OF FUNDS**

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

**PART E: RESERVED**

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**PART F: TRAVEL CLAIMS AND RECEIPTS**

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

**PART G: RESERVED**

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**PART H: MILEAGE & MALT RATES**

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

## PART C: TRAVEL STATUS

### U2200 TRAVEL STATUS

A. Importance of Travel Status. A member is authorized travel and transportation allowances only while in a "travel status". Travel status exists while performing travel away from the PDS on public business under competent travel orders, including necessary delays en route. Travel status begins when the member leaves the residence, office, or other departure point and ends upon return to the residence, office, or other arrival point at the trip conclusion.

B. Conditions under which Travel Status Exist. "Travel status," except as a member of ship's complement, includes:

1. Travel ICW necessary TDY including time spent at a TDY station, without regard to whether duty is performed while traveling, and without regard to the length of time away from the PDS;
2. PCS travel;
3. Necessary delay while awaiting further transportation after travel status has begun;
4. Travel to and/or from a hospital for observation or treatment (for travel to/from medical facilities in the local travel area, see par. U3500-C);
5. Travel by Government or other aircraft, including:
  - a. Flights for training purposes made under orders of competent authority that require one or more landings away from the starting point; and
  - b. All necessary delays incident to the mode of travel;
6. Flights for training purposes made in the absence of travel orders when it is necessary to remain away overnight; and
7. Other circumstances determined jointly by the Secretaries concerned before, during, or after occurrence to constitute a travel status.

C. Travel Status Beginning and Ending

1. Aircrew Members or Couriers Only. See Table U2C-1.
2. Other Than Aircrew Members or Couriers. See Table U2C-2.
3. Member Assigned to a Two-Crew Nuclear Submarine (SSBN). Travel status ends and the member begins a training and rehabilitation status when:
  - a. The member arrives at the submarine's homeport, and
  - b. No further travel away from the homeport is required by the PCS orders before reporting on board the submarine

whether or not the submarine is at the homeport (57 Comp. Gen. 178 (1977)).

\*D. TDY Departure/Return from/to Dependents' Residence. See par. U4345

<b>Table U2C-1</b>				
<b>Part I -- Beginning of Travel Status</b>				
<b>Departure from PDS -- Aircrew Members<sup>1</sup></b>				
<b>Rule</b>	<b>When Member Departs</b>	<b>And Proceeds To</b>	<b>And Then To</b>	<b>Travel Status Begins When Member Departs From</b>
<b>1</b>	Home	Office	Flight ops/terminal at the PDS 3/	Terminal 4/
<b>2</b>	Home	Flight ops/terminal at the PDS 3/	N/A	Terminal 4/
<b>3</b>	Home	Office	Flight ops/terminal not at the PDS 3/	Office 2/
<b>4</b>	Home	Flight ops/terminal not at the PDS 3/	N/A	Home
<b>Part II -- Ending of Travel Status</b>				
<b>Rule</b>	<b>When Member Returns To</b>	<b>And Proceeds To</b>	<b>And Then To</b>	<b>Travel Status Ends When Member Returns To</b>
<b>5</b>	Flight ops/ terminal at the PDS 3/	Office or home	N/A	Terminal 4/
<b>6</b>	Flight ops/ terminal not at the PDS 3/	Office	Home	Office 2/
<b>7</b>	Flight ops/ terminal not at the PDS 3/	Home	N/A	Home

1/ Members performing TDY as aircrew members include those members for whom aircrew duty is an additional duty. Also includes Armed Forces couriers and other members whose primary duty makes the air terminal a regular duty place. This does not apply to Reserve Component members for first and last day when called to active duty. Aircrew status for Reserve Component members only applies after the member arrives at the active duty location and terminates when the member departs upon relief from active duty.

2/ Disregard travel to and from office if no duty was performed there.

3/ "At PDS" means within the limits of the PDS as defined in Appendix A.

4/ 'Departs from/returns to terminal' refers to "wheels up/wheels down."

<b>Table U2C-2</b>					
<b>Part I--Beginning of Travel Status</b>					
<b>Departure from PDS--Other than Aircrew Members and Couriers</b>					
<b>Rule</b>	<b>When Member Departs From:</b>	<b>And Proceeds to:</b>	<b>And Then To:</b>	<b>And Then To:</b>	<b>Travel Status Begins When Member Departs From:</b>
1	Home 6	Transportation Terminal	N/A	N/A	Home 6
2	Home	Office 1	Transportation Terminal	N/A	Office 2, 5
3	Home	Office 1	Another duty/departure point within PDS 5	Transportation Terminal	Another duty /departure point within PDS 3,4
<b>Part II-- Ending of Travel Status</b>					
<b>Rule</b>	<b>When Member Returns To:</b>	<b>And Returns To:</b>	<b>And Then To:</b>	<b>And Then To:</b>	<b>Travel Status Ends When Member Returns To:</b>
4	Terminal	Home 6	N/A	N/A	Home 2, 6
5	Terminal	Office 1	Home	N/A	Office 1, 2, 5
6	Terminal	Another duty/arrival point within PDS 3, 4	Home	N/A	Another duty/arrival point within the PDS 5

1/ Disregard travel to/from office or other duty point if no duty was performed thereat.

2/ Applicable even though terminal is located at the PDS.

3/ Example: Member departs Navy Annex and proceeds to Pentagon for briefing prior to departing on TDY. Pentagon then becomes "another duty point." Member departs Navy Annex and proceeds to restaurant for lunch and after lunch proceeds to terminal. Restaurant becomes the "other departure point."

4/ "Another departure/arrival point is never a transportation terminal.

5/ Does not prevent reimbursement of transportation between home and PDS on travel days IAW pars. U3320-C, U3410-B and U3420-B.

6/ The AO may permit the member to begin/end official travel from the location at which the member maintains the family residence if it is not the residence from which the member commutes daily to the PDS. If advantageous to the Government, POC use may be authorized/approved to begin/end at the: (1) member's residence (from which the member commutes daily to the PDS), (2) location at which the member maintains the family residence if it is not the residence from which the member commutes daily to the PDS, or (3) place near the member's residence where the POC is garaged/stored. **Relative cost should be a consideration.** **EXAMPLE:** The member's PDS is Alexandria, VA. The member resides in Alexandria during the workweek and commutes daily to the PDS. The member maintains the family residence in Norfolk, VA. The member may be permitted to begin and/or end official travel on TDY at Norfolk, VA.

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**PART H: MILEAGE AND MALT RATES**

**\*U2600 TDY & LOCAL TRAVEL**

\*A. TDY Mileage Rate Chart. TDY mileage rates for local and TDY travel are:

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

\*B. Helicopter and Privately-owned Boat. Use of a privately owned aircraft other than an airplane (e.g., helicopter) and a privately-owned boat are not reimbursed on a TDY mileage basis. See pars. U3305-C and U3305-D.

\*C. POC Use Instead of GOV. See par. U3345 for POC use instead of a GOV.

\*D. GOV Advantageous POC Rates. GOV advantageous POC rates consist of:

\*1. \$0.285/mile (fixed cost \$0.16 and variable cost \$0.125) if GOV use is to the Gov't's advantage, there is a GOV available, but one has not been procured specifically for the member's use.

\*2. \$0.125/mile (variable cost) when a GOV is directed, has been procured for the member's use, is available for the member's use and the member elects to use a POC.

## U2605 PCS TRAVEL

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

### B. PCS MALT Rate

\*1. *Effective 1 July 2008*, the MALT rate per authorized POC is \$.27/mile. The MALT rate in effect from 1 January – 30 June 2008 was \$.19/mile.

\*2. The \$.27/mile rate is effective for all PCS travel that commences on or after 1 July 2008 (i.e., the initial travel is started).

\*3. PCS travel that commenced prior to 1 July 2008 must be paid at the old rate (\$.19/mile).

4. See par. U5015 for general information and reimbursement ICW MALT.

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

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

## U2610 CONVERTING KILOMETERS TO MILES

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

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

## U2615 SELF-PROPELLED MOBILE HOME

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

**Paragraph    Title/Contents**

- U4260      AEA COMPUTATION**  
 A.    General  
 B.    Meals Available under Special Arrangements  
 C.    Averaging Expenses  
 D.    Mixed Travel (Per Diem and Actual Expense)

- U4265      COMPUTATION EXAMPLES**

**PART D: ALLOWABLE TRAVEL TIME FOR TDY TRAVEL**

- U4300      GENERAL**

- U4305      ACTUAL TRAVEL TIME**

- U4325      SCHEDULING TRAVEL**

- A.    Schedule  
 B.    Early Departure

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

- A.    Starting and Ending Travel  
 B.    En Route Rest Stop/Rest Period at TDY Point  
 C.    En Route Rest Stop  
 D.    Rest Period at the TDY Point before Reporting for Duty  
 E.    Delaying Return Travel to Use Reduced Travel Fares

- U4330      POC TRAVEL**

- U4335      SPECIAL CONVEYANCE TRAVEL**

- U4340      MIXED MODES TRAVEL**

- U4345      TDY DEPARTURE/RETURN FROM/TO DEPENDENTS' RESIDENCE**

- A.    Authorization/Approval  
 B.    Starting/Ending Travel  
 C.    Cost  
 D.    Example

**PART E: GOVERNMENT MESS USE/AVAILABILITY**

- U4400      GOVERNMENT MESS**

- A.    Mess Available  
 B.    Mess Not Available  
 C.    GMR/PMR Documentation

**PART F: OCCASIONAL MEALS AND QUARTERS**

- U4510      OCCASIONAL MEALS AND QUARTERS**

- A.    General  
 B.    Computation

**Paragraph    Title/Contents****PART G: TRAVEL AND TRANSPORTATION ALLOWANCES FOR TRAVEL OF DEPENDENTS WHEN MEMBER ORDERED ON INDETERMINATE TDY**

- U4600        GENERAL**
- U4605        MEMBER ORDERED ON INDETERMINATE TDY**
- A.    General
  - B.    Dependents' Transportation to the TDY Station or Other Location
  - C.    Return of the Member to the PDS
  - D.    PCS Order Received at TDY Station

