JOINT FEDERAL TRAVEL REGULATIONS

VOLUME 1

CHANGE 264

Alexandria, VA 1 December 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 December 2008 unless otherwise indicated.

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This change includes all material written in the following MAP items: 29-08; 93-08(E); 102-08(I); 105-08(E); 111-08(I); 113-08(I); 114-08(I); 116-08(I); and 121-08(I).

Insert the attached Parts/Sections and remove the corresponding Parts/Sections.

This cover page replaces the Change 263 cover page.

BRIEF OF REVISION

These are the major changes made by Change 264:

Chapter 1, Part C. Moves all information on miscellaneous expense reimbursement into APP G.

U3015-C; U3110-NOTE 2; U3120-D, NOTE 1; U3120-D, NOTE 2; U3200-B6; U3415-C; U3500-D; U3505-C1b; U4127-A; U4131-B8; U4135-B; U4135-Example 1; U4135-Example 2; U5108-C; U5109; U5212; U5240-C8; U7025-B and C; U7225-A; U7451-A1d; U7960-E; U7970-A; APP A1, PER DIEM ALLOWANCE, item 3a; APP O, par. T4025-D, NOTE; APP O, par. T4030-C; APP O, par. T4040; APP O, par. T4040-E. Cross reference revisions due to information move to APP G.

U5105-B and U5417-E. Limit PCS Monetary Allowance in Lieu of Transportation (MALT) reimbursement to one member/employee/operator when two or more members/employees travel together in one POC; each under a PCS order/authorization.

U5109. Adds a reference on pet quarantine.

U5240-C2a(1). Clarifies when dependent transportation OCONUS may be authorized when local medical/dental care is not available at the member's PDS

U5246-B2; U7250-D2; U7553; U7554; U7961, item 2. Clarifies that a Government employee traveling as an escort or attendant is paid TDY travel and transportation allowances in regulations of the funding organization.

U7001. Updates the meal rates for cadets and midshipmen on TDY.

U7207-C2 & G. Confirms FEML travel by an eligible employee or member and dependent(s) must be performed prior to the completion of the FEML tour per CBCA 1067-TRAV dated 26 June 2008.

U7650; U7651; U7653; U7654; U7655. Changes "Permissive Orders" to "Permissive authorization" since a member can't be 'ordered' to perform permissive travel.

U9150-A2 & U9165-A2. Adds wording to JFTR, pars. U9150-A2 and U9165-A indicating that TLA may be paid when a member must vacate established privatized housing.

APP G. Moves all information on miscellaneous expense reimbursement into APP G; and adds a reference on pet quarantine.

JOINT FEDERAL TRAVEL REGULATIONS

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CHANGE 264

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

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UNIFORMED SERVICE PERSONNEL

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PART A: APPLICABILITY AND GENERAL INFORMATION

U1000 APPLICATION

A. Authority. The Joint Federal Travel Regulations, Volume 1 (JFTR) contain basic statutory regulations concerning a Uniformed Service member's travel and transportation, certain OCONUS station allowances (COLA, TLA), housing allowances (BAH, FSH, and OHA), and CONUS COLA. These regulations have been interpreted to have the force and effect of law. The JFTR is issued primarily under the authority of 37 USC §411 and Chapter 7, 37 USC.

B. Application. Each member of the Active and Reserve Components, without regard to the Service, Agency (i.e., DIA), or other Gov't entity (e.g., DHS, DOS) to which assigned, is covered by JFTR. See APP A, Part I for JFTR definitions of terms and Part II for acronyms.

C. Authorization Not Stated. There may be circumstances under which payment of certain allowances is prohibited in JFTR. Those circumstances are stated. However, the absence of a prohibition does not imply or grant authority or permission for any action for which authority does not exist/is not explicitly allowed in JFTR (i.e., just because the JFTR does not say something cannot be done does not mean that it can be done).

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

U1005 GENERAL

Except as indicated in par. U1006, a member on loan, assignment, or detail to another department or agency is authorized JFTR allowances as opposed to the allowances of the department or agency to which loaned, assigned, or detailed, unless otherwise provided for by law (5 USC §5536).

U1006 COMPLEMENTARY REGULATIONS

DIA prescribes regulations in DIA Manual (DIAM) 100-1, Volume 1, Part 4. ***NOTE: DODD 5154.29 requires that PDTATAC staff review all written material that implements JFTR provisions***. The DIAM 100-1 provides special allowances for a DOD member, who is a U.S. national, assigned to or in designated training for assignment to a DAS or DIA liaison detachment station outside the U.S or in a non-foreign OCONUS location. The DIAM 100-1 also affects dependents. ***A member may not receive allowances under the DIA regulations and allowances prescribed in JFTR for the same purpose. The member is financially responsible for all duplicate travel and transportation allowances received under par. U1006 authority.*** The allowances include:

1. Environmental and morale leave transportation ***NOTE: Funded EML (FEML) and the 'Special R&R Program', covered under DIAM 100-1, are one in the same program. This means that trips under both programs are not authorized. If a total of two trips are authorized (for a 36-month tour), one may under each program or both under either program. If one trip is authorized for a 24-month tour, only one trip may be taken, but it may be taken under either program.***,
2. Travel and other expenses for dependent education,
3. Home visitation between consecutive tours,
4. Dependent travel ICW TDY,

5. Dependent visitation,

6. Dependent care expenses connected with training of responsible dependents,

7. Dependent representational travel,

8. Removal of dependents and HHG,

9. Transportation of a POV.

Address requests for copies of DIAM 100-1 to Department of Defense, Defense Intelligence Agency, Attn: DA, Washington, DC 20340-5339.

U1007 COMPUTATION RULES

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

1. Use the actual amount without rounding when computing TDY mileage, MALT, TLA/TLE and per diem computation. AEA and PMR computations (PMR rates are pre-computed and are found in the per diem table at ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***) are rounded to the next highest dollar with the provision in par. U1007-A2 in force.

2. AEA computation is rounded up to the nearest dollar. For example, $29.25 = $30.00. The AEA must not exceed the approved percentage of the maximum locality per diem rate. ***When AEA for M&IE exceeds the maximum locality AEA M&IE rate, decrease the AEA M&IE rate to the allowable AEA dollar amount and add the extra cents to the AEA lodging rate.*** For example, reduce an AEA M&IE of $70.50 to $70 as shown in par. U4265, example 5.

3. PMR computation is rounded-up to the nearest dollar.

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

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

U1008 CHAPLAIN-LED PROGRAMS

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

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

U1010 IMPLEMENTATION

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

1. Email address: pdtatac@perdiem.osd.mil; or

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

3. Mail to:

   PDTATAC
   Attn: T&T Branch
   Hoffman Building 1, Room 836
   2461Eisenhower 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 (Ch 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: Ch 5, Parts B (par. U5104); C (par. U5204); 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: Ch 6, Parts A and B (pars. U6013-A, U6013-B, U6060-A and U6060-B);

   c. Recruiting expenses (par. U7033);

   *d. TLA, par. U9157;

   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 a deceased dependent (Ch 5, 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 (Ch 7, Parts Z1 and Z2).

U1015 EXPENDITURE AUTHORITY

Nothing in these regulations provides authority for expenditures for purposes not provided for in appropriations and/ or in law.

U1020 REGULATION CHANGE EFFECTIVE DATE

A change to this Volume is effective, unless otherwise noted, on the date of the published change in which it first appears. This date appears in the lower left or right corner of each page. When an effective date is different from the published change date, that effective date is indicated.

