

**JOINT FEDERAL TRAVEL REGULATIONS****VOLUME 1****CHANGE 262**

Alexandria, VA

1 October 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 October 2008 unless otherwise indicated.

**LYNN S. HEIRAKUJI**

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

**DANIEL A. NEPTUN**

RDML, USCG  
Director of Personnel Management  
United States Coast Guard

**LYNDA DAVIS**

Deputy Assistant Secretary of the Navy  
(Military Personnel Programs)

**JONATHAN W. BAILEY**

RADM, NOAA  
Director, NOAA Corps

**BARBARA J. BARGER**

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

**JOXEL GARCIA**

M.D., M.B.A.  
Assistant Secretary for Health  
Department of Health and Human Services

This change includes all material written in the following MAP items: 71-08(E); 72-08(E); 74-08(E); 78-08(E); 80-08(I); 81-08(I); 94-08(I); 95-08(I); 97-08(I); 100-08(I); 101-08(I); 103-08(I); and 104-08(I).

Remove and replace the following: Ch 2-Part H; Ch 7-Part F2; and Ch 10-Part C.

Insert the attached pages and remove the corresponding pages.

This cover page replaces the Change 261 cover page.

**BRIEF OF REVISION**

These are the major changes made by Change 262:

Table of Contents (Misc Chapters). Corrects erroneous errors.

U2600. Changes the TDY mileage rate from \$0.505 per mile to \$0.585 per mile for all uniformed members and civilian employees effective 1 August 2008 IAW GSA's FTR amendment announced in the Federal Register (FTR Amendment 2008-05) dated 28 July 2008.

U4105-J, U5120-B, and U7125-C. Clarifies and reformats when a TDY Station Becomes a PDS.

U4131-B. Changes the word "employee" to "member".

U4173-D, U4175-B, U5105-E3, U5106, U5210-D, U5417-D, U7150-C2b(3) & C5b. Updates the PCS MALT/mileage rate computation examples to reflect the temporary change from \$.19 to \$.27 per mile and the local and TDY mileage rates from \$0.50.5 to \$0.58.5 per mile.

U7200-C1c Examples 3 & 4. Changes the word “employee” to “member”.

U7205-A. Adds language clarifying that air is the only authorized mode of transportation during emergency travel.

U7205-B2b. Clarifies an eligible dependent for transportation in personal emergencies in JFTR, par.

U10002-B2c & B4. Changes word and reference for housing allowance rates.

U10428-D1d. Clarifies that a Reserve Component member who is called to active duty for more than 180 days but less than one year at one OCONUS location, who is not authorized per diem or HHG transportation, is authorized BAH at the rate of the primary residence location.

U10208-B. Clarifies a member must be PCS to another PDS and not living in Government quarters with member spouse in order to receive a housing allowance for child support.

APP A1. Changes the word “fires” to “fireplaces” in PER DIEM ALLOWANCE definition. Adds reference to Comptroller General decision in PBP&E definition.

APP E, Part 2. Updates the PCS MALT/mileage rate computation examples to reflect the temporary change from \$.19 to \$.27 per mile and the local and TDY mileage rates from \$0.50.5 to \$0.58.5 per mile.

APP G, Registered Traveler (RT) Membership Fee. Emphasizes that the cost of individual traveler membership in a registered and/or trusted traveler program is not a reimbursable expense.

APP L, par. E. Clarifies procedures for AEA in excess of 300 percent of the maximum locality per diem allowance rate.

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.

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
247	Title-i	257	U3E-1	262	U5-i	258	U5D-3	232	U5F-11
262	CL-i	257	U3E-3	262	U5-iii	258	U5D-5	235	U5F-13
262	CL-iii	255	U3F-1	262	U5-v	258	U5D-7	255	U5G-1
254	Intro-i	255	U3F-3	262	U5-vii	258	U5D-9	255	U5G-3
254	Intro-iii	255	U3F-5	262	U5-ix	258	U5D-11	256	U5G-5
262	TOC-i	225	U3G-1	262	U5-xi	258	U5D-13	256	U5G-7
262	TOC-iii	262	U4-i	262	U5-xiii	258	U5D-15	256	U5G-9
262	TOC-v	262	U4-iii	262	U5-xv	258	U5D-17	256	U5G-11
260	U1-i	262	U4-v	254	U5A-1	258	U5D-19	258	U5H-1
260	U1A-1	256	U4-vii	252	U5A-3	258	U5D-21	258	U5H-3
262	U1A-3	233	U4A-1	252	U5A-5	258	U5D-23	258	U5H-5
260	U1A-5	261	U4B-1	260	U5B-1	258	U5D-25	258	U5H-7
260	U1A-7	261	U4B-3	262	U5B-3	258	U5D-27	258	U5H-9
256	U1B-1	261	U4B-5	262	U5B-5	258	U5D-29	250	U5I-1
262	U1C-1	262	U4B-7	261	U5B-7	258	U5D-31	258	U5J-1
258	U1C-3	261	U4B-9	255	U5B-9	258	U5D-33	258	U5J-3
256	U1D-1	262	U4B-11	262	U5B-11	258	U5D-35	258	U5J-5
261	U2-i	261	U4B-13	262	U5B-13	258	U5D-37	258	U5J-7
252	U2A-1	261	U4B-15	262	U5B-15	258	U5D-39	258	U5J-9
252	U2A-3	261	U4B-17	262	U5B-17	258	U5D-41	258	U5J-11
257	U2B-1	261	U4B-19	262	U5B-19	258	U5D-43	252	U6-i
257	U2B-3	261	U4B-21	262	U5B-21	258	U5D-45	252	U6-iii
257	U2B-5	262	U4B-23	258	U5C-1	258	U5D-47	255	U6A-1
261	U2C-1	262	U4B-25	258	U5C-3	258	U5D-49	255	U6A-3
261	U2C-3	261	U4B-27	262	U5C-5	258	U5D-51	255	U6A-5
255	U2D-1	261	U4B-29	262	U5C-7	258	U5D-53	256	U6A-7
176	U2E-1	261	U4B-31	258	U5C-9	258	U5D-55	255	U6A-9
246	U2F-1	261	U4B-33	258	U5C-11	258	U5D-57	255	U6A-11
239	U2G-1	260	U4C-1	260	U5C-13	258	U5D-59	255	U6A-13
262	U2H-1	260	U4C-3	258	U5C-15	258	U5D-61	255	U6A-15
258	U3-i	260	U4C-5	258	U5C-17	260	U5E1-1	255	U6A-17
262	U3-iii	260	U4C-7	258	U5C-19	260	U5E1-3	255	U6A-19
258	U3A-1	260	U4C-9	258	U5C-21	260	U5E1-5	255	U6A-21
258	U3A-3	259	U4D-1	258	U5C-23	262	U5E1-7	255	U6A-23
255	U3B-1	259	U4D-3	258	U5C-25	262	U5E1-9	255	U6A-25
255	U3B-3	261	U4D-5	258	U5C-27	260	U5E1-11	252	U6B-1
255	U3B-5	193	U4E-1	258	U5C-29	260	U5E1-13	252	U6B-3
255	U3B-7	260	U4F-1	258	U5C-31	260	U5E1-15	256	U6B-5
255	U3B-9	225	U4G-1	258	U5C-33	244	U5E2-1	252	U6B-7
255	U3B-11	260	U4H-1	258	U5C-35	244	U5E2-3	252	U6B-9
255	U3B-13	260	U4H-3	258	U5C-37	244	U5E2-5	255	U6B-11
255	U3B-15	260	U4H-5	258	U5C-39	244	U5E2-7	252	U6B-13
257	U3B-17	260	U4H-7	258	U5C-41	240	U5F-1	252	U6B-15
232	U3C-1	260	U4H-9	258	U5C-43	240	U5F-3	252	U6B-17
258	U3D-1	214	U4I-1	258	U5C-45	240	U5F-5	252	U6B-19
259	U3D-3	214	U4I-3	258	U5C-47	240	U5F-7	252	U6B-21
258	U3D-5	202	U4J-1	258	U5D-1	232	U5F-9	252	U6B-23

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
262	U7-i	250	U8-13	255	U10E-13	261	H2B-1	257	P1-3
260	U7-iii	250	U8-15	255	U10E-15	232	H2C-1	261	P2-1
260	U7-v	250	U8-17	255	U10E-17	232	H2C-3	261	P2-3
260	U7-vii	257	U9-i	250	U10E-19	261	H3A-1	261	P2-5
254	U7A-1	256	U9-iii	250	U10E-21	220	H3B-1	261	P2-7
242	U7B-1	234	U9A-1	250	U10E-23	220	H3B-3	258	Q-i
189	U7C-1	254	U9B-1	250	U10E-25	221	U3B-5	260	Q1-1
243	U7D-1	254	U9B-3	258	U10E-27	214	H4A-1	258	Q1-3
242	U7E-1	254	U9B-5	258	U10E-29	214	H4B-1	258	Q1-5
242	U7F1-1	257	U9C-1	255	U10E-31	214	H4C-1	258	Q1-7
242	U7F1-3	257	U9C-3	255	U10E-33	214	H4D-1	260	Q1-9
262	U7F2-1	257	U9C-5	250	U10E-35	214	H4E-1	258	Q2-1
242	U7F3-1	257	U9C-7	250	U10E-37	214	H4F-1	258	Q3-1
262	U7G-1	257	U9C-9	262	U10E-39	176	I-1	258	Q3-3
257	U7G-3	257	U9C-11	262	U10E-41	226	J-i	258	Q4-1
262	U7G-5	257	U9C-13	255	U10E-43	260	J1-1	261	R-i
257	U7G-7	257	U9C-15	250	U10E-45	260	J1-3	258	R1-1
261	U7G-9	257	U9C-17	257	A1-1	258	J2-1	258	R1-3
258	U7G-11	257	U9C-19	257	A1-3	260	J3-1	258	R1-5
258	U7G-13	257	U9C-21	257	A1-5	226	K-i	257	R2-1
258	U7H1-1	257	U9C-23	257	A1-7	260	K1-1	260	R2-3
258	U7H1-3	257	U9C-25	257	A1-9	260	K1-3	257	S-1
262	U7H1-5	252	U9D-1	257	A1-11	260	K1-5	257	S-3
262	U7H1-7	252	U9D-3	257	A1-13	260	K2-1	257	S-5
258	U7H1-9	262	U10-i	257	A1-15	217	K3-1	216	T-i
261	U7H1-11	255	U10-iii	257	A1-17	241	K4-1	216	T-1
261	U7H1-13	258	U10-v	257	A1-19	245	L-i	216	T-3
261	U7H1-15	258	U10-vii	262	A1-21	259	L-1	253	U-1
259	U7H2-1	255	U10A-1	257	A1-23	259	L-3	240	V-1
256	U7I-1	262	U10A-3	257	A1-25	259	L-5	240	V-3
256	U7I-3	253	U10A-5	262	A1-27	259	L-7	240	V-5
261	U7J-1	253	U10A-7	257	A1-29	262	L-9	240	V-7
256	U7J-3	258	U10A-9	257	A1-31	226	M-1		
250	U7K-1	260	U10A-11	257	A1-33	217	N-i		
216	U7L-1	261	U10A-13	261	A2-1	249	N1-1		
168	U7M-1	260	U10A-15	261	A2-3	249	N1-3		
209	U7N-1	260	U10A-17	256	B-1	249	N1-5		
243	U7O-1	260	U10A-19	138	C-1	244	N2-1		
242	U7P-1	260	U10B-1	256	D-1	244	N2-3		
259	U7Q-1	260	U10B-3	261	E-i	258	O-i		
242	U7R-1	260	U10B-5	259	E1-1	252	O-1		
185	U7S-1	260	U10B-7	258	E1-3	257	O-3		
160	U7T-1	260	U10B-9	257	E1-5	254	O-5		
261	U7U-1	260	U10B-11	262	E2-1	255	O-7		
242	U7V-1	260	U10B-13	257	E2-3	255	O-9		
193	U7W-1	262	U10C-1	234	E3-1	255	O-11		
223	U7X-1	262	U10C-3	217	F-i	255	O-13		
258	U7Y-1	262	U10C-5	258	F1-1	258	O-15		
237	U7Z1-1	241	U10D-1	258	F1-3	258	O-17		
260	U7Z2-1	241	U10D-3	217	F2-1	258	O-19		
252	U8-i	240	U10D-5	258	G-1	258	O-21		
250	U8-1	252	U10E-1	262	G-3	258	O-23		
250	U8-3	258	U10E-3	258	G-5	260	O-25		
250	U8-5	254	U10E-5	258	G-7	258	O-27		
250	U8-7	249	U10E-7	217	H-i	258	O-29		
250	U8-9	250	U10E-9	252	H1-1	261	P-i		
250	U8-11	248	U10E-11	214	H2A-1	257	P1-1		

**JOINT FEDERAL TRAVEL REGULATIONS (JFTR)****VOLUME 1****UNIFORMED SERVICE PERSONNEL**

---

**CHAPTER 1****APPLICABILITY AND GENERAL INFORMATION**

PART A	APPLICABILITY AND GENERAL INFORMATION
PART B	GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM COMMERCIAL SOURCES
PART C	MISCELLANEOUS REIMBURSABLE EXPENSES
PART D	ISSUANCE OF MEAL TICKETS

**CHAPTER 2****ADMINISTRATION AND GENERAL PROCEDURES**

PART A	TRAVEL POLICY
PART B	TRAVEL AUTHORIZATIONS/ORDERS
PART C	TRAVEL STATUS
PART D	ADVANCE OF FUNDS
PART E	RESERVED
PART F	TRAVEL CLAIMS AND RECEIPTS
PART G	RESERVED (SEE APPENDIX R)
PART H	MILEAGE AND MALT RATES

**CHAPTER 3****TRANSPORTATION, ACCOMPANIED BAGGAGE, AND LOCAL  
TRAVEL**

PART A	APPLICABILITY AND GENERAL RULES
PART B	TRAVEL BY COMMON CARRIER
PART C	TRAVEL BY GOVERNMENT CONVEYANCE
PART D	TRAVEL BY PRIVATELY OWNED CONVEYANCE
PART E	TRAVEL BY TAXICAB, SPECIAL CONVEYANCE, BUS, STREETCAR, SUBWAY OR OTHER PUBLIC CONVEYANCE
PART F	LOCAL TRAVEL IN AND AROUND PDS OR TDY STATION
PART G	PARKING EXPENSES FOR CERTAIN MEMBERS

<b><u>CHAPTER 4</u></b>	<b><u>TEMPORARY DUTY TRAVEL (TDY)</u></b>
PART A	RESERVED
PART B	PER DIEM ALLOWANCE
PART C	ACTUAL EXPENSE ALLOWANCE (AEA)
PART D	ALLOWABLE TRAVEL TIME FOR TDY TRAVEL
PART E	GOVERNMENT MESS USE/AVAILABILITY
PART F	OCCASIONAL MEALS AND QUARTERS
PART G	TRAVEL AND TRANSPORTATION ALLOWANCES FOR TRAVEL OF DEPENDENTS WHEN MEMBER ORDERED ON INDETERMINATE TDY
PART H	HHG SHIPMENT AND STORAGE UNDER TDY ORDERS
PART I	REIMBURSEMENT OPTIONS FOR MEMBERS ON TDY WITHIN A COMBATANT COMMAND OR JOINT TASK FORCE AREA OF OPERATIONS
PART J	TRAVEL ADVANCES
<b><u>CHAPTER 5</u></b>	<b><u>PERMANENT DUTY TRAVEL</u></b>
PART A	APPLICABILITY AND GENERAL RULES
PART B	MEMBER ALLOWANCES FOR TRANSPORTATION AND SUBSISTENCE
PART C	DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES
PART D	HOUSEHOLD GOODS (HHG) TRANSPORTATION AND NONTEMPORARY STORAGE (NTS)
PART E	POV TRANSPORTATION AND STORAGE
Section 1	POV Transportation
Section 2	POV Storage When POV Transportation to a Foreign/Non-Foreign PDS is not Authorized or Storage ICW Contingency Operation TDY
PART F	MOBILE HOME TRANSPORTATION
PART G	DISLOCATION ALLOWANCE (DLA)
PART H	TEMPORARY LODGING EXPENSE (TLE) ALLOWANCE WITHIN CONUS
PART I	PET QUARANTINE
PART J	EARLY RETURN OF DEPENDENTS
<b><u>CHAPTER 6</u></b>	<b><u>EVACUATION ALLOWANCES</u></b>
PART A	AUTHORIZED OR ORDERED MOVEMENTS OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS)
PART B	AUTHORIZED OR ORDERED MOVEMENTS WITHIN THE CONTINENTAL UNITED STATES (CONUS)

**CHAPTER 7**

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

PART A	TRAVEL OF SERVICE ACADEMY CADETS/MIDSHIPMEN
PART B	TRAVEL OF UNIFORMED SERVICES APPLICANTS AND REJECTED APPLICANTS
PART C	REIMBURSEMENT FOR RECRUITING EXPENSES
PART D	TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY
PART E	TRAVEL OF WITNESSES
PART F1	TRAVEL WHILE ON DUTY WITH PARTICULAR UNITS
PART F2	TRAVEL WHEN PER DIEM NOT AUTHORIZED
PART F3	MEMBERS ASSIGNED TDY AS OBSERVERS TO UN PEACEKEEPING ORGANIZATIONS
PART G	TRAVEL OF MEMBERS OF RESERVE COMPONENTS AND RETIRED MEMBERS CALLED (OR ORDERED) TO ACTIVE DUTY
PART H1	LEAVE TRAVEL AND TRANSPORTATION EFFECTIVE FOR COT TRAVEL STARTED ON OR AFTER 19 APRIL 2002
PART H2	REIMBURSEMENT FOR LODGING WHILE ON LEAVE
PART I	MEMBER TRAVEL ICW PHYSICAL EXAMINATION OR ILLNESS
PART J	REST AND RECUPERATIVE (R&R) LEAVE AND SPECIAL REST AND RECUPERATIVE (SR&R) ABSENCE TRANSPORTATION
PART K	TRAVEL AND TRANSPORTATION TO RECEIVE A NON-FEDERALLY SPONSORED HONOR AWARD
PART L	RESERVED (SEE PAR. U1005)
PART M	MEMBER WHOSE ENLISTMENT IS VOIDED
PART N	ABSENTEE, STRAGGLER, OR OTHER MEMBER WITHOUT FUNDS
PART O	MEMBER TRAVEL AND TRANSPORTATION INCIDENT TO DISCIPLINARY ACTION AND TRAVEL OF PRISONERS AND THEIR GUARDS
PART P	TRANSPORTATION OF MEMBERS DISCHARGED FROM SERVICE UNDER OTHER THAN HONORABLE CONDITIONS
PART Q	TRAVEL OF ESCORTS AND ATTENDANTS OF DEPENDENTS
PART R	TRANSPORTATION OF REMAINS OF DECEASED MEMBERS AND DECEASED DEPENDENTS
PART S	TRAVEL EXPENSES OF MEMBERS NOT PAYABLE BY GOVERNMENT
PART T	RESERVED (SEE APPENDIX E)
PART U	REIMBURSEMENT FOR TRAVEL AND TRANSPORTATION EXPENSES WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL STAFF
PART V	MEMBERS AUTHORIZED TO TRAIN FOR, ATTEND, AND PARTICIPATE IN ARMED FORCES, NATIONAL, AND INTERNATIONAL AMATEUR SPORTS COMPETITIONS
PART W	RESERVED
PART X	RESERVED
PART Y	TRAVEL ALLOWANCES TO SPECIALTY CARE OVER 100 MILES
PART Z1	TRAVEL ALLOWANCES - BILATERAL OR REGIONAL COOPERATION PROGRAM
PART Z2	TRAVEL AND TRANSPORTATION ALLOWANCES - COALITION LIAISON OFFICERS

**CHAPTER 8**                    **COST-OF-LIVING ALLOWANCE FOR MEMBERS ASSIGNED  
TO HIGH-COST AREAS IN CONUS (CONUS COLA)**

**CHAPTER 9**                    **STATION ALLOWANCES (OCONUS COLA AND TLA)**

- PART A                            DEFINITIONS
- PART B                            COST OF LIVING ALLOWANCE (COLA)
- PART C                            TEMPORARY LODGING ALLOWANCE (TLA)
- PART D                            MISCELLANEOUS CONDITIONS AFFECTING ALLOWANCE PAYMENTS

**CHAPTER 10**                   **HOUSING ALLOWANCES**

- PART A                            GENERAL INFORMATION
- PART B                            DEPENDENCY
- PART C                            MEMBER TO MEMBER
- PART D                            GOVERNMENT QUARTERS
- PART E                            ASSIGNMENT SITUATIONS

## APPENDICES

### APPENDIX A

PART I DEFINITIONS  
PART II ACRONYMS

### APPENDIX B

#### OCONUS MAXIMUM PER DIEM RATES

### APPENDIX C

#### RESERVED

### APPENDIX D

#### CONUS MAXIMUM PER DIEM RATES

### APPENDIX E

#### INVITATIONAL TRAVEL AUTHORIZATIONS

PART I INVITATION TO TRAVEL  
PART II SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION  
PART III GOVERNMENT CONTRACTOR'S/CONTRACTOR EMPLOYEES' TRAVEL

### APPENDIX F

#### CONSUMABLE GOODS ALLOWANCES

PART I LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES  
PART II CRITERIA FOR ESTABLISHING A CONSUMABLE GOODS ALLOWANCE

### APPENDIX G

#### MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL

### APPENDIX H

#### TRAVEL PURPOSE IDENTIFIERS AND PREMIUM CLASS TRANSPORTATION

PART 1 TRAVEL PURPOSE IDENTIFIERS  
PART 2A REPORTING DATA ELEMENTS AND PROCEDURES FORMAT  
PART 2B FIRST-CLASS AIR ACCOMMODATIONS CODES  
PART 2C FIRST-CLASS DECISIONS SUPPORT TOOL  
PART 3A BUSINESS-CLASS AIR ACCOMMODATIONS CODES  
PART 3B BUSINESS-CLASS DECISIONS SUPPORT TOOL  
PART 4A PREMIUM-CLASS ACCOMMODATIONS FOR DISABILITY OR OTHER SPECIAL MEDICAL NEEDS REASONS  
PART 4B RESERVED  
PART 4C RESERVED  
PART 4D RESERVED  
PART 4E RESERVED  
PART 4F PREMIUM-CLASS ACCOMMODATIONS DETERMINATION FORMAT

### APPENDIX I

#### TRAVEL AUTHORIZATIONS

<b><u>APPENDIX J</u></b>	<b><u>COST-OF-LIVING ALLOWANCE (COLA)</u></b>
PART I	INTRODUCTION
PART II	COLA UNIQUE EXPENSES
PART III	COST-OF-LIVING ALLOWANCE TABLES
<b><u>APPENDIX K</u></b>	<b><u>OVERSEAS HOUSING ALLOWANCE (OHA)</u></b>
PART I	GENERAL INFORMATION
PART II	BRIEFING SHEET
PART III	MOVE-IN HOUSING ALLOWANCE (MIHA)/MISCELLANEOUS EXPENSES
PART IV	RENTAL ADVANCE PROTECTION
<b><u>APPENDIX L</u></b>	<b><u>ACTUAL EXPENSE ALLOWANCE (AEA) SUBMISSION CHANNELS</u></b>
<b><u>APPENDIX M</u></b>	<b><u>STATION ALLOWANCE/OHA AND TRAVEL PER DIEM REPORTING PROCEDURES AND COMMAND/SENIOR OFFICER/COUNTRY ALLOWANCE COORDINATOR RESPONSIBILITIES (see <a href="http://141.116.74.201/cola/appm/appm.pdf">http://141.116.74.201/cola/appm/appm.pdf</a>)</u></b>
<b><u>APPENDIX N</u></b>	<b><u>MOVE-IN HOUSING ALLOWANCE (MIHA)</u></b>
PART I	MOVE-IN HOUSING ALLOWANCE (MIHA)
PART II	MIHA SECURITY LOCATIONS
<b><u>APPENDIX O</u></b>	<b><u>TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES</u></b>
<b><u>APPENDIX P</u></b>	<b><u>CITY-PAIR PROGRAM</u></b>
PART I	CITY-PAIR PROGRAM
PART II	FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM
<b><u>APPENDIX Q</u></b>	<b><u>OVERSEAS TOUR LENGTHS</u></b>
<b><u>APPENDIX R</u></b>	<b><u>CONFERENCES</u></b>
PART I	CONFERENCE PLANNING POLICY (FTR §301-74)
PART II	CONFERENCE ATTENDANCE
<b><u>APPENDIX S</u></b>	<b><u>AUTHORIZED FEML LOCATIONS/DESTINATIONS</u></b>
<b><u>APPENDIX T</u></b>	<b><u>STANDARD DATA ELEMENTS FOR TRAVEL</u></b>
<b><u>APPENDIX U</u></b>	<b><u>AUTHORIZED REST AND RECUPERATION (R&amp;R) LOCATIONS/DESTINATIONS</u></b>
<b><u>APPENDIX V</u></b>	<b><u>CROSSWALK BAH POLICY FROM DODFMR TO JFTR</u></b>

## U1008 CHAPLAIN-LED PROGRAMS

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

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

## U1010 IMPLEMENTATION

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

1. Email address: [pdtatac@perdiem.osd.mil](mailto:pdtatac@perdiem.osd.mil); or
2. Fax: (703) 325-2945; or
3. Mail to:

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

\*B. Implementation Regulations. Each Service, or Services jointly, should issue implementing administrative and/or procedural directives for certain allowances. The listing below cites allowances that do or should have implementing instructions provided by Service regulations. There may be additional implementing instruction requirements that are not specifically cited below.