**PART H: HHG SHIPMENT AND STORAGE UNDER A TDY ORDER**

- U4700        GENERAL**
- U4705        AUTHORIZING/APPROVING TDY HHG TRANSPORTATION**
- U4710        BASIC ALLOWANCE**
- A.    Shipments in Addition to Authorized TDY Weight Allowance
  - B.    Weight Allowance
  - C.    Shipment of Replacement Items
- U4715        LIMITATIONS**
- U4720        TRANSPORTATION MODES**
- U4725        FACTORS AFFECTING TDY HHG TRANSPORTATION**
- A.    Weight Allowance
  - B.    Orders Amended, Modified, Canceled or Revoked
  - C.    Improper Shipments
- U4735        WHEN EXCESS CHARGES ARE INCURRED**
- U4740        CALLED (OR ORDERED) TO ACTIVE DUTY**
- U4745        PCS WITH TDY EN ROUTE**
- U4750        TDY WITHOUT RETURN TO PDS OR TDY PENDING FURTHER ASSIGNMENT**
- U4755        INDETERMINATE TDY**
- U4760        TDY PENDING PCS ASSIGNMENT TO AN OCONUS PDS OR TO A SHIP**
- A.    General
  - B.    Ordered to a Ship
  - C.    Ordered to OCONUS Duty or to a Unit Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer

## PART B: PER DIEM ALLOWANCE

### U4100 GENERAL

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

**NOTE:** *When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky)), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables, the applicable per diem rate is based on the location of the front gate for the reservation, station or other established area. Refer to the U.S. Census Bureau website (<http://quickfacts.census.gov/cgi-bin/qfd/lookup>) which can help determine in which county a destination is located. If the specific location (e.g., city or town) is not listed in the per diem list, but the county is, then the county per diem rate is the rate for that entire county – including all encompassed cities and towns. If neither the city/town nor the county is listed, that area is a Standard CONUS per diem rate location. See <http://perdiem.hqda.pentagon.mil/perdiem/conuspd.html> or par. U2025 for the current Standard CONUS per diem rate.*

### U4101 WHEN PER DIEM IS AUTHORIZED

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

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

### U4102 CIRCUMSTANCES IN WHICH PER DIEM NOT AUTHORIZED

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

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

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

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

D. Travel or TDY within PDS Limits. Except as authorized in par. U4105-H, a member is not authorized per diem for travel or TDY performed within the limits of the PDS. This does not preclude payment of per diem on the day of departure from or day of return to the PDS ICW TDY away from the PDS. For transportation allowances see Chapter 3. Par. U4102-D does not prohibit reimbursement under par. U4510 for occasional meals and quarters necessarily procured within the PDS limits by a member escorting arms control inspection team/a member while engaged in activities related to the implementation of an arms control treaty or agreement during the in-country period referred to in the treaty or agreement (DOD Authorization Act, FY93, P.L. 102-484, dated 23 October 1992.) Except as indicated below, per diem is not payable at the old or new PDS for TDY en route ICW PCS travel. This applies even if the member vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY. **Exception:** A member who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is authorized per diem at the old PDS (B-161267, 30 August 1967). Example: A member departs the Pentagon (in Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1 -31 July, returns TDY en route to the Pentagon 5-15 August, and then signs in PCS to Ft. Polk on 31 August. The member is authorized per diem at the Pentagon (old PDS) 5-15 August. If the member had departed on 15 June but performed TDY in Arlington, VA first, no per diem is payable for the TDY in Arlington immediately after detachment.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**U4105 PER DIEM PAYABLE IN SPECIFIC CASES**

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

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

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

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

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

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

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

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

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

2. TDY at other than Leave Point

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

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

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

TDY allowances are payable at the TDY location.

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

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

TDY allowances are payable at the TDY location.

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

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

\*I. Contingency Operation Flat Rate Per Diem Allowance. The Secretary Concerned may authorize a contingency operation flat rate per diem allowance for a member assigned TDY to a contingency operation for more than 180 consecutive days at one location. The reduced flat rate per diem allowance is equal to 55% of the applicable maximum locality per diem amount prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>. Retroactive application of this authority to an existing travel authorization/order dated prior to par. U4105-I effective date of 1 February 2008 violates par. U2105. Except to correct or to complete an authorization/order to show the original intent, a travel authorization/order must not be revoked or modified retroactively to create, deny, or change an allowance (24 Comp. Gen. 439 (1944)). See APP A for the definition of contingency operation.

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

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

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

\*c. See par. U4135 for dual lodging information.

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

\*3. Contingency Operation Per Diem Allowance Exception. The Secretary Concerned or authorized delegated authority may adjust the contingency operation flat rate per diem allowance when the 55% rate is determined to be insufficient or overly generous. ***Per diem rate adjustment must be authorized before travel.*** For example, the Secretary Concerned or the authorized delegated authority, before travel begins, may authorize the following per diem rate adjustments:

\*a. Lower the 55% to 50% to accommodate slightly lower than expected anticipated expenses; or

\*b. Increase the 55% to 60% to accommodate slightly higher than anticipated expenses; or

\*c. Increase the per diem in 10% increments above 60% (NTE 100%) if 60% is insufficient.

\*d. Continuation of the full locality per diem rate (and 'Lodgings-Plus' computation) when reduced cost long-term rental or lease facilities are not available at the specified location.

\*4. Per Diem Computation Procedures. The contingency flat rate per diem rate is rounded up to the next higher dollar and paid in a fixed amount NTE 55% of the applicable maximum daily TDY locality per diem rate, plus lodging taxes (see par. U4105-I4c), in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>. ***A lodging receipt is not required; however, one may be necessary IAW Service regulations to support miscellaneous lodging tax reimbursement.*** Ensure the member has asked about and taken advantage of any tax exemption that may exist.

\*a. Pay 55% (or the appropriate percent) of the locality per diem allowance rate (plus CONUS lodging tax separately if applicable on the 55% or appropriate percentage) except for the days of departure from and/or return to the PDS. See par. U4147.

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

\*c. Lodging tax in CONUS and in non-foreign OCONUS areas is a miscellaneous reimbursable expense in addition to the 55% (or appropriate percent) per diem. ***Lodging tax in a foreign OCONUS area is part of the per diem and is not separately reimbursable.***

\*d. If authorized travel requires more than one day en route to the TDY contingency operation location where a reduced flat per diem rate is authorized, per diem at the stopover point is based on the stopover locality per diem rate and is not at the 55% rate. See par. U4145-B. The flat rate per diem rate is effective the day after the member is to report to TDY location. See pars. U4149 or U4151.

\*e. For multiple TDY assignments between the contingency operation TDY location and other locations such as an installation where GMR or PMR or similar deductible meals are available (par. U4165) or commercial lodging - the locality per diem applies for the official travel days. When dual lodging is authorized, pay NTE the maximum locality per diem lodging rate (not the flat rate per diem amount) for the contingency operation TDY location. See par. U4105-I1c. The applicable per diem rate is effective the day after the reporting date to the TDY location. See pars. U4149 or U4151.

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

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

\*Pay the reduced flat rate per diem of \$143, plus \$15 lodging tax/night (***NOTE: If the \$95/night rate is known before the fact, the flat rate percentage could be reduced to 50% (or  $\$198 \times .5 = \$99$ ) plus the appropriate lodging tax.***)

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

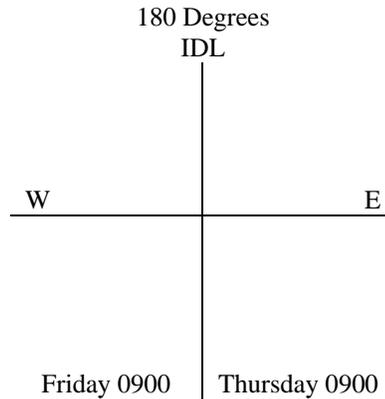
\*Pay the second TDY day up to the day before departure from the TDY location - \$143/day plus \$15 lodging tax.

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

**U4115 INTERNATIONAL DATELINE**

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

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



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

<b>EXAMPLE 1</b>			
<b>TDY Travel Involving IDL with a 'Lost' Day</b>			
The TDY location lodging cost is \$135/night. The per diem rate is \$225 (\$135/ \$90).			
The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/20.			
When crossing the IDL in a westward direction, the dates 8/18 -8/19 are treated as one day for per diem computation purposes because the traveler did not arrive at the TDY location until 8/20. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for two 8/25 dates.			
<b>A Government mess is not available at the TDY point. AEA is not authorized.</b>			
<b>ITINERARY</b>			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
20-24 Aug (Friday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
<b>REIMBURSEMENT (Actual and Constructed Cost Comparison)</b>			
18 Aug Wednesday	75 % x \$90 =		\$67.50
19 August Thursday	NO PER DIEM		
20-24 Aug (Friday-Tuesday)	\$135 (lodging) + \$90 (M&IE) = \$225/day x 5 days =		\$1,125.00
25 Aug Wednesday	\$90 (M&IE)=		\$90.00
25 Aug Wednesday	75 % x \$90 =		\$67.50
<b>Total</b>			<b>\$1,350.00</b>

**EXAMPLE 2**

**TDY Travel Involving IDL without a ‘Lost’ Day**

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

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

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

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

**ITINERARY**

Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
19-24 Aug (Thursday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
18 Aug Wednesday	75 % x \$72 =		\$54.00
19-24 Aug (Thursday-Tuesday)	\$140 (lodging) + \$72 (M&IE) = \$212/day x 6 days =		\$1,272.00
25 Aug Wednesday	75 % x \$72 =		\$54.00
<b>Total</b>			<b>\$1,380.00</b>

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

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

**U4127 LODGING TAX UNDER ‘LODGINGS-PLUS’**

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

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

**U4129 LODGING UNDER THE ‘LODGINGS-PLUS’ COMPUTATION METHOD**

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

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

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

D. Double Occupancy. In the case of double occupancy, each official traveler is allowed one-half of the double occupancy charge if a room is shared with another official traveler. ***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.***

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**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 GSBCA 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**

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

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&amp;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**

**First Day**

(Departure day from Location A and arrival day in Location B):

Lodging	M&IE	Total
\$95	\$46	\$141 plus lodging tax (see <b><i>NOTE</i></b> )

**Second thru Fifth Day**

(Lodging cost + M&IE/day) x 4 days

Lodging	M&IE	Total
\$95	\$46	\$141 X 4 days = \$564 plus lodging tax (see <b><i>NOTE</i></b> )

**Return day to Location A**

(Lodging cost + M&IE)

Lodging	M&IE	Total
\$45	\$46	\$91

**EXAMPLE 2**

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

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 <b><i>NOTE</i></b> )

**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 <b><i>NOTE</i></b> )

**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.

<b>EXAMPLE</b>
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 GSBCA 15890-TRAV, 29 July 2003).*

**U4145 PER DIEM COMPUTATION**

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

B. Stopover Point. If authorized travel requires more than 1 day and a stopover for the night that includes lodging (***NOTE: Lodging does not include sleeping in the transportation terminal.***) is required, per diem at the stopover point is based on the stopover point locality per diem rate.