U1025 COMPTROLLER GENERAL (COMP. GEN.), DEFENSE OFFICE OF HEARINGS AND APPEALS (DOHA), GENERAL SERVICES ADMINISTRATION BOARD OF CONTRACT APPEALS (GSBCA) OR CIVILIAN BOARD OF CONTRACT APPEALS (CBCA), AND OFFICE OF THE SECRETARY OF DEFENSE (OSD) GENERAL COUNSEL (GC) DECISIONS

The application of basic laws, appropriation acts, JFTR, JTR, and departmental instructions to specific travel circumstances is subject to interpretation by the Comp. Gen., DOHA, occasionally GSBCA or CBCA, and OSD GC. Comp. Gen., DOHA, GSBCA, CBCA and OSD GC decisions provide guidance for similar cases/situations involving the same circumstances.

U1030 TERMINOLOGY

The terminology used in JFTR may be unique to this Volume. Consult the glossary in APP A, and the relevant Chapters and Parts, to determine the exact definition of a specific term. Definitions in JFTR are not necessarily applicable to other Volumes or to other Gov't regulations.

U1031 REIMBURSEMENT OF DEPARTMENT OF DEFENSE DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS FOR CERTAIN EXPENSES

The Secretary of Defense may provide for reimbursement of a school board member for expenses incurred by the member for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses that the Secretary determines are reasonable and necessary for the performance of school board duties by the member. ***See Department of Defense Domestic Dependent School Directives. Department of Defense Dependent Elementary and Secondary Schools (DDESS) funds and issues necessary travel authorizations/orders.***

U1039 DOD TEST OF SIMPLIFIED ALLOWANCES

Simplified travel and transportation allowance rules in APP O govern TDY for DOD Components listed in APP O and for those locations where DTS has been fielded, or DTS-Limited software with computation module is used, and at USAFE locations where FAST software is used to transition to DTS-Limited.

U1040 GAIN-SHARING PROGRAM

The Gain-Sharing Program is a bonus-oriented incentive program designed to share Gov't travel and transportation cost savings with a traveler. While authority exists in 5 USC, Chapter 45, Subchapter 1 for a Gain-Sharing Program for civilian employees, there is no known authority for such a program for uniformed personnel. Participation in a Gain-Sharing Program is not covered by, nor addressed in, the JFTR.

U1045 GOV'T QUARTERS USE/AVAILABILITY

A. Quarters Available. A member ordered to a U.S. Installation (as opposed to a geographic location like a town or city) is required to check Gov't quarters availability (e.g., through the CTO) at the U.S. Installation to which assigned TDY. The AO may direct adequate (based on DOD and Service standards) available Gov't quarters use for a uniformed member on a U.S. Installation only if the uniformed member is TDY to that U.S. installation. Availability/non-availability must be documented as indicated in par. U1045-C. A member should use adequate available Gov't quarters on the U.S. Installation at which assigned TDY; ***however, when adequate Gov't quarters are available on the U.S. Installation to which a member is assigned TDY and the member uses other lodgings as a personal choice, lodging reimbursement is limited to the Gov't quarters cost on the U.S Installation to which assigned TDY (44 Comp. Gen. 626 (1965)). Per diem cannot, however, be limited based on the presence of 'nearby' Gov't quarters (i.e., not on the U.S. Installation to which the member is assigned TDY but on another 'nearby' U.S. Installation or other uniformed facility). The documentation of non-availability indicated in par. U1045-C is required only for Gov't lodging 'AT' the U.S. Installation at which the member is assigned TDY.***

NOTE 1: FOR COAST GUARD, NOAA, AND PHS PERSONNEL ONLY: Gov't quarters are available only if use is directed in the authorization/order.

NOTE 2: The member is not required to seek (or check for) Gov't quarters when TDY to a U.S. Installation after non-availability documentation has been initially provided. Checking quarters availability is a one-time requirement at a TDY U.S. Installation. (Ex: A member, who is required to check quarters availability on arrival at a U.S. Installation, does so and is issued non-availability documentation, cannot be required to re-check later for quarters availability at that U.S. Installation during that TDY period there). See par. U1045-C.

B. Quarters Not Available. ***Gov't quarters are not available***:

1. When a TDY/delay point is at other than a U.S. Installation;

2. When an AO determines that Gov't quarters use would adversely affect mission performance, except for:

   a. A member attending a service school at an installation; and

   b. An officer in grades O-7 through O-10 who personally determines quarters availability;

3. During all periods of en route travel;

4. For any TDY/delay of less than 24 hours at one location;

5. When travel is ICW a PCS:

a. When per diem is payable under 'MALT-Plus' (see par. U5105);

b. When a member is authorized concurrent travel, and the family (including the member) cannot lodge together in Gov't quarters at a POE/POD; or

c. To a ship/afloat staff with an OCONUS home port, and;

(1) A member is accompanied by dependents authorized concurrent travel;

(2) Is put on TDY at the homeport while awaiting ship/staff arrival or onward transportation;

and Gov't quarters are not available for the entire family; or

6. When a member is TDY at a medical facility as a non-medical attendant accompanying a dependent in an outpatient status. See par. U7551.

C. Travel Authorization/Order or Voucher

1. Documentation. A travel authorization/order/voucher must document availability/non-availability by:

a. Confirmation number provided by the Service's lodging registration process;

b. The date the member attempted to make reservations, and the phone number and name of the billeting office PoC; or

c. Member certification that Gov't quarters were not available on arrival.

2. Authorization/Approval. When a member provides acceptable documentation on a travel authorization/ order/voucher of Gov't quarters non-availability, the AO must authorize/approve reimbursement for commercial lodgings.

U1050 CONFERENCE/TRAINING AT THE PDS

Registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS may not be paid as travel allowances per 37 USC, §404. For authority to pay related training costs at the PDS see 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, 13 January 1992). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority.

U1051 HOTEL AND MOTEL FIRE SAFETY - APPROVED ACCOMMODATIONS

Gov't policy is to save lives and protect property by promoting the use of fire safe hotels and other establishments that provide lodging. Each DOD component must ensure that not less than 90% of all official travelers who use commercial lodgings while on official travel in the U.S. or non-foreign OCONUS areas are booked in fire-safe approved places of public accommodation. Lodgings that meet Gov't requirements are listed on the U.S. Fire Administration's Internet site at ***http://www.usfa.fema.gov/hotel/index.htm***. Services are in compliance with the 90% requirement if travel arrangements are made through use of an agency-designated Travel Management System (see APP A) whenever possible (5 USC §5707a).

U1055 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR

Each commands/unit is expected to take appropriate disciplinary action when a member and/or AO fails to follow the JFTR. Disciplinary action should be for ***willful*** violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate means. Action must ***not*** be through refusal to reimburse. See par. U3120-A4 for exceptions when reimbursement is ***not*** allowed.

*U1060 REGISTERED TRAVELER PROGRAM MEMBERSHIP FEE

A. General. The Registered Traveler program was developed by the Transportation Security Administration (TSA) to accelerate the screening process, at participating airports, for travelers who voluntarily enroll in the program.

B. Participation. Participation in this program is voluntary and is not required by the Gov't. 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.