1. Completion and submission of travel vouchers (Chapter 2, Part F);
2. Appropriate authority/approval level for business-class air travel (par. U3125-B2b);

3. Authorization/order endorsements related to foreign flag carrier use (par. U3125-C3);
4. Meal ticket issuance, use, and care, and for the payment for meals procured with the tickets (par. U1500-B);
5. Procedures and conditions under which advance payments are authorized including those in:
  - a. Permanent Duty Travel: Chapter 5, Parts - B (par. U5165); C (par. U5250); D (par. U5385); E2 (par. U5479); F (par. U5560); G (par. U5600); and H (par. U5725) may be paid IAW par. U5020.
  - b. Evacuation Allowances: Chapter 6, Parts A and B (pars. U6013-A, U6013-B, U6060-A and U6060-B);
  - c. Recruiting expenses (par. U7033);
  - d. TLA, par. U9190;
  - e. OHA, par. U10128-B **NOTE: Advance MIHA is not authorized.**
6. Appropriate separation or retirement activities (pars. U5125-A3 and U5130-A3);
7. Required documentation for personally procured transportation reimbursement or POC travel for dependents ICW a ship being constructed or undergoing overhaul or inactivation (pars. U5222-M5 and U7115-B);
8. Claims for personally procured HHG transportation (par. U5320-D);
9. Member financial responsibility (pars. U20103, U3015, U5340-A2, U5380-A, U5417-A1d, U5420-C, U5445, U5474, and U5520);
10. Personal emergency determination (par. U7205-A);
11. Transportation of the remains of a deceased member and/or dependent (Chapter 7, Part R);
12. Currency loss/gain procedures for OHA (par. U10028-B);
13. Command sponsorship criteria (see APP A definition of DEPENDENT, COMMAND SPONSORED);
14. Establishing children's dependency (APP A definition of DEPENDENT),
15. CTO use policy (par. U3120) ;
16. Travel and transportation for a family member incident to the repatriation of a member held captive (par. U5258);
17. Procedures for extending safe haven allowances incident to an evacuation (par. U6054-D2); and
18. Authorization/order writing procedures for certain foreign uniformed members (Chapter 7, Parts Z1 and Z2).

## PART C: MISCELLANEOUS REIMBURSABLE EXPENSES

### U1400 GENERAL

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

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

### U1405 COMMUNICATION SERVICES

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

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

### U1410 MISCELLANEOUS EXPENSES

See APP G.

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

#### \*A. General for All Travel

1. A member is reimbursed the associated expenses (for member and/or dependents) if officially required to obtain a change of status. Examples of status changes are: passport renewal and visas (including green cards, mandatory biometric collection data necessary for passport/visa issuance, photographs for Gov't-funded OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a Government medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)). A dependent's fee is reimbursable *except* ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.

***NOTES: A travel authorization/order should be issued to authorize/approve (see par. U2115) travel and transportation at Government expense to:***

***1. A visa-issuing office located outside the member's PDS local area if the traveler's presence at that office is/was mandatory.***

***2. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the member's PDS local area.***

*3. A member who is serving an unaccompanied OCONUS tour and acquires a dependent OCONUS is not authorized reimbursement of passport and visa expenses for the acquired dependent except when par. U9000-A2 or U9000-A3 applies, and/or the dependents qualify for travel and transportation from the OCONUS PDS IAW par. U5222-G.*

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

3. Medical expenses associated with obtaining passports, mandatory biometric visa requirements, and/or visas (including green card), are not reimbursable, except for inoculations as permitted in APP G, Item 6.

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

1. Assigned to a foreign OCONUS area,

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

3. Described in par. U1415-C.

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

**NOTES:** *A travel authorization/order should be issued to authorize/approve (see par. U2115) travel and transportation at Government expense to:*

*1. A visa issuing office located outside the member's PDS local area if the traveler's presence at that office is/was mandatory.*

*2. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the member's PDS local area.*

*3. A member who is serving an unaccompanied OCONUS tour and acquires a dependent OCONUS is not authorized reimbursement of passport and visa expenses for the acquired dependent except when par. U9000-A2 or U9000-A3 applies, and/or the dependents qualify for travel and transportation from the OCONUS PDS IAW par. U5222-G.*

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

**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>	<u>NOTE</u>
Airplane	*\$1.26	*1 Aug 2008	1
Automobile (if no GOV is available)	*\$0.585	*1 Aug 2008	1
Motorcycle	*\$0.585	*1 Aug 2008	1
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	

**NOTE:**

***1 For travel performed on or after 1 August 2008.***

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 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.

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>U3305</b>	<b>POC USE TO THE GOVERNMENT'S ADVANTAGE ON TDY</b> A. Mileage Plus Per Diem or AEA B. Reimbursement for Actual Transportation Costs C. Privately-Owned Aircraft other than an Airplane D. Travel by Privately Owned Boat E. Mixed Mode Transportation
<b>U3310</b>	<b>POC USE ON TDY (NOT TO THE GOVERNMENT'S ADVANTAGE)</b> A. Limitation B. Mileage and Per Diem Computation C. Constructed Transportation Cost and Per Diem Computation D. Comparison E. Passengers F. Mixed Mode Transportation
<b>U3320</b>	<b>POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS</b> A. Round-trip Expenses Incurred for Drop-off and/or Pick-up at a Transportation Terminal B. Expenses Incurred for Two One-way Trips to and from a Transportation Terminal C. Departure from PDS on TDY D. Another Official Traveler Transported in the Same POC
<b>U3325</b>	<b>POC USE BETWEEN RESIDENCE AND TDY STATION</b>
<b>U3335</b>	<b>EXPENSES NOT REIMBURSABLE WHEN MILEAGE IS PAYABLE</b>
<b>U3340</b>	<b>POC USE IN AND AROUND PDS OR TDY STATION</b>
<b>U3345</b>	<b>POC USE INSTEAD OF GOVERNMENT VEHICLE</b> A. General B. Mileage Reimbursement Rates C. Government Vehicle Use Is to the Government's Advantage D. Government Vehicle Use Directed

---

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

---

<b>U3400</b>	<b>GENERAL</b>
<b>U3405</b>	<b>MISCELLANEOUS EXPENSES</b>
<b>U3410</b>	<b>TAXICAB/LIMOUSINE SERVICE USE</b> A. To/from Transportation Terminals B. Between Residence and PDS on the Day Travel Is Performed
<b>U3415</b>	<b>SPECIAL CONVEYANCE USE</b> A. General B. Selecting a Rental Vehicle C. Special Conveyance (Includes Aircraft) Reimbursement D. To/from Carrier Terminals E. Between Duty Stations F. Special Conveyance Use in and Around PDS or TDY Station G. Limited to Official Purposes

**Paragraph    Title/Contents**

- U3420        BUS, STREETCAR, AND SUBWAY USE**  
A.    To/from Transportation Terminals  
B.    Between Residence and PDS on the Day Travel Is Performed

- U3430        COURTESY TRANSPORTATION USE**

**PART F: LOCAL TRAVEL IN AND AROUND PDS OR TDY LOCATION**

---

- U3500        GENERAL**  
A.    Authority  
B.    Local Area  
C.    Control and Delegation  
D.    Miscellaneous Expense Reimbursement  
E.    Travel to and from Medical Facilities

- U3505        PDS AREA TRAVEL**  
A.    General  
B.    Commercial Transportation  
C.    POC Travel  
D.    Both Commercial Transportation and POC Travel  
E.    Examples

- U3510        TRAVEL AT THE TDY LOCATION**  
A.    Travel Points  
B.    Meals and/or Lodging Unavailable at Duty Site  
C.    Commercial Travel  
D.    POC Travel

- U3535        TAXICAB USE INCIDENT TO AUTHORIZED WORK OUTSIDE REGULARLY SCHEDULED WORKING HOURS**  
A.    General  
B.    Authorization/Approval Authority  
C.    Finance Regulations Requirements  
D.    POC Mileage

- U3540        VOUCHERS AND SUPPORTING DOCUMENTS**

**PART G: PARKING EXPENSES FOR CERTAIN MEMBERS**

---

- U3550        GENERAL**

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

---

**PART B: PER DIEM ALLOWANCE**

---

<b>Paragraph</b>	<b>Title/Contents</b>
<b>U4100</b>	<b>GENERAL</b>
<b>U4101</b>	<b>WHEN PER DIEM IS AUTHORIZED</b>
<b>U4102</b>	<b>CIRCUMSTANCES IN WHICH PER DIEM NOT AUTHORIZED</b>
	A. When Not in a Travel Status
	B. Day of Leave or Proceed Time
	C. When PCS MALT PLUS Per Diem is Paid
	D. Travel or TDY within PDS Limits
	E. TDY within the Local Area of the PDS (Outside the PDS Limits)
	F. Round Trips within 12 Hours
	G. Members Traveling Together with No/Limited Reimbursement
	H. Navigational and Proficiency Flights
	I. Assigned to Two-Crew Nuclear Submarines
	J. TDY or Training Duty Aboard a Government Ship
	K. Aboard Ship Constructed by Commercial Contractor
	L. Field Duty
	M. TDY Aboard Foreign (Non-Government) Ship
	N. Member in Missing Status
	O. Members Traveling Together
	P. Stragglers
<b>U4105</b>	<b>PER DIEM PAYABLE IN SPECIFIC CASES</b>
	A. TDY ICW Fitting-Out or Conversion of a Ship or Service Craft
	B. Travel by U.S. or Foreign Government Ship for 24 or More Hours
	C. Travel, TDY Aboard a Commercial Ship or a U.S. Government Ship Totally Leased for Commercial Operation
	D. Field Duty
	E. Member Dies while in a TDY Status
	F. Ordered to TDY while on Leave
	G. Authorization/Order Canceled while a Member Is en Route to a TDY Station
	H. TDY within the PDS Limits
	I. Contingency Operation Flat Rate Per Diem Allowance
	J. When the TDY Station Becomes the PDS
<b>U4115</b>	<b>INTERNATIONAL DATELINE</b>
	A. International Dateline (IDL)
	B. Computing Per Diem when Crossing the International Dateline (IDL)
	C. Computation

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
U4125	<b>PER DIEM UNDER THE LODGINGS-PLUS COMPUTATION METHOD</b>
U4127	<b>LODGING TAX UNDER THE LODGINGS-PLUS</b> A. CONUS and Non-foreign OCONUS Areas B. Foreign Areas
U4129	<b>LODGING UNDER THE 'LODGINGS-PLUS' COMPUTATION METHOD</b> A. General B. Commercial Lodging C. Government Quarters D. Double Occupancy E. Lodging with a Friend or Relatives F. Lodging in other than Commercial Facilities G. Lodging Not Available at TDY Station
U4131	<b>REIMBURSEMENT FOR AN APARTMENT, HOUSE, OR RECREATION VEHICLE WHILE TDY</b> A. General B. Expenses
U4133	<b>LODGING COST ALLOWANCE UNDER THE BARTER SYSTEM</b>
U4135	<b>DUAL LODGING REIMBURSEMENT ON A SINGLE DAY</b> A. Per Diem Basis B. Miscellaneous Expense for Lodging C. Maximum Reimbursement D. Long-term Dual Lodgings Occupancy
U4137	<b>ALLOWABLE EXPENSES WHEN A RESIDENCE IS PURCHASED AND USED FOR TDY LODGINGS</b>
U4139	<b>LODGING COST FOR QUARTERS JOINTLY OCCUPIED BY MEMBER AND DEPENDENTS</b>
U4141	<b>LODGING OBTAINED ON A WEEKLY, MONTHLY, OR LONGER TERM BASIS</b>
U4143	<b>LODGING AND/OR MEALS OBTAINED UNDER CONTRACT</b>
U4145	<b>PER DIEM COMPUTATION</b> A. General B. Stopover Point C. M&IE Payment D. Meal Rate
U4147	<b>PER DIEM FOR DEPARTURE FROM AND RETURN TO PDS</b> A. Rate B. Departure Day C. Return Day

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>U4149</b>	<b>M&amp;IE RATE DETERMINATION FOR CONUS FULL DAYS</b> A. Locality Rate B. Government Meal Rate (GMR) C. Proportional Meal Rate (PMR)
<b>U4150</b>	<b>PER DIEM AND AEA ON A SINGLE TRIP</b>
<b>U4151</b>	<b>M&amp;IE RATE DETERMINATION FOR OCONUS FULL DAYS</b> A. Applicable Locality Rate B. The Standard GMR for Meals in a Government Mess Plus \$3.50 for Incidental Expenses C. PMR Plus the Incidental Expense Rate D. OCONUS Incidental Expense Rate
<b>U4153</b>	<b>PER DIEM ON ARRIVAL AT OR DEPARTURE FROM A TDY POINT</b>
<b>U4155</b>	<b>SCHOOLHOUSE TRAINING (FORMAL COURSES OF INSTRUCTION)</b>
<b>U4157</b>	<b>LODGING PER DIEM COMPUTATION</b>
<b>U4159</b>	<b>PER DIEM COMPUTATION FOR TDY OF MORE THAN 12 BUT LESS THAN 24 HOURS</b> A. M&IE Rate B. Lodging Not Required C. Lodging Required with/without Cost
<b>U4160</b>	<b>PER DIEM FOR TDY TRAVEL BY CAR FERRY</b>
<b>U4163</b>	<b>ESSENTIAL UNIT MESSING (EUM)</b>
<b>U4165</b>	<b>DEDUCTIBLE MEALS</b>
<b>U4167</b>	<b>NON-DEDUCTIBLE MEALS</b>
<b>U4169</b>	<b>LODGING REQUIRED ON THE DAY TRAVEL ENDS</b>
<b>U4171</b>	<b>MEALS PROVIDED BY A COMMON CARRIER OR COMPLIMENTARY MEALS PROVIDED BY A LODGING ESTABLISHMENT</b>
<b>U4173</b>	<b>PER DIEM ALLOWANCE COMPUTATION EXAMPLES</b> A. Government Meal Rate (GMR) B. U.S. and Non-foreign OCONUS Lodging Taxes C. Foreign Lodging Taxes D. Examples
<b>U4175</b>	<b>RETURN TO PDS FROM TDY FOR PERSONAL REASONS</b> A. General B. Computation
<b>U4176</b>	<b>TRAVEL TO AN ALTERNATE LOCATION ON NON-DUTY DAYS</b>

<u>Paragraph</u>	<u>Title/Contents</u>
U4177	<b>NO PER DIEM OR RATES OF PER DIEM IN LESSER AMOUNTS THAN THOSE PRESCRIBED IN <i>HTTP://WWW.DTIC.MIL/PERDIEM/PDRATES.HTML</i></b>
U4179	<b>PER DIEM RATE REVIEW</b> A. General B. Final Submission Process
U4181	<b>PER DIEM AND AEA ON A SINGLE TRIP</b>
U4183	<b>QUICK REFERENCE TABLES - PER DIEM ALLOWANCES</b>
<b>PART C: ACTUAL EXPENSE ALLOWANCE (AEA)</b>	
U4200	<b>GENERAL</b>
U4205	<b>JUSTIFICATION</b>
U4210	<b>AUTHORIZATION/APPROVAL</b>
U4215	<b>LIMITATIONS</b>
U4220	<b>TDY ASSIGNMENTS THAT MAY WARRANT AEA AUTHORIZATION/APPROVAL</b> A. Examples B. Travel with Certain Dignitaries C. Air Crew Travel
U4225	<b>EXPENSES</b> A. Expenses Allowed B. Expenses Not Allowed
U4230	<b>AEA REQUESTS</b> A. General B. Channels of Submission
U4235	<b>150% MAXIMUM AEA</b> A. CONUS B. OCONUS
U4240	<b>300% MAXIMUM AEA</b>
U4245	<b>NOT USED</b>
U4250	<b>OVER 300% MAXIMUM AEA</b>
U4255	<b>REIMBURSEMENT</b> A. Limitations B. Incidental Expense C. M&IE Paid on a Per Diem Basis D. Lodging and/or Meals Obtained under Contract E. Itemization

**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 METHODS****U4725        FACTORS AFFECTING TDY HHG TRANSPORTATION**

- A.    Weight Allowance
- B.    Authorization/Order 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

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.

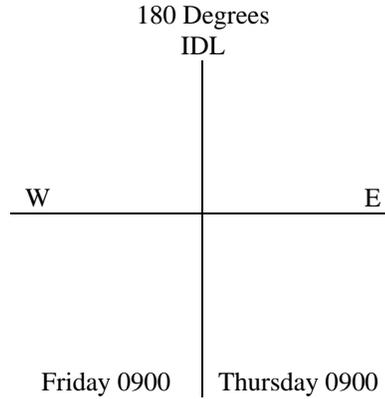
Pay the departure TDY day to the PDS - \$45.75 ( $\$61 \times 75\% = \$45.75$ ).

\*J. When the TDY Station Becomes the PDS. A member, who while at a TDY station receives a PCS authorization/ order or information indicating that the member is to be transferred to the TDY station on a ***specified future date***, is authorized payment of otherwise proper TDY allowances for the TDY involved and return travel to the old PDS. See par. U7125-C if the TDY station is designated as the new PDS ***effective immediately***.

**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>

---

**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 a friend/relative.

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 traveler 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. *As an exception to the \$75 or more receipt rule, the traveler should be prepared to provide receipts for the barter goods together with the traveler's certification that the barter goods were delivered to the householder for lodgings received if required by finance regulations.*

#### **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.*

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 traveler is authorized TDY from a PDS for two days, POC use between the residence and TDY station (not a U.S. Installation) is to the Gov't's advantage and authorized on the travel authorization/order. See par. U3305-B. The traveler 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. The 12-hour rule does not apply because the TDY period 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>					
<b>Date</b>	<b>Depart</b>	<b>Arrive</b>	<b>Per Diem Rate</b>	<b>Lodging Cost</b>	<b>POC Distance</b>
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 \$0.585 per mile =					*\$485.55
<b>Total Reimbursement</b>					<b>*\$921.05</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 Gov't 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 Gov't'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: Gov't 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 Gov't 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 \$0.585/mile =			*\$380.25
<b>Total Reimbursement</b>			<b>*\$514.35</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 Gov't meal rates.