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

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

**U4147 PER DIEM FOR DEPARTURE FROM AND RETURN TO PDS**

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

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

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

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

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**U4149 M&IE RATE DETERMINATION FOR CONUS FULL DAYS**

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

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

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

***NOTE: In circumstances in which adequate Government quarters are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the quarters are not available and authorized the locality meal rate instead of the GMR and \$3 for incidental expenses (i.e., Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality meal rate to GMR.)***

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

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

***NOTE: In circumstances in which adequate Government quarters are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the quarters are not available and authorized the locality meal rate instead of the PMR and \$3 for incidental expenses (i.e., Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality meal rate to PMR.)***

**U4150 PER DIEM AND AEA ON A SINGLE TRIP**

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

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**U4151 M&IE RATE DETERMINATION FOR OCONUS FULL DAYS**

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

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

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

***NOTE: In circumstances in which adequate Government quarters are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the quarters are not available and authorized the locality meal rate instead of the GMR and the locality incidental expense rate unless the \$3.50 incidental expense rate is authorized under par. U4151-D. Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality M&IE to GMR plus \$3.50.***

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

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

***NOTE: In circumstances in which adequate Government quarters are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the quarters are not available and authorized the locality meal rate instead of the PMR and the locality incidental expense rate unless the \$3.50 incidental expense rate is authorized under par. U4151-D (i.e., Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality M&IE rate to PMR plus \$3.50).***

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

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

**NOTE:** *In circumstances in which adequate Government quarters are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the quarters are not available and authorized the locality incidental expense rate unless the \$3.50 incidental expense rate is authorized under par. U4151-D. Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality incidental rate to \$3.50.*

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

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

#### **U4155 SCHOOLHOUSE TRAINING (FORMAL COURSES OF INSTRUCTION)**

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

#### **U4157 LODGING PER DIEM COMPUTATION**

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

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

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

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

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

**U4160 PER DIEM FOR TDY TRAVEL BY CAR FERRY**

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

1. Mileage (see par. U2600)

a. Mileage is authorized for the official distance from the PDS to the car ferry POE and from the car ferry POD to the TDY location.

b. If more than one car ferry is used, mileage is payable for overland travel between ferries; or

2. Transportation. The member is authorized:

a. Government-procured ferry transportation; or

b. Reimbursement for personal transportation costs on the car ferry (limited to the Government-procured ferry transportation cost);

3. Per Diem

a. Lodging. Reimbursement for lodging (unless included in the transportation cost) is authorized with no cost ceiling limitation.

b. Meals and Incidental Expenses (M&IE) when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based on and computed for the member using the highest CONUS M&IE rate (see APP A) for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is the rate applicable for the member's location at 2400 on that day.

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

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

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

#### U4163 ESSENTIAL UNIT MESSING (EUM)

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

#### U4165 DEDUCTIBLE MEALS

1. The PMR in pars. U4149-C and U4151-C applies on any day when one or two deductible meals are provided. See APP R, Part II, par. J. The Government should not pay for the same meal twice (originally by registration fee, etc., and then again through per diem). A meal that is provided to the traveler for which the Government pays nothing does not affect per diem payment.
2. A deductible meal is a meal:
  - a. Made available pursuant to an agreement between a Uniformed Service and any organization, if the authorization/order directs use of the facility providing the meal(s);
  - b. Included in a registration fee paid by the Government;
  - c. Furnished at no cost to the traveler by a school while attending a course of instruction if the Government ultimately pays the school for the meal cost;
  - d. Furnished by the Government at no cost to a member (see par. U4167);
  - e. Provided by a lodging establishment for which a charge is added in the lodging cost (ex., lodging cost \$75 without breakfast; lodging cost \$85 with breakfast); or
  - f. Provided by a lodging establishment when the meal(s) are included in the lodging cost under an agreement between the Government and the lodging establishment (ex., an agency arranges for lodging at a conference/meeting and the cost of one or more meals is included in the lodging cost).
3. If all three meals are provided/consumed at no cost to the traveler, only the incidental expense amount for that day (\$3 in CONUS, or the applicable locality incidental expense rate (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) or \$3.50 OCONUS) is payable.

#### U4167 NON-DEDUCTIBLE MEALS

1. The following are not deductible meals:
  - a. Box lunches, (which include such things as C Rations, K Rations, MREs) - except when MREs and/or other box lunches are the *only method* of providing adequate subsistence to a member. ***NOTE: See par. U4800-E for a member on TDY within a Combatant Command or Joint Task Force Area of Operations.***
  - b. In-flight meals,
  - c. Rations furnished by the Government on military aircraft,
  - d. Government meals paid for by the member and consumed in a Government mess,
  - e. Meals furnished on commercial aircraft,
  - f. Meals provided by private individuals, or
  - g. Meal(s) provided by a lodging establishment on a complimentary basis without adding a charge for the meal(s) in the lodging cost (ex., lodging cost \$75 with or without breakfast).
2. If all three meals are provided/consumed at no cost to the member, only the incidental expense amount for that day (\$3 in CONUS, or the applicable locality incidental expense rate (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) or \$3.50 OCONUS) is payable.

#### U4169 LODGING REQUIRED ON THE DAY TRAVEL ENDS

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

#### U4171 MEALS PROVIDED BY A COMMON CARRIER OR COMPLIMENTARY MEALS PROVIDED BY A LODGING ESTABLISHMENT

Meals provided by a common carrier do not affect per diem. Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals. See par. U4165, items 2e and 2f when a charge for meals is added to the lodging cost.

#### U4173 PER DIEM ALLOWANCE COMPUTATION EXAMPLES

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

B. U.S. and Non-foreign OCONUS Lodging Tax. The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) does not include an amount for lodging tax. Tax on lodging in CONUS and non-foreign OCONUS areas is a separately reimbursable travel expense, except when 'MALT-Plus' per diem for POC travel is paid.

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

D. Examples

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

<b>EXAMPLE 1</b>					
<b>Per Diem Rate/POC TDY Mileage Computation</b>					
A member is authorized TDY from a PDS for two days, POC use between the residence and TDY station is to the Government's advantage and authorized on the travel authorization/order. See par. U3305-B. The member arrives at the TDY station on day 2 and completes the TDY assignment on day 4.					
Reimbursement is limited to the actual lodging cost NTE the maximum locality per diem lodging rate plus the appropriate M&IE.					
The maximum per diem rate for the TDY location is \$109 (\$70/ \$39), actual lodging cost is \$72/night and Government mess is not available at the TDY point. The 12-hour rule does not apply because the TDY is over 12 hours.					
<i>AEA is not used for this example but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO. See Chapter 4, Part C.</i>					
<b>ITINERARY</b>					
Date	Depart	Arrive	Per Diem Rate	Actual Lodging Cost	POC Distance Traveled
10 May	Residence	1st Stopover	\$109 (\$70/ \$39)	\$60	400 miles
11 May	En Route	TDY Station	\$109 (\$70/ \$39)	\$72	15
12 May	TDY Station	TDY Station	\$109 (\$70/ \$39)	\$72	
13 May	TDY Station	2nd Stopover	\$111 (\$72/ \$39)	\$60	365 miles
14 May	En Route	Residence	Use 2 <sup>nd</sup> Stopover MI&E		50
<b>REIMBURSEMENT</b>					
Day 1	\$39 x 75% = \$29.25 + \$60 =				\$ 89.25
Day 2	\$39 + \$72 = (\$72 limited to \$70) =				\$109.00
Day 3	\$39 + \$72 = (\$72 limited to \$70) =				\$109.00
Day 4	\$39 + \$60 =				\$ 99.00
Day 5	\$39 x 75% =				\$ 29.25
1 round trip of 830 miles (official distance) x \$0.505/mile =					\$419.15
<b>Total Reimbursement</b>					<b>\$854.65</b>

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

<b>EXAMPLE 2</b>			
<b>Per Diem Rate – GMR/PMR and POC TDY Mileage Computation</b>			
A member is TDY to a U.S. Installation at which Government lodging (at \$6/night) and messing is available. The GMR is directed in the authorization/order. The AO approves the PMR on the 17 <sup>th</sup> because breakfast was not available.			
POC use between the residence and TDY station is to the Government’s advantage and is authorized on the travel authorization/order. See par. U3305-B.			
The maximum per diem rate is \$109(\$70/ \$39). GMR (par. U4149-B) is \$9.80 and the PMR (par. U4149-C) is \$23 plus \$3.00, the CONUS incidental expenses rate, applies in this example.			
<b><i>NOTE: Government mess deductions are never made for arrival and departure days. See par. U4147, item 1. The GMR and PMR rates used in this example are for illustrative purposes only – see APP A, GMR definition for the current Government meal rate.</i></b>			
<b>ITINERARY</b>			
Date	Depart	Arrive	POC Distance
10 March	Residence	TDY Station	325 miles
16-18 March		At TDY Station	
19 March	TDY Station	Residence	325 miles
<b>REIMBURSEMENT</b>			
15 March	\$39 x 75% = \$29.25 + \$6 =		\$35.25
16 March	\$9.80 (GMR) + \$3 (I) + \$6 =		\$18.80
17 March	\$23 (PMR) + \$3 + \$6 =		\$32.00
18 March	\$9.80 (GMR) + \$3 + \$6 =		\$18.80
19 March	\$39 x 75% =		\$29.25
1 round trip of 650 miles (official distance) x \$0.505/mile =			\$328.25
<b>Total Reimbursement</b>			<b>\$462.35</b>

**U4175 RETURN TO PDS FROM TDY FOR PERSONAL REASONS**

A. General

1. Authorized Member. Par. U4175 applies to an active or reserve component member.
2. Authorized Allowances. Based on the transportation expenses incurred, a member who voluntarily returns to the PDS, or residence from which the member ordinarily commutes daily to the PDS, during a TDY period, for personal reasons, is authorized the lesser of:
  - a. Per diem or AEA for the actual travel time (*no per diem or AEA while at the PDS*) to and from the PDS/ residence and transportation expenses for the travel from the TDY point to the PDS/residence and return; or
  - b. The per diem or AEA that would have been allowed had the member stayed at the TDY point.