C. Enrollment Fee. Enrollment fees in this program are **not** reimbursable. See APP G.

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PART B: GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM COMMERCIAL SOURCES

U1200 RETAINING PROMOTIONAL ITEMS

A. General

1. A traveler on official business traveling at Gov't expense on the funds of an agency (See definition in Appendix A) may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001.

2. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional Gov't cost.

3. Promotional items received for travel using funds other than those of an agency are not covered by this rule. Travelers should seek guidance from those funding authorities.

B. Seat Relinquishing

1. Voluntary. A traveler may keep payments from a carrier for voluntarily vacating a transportation seat. However, no additional expenses (per diem or miscellaneous reimbursable) may be paid as a result of the traveler's delay. ***Additional travel expenses incurred as a result of voluntarily giving up a seat are the traveler's financial responsibility.***

2. Involuntarily. If a traveler is involuntarily denied boarding on flight, compensation for the denied seat belongs to the Gov't (59 Comp. Gen. 203 (1980)).

C. Lost or Delayed Accompanied Baggage. A traveler may keep payments from a commercial carrier for accompanied baggage that has been lost or delayed by the carrier. If the traveler intends to make a claim against the Gov't, the traveler should see the Claims Office prior to accepting a carrier's compensation. By accepting the carrier's compensation, the traveler may be accepting that amount as payment in full.

U1205 STANDARDS OF CONDUCT AND PAYMENT ACCEPTANCE FROM NON-FEDERAL SOURCES FOR TRAVEL AND TRANSPORTATION EXPENSES

See the Joint Ethics Regulation (JER), DoD 5500.7-R, at ***http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html*** (or appropriate Service regulations for Non-DoD Services) regarding Standards of Conduct and how to accommodate non-Federal sources for travel and transportation expenses. Also see the JER concerning acceptance of gratuities, favors, payments in cash or in kind, contributions, or awards ICW official travel.

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CHAPTER 1

PART C: RESERVED

Information in this Part Moved to APP G

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PART D: ISSUANCE OF MEAL TICKETS

U1500 MEAL TICKETS

A. Issuance. Meal tickets may be issued only:

1. As specifically authorized in Chapter 5 (for PCS), Chapter 4 (for TDY and for members traveling together under an authorization/order directing no/limited reimbursement), Chapter 7 (for persons in special categories), and

2. To members traveling together with no/limited reimbursement directed in the authorization/order (see par. U4002-O) on a commercial airline flight on which courtesy meals are not served and prior arrangements have been made for the airline to serve meals in exchange for meal tickets.

B. Procedures. Service regulations apply. See par. U1010-B4.

C. Value. The maximum rate per meal per member must not exceed the applicable amount below. Meals may be acquired at lower cost.

Meal	Rate
Morning	$ 9
Noon	$ 9
Evening	$18

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B. PCS MALT Rate

U2610 CONVERTING KILOMETERS TO MILES

U2615 SELF-PROPELLED MOBILE HOME

PART A: TRAVEL POLICY

U2000 GENERAL

A. Travel and Transportation Policy. The following applies to every uniformed member and/or their dependents:

1. They must use economy (less than premium) -class transportation accommodations unless otherwise provided for in par. U3125-B, U3130, or U3135.

2. Premium (First and Business)-class Travel/Accommodations. (See APP A): (See pars. U3125-B2a, U3125-B2b and U3135-C (trains only) to determine whose authority is required for Gov't-funded premium-class transportation to be provided.) See APP H, Part II, Section C, for first-class and Part III, Section B for business-class decision support tool.

NOTE: The travel order MUST include the cost difference shown in items 13 and 14, and the information in items 16 and 17, of APP H, Part II, Section A, (Premium-class Travel Reporting Data Elements and Procedures). Example: "Business (or First) –class accommodations have been justified and authorized/ approved based on JFTR, par. U3125-B4a. The cost difference between the business-class fare and the coach-class fare is $765.00. LtGen. Aaaaa Bbbbb, HQ USA/XXXX, authorized/approved this use of premium-class accommodations. Full documentation of the authorization/approval for use of these premium-class accommodations is on file in the office of the premium-class AO."

a. Requests for premium-class accommodations must be made and authorized in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If extenuating circumstances or emergency situations prevent advance authorization, the member must obtain written approval from the appropriate authority within 7 days of travel completion. If premium-class travel is not approved after-the-fact, the member is responsible for the cost difference between the premium-class transportation used and the transportation class for which the member (and/or dependents(s)) was/were eligible. A travel order authorizing premium-class accommodations due to extenuating circumstances or emergency situations must clearly explain the circumstances of the situation (i.e., not simply state the JFTR phrase, but provide the background and justification to enable an audit of the rationale for the upgrade) and include the difference in cost between the premium-class and coach-class fares, authority and authorization source (memo/letter/message/etc.), including date and position identity of the signatory for premium-class). Appropriate Gov't transportation documents must be annotated with the same information.

b. Only a person senior to the member may authorize/approve premium-class accommodations for the member/dependents (DOD 4500.9-R, par. E.3.1.4, Encl 3, 12 February 2005). See par. U3125-B2.

c. Premium-class accommodations may be authorized/approved by the premium-class AO due to medical reasons only if competent medical authority certifies sufficient justification of disability or other special medical need exists and that the medical condition necessitates (for a specific time period) the accommodations upgrade. The premium-class AO must be able to determine that, at the time of travel, premium-class accommodations are/were necessary because the member or dependent is/was so disabled or limited by other special medical needs that other lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats) cannot/could not be used to meet the traveler's/dependent's requirements.

NOTE: The attendant who is authorized transportation under par. U7250-B or U7251-B may be authorized/approved for premium-class accommodations use to accompany the attended member or dependent, when the attended member or dependent is authorized premium-class accommodations use and requires the attendant's services en route. Authorization for one member of a family to use premium-class accommodations due to a disability does not authorize the entire family to use premium-class accommodations during official travel. Premium-class authorization is limited to the disabled traveler and attendant (if required). See APP A for the definition of "special needs".

d. Use of premium-class accommodations is not authorized during travel incident to PCS, COT leave,

emergency leave, R&R, FEML, or personnel evacuations unless for physical handicap or medical reasons in par. U2000-A2c.

3. Travel other than by a usually traveled route must be justified.

4. A member or dependent may not be provided a contract city-pair airfares provided under GSA contract (see APP P) or any other airfares intended for official Gov't business for any portion of a circuitous route traveled for personal convenience.

5. The member and/or dependent(s) is/are personally financially responsible for any additional expense accrued by not complying with par. U3125-C.

6. Personnel directives dictate if/how leave is to be charged for workday time not justified as official travel.

7. A member may voluntarily use/accept, and the Gov't may furnish, accommodations that do not meet minimum standards if the member's or Service's needs require use of these accommodations.

8. A member may not be reimbursed for travel at personal expense (see par. U3120-D) on non-U.S.-certificated ships/aircraft, except as specified in par. U3130-F.

9. Each dependent is allowed a seat.

B. Service Responsibility. Each Service must:

1. Authorize only travel necessary to accomplish the Gov't's mission effectively and economically.

2. Establish internal controls to ensure that only travel essential to the Gov't's needs are authorized.

U2010 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL

1. A member must exercise the same care and regard for incurring expenses to be paid by the Gov't as would a prudent person traveling at personal expense.

2. A traveler must maintain records to validate individual expenses of $75 or more and for all lodging costs. All receipts should be maintained as required by finance regulations.

3. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the member's financial responsibility.