1. Example 1

<b>EXAMPLE 1</b>			
<b>Per Diem and POC TDY Mileage Computation</b>			
*A traveler performed TDY (not at a U.S. Installation) and returned to the PDS during the TDY period on the weekend for personal reasons. The TDY location lodging cost is \$65/night. The maximum per diem rate is \$112 (\$73/ \$39). AEA is not authorized and per diem is not payable for 28 June (actual cost computation) because the traveler is at the PDS. See par. U4102-D.			
POC use between the residence and TDY station is to the Gov't's advantage and is authorized on the travel authorization/order for one round trip. See par. U3305-B.			
*The traveler is due \$1,439.75 (constructed cost since it is less than the actual cost for this example).			
<i>AEA is not used for this example but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Chapter 4, Part C).</i>			
<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 x 75% = \$29.25 + \$65 =		\$94.25
24 to 26 June	\$39 + \$65 = \$104/day x 3 days =		\$312.00
27 June	\$39 x 75% =		\$29.25
28 June	Per diem is not payable at the PDS (par. U4102-D)		\$0.00
29 June	\$39 x 75% = \$29.25 + \$65 =		\$94.25
30 June-2 July	\$39 + \$65 = \$104/day x 3 days =		\$312.00
3 July	\$39 x 75% =		\$29.25
*2 round trips of 650 miles (official distance) = 1,300 miles x \$0.585/mile =			*\$760.50
<b>Actual Cost Total</b>			<b>*\$1,631.50</b>
<b>Constructed Cost</b>			
23 June	\$39 x 75% = \$29.25 + \$65 =		\$94.25
24 June-2 July	\$39 + \$65 = \$104/day x 9 days =		\$936.00
3 July	\$39 x 75% =		\$29.25
*1 round trip of 650 miles (official distance) x \$0585/mile =			*\$380.25
<b>Constructed Cost Total</b>			<b>*\$1,439.75</b>

2. Example 2

<b>EXAMPLE 2</b>			
<b>Per Diem, GMR and POC TDY Mileage Computation</b>			
<p>A member is TDY at a U.S. Installation at which Gov't messing is available for all meals and the lodging cost is \$6/night. Gov't mess use is directed and per diem is not paid on 12 July (actual cost computation) while the member is at the PDS. See par. U4102-D. The member returned by POC to the PDS while TDY on the weekend for personal reasons.</p>			
<p>The maximum per diem rate is \$109 (\$70/ \$39). The GMR (par. U4149-B) is \$9.80 plus \$3.00 CONUS incidental rate for this example.</p>			
<p>POC use between the residence and TDY station is to the Gov't's advantage and is authorized on the travel authorization/order for one round trip. See par. U3305-B.</p>			
<p>*The member is due \$393.75 (constructed cost since it is less than the actual cost for this example).</p>			
<p><b>NOTE:</b> Gov't 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 Gov't meal rate.</p>			
<b>ITINERARY</b>			
Date	Depart	Arrive	POC Distance
9 July	PDS	TDY Station	185 miles
10 July		At TDY Station	
11 July	TDY Station	PDS	185 miles
12 July		PDS (personal reasons)	
13 July	PDS	TDY Station	185 miles
14-15 July		At TDY Station	
16 July	TDY Station	PDS	185 miles
<b>REIMBURSEMENT (Actual and Constructed Cost Comparison)</b>			
9 July	(\$39 x 75%) = \$29.25 + \$6 =		\$35.25
10 July	\$9.80 + \$3 + \$6 =		\$18.80
11 July	\$39 x 75% =		\$29.25
12 July	Per diem is not payable at the PDS (par. U4102-D)		\$0.00
13 July	(\$39 x 75%) = \$29.25 + \$6 =		\$35.25
14-15 July	\$9.80 + \$3 + \$6 = \$18.80/day x 2 days =		\$37.60
16 July	\$39 x 75% =		\$29.25
*2 round trips of 370 miles (official distance) x 2 = 740 miles x \$0.585/mile =			*\$432.90
<b>Actual Cost Total</b>			<b>*\$618.30</b>
<b>Constructed Cost</b>			
9 July	(\$39 x 75%) = \$29.25 + \$6 =		\$35.25
10-15 July	\$9.80 + \$3 + \$6 = \$18.80/days times 6 days =		\$112.80
16 July	\$39 x 75% =		\$29.25
*1 round trip of 370 miles (official distance) x \$0585/mile =			*\$216.45
<b>Constructed Cost Total</b>			<b>*\$393.75</b>

## CHAPTER 5

### PERMANENT DUTY TRAVEL

#### **PART A: APPLICABILITY AND GENERAL RULES**

---

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>U5000</b>	<b>SCOPE</b> A. General B. Travel Covered
<b>U5002</b>	<b>APPLICABILITY</b> A. General B. Unique Categories C. Persons Not Covered
<b>U5012</b>	<b>PCS ALLOWANCES</b> A. General B. Member and Dependent Travel and Transportation Allowances C. HHG Transportation and Storage D. Unaccompanied Baggage Transportation E. POV Transportation F. Mobile Home Allowances G. DLA H. TLE Allowance I. Travel and Transportation Allowance Extensions when a Member Separates from the Service J. Home of Selection K. PCS Authorization/Order L. Delayed/Deferred Use of PCS Allowances
<b>U5015</b>	<b>MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)</b> A. General B. Reimbursement for the Use of more than Two POCs
<b>U5020</b>	<b>ADVANCE OF FUNDS</b>

#### **PART B: MEMBER ALLOWANCES FOR TRANSPORTATION AND SUBSISTENCE**

---

<b>U5100</b>	<b>GENERAL</b>
<b>U5105</b>	<b>TRAVEL AND TRANSPORTATION OPTIONS</b> A. General B. 'MALT-Plus' for POC Travel C. Reimbursement for Common Carrier Transportation Plus Per Diem D. Transportation in Kind Plus Per Diem E. Travel by Mixed Modes
<b>U5106</b>	<b>PCS EXAMPLES – LODGINGS AND MALT PLUS PER DIEM</b>

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>U5107</b>	<b>POC TRAVEL PROHIBITED</b>
<b>U5108</b>	<b>ALLOWANCES WHEN TRANSPORTATION MODE OR TRAVEL WITH NO/LIMITED REIMBURSEMENT (CHAPTER 4, PART B) DIRECTED</b> A. Transoceanic Travel B. Members Traveling Together under an Authorization/Order Directing No/Limited Reimbursement C. Transportation Mode Directed to First Duty Station upon Enlistment, Reenlistment, or Induction D. Travel Reimbursement
<b>U5109</b>	<b>MISCELLANEOUS REIMBURSEMENT</b>
<b>U5113</b>	<b>PER DIEM FOR PCS TRAVEL WHEN GOV'T OR COMMERCIAL TRANSPORTATION USED</b> A. Rate B. Partial Travel Days C. Travel Time D. New PDS is a Ship
<b>U5116</b>	<b>PCS TO, FROM, OR BETWEEN OCONUS POINTS</b> A. General B. When Land Travel only is Involved C. Transoceanic Travel D. Transoceanic Transportation Reimbursement Costs E. Reimbursement when the Member Performs Circuitous Travel
<b>U5120</b>	<b>TRAVEL AND TRANSPORTATION ALLOWANCE UNDER SPECIAL CIRCUMSTANCES</b> A. Travel when an Authorization/Order to Active Duty is Received at a Place Other Than That to Which Addressed B. PCS Authorization/Order Received at TDY Station C. PCS Authorization/Order Received while on Leave D. PCS with TDY at a Location near (but outside the Limits of) the Old or New PDS E. PCS Authorization/Order Canceled, Amended or Modified En Route F. PCS Involving a Unit with a Home Port or PDS Location G. Travel to/from a Designated Place H. Member Escorts Dependent to/from a Designated Place ICW a Unit PCS Move to/from an OCONUS Unaccompanied Tour I. Member Ordered PCS from a PDS from Which Dependents Have Been Evacuated J. Unable to Travel with Member's Organization K. PCS to Hospital L. Member Dies while En Route to New PDS M. Directed Travel over other than a Usually Traveled Route
<b>U5125</b>	<b>SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY</b> A. General B. Separation from the Service or Relief from Active Duty to Continue in the Service C. Discharge from the Service under other than Honorable Conditions D. Time Limitation E. Member Ordered to a Place to Await Disability Proceedings Results F. Member Ordered to a College

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>U5130</b>	<b>RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Time Limitations</li><li>C. Recalled to Active Duty before Selecting a Home</li><li>D. Recalled to Active Duty after Selecting a Home</li><li>E. Member on TDRL Who Is Discharged or Retired</li><li>F. Member Ordered to a Place to Await Disability Retirement</li></ul>
<b>U5160</b>	<b>ALLOWABLE TRAVEL TIME COMPUTATION</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Transoceanic Travel</li><li>C. Common Carrier at Personal Expense or Mixed Modes Travel</li><li>D. Elapsed Time is Less Than Authorized</li><li>E. Additional Travel Time</li></ul>
<b>U5165</b>	<b>ADVANCE OF FUNDS</b>

---

**PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES**

---

<b>U5200</b>	<b>PURPOSE</b>
<b>U5203</b>	<b>BASIC AUTHORIZATION</b> <ul style="list-style-type: none"><li>A. General</li><li>B. When Dependent Travel and Transportation Allowances Are Not Payable</li><li>C. Travel before an Authorization/Order Is Issued</li><li>D. Time Limitation</li></ul>
<b>U5205</b>	<b>TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Definitions</li><li>C. Restriction</li><li>D. Authorization</li><li>E. Reimbursement</li></ul>
<b>U5207</b>	<b>TRANSOCEANIC TRAVEL</b> <ul style="list-style-type: none"><li>A. Transportation Mode</li><li>B. Air Travel Medically Inadvisable</li><li>C. Travel by Oceangoing Car Ferry</li></ul>
<b>U5210</b>	<b>PER DIEM RATES FOR DEPENDENT TRAVEL</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Dependent Accompanies Member</li><li>C. Dependent Travels Independently</li><li>D. Examples</li></ul>

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>U5212</b>	<b>REIMBURSABLE EXPENSES</b>
<b>U5215</b>	<b>FACTORS AFFECTING DEPENDENT TRAVEL</b>
	A. Member Attains Eligibility for Dependent Travel
	B. Dependent Transported OCONUS at Gov't Expense – Return at Gov't Expense
	C. Dependent Acquired on or before the PCS Authorization/Order Effective Date
	D. Effect of an Age Change or Dependency Status on Allowances
	E. Authorization/Order Amended, Modified, Canceled or Revoked after Travel Begins
	F. Dependent Temporarily Absent from the Old PDS, Designated Place or Safe Haven when a PCS Authorization/Order Is Received
	G. Change of Station while on Leave or TDY
	H. Dependent En Route to the New PDS at the Time of the Member's Death
	I. Spouse Separates/Retires from the Service after the Member's PCS Authorization/Order Effective Date
	J. Legal Custody of Children Changes after the Effective Date of the PCS Authorization/Order
<b>U5218</b>	<b>TRAVEL AND TRANSPORTATION INVOLVING OLD AND/OR NEW NON-PDS LOCATION</b>
<b>U5220</b>	<b>DEPENDENT JOINS OR ACCOMPANIES THE MEMBER DURING TDY EN ROUTE</b>
	A. General
	B. MALT Rate
	C. Per Diem
<b>U5222</b>	<b>VARIOUS UNIQUE PCS SITUATIONS</b>
	A. Called (or Ordered) to Active Duty
	B. Assigned to Foreign Service Colleges
	C. Ordered to an OCONUS Station to which Dependent Travel is Authorized
	D. Ordered on a Dependent-restricted Tour, to Unusually Arduous Sea Duty, or to Duty Under Unusual Circumstances
	E. Reassigned OCONUS Due to Base Closure or Similar Action before the Prescribed OCONUS
	F. Consecutive Overseas Tours (COT)
	G. Consecutive OCONUS Tours for a Member with a Non-command-sponsored Dependent
	H. Transfer to, from, or between Sea Duty Assignments Not Specified as Unusually Arduous Sea Duty
	I. Change of Homeport for Ships, Afloat Staffs, or Afloat Units Not Specified as Involving Unusual or Arduous Sea Duty
	J. Assigned to a Mobile Unit or Ship Based Staff
	K. Member Ordered to a Hospital in CONUS
	L. Convicted Personnel Awaiting Completion of Appellate Review
	M. Ship Being Constructed or Undergoing Overhaul or Inactivation
	N. Ordered to a CONUS PDS to which Dependent Travel Is Delayed or Restricted by an Ordered Evacuation or Natural Disaster

<u>Paragraph</u>	<u>Title/Contents</u>
U5225	<p><b>SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY</b></p> <ul style="list-style-type: none"> <li>A. General</li> <li>B. Duty Station Erroneously Designated as HOR</li> <li>C. Separation from the Service or Relief from Active Duty to Continue in the Service</li> <li>D. Separation from the Service or Relief from Active Duty Upon Expiration of Enlistment or Prescribed Term of Service</li> <li>E. Relief from Active Duty for Members of the Reserve Components Called (or Ordered) to Active Duty for Less Than 20 Weeks</li> <li>F. Member Serves Less Than the Initial Prescribed Period of Service</li> <li>G. Time Limit</li> <li>H. Member Ordered to a Place to Await Results of Disability Proceedings</li> <li>I. Member Ordered to a College</li> </ul>
U5230	<p><b>RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY</b></p> <ul style="list-style-type: none"> <li>A. General</li> <li>B. Time Limits</li> <li>C. Recalled to Active Duty before Choosing a HOS</li> <li>D. Recalled to Active Duty after Choosing a HOS</li> <li>E. Member on TDRL Discharged or Retired</li> <li>F. Member Dies after Retirement or Release</li> <li>G. Member Ordered to a Place to Await Disability Retirement</li> </ul>
U5237	<p><b>DEPENDENT TRANSPORTATION WHEN TRANSPORTATION DOCUMENTS OR FUNDS ARE LOST OR STOLEN</b></p>
U5240	<p><b>DEPENDENT TRAVEL UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES</b></p> <ul style="list-style-type: none"> <li>A. General</li> <li>B. PDS Changed to a Dependent-restricted Tour Station, or Sea Duty Changed to Unusually Arduous Sea Duty</li> <li>C. Dependent Travel and Transportation OCONUS for Medical Care</li> <li>D. Dependent Travel and Transportation Incident to Alert Notice</li> <li>E. Dependent Travel and Transportation Incident to Tour Extension</li> <li>F. Dependent Travel and Transportation Incident to a Court-martial Sentence/Administrative Discharge under other than Honorable Conditions (for Members Stationed in CONUS)</li> <li>G. Dependent Travel and Transportation Incident to an In-Place Consecutive Overseas Tour (IPCOT)</li> <li>H. Travel and Transportation for a Dependent Relocating for Personal Safety</li> </ul>
U5241	<p><b>DEPENDENT TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, OR ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS OR UPON DEATH</b></p> <ul style="list-style-type: none"> <li>A. General</li> <li>B. Definitions</li> <li>C. Limitations</li> <li>D. When Authorized</li> <li>E. Administrative Instructions</li> <li>F. Attendant for a Dependent</li> </ul>

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>U5242</b>	<b>FUNERAL TRAVEL</b> <ul style="list-style-type: none"><li>A. Transportation for Eligible Relatives of a Deceased Member to Attend the Member's Burial Ceremony</li><li>B. Funeral Travel of the Family of a Member Who Died while a POW or MIA during the Vietnam Conflict</li><li>C. Definition of Burial Ceremony</li></ul>
<b>U5243</b>	<b>DEPENDENT STUDENT TRANSPORTATION</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Dependent Student Attending a Dormitory DoDEA School</li><li>C. Travel of a Handicapped DoDEA Student for Diagnostic and Evaluation Purposes</li><li>D. Dependent Student Transportation to a School in the U.S.</li><li>E. Travel of a DoDEA Student for Academic Competitions and Co-curricular Activities</li></ul>
<b>U5246</b>	<b>TRANSPORTATION AND PER DIEM OF FAMILY MEMBERS OF AN ILL OR INJURED MEMBER</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Definition</li><li>C. Transportation</li><li>D. Per Diem</li><li>E. Reimbursable Expenses</li></ul>
<b>U5250</b>	<b>FUNDS ADVANCE</b>
<b>U5258</b>	<b>BASIC ALLOWANCES</b> <ul style="list-style-type: none"><li>A. Definitions</li><li>B. Family Authorized Travel and Transportation</li><li>C. Attendant</li><li>D. Transportation</li><li>E. Per Diem</li><li>F. Funds Advance</li></ul>

---

**PART D: HOUSEHOLD GOODS (HHG) TRANSPORTATION AND NONTEMPORARY STORAGE (NTS)**

---

<b>U5300</b>	<b>GENERAL</b>
<b>U5305</b>	<b>ELIGIBILITY</b>
<b>U5310</b>	<b>BASIC ALLOWANCES</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Prescribed Weight Allowances</li><li>C. Professional Books, Papers, and Equipment (PBP&amp;E)</li><li>D. Additional Consumable Goods</li><li>E. Weight Additive Articles</li><li>F. Excess Costs for Transportation of a Boat or a Personal Watercraft, either Exceeding 14 Feet, as HHG</li><li>G. Civilian Clothing of Recruits</li><li>H. Storage</li></ul>

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
	I. Government-paid Expenses
	J. Authorized Transportation Locations
	K. Transportation of Replacement HHG Items
	L. Required Medical Equipment
<b>U5315</b>	<b>ADMINISTRATIVE WEIGHT LIMITATIONS</b>
	A. General
	B. Authorization
	C. Exceptions
<b>U5317</b>	<b>HHG TRANSPORTATION DISALLOWED</b>
<b>U5318</b>	<b>RE-TRANSPORTATION OF THE SAME HHG</b>
<b>U5320</b>	<b>TRANSPORTATION METHODS</b>
	A. HHG
	B. Unaccompanied Baggage (UB)
	C. Government-procured Transportation
	D. Personally-procured Transportation and NTS
	E. Split Shipment
<b>U5330</b>	<b>FACTORS AFFECTING HHG TRANSPORTATION</b>
	A. Combining Weight Allowances when Husband and Wife Are Both Members
	B. Impact of Authorization/Order Effective Date
	C. Authorization/Order Amended, Modified, Canceled or Revoked
	D. Improper Transportation
	E. Items of Extraordinary Value
	F. HHG and Mobile Home Allowances
	G. HHG Transportation before an Authorization/Order Is Issued
	H. Time Limitation
	I. Alcoholic Beverage Shipment
<b>U5335</b>	<b>NET WEIGHT DETERMINATION</b>
	A. General
	B. Government-arranged Move and Transportation at Personal Expense
	C. DPM Transportation
	D. Unaccompanied Baggage (UB)
	E. When Shipment Weight is Unobtainable
	F. Exceptions
<b>U5340</b>	<b>EXCESS CHARGES</b>
	A. General
	B. HHG Transportation in Excess of Authorized Weight Allowance
	C. HHG Transportation other than between Authorized Locations
	D. Transportation of Unauthorized Articles
	E. HHG Transportation with Special Routing or Services Provided

<u>Paragraph</u>	<u>Title/Contents</u>
U5345	<p><b>TRANSPORTATION UNDER VARIOUS SITUATIONS</b></p> <ul style="list-style-type: none"> <li>A. Entrance into the Service</li> <li>B. Called/Ordered to Active Duty</li> <li>C. PCS with TDY En Route, PCS while on TDY, or PCS Following TDY Pending Further Assignment</li> <li>D. Courses of Instruction of 20 or More Weeks at One Location</li> <li>E. CONUS Area to Which HHG Transportation Is Prohibited</li> <li>F. Ordered to a CONUS Hospital</li> <li>G. Ordered from PDS to Await an Authorization/Order, Detail, Assignment, or Separation</li> <li>H. Ordered on PCS to a PDS in the Vicinity of Storage</li> </ul>
U5350	<p><b>PCS TRANSPORTATION TO OR FROM SEA DUTY (NOT UNUSUALLY ARDUOUS) OR OCONUS DUTY</b></p> <ul style="list-style-type: none"> <li>A. Ordered to an OCONUS PDS to Which HHG Transportation is Permitted</li> <li>B. Ordered from Shore Duty to Sea Duty</li> <li>C. Ordered from a CONUS PDS to an OCONUS PDS to Which HHG Transportation is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances</li> <li>D. Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances</li> <li>E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS</li> <li>F. Ordered from Sea Duty to an OCONUS Shore Duty PDS</li> <li>G. Ordered from Sea Duty to Sea Duty</li> <li>H. Ordered to or from Ship, Afloat Staff, or Afloat Unit Deployed Away from Home Port</li> <li>I. Unit Home Port Officially Changed</li> <li>J. Unit Homeport Change Officially Announced</li> <li>K. Reassignment OCONUS before the Prescribed OCONUS Tour Is Completed Due to Base Closure or Similar Action</li> </ul>
U5355	<p><b>LOCAL SHORT DISTANCE MOVES</b></p> <ul style="list-style-type: none"> <li>A. General</li> <li>B. Short Distance Move Incident to Reassignment or PCS</li> <li>C. Short Distance Move and NTS Incident to Government/Government-controlled Quarters or Privatized Housing Assignment/Termination</li> <li>D. Short Distance Move and NTS Incident to Vacating Local Economy Quarters</li> </ul>
U5360	<p><b>SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY</b></p> <ul style="list-style-type: none"> <li>A. General</li> <li>B. Storage</li> <li>C. Separation or Relief from Active Duty to Continue in the Service</li> <li>D. Separation or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service</li> <li>E. Relief from Active Duty for a Reserve Component Member Called/Ordered to Active Duty for less than 20 Weeks or less than 6 Months for Initial Active Duty for Training</li> <li>F. Member Required to Vacate Government/Government-controlled Quarters or Privatized Housing upon Separation or Relief from Active Duty</li> <li>G. Time Limit</li> <li>H. Member Ordered Home to Await the Results of Disability Proceedings</li> <li>I. Member Serving in CONUS Who Has No Dependent and is Separated from the Service under other than Honorable Conditions</li> <li>J. Enlisted Member Ordered to a College</li> <li>K. Recalled to Active Duty after Separation from the Service or Relief from Active Duty</li> <li>L. Member Dies after Separation from Service or Relief from Active Duty</li> </ul>

<u>Paragraph</u>	<u>Title/Contents</u>
U5365	<p><b>RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY</b></p> <ul style="list-style-type: none"> <li>A. HOS Authorized</li> <li>B. Transportation to HOS Not Authorized</li> <li>C. Storage</li> <li>D. Member Undergoing Hospitalization or Medical Treatment</li> <li>E. Member Undergoing Education or Training</li> <li>F. Other Deserving Cases</li> <li>G. Member Required to Vacate Government/Government-controlled Quarters or Privatized Housing before Selecting a Home</li> <li>H. Recalled to Active Duty before Selecting a Home</li> <li>I. Recalled to Active Duty after Selecting a Home</li> <li>J. Member on the TDRL Who Is Discharged or Retired</li> <li>K. Member Dies after Retirement or Release</li> <li>L. Member Ordered Home to Await Disability Retirement</li> </ul>
U5370	<p><b>HHG TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES</b></p> <ul style="list-style-type: none"> <li>A. General</li> <li>B. HHG Transportation Located in CONUS when Disciplinary Action is Taken against a Member Stationed OCONUS</li> <li>C. PDS to Which Dependent Travel Is Authorized Changed to Dependent-restricted Tour PDS, or Sea Duty Changed to Unusually Arduous Sea Duty</li> <li>D. HHG Transportation Incident to Alert Notice</li> <li>E. Cadet or Midshipman Dies while Enrolled in Service Academy</li> <li>F. Member Reduced in Grade</li> <li>G. HHG Transportation Incident to Tour Extension</li> <li>H. HHG Shipment Incident to a Court-martial Sentence/Administrative Discharge under other than Honorable Conditions (for a Member with Dependent Stationed in CONUS)</li> <li>I. HHG Transportation Incident to IPCOT</li> <li>J. Consumable Goods Allowance Incident to Tour Extension or IPCOT</li> <li>K. HHG Transportation for a Dependent Relocating for Personal Safety</li> </ul>
U5372	<p><b>HHG TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH</b></p> <ul style="list-style-type: none"> <li>A. General</li> <li>B. Limitations</li> <li>C. When Authorized</li> <li>D. Storage</li> <li>E. Termination of Missing Status</li> <li>F. Member Officially Reported as Dead, Injured, Ill, or Absent for More Than 29 Days in a Missing Status, and Spouse is Also a Member</li> <li>G. Administrative Instructions</li> </ul>