***NOTE: Lodging tax is not included in the constructed cost for a CONUS/non-foreign OCONUS location as it is a separately reimbursable miscellaneous expense. OCONUS foreign lodging tax is not a separately reimbursable expense.***

3. Allowances not Authorized. No per diem is credited for any day the member was in a leave status.
4. Contingency Operation. See par. U7225 concerning reimbursement for lodging retained at a contingency operation TDY location during leave away from that location.

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

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

1. Example 1

<b>EXAMPLE 1</b>			
<b>Per Diem and POC TDY Mileage Computation</b>			
<p>A member performed TDY and returned to the PDS while TDY on the weekend for personal reasons. TDY location lodging cost is \$65/night. The maximum per diem rate is \$112(\$73/ \$39). A Government mess is not available at the TDY point. AEA is not authorized and per diem is not payable for 28 June (actual cost computation) because the member is at the PDS. See par. U4102-D.</p>			
<p>POC use between the residence and TDY station is to the Government's advantage and is authorized on the travel authorization/order for one round trip. See par. U3305-B.</p>			
<p>The member is due \$1,387.75 (constructed cost since it is less than the actual cost for this example).</p>			
<p><i>AEA is not used for this example but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Chapter 4, Part C).</i></p>			
<b>ITINERARY</b>			
Date	Depart	Arrive	POC Distance
23 June	PDS	TDY Station	325 miles
24-26 June		At TDY Station	
27 June	TDY Station	PDS (personal reasons)	325 miles
28 June		PDS	
29 June	PDS	TDY Station	325 miles
30 June-2 July		At TDY Station	
3 July	TDY Station	PDS	325 miles
<b>REIMBURSEMENT (Actual and Constructed Cost Comparison)</b>			
23 June	$\$39 \times 75\% = \$29.25 + \$65 =$		\$94.25
24 to 26 June	$\$39 + \$65 = \$104/\text{day} \times 3 \text{ days} =$		\$312.00
27 June	$\$39 \times 75\% =$		\$29.25
28 June	Per diem is not payable at the PDS (par. U4102-D)		\$0.00
29 June	$\$39 \times 75\% = \$29.25 + \$65 =$		\$94.25
30 June-2 July	$\$39 + \$65 = \$104/\text{day} \times 3 \text{ days} =$		\$312.00
3 July	$\$39 \times 75\% =$		\$29.25
2 round trips of 650 miles (official distance) = 1,300 miles x \$0.505/mile =			\$656.50
<b>Actual Cost Total</b>			<b>\$1,527.75</b>
<b>Constructed Cost</b>			
23 June	$\$39 \times 75\% = \$29.25 + \$65 =$		\$94.25
24 June-2 July	$\$39 + \$65 = \$104/\text{day} \times 9 \text{ days} =$		\$936.00
3 July	$\$39 \times 75\% =$		\$29.25
1 round trip of 650 miles (official distance) x \$0505/mile =			\$328.25
<b>Constructed Cost Total</b>			<b>\$1, 387.75</b>

2. Example 2

**EXAMPLE 2**  
**Per Diem, GMR and POC TDY Mileage Computation**

A member is TDY at a U.S. Installation at which Government messing is available for all meals and lodging cost is \$6.00/night. Government mess use is directed and per diem is not paid on 12 July (actual cost computation) while the member is at the PDS. See par. U4102-D. The member returned by POC to the PDS while TDY on the weekend for personal reasons.

The maximum per diem rate is \$109(\$70/ \$39). The GMR (par. U4149-B) is \$9.80 plus \$3.00 CONUS incidental rate for this example.

POC use between the residence and TDY station is to the Government's advantage and is authorized on the travel authorization/order for one round trip. See par. U3305-B.

The member is due \$364.15 (constructed cost since it is less than the actual cost for this example).

***NOTE: Government mess deductions are not made for arrival and departure days (par. U4147, item 1). The GMR rate used in the example is for illustrative purposes only – see APP A, GMR definition for the current Government meal rate.***

ITINERARY			
Date	Depart	Arrive	POC Distance
9 July	PDS	TDY Station	185 miles
10 July		At TDY Station	
11 July	TDY Station	PDS	185 miles
12 July		PDS (personal reasons)	
13 July	PDS	TDY Station	185 miles
14-15 July		At TDY Station	
16 July	TDY Station	PDS	185 miles
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
9 July	(\$39 x 75%) = \$29.25 + \$6 =		\$35.25
10 July	\$9.80 + \$3 + \$6 =		\$18.80
11 July	\$39 x 75% =		\$29.25
12 July	Per diem is not payable at the PDS (par. U4102-D)		\$0.00
13 July	(\$39 x 75%) = \$29.25 + \$6 =		\$35.25
14-15 July	\$9.80 + \$3 + \$6 = \$18.80/day x 2 days =		\$37.60
16 July	\$39 x 75% =		\$29.25
2 round trips of 370 miles (official distance) x 2 = 740 miles x \$0.505/mile =			\$373.70
<b>Actual Cost Total</b>			<b>\$559.10</b>
Constructed Cost			
9 July	(\$39 x 75%) = \$29.25 + \$6 =		\$35.25
10-15 July	\$9.80 + \$3 + \$6 = \$18.80/days times 6 days =		\$112.80
16 July	\$39 x 75% =		\$29.25
1 round trip of 370 miles (official distance) x \$0505/mile =			\$186.85
<b>Constructed Cost Total</b>			<b>\$364.15</b>

U4176 TRAVEL TO AN ALTERNATE LOCATION ON NON-DUTY DAYS

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

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

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

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

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

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

**U4179 PER DIEM RATE REVIEW**

A. General. When a member, command or AO thinks that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent to the appropriate activity listed in par. U4179-B via (1) the appropriate command channels and (2) via the applicable department/office listed below:

1. Army - Army Military Advisory Panel Member, HQDA, Deputy Chief of Staff G-1, Attn: DAPE-PRC, 300 Army Pentagon, Washington, DC 20310-0300.
2. Navy - Navy Military Advisory Panel Member, Chief of Naval Operations (N130E), 2 Navy Annex, Washington, DC 20370-2000.
3. Marine Corps - Marine Corps Military Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force - Air Force Military Advisory Panel Member, HQ USAF/A1SF, 201 12 Street Suite 411D, Arlington, VA 22202-5406.
5. Coast Guard - Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street, SW, Washington, DC 20593-0001.
6. NOAA Corps - Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.
7. U.S. Public Health Service - Office of Commissioned Corps Force Management, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.
8. Office of the Secretary of Defense and other DOD Components - Per Diem, Travel and Transportation Allowance Committee, Attn: E&S Branch, Hoffman Building 1, Room 836, 2461 Eisenhower Avenue, Alexandria, VA 22331-1300.

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

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

**CONUS Locations**

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

**Non-Foreign OCONUS Locations**

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

**Foreign OCONUS Locations**

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

**U4181 PER DIEM AND AEA ON A SINGLE TRIP**

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

U4183 QUICK REFERENCE TABLES - PER DIEM ALLOWANCES

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

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

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

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

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

**Footnotes**

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

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

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

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

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

6/ (a) The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2/day, is a separately reimbursable travel expense in addition to per diem/AEA when travel *within CONUS* requires at least 7 consecutive nights TDY lodging *in CONUS* (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 Nights NTE \$16, etc.).

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

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

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

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

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

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

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

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

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

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

#### **U4330 POC TRAVEL**

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

#### **U4335 SPECIAL CONVEYANCE TRAVEL**

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

#### **U4340 MIXED MODES TRAVEL**

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

**\*U4345 TDY DEPARTURE/RETURN FROM/TO DEPENDENTS' RESIDENCE**

\*A. Authorization/Approval. The AO may permit the member to begin/end official travel from the location at which the member maintains the family residence if it is not the residence from which the member commutes daily to the PDS.

\*B. Starting/Ending Travel. If to the Government's advantage, POC use may be authorized/approved to begin/end at the:

- \*1. Member's residence (from which the member commutes daily to the PDS),
- \*2. Location at which the member maintains the family residence if it is not the residence from which the member commutes daily to the PDS, or
- \*3. Place near the member's residence where the POC is garaged/stored.

\*C. Cost. *Relative cost should be a consideration.*

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

<b>*EXAMPLE 1</b> <i>(Crosses International Dateline)</i>			
Date	Departure/Arrival	Location	Transportation
17 Feb	Depart:	Old PDS	GB
	Arrive:	POE	
18 Feb	Depart:	POE	TP
	Arrive:	POD	
19 Feb	Depart:	POD	TP
	Arrive:	New PDS	
Member spends \$150 for lodging on 17 February. POE per diem rate is \$291 (\$193/ \$98). POE is not the local terminal for the old PDS. Member spends \$100 for lodging on the second 18 February. POD per diem rate is \$161 (\$110/ \$51). M&IE for new PDS is \$39.			
<b>REIMBURSEMENT:</b>			
17 Feb	75% x \$98 = \$73.50 + \$150 (\$150 is less than \$193) =		\$ 223.50
18 Feb	\$51 (destination M&IE rate) =		51.00
18 Feb	\$51 + \$100 (\$100 is less than \$110) =		151.00
19 Feb	75% x \$39 (new PDS rate) =		<u>29.25</u>
<b>Total Reimbursement =</b>			<b>\$454.75</b>

<b>EXAMPLE 2</b> <i>(Crosses International Dateline)</i>			
Date	Departure/Arrival	Location	Transportation
18 Feb	Depart:	Old PDS	TP
18 Feb	Arrive:	POD	
19 Feb	Depart:	POD	TP
19 Feb	Arrive:	New PDS	
Member spends \$100 for lodging on the second 18 February. POD per diem rate is \$161 (\$110/\$51). M&IE for new PDS is \$39.			
<b>REIMBURSEMENT:</b>			
18 Feb	75% x \$51 (destination M&IE rate) =		\$ 38.25
18 Feb	\$51 (destination M&IE rate) plus \$100 (\$100 less than \$110) =		151.00
19 Feb	75% x \$39 (new PDS rate)		<u>29.25</u>
<b>Total Reimbursement =</b>			<b>\$218.50</b>

<b>EXAMPLE 3</b> <i>(Crosses International Dateline)</i>			
Date	Departure/Arrival	Location	Transportation
5 Mar	Depart:	Old PDS	TP
5 Mar	Arrive:	POD	
5 Mar	Depart:	POD	TP
5 Mar	Arrive:	New PDS	
POD per diem rate is \$177 (\$126/ \$51). M&IE for new PDS is \$39.			
<b>REIMBURSEMENT:</b>			
5 Mar	75% x \$39 (new PDS rate) =		\$ 29.25
5 Mar	75% x \$39 (new PDS rate) =		29.25
<b>Total Reimbursement =</b>			<b>\$58.50</b>

B. Partial Travel Days. The 75% rate in par. U4147 applies to the departure and arrival days at PDSs, designated places, or COT leave locations when ‘Lodgings-Plus’ per diem is paid. If travel begins and ends on the same day, per diem is 75% of the appropriate M&IE rate (par. U4145). ‘MALT-Plus’ per diem is paid in whole day increments. See par. U5105.