4. Travelers are advised that the Army Lodging Success Program, Navy Elite Lodging Program, and GSA's FedRooms Lodging Program provide quality lodging at or below per diem and properties often are close to worksites at TDY locations. ***NOTE: The FedRooms Lodging Program is indicated by the use of an 'XVU' rate code as opposed to a 'GOV' or other rate code.*** Use of lodging facilities in these programs often results in cost savings to the Gov't. Not all programs are available to all travelers.

U2015 GOV'T TRAVEL CHARGE CARD (GTCC) USE

A. General Policy. "It is the general policy of DOD that the (GTCC) be used by DOD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses, unless otherwise specified," (OSD (C) memo of 28 March 1995, subject: Travel/Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card).

B. DOD Policy. ***The policies and procedures for the GTCC program (including central billing and unit cards) are found in the DOD Financial Management Regulation (DOD 7000.14-R), Volume 9, "Travel Policy and Procedures." The DOD Comptroller Finance Management Regulation website is found at http://www.dtic.mil/comptroller/fmr/.***

C. Non-DOD Policy. The policies and procedures for the GTCC program are found in Service regulations.

D. Centrally Billed Account (CBA)/Individually Billed Account (IBA) Statements. A statement must be on each travel order/authorization indicating whether transportation tickets ordinarily are purchased using a CBA GTCC or using an IBA GTCC. ***This statement is only to alert voucher examiners to instances when a CBA ordinarily is used to purchase transportation and the transportation cost shows up as a reimbursable expense so that questions may be asked and duplicate payments avoided.***

NOTE: DODFMR 7000.14-R, Volume 9, Chapter 3, par. 030607 (available at: http://www.dod.mil/comptroller/fmr/09/09_03.pdf) indicates the purposes for which a DOD GTCC may be used. Charging for personal travel expenses is misuse of the GTCC. A DOD traveler who misuses the GTCC is subject to administrative or disciplinary action. To prevent misuse of the IBA GTCC and city-pair airfares for leisure travel, a copy of the relevant travel order/authorization must be provided to the CTO before the final ticketing. Electronic DTS generated authorizations, available on line for viewing or reproducing, suffice to meet this requirement and preclude the necessity of the authorization being physically provided. A CTO may issue tickets for official travel authorized by proper oral, letter, or message authority if travel must begin or is performed before a written travel order/authorization is issued; however, the official who directed the travel is responsible for providing a confirmatory travel order/authorization to the CTO as soon as possible.

U2020 OFFICIAL DISTANCE DETERMINATION

A. Privately Owned Conveyance (Except Airplane). The Defense Table of Official Distances (DTOD):

1. Is the only official source for worldwide PCS and TDY distance information,

2. Replaces all other sources used for computing distance (except for airplanes see par. U2020-B below),

3. Uses city to city distance (not zip code to zip code),

NOTE: All DOD installations (CONUS and OCONUS) are supposed to be listed in the DTOD. If an installation cannot be located, SDDC should be informed of the missing location. A missing installation will be added to the DTOD system. All feedback should be directed through the DTOD website at http://dtod1.sddc.army.mil.

4. Provides distances which must be rounded to the nearest mile for each leg of a journey,

5. Does ***not*** apply to the following travel distances that are determined by odometer readings:

   a. In and around the PDS or TDY sites,

   b. Between home/office and transportation terminal,

   c. For short distance moves, within the same city, or

   d. Round trip travel between home and active duty tour site for a Reserve Component member performing active duty when the member commutes under the provisions of par. U7150-A1b, and

6. Website is found at ***http://dtod1.sddc.army.mil***.

B. Privately Owned Airplane

1. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration (FAA).

2. If adverse weather, mechanical difficulty, or unusual conditions cause necessary detours, the additional air distance must be explained.

3. If distance cannot be determined by aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

C. Official Distance Use. The official distance is used in determining the distance between any two of the locations listed in par. U3010.

D. Personally Procured Moves. The DTOD (shortest distance) is the only official source for distances for personally procured moves.

U2025 STANDARD CONUS PER DIEM RATE

A. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates at ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***.

B. The Standard CONUS per diem rate is:

Effective 1 October 2007		
LODGING	**M&IE**	**TOTAL**
$70	**$39**	**$109**

PART B: TRAVEL AUTHORIZATIONS/ORDERS

U2100 GENERAL

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

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

1. Travel is performed within the PDS limits or in the immediate vicinity of such station (local travel), and

2. It is known that the travel claim involves only reimbursement for commercial transportation or MALT for POC use authorized/approved as being to the Gov'ts advantage.

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

U2105 RETROACTIVE MODIFICATION AND AUTHORIZATION/APPROVAL

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

U2115 AUTHORIZATION/ORDER FOR TRAVEL AND REIMBURSEMENT

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

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

1. Given in advance of travel,

2. Subsequently confirmed in writing giving the date of the oral authorization/order, and

3. Approved by competent authority

meets the requirement for a written authorization/order.

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

U2135 ITINERARY VARIATION

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

1. Omission of travel to places stated in the travel authorization/order,

2. Changes in the sequence of places to be visited,

3. Changes in the original specified time at a place stated in the travel authorization/order, and/or

4. Travel to additional places not shown in the travel authorization/order.

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

U2140 EFFECTIVE AND EXPIRATION DATE OF CERTAIN AUTHORIZATION/ORDER TYPES

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

1. When received by the member for travel performed by the member or dependents, or

2. When any transportation of HHG, mobile home or POV transportation is begun or completed, even though leave, delay, proceed time, or TDY en route is involved.

NOTE: See par. U2105.

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

1. Identification as a "blanket/repeat TDY travel" authorization/order;

2. Authorization for the member to depart at such times and to travel to such locations/places within the specified geographic area, and with such frequency as the member deems necessary;

3. The specific geographic area (e.g., continents, countries, states, etc.) limitations;

4. The TDY travel period within a given fiscal year (i.e., a blanket/repeat travel authorization/order cannot cross fiscal years);

5. The reason(s) making the blanket/repeat TDY authorization/order necessary;

6. Estimated TDY travel costs (transportation, per diem, and miscellaneous expenses) for the period indicated in the blanket/repeat TDY travel authorization/order;

7. Authorization for special conveyance use reimbursement when approved on a travel voucher as being to the Gov'ts advantage, if appropriate;

8. Excess accompanied baggage authorization, if necessary; and

9. Other conditions, limitations, and instructions as appropriate such as the use of Gov't quarters/ messing is required if available to the member. See par. U1010.

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

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

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

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

U2145 TIME LIMITATIONS FOR TDY PERIODS (GENERAL)

A. 180-Day Time Limitation

1. Except when authorized under par. U2145-B, a TDY assignment at any one location is limited to 180 or fewer consecutive days (36 Comp. Gen. 757 (1957)).

2. Bona fide assignment extensions that, when added to the originally authorized period, total 181 or more consecutive days may be directed.

3. Extensions are limited to those cases in which there has been a definite change or unforeseen delays were encountered. This limitation does not apply to personnel:

a. Under a TDY order assigned to uniformed units deployed afloat as indicated in pars. U4102-J and U4102-M;

b. Assigned to TDY periods at more than one location that total 181 or more days if the duty period at each location is 180 or fewer days; or
c. TDY for training periods less than 140 days (20 weeks), including personnel extended due to additional/extended instruction.