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>U5375</b>	<b>SIT</b>
	A. General
	B. Time Limits
	C. SIT for HHG Transported from NTS to Destination
	D. SIT Converted to NTS
	E. HHG Partial Lot Withdrawal and Delivery from SIT
	F. Further PCS Authorization/Order Received after the Member Arrives at a New PDS
	G. Authorization/Order Amended, Modified, Canceled or Revoked
	H. Short Distance Moves
<b>U5380</b>	<b>NTS</b>
	A. General
	B. Place of NTS
	C. NTS as an Alternative to Transportation
	D. NTS Converted to SIT
	E. NTS of HHG Currently in SIT
	F. Withdrawal of HHG from NTS as an Alternative to Continued Storage
	G. NTS Incident to Occupancy of Gov't/Gov't-controlled Quarters or Privatized Housing and Incident to Vacating Local Private Sector Housing
	H. NTS when Ordered on PCS to a Remote CONUS Area with a Housing Shortage
	I. Successive NTS Authorization Periods
	J. Authorization/Order Amended, Modified, Canceled or Revoked
	K. NTS Upon Separation from Service or Relief from Active Duty, Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay
	L. Time Limits
<b>U5385</b>	<b>ADVANCE OF FUNDS</b>
<b>U5390</b>	<b>AUTHORIZED LOCATIONS AND AUTHORIZED LIMITS RELATED TO PCS</b>
	A. General
	B. Summary of PCS HHG Authorized Locations and Weight Allowance

## **PART E: POV TRANSPORTATION AND STORAGE**

---

### **SECTION E1: POV TRANSPORTATION**

<b>U5400</b>	<b>GENERAL</b>
<b>U5405</b>	<b>ELIGIBILITY</b>
	A. Initial Authorization
	B. Related Shipment/Transportation
<b>U5410</b>	<b>TRANSPORTATION</b>
	A. Transportation Permitted
	B. POV Shipment when Transportation to the New PDS Not Permitted
	C. Replacement POV Transportation
	D. Reimbursement of Rental Vehicle Cost when a Motor Vehicle Arrives Late

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>U5413</b>	<b>TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP</b> <ul style="list-style-type: none"><li>A. General</li><li>B. POV Delivery/Pick-up Separate from PCS Travel</li><li>C. Concurrent POV Delivery Accomplished with Member's PCS Travel and No TDY En Route Involved</li><li>D. POV Pick-up Accomplished as Part of Member's PCS Travel and No TDY En Route Involved</li><li>E. POV Delivery to Pick-up from a Designated POV Port/VPC Accomplished Concurrently with TDY En Route</li></ul>
<b>U5414</b>	<b>TRANSPORTATION OF POV TO/FROM PDS</b> <ul style="list-style-type: none"><li>A. Transportation of POV from Old to New PDS Incident to a Unit Move Involving an OCONUS PDS</li><li>B. Transportation of a POV between OCONUS Port/VPC and OCONUS PDS</li></ul>
<b>U5415</b>	<b>POV TRANSPORTATION WITHIN CONUS INCIDENT TO A PCS WHEN THE MEMBER IS UNABLE TO DRIVE THE VEHICLE</b>
<b>U5417</b>	<b>POV TRANSPORTATION WITHIN CONUS INCIDENT TO A PCS WHEN TRANSPORTING THE POV IS ADVANTAGEOUS AND COST-EFFECTIVE TO THE GOV'T</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Member Has More than Two Vehicles</li><li>C. Restrictions</li><li>D. Cost Reimbursement Example</li></ul>
<b>U5420</b>	<b>TRANSPORTATION RESTRICTIONS</b> <ul style="list-style-type: none"><li>A. POV Purchased in a Non-foreign OCONUS Area</li><li>B. Restriction, Prohibition, or Suspension to a Member's OCONUS PDS</li><li>C. Vehicle Size</li><li>D. Combining POV Weight Limitations when Husband and Wife Are Members</li></ul>
<b>U5425</b>	<b>TRANSPORTATION METHODS</b> <ul style="list-style-type: none"><li>A. Gov't /Commercial Transportation</li><li>B. Personally Procured Transportation</li></ul>
<b>U5435</b>	<b>PORTS/VPCs USED</b> <ul style="list-style-type: none"><li>A. Designation of Ports</li><li>B. Alternate Ports/VPCs</li><li>C. Transshipment from a Designated Port/VPC</li></ul>
<b>U5440</b>	<b>FACTORS AFFECTING POV TRANSPORTATION</b> <ul style="list-style-type: none"><li>A. POV Transportation May Be Deferred</li><li>B. Error</li><li>C. Authorization/Order Amended, Modified, Canceled or Revoked</li><li>D. Transportation before an Authorization/Order Is Issued</li></ul>
<b>U5445</b>	<b>EXCESS COST COLLECTION</b>

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>U5455</b>	<b>POV TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES</b>
	A. Official and Personal Situations
	B. Member Reassigned from OCONUS PDS to which Dependent Travel Is Authorized to an OCONUS PDS to which Dependent Travel Is Not Authorized before the POV Is Transported from a CONUS Port/VPC
	C. Incident to Alert Notice
	D. PDS Evacuation
	E. Member Officially Reported as Dead, Injured, Ill, Absent for More Than 29 Days in a Missing Status, or Upon Death
	F. POV Transportation for a Dependent Relocating for Personal Safety
<b>U5456</b>	<b>TRANSPORTATION INCIDENT TO DIVORCE</b>
<b>U5457</b>	<b>TIME LIMITATION FOR TRANSPORTATION OF A POV</b>
	A. Incident to Separation from Service or Relief from Active Duty
	B. Incident to Retirement, Placement on TDRL, Discharge With Severance or Separation Pay, Involuntary Release from Active Duty With Readjustment or Separation Pay
	C. Incident to PCS
<b>U5460</b>	<b>CARE AND STORAGE</b>
<b>U5461</b>	<b>RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOVERNMENT EXPENSE ARRIVES LATE</b>
<b>SECTION E2: POV STORAGE WHEN POV TRANSPORTATION TO A FOREIGN/NON-FOREIGN OCONUS PDS IS NOT AUTHORIZED OR STORAGE ICW CONTINGENCY OPERATION TDY</b>	
<b>U5462</b>	<b>DEFINITION</b>
<b>U5464</b>	<b>GENERAL</b>
<b>U5466</b>	<b>ELIGIBILITY</b>
	A. Members
	B. Storage
<b>U5467</b>	<b>STORAGE IN LIEU OF SHIPMENT</b>
<b>U5468</b>	<b>TRANSPORTATION REIMBURSEMENT TO/FROM A STORAGE FACILITY</b>
	A. General
	B. Delivery/Pick-up
	C. Delivery Accomplished Concurrently with Member's PCS Travel and No TDY en Route is Involved
	D. Pick-up Accomplished Concurrently with Member's PCS Travel and No TDY en route is Involved
	E. Delivery/Pick-up from a Designated Storage Facility Accomplished Concurrently with TDY en Route

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>U5470</b>	<b>STORAGE FACILITIES USED</b> A. Designated Storage Facilities B. Personally Procured POV Storage
<b>U5472</b>	<b>FACTORS AFFECTING POV STORAGE</b> A. Orders Amended, Modified, Canceled, or Revoked B. Storage before an Authorization/Order Is Issued C. Time Limitation
<b>U5474</b>	<b>RESTRICTIONS</b> A. Restriction on Vehicle Size B. Combining POV Size Limitation when Husband and Wife Are Members C. Other Excess Storage Costs
<b>U5476</b>	<b>CONTINUED POV STORAGE</b> A. Continued POV Storage for Active Duty Members B. Continued POV Storage upon Separation from Service or Relief from Active Duty, Retirement, Placement or TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay
<b>U5478</b>	<b>CARE AND STORAGE</b>
<b>U5479</b>	<b>ADVANCE OF FUNDS</b>

---

## **PART F: MOBILE HOMES TRANSPORTATION**

---

<b>U5500</b>	<b>PRIVATELY OWNED MOBILE HOMES</b> A. General B. Eligibility C. Geographic Limitations D. Delayed/Deferred Mobile Home Transportation
<b>U5505</b>	<b>MOBILE HOME TRANSPORTATION</b> A. Definition B. Member Married to Member C. Single Member/Concurrent Travel Performed D. Dependent Travels to/from a Designated Place/Selected Point in CONUS or Alaska E. Return from a PDS neither in CONUS nor Alaska F. Upon separation from the Service, Relief from Active Duty, Placement on the Temporary Disability Retired List (TDRL), or Retirement
<b>U5510</b>	<b>GOVERNMENT-/PERSONALLY PROCURED MOBILE HOME TRANSPORTATION</b> A. Routing B. Personally Procured Commercial Transportation C. Movement other than by Commercial Transporter D. Government-procured Transportation E. Transportation Partly by Commercial Transporter and Partly by other Means

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>U5515</b>	<b>MOBILE HOME TRANSPORTATION FACTORS</b> <ul style="list-style-type: none"><li>A. Mobile Home Allowance Application</li><li>B. Breakdown of, Damage to, or Destruction of a Mobile Home En Route</li><li>C. Improper Shipments</li><li>D. Orders Amended, Modified, Canceled or Revoked</li><li>E. Mobile Home Transportation from a Prior PDS</li><li>F. Transportation before an Order Is Issued</li><li>G. HHG Removed from a Mobile Home to Meet Safety Requirements</li></ul>
<b>U5520</b>	<b>MOBILE HOME TRANSPORTATION EXCESS COSTS FOR A SEPARATED MEMBER, DECEASED MEMBER, OR HEIRS OF A DECEASED MEMBER</b>
<b>U5530</b>	<b>MOBILE HOME TRANSPORTATION FOR SHORT DISTANCE MOVES</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Reimbursable Expenses</li><li>C. Non-reimbursable Expenses</li><li>D. Cost Constraints</li><li>E. Ownership</li></ul>
<b>U5540</b>	<b>MOBILE HOME TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES</b> <ul style="list-style-type: none"><li>A. When a Dependent Travels before the Member's PCS due to Official/Personal Situations</li><li>B. Mobile Home Transportation Incident to Alert Notice</li><li>C. Mobile Home Transportation Incident to Tour Extension</li></ul>
<b>U5545</b>	<b>MOBILE HOME TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED DEAD, ILL, INJURED, OR REPORTED ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Authorized Transportation</li><li>C. Additional Moves—Member Reported as Missing for more than 1 Year</li><li>D. Death of a Member</li></ul>
<b>U5555</b>	<b>TEMPORARY STORAGE</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Storage in Transit (SIT) Time Limits</li><li>C. Authorization/Order Amended, Modified, Canceled or Revoked</li><li>D. Another PCS Order Is Issued after the Member Arrives at the New PDS</li></ul>
<b>U5560</b>	<b>FUNDS ADVANCE</b>

**Paragraph    Title/Contents****PART G: DISLOCATION ALLOWANCE (DLA)**

<b>U5600</b>	<b>PURPOSE</b>
<b>U5605</b>	<b>DEFINITION OF TERMS</b> A. Member with Dependent B. Member without Dependent
<b>U5610</b>	<b>ELIGIBILITY</b> A. Member with Dependent B. Member without Dependents
<b>U5615</b>	<b>DETERMINING AMOUNT PAYABLE</b> A. General B. Dependent Authorized to Relocate ICW PCS but Delay Their Travel
<b>U5620</b>	<b>FISCAL YEAR LIMITATION ON PAYMENT OF DLA</b> A. General B. Application of Fiscal Year Limitation on DLA Payment
<b>U5630</b>	<b>AUTHORIZATION FACTORS</b> A. General B. Special Categories DLA Authorized C. Special Categories DLA Not Authorized D. Household Relocation Incident to Alert Notification E. DLA when a Member-married-to-member Couple is Transferred to a New PDS F. DLA when a Member is Directed by Competent Authority to Vacate Private Sector Quarters

**PART H: TEMPORARY LODGING EXPENSE (TLE) ALLOWANCE WITHIN CONUS**

<b>U5700</b>	<b>PURPOSE</b>
<b>U5705</b>	<b>AUTHORIZATION</b> A. Authorized TLE B. Not Authorized TLE
<b>U5710</b>	<b>TIME LIMITATIONS</b>
<b>U5715</b>	<b>TEMPORARY QUARTERS</b>
<b>U5720</b>	<b>REIMBURSEMENT</b> A. Member-Married-to-Member B. Per Diem Rate Used C. Maximum TLE Reimbursement D. Reimbursement Example E. Reimbursement Computation
<b>U5725</b>	<b>FUNDS ADVANCE</b>

**Paragraph    Title/Contents****PART I: PET QUARANTINE**

---

- U5800            GENERAL**
- U5805            PET QUARANTINE REIMBURSEMENT**
- U5810            GENERAL PET INFORMATION**
- A. Government-funded Transportation Not Authorized
  - B. Pet Quarantine Information
  - C. U.S. Fish and Wildlife Service Requirements
  - D. Related Restrictions
- U5815            MEMBER AND/OR DEPENDENT TRANSPORTATION WHEN PET SHIPMENT IS INVOLVED**

**PART J: EARLY RETURN OF DEPENDENT**

---

- U5900            DEPENDENT TRAVEL**
- A. General
  - B. Official Situations
  - C. National Interest
  - D. Personal Situations and Travel of a Dependent in CONUS when Disciplinary Action is Taken against a Member Stationed OCONUS
  - E. Divorce or Annulment
- U5905            HHG TRANSPORTATION**
- A. From other than CONUS or a Non-foreign OCONUS Area Due to Official Situations
  - B. National Interest
  - C. From OCONUS Due to Personal Situations
- U5910            POV TRANSPORTATION**
- A. OCONUS Dependent Transportation Authorized
  - B. Dependent Currently at an Appropriate Destination – an Authorization/Order Is Not Issued
  - C. Ex-Family Member Travel Incident to Divorce or Annulment
  - D. Dependent Return to OCONUS Areas Authorized
  - E. Authorization on the Next PCS
- U5915            MOBILE HOME TRANSPORTATION**
- A. General
  - B. Member Assigned to Full PCS Weight Allowance Area
  - C. Member Assigned to Administrative Weight Restricted Area
- U5920            TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY**
- A. General
  - B. Definitions
  - C. Restriction
  - D. Authorization
  - E. Reimbursement

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

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

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

3. PCS Mixed Modes Example

**PCS Mixed Modes**

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

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>
1 Jun	Depart:	Old PDS	CP
1 Jun	Arrive:	LV address	
20 Jun	Depart:	LV address	POC
30 Jun	Arrive:	New PDS	
DTOD distance from the old PDS to the new PDS is 2,984 miles DTOD distance from the leave address to the new PDS is 838 miles MALT per authorized POC is \$0.27/mile 'MALT-Plus' per diem rate is \$109/day M&IE for the LV address is \$44.00 M&IE for the new PDS is \$64.00			
<b>ACTUAL TRAVEL COST:</b>			
1 Jun ticket cost			\$250.00
1 Jun Taxi			\$25.00
MALT	838 miles x \$0.27/mile =		\$226.26
'MALT-Plus' per diem	\$109/day x 3 days =		\$327.00
<b>Total Actual Cost =</b>			<b>\$861.26</b>
<b>POC TRAVEL COST FOR THE ORDERED DISTANCE:</b>			
MALT	2,984 miles x \$0.27/mile =		\$805.68
'MALT-Plus' per diem	\$109/day x 9 days =		\$981.00
<b>Total Constructed Cost =</b>			<b>\$1,786.68</b>
Reimburse to the traveler the actual cost (\$861.26) NTE the constructed cost (\$1,786.68). <b>The traveler is due \$861.26.</b>			

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

EXAMPLE 1				
Date	Departure/Arrival	Location	Transportation	Distance
15 Jul	Depart:	Old PDS	POC	
	Arrive:	POE		114 miles
16 Jul	Depart:	POE	TP	
	Arrive:	POD		
16 Jul	Depart:	POD	CA	Taxi \$25
	Arrive:	New PDS		
Traveler spends \$115 for lodging on 15 July. POE per diem rate is \$188 (\$126/ \$62). POE is not the local terminal for the old PDS. M&IE for new PDS is \$39.				
REIMBURSEMENT:				
15 Jul	75% x \$62 = \$46.50 plus \$115 (\$115 is less than \$126) =			\$ 161.50
16 Jul	75% x \$39 =			*\$29.25
*114 miles x \$0.27/mile =				*\$30.78
Taxi				\$25.00
<b>Total Reimbursement =</b>				<b>*\$246.53</b>
<b>*NOTE: MALT &amp; 'Lodgings-Plus' per diem are paid for the same day.</b>				

EXAMPLE 2				
The Standard CONUS per diem rate used in this example may not be current. See <a href="http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl">http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl</a> or par. U2025 for the current Standard CONUS per diem rate.				
Date	Departure/Arrival	Location	Transportation	Distance
1 Aug	Depart:	Old PDS	POC	
3 Aug	Arrive:	POE		805 miles
4 Aug	Depart:	POE	TP	
	Arrive:	POD		
	Depart:	POD	CA	Taxi \$20
	Arrive:	New PDS		
Traveler spends \$110 for lodging on 3 Aug. POE per diem rate is \$152 (\$110/ \$42). M&IE for new PDS is \$60. Standard CONUS per diem = \$109.				
REIMBURSEMENT:				
1-2 Aug	\$109/day x 2 days =			\$ 198.00
3 Aug	\$110 + \$42 =			\$152.00
4 Aug	75% x \$60 =			\$45.00
*805 miles x \$0.27/mile =				*\$217.35
Taxi				\$20.00
<b>Total Reimbursement =</b>				<b>*\$632.35</b>
<b>NOTE: Even though there is another 'MALT-Plus' per diem day payable, pay 'Lodgings-Plus' computed per diem for the night spent at the port.</b>				

<b>EXAMPLE 3</b>				
The Standard CONUS per diem rate used in this example may not be current. See <a href="http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl">http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl</a> or par. U2025 for the current Standard CONUS per diem rate.				
<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>	<u>Distance</u>
1 Jun	Depart:	Old PDS	POC	
4 Jun	Arrive:	TDY Site		1,200 miles
10 Jun	Depart:	TDY Site	POC	
10 Jun	Arrive:	New PDS		300 miles
*Traveler spends \$70/night for lodging 4-9 Jun while TDY. TDY per diem rate is \$109 (\$70/ \$39). Standard CONUS per diem = \$109.				
<b>*REIMBURSEMENT:</b>				
1-3 Jun		\$109/day x 3 days =		\$ 327.00
4 Jun		\$70 + \$39 =		\$109.00
5-9 Jun		(\$70 + \$39)/day x 5 days =		\$545.00
10 Jun		\$109/day x 1 day =		\$109.00
		*1,200 miles x \$0.27/mile =		*\$324.00
		*300 miles x \$0.27/mile =		*\$81.00
<b>Total Reimbursement =</b>				<b>*\$1,495.00</b>
<i><b>NOTE:</b> Even though MALT is paid 4 June, pay 'Lodgings-Plus' per diem since the traveler arrived at the TDY location that day.</i>				

<b>EXAMPLE 4</b>				
The Standard CONUS per diem rate used in this example may not be current. See <a href="http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl">http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl</a> or par. U2025 for the current Standard CONUS per diem rate				
<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>	<u>Distance</u>
1 Jul	Depart:	Old PDS	POC	
10 Jul	Arrive:	POE		1,080 miles
11 Jul	Depart:	POE	TP	
	Arrive:	POD		
	Depart:	POD	POC	120 miles
	Arrive:	New PDS		
*Traveler spends \$109 for lodging on 10 Jul. POE per diem rate is \$155 (\$109/ \$46). POD is not the local terminal for the new PDS. M&IE for new PDS is \$82. Standard CONUS per diem = \$109.				
<b>REIMBURSEMENT:</b>				
1-9 Jul		\$109/day x 3 days =		\$ 327.00
10 Jul		\$109 + \$46 =		\$155.00
11 Jul		75% x \$82 =		\$61.50
		*1,080 miles x \$0.27/mile =		*\$291.60
		*120 miles x \$0.27/mile =		*\$32.40
<b>Total Reimbursement =</b>				<b>*\$867.50</b>
<i><b>NOTE:</b> Even though MALT is paid 11 July, pay 'Lodgings-Plus' computed per diem since the traveler also traveled by TP that day. This allows the traveler to also receive TLA on 11 July.</i>				

### U5107 POC TRAVEL PROHIBITED

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

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

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

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

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

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

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

### U5109 MISCELLANEOUS REIMBURSEMENT

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

### U5113 PER DIEM FOR PCS TRAVEL WHEN GOV'T OR COMMERCIAL TRANSPORTATION USED

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

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

***NOTE: See par. U3130-F for required documentation if a U.S. flag ferry is not available.***

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

D. Transoceanic Transportation Reimbursement Costs

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

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

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

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

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

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

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

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

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

**U5120 TRAVEL AND TRANSPORTATION ALLOWANCE UNDER SPECIAL CIRCUMSTANCES**

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

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

B. PCS Authorization/Order Received at TDY Station

\*1. Member Issued a PCS Authorization/Order while on TDY. A member who receives a PCS authorization/order while on TDY, and returns to the old PDS, is paid PCS allowances from the TDY station to the old PDS, and then to the new PDS via any TDY station(s). This includes a member who receives a PCS authorization/order while at a TDY station designating it as the new PDS *effective immediately* (57 Com. Gen. 198 (1977) (<http://redbook.gao.gov/16/fl0079791.php>)).

\*2. Member Issued a PCS Authorization/Order with TDY en route. A member who departed the old PDS on a PCS authorization/order with TDY en route is not authorized PCS allowances to return to the old PDS from the TDY station, even if the authorization/order is amended or modified naming a different new PDS.