C. Travel Time. When a member takes leave ICW a PCS, or there is TDY en route, per diem is authorized for allowable travel time.

D. New PDS Is a Ship. When the new PDS is a ship, the new PDS rate is the rate for the location at which the ship is boarded. If the ship is at sea, then the last place departed is the “new PDS rate.” The following examples clarify:

1. A member travels PCS from NAS Corpus Christi, TX, to the USS NIMITZ (home port Bremerton, WA). Travel is by commercial plane in one day. The per diem rate for Bremerton, WA, is used for that travel day.
2. A member travels PCS from NAS Jacksonville, FL, to USS CARR, which is at sea. Travel is by commercial plane (day 1) to Naples, Italy arriving after midnight (day 2). The member then changes to Government plane to USS CARR arriving day 2. The per diem rate is based on the final destination location or the last place departed – in this case Naples, Italy. Since the member did not remain overnight, the rate for both day 1 and day 2 is the Naples rate.
3. A member travels PCS from USS ENTERPRISE to USS NORMANDY, each of which is away from home port. The member travels directly from one ship to the other by Government helicopter in one day. Since there is no POE and the helicopter does not land anywhere but the ships, no per diem is paid. This does not preclude per diem under par. U5120-F.

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

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

**U7160 INACTIVE DUTY TRAINING OUTSIDE NORMAL COMMUTING DISTANCE**

*\*Effective for travel that occurs on/after 20 March 2008 or on/after the Service implementation date, whichever comes later, through and including 31 December 2010.*

A. General. The Secretary Concerned may authorize reimbursement to an eligible member of the Selected Reserve of the Ready Reserve for travel and transportation-related expenses for travel to an inactive duty training location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance. For par. U7160, ‘outside the local commuting distance’ is defined as the local travel area as prescribed under par. U3500, but not less than 150 miles one-way by DTOD.

B. Eligible Member. A member of the Selected Reserve of the Ready Reserve (and not just any Reserve Component member) must be:

1. qualified in a skill designated as critically short by the Secretary Concerned;
2. assigned to a unit of the Selected Reserve with a critical staffing shortage, or in a pay grade in the member’s Reserve Component with a critical staffing shortage; or
3. assigned to a unit or position that is disestablished or relocated as a result of Defense BRAC or other force structure reallocation.

C. Reimbursement. The following travel and transportation expenses for travel to and from an inactive duty training location to perform inactive duty training may be reimbursed, *NTE a total of \$300 for each round trip*.

1. Transportation. When commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used to include the transportation cost between home and the terminal and between the terminal and the training location. When POC is used, reimbursement is authorized for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel). ***NOTE: Payment may not be on a commuted basis, such as a mileage allowance for transportation costs.***
2. Lodging and Meals. The actual cost of the member’s lodging (including taxes (see ***NOTE***), tips, and service charges) and actual cost of meals (including taxes and tips, but not including alcoholic beverages) may be reimbursed up to the per diem rate for the area concerned.

**NOTE:**

1. *The maximum amount allowed for CONUS or non-foreign OCONUS area lodging does not include an amount for lodging tax. Tax on a CONUS or non-foreign OCONUS area lodging is a separately reimbursable miscellaneous travel expense except when MALT PLUS for POC travel is paid.*

*2. The maximum amount allowed for lodging in a foreign OCONUS area includes an amount for lodging tax. Tax on foreign OCONUS area lodging is not separately reimbursable.*

*3. Per diem rates are found at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.*

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

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

F. One-way Emergency Leave Travel. There is no authority for one-way emergency leave travel and transportation to the ship's location if the member departed on emergency leave while the ship was in its home port. If the member departed the ship on emergency leave while it was operating away from home port, return travel and transportation to the ship at its home port is authorized subject to the limitations in par. U7206-D. See par. U7215 for travel and transportation allowances when a ship relocates during the member's authorized absence.

***NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs. Even though payable, per diem and transportation costs to and from terminals are not included in the examples.***

<b>Example 1</b>	
A member's PDS is Ft. Belvoir, VA. The member is TDY to Ft. Campbell, KY, and the member's emergency leave destination is Denver, CO.	
There is no city-pair airfare from Ft. Campbell to Ft. Belvoir and the policy-constructed airfare (see APP A) (incorporating some city-pair airfare connections) is \$400.	
City pair airfare from Ft. Campbell to Denver	\$500
Policy-constructed airfare to Denver	\$600
Since travel to Denver is more expensive than travel to Ft. Belvoir the city-pair airfare may not be used to Denver. The member is financially responsible for the additional cost (\$600 - \$400 = \$200).	

<b>Example 2</b>	
A member's PDS is Ft. Belvoir, VA. The member is TDY to Ft. Hood, TX, and the member's emergency leave destination is Atlanta, GA.	
City pair airfare trip cost from Ft. Hood to Ft. Belvoir	\$320
City pair air fare to Atlanta	\$280
Since travel to Atlanta, GA, is less expensive than travel to the PDS (Ft Belvoir) the member is authorized city pair airfare to Atlanta (\$280) NTE the cost to Ft. Belvoir (\$320).	

**U7207 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION**

\*A. Policy. FEML policy is established in DODI 1327.6 (Leave and Liberty Procedures), subsection 6.16, <http://www.dtic.mil/whs/directives/corres/pdf/132706p.pdf>. See page 20 -- not 6.16 SR&R on page 18.

B. Eligibility

1. Member. A member is eligible for FEML if stationed at an authorized FEML PDS (see APP S) for 24 consecutive months (including a 12-month tour extended for an additional consecutive 12 months) or more.

***\*NOTE 1: A dependent may travel independently of the member and may travel even if the member does not.***

***\*NOTE 2: Travel from the school to the designated FEML location or an alternate destination to join the family while on FEML may be authorized. The Government-funded transportation cost from the school to the designated FEML destination or to an alternate location must not exceed the Government's cost had the dependent traveled from the OCONUS PDS to the designated FEML destination.***

2. Dependent. The dependent of a uniformed member serving an accompanied tour at the FEML PDS is eligible for FEML if:

- a. Command-sponsored, and
- b. Resides with the member at the FEML PDS (a dependent student (see par. U5243) attending school away from the PDS (e.g., in the CONUS) resides with the member for the purpose of FEML).

***NOTE: Travel from the school to the designated FEML location or an alternate destination to join the family while on FEML may be authorized. The transportation cost from the school to the designated FEML destination or to an alternate location may not exceed the Government's cost had the dependent traveled from the OCONUS PDS to the designated FEML destination.***

C. Limitation

1. Number of FEML Trips

a. The number of FEML trips an eligible member/dependent may take depends on the member's tour length, as shown in the table below:

<b>Tour Length</b>	<b>Number of FEML Trips Authorized</b>
a. At least 24 months, but less than 36 months	1
Tour <i>extended</i> at least 12 months	1 additional
b. At least 36 months.	2
Tour <i>extended</i> for any length of time	0 additional

b. No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.

c. Personnel taking IPCOT assignments are authorized additional FEML trips based on the above table. For example, if the member's tour was 36 months, two FEML trips were authorized during that 36-month tour. If the member then serves a 36-month IPCOT, the member would be eligible for two FEML trips during that second 36-month tour.

2. Time Limitation. FEML travel by a member/dependent should not be performed within 6 months of the beginning or the end of the 24- or 36-month tour. FEML travel by a member/dependent should not be performed within 3 months of the beginning or the end of a 12-month extension to a 24-month/less than 36-month tour. Major commands are authorized, on a case-by-case basis, to waive the six-month or three-month rule when appropriate. ***NOTE: Major Commands are those ordinarily commanded by 4-star (3-star for Marine Corps) flag officers.***

3. FEML Can Be Combined with other Travel. ***FEML may be taken ICW any other funded leave transportation program or official travel.***

\*D. FEML Locations/Destinations. See APP S for a list of authorized FEML locations/destinations.

\*1. FEML Location. To qualify, a location must meet the requirements of DODI 1327.6 and be designated by one of the authorities listed in par. U7207-D5.

\*2. FEML Destination. The authorized FEML destination, determined IAW DODI 1327.6, is listed in APP S.

\*3. Alternate Destination(s). A member may select destination(s) different from the authorized destination in APP S and be reimbursed NTE the cost of Government-provided travel to the authorized destination. 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 more expensive alternate destination(s), city-pair airfares are not authorized to any of the alternate destination(s).***

\*4. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

\*a. Example 1

<b>Example 1</b>	
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).	

\*b. Example 2

<b>Example 2</b>	
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.	

\*5. Location Designation/Recertification

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

- \*(1) DOD Services: DUSD (MPP);
- (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/Recertification Requests. Designation/recertification requests (for DOD Services) must be sent through Combatant Command channels to DUSD (MPP) IAW DODI 1327.6.

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 to and from the authorized destination.

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

\*3. Procurement. Commercial air transportation must be IAW 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 must not exceed the Government-procured transportation cost between a member's duty station and the authorized destination, plus the cost of ground transportation as noted in par. U7207-E4a, as determined in par. U7207-D2.

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

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

A. Policy. The policy for designating locations eligible for funded R&R leave transportation is established in DODI 1327.6, subsection 6.15. Under DODI 1327.6, R&R transportation may not be combined with any other funded leave transportation program or official travel unless authorized/approved by the PDUSD (P&R) or IAW Service regulations for the non-DOD Services. ***NOTE: Exception. The appointed DOD Executive Agent for the USCENTCOM R&R Leave Program may combine R&R leave transportation with other official travel as an exception to policy IAW OSD (P&R) memo of 12 October 2007. Any DOD Executive Agent delegation authority is limited to the General or Flag Officer level.***

B. Eligibility. A member is eligible if assigned to a designated location outside the U.S. The number of R&R leave transportations authorized is:

1. Standard Tour: One per 12-month period.
2. Contingency Tour: One per contingency tour, except as indicated in ***NOTE 2***. A contingency tour is ICW and directly tied to a contingency operation (see Appendix A, Part I: Definitions). R&R is for a member who is serving a tour length under a TDY authorization/order for duty of 180 or more consecutive days (to include extensions), and who has served at least 60 consecutive days in one or more of the locations listed in Appendix U.