4. Assignment to a course of instruction of 140 or more days (20 or more weeks) at one location is a PCS (see Appendix A, definition of PERMANENT DUTY STATION), except when the course is authorized as TDY under par. U2146-B.

B. TDY Period in Excess of 180 Consecutive Days

1. When mission objectives or unusual circumstances require TDY at one location for more than 180 consecutive days, the appropriate authority must determine if TDY of greater than 180 days is appropriate (38 Comp. Gen. 853 (1959)).

2. A written request and justification must be forwarded to the appropriate authority as soon as practicable. This determination should be made before the order is issued.

3. If the situation does not permit determination before order issuance, the order may be issued and the case submitted immediately to the appropriate authority who must:

a. Approve the order as written, or

b. Direct that the order be amended to:

(1) Terminate the duty thereby returning the member to the old station or assigning a new station,

(2) Change the assignment from TDY to a PCS, or

(3) Fix the period at 180 or fewer days from the reporting date at the TDY station.

4. Authorization/approval to exceed the 180-day TDY limitation is essential. ***If a member is TDY in excess of 180 days without authorization/approval, the member's per diem stops as of the 181st day (54 Comp. Gen. 368 (1974) and B-185987, 3 November, 1976).***

5. If a Reserve Component member received a Secretarial waiver IAW par. U7150-A4, a second waiver is not required.

6. The appropriate authority for authorizing/approving TDY assignments in excess of 180 consecutive days at any one location is the Secretary Concerned, the Chief of an appropriate bureau or staff agency specifically designated for that purpose, or Commanders/Deputy Commanders of Combatant commands. ***This authority must not be re-delegated.***

U2146 TIME LIMITATIONS FOR TDY PERIODS (COURSES OF INSTRUCTION)

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

1. General. Course(s) of instruction at a school or installation with a scheduled duration of less than 140 days (20 weeks) are TDY. No per diem is payable if prohibited by par. U7125-B. If the scheduled course duration is 140 or more days, the school or installation is that member's PDS, except when the course is authorized as TDY under par. U2146-B.

2. Scheduled Duration. The "scheduled duration" of a course is the actual period, including weekends, students receive instruction. Intervening holiday periods (e.g., recess for Christmas) and incidental time spent prior to, or following conclusion of, a course are not part of the scheduled course duration (53 Comp. Gen. 218 (1973)).

Example 1: A member is scheduled for training (class is held 5 days a week) for 150 days to a course that normally lasts 139 days. During this time students are given 5 class days (an entire week) off ICW a holiday. This reduces the 150-day period to 143 days (5 class days plus 2 days for weekend). Students are also given 4 additional class days off on other holidays. Even though the length of time from the class start date to the graduation date is 150 days, the actual training period is 139 days (exclude 11 days - relating to time off for holidays). Therefore, the assignment is a TDY.

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

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

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

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

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

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

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

a. 20 or more weeks,

b. But not more than 180 days in length

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

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

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

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

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

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PART C: TRAVEL STATUS

U2200 TRAVEL STATUS

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

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

1. Travel ICW necessary TDY including time spent at a TDY station, without regard to whether duty is performed while traveling, and without regard to the length of time away from the PDS;

2. PCS travel;

3. Necessary delay while awaiting further transportation after travel status has begun;

4. Travel to and/or from a hospital for observation or treatment (for travel to/from medical facilities in the local travel area, see par. U3500-C);

5. Travel by Gov't or other aircraft, including:

a. Flights for training purposes made under orders of competent authority that require one or more landings away from the starting point; and

b. All necessary delays incident to the mode of travel;

6. Flights for training purposes made in the absence of travel orders when it is necessary to remain away overnight; and

7. Other circumstances determined jointly by the Secretaries concerned before, during, or after occurrence to constitute a travel status.

C. Travel Status Beginning and Ending

1. Aircrew Members or Couriers Only. See Table U2C-l.

2. Other Than Aircrew Members or Couriers. See Table U2C-2.

3. Member Assigned to a Two-Crew Nuclear Submarine (SSBN). Travel status ends and the member begins a training and rehabilitation status when:

a. The member arrives at the submarine's homeport, and

b. No further travel away from the homeport is required by the PCS orders before reporting on board the submarine

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

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

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

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

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

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

4/ ‘Departs from/returns to terminal’ refers to “wheels up/wheels down.”

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

Part II-- Ending of Travel Status					
Rule	**When Member Returns To:**	**And Returns To:**	**And Then To:**	**And Then To:**	**Travel Status Ends When Member Returns To:**
4	Terminal	Home 6	N/A	N/A	Home 2, 6
5	Terminal	Office 1	Home	N/A	Office 1, 2, 5
6	Terminal	Another duty/arrival point within PDS 3, 4	Home	N/A	Another duty/arrival point within the PDS 5

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

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

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

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

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

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

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PART D: ADVANCE OF FUNDS

U2300 ADVANCE PAYMENTS

A. General. A member may be paid an advance payment of (i.e., loaned) specified travel and transportation, station (COLA and TLA), and housing (OHA & FSH) allowances.

B. Advance Payment Information. Additional information on advance payment of allowances is located as follows:

1. Discounted Conference or Training Registration Fee, Appendix R, Part II, par. H;

2. Temporary duty travel (including advance lodging deposits), Chapter 4, Part J;

*3. Member PCS, par. U5104

4. Dependent outpatient travel, par. U5240-G3;

*5. Dependent PDT, par. U5204;

6. HHG transportation, par. U5385;

7. Mobile home transportation, par. U5560;

8. DLA, Chapter 5, Part G, and pars. U6013 and U6060;

9. Recruiting expenses, par. U7033;

10. SROTC members, par. U7150-E2d;

11. Attendants on behalf of member patients, par. U7252-A;

12. Escorts and attendants of dependents, par. U7555; and

*13. Station (COLA and TLA) and housing (OHA & FSH) allowances, pars. U9157 and U10028. ***NOTE:*** ***Advance MIHA is not authorized.***

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CHAPTER 2

PART E: RESERVED

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PART F: TRAVEL CLAIMS AND RECEIPTS

U2500 TRAVEL VOUCHER SUBMISSION

Members should submit travel vouchers as specified in Service administrative and/or procedural directives and DODFMR, Volume 9. The DOD Comptroller Finance Management Regulation website is found at ***http://www.dtic.mil/comptroller/fmr/.***

U2505 FRAUDULENT CLAIMS

See DODFMR, Volume 9, or appropriate Service regulations for non-DOD Services, for the requirements regarding payments when fraudulent expense(s) are suspected. Generally, when there is a reasonable suspicion of a falsified expense (other than the cost of lodging, meals or incidentals), the suspect expense is not allowed. When there is a reasonable suspicion of a falsified expense for lodging, meals or incidentals, the applicable per diem or AEA is denied for the entire day on which the suspected expense is claimed. Per the DODFMR, or Service regulations for non-DOD Services, if payment is made before discovery of a suspected falsified expense, the payment recipient must reimburse the Government (57 Comp. Gen. 664 (1978) and 61 id. 399 (1982)).

U2510 RECEIPT REQUIREMENTS

A. General. Receipts are required for:

1. Lodging expenses regardless of amount, and

2. Expenditures of $75 or more.

The receipt must show when specific services were rendered or articles purchased, and the unit price.

B. Lost Receipts. If receipts are impracticable to obtain or have been inadvertently lost or destroyed, a statement explaining the circumstances must be furnished. For lodging, a statement must include the name and address of the lodging facility, the dates the lodging was obtained, whether or not others shared the room, and the cost incurred.