C. PCS Authorization/Order Received while on Leave

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

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

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

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

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

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

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

**F. PCS Involving a Unit with a Home Port or PDS Location.** PCS allowances for the travel described below may be authorized/approved by the official(s) designated by the Service Concerned when the member must assist in the transportation of dependents and/or HHG, pick up personal items, and/or personally drive the member's POC.

1. Home Port Changed. When a unit's home port is changed, a member may be paid PCS allowances to the old home port and then to the new home port via any TDY stations(s). If the unit is at the old home port, the member may be paid PCS allowances from the old home port to the new home port and return to the unit via any TDY station. This travel must begin within 1 year from the home port change effective date, unless the time limit is extended by the Secretarial Process. If a member is on leave from a deployed unit whose home port is changed, the PCS allowances accrue from the leave point to the new home port via the old home port, NTE the allowances payable from the unit's location when the member departed on leave to the new home port via the old home port (57 Comp. Gen. 198 (1977), 60 id. 561 and 564 (1981)). For dependent and HHG travel and transportation allowances after a home port change announcement, see pars U5222-D6 and U5350-I.

2. PCS from a Unit when the Unit Is Away from Home Port/PDS. A member, ordered PCS from a unit that is away from its home port/PDS, may be paid PCS allowances from the location at which PCS travel begins to the new PDS via the old home port/PDS and/or any TDY station(s).

3. PCS to a Unit when the Unit Is Away from Home Port/PDS. A member, ordered PCS to a unit that is away from its home port/PDS, may be paid PCS allowances from the old PDS to the new unit via its home port/PDS and/or any TDY station(s).

4. PCS to a Unit Whose Home Port Change Has Been Announced and the Member Arrives before or after the Home Port Change Effective Date. A member, ordered PCS to a unit whose home port change has been announced and who travels to the new home port either before or after the home port change effective date, may be paid PCS allowances from the old PDS to the unit via the new home port and/or any TDY station(s) (60 Comp. Gen. 561 (1981)).

5. PCS to a Ship with a Home Port Assignment Effective upon Commissioning. A member, ordered to a newly commissioned ship and the ship's announced home port is different from the member's old PDS, may be paid PCS allowances to the old PDS (or home port), then to the ship's announced home port via any TDY stations, and then to the place at which the ship is located. For two-crew ships, both crews may be paid these allowances. This travel must begin within 1 year from the ship's commissioning effective date (60 Comp. Gen. 561 and 564 (1981)).

6. PCS from a Unit Undergoing a Home Port Change. A member, ordered PCS from a unit undergoing a home port change and who detaches after the home port change effective date, may be provided PCS allowances from the unit to the new PDS via the old home port (or a designated place, if applicable) and any TDY station(s) (60 Comp. Gen. 562 (1981)).

7. Travel to/from a Place other than the New/Old Home Port. A member traveling under pars. U5120-F1 through U5120-F6, may be paid PCS allowances for travel via:

- a. A place other than the old home port to the new home port,
- b. The old home port to a place other than the new home port, or
- c. A place other than the old home port to a place other than the new home port.

Allowances must not exceed those payable for travel between the locations authorized in par. U5120-F.

G. Travel to/from a Designated Place. A member, ordered on a PCS who travels to a designated place, may be paid PCS allowances for travel from the old PDS to:

1. The new PDS via the designated place,
2. The designated place via any TDY station(s) and then to the new PDS, or
3. Any TDY station(s) via the designated place and then to the new PDS

but not for round-trip travel between a TDY station and designated place. On a subsequent PCS that results in dependent relocation, the member may be paid PCS allowances for travel from the old PDS to the:

1. New PDS via any TDY station(s) and/or the designated place, or
2. Authorized processing station, if appropriate, to the HOS, HOR, or PLEAD via the designated place.  
***NOTE: A NOAA Marine and Aviation Operations and Commissioned Personnel Center is a processing station for NOAA.***

These travel allowances may be authorized/approved by the official(s) designated by the Service concerned when the member must travel to the designated place to assist:

1. In moving dependents,
2. Dependents with HHG shipment, or
3. Dependent transportation by POC.

(60 Comp. Gen. 562 (1981)). If member is divorced or dependents die before the subsequent PCS effective date and the member no longer has dependents at the designated place, the member may be authorized PCS allowances for travel to the designated place to pick up HHG or personal items, or to use the member's or dependent's POC for transportation.

H. Member Escorts Dependent to/from a Designated Place ICW a Unit PCS Move to/from an OCONUS Unaccompanied Tour

1. CONUS PDS to OCONUS PDS. A unit member who is required to travel on a PCS from a CONUS PDS to an OCONUS PDS with the unit for an unaccompanied tour may escort dependents from the old PDS to a designated place, and return to the PDS before departure for the OCONUS PDS. This member is authorized round trip PCS allowances between the old PDS and the designated place; however, the allowable travel time for return to the PDS is limited to constructed travel time (par. U3005-A) as if the travel had been performed by Gov't-procured transportation.
2. OCONUS PDS to CONUS PDS. A unit member who is required to travel on a PCS from an unaccompanied tour at an OCONUS PDS to a CONUS PDS with the unit may escort dependents from the designated place to the new PDS. A member who does, is authorized round trip PCS allowances between the new PDS and the designated place; however, the allowable travel time for travel from the new PDS to a designated place is limited to constructed travel time (par. U3005-A) as if the travel had been performed by Gov't-procured transportation.

I. Member Ordered PCS from a PDS from Which Dependents Have Been Evacuated. A member, ordered on a PCS from a PDS from which dependents were evacuated under par. U6004 or U6053, may be paid PCS allowances for travel from the old PDS to

1. The new PDS via the designated place or safe haven, as applicable;
2. The designated place or safe haven, as applicable, via any TDY station(s) and then to the new PDS;
3. Any TDY station(s) via the designated place or safe haven, as applicable and then to the new PDS; or
4. The authorized processing station, if appropriate, to the HOS, HOR, or PLEAD via the designated place or safe haven, as applicable; ***NOTE: NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are processing stations for NOAA.***

but not for round-trip travel between a TDY station and a designated place or safe haven. Service-designated official(s) may authorize/approve these travel and transportation allowances when the member must:

1. Assist in the transportation of dependents and/or HHG,
2. Pick up personal items, or
3. Personally drive the member's POC.

Travel to a designated place must occur before the member completes PCS travel.

J. Unable to Travel with Member's Organization. A member, unable to travel to the new home port/PDS with member's organization for reasons acceptable to the Service, but who later joins it under a competent authorization/order, is authorized the allowances in par. U5105.

K. PCS to Hospital. PCS travel allowances are payable, if otherwise proper, for travel to, from, or between hospitals, provided the authorization/order does not contemplate return to the PDS.

**Part B: Member Allowances for Transportation & Subsistence**

---

L. Member Dies while En Route to New PDS. PCS allowances are payable on behalf of a member traveling on a PCS, who dies after beginning the travel, from the old PDS to the place of death. The amount paid must not exceed the amount for travel from the old PDS to the ordered new PDS.

M. Directed Travel over other than a Usually Traveled Route. When ordered to travel over a route involving a higher cost to the Gov't on an authorization/order that is amended or modified while en route, a member is authorized allowances over the ordered route.

**U5125 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY**A. General

1. Travel in CONUS. A member on active duty, who:

- a. Is separated from the Service or relieved from active duty in CONUS under conditions other than those in par. U5125-A5, pars. U5125-B and U5125-C, and par. U5130-A1;
- b. Has a break in service of at least 1 calendar day; and
- c. Actually travels

is authorized travel and transportation allowances from the last PDS to the HOR or PLEAD, as the member elects. ***NOTE: See par. U5340-C for excess cost information and par. U5360-A for authorized HHG transportation.*** A member traveling to/between any/different location(s) is authorized allowances for travel performed NTE the amount payable for travel from the last PDS to the HOR or PLEAD, whichever is greater.

2. Travel OCONUS. A member on active duty, who:

- a. Is separated from the Service or relieved from OCONUS active duty under conditions other than those in par. U5125-A5, pars. U5125-B and U5125-C, and par. U5130-A1; or
- b. Is authorized travel allowances under par. U5125 to an OCONUS HOR or PLEAD; and
- c. Has a break in service of at least 1 calendar day; and
- d. Actually travels

is authorized travel and transportation allowances under par. U5116.

3. Travel to Processing Station of Choice. The Service may authorize/approve (by the Secretarial Process), a member to select the processing station at which the member is to be released from active duty to travel to the HOR or PLEAD from the last PDS, on a case by case basis (IAW Service policy). If authorized/approved to separate at the member's choice of processing stations, the member is authorized travel and transportation allowances NTE the amount payable had the member been ordered to, traveled to, and separated at, the appropriate separation activity as determined by the Service. See par. U1010-B6. The member is authorized the per diem (or AEA) appropriate for the processing station away from the PDS while undergoing separation processing. ***NOTE: NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are processing stations for NOAA.***

**Part B: Member Allowances for Transportation & Subsistence**

---

4. Authorization/Order Received at a Leave Location. When a member receives a discharge certificate or separation authorization/order at a place to which the member traveled at personal expense on authorized leave, the member is authorized travel and transportation allowances under par. U5125-A1 or U5125-A2, whichever applies, from the member's last actual or constructed place of duty and not from the place at which the member received the discharge certificate or separation authorization/order. For definition of last duty station, see APP A.

5. Member Serves Less Than Prescribed Period of Service. A member:

- a. Separated from the Service or relieved from active duty during the initial enlistment period or agreed period of service, and
- b. Whose period of active duty service at separation or relief from active duty is less than 90 percent of the active duty period for which the member initially enlisted or otherwise initially agreed to serve, must be provided only:
  - (1) Transportation in kind (no per diem) by the least expensive transportation mode available, or
  - (2) An amount NTE the Gov't's cost of such transportation.

This limitation does not apply to a member in the following categories:

- a. Retired for physical disability or placed on the TDRL (without regard to length of service) under Chapter 61, 10 USC (see par. U5130-A1);
- b. Retired with pay for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break of more than 90 days (see par. U5130-A1) (B-160488, 14 February 1967);
- c. Separated from the Service or released from active duty for a medical condition affecting the member, as determined by the Secretary concerned;
- d. Separated from the Service or released from active duty because the time period for which the member initially enlisted or otherwise initially agreed to serve has been reduced by the Secretary concerned and the member is separated or released under honorable conditions; or
- e. Discharged under 10 USC §1173 for hardship.

B. Separation from the Service or Relief from Active Duty to Continue in the Service. A member, separated from the Service or relieved from active duty for the express purpose of continuing on active duty in the same or another Service, is not authorized travel and transportation allowances. This prohibition does not deny PCS allowances when the member is transferred on a PCS authorization/order in conjunction with reentry into or continuance in the Service. The service performed after separation from the Service or relief from active duty is, so far as travel rights are concerned, merely a prior period of service continuation. See 45 Comp. Gen. 661 (1966).

C. Discharge from the Service under other than Honorable Conditions. See Chapter 7, Part P.

D. Time Limitation. Except when additional time is authorized/approved, travel must be completed before the 181st day following separation from the Service or relief from active duty. If completion of travel before the 181st day imposes a hardship on the separated member, a time limit extension (see par. U5012-I) may be authorized/approved for a specific additional period of time by the Secretarial Process.

E. Member Ordered to a Place to Await Disability Proceedings Results. A member who is:

1. Found unfit by a physical evaluation board to perform the duties of the member's grade,
2. Not authorized a HOS move under par. U5130, and
3. Ordered for the Gov't's convenience to a place to await disability proceedings completion,

is authorized travel and transportation allowances for travel to that place providing the member signs a release agreeing not to contest the initial physical evaluation board results. Upon final disposition of disability proceedings, the member is authorized travel and transportation allowances from that place.

F. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is authorized travel and transportation allowances to the college.

**U5130 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY**

A. General

1. Travel to HOS Authorized. A member on active duty is authorized travel and transportation allowances to a home selected by the member from the last PDS when the member is:
  - a. Retired for physical disability or placed on the TDRL (without regard to length of service);
  - b. Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (B-160488, 14 February 1967);
  - c. Separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days; or
  - d. Involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days.

A member may select a home:

- a. Any place within the U.S.;
- b. The HOR outside the U.S. (see par. U5125-A) or the place outside the U.S. from which the member was initially called or ordered to active duty (53 Comp. Gen. 963 (1974), 54 id. 1042 (1975)); or
- c. Any other place. ***NOTE: Allowances paid in this case must not exceed those payable had the member selected a home at a CONUS location specified by the member.***

2. Travel to HOS Not Authorized. A member on active duty is authorized travel and transportation allowances under par. U5125-A when the member:

- a. Is retired without pay;
- b. Has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or
- c. Has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay.

3. Travel to Processing Station of Choice. The Service may authorize/approve (by the Secretarial Process), a member to select the processing station at which the member is to be released from active duty to travel to the HOS from the last PDS, on a case by case basis (IAW Service policy). If authorized/approved to separate at the member's choice of processing stations, the member is authorized travel and transportation allowances NTE the amount payable had the member been ordered to, traveled to and retired/released to inactive duty at, the appropriate processing station as determined by the Service. See par. U1010-B6. The member is authorized the per diem (or AEA) appropriate for the processing station away from the PDS while undergoing retirement/release to inactive duty processing. ***NOTE: NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are processing stations for NOAA.***

B. Time Limitations

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

2. Member Undergoing Hospitalization or Medical Treatment

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

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

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

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

**Part B: Member Allowances for Transportation & Subsistence**

---

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

4. Other Deserving Cases. An extension of the 1-year time limit prescribed in par. U5130-B1 may be authorized/approved by the Secretarial Process for a period NTE six years when an unexpected event beyond the member's control prevents the member from moving to the HOS within the specified time limit. A time limit extension also may be authorized/approved by the Secretarial Process for a period NTE six years if it is in the Service's best interest, or substantially to the member's benefit and not costly or otherwise adverse to the Service. These extensions are authorized/approved for the specific period of time, NTE six years, that the member anticipates is needed to complete the move. If additional time beyond the 6-year limit is required because of a member's certified on-going medical condition, the member may request a further extension (see par. U5012-I) using the Secretarial Process. See B-126158, 21 April 1976 available at: <http://141.116.74.201/regs/comp-gen-dec/B-126158.txt>. The delayed travel authorized under par. U5130-B4 must be incident to the member's separation from the Service. See B-207157, 2 February 1983 available at: <http://141.116.74.201/regs/comp-gen-dec/B-207157.txt>.

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

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

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

F. Member Ordered to a Place to Await Disability Retirement. A member, found unfit by a physical evaluation board to perform the duties of the member's grade and who, for the Gov't's convenience, is ordered to a place to await further orders ICW disability retirement, is authorized travel and transportation allowances to that place. Upon final disposition of retirement proceedings, the member is authorized travel and transportation allowances to the HOS under the retirement authorization/order or other authorization/order if issued (32 Comp. Gen. 348 (1953)).

**U5160 ALLOWABLE TRAVEL TIME COMPUTATION**

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

1. A member reassigned between activities at the same PDS is allowed no travel time. *See par. U5100 for proximity PCS.*

**Part B: Member Allowances for Transportation & Subsistence**

2. If a PCS authorization/order is amended, modified, canceled or revoked en route, travel time is allowed between the same points as were used to determine the member's travel allowances.
3. In a case involving two afloat units or an afloat unit and a shore activity, the unit'(s) location(s) on the departure date or the planned location at the arrival date are used to determine travel time subject to correction after the fact if either point proves not to be correct.
4. When POV delivery/pick-up is separate from PCS travel, allowable travel time is computed using par. U3005-C2.

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

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

C. Common Carrier at Personal Expense or Mixed Modes Travel

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

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

2. Computation when Travel Is by Mixed Modes. Compute authorized mixed-mode travel time as follows:

<b>Step 1</b> --Determine the official distance between authorized travel points as prescribed in par. U2020;
<b>Step 2</b> --Determine the total number of miles traveled by POC, NTE the distance in Step 1, and compute travel time IAW par. U3005-C;
<b>Step 3</b> --Add one day for travel by common carrier (non-transoceanic), if there is any remaining distance (Step 1 distance minus the Step 2 distance); and
<b>Step 4</b> --Compare the number of days in Step 3 to the number of days had POC been used for the entire distance and allow the lesser.

**Example 1:** Official distance 1,500 miles; member travels 800 miles by POC, 600 miles by rail, and 900 miles by air. Travel time is authorized for 800 miles of POC travel (3 days) plus one day for travel by commercial carrier, for 4-day total.

**Example 2:** Official distance 1,000 miles; member travels 800 miles by POC, and 700 miles by air. Travel time for 800 miles by POC (3 days) plus one day for travel by air equals 4 days. Comparing 4 days to 3 days (maximum authorized if POC used for entire distance) results in 3 days of authorized travel time.

**Example 3:** Official distance 385 miles; member travels 200 miles by POC, and 500 miles by air. Travel time is allowed for 200 miles by POC (1 day) plus one day for travel by air; however, since the total distance is less than 400 miles, only one day of travel time is allowed.

For mixed mode travel, the distance traveled to leave points is considered when computing travel time. The following are not considered:

- a. Travel at a leave point;
- b. Travel at the old or new PDS or TDY stations; and
- c. Travel from a leave point to another location and return to the same leave point, (i.e., travel to leave point in Chicago, IL, subsequent travel to Kansas City, MO; St. Paul, MN, to Chicago, IL - total distance is disregarded).

EXAMPLE
A member travels from old PDS Ft. Belvoir, VA to leave location Miami, FL (1,063 miles) Miami to leave location Chicago, IL (1,392 miles) Chicago to new PDS Ft. Irwin CA (2,094 miles) Ft. Belvoir to Ft. Irwin is 2,627 miles Ft. Belvoir to Chicago is 715 miles
If the member travels by POC the entire trip, travel time is computed using 2,627 miles.
If the member travels by POC from Ft. Belvoir to Miami and then travels by commercial plane from Miami to Chicago to Ft. Irwin, then 1,063 miles (which is less than old to new PDS distance) is used to compute travel time plus 1 day for the commercial plane.
If the member travels by POC from Ft. Belvoir to Miami to Chicago and then travels from Chicago to Ft. Irwin by commercial plane, travel time is computed using the distance from Ft. Belvoir to Chicago (715 miles – which is less than old to new PDS distance) plus 1 day for the commercial plane.
If the member travels by air from Ft Belvoir to Miami, then by POC from Miami to Chicago and from Chicago to Ft Irwin by air, use the distance 1, 392 miles for POC travel Miami to Chicago (which is less than old to new PDS distance) plus 1 day for the commercial plane (even though two were used on separate days).

D. Elapsed Time Is less than Authorized. Whenever the elapsed time from departure date through arrival date is less than the authorized travel time, the elapsed time is used.

**Example:** Official distance travel is 1,500 miles. The member is detached from the activity at the old PDS 1 June and checks in to the new activity at the new PDS 4 June. Travel is performed by POC. The maximum allowable travel time is 5 days; however, elapsed time is 4 days. The member is authorized 4 days as travel time.

E. Additional Travel Time. Additional travel time may be authorized/approved by the member's new commanding officer when actual travel time exceeds authorized travel time for reasons beyond the member's control (such as acts of God, restrictions by Gov't authorities, difficulties in obtaining fuel for POCs, or other satisfactory reasons). The additional travel time authorized may be the actual delay period or a shorter period as determined appropriate. Per diem is payable for any days additional travel time is authorized. **NOTE: Financial regulations might require that a statement of the circumstances that necessitated the delay explanation, together with the commanding officer's action, be attached to the voucher.**

#### U5165 ADVANCE OF FUNDS

Travel and transportation allowances prescribed for a member may be paid in advance. See par. U1010-B5. A member failing to complete at least 90 percent of the initial prescribed service periods (par. U5125-A5) and a member discharged under other than honorable conditions (par. U5125-C), may be advanced only an amount equal to 75 percent of the least costly available common carrier transportation mode.

**U5207 TRANSOCEANIC TRAVEL**

A. Transportation Mode

1. Air travel is the usual transportation mode for the dependent to, from, or between OCONUS areas.
2. Maximum use should be made of Gov't air transportation.
3. A dependent is not required to use Gov't air transportation. However, if the dependent agrees to do so, the dependent must not be required to use other than regularly scheduled transport type aircraft (e.g., Patriot Express/Category B AMC transportation) ordinarily used for passenger service.
4. When appropriate Gov't air transportation is available, travel by aircraft is not medically inadvisable, but a dependent elects to travel at personal expense, reimbursement is IAW par. U5116-D1.

B. Air Travel Medically Inadvisable

1. When air travel is medically inadvisable for a family member, the family should not be separated unless the family agrees to be, or unless military necessity requires the member to travel separately.
2. When air travel is medically inadvisable, surface transportation provided must be the least costly commercial ship passenger accommodations. See par. U3130-D concerning stateroom standards and required use of U.S. registry ships.
3. The provisions in par. U5116-D1 for directing a member to use Gov't/Gov't-procured transportation do not apply when a medical condition prevents a family member's travel by aircraft.

C. Travel by Oceangoing Car Ferry. When travel is by oceangoing car ferry, allowances are in pars. U5116-C and U5210.

**U5210 PER DIEM RATES FOR DEPENDENT TRAVEL**

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

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

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

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

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

1. One Dependent Traveling Separately. The same per diem rate the member would have been authorized for travel.

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

D. Examples

<b>EXAMPLE 1</b>				
<b>CONUS TO OCONUS PCS</b>				
Member, spouse, and 4-year old child travel PCS.				
Family spends \$150 for lodging (single room rate is \$120) on 3 Aug.				
POE per diem rate is \$152 (\$110/ \$42).				
M&IE for new PDS is \$60.				
Standard CONUS per diem = \$109.				
See <a href="http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl">http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl</a> or par. U2025 for the current Standard CONUS per diem rate.				
<u>Date</u>	<u>Depart</u>	<u>Arrived</u>	<u>Transportation Mode</u>	<u>Travel Distance/Cost</u>
1-3 Aug	Old PDS	POE	POC	600 miles
4 Aug	POE	POD	TP	
4 Aug	POD	New PDS	CA	Taxi - \$20.00
<b>REIMBURSEMENT</b>				
1-2 Aug	2 days x (\$109 + 81.75 + 54.50)/day =			\$ 490.50
3 Aug	\$110 + \$42 = (member)			\$152.00
	(75% x \$152) + (50% x \$152) = (dependents)			\$190.00
4 Aug	75% x \$60 =			\$45.00
	(\$45) + (50% x \$45) =			\$56.25
PCS MALT	*600 miles x \$0.27 mile =			*\$162.00
Taxi				\$20.00
<b>Total Reimbursement</b>				<b>*\$1,115.75</b>

**EXAMPLE 2**  
**OCONUS TO CONUS PCS**

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

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

<b>Date</b>	<b>Depart</b>	<b>Arrived</b>	<b>Transportation Mode</b>	<b>Travel Distance/Cost</b>
15 July	Old PDS	POE	POC	600 miles
16 July	POE	POD	TP	
16 July	POD	New PDS	CA	Taxi - \$20.00
<b>REIMBURSEMENT</b>				
15 July	75% x \$62 = \$46.50 + \$100 (\$100 less than \$126) = (member)			\$ 146.50
	(75% x \$146.50 x 2) + (50% x \$146.50) = (dependents)			\$293.00
16 July	75% x \$39 =			\$29.25
	(75% x \$29.25 x 2) + (50% x \$29.25) =			\$59.02
PCS MALT	*300 miles x \$27/mile =			*\$81.00
Taxi				\$25.00
<b>Total Reimbursement</b>				<b>*\$633.77</b>

**NOTE:** MALT & 'Lodgings-Plus' per diem are paid for the same day.

**U5212 REIMBURSABLE EXPENSES**

The member is authorized reimbursement for the expenses listed in APP G, incurred incident to dependent PCS travel. Receipt requirements are the same as those in par. U2510.