***NOTE 1: The R&R may be taken after 60 consecutive days are completed. The R&R may not be combined with TDY travel away from the contingency tour area.***

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

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

- \*1. R&R Location. To qualify, a location must meet the requirements of DODI 1327.6 and be designated by one of the authorities listed in par. U7300-C5.
- \*2. R&R Destination. The authorized R&R destination, determined IAW DODI 1327.6, is listed in APP U.
- \*3. Alternate Destination. A member may select a destination different from the authorized destination in APP U and be reimbursed NTE the cost of Government-provided travel to the authorized destination. The alternate destination is an official travel location, and therefore available 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.***

\*4. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

\*a. Example 1

<b>Example 1</b>		
A member's PDS is in Albania and the authorized destination is Frankfurt, Germany.		
There is no city-pair airfare to Frankfurt, Germany and the policy-constructed airfare (see Appendix A) (incorporating some city-pair airfare connections) is:		\$1,200
Baltimore, MD is the authorized CONUS destination. The city-pair airfare to Baltimore is:		\$1,000
The member desires to utilize R&R to Boston, MA. City pair to Boston is:		\$1,400
Policy-constructed airfare to Boston is:		\$1,600
Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany or Baltimore, MD, the city-pair airfare may not be used to Boston. Since travel to Frankfurt is more expensive than travel to Baltimore the cost to Frankfurt is used for cost comparison.		
The member is financially responsible for the additional cost):	\$1,600 - \$1,200 =	\$400

\*b. Example 2

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

\*5. Location Designation/Re-designation

\*a. Designating Authorities. The following are designating authorities for R&R locations/destinations:

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

\*b. Designation/Re-designation Requests. DOD Services must send designation requests through Combatant Command channels to PDUSD (P&R) IAW DODI 1327.6.

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

### **U7750 GENERAL**

This Part applies to the travel of an armed forces member accompanying a Member of Congress and/or congressional employee under the authority in 31 USC §1108(g). An armed forces member accompanying a Member of Congress or a congressional employee on official travel under the authority in 31 USC §1108(g) is authorized reimbursement for travel and transportation expenses for such travel. Reimbursement includes:

1. The cost of transportation accommodations on the same class of service as used by the Member of Congress or congressional employee(s) that the armed forces member is accompanying, and
2. Per diem or actual expenses in an amount that does not exceed the rate prescribed for the Member of Congress or congressional employee(s) that the armed forces member is accompanying;

provided the armed forces member's travel is in support of congressional travel authorized/approved by the Secretary of Defense or the Secretary concerned. *See pars. U3125-B3g and U3125-B4i.*

### **U7751 DEFINITIONS OF TERMS**

A. Member of Congress. The term "Member of Congress" for the purpose of this Part means a Member of the Senate or the House of Representatives, a Delegate to the House of Representatives, and the Resident Commissioner from Puerto Rico.

B. Congressional Employee. The term "Congressional employee" for the purpose of this Part means an employee of a Member of Congress or an employee of Congress, committee of Congress or congressional agency.

### **U7752 TRANSPORTATION, PER DIEM, AND ACTUAL EXPENSE RATES**

When travel is authorized under 31 USC §1108(g), class of service on transportation, per diem, or actual expense rates are prescribed by the Chairman (Leadership) directing the travel and requesting DoD support. The Chairman (Leadership) authorizes a specified per diem rate, such as is listed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, or an AEA without regard to any established per diem schedule.

### **U7755 CONGRESSIONAL TRAVEL PREMIUM-CLASS APPROVAL CODES**

Approval codes required on documentation for premium-class Congressional travel are:

A. First-class (FC). *Reference par. U3125-B3g.*

\*B. Business-class (BC). *Reference par. U3125-B4j.*

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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 described in par. U10022-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,

## APPENDIX A

### PART II: ACRONYMS

(C) means applicable only to JTR (U) means applicable only to JFTR

<u>Acronym</u>	<u>Meaning</u>
AEA	Actual Expense Allowance
AMC	Air Mobility Command
AO	Authorizing/Order-Issuing Official or Approving Official
AOR	Area of Responsibility
AT	Annual Training (U)
ATM	Automated Teller Machine
AWOL	Absent Without Leave (U)
BAH	Basic Allowance for Housing (U)
BAH-DIFF	Basic Allowance for Housing – Differential (U)
BAH-RC	Basic Allowance for Housing - Reserve Component (U)
BAH-T	Basic Allowance for Housing – Transit (U)
BAS	Basic Allowance for Subsistence (U)
BRAC	Base Realignment and Closure
	Unrestricted capacity-controlled airfare (fare basis code). The unrestricted capacity controlled airfare, or “-CA”, differs from the unrestricted airfare (YCA) only in that the airline can limit the number of seats offered at the unrestricted capacity controlled airfare.
_CA	See APP P, Part 1, par. A2.
CAP	Civilian Advisory Panel
CBA	Centrally-billed Account
BCBA	Civilian Board of Contract Appeals
CFR	Code of Federal Regulations
COLA	Cost-of-Living Allowance
CONUS	Continental United States
CONUS COLA	Continental United States Cost of Living Allowance (U)
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour (U)
CSRS	Civil Service Retirement System (C)
CTD	Civilian Travel Determination (C)
CTO	(Contracted) Commercial Travel Office
CWT	Hundred weight
DDESS	Domestic Dependent Elementary and Secondary School
DLA	Dislocation Allowance (U)
DOD	Department of Defense
*DODD	Department of Defense Directive
DODDS	Department of Defense Dependents Schools (C)
DODEA	Department of Defense Education Activity
*DODI	Department of Defense Instruction
DOHA	Department of Defense Office of Hearings and Appeals (U)
DOJ	Department of Justice (U)
DPM	Direct Procurement Method (U)
DSSR	Department of State Standardized Regulations (C)
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
DTS	Defense Travel System

<u>Acronym</u>	<u>Meaning</u>
EUM	Essential Unit Messing
EVT	Emergency Visitation Travel (C)
FAM	Foreign Affairs Manual (C)
FAST	Federal Automated System for Travel
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FERS	Federal Employees Retirement System (C)
FHA	Federal Housing Administration (C)
FTA	Foreign Transfer Allowance (C)
FSH	Family Separation Housing (U)
FSH-B	Family Separation Housing – BAH Based Location (U)
FSH-O	Family Separation Housing – OHA Based Location (U)
FTR	Federal Travel Regulation
FUTA	Federal Unemployment Tax Allowance (C)
FVT	Family Visitation Travel (C)
FWS	U.S. Fish and Wildlife Service (C)
GAO	Government Accountability Office
GARS	Government Administrative Rate Supplement
GMR	Government Meal Rate
*GOV	Government-owned vehicle
*GOV'T	(U.S.) Government
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
GTCC	Government Travel Charge Card
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHS	Health and Human Services (U)
HHT	House Hunting Trip (C)
HOR	Home of Record
HOS	Home of Selection (U)
HP	Home Port (U)
HSTA	Home Service Transfer Allowance (C)
IADT	Initial Active Duty for Training (U)
IAW	In Accordance With
ICW	In Connection With
IBA	Government Travel Individually Billed Charge Card Account. <b><i>NOTE: Does not apply to any other form of personal credit card.</i></b>
IPCOT	In-Place Consecutive Overseas Tour (U)
IRC	Internal Revenue Code (C)
IRS	Internal Revenue Service (C)
ITA	Invitational Travel Authorization
ITDY	Indeterminate TDY (U)
ITO	Installation Transportation Officer
ITRA	Income Tax Reimbursement Allowance (C)
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
JTR	Joint Travel Regulations

<u>Acronym</u>	<u>Meaning</u>
LPDCI	Living Pattern Data Collection Instrument ( <i>U</i> )
LPQ	Living Pattern Questionnaire ( <i>U</i> )
LPS	Living Pattern Survey ( <i>U</i> )
LWOP	Leave Without Pay ( <i>C</i> )
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MAP	Military Advisory Panel
MARS	Military Affiliate Radio System
MEA	Miscellaneous Expense Allowance ( <i>C</i> )
MIA	Missing in Action
MIHA	Move-in Housing Allowance ( <i>U</i> )
MILAIR	Military Aircraft
MSC	Military Sealift Command ( <i>C</i> )
NIST	National Institute of Standards and Technology ( <i>C</i> )
NOAA	National Oceanic and Atmospheric Administration ( <i>Same as USNOAA</i> )
NTE	Not to exceed
NTS	Non-temporary Storage ( <i>also referred to as Extended Storage</i> )
OCONUS	Outside the Continental United States
OHA	Overseas Housing Allowance ( <i>U</i> )
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment ( <i>also referred to as PRO-Gear</i> )
PCS	Permanent Change of Station
PDS	Permanent Duty Station ( <i>U</i> )
PDT	Permanent Duty Travel ( <i>C</i> )
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PDUSD (P&R)	Principal Deputy Under Secretary of Defense (Personnel & Readiness)
PEB	Physical Evaluation Board ( <i>U</i> )
PHS	Public Health Service ( <i>Same as USPHS</i> )
PLEAD	Place from Which Entered (or Called) to Active Duty ( <i>U</i> )
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PRO-Gear	Professional Gear ( <i>also referred to as PBP&amp;E</i> )
RAT	Renewal Agreement Travel ( <i>C</i> )
RDD	Required Delivery Date ( <i>U</i> )
RIT	Relocation Income Tax ( <i>C</i> )
RPDCI	Retail Price Data Collection Instrument ( <i>U</i> )

<u>Acronym</u>	<u>Meaning</u>
SDDC	(Military) Surface Deployment and Distribution Command
SEA	Subsistence Expense Allowance (C)
*SECDEF	Secretary of Defense
SES	Senior Executive Service (C)
SIT	Storage in Transit
SMA	Separate Maintenance Allowance (C)
SR&R	Special Rest and Recuperative Absence (U)
SROTC	Senior Reserve Officers' Training Corps
SSN	Social Security Number
STB	Surface Transportation Board (C)
TCS	Temporary Change of Station (C)
TDRL	Temporary Disability Retired List (U)
TDY	Temporary Duty
TLA	Temporary Lodging Allowance (U)
TLE	Temporary Lodging Expense (U)
TMC	Travel Management Center
TMS	Travel Management System
TQSA	Temporary Quarters Subsistence Allowance (C)
TQSE	Temporary Quarters Subsistence Expenses (C)
TQSE(AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses (C)
TQSE(F)	Fixed Amount Reimbursement for Temporary Quarters Subsistence Expenses (C)
UB	Unaccompanied Baggage
UN	United Nations
U.S.	United States
USC	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration ( <i>same as NOAA</i> )
USPHS	United States Public Health Service ( <i>same as PHS</i> )
USSM	Under Secretary of State for Management (C)
UTD	Uniformed Travel Determination (U)
VA	Department of Veterans Affairs (C)
VAMC	Veterans Affairs Medical Center (U)
VPC	Vehicle Processing Center
WAE	When Actually Employed (C)
YCA	Unrestricted airfare (fare basis code). The unrestricted airfare, or "YCA", has a last economy/coach seat on the aircraft availability to the traveler. See APP P, Part 1, par. A2.