NOTE: Travelers are advised to retain ALL receipts for tax or other purposes.

U2515 LOST/STOLEN/UNUSED TICKET/GTR REIMBURSEMENT

A. Lost/Stolen/Unused Tickets. The traveler:

1. ***Must safeguard tickets, if issued, carefully at all times***;

2. Must immediately report a lost or stolen ticket to the issuing CTO;

3. Is financially responsible to purchase a replacement ticket;

4. Must not be reimbursed for the purchase of a replacement ticket until the Government has received a refund for the lost/stolen ticket;

5. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If that first ticket is recovered, turned in for refund, and the Government is repaid, reimbursement may be made for the second ticket, NTE the cost of the first ticket; and

6. Must return unused tickets to the CTO. ***NOTE: SF-1170, Redemption of Unused Tickets, found at http://www.gsa.gov, is usable, if authorized in Service regulations, ICW turning in unused tickets.***

B. Lost/Stolen/Unused GTR. ***Travelers and other personnel accountable for GTRs must safeguard them carefully at all times***. However, the traveler or other accountable person must immediately notify the proper official (as prescribed in Service procedures) if a GTR is lost or a GTR in the care of any of them is stolen. If the lost or stolen GTR shows the carrier service desired and point of origin, the named carrier and other local initial carriers also must be promptly notified IAW Service procedures. A GTR, recovered after it has been reported lost, must not be used but rather be sent to the activity specified in Service procedures. A traveler or other accountable person may be held liable for any Government expenditure caused through negligence on that person's (the member for the dependent also under most circumstances) part in safeguarding GTRs.

NOTE 1: Travelers without sufficient funds to purchase duplicate transportation may be furnished the necessary transportation on a cost charge basis according to individual Service procedures (see DOD 4900.9-R (DTR, Part I). for DOD personnel and Service regulations for the non-DOD Services). The necessary transportation is furnished as a personal loan for the traveler's benefit. The traveler remains financially responsible to the Government for the cost of the lost or stolen ticket, regardless of fault or negligence.

NOTE 2: A GTR may be issued and used only for official travel. A GTR must not be issued or used for personal travel regardless of the reason, even on a reimbursable basis.

CHAPTER 2

PART G: RESERVED

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PART H: MILEAGE AND MALT RATES

U2600 TDY & LOCAL TRAVEL

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

POC	Rate Per Mile	Effective Date	NOTE
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.

CHAPTER 3

TRANSPORTATION, ACCOMPANIED BAGGAGE, AND LOCAL TRAVEL

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B. Travel Reimbursement
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U3550 **GENERAL**

PART A: APPLICABILITY AND GENERAL RULES

U3000 SCOPE

A. Applicability. This Chapter applies worldwide to travel incident to TDY and PCS by any transportation mode. It prescribes rules concerning accommodations a member or dependents may use on a specific mode, U.S. flag carrier use, travel agency use, transportation expense reimbursement, travel within and around a member's TDY or PDS location, and accompanied baggage transportation authorization.

B. Transportation Mode. Official TDY or PCS travel may be authorized/approved on any combination of the following:

1. Gov't (including foreign Gov't) aircraft, train, bus, vehicle, or vessel (ocean, waterway or ferry),

2. Commercial (including Gov't-contracted) aircraft, train, bus, or ship (ocean, waterway or ferry), ***NOTE: The English Channel Tunnel (CHUNNEL) used for travel between the United Kingdom and Europe is a ferry for computation purposes.***

3. POC,

4. Special conveyance,

5. Taxicab, bus, streetcar, subway or other public conveyances, and

6. Airport limousine, or courtesy conveyance.

NOTE: For the limited number of senior officials designated by Secretary of Defense as "required use" travelers on military aircraft see DODD 4500.56, DOD Policy on Use of Gov't Aircraft and Air Travel, Enclosure 2.

U3001 ALLOWABLE TRANSPORTATION EXPENSES

Transportation expenses include the cost of airline, train (including sleeping accommodations or parlor car seats), ship (including ocean, waterway or ferry), and bus tickets, transportation to/from carrier terminals and special conveyance cost. POC operating expenses ordinarily are reimbursed through a mileage allowance. Transportation expenses reimbursement and mileage are in addition to the per diem or actual expense allowances prescribed in Ch 4, Part B or Part C.

U3002 DIRECTING TRANSPORTATION MODE

NOTE: Throughout par. U3002, users must remember that it is MANDATORY DOD policy to use CTOs for all official transportation requirements.

A. General. The AO official may direct the use of one or more transportation modes for a member on TDY travel that does not involve a PCS move. Service regulations may, under limited circumstances, specify when a particular mode (other than a POC or special conveyance) may be directed (see par. U5107) for an individual PCS move. See par. U5108-A for transoceanic PCS travel. ***A member may not be directed to use a POC or a special conveyance, nor may dependent travel be directed by a particular mode.*** The member may select POC for overland PCS travel. If no mode is directed, the member may select a transportation mode that allows the mission to be completed within the prescribed time limits. The member is bound by all regulations pertaining to the directed or, if appropriate, the selected transportation mode.

B. Travel Reimbursement. Except PCS transoceanic travel (see par. U5108-A), when a specific transportation mode is directed a member may be reimbursed for personally procured transportation up to the cost of the directed mode. ***NOTE: This policy does not apply to pars. U5108-A, U7200-C1a, U7205-A, U7206, U7400, U7401, U7450-A, U7451, U7500 and U7551, items 3 and 4.*** See par. U3120 regarding mandatory CTO use.

C. Other Reimbursable Expenses. Reimbursement for additional TDY transportation expenses (e.g., taxicab, bus, streetcar fares) is allowable as authorized in Ch 3, Part E.

U3003 AUTHORIZED MODES

The AO, when not required to direct the transportation mode, ordinarily determines the authorized transportation mode, taking into account mission requirements, time limits, transportation availability, and economic considerations. If the AO fails to make a determination or direct the mode, air transportation is the authorized mode for travel time and per diem calculation purposes for TDY and transoceanic PCS travel, unless the member demonstrates that air transportation cannot meet the mission requirements efficiently or economically.

U3005 TRAVEL TIME

A. Travel by Gov't Conveyance and/or Common Carrier on Gov't-Procured Transportation. Travel time for travel by Gov't conveyance (except Gov't automobile) and/or common carrier obtained by ***Gov't-procured transportation*** is allowed for the actual time needed to travel over the direct route including necessary delays for the transportation mode used. Travel time for travel by Gov't automobile is computed under par. U3005-C.

B. Travel by other than Directed Mode. A member, directed to travel by an available specific transportation mode but who elects to travel by another mode, is limited to the actual travel time used, NTE the allowable travel time for the directed transportation mode.

C. POC

1. TDY. Generally, 1 travel day is allowed for each 400 miles of official distance of ordered travel. If the excess distance is 1 or more miles after dividing the total official distance by 400, one additional travel day is allowed. When the total official distance is 400 or fewer miles, 1 day of travel time is allowed. This applies to travel by:

   a. POC if to the Gov'ts advantage, and

   b. Special conveyance (vehicle) as an authorized TDY transportation mode, and

   c. Gov't vehicle.

2. PCS. Generally, 1 travel day is allowed for each 350 miles of official distance of ordered travel.. If the excess distance is 51 or more miles after dividing the total official distance by 350, one additional travel day is allowed. When the total official distance is 400 or fewer miles, 1 day of travel time is allowed. See par. U5160-E ICW additional travel time.