**U5215 FACTORS AFFECTING DEPENDENT TRAVEL**

A. Member Attains Eligibility for Dependent Travel. A member, ineligible for dependent travel and transportation allowances to a new PDS under par. U5203-B who later attains eligibility, is initially authorized dependent travel and transportation allowances upon a subsequent qualifying PCS, as set forth in par. U5215.

1. While on Duty at a Station to which Dependent Travel Is Authorized. When a member attains eligibility for dependent travel and transportation allowances while at a PDS to which dependent travel ordinarily is authorized, the member is authorized travel and transportation allowances for their travel on the member's next PCS. Travel authorization from the dependent's location on the PCS authorization/order receipt date, NTE the authorization for travel from the PDS at which the member attained eligibility to the new PDS or to another place authorized under this Part. A dependent temporarily absent from the old PDS at the time an authorization/order is received is subject to par. U5215-F. No travel to an OCONUS PDS may be authorized/approved under par. U5215-A1 unless the dependent is command-sponsored before travel begins and the member has at least 12 months remaining on the OCONUS tour at that station after the dependent is scheduled to arrive.

2. While on Duty in a Dependent-restricted Tour Area. If a member becomes eligible for dependent travel and transportation allowances while serving a dependent-restricted tour, the member is authorized travel and transportation allowances only upon PCS to a PDS to which dependent travel and transportation is authorized. Authorization is from the dependent's location on the PCS authorization/order receipt date to the new PDS or to another place authorized under this Part, NTE the authorization for travel from the place at which the dependent remained, or to which the dependent moved at personal expense, when the member was transferred to the dependent-restricted tour area.

B. Dependent Transported OCONUS at Gov't Expense – Return at Gov't Expense. A member is authorized travel and transportation allowances for a parent, stepparent, or person in loco parentis (*See NOTE 2 below*), who no longer qualifies as a dependent under APP A and/or an unmarried child (*See NOTE 2 below*) who attains age 21, or age 23 and loses student status while the member is serving OCONUS, who was transported at Gov't expense to the member's OCONUS PDS. The travel and transportation allowances are from that OCONUS PDS to an appropriate location (as determined through the Secretarial Process) in the:

1. U.S. or a non-foreign OCONUS location, or,
2. The dependent's native country if the dependent is foreign-born.

***NOTE 1: Travel under par. U5215-B must be completed within 6 months after the date on which the member completes personal travel from the OCONUS PDS incident to a PCS.***

***NOTE 2: If a member entitled to basic pay dies while on OCONUS duty, a dependent described above is authorized travel and transportation allowances described in par. U5241-D1.***

C. Dependent Acquired on or before the PCS Authorization/Order Effective Date. A member who acquires a dependent, on or before the PCS authorization/order effective date, is authorized dependent travel and transportation allowances from the place at which the dependent is acquired to the new PDS, NTE the travel and transportation allowances for travel from the old PDS to the new PDS. Appropriate command sponsorship is necessary for transportation to an OCONUS PDS (see par. U5222-G). For Service Academy graduates, see par. U5222-A2.

***NOTE: This does not authorize dependent transportation from an OCONUS PDS to CONUS if the dependent was not command sponsored at the OCONUS PDS. See pars. U5203-B3d and U5203-B3g. (42 Comp. Gen. 344 (1963) and B-171969, 8 February 1972).***

D. Effect of an Age Change or Dependency Status on Allowances. Except as provided in U5215-B, authorization for dependent travel and transportation allowances is based on the dependency status on the PCS authorization/order effective date (see APP A). If dependency status no longer exists when travel begins, no authorization exists.

1. Age Changes. Authorization is based on a dependent's age on the date travel begins, provided travel is not delayed for more than 60 days after the PCS authorization/order effective date. The following rules govern the amount of per diem to which a member is authorized for dependent travel as authorized in par. U5210. When dependent travel:
  - a. Begins on/before the PCS authorization/order effective date and ends after the PCS authorization/order effective date, authorization is based on the age on the PCS authorization/order effective date;
  - b. Ends before the PCS authorization/order effective date, authorization is based on the age on the date travel ends;
  - c. Begins within 60 days after the PCS authorization/order effective date, authorization is based on the age on the date travel begins; or

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

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

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

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

**U5417 POV TRANSPORTATION WITHIN CONUS INCIDENT TO A PCS WHEN TRANSPORTING THE POV IS ADVANTAGEOUS AND COST-EFFECTIVE TO THE GOV'T**A. General

1. An eligible member, who has dependents who are also relocating incident to the PCS, ordered on a PCS between CONUS PDSs may have POV transportation authorized for one POV from the old CONUS PDS to the new CONUS PDS when it is advantageous **and cost-effective to the Gov't** and provided that the:

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

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

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

C. Restrictions

1. A member must not be authorized POV transportation at Gov't expense if the member has:
  - a. No dependents,
  - b. No dependents *eligible* for transportation at Gov't expense, or
  - c. No dependents being relocated incident to the PCS.
2. A member who is authorized POV transportation is not authorized commercial travel at Gov't expense for the member or dependents in conjunction with the PCS.
3. *The member must personally procure all POV transportation. Gov't-procured transportation is not authorized.*
4. *Payment of mileage or MALT to drop off/pick up the POV ICW transportation of the POV is not authorized.*
5. POV storage at Gov't expense is *not authorized* ICW transportation of a POV in par. U5417.

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

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

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

<b>Step 1</b>				
<b>Member, Spouse, and 2 Children, Perform Concurrent Travel in One POC</b>				
	<b>Per Diem</b>		<b>MALT</b>	<b>Total</b>
<b>Member</b>	\$109/day x 8 days (\$872)	+	\$.27/mi x 2,666 mi (\$719.82) =	\$1591.82
<b>Spouse</b>	\$81.75/day x 8 days (\$654) = (75% of the member's per diem)			\$ 654.00
<b>1<sup>st</sup> Child</b>	\$81.75/day x 8 days (\$654) = (75% of the member's per diem)			\$ 654.00
<b>2<sup>nd</sup> Child</b>	\$81.75/day x 8 days (\$654) = (75% of the member's per diem)			\$ 654.00
<b>Total</b>				<b>\$3,553.82</b>

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

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

<b>Step 2</b>				
<b>Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs</b>				
	<b>Per Diem</b>		<b>MALT</b>	<b>Total</b>
<b>Member</b>	\$109/day x 8 days (\$872)	+	\$.27/mi x 2,666 mi (\$719.82) =	\$1591.82
<b>Spouse</b>	\$109/day x 8 days (\$872)	+	\$.27/mi x 2,666 mi (\$719.82) =	\$1591.82
<b>1<sup>st</sup> Child</b>	\$81.75/day x 8 days (\$654) =			\$ 654.00
<b>2<sup>nd</sup> Child</b>	\$81.75/day x 8 days (\$654) =			\$ 654.00
<b>Total</b>				<b>\$4,491.64</b>

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

<b>Step 3</b>	
<b>Reimbursement Limitation to Drive One POC and Transport One POV</b>	
Based on the above steps the funds available for transporting one POV are limited to the cost of the member and spouse with 2 children performing non-concurrent travel in 2 POCs (\$4,491.64) <i>minus</i> the cost of the member, spouse and 2 children, performing concurrent travel in 1 POC (\$3,771.82). MALT and cost reimbursement for driving the second vehicle are separately authorized per par. U5417-A2.	
1. Cost to transport POV = <i>(The \$1,500 amount shown is for illustration purposes only.)</i>	\$1,500.00
2. Reimbursement limitation is \$4,491.64 (Step 2) - \$3,771.82 (Step 1) =	\$719.82
3. Total out-of-pocket expense for the member to 'drive one & ship one' is \$1,500 – \$719.82 =	<b>\$780.18</b>

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

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

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

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

1. Determined to be necessary by the Service concerned;
2. Determined to be necessary for reasons of national interest by the Secretary Concerned or higher authority;  
or
3. Directed by that country's government.

**C. Vehicle Size**

1. A member who desires to transport a POV that exceeds 20 measurement tons must sign an agreement to pay the excess transportation costs (see par. U1010-B9) unless the Secretarial Process has authorized/approved this transportation because an oversized POV is required by the member/dependent(s) for medical reasons.
2. Excess cost collection is IAW Service regulations.
3. Pars. U5420-C1 and U5420-C2 do not apply to travel aboard car ferries.

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

1. The 20 measurement tons limitation contained in par. U5420-C may be combined to transport one larger POV at Gov't expense in lieu of transporting two POVs for an eligible member-married-to-member couple during the transfer of both members, each under a PCS authorization/order.
2. Payment for transporting the vehicle may not exceed the total cost the Gov't would have incurred if each member had transported a vehicle of 20 measurement tons through the designated POV loading port/VPC.

**U5425 TRANSPORTATION METHODS**

***NOTE: ICW transportation of a POV within CONUS when advantageous and cost-effective to the Gov't, the member is responsible for making all arrangements. See par. U5417.***

A. Gov't/Commercial Transportation. Transportation of a POV may be by Gov't/commercial means as authorized by law. A member traveling with the vehicle via ferry is covered in par. U5116-C3.

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

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

**U5435 PORTS/VPCS USED**

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

## CHAPTER 7

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

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

---

**Paragraph    Title/Contents**

- U7000      CADETS AND MIDSHIPMEN TRAVEL TO AND FROM SERVICE ACADEMIES**  
           A.    Upon Entrance  
           B.    Upon Graduation and Commission  
           C.    Separation other than by Commission  
           D.    Rejected Applicants
- U7001      CADETS/MIDSHIPMEN ON TDY**
- U7002      TRAVEL INCIDENT TO NOMINATION AND ADMISSION TO SERVICE ACADEMIES**  
           A.    Uniformed Service Member on Active Duty  
           B.    Civilians or Members of Reserve Components Not on Active Duty
- U7005      AVIATION CADETS**

#### **PART B: TRAVEL OF UNIFORMED SERVICES APPLICANTS AND REJECTED APPLICANTS**

---

- U7025      TRAVEL INCIDENT TO APPLICATION PROCESSING**  
           A.    General  
           B.    Basic Transportation Authority  
           C.    Government-procured Transportation and Meal Tickets  
           D.    Temporary Duty Allowances

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

---

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

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

---

- U7050      ALLOWED ACCOMMODATIONS**
- U7051      NOT USED**
- U7052      TRAVEL**

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

---

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

**Paragraph    Title/Contents**

**U7062        OTHER CASES**

**PART F1: TRAVEL WHILE ON DUTY WITH PARTICULAR UNITS**

---

**U7100        CERTAIN MOBILE UNITS**

- A. Allowances
- B. Approval

**U7105        DUTY ABOARD COMMERCIAL CARRIERS**

**U7110        RIVER AND HARBOR AND FLOOD CONTROL ACTIVITIES**

**U7115        SHIP CONSTRUCTED, OVERHAULED OR INACTIVATED AT OTHER THAN HOMEPORT**

- A. Authorization
- B. Authorized Transportation Allowances
- C. Conditions

**U7120        AERIAL SURVEYS**

**PART F2: TRAVEL WHEN PER DIEM NOT AUTHORIZED**

---

**U7125        TRAVEL WHEN PER DIEM NOT AUTHORIZED**

- A. Ordered to Active Duty – no PDS Designated
- B. Undergoing Processing
- C. TDY Station Changed to PDS
- D. Bed Patient or Inpatient
- E. Assignment to Rehabilitation Center or Activity
- F. Member of Mission

**PART F3: MEMBERS ASSIGNED TDY AS OBSERVERS TO UN PEACEKEEPING ORGANIZATIONS**

---

**U7140        A MEMBER ASSIGNED TDY AS AN OBSERVER TO A UN PEACEKEEPING ORGANIZATION**

**PART G: TRAVEL OF A RESERVE COMPONENT MEMBER OR RETIRED MEMBER CALLED/ORDERED TO ACTIVE DUTY**

---

**U7150        RESERVE COMPONENT MEMBER TRAVEL**

- A. Active Duty with Pay (48 Comp. Gen. 301 (1968))
- B. Active Duty without Pay
- C. Inactive Duty Training with Pay
- D. Inactive Duty Training without Pay
- E. SROTC Member
- F. Travel Allowances for a Member Authorized Medical and Dental Care
- G. Funeral Honors Duty
- H. COLA and Housing Allowances

## PART F2: TRAVEL WHEN PER DIEM NOT AUTHORIZED

### U7125 TRAVEL WHEN PER DIEM NOT AUTHORIZED

A. Ordered to Active Duty - no PDS Designated. A member whose order to active duty does not designate a specific PDS after the TDY is completed, is not authorized per diem during the TDY. ***NOTE: Per diem payment is authorized (also see par. U7125-B) from the date the member receives an order naming a PDS other than the TDY station.*** See par. U7000-B for Service academy graduates.

B. Undergoing Processing. Except as provided in par. U67125-B3, no per diem is payable before reporting to the first PDS for an enlisted member (newly inducted or enlisted) undergoing processing, indoctrination, basic training (including follow-on technical training and/or home station training for a Reserve Component member), or instruction in a TDY status at a place at which both Gov't mess and Gov't quarters (other than temporary lodging facilities) are available. See par. U7125-A when a first PDS is not specified in a member's authorization/order. However, per diem payment is authorized during:

1. Travel to, from, or between places for processing, indoctrination, training, or instruction;
2. Delay or processing incident to travel to a designated PDS or while awaiting transportation to such station; or
3. TDY under instruction following initial technical or specialty training after basic training if a PDS has been assigned and per diem during the course of instruction is authorized through the Secretarial Process specifically for these members.

\* C. TDY Station Changed to PDS. A member, who receives a PCS authorization/order while at a TDY station designating that TDY station as the new PDS ***effective immediately***, is not authorized per diem beginning on the date the member receives that authorization/order. See par. U4105 if the member is to be transferred to the TDY station on a ***specified future date***. See par. U5120-B for return travel to the PDS.

D. Bed Patient or Inpatient. A member is not authorized to per diem while a bed patient or an inpatient in a hospital. Per diem is payable for days of travel to, from, or between hospitals, and when subsisting out (see APP A). When members must retain quarters at the same or a prior TDY location, reimbursement for the cost of these quarters is made under par. U4510.

E. Assignment to Rehabilitation Center or Activity. A member is not authorized per diem for any TDY period when assigned to a rehabilitation center or activity for rehabilitation training and/or treatment when both Gov't quarters and mess are available.

F. Member of a Mission. A member of a military, naval, or air mission, or another authorized to receive additional pay or allowances from foreign governments or U.S. agency other than their respective Services, or from other sources, are not authorized the per diem prescribed herein except when:

1. Specifically authorized jointly by the Secretaries concerned;
2. Traveling under an authorization/order on duty for any of the Uniformed Services;
3. A per diem allowance is not authorized by the foreign government; or
4. Traveling under an authorization/order ICW duties with the foreign governments, if specifically provided for in the executive agreement between the U.S. and the foreign government concerned.

**PAGE LEFT BLANK INTENTIONALLY**

**PART G: TRAVEL OF A RESERVE COMPONENT MEMBER OR RETIRED MEMBER CALLED/ORDERED TO ACTIVE DUTY****\*U7150 RESERVE COMPONENT MEMBER TRAVEL**A. Active Duty with Pay (48 Comp. Gen. 301 (1968))1. General

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

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

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

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

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

In determinations required by par. U7150-A1b(3), areas within a reasonable commuting distance are described in par. U3500-B. Regarding par. U7150-A1b(3), AEA may be paid, if authorized by the member's commanding officer, for any day(s) the nature of the duty requires the member to remain overnight and Gov't quarters and/or Gov't mess are unavailable. For this duty, the member is authorized AEA as computed under par. U4510 for all meals and quarters, except for the meal ordinarily procured when commuting. Payment for local travel within/around the member's place of active duty may be authorized under Chapter 3, Part F.

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

- (1) Member performing annual training duty when both Gov't quarters (other than temporary lodging facilities) and a Gov't mess are available;
- (2) Member ordered to involuntary active duty for training because of unsatisfactory participation in the reserve commitment when both Gov't quarters (other than temporary lodging facilities) and a Gov't mess are available;
- (3) Newly enlisted member who is undergoing processing, indoctrination, initial basic training (including follow-on technical and/or home station training), or instruction. This includes a member

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

---

attending courses of instruction with a break in active duty between courses of instruction and both Gov't mess/quarters (other than temporary lodging facilities) are available. Per diem is payable to a member who is on TDY under instruction following completion of initial technical/specialty training after basic training. The course of instruction must be designated by the Secretarial Process as a course of instruction for which per diem is authorized; or

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

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

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

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

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

3. Active Duty for Training

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

b. 140 or More Days

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

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

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

---

- (a) Training duty station,
  - (b) Drill site,
  - (c) Assigned unit city/town location, or in the
  - (d) Local area of assigned unit or home, or
- (2) Travel between home and the:
- (a) Assigned unit except as provided in par. U7160,
  - (b) Unit training assembly place, or
  - (c) Place of duty instead of a unit training assembly.

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

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

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

**\*Example 1:** A member's home is Springfield, VA, and the assigned unit (usual drill site) is Ft. Belvoir, VA, (18 miles round trip). The member drives to an alternate duty site at the Pentagon (38 miles round trip). The member is due reimbursement for 20 miles (38 miles – 18 miles) x \$0.585/mile = \$11.70.

**\*Example 2:** A member's home is St. Louis, MO, and the assigned unit is at the Pentagon (in VA) (842 miles one way). The member ordinarily flies to Ronald Reagan Washington National Airport and takes a subway to the Pentagon. In this instance, the member drills at an alternate duty site, Andrews AFB, MD, which is inside the local Washington, DC, area (DODD 4515.14). The member flies to Ronald Reagan Washington National Airport and takes a taxi to Andrews AFB, MD, (850 miles from St. Louis). The member is due reimbursement for 8 miles (850 miles – 842 miles) x 2 (round trip) x \$0.585/mile = \$9.36.

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

a. Authorization. A member directed to travel from the home/assigned unit to a TDY station is authorized the TDY allowances in Chapter 4.

b. Transportation Reimbursement. When the member travels directly from the home/assigned unit to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

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

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

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

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

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

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

**\*Example:** A member's home is Springfield, VA, and the assigned unit is Ft. Belvoir, VA, (9 miles from Springfield) with an alternate duty site of the Pentagon (16 miles from Ft. Belvoir). The member is authorized to travel from Dallas, TX, to the Pentagon (in Arlington, VA) (1,315 miles). The member is paid for the distance traveled from Dallas to the Pentagon (1,315 miles) limited to Ft. Belvoir to the Pentagon (16 miles) less Springfield to Ft. Belvoir (9 miles). The member is due reimbursement for 7 miles (1,315 miles NTE 16 miles - 9 miles = 7 miles) x 2 (round trip) x \$0.585/mile = \$8.19.

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

**D. Inactive Duty Training without Pay**

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

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

<b>Example 3</b>	
<b>NOTE: Costs in this example are not actual transportation costs and are used for illustration only.</b>	
A member performed COT travel from the old PDS to the HOR. The member elected to travel by POC accompanied by the spouse and their 11-year old child. They departed the OCONUS residence on day 1 and arrived at the HOR on day 9. Constructed travel and per diem is computed as follows:	
1. COT/HOR travel from OCONUS PDS to the HOR.	
2. 9/1: Depart OCONUS PDS. Arrive at CONUS residence.	
3. The destination per diem rate at the time of travel was \$139 (\$100/ \$39).	
4. The member's reimbursement for 9/1 is \$29.25 (75% x \$39) =	\$ 29.25
5. Per diem payable for spouse is ¾ of the \$29.25 due to the member =	\$ 21.94
6. Per diem for the accompanying child (under age 12) at ½ of the member's amount =	\$ 14.63
7. City-pair airfare cost (one way for member and 2 eligible travelers): \$599 x 3 =	\$ 1,797.00
8. Ground transportation from OCONUS residence to airport =	\$ 50.00
<b>Total constructed Gov't city-pair airfare cost =</b>	<b>\$ 1,912.82</b>
Actual 'MALT-Plus' is computed as follows:	
Member elects (no Service authorization) POC transportation to the HOR a distance of 3,063 miles one way.	
*POC MALT: 3,063 mile x \$.27/mile =	*\$ 827.01
Per Diem for Actual Travel using 'MALT-Plus' Method	
Days 1-9   Per Diem for 9 travel days @ the (Standard CONUS per diem rate) 9 x \$109 =	
Member's per diem authorization = 9 days x \$109/day =	\$ 981.00
*Per diem for the accompanying spouse at ¾ of the member's amount =	\$ 735.75
*Per diem for the accompanying child (under age 12) at ½ of the member's amount =	\$ 490.50
<b>Total actual amount =</b>	<b>*\$ 3,034.26</b>
*In this example, the city-pair airfare cost to the HOR, is less expensive than POC 'MALT-Plus' travel to the HOR. The member's reimbursement is limited to the policy-constructed airfare of \$599/person if the Service did not authorize/approve POC use. <b>The member is financially responsible for the additional cost (\$3,034.26 - \$1,912.82) of \$1,121.44.</b>	
When the Service concerned authorizes/approves POC use through the Secretarial process, the member is authorized 'MALT-Plus' on behalf of eligible travelers. See par. U7200-C1c.	