**APPENDIX E****INVITATIONAL TRAVEL AUTHORIZATIONS****NOTES:**

- 1. Travel and transportation allowances under Invitational Travel Authorizations are prescribed in JTR, Appendix E, for the DOD Services and in agency regulations for non-DOD Services.*
- 2. The Invitational Travel Authorization provisions in JTR, Appendix E, are reproduced in JFTR, Appendix E, for convenience.*
- 3. See Part III, Invitation to Travel, for information concerning travel by a contractor and a contractor's employees.*

**PART I: INVITATION TO TRAVEL**

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**Par.    Contents**

- A. To Whom and When Invitational Travel is Applicable
- B. Restrictions
- C. Allowance Expenses

**PART II: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION**

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**PART III: GOVERNMENT CONTRACTOR'S/CONTRACTOR EMPLOYEES' TRAVEL**

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- A. Travel of Government Contractor's/Contractor Employees
- B. Government's Travel and Transportation Program Restrictions
- C. Government Contractor Letter of Authorization/Identification

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**APPENDIX H**

**PART 2B: FIRST-CLASS AIR ACCOMMODATIONS CODES**

*\*(See JTR, par. C2204-B3; JFTR, par. U3125-B3)*

<b>APPROVAL CODE/REFERENCE/REASON</b>		
<b>APPROVAL CODE</b>	<b>JTR &amp; JFTR PARAGRAPH REFERENCE</b>	<b>REASON FOR TRAVEL</b>
F1	JTR, par. C2204-B3a or JFTR, par. U3125-B3a	Lower Class Not Available in Time
F2	JTR, par. C2204-B3b or JFTR, par. U3125-B3b	Medical
F3	JTR, par. C2204-B3c or JFTR, par. U3125-B3c	Security
F4	JTR, par. C2204-B3d or JFTR, par. U3125-B3d	Mission
F5	JTR, par. C2204-B3e or JFTR, par. U3125-B3e	Only first class provided
F6*	JTR, par. C2204-B3f* or JFTR, par. U3125-B3f*	Non-Federal source*
FC	*JTR, par. C2204-B3g or JFTR, par. U3125-B3g	Congressional Travel

*\*One of the first 5 reasons (F1 through F5) must also apply.*

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**APPENDIX H**

**PART 3A: BUSINESS-CLASS AIR ACCOMMODATIONS CODES**

*\*(See JTR, par. C2204-B4 ; JFTR, par. U3125-B4 )*

<b>APPROVAL CODE/REFERENCE/REASON</b>		
<b>APPROVAL CODE</b>	<b>PARAGRAPH REFERENCE</b>	<b>REASON FOR TRAVEL</b>
B1	JTR, par. C2204-B4a or JFTR, par. U3125-B4a	Lower Class Not Available in Time
B2	JTR, par. C2204-B4b or JFTR, par. U3125-B4b	Medical
B3	JTR, par. C2204-B4c or JFTR, par. U3125-B4c	Security
B4	JTR, par. C2204-B4d or JFTR, par. U3125-B4d	Mission
B5	JTR, par. C2204-B4e or JFTR, par. U3125-B4e	Only business class provided
B6**	JTR, par. C2204-B4f** or JFTR, par. U3125-B4f**	Non-Federal source**
B7	JTR, par. C2204-B4g or JFTR, par. U3125-B4g	Foreign flag coach not adequate
B8	JTR, par. C2204-B4h or JFTR, par. U3125-B4h	Overall savings
B9	JTR, par. C2204-B4i or JFTR, par. U3125-B4i	Over 14 hours
BC	*JTR, par. C2204-B4j or JFTR, par. U3125-B4j	Congressional Travel
BF	JTR, par. C2204-B4k or JFTR, par U3125-B4k	Required by Foreign Government Regulations, MOU/MOA/SOFA

*\*\*For business-class accommodations, this is a 'stand-alone' reason.*

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## APPENDIX P

### CITY-PAIR PROGRAM

#### **PART I: CITY-PAIR PROGRAM**

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#### **PART II: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM**

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**D. City-Pair Airline Airfare FAQs**

1. How do I know if there is a contract airfare?
2. Can I combine two contract city-pair airfares to save money?
3. How can I know that my travel was ticketed using the GSA Airline City-Pair airfare rate?
4. How early is early to take advantage of the Government discount for normal airline city-pair airfares (\_CA)?
5. Why does the Government have to pay the Airline Passenger Excise tax? Isn't the Government exempt from taxes?
6. How can the cost of a city-pair flight between two cities vary on the same airline but different flights?
7. 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 the quoted airline prices are the Government rate? How do I know I am getting the Government rate for my airline reservations?

**E. City-Pair Travel Allowance FAQs:**

1. I live in an area/location with multiple airports. What is the rule regarding what airport I must use when traveling on official Government?
2. Can I use a contract city-pair airfare for personal travel and if so, in conjunction with official Government travel? What if the Government cancelled my leave or I received my TDY authorization/order while on leave without knowing of the TDY prior to taking leave?
3. What Government-sponsored leave programs qualify for contract city-pair airfares?

**F. GSA Points of Contact**

## APPENDIX P

### PART II: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM

#### A. City-Pair Program FAQs

##### 1. How does the program work?

- a. **First**, GSA concentrates the Government's market share to make the most of the competition available. The Government traveler's responsibility is to use the contract carrier. The Government's delivery of market share drives the program. So, to ensure the airfares stay favorable, we encourage each Federal traveler to stick to the contract carrier.
- b. **Second**, GSA works with other Government agencies to make sure that the Federal traveler's needs and concerns are fully met. This ensures that you have a good choice of convenient and timely flights.
- c. **Third**, GSA works in partnership with the airline industry and respects their concerns. For example, because the airfares are so attractive, the airlines insist that only a Federal employee (or a uniformed member and/or their respective dependents) traveling on official business be allowed to use them. With a few limited exceptions, no one else can use the Government rates. GSA understands and accepts this in order to bring you, the Federal Traveler, the Best Value in the Sky.

##### 2. What are the city-pair program advantages?

- a. No advance purchase required,
- b. No minimum or maximum length of stay required,
- c. Fully refundable tickets and no charge for cancellations or changes,
- d. YCA seating not capacity controlled, (As long as there is a coach class seat on the plane, the traveler may purchase it),
- e. No blackout dates,
- f. Locked-in airfares facilitate travel budgeting,
- g. Significant discounts over regular walk-up airfares, and
- h. Airfares are priced on one-way routes permitting agencies to plan multiple destinations.

### 3. Why can't contractors use it? It would save the government a lot of money!

GSA recognizes that a contractor often sits next to a Federal employee/uniformed member, works on the same projects as a Federal employee, and travels with a Federal employee. However, a contractor is not a Federal employee. All of the major airlines have made it clear to GSA that because the contract rates are so low and the terms so favorable, the airlines would drop out of the city-pair program rather than extend the contract rates to a contractor. GSA has made the business decision to neither jeopardize the program nor the \$2 billion savings it generates for taxpayers. *GSA advises that the purchase of contract city-pair airfare tickets on behalf of a Government contractor is wrong, is a misuse of the city-pair program, and could jeopardize its future success.*

### 4. What are the traveler's responsibilities regarding refunds for partially or unused tickets?

An airline ticket purchased for a Government traveler for authorized travel is unused or partially used when:

- a. Travel is terminated short of the authorized destination.
- b. The return portion of a round trip is not used.
- c. The travel actually furnished is different or of a lesser value than what was authorized.

The traveler is responsible for contacting the travel agent, or the CTO/TMC, or the airlines (if purchased directly from the airlines) to obtain a refund and must notify the agency when refunds are due on an unused or partially used ticket (paper or e-ticket) or no refund will take place. The Government and taxpayers lose millions of dollars each year when a traveler does not initiate the refund process.

### 5. What is a 'Code Share' agreement between airline carriers?

A code share is a commercial agreement between two airlines that allows an airline to put its two-letter identification code on the flights of another airline, as they appear in computerized reservations systems. Most airlines, including all City-Pair Program contract carriers, participate in some type of commercial code-share agreement.

## B. City-Pair Program Policy FAQs

### 1. Who can use it?

The City-Pair Program is so attractive that usage is strictly limited by the contracts between GSA and the airlines. There are a few exceptions, but in general, only a Federal employee or uniformed service member and their respective dependents on official travel, may use the program with an appropriate form of payment (Government travel charge card (GTCC), either the Individual Billed Account (IBA) card issued to the traveler or a centrally-billed account (CBA) used by an organization, or a Government Transportation request (GTR)). The acceptance of GTRs is limited to international travel, travel related expenses, and special circumstances for domestic travel. Special circumstances are defined as Acts of God, emergency situations, and when purchasing a domestic ticket in the US in conjunction with travel that originated overseas. *Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.*

## 2. Do I have to use the contract carrier? Won't any airline do?

A Federal or uniformed traveler on official business is required to use the contract carrier unless a specific exception applies. This required use is the incentive necessary to obtain airline participation in the city-pair program and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract and of Service/Agency policy and regulations.