U3006 TRAVEL SCHEDULE

In determining a travel schedule, select the scheduled transportation that most nearly coincides with the departure and arrival times needed to carry out the mission and the provisions of par. U3006. Consider:

1. Duty hours;

2. Duty requirements;

3. Lodging availability at points of origin, destination or intermediate stops;

4. The need for onward transportation;

5. The traveler's comfort and well being; and

6. The traveler not being scheduled for departures and arrivals between 2400 and 0600 unless that is the only

schedule available or is required by the mission.

U3010 SEPARATE JOURNEYS

When determining payable allowances, travel between any two points in the following categories is computed separately as a separate journey:

1. PDS,
2. TDY station,
3. Passenger port of embarkation (POE),
4. Passenger port of debarkation (POD),
5. First duty station,
6. Last duty station,
7. HOR,
8. HOS,
9. PLEAD,
10. A designated place,
11. A COT leave location,
12. POV loading port/VPC,
13. POV unloading port/VPC, and
14. POV storage facility.

U3015 ACCOMPANIED BAGGAGE TRANSPORTATION

A. General. Par. U3015 prescribes transportation authority for accompanied baggage (transported free on a transportation ticket) and excess accompanied baggage. Accompanied baggage in excess of the weight, size, or number of pieces carried free by a transportation carrier is excess accompanied baggage. See APP A definitions of baggage and baggage, accompanied. Excess accompanied baggage limitations are:

1. Does not include pets (see par. U5810-D); and

2. A traveler who purchases an airline tickets to accommodate circuitous or personal convenience travel in conjunction with official travel is not authorized reimbursement for excess baggage costs that would not be incurred if Gov't-procured airline tickets were available and used. See par. U2010.

B. Authorization/Approval for Excess Accompanied Baggage. Excess accompanied baggage may be authorized/ approved by the Secretarial Process under official travel IAW Service regulations. ***The traveler should be financially prepared to pay for excess accompanied baggage while traveling.*** Examples of when excess accompanied baggage transportation may be necessary involving official travel only are:

1. Family size; or

2. A traveler with a disability/special needs (i.e., ambulatory or respiratory aids); or

3. Professional article(s)/materiel required for the performance of official duties at the TDY/next PDS location.

*C. Baggage Cost Payment. See APP G regarding excess accompanied baggage expenses reimbursement.

1. Excess Accompanied Baggage Transportation Charges. Excess accompanied baggage transportation costs may be paid only when authorized/approved under par. U3015-B IAW a Service's policy. Excess accompanied baggage charges that have been authorized before travel occurs may be included in documents for Gov't-procured transportation, or the member may be reimbursed for the charges.

2. Accompanied Baggage Transfer. Itemized necessary accompanied baggage transfer expenses are reimbursable except when the member is receiving TDY mileage or MALT.

3. Accompanied Baggage Checking and Handling. Itemized accompanied baggage checking expenses are reimbursable except when the member is receiving TDY mileage or MALT. See APP G for accompanied baggage handling tip reimbursement.

4. Excess Accompanied Baggage Reimbursement. Excess accompanied baggage charges/fees reimbursement may be authorized prior to or approved after the completed official travel IAW Service regulations.

D. Return of Accompanied Baggage that Was Part of a Troop Movement to the Member. When a member's accompanied baggage is shipped as part of a troop movement but the member's name is later deleted from the movement authorization/order, an expedited transportation mode may be used to return or forward the accompanied baggage to the member. This expedited transportation must be authorized/approved IAW Service regulations.

SECTION 1: GENERAL

U3100 GENERAL

A. Transportation Policy

1. General. ***It is Gov't policy that economy-class (less than first/business-class) accommodations are to be used for all passenger transportation modes.*** See pars. U3125, U3130, and U3135 for exceptions.

2. Prudence. Each member must and each dependent should exercise the same care in incurring expenses paid by Gov't funds as a prudent person would when traveling on personal business at personal expense.

3. GSA City-Pair Program/Airfares. See APP P. ***Contract city-pair program regulations are found in DOD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at: http://www.transcom.mil/j5/pt/dtr.cfm***.

4. Official Travel. Transportation procured and/or paid for by the Gov't may be used only for that portion of a trip properly chargeable to the Gov't. Any additional expense is the traveler's financial responsibility.

5. Usual Routing. The AO must justify travel other than by a usually traveled route. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility.

6. Time. All time not justifiable as official travel time must be accounted for IAW appropriate personnel-related regulations.

7. Accommodations. Common carrier accommodations, applicable to all official travel, are addressed specifically in pars. U3125 (Commercial Air Transportation), U3130 (Commercial Ship Transportation), and U3135 (Train Transportation). See par. U2000-A2c for medical reasons/justification for premium-class accommodations.

8. Foreign Flag Reimbursement. ***Travelers may not be reimbursed for travel at personal expense on foreign flag vessels/aircraft, except as specified in par. U3125-C or U3130-F.***

9. Dependents' Seating. Each dependent is allowed a seat.

10. Interlining. If a traveler must change airlines to get to a destination, and one (or both) airlines do not interline baggage (i.e., automatically transfer baggage between airlines), then the traveler is not required to use that airline, even if less expensive. ***NOTE 1: This does not apply to Air Mobility Command Patriot Express (Category B) flights nor does it permit 'Fly America' Act violation. NOTE 2: In the absence of 'interlining', the traveler must go to the baggage area, pick up the luggage, then go back to the terminal, stand in line, recheck through security, etc. This seriously inconveniences the traveler and could lead to missed flight connections and mission delay/failure.***

B. TDY Travel Involving Non-PDS Location(s). A member on a TDY authorization/order is authorized travel/ transportation allowances NTE the actual transportation cost for the transportation mode authorized and used NTE the constructed transportation cost between the member's PDS and TDY location. When TDY travel is to/from a ***non-PDS*** location:

1. The member is responsible for all excess travel/transportation costs; and

2. Constructed costs for each trip leg must be based on the non-capacity-controlled city-pair airfare, if available (not the capacity-controlled city-pair if both airfares are available).

NOTE: See par. U4105-F for TDY travel/transportation allowances when a TDY authorization/order is received while a member is on official leave.

U3105 COMMON CARRIER TRANSPORTATION PROCUREMENT

See DOD 4500.9-R, (DTR), Part I for Defense Transportation Regulation (DTR) Passenger Movement. For policy and FAQs regarding the City-Pair Program see APP P.