<b>Example 4</b>	
<b>NOTE: Costs in this example are not actual transportation costs and are used for illustration only.</b>	
A member performed COT travel from the old PDS to the HOR. The member elected to travel by POC accompanied by the spouse and their 2 children under age 12. They departed the OCONUS residence on day 1 and arrived at the HOR on day 9. Constructed travel and per diem is computed as follows:	
1. COT/HOR travel from OCONUS PDS to the HOR.	
2. 9/1: Depart OCONUS PDS. Arrive at CONUS residence.	
3. The destination per diem rate at the time of travel was \$139 (\$100/ \$39).	
4. The member's reimbursement for 9/1 is \$29.25 (75% x \$39) =	\$ 29.25
5. Per diem payable for spouse is ¾ of the \$29.25 due to the member =	\$ 21.94
6. Per diem for the 2 accompanying children (under age 12) at ½ of the member's amount of \$14.63 x 2 =	\$ 29.26
7. City-pair airfare cost (one way for member and 3 eligible travelers: \$699 x 4 =	\$ 2,796.00
8. Ground transportation from OCONUS residence to airport =	\$ 50.00
<b>Total constructed Gov't city-pair airfare cost =</b>	<b>\$ 2,926.45</b>
Actual 'MALT-Plus' is computed as follows:	
Member elects (no Service authorization) POC transportation to the HOR a distance of 3,063 miles one way.	
*POC MALT: 3,063 mile @ \$.27/mile =	*\$827.01
Per Diem for Actual Travel using 'MALT-Plus' Method	
Days 1-9	*Per Diem for 9 travel days @ the (Standard CONUS per diem rate) 9 x \$109 = \$981.00
Member's per diem authorization =	\$ 981.00
*Per diem for the accompanying spouse at ¾ of the member's amount =	\$ 735.75
*Per diem for the accompanying child (under age 12) at ½ the amount due the member =	\$ 490.50
<b>Total actual amount =</b>	<b>*\$ 3,034.86</b>
In this example, the city-pair airfare cost to the HOR, is more expensive than POC 'MALT-Plus' travel to the HOR. Since the policy constructed airfare exceeds the actual POC cost, the member is reimbursed the actual amount. If the Secretarial Process authorizes/approves POC use, the member is authorized 'MALT-Plus' on behalf of eligible travelers. See par. U7200-C1c.	

2. Travel Status. A member is in a travel status (see par. U2200-B) during direct travel between authorized locations. For other travel undertaken for personal convenience, a member's travel status is limited to constructed period equal to that required for direct travel between authorized locations by available transportation.

3. No Authority. Travel and transportation is not authorized under par. U7200 if a member elects:

a. 15 days leave and transportation, addressed under par. U7305, or

b. Either of two other options available in lieu of transportation under the authorization discussed under par. U7305, (i.e., cash, or 30 days leave without funded transportation (see DODI 1327.6 at <http://www.dtic.mil/whs/directives/corres/html/13276.htm>)).

## U7205 TRANSPORTATION IN PERSONAL EMERGENCIES

\*A. Transportation Authorization. An eligible member on emergency leave and/or one or more eligible dependents with a personal emergency (as determined under DODI 1327.6 (Leave and Liberty Procedures) <http://www.dtic.mil/whs/directives/corres/html/13276.htm>) for DOD Services and/or Service regulations for Non-DOD Services (see par. U1010-B10) are authorized transportation between authorized locations. *Air is the only authorized transportation mode (noting the airport to airport transportation **NOTE below**)*. Each emergency leave traveler is authorized commercial air transportation between authorized locations if space-required Gov't air transportation is not reasonably available. **NOTE: A Commander must determine "reasonable availability" after considering frequency and scheduling of flights, and other relevant circumstances (including those personal to the member)**. See par. U7205-C for definition of "authorized location." Par. U3002-B, allowing reimbursement NTE the directed mode cost, does not apply if Gov't transportation is reasonably available and not used.

1. Reimbursement for transportation costs cannot exceed the cost of Gov't-procured commercial air transportation between authorized locations.

**NOTE: Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation from PDS or home (or destination) to airport is not authorized.**

2. For an eligible dependent, personal emergencies are circumstances similar to those for which a member receives emergency leave, and includes travel not authorized under par. U5242-A incident to the burial of a deceased member.
3. Travel across CONUS is at Gov't expense if a member or dependent must transit the CONUS to reach the OCONUS emergency (leave) point.

### B. Eligibility

1. Eligible Member. An eligible member is one:
  - a. On permanent duty OCONUS,
  - b. Assigned to an OCONUS ship or unit operation, or
  - c. With OCONUS domiciles who are on permanent duty or initial training (or are described in par. U7125-A or U7125-B) in CONUS.

**NOTE: A cadet/midshipman is not an eligible member for this transportation.**

2. Eligible Dependent. An eligible dependent is one who:
  - a. Is command-sponsored and resides OCONUS with the member,
  - \*b. Is authorized to reside at an OCONUS location and for whom the member receives a station allowance while the member is on permanent duty OCONUS, or

c. Resides in CONUS, the emergency leave location is OCONUS, and the member:

- (1) Is on permanent duty OCONUS, or
- (2) Has an OCONUS domicile and is on permanent duty in CONUS.

3. Domicile. As used in par. U7205, domicile is a member's HOR or place:

***A member's domicile is relevant to personal emergency transportation authorization only if the member is stationed in CONUS. A dependent's domicile is not relevant.***

- a. From which first called (or ordered) to active duty,
- b. Of first enlistment, or
- c. Of permanent legal residence.

C. Authorized Locations. An eligible member and an eligible dependent are authorized transportation from an originating location to a destination. They are authorized return transportation from the destination to the originating location or PDS, if transportation is provided to the destination under par. U7205. The authorized locations listed below (including those in par. U7205-C1b(3)) are official travel locations, and therefore available contract city-pair airfares *may* be available for use.

***NOTE 1: Reimbursement is authorized only for air transportation, and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation between PDS or home (or destination) and the airport is not authorized.***

***NOTE 2: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.***

<b>Example 1</b>	
A member's OCONUS PDS is Location A and the emergency leave CONUS location is Location B. The closest CONUS international airport with a scheduled flight is Location C.	
City-pair airfare from Location A to Location C:	\$1,200
City-pair airfare from Location A to Location B:	\$1,400
Least cost non-city pair airfare to Location B:	\$1,600
Since travel to Location B is more expensive than travel to the closest international airport, Location C, the <b><i>city pair fare may not be used</i></b> to Location B.	
The member is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400).	

<b>Example 2</b>	
A member's OCONUS PDS is Location A and the emergency leave CONUS location is Location B. The closest CONUS international airport with a scheduled flight is Location C.	
City-pair airfare from Location A to Location C:	\$1,200
City-pair airfare from Location A to Location B:	\$ 980
Since travel to Location B is less expensive than travel to the closest international airport, Location C, the member is authorized city pair fare to Location B (\$980) NTE the \$1,200 cost to JFK.	

**CHAPTER 10**  
**HOUSING ALLOWANCES**

**PART A: GENERAL INFORMATION**

---

<u>Paragraph</u>	<u>Title/Contents</u>
<b>U10000</b>	<b>DEFINITION OF TERMS AS USED IN THIS CHAPTER</b>
	A. Sharer
	B. Owner-owned Multiple Occupancy Dwelling
	C. Vicinity
	D. Government Quarters
	E. Privatized Housing
	F. Rental Charge
	G. Housing Allowance
<b>U10002</b>	<b>HOUSING ALLOWANCE</b>
	A. General
	B. Rates
	C. Gov't Quarters
	D. Dependency Determinations
	E. Housing Allowance Start and Stop Dates
	Table U10A-1 Date to Start BAH or OHA-Members with Dependents
	Table U10A-2 Date to Stop Housing Allowances-Changes in Dependency Status
	Table U10A-3 Date to Stop BAH or OHA-other than Dependency Status Changes
<b>U10004</b>	<b>BAH RATE PROTECTION</b>
<b>U10006</b>	<b>BAH ADVANCES</b>
	A. Authority
	B. Amount
	C. Liquidation
	D. Administrative Instructions
	E. Special Circumstances
<b>U10008</b>	<b>BAH DIFFERENTIAL (BAH-DIFF)</b>
	A. General
	B. Limitation on the Amount of BAH Payable to a Member Authorized BAH Solely on the Basis of the Member's Payment of Child Support
<b>U10010</b>	<b>PARTIAL HOUSING ALLOWANCE</b>
	A. Partial Rates
	B. Conditions
	C. Navy Barracks Privatization Test
<b>U10012</b>	<b>TRANSIT HOUSING ALLOWANCE (BAH-T)</b>
<b>U10014</b>	<b>RESERVE COMPONENT RATE (BAH-RC)</b>

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>U10016</b>	<b>FAMILY SEPARATION HOUSING (FSH)</b>
<b>U10018</b>	<b>TEMPORARY BAH INCREASE</b> A. General B. Eligibility C. Member Certification D. Approval E. Termination F. Locations
<b>U10020</b>	<b>OHA – GENERAL</b> A. Purpose B. OHA and MALT PLUS C. Allowances Payable D. OHA Calculation
<b>U10022</b>	<b>OHA DETERMINING MONTHLY RENT</b> A. General B. Sharers C. Private Sector Housing Owned D. Maximum Rental Allowance
<b>U10024</b>	<b>OHA UTILITY/RECURRING MAINTENANCE ALLOWANCE</b> A. Monthly Allowance B. Rent Includes All, No, or Some Utilities
<b>U10026</b>	<b>MOVE-IN HOUSING ALLOWANCE (MIHA)</b> A. General B. Rules and Information
<b>U10028</b>	<b>OHA ADVANCE PAYMENT</b> A. Authorization B. Amount C. Liquidation D. Advance Rent Currency Rate Protection
<b>U10030</b>	<b>OHA COMPUTATION DATA</b>
<b>U10032</b>	<b>A MEMBER OCCUPYING A GOVERNMENT TRAILER OR RENTAL GUARANTEE HOUSING AND OHA</b>

## **PART B: DEPENDENCY**

---

<b>U10100</b>	<b>DETERMINATIONS AND FRAUDULENT CLAIMS</b> A. Determinations B. Dependency Approval C. Dependents' Status Certification D. Reserve Component Members E. Dependency Re-determinations F. Fraudulent Claims
---------------	--

based allowance. The authorization depends on other elements that factor in such as sharers, utilities, and owner vs. renter. OHA is paid for housing outside the U.S. The member is reimbursed actual rental costs NTE the maximum OHA rate for each locality and grade. The maximum OHA rates are established based on members' actual rental costs in those locations. FSH-B follows the BAH logic and FSH-O follows the OHA logic. Except for a partial housing allowance (see par. U10010) or BAH-Diff (see par. U10008), a housing allowance is not paid to a member assigned to adequate Gov't quarters. See Chapter 10, Part D.

B. Rates. See <http://perdiem.hqda.pentagon.mil/perdiem/> for BAH, OHA, BAH-RC, BAH- Partial, BAH-Transit and BAH-Diff rates.

1. BAH Rates

a. The PDTATAC determines adequate housing costs in a Military Housing Area (MHA) for all Uniformed Services' members authorized BAH by location. The determination for housing allowances is based upon the costs of adequate rental housing for civilians with comparable income levels in the same area.

b. An adjustment in the rates of BAH as a result of the PDTATAC's re-determination of housing costs in a MHA takes effect with the pay raise each year.

c. Military Housing Areas (MHA) are defined geographically by Zip Code within the U.S. Major military population areas are further identified by a combination of 2 digit code for the state and a 3-digit numerical designation within the state. For small military population areas, Zip Codes are aggregated into areas of similar housing cost and designated as County Cost Groups. For specific BAH rates, select 'Rates and Allowances', then 'Housing Rates', then 'BAH Rates' on the PDTATAC website at:  
<http://perdiem.hqda.pentagon.mil/perdiem/>.

2. OHA Rates

a. The PDTATAC determines adequate housing costs in a locality for all Uniformed Services' members authorized OHA by location.

b. OHA rate ceilings are calculated based on data provided by OCONUS commanders and actual rent data derived from pay systems.

\*c. The PDS geographic location governs the OHA rate payable unless otherwise specified. Geographic locations are determined as outlined in APP K, Part I, par. A. For specific OHA rates, select 'Rates and Allowances', then 'Housing Rates', then 'OHA Rates' on the PDTATAC website at:  
<http://perdiem.hqda.pentagon.mil/perdiem/>.

3. FSH Rates

a. The FSH-B rate is the same as the without-dependent BAH rate for the same location.

b. FSH-O is computed under the same rules and conditions as without-dependent OHA for the same location.

\*4. BAH Partial. The BAH partial rate is the difference in basic pay between the 1980 and 1981 reallocated pay raises and what those basic pay rates would have been had the raise not been reallocated. The rate is fixed from those years and does not change.

5. BAH Diff. The BAH Diff rate is defined as the difference in Basic Allowance for Quarters (BAQ) with dependents and BAQ without dependents for the member's grade as of 31 December 1997, increased each year by the average pay raise percentage.

6. BAH Transit. The BAH Transit rate varies depending on old PDS location and the type of housing allowance received. Unless a location-specific rate is payable, the default Transit rate is the amount of BAQ on 31 December 1997 incremented by the average housing allowance increase each year.

7. BAH Reserve Components. The BAH-RC rate for a period of active duty for a non-contingency of 30 or fewer days is the BAQ amount on 31 December 1997 incremented by the average housing allowance increase each year.

C. Gov't Quarters. A housing allowance (except partial BAH or BAH-Diff) is not authorized to a member who is assigned to Gov't quarters appropriate to the member's grade, rank, or rating and adequate for the member and dependents, if with dependents. See Chapter 10, Part D for Gov't quarters.

D. Dependency Determinations. For Army, Navy and Air Force determinations of dependency and relationships for secondary dependents and doubtful primary dependents are made by the Defense Finance and Accounting Service (DFAS). CMC-MPP-1 makes dependency and relationship determinations for secondary dependents and doubtful primary dependents for Marines. For non-DOD Services, see Service regulations. The Secretary Concerned or persons designated by the Secretary make determinations for primary dependents. The designee may re-delegate this authority. See Chapter 10, Part B for dependents.

E. Housing Allowance Start and Stop Dates. See Tables U10A-1, U10A-2, and U10A-3.

1. Start. Unless specifically authorized elsewhere in this Chapter, PDS housing allowance eligibility starts on the member's reporting day to a new PDS. OHA *eligibility* starts on the day after the member's reporting day if, on the reporting day, a member is authorized MALT PLUS per diem. OHA starts on the day the member obtains private sector housing. The authorization document for OHA is DD Form 2367. See APP K.

2. Stop. Unless an extension is authorized/approved under par. U10402-B, or the PCS is a close proximity move as described in pars. U10400-B or U10402-B, OHA and FSH-O authorization stops:

- a. On the day the member's OHA lease terminates, or
- b. On the day before the member departs in compliance with a PCS order, or
- c. On the day before the home port change effective date (from OCONUS) of the ship or unit to which a member is assigned (see par. U10002-E3 below for exception), or
- d. Upon assignment to Gov't quarters.

3. Member without Dependents Undergoing a Home Port Change. Ordinarily the housing allowance based on the rate for the old home port stops on the day before the home port change effective date and a housing allowance based on the new home port rate begins on the home port change effective date. However, if a member without dependents is undergoing a home port change and the ship delays at the old home port after the home port change effective date (i.e., does not depart from the old home port before/on the home port change effective date) and quarters on board the ship are not available (e.g., ship dry docked) a member without dependents is authorized a housing allowance based on the old home port until the day the member moves back aboard the ship.

## PART C: MEMBER TO MEMBER

### U10200 GENERAL

Per 37 USC §421, a dependent who is on active duty in a U.S. Uniformed Service and entitled to basic pay cannot be a dependent for housing allowance purposes. See Table U10C-1 for housing allowances when both spouses are entitled to basic pay. See par. U10400-E4 for member to member couples on sea duty.

### U10202 BAH/OHA WHEN BOTH HUSBAND AND WIFE ARE MEMBERS AND SEPARATE HOUSEHOLDS ARE MAINTAINED

When both husband and wife are members and separate households are maintained at or in the vicinity of their PDS or PDSs, each is individually authorized BAH/OHA. However only one member may receive BAH/OHA at the with-dependent rate. *In no case may a spouse who also is a member in receipt of basic pay be a dependent for allowance purposes in this Part (37 USC §421).*

### U10204 OTHER DEPENDENTS

A. Children from Previous Relationships. When one or both members are authorized housing allowances for a child(ren) from a previous relationship marry and are stationed in the same area, all of the children are one class of dependents. Therefore, only one housing allowance at the with-dependents rate (including BAH-DIFF) is payable. Any child(ren) born of their marriage, or adopted by them, is within the same class of dependents for housing allowances purposes. However, if the member elects to stop receiving a housing allowance at the with dependents rate, then the other member may claim the children for housing allowance purposes. A relationship determination is required, but ordinarily a dependency determination is not. In all instances of a member having a spouse on active duty, full details must be given showing the spouse's full name, social security number, duty station, and branch of Service. This does not apply to two members living together but not married. These members are each authorized a housing allowance based on each member's dependents.

B. Dependents of Marriage. When two members, with no other dependents, are married to each other, they may elect which member receives a housing allowance for their adopted children or children born of their marriage. Both members must agree to the election. If the members cannot agree, the senior member is authorized a housing allowance for their children. Such elections may not be applied retroactively. The members may subsequently elect to transfer BAH authorization from one member to the other. Changes are effective as of the election date.

C. Members Assigned to Different Locations. Effective 15 April, 2003, when married members are assigned to different locations, pursuant to competent military orders, the authorization for a housing allowance at the with-dependents rate or to Gov't-furnished quarters should be determined separately, without regard to the general rule that all children and parents of the members are dependents of the same class for housing allowances. Each member is required to have physical custody of a dependent if both members are claiming a housing allowance authorization at the with-dependents rate.

D. Dependent Parents. When one of two members married to each other is receiving a housing allowance at the with-dependents rate, the class of dependents includes either member's parents and only one member is authorized a housing allowance at the with-dependents rate or BAH-DIFF for the common class of dependents when the members are assigned to the same or adjacent bases.

**U10206 DEPENDENT SUPPORT**

A. Divorce or Legal Separation Effective or Amended after 30 June, 1992. In addition to pars. U10106 and U10202, the following rules apply when the divorced or separated parents are both members and the divorce or separation occurred, or the decree or agreement was amended after 30 June, 1992. These rules apply only when neither member is assigned to family-type Gov't quarters, unless otherwise specified.

1. Unless the members agree to the contrary, the custodial parent is authorized a housing allowance for the child(ren) regardless of the child support amount received by that member. In addition to the court order, a separate notarized agreement between the members must be provided for the non-custodial member to receive a housing allowance for the child(ren).
2. When each member has legal and physical custody of one or more of the children of the marriage, each member is authorized a housing allowance for the children in their individual custody, regardless of child support payments from one member to the other.
3. When the child(ren) of the marriage are in a third party's custody, only one member is authorized a housing allowance for the children, even if both members are paying sufficient child support to qualify for the housing allowance. The senior member is authorized a housing allowance for the child(ren) when the two members do not agree on which person claims the authorization. If the members are of equal rank, date of rank determines which one receives a housing allowance for the child(ren).
4. In joint legal custody cases, when physical custody changes from one parent to another, each parent is authorized a housing allowance for the child(ren) during those periods the child(ren) are actually in that parent's physical custody.
5. When a non-custodial member pays child support to the custodial parent who also has another dependent who makes the member eligible for a housing allowance, there is a presumption that the custodial parent's authorization is based on the dependent(s) other than the child(ren) of the marriage. The housing allowance authorization for the custodial and non-custodial parents is determined individually.

B. Children Living with a Former or Estranged Spouse. Also see pars. U10120, U10122, U10124, and U10126 for housing allowances when the married members either separate or divorce and children are involved.

C. Voluntary Support Payments. Voluntary support payments must not be considered to determine housing allowance authorization unless there is a mutual agreement between the member parents that the custodial member parent accepts the support payments.

**U10208 CHILD(REN) LIVING WITH FORMER SPOUSE – MEMBER REMARRIES ANOTHER MEMBER**

A. Par. U10402-A2 does not apply in the case of a member who is required to support a child in the custody of a former spouse when the member remarries another member and is assigned to or occupies Gov't family quarters. The member is not authorized a housing allowance for the child living with the former spouse.

B. If a member:

- \*1. Is required to support a child in the custody of a former spouse; and
- \*2. Is married to another member with children born of this marriage, and
- \*3. Lived in family-type Gov't quarters with member spouse and children, and
- \*4. Is assigned PCS to a different PDS outside commuting distance, and
- 5. Current spouse (who is also a member) and children remain in Gov't quarters, and
- 6. Gov't quarter's assignment is in or transferred to the remaining member's name,

\*Then the member is authorized a housing allowance for the child(ren) for whom the member is paying child support (59 Comp. Gen. 681 (1980)). This is based on the rule that a member's housing allowance is determined independently of the uniformed spouse when the members are separated by orders and do not reside in the same household.