Commercial airfares can be highly volatile, so an exception to the mandatory use requirement allows government a traveler to take advantage of any low commercial airfares offered by non-contract carriers, if the airfares are also offered to the general public. Non-contract airfares that are offered only to a Government traveler (sometimes called "DG" airfares) are not included in this exception. Also, if the contract carrier for the particular market offers the lower airfare, you still must use the contract carrier, but at the lower airfare. A traveler that uses this exception would have to abide by the many restrictions that typically go along with lower commercial airfares. Restrictions on discounted commercial airfares usually include non-refund ability, change or cancellation fees, minimum or maximum stay requirements or extended calendar blackout periods. Additional exceptions to the use of the contract carrier are:

- a. Space on a scheduled contract flight is not available in time to accomplish the travel purpose, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or
- b. The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours; or
- c. A non-contract carrier offers a lower airfare to the general public that, if used results in a lower total trip cost to the Government (the combined costs of transportation, lodging, meals, and related expenses considered); or

***NOTE to paragraph (c): This exception does not apply if the contract carrier offers the same or lower airfare and has seats available at that airfare, or if the airfare offered by the non-contract carrier is restricted to a Government or military traveler performing official business and may be purchased only with a GTCC (IBA or CBA) (e.g., YDG, MDG, QDG, VDG, and similar airfares) or GTR where the two previous options are not available;***

- d. Cost effective rail service is available and is consistent with mission requirements; or
- e. Smoking is permitted on the contract flight and the nonsmoking section of the contract aircraft is not acceptable to the traveler.

### **NOTES:**

***(1) Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity, and identified as a group by the travel management service (CTO/TMC) upon booking is not a mandatory user (i.e., cannot use without specific airline permission) of the Government's contract city-pair airfares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the Government.***

***(2) Contractors are not authorized to use contract city-pair airfares to perform travel under their contracts.***

***(3) If the Government contract city-pair carrier offers a lower cost capacity-controlled coach airfare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract airfares (YCA), the traveler should use the lower cost capacity-controlled airfare when it is available and meets mission needs.***

### 3. What makes the city-pair airfare the best value? Isn't it just low bid?

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

### 4. How is Quality of Service Evaluated?

A minimum service standard is set for each city-pair. This minimum applies to the number of flights per day in each direction, a maximum ground time (90 minutes domestic and 180 minutes international) and limits on circuitry (how far out of the way the carrier can take you.) Service standards change year to year based on service availability.

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

- a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.
- b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.
- c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.
- d. Jet Service: This factor gives preference to jets over propeller aircraft.

All these factors are weighed against price and a best value decision is made.

### 5. Why isn't every award for non-stop service?

Even though non-stop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service are awarded are as follows:

- a. A non-stop carrier is not available for a specific route.
- b. The non-stop carrier did not offer on the city-pair. Some carriers have so much traffic on certain routes that they do not want the Government business for the route.
- c. The non-stop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for a Federal traveler.
- d. The non-stop carrier has offered an unreasonably high price.
- e. The connect service carrier has offered an airfare so low that it was the best overall value, even considering all the advantages of nonstop service.

**6. Can't GSA make a carrier add nonstop service?**

No. Even though the City-Pair Program is huge, with sales well over \$1 billion per year, it still represents only about 2% of the airlines' business. Unless the commercial traffic warrants it, a carrier does not add a new route or improved service levels for the Government.

**7. Can GSA require the airlines to offer smoke free international flights?**

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (see paragraph B.2, above, last exception listed).

**C. City-Pair Air Travel Accommodation FAQs?**

**1. Do I have to use the contract city-pair air carrier if authorized to use a premium-class airfare (business- or first-class)?**

Yes. The City-Pair Program contracts are mandatory for coach and, within DOD, for premium-class service when the contract carrier offers a premium contract airfare. Premium-class service accommodation must be authorized IAW the JFTR/JTR.

**2. Can I upgrade to business-class seating to accommodate my disability at the Government expense?**

Maybe. IAW Agencies/Services' policy, premium-class travel accommodations, due to a disability or other special medical needs, may be used only when there is no alternative means to accommodate the traveler's condition (e.g., bulkhead, aisle seating, use of two adjoining coach-class seats, etc). The condition must be certified by competent medical authority (i.e., a licensed medical practitioner) and authorized by the premium-class AO in advance of travel IAW JFTR/JTR requirements. Certifications validating the disability or other special medical need are effective up to six months or the duration of the disability or special need, whichever is shorter. Disabilities or special medical needs described as permanent require review and renewal on an annual basis by a physician.

**3. Can the air-carrier charged for premium seating and if so, is the charge reimbursable?**

Some airlines have instituted charges for seats they believe to be premium, i.e., front of the cabin, larger seats, etc. The choice to pay extra for 'premium' seats is personal to the traveler and is not a Government requirement. The expense is borne by the traveler and is not reimbursable. Such situation can be avoided by making reservations early for the best seat selection possible as seat arrangement are under the carriers' control, confirm seat assignments as early as allowed, early flight check-in prevents losing pre-reserved seats with late check-in times as these seats may be released for other passengers close to departure time. YCA airfares do not guarantee a specific seat is available to the traveler.

**4. What happens to my changed airline ticket reservation?**

The airline carriers charge a change fee to travel agents that do not reissue a ticket when a traveler makes a voluntary change to a ticketed transaction. This is a policy between the airlines and travel agents and not under the purview of the City-Pair program contract. If a travel agent does not change the record, the carrier won't be able to determine if a flight is overbooked or if additional monies should be collected or refunded because of the change. So when the traveler checks in, that traveler's record will not show the most recent changes which may affect the ability to board that flight.

## D. City-Pair Airline Airfare FAQs

### 1. How do I know if there is a contract city-pair airfare?

Contract city-pair airfares are identifiable because they normally carry the airfare 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.fas.gsa.gov/citypairs/search/>

### 2. Can I combine two contract airfares to save money?

If there is a contract airfare for the origin to destination route, the answer is no. If there is no contract airfare for the origin to destination route, the answer is yes.

### 3. 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 airfare basis codes:

- a. **YCA** = Guaranteed GSA coach/economy class city-pair airfare which is a highly discounted unrestricted airfare. **NOTE: Personal frequent-flyer or mileage reward points use ICW official travel is not a valid reason to request a YCA airfare when a \_CA airfare is available at a lesser price.**
- b. **\_CA** = Limited capacity, GSA coach/economy class city-pair airfare which capacity controlled airfare with a deeper discount preferred by the Government.

The first letter of the three-letter airfare 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 less-costly \_CA Airline City-Pair rate which varies carrier-by-carrier and market-by-market. Therefore, a traveler should make flight reservations as soon as plans are firm.

If travel plans are uncertain (e.g., last minute ticket changes are likely), compare the difference between the YCA and \_CA airfares with the cost (if any) of the travel agent's transaction fee to make ticketing changes. If the difference is small, it may be more cost effective to book an YCA airfare from the start. If the difference is large, it may be beneficial to book a \_CA airfare and make changes, if necessary.

### 4. How early is early to take advantage of the Government discount for normal airfare city-pair airfares (\_CA)?

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).

### 5. 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.

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

While the base airfare and taxes are required to be the same for all of a contract carrier's flights (using the same airfare 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.

**7. 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.

- a. The GSA website lists the airfares for general information purposes only. The GSA website shows the domestic price for the base airfare, tax included but without fuel surcharge fees, segment, airport and security fees. International Airline City-Pair airfares on the GSA websites are shown as base airfare only, exclusive of all fees and taxes.
- b. The E-GOV Travel/DTS vendors can book reservations and shows either the base airfare (without tax) or the total cost (base airfare, fuel surcharge fees, tax plus airport and security fees) depending on which E-GOV Travel/DTS vendor is used.

**E. City-Pair Travel Allowance FAQs**

**1. 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 the 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 airfares, 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.

**2. Can I use a contract city-pair airfare for personal travel and if so, taken in conjunction with official Government travel? What if the Government cancelled my leave or I received my TDY authorization/order while on leave without knowing about the TDY before going on leave?**

The use of contract city-pair airfares (or other airfares limited to official Government business) is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract city-pair airfares (or other airfares limited to official Government business) cannot be used for that portion of the trip since that travel is personal. These city-pair airfares or other airfares limited to official Government travel cannot be used to and/or from an unofficial point (such as a leave point) unless the Government is paying for the leave travel to (and/or from) the leave point.

**Example 1:** A traveler receives a TDY authorization/order for TDY travel (*official travel*) from Atlanta, GA, (PDS) to San Francisco, CA, (TDY assignment) and return. The traveler traveled from GA, to Chicago, IL, (*personal convenience*) to take leave in Chicago en route to San Francisco. Government and traveler limitations are:

- a. Use the two one-way contract city-pair airfare costs for the official travel legs (GA to CA and CA to GA) to determine the constructed transportation reimbursement limit. In this example, the Government one-way airfare is \$251.00 and round-trip is \$502.00.
- b. Reimbursement for the entire trip is limited to \$502. The contract city-pair airfare is available only to the trip from San Francisco to Atlanta. The traveler must use airfares available to the general public for the GA to IL and IL to CA legs. The traveler is paid the lesser of actual or constructed expenses.

**Example 2:** A traveler goes on leave to Denver, CO. The leave is interrupted for official TDY to San Francisco, CA. The TDY assignment was not known prior to the traveler's departure on leave. The traveler's PDS is Atlanta, GA. Government and traveler limitations are travel from Denver to San Francisco and return back to Denver to resume leave or back to Atlanta is *official travel*. See JFTR, par. U4105-F (uniformed member) or JTR, pars. C4440 and C4564 (civilian employee) and city-pair airfares may be used.

**NOTE:** *CTO/TMC use is mandatory for official travel from Denver to San Francisco and return to Denver or Atlanta.*

### 3. What Government-sponsored leave programs qualify for contract city-pair airfares?

Contract city-pair airfare use MAY BE POSSIBLE for official Government-funded leave transportation programs listed below; and when ordered TDY while on leave if the TDY assignment was unknown prior to taking leave. Refer to the applicable leave transportation programs within the JFTR/JTR for actual authority when contract city-pair airfares may be used.

- a. **Civilian Employee:** RAT (JTR, par. C3104-D2 and Chapter 5, Part K), FVT (JTR, par. C7550), EVT (JTR, par. C7602), FEML (JTR, par. C7700), and R&R (JTR, par. C7750). A dependent also may qualify for certain leave transportation; refer to cited JTR references for authority.
- b. **Uniformed Member:** COT (JFTR, par. U7200), Emergency Leave (JFTR, par. U7205), FEML (JFTR, par. U7207), and R&R (JFTR, par. U7300). A dependent also may qualify for certain leave travel transportation allowance; refer to cited JFTR references for authority.

**F. GSA Points of Contact.** 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 R

### CONFERENCES

JFTR/JTR, Appendix R applies to Uniformed Members and DOD civilian employees (JFTR, par. U1000 and JTR, par. C1001-C). It is derived from the Federal Travel Regulation (FTR) and references are cited within Appendix R.

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