<b>BAH OR OHA AT PERMANENT STATIONS FOR SPOUSES IN A UNIFORMED SERVICE — FAMILY-TYPE QUARTERS NOT ASSIGNED (NOTES 1-6 and NOTE 14)</b>									
<b>Table U10C-1</b>									
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>		<b>E</b>		<b>F</b>	
	<b>When member A has dependents other than spouse</b>	<b>and member B has dependents other than spouse</b>	<b>and members acquire a child(ren) (NOTE 7)</b>	<b>and single type Gov't quarters are assigned to (NOTE 8)</b>		<b>then member A is authorized BAH or OHA as a member</b>		<b>and member B is authorized BAH or OHA as a member</b>	
				<b>member A</b>	<b>member B</b>	<b>with dependent</b>	<b>without dependent (NOTES 10 &amp; 12)</b>	<b>with dependent</b>	<b>without dependent (NOTES 10 &amp; 12)</b>
<b>1</b>	No	No	No				X		X
<b>2</b>	No	No	No	X	X				
<b>3</b>	No	No	No	X					X
<b>4</b>	No	No	No		X		X		
<b>5</b>	No	No	Yes			X (NOTE 9)			X
<b>6</b>	No	No	Yes	X	X	X (NOTE 9)			
<b>7</b>	No	No	Yes	X		X (NOTE 9)			X
<b>8</b>	No	No	Yes		X	X (NOTE 9)			
<b>9</b>	Yes	No	No			X (NOTE 11)			X
<b>10</b>	Yes	No	No	X	X	X (NOTE 11)			
<b>11</b>	Yes	No	No	X		X (NOTE 11)			X
<b>12</b>	Yes	No	No		X	X (NOTE 11)			
<b>13</b>	Yes	No	Yes			X			X
<b>14</b>	Yes	No	Yes	X	X	X			
<b>15</b>	Yes	No	Yes	X		X			X
<b>16</b>	Yes	No	Yes		X	X			
<b>17</b>	Yes	Yes	No			X (NOTE 13)			X
<b>18</b>	Yes	Yes	No	X	X	X		X	
<b>19</b>	Yes	Yes	No	X		X		X	
<b>20</b>	Yes	Yes	No		X	X		X	
<b>21</b>	Yes	Yes	Yes			X (NOTE 13)			X
<b>22</b>	Yes	Yes	Yes	X	X	X		X	
<b>23</b>	Yes	Yes	Yes	X		X		X	
<b>24</b>	Yes	Yes	Yes		X	X		X	

**NOTES:**

1. When family-type quarters are jointly occupied by the members, neither member is authorized BAH or OHA, even though the dependents do not reside in the quarters, unless the dependents are prevented by a military order from occupying quarters.
2. When husband-wife members are stationed at the same or adjacent military installations, each member is usually authorized BAH or OHA at the appropriate rate when family-type quarters are not assigned, notwithstanding the availability of adequate single quarters for either or both members.
3. Members are considered to be stationed at the same or adjacent bases or shore installations when they are not precluded by distance from living together, or they actually commute on a regular basis, regardless of distance.
4. When husband-wife members have no other dependents and are precluded by distance from living together, each is usually treated as a member without dependents for BAH or OHA. See Table U10E-1.
5. When husband-wife members, who are both authorized BAH or OHA at the same or adjacent military installation, are separated geographically by competent orders and one member remains assigned to the old duty station, that member ordinarily is authorized BAH or OHA continuation notwithstanding the availability of adequate single quarters for assignment to either member.
6. BAH at the without-dependents rate is authorized during travel status after departure from the old PDS, or during a period of leave, delay en route, or proceed time between PDSs, provided the members are not in receipt of BAH for other dependents, and are not assigned to Gov't quarters.
7. Refer to par. U10202.
8. If either column in column D is blank, that member is not assigned to single-type Gov't quarters.
9. For purposes of this table, the members have agreed that member A is to receive BAH or OHA at the with-dependent rate. See par. U10202.
10. See Table U10E-1 for BAH or OHA authorization when a member is on field or sea duty.
11. When the dependents in column A, rules 9 through 12, are children from a prior marriage or illegitimate children residing with member A, the members may elect for member B to receive BAH or OHA for stepchildren, in accordance with par. U10118-B, and member A to receive without-dependent rate BAH or OHA when not occupying single quarters.
12. When one member enters a non-pay status, the other member may claim the member not entitled to pay and allowances as a dependent and be authorized to draw BAH or OHA at the with-dependent rate for the duration of the non-pay status if otherwise authorized. For exception, see par. U10112.
13. Members must elect which one is to receive the with-dependent rate BAH or OHA. If they cannot agree as to the election, the senior member receives the with-dependent rate. ***Elections cannot be retroactive.***
14. When one or both of the dependents in columns A and B are dependent parents of the members, both members may not receive with-dependent rate BAH or OHA, if otherwise authorized. Also, when married members no longer share a common residence due to competent military orders, their authorization for increased allowances or to Gov't-furnished quarters should be determined separately, without regard to the general rule that all dependents of members are members of the same class for the purpose of determining housing allowance authorizations. Refer to pars. U10106 and U10206 for BAH or OHA for divorced or legally separated members.

**PAGE LEFT BLANK INTENTIONALLY**

CHANGES INCIDENT TO AN EVACUATION FROM A CONUS PDS				
Table U10E-15				
RULE	Dependents Evacuated from PDS	Member Assigned Quarters at the PDS	Dependents Authorized to Return to the PDS	Then
1	Yes	Yes	Yes	No housing actions required.
2			No	Start with-dependents allowance based on the dependents' designated place as of day following termination of evacuation allowances.
3		No	Yes	No housing allowance actions required.
4			No	Start with-dependents allowance based on the dependents' designated place as of day following termination of evacuation allowances. Stop with-dependents BAH based on the PDS as of day prior to the day the allowance based on the designated place starts.

**U10428 RESERVE COMPONENTS**

A. Order Duration

1. Active Duty Tour Begins before 6 January 2006. A Reserve Component member called/ordered to active duty for 139 or fewer days is authorized the Reserve Component rate (BAH-RC) (for rates see: <http://perdiem.hqda.pentagon.mil/perdiem/bah.html>) for the active duty period, *except for contingency operations as provided in par. U10428-B.* A member called/ordered to active duty for 140 or more days is authorized BAH/OHA. However, if a Reserve Component member is initially on a tour of 139 or fewer days and receives an order modification or assignment extension:

- a. Before 6 January 2006 and the prospective (new) period of active duty is 140 or more days then BAH/OHA would start on the modification date.
- b. On or after 6 January 2006 and the prospective (new) active duty period is 31 or more days then BAH/OHA would start on the modification date.

*Do not add periods of active duty previously served to obtain the 140/31 day requirement.* See Tables U10E-16 and U10E-17 and par. U10428-D.

2. Active Duty Tour Begins 6 January 2006 or Later. A Reserve Component member called/ordered to active duty for 30 or fewer days is authorized the Reserve Component rate (BAH-RC) (for rates see: <http://perdiem.hqda.pentagon.mil/perdiem/bah.html>), except for contingency operations as provided in par. U10428-B. Effective 6 January 2006, a member called/ordered to active duty for more than 30 days, except a member without dependents during initial entry training, is authorized BAH/OHA. A Reserve Component member initially on a tour of 30 or fewer days who receives an order modification or assignment extension with a prospective (new) active duty period of more than 30 days receives BAH/OHA on the modification date. *Do not add periods of active duty previously served to obtain the more than 30-day requirement.* See Tables U10E-16 and U10E-17 and par. U10428-D.

**NOTE:** See par. U10416-D for the rate for a member in accession pipeline travel.

B. Contingency Operations. A Reserve Component member called/ordered to active duty in support of a contingency operation is authorized BAH/OHA for the duration of the tour. If the Reserve Component member receives a PCS authorization/order authorizing HHG transportation, BAH/OHA is based on the new PDS. However, if the member is called or ordered to active duty and a PCS authorization/order is not issued, BAH/OHA rate is based (paid) on the permanent residence location at the time called/ordered to active duty.

C. Member Married to Member. Unless par. U10428-B above applies, a Reserve Component member married to another member on active duty, without dependents, not assigned to Gov't quarters, is authorized the Reserve rate at the without-dependents rate, when called to active duty for fewer than 30 days. For such a Reserve Component member on active duty for more than 30 days, each member is authorized BAH/OHA at the without-dependent rate. If such a member has dependents, BAH/OHA is paid as for an active duty member.

D. Location Rate – Called to Active Duty/ADT on/after 6 January 2006

1. Called/Ordered to Active Duty for More Than 30 Days on/after 6 January 2006. A Reserve Component member called/ordered to active duty for more than 30 days, except a member without dependents during initial entry training, is authorized principal residence-based BAH/OHA beginning on the first active duty day. This rate continues for the tour duration except as noted below.

a. Called/Ordered to ADT for 140 or More Days. Except as provided in par. U10428-D2 the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authorization for PDS location BAH/OHA begins on the day the member reports at that location. A member called/ordered to ADT for 140 or more days at one location is authorized BAH/OHA in the same manner as a member already on active duty.

b. Called/Ordered to ADT for 140 or More Days but Not Authorized HHG Transportation. If the member is not authorized HHG transportation because duty is not performed for 140 or more days at one location or there is a Secretarial waiver for the school IAW par. U2146-B, the member continues to receive BAH/OHA based on the member's principal residence (at the time called/ordered to active duty).

c. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days. Except as provided in par. U10428-D2, the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authority for PDS location BAH/OHA begins on the day the member reports at that location. A member called/ordered to active-duty-for-other-than-training for more than 180 days at one location is authorized BAH/OHA in the same manner as a member already on active duty.

d. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days but Not Authorized HHG Transportation. A Reserve Component member called/ordered to active-duty-for-other-than-training for more than 180 days:

\* (1) At one or more locations outside the local commuting distance of the member's principal residence location, (at the time called/ordered to active duty) and the duty is not for more than 180 consecutive days at one location, or

\* (2) At a location other than the member's principal residence location (at the time called/ordered to active duty) but authorized TDY allowances IAW par. U7150-A4b(3), or

\* (3) At a location to which the member commutes from the member's principal residence (at the time called/ordered to active duty), or

\*(4) At an OCONUS location for less than 12 months,

and not authorized PCS HHG transportation IAW Chapter 5, Part D, continues to receive principal residence-based BAH/OHA.

\*HHG transportation under a TDY authorization/order IAW Chapter 4, Part H, does not affect this housing allowance authority. \*See par. U10414 for a possible FSH allowance if the Reserve Component member is assigned PCS OCONUS.

2. Called/Ordered to Active Duty for a Contingency. A member called/ordered to active duty in support of a contingency operation is authorized principal residence-based BAH/OHA beginning on the first active duty day. This rate is authorized even for duty of fewer than 31 days. This rate continues for the duration of the tour unless the member is authorized PCS HHG transportation in which case the PDS rate would apply on the day the member reports to the PDS.

E. Location Rate – Called to Active Duty/ADT Before 6 January 2006

1. Called/Ordered to Active Duty for 139 or Fewer Days Before 6 January 2006. A Reserve Component member called/ordered to active duty (for other than a contingency) for 139 or fewer days is authorized BAH-RC beginning on the first active duty day and the rate continues for the tour duration unless the duty is in support of a contingency operation (see par. U10428-E3) or an extension changes the rate (par. U10428-A1).

2. Called/Ordered to Active Duty for 140 or More Days Before 6 January 2006. A Reserve Component member, called/ordered to active duty (for other than a contingency) for 140 or more days, is authorized BAH/OHA for the location from which called/ordered to active duty beginning on the first active duty day. This rate continues for the tour duration except as noted below.

a. Called/Ordered to ADT for 140 or More Days. The initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authorization for PDS location-based BAH/OHA begins on the day the member reports at the duty location. A member called/ordered to ADT, for 140 or more days at one location, is authorized BAH/OHA in the same manner as a member already on active duty. Before 6 January 2006, the PDS for BAH purposes for a member of the Army National Guard, the Air National Guard, or a Reserve Component of any of the Uniformed Services on active duty for training was the place at which the training duty is performed.

b. Called/Ordered to Active-Duty-for-Other-Than-Training for 140 or More Days but Fewer Than 181 Days and Not Authorized PCS HHG Transportation. Except as provided in par. U10428-E2c, the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authorization for BAH/OHA for the PDS location begins on the day the member reports at that location. Before 6 January 2006, the PDS for BAH purposes for a Reserve Component member ordered to active duty (other than training and for whom no PCS order was issued) was the member's monthly drill/training location. The PDS for a Reserve Component member who has no monthly drill/training station (i.e., some individual mobilization augmentees, a Standby Reserve Component member, a retired Reserve Component member, and an IRR) was the place from which called/ordered to active duty.

c. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days. Except as provided in par. U10428-E2d, the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authorization for PDS location-based BAH/OHA begins on the day the member reports at that location. A member called/ordered to active-duty-for-other-than-training for more than 180 days at one location is authorized BAH/OHA in the same manner as a member already on active duty.

d. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days but Not Authorized PCS HHG Transportation. Except when PCS HHG transportation is authorized, a Reserve Component member called/ordered to active-duty-for-other-than-training for more than 180 days at one location, away from the member's principal residence (at the time called/ordered to active duty) receives BAH/OHA as prescribed in par. U10428-E2b.

HHG transportation under a TDY order IAW Chapter 4, Part H, does not affect this authorization. BAH/OHA authorization begins on the day the member is authorized a housing allowance.

3. Called/Ordered to Active Duty for a Contingency. A member called/ordered to active duty in support of a contingency operation is authorized principal residence-based BAH/OHA beginning on the first active duty day. This rate is authorized even for duty of fewer than 140 days. This rate continues for the duration of the tour unless the member is authorized PCS HHG transportation in which case the duty location rate would apply on the day the member reports to the PDS. A member without dependents on duty in support of a contingency is authorized primary residence-based BAH/OHA if the member continues to pay rent or owns a residence at the primary place of residence even if the member is assigned or occupies Gov't quarters suitable and adequate for the member's grade at the duty location provided a PCS authorization/order has not been issued.

F. Decision Logic Tables

<b>RESERVE COMPONENT MEMBER</b> <b>Called/Ordered to AD/ADT on or after 6 January 2006</b>				
<b>Table U10E-16</b>				
<b>R U L E</b>	<b>If member is (<u>NOTES 1</u> and <u>2</u>)</b>	<b>PCS HHG Transport Authorized</b>	<b>Duty in Support of Contingency Operation</b>	<b>Then (<u>NOTE 3</u>)</b>
<b>1</b>	Called/Ordered to Active Duty for Training for More Than 30 But Fewer Than 140 Days	No	No	Start principal residence-based BAH/OHA at the time called/ordered to active duty for training beginning on first active duty day.
<b>2</b>	Called/Ordered to Active Duty for Other Than Training for More Than 30 But for 180 or Fewer Days	No	No	Start principal residence-based BAH/OHA at the time called/ordered to active duty beginning on first active duty day.
<b>3</b>	Called/Ordered to Active Duty for Training for 140 or More Days or Other Than Training for More Than 180 Days	Yes	No	Start principal residence-based BAH/OHA at the time called/ordered to active duty/active duty for training beginning on first active duty day through the day before arrival day at PDS. PDS location-based BAH/OHA begins on the day the member reports to PDS ( <u>NOTE 4</u> ).
<b>4</b>		Yes	Yes	Start principal residence-based BAH/OHA at the time called/ordered to active duty/active duty for training beginning on first active duty day through the day before arrival day at PDS. PDS location-based BAH/OHA begins on the day member reports to PDS ( <u>NOTE 4</u> ).
<b>5</b>		No	No	Start principal residence-based BAH/OHA at the time called/ordered to active duty beginning on first active duty day.
<b>6</b>		No	Yes	Start principal residence-based BAH/OHA at the time called/ordered to active duty beginning on first active duty day.

**PCS AUTHORIZATION/ORDER EFFECTIVE DATE.**

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

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

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

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

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

- \*1. **Lodging.** Expenses for overnight sleeping facilities; (including Gov't quarters); baths; personal use of the room during daytime; telephone access fees; and service charges for fans, air conditioners, heaters, and fireplaces furnished in rooms when such charges are not included in the room rate, *and in foreign OCONUS areas only lodging tax (see NOTE 2 below)*. **NOTE:** *The term "lodging" does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard a common carrier is a transportation cost and is not covered by per diem.*

**NOTE 1:**

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

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

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

3. Incidental Expenses. Incidental expenses include:

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

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

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

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

e. Mailing costs associated with filing travel vouchers and payment of Gov't-sponsored contractor-issued travel charge card billings;

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

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

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

**NOTE 2:**

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

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

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

**Part 1: Definitions**

---

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

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

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

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

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

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

**\*PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E).** *(Also called PRO or PRO-Gear.)*

Articles of HHG in a member's possession needed for the performance of official duties at the next or a later destination (B-171877.03, 15 December 1976, B-196994, 9 May 1980, and B-251563, 14 June 1993). Examples include:

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

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

**PROPORTIONAL MEAL RATE.** The average of the standard Gov't meal rate and the meals portion of the applicable M&IE rate (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>), rounded to the nearest dollar.

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

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

**RESERVE COMPONENT.** The

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

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

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

**SECRETARY CONCERNED.** As defined in 37 USC §101(5), the Secretary of:

1. The Army, with respect to matters concerning the Army;
2. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;
3. The Air Force, with respect to matters concerning the Air Force;
4. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;
5. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
6. Health and Human Services, with respect to matters concerning the Public Health Service.

*When this term is used in the JFTR, the Secretary concerned may authorize action by the PDTATAC Principal, without further delegation.*

**SEPARATED FROM THE SERVICE.** Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

**SERVICE CHARGE FOR USE OF GOV'T QUARTERS.** Cost of maid service and fee for electricity.

**SERVICES.** *See UNIFORMED SERVICES.*

APPENDIX E

PART II: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION

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

INVITATIONAL TRAVEL AUTHORIZATION

Name \_\_\_\_\_ TRAVEL AUTHORIZATION NUMBER \_\_\_\_\_

Address \_\_\_\_\_

DATE APPROVED \_\_\_\_\_

You are invited to depart from \_\_\_\_\_

in sufficient time to arrive at \_\_\_\_\_ by \_\_\_\_\_  
(Date)

for the purpose of \_\_\_\_\_

for approximately \_\_\_\_\_ days. Upon completion, you are funded to return to the origin point.

You are authorized to travel by:  Rail  Commercial Air  Military Aircraft  Bus

See below for travel by Privately-Owned Conveyance

The authorizing/order-issuing official has arranged Transportation.

Transportation tickets are included with this authorization.

Transportation tickets shall be provided at a later date

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

To arrange transportation call: (\_\_\_\_) \_\_\_\_\_

You may arrange your transportation. The following rules apply:

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

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

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

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

**Effective 1 August 2008**

\*You are authorized to travel by privately owned conveyance (POC) since it's to the Government's advantage. Reimbursement is at the rate of \$0.585 per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred, plus per diem while in travel status under this travel authorization/order.

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

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

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

Applicable Per Diem Rates:

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

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

Travelers are authorized reimbursement for certain necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include the following:	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
g. <u>Medical Fees</u> . Medical fees, even though incurred as a consequence of the entry requirements of a country to which the traveler is sent (either TDY or PCS), are <i>not reimbursable</i> , except for inoculations.						
h. <u>Biometric Fees</u> : Biometric fees which are mandatory for passport and/or visa issuance to the traveler is reimbursable. Biometric data collects measurable physical or behavioral characteristic of the traveler, which can be used to verify that individual's identity or compare against other entries when stored in a database. Examples of biometric data are face recognition, fingerprints, and iris scans.						
5. <u>Birth Certificates</u> . The cost of birth certificates or other acceptable evidence of birth for OCONUS travel.	X	X	X	X	X	X
6. <u>Inoculations</u> . Charges for inoculations that are not available through a Federal dispensary for OCONUS travel (this does not include travel expenses incurred for obtaining the required inoculations) when authorized/approved.	X	X	X	X	X	X
7. <u>Lodging Tax</u> (except when 'MALT-Plus' for POC travel is paid) in the CONUS and non-foreign OCONUS areas (see APP A).  a. Tax reimbursement is limited to the tax on reimbursable lodging costs (for example, if the authorized maximum lodging rate is \$60/night, and lodging that costs \$110/night is chosen, only the tax on \$60 may be reimbursed, which is the maximum authorized lodging amount); and  b. Tax for lodging in foreign OCONUS areas is part of per diem/AEA and is <i>not separately reimbursable</i> .	X	X	X	X	X	X
8. <u>Currency Conversion Fees</u> . A traveler:  a. Is <i>not authorized reimbursement</i> for losses, nor liable for gains, resulting from currency conversions (63 Comp. Gen. 554 (1984)).  b. Who pays with a credit card for OCONUS expenses may desire to check with the credit card vendor to see what the final bill is in U.S. currency prior to travel claim submission. The currency exchange rate at which the credit card bill was settled may be used to determine OCONUS expenses charged to the card.  c. May have to submit a travel voucher prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, a traveler should become personally aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.  d. Is authorized the 1% "international transaction fee" for official qualifying transactions charged by the GTCC vendor. This charge is listed as a separate line item on the credit card billing statement.	X	X	X	X	X	X

Travelers are authorized reimbursement for certain necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include the following:	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
9. <u>Check Cashing</u> . Fees for cashing:  a. U.S. Gov't checks/drafts issued for reimbursement of travel expenses in foreign countries is authorized.  b. <i>Salary checks/drafts are not authorized.</i>	X	X	X	X	X	X
10. a. <u>Carrier Terminal Fees</u> . Airport transit, service charge/tax, landing, port tax, embarkation/debarkation or similar mandatory charge assessed against a traveler on arrival/ departure from a carrier terminal is authorized when not included in the ticket cost (52 Comp. Gen. 73 (1972)).  *b. <u>Registered Traveler (RT) Membership Fee</u> . <i>Individual traveler membership in a registered and/or trusted traveler program is not a reimbursable expense per JTR, par. C1450 and JFTR, par. U1450.</i> Use of Gov't funds to obtain membership in such a program is statutorily prohibited by 5 USC §5946 per GSA Bulletin FTR 08-05 of 25 June 2008.	X	X	X	X	X	X
11. <u>Energy Surcharge Fees</u> . Energy surcharge fees are authorized.	X	X	X	X	X	X
12. <u>Resort Fees</u> . Resort fees, <i>that are mandatory</i> , are authorized.	X	X	X	X	X	X
13. <u>Service and Processing Fees</u> . Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized:  a. Through a CTO, and  b. When a CTO/TMC is not available.  <i>NOTE: Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage CTO/TMC in the process and the CTO/TMC is not available, prior to execution of official travel.</i>	X	X	X	X	X	X
14. <u>Transportation-related Tips</u> . Transportation-related tips for taxis, limousines, and courtesy transportation are authorized.	X	X	X	X	X	X
15. <u>Conveyance Costs</u> . Public or special conveyance costs to and from the transportation terminal are authorized. See JFTR, Chapter 3, Part E and JTR Chapter 2, Part C.	X	X	X	X	X	X
16. <u>Costs for Paper Tickets</u>  a. Any additional costs for paper tickets when authorized/approved by the AO as necessary to meet Government requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries) are authorized.  b. <i>Paying for paper tickets bought for personal convenience is the traveler's financial responsibility.</i>	X	X	X	X	X	X

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

\*E. Travel with Certain Dignitaries. Without further demonstration of unusual/extraordinary requirements, AEA is authorized for a member/employee who is directed to travel as part of the party of any of the following dignitaries. See JFTR, par. U4250 and JTR, par. C4620 for AEA requests exceeding 300% of the maximum locality per diem allowance request. See 41 CFR §301-11.305 for civilian employee AEA limitation.

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

**PAGE LEFT BLANK INTENTIONALLY**