U3110 PERSONALLY-PROCURED COMMON CARRIER TDY TRANSPORTATION REIMBURSEMENT

***NOTE 1*: Throughout par. U3110, users must remember that it is MANDATORY DOD and NOAA Corps policy to use CTOs for all official travel transportation requirements. The payment options provided below should in no way be interpreted to suggest that use of other than the CTO/TMC is authorized or encouraged. The payment options are provided for situations when the CTO/TMC cannot be used. Par. U1055 applies to those who violate policy.**

****NOTE 2*: The cost paid by the Gov't for Gov't/Gov't-procured transportation, in house or CTO/TMC transportation, frequently includes a transaction fee for arranging the transportation. A CTO/TMC transaction fee incurred by a member is reimbursable under APP G. When a CTO/TMC is not available to the member, the transaction fee incurred by the member for arranging transportation through other than a CTO/TMC is reimbursable under APP G.**

A. General. Except for PCS transoceanic travel (see par. U5108-A), when a specific transportation mode is directed, a member, who must procure transportation without benefit of using a CTO/TMC, may be reimbursed for personally procured transportation NTE the directed mode cost. Otherwise, the member is authorized transportation cost reimbursement in pars. U3110-B, U3110-C, U3110-D, U3110-E and U3110-F. Reimbursement may not be more than the accommodations cost in pars. U3125, U3130 and U3135. See Chapter 3, Part D when the transportation is partly by POC. If a member uses Gov't-procured transportation for part of a journey (see par. U3010), the limits in pars. U3110-B and U3110-C must be reduced by its cost. ***NOTE*: This policy does not apply to pars. U5108-A, U7200-C1a, U7205-A, U7206, U7400, U7401, U7450-A, U7451, U7500 and U7551, items 3 and 4.**

B. Gov't/Gov't-contracted Transportation/In-house or CTO/TMC Is Available. When Gov't/ Gov't-contracted transportation/in-house or CTO/TMC (see APP A for definition) services are available and the traveler procures common carrier transportation (including sleeping accommodations) at personal expense under a travel authorization/order, the traveler may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used NTE the constructed transportation cost between authorized points. For air transportation, constructed costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. If a city-pair airfare is not available between origin and destination (e.g., There is often no city-pair airfare connecting origin and destination. Several policy airfares (see APP A) (between several origins/destinations) must be combined to accomplish the travel from required origin to required destination. Even if all airfares being combined are city-pair airfares, the combined airfares that eventually get the traveler from required origin to required destination does not constitute a city-pair airfare.), the constructed transportation cost is limited by the policy-constructed airfare (with the par. U3125-B1f exception). YCA city-pair airfare transportation is presumed available if there is a city-pair airfare established between the origin and destination points (as opposed to combining airfares, city-pair or otherwise between origin and destination).

C. Gov't/Gov't-contracted Transportation/In-house or CTO/TMC Is Not Available. When Gov't/Gov't-contracted transportation/in-house or CTO/TMC (see APP A for definition) service is not available and the traveler procures common carrier transportation at personal expense, the traveler may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used NTE the constructed commercial transportation cost between authorized points. ***NOTE*: CTO/TMC service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO/TMC service available should the same situation arise again.**

D. Transoceanic Travel - Gov't/Gov't-procured Transportation Is Available. When travel by Gov't/Gov't-procured transportation is authorized ***(except member PCS transoceanic travel - see par. U5108-A)*** and transoceanic travel is performed by common carrier at personal expense, the traveler is authorized reimbursement for the transportation

NTE the amount that would have been paid for the available Gov't/ Gov't-procured transportation. If both Gov't and Gov't-procured transportation are available, the lower priced mode is the maximum reimbursement measure. When Gov't/Gov't-procured transportation is not available, the traveler is authorized reimbursement for the transportation (see par. U3120 regarding mandatory CTO/TMC use) cost NTE the policy-constructed airfare (see APP A) available over the direct route between the origin and destination. If air travel is medically inadvisable, see par. U3130.

E. Transoceanic Ferry Fares. When a traveler on TDY travels at personal expense aboard a transoceanic ferry that has been authorized/approved as advantageous to the Gov't, reimbursement is authorized for the cost incurred, including any part attributed to movement of a POC (55 Comp. Gen. 1072 (1976)). For transoceanic ferries of foreign registry, see par. U3130-F.

F. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus and streetcar fares) incurred in the performance of duty is allowable as authorized in Part E.

U3120 ARRANGING OFFICIAL TRAVEL

A. CTO/TMC Use

1. Mandatory Policy. ***It is DOD mandatory policy that a DOD Uniformed Service member use an available CTO/TMC to arrange official travel, including transportation and rental cars, except when authorized IAW par. U3110. Commands must not permit a CTO/TMC to issue premium-class tickets purchased at Gov't expense without prior proper authorization.***

2. Service Regulations. See Service regulations for CTO/TMC use information.

3. Failure to Follow Regulations

a. Commands/units are expected to take appropriate disciplinary action when a member and/or an AO fails to follow the regulations concerning CTO/TMC use. See par. U1055.

b. Disciplinary action should be for ***willful*** violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate means. Action must ***not*** be through refusal to reimburse. See par. U3120-A4 below for the exceptions when reimbursement is ***not*** allowed.

4. Reimbursement Not Allowed. ***Reimbursement is not allowed when the member does not follow the regulations for foreign flag carriers (see par. U3125-C5) and directed transoceanic transportation. See pars. U3110-A NOTE, and U5108-A.***

B. Requirements

1. When making travel arrangements, travelers should use the following:

a. A CTO/TMC (see APP A), or

b. In-house travel offices, or

2. All travel arrangements must be made IAW:

a. DODD 4500.9 (Transportation and Traffic Management) at ***http://www.dtic.mil/whs/directives/corres/html/45009.htm;***

b. DODI 4500.42 (DOD Passenger Transportation Reservation and Ticketing Services) at ***http://www.dtic.mil/whs/directives/corres/html/450042.htm***; and

c. Service regulations that supplement the DODD and the DODI.

C. Non-U.S.-certificated Ship or Aircraft Transportation. Transportation on a non-U.S.-certificated ship or aircraft must ***not*** be authorized/approved unless the par. U3125-C or U3130-F conditions are met.

D. Transportation Reimbursement

1. CTO/TMC Available. When a CTO/TMC is available but not used by the traveler, reimbursement for the transportation cost is limited to the amount the Gov't would have paid if the arrangements had been made directly through a CTO/TMC.

2. CTO/TMC ***Not*** Available. When the AO certifies that a CTO/TMC was/is not available to arrange the required official transportation, reimbursement is for the authorized/approved transportation actual cost NTE the policy-constructed airfare (see APP A) airfare that meets mission requirements.

****NOTE 1: CTO/TMC service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO/TMC service available should the same situation arise again. When a CTO/TMC is not available to the member, the transaction fee incurred by the member for arranging transportation by other than a CTO/TMC is reimbursable under APP G.***

****NOTE 2: The cost paid by the Gov't for Gov't/Gov't-procured transportation, in house or CTO/TMC transportation, frequently includes a transaction fee for arranging the transportation. A CTO/TMC transaction fee incurred by a member is reimbursable under APP G. When an available CTO/TMC is not used and no transaction fee is included in the Gov't/Gov't-procured transportation, the transaction fee for personally procured transportation from other than a CTO/TMC may be reimbursed as long as the total reimbursable amount for the transaction fee and transportation cost does not exceed the Gov't/Gov't procured transportation cost.***

NOTE 3: DODFMR 7000.14-R, Volume 9, Chapter 3, par. 030607 (available at: http://www.dod.mil/comptroller/fmr/09/09_03.pdf) indicates the purposes for which a DOD GTCC may be used. Charging for personal travel expenses is GTCC misuse. A DOD traveler who misuses the GTCC is subject to administrative or disciplinary action. To prevent misuse of the IBA GTCC and city-pair airfares for leisure travel, a copy of the relevant travel authorization/order must be provided to the CTO before the final ticketing. Electronic DTS generated authorizations, available on line for viewing or reproducing, suffice to meet this requirement and preclude the necessity of the authorization being physically provided. A CTO may issue tickets for official travel authorized by proper oral, letter, or message authority if travel must begin or is performed before a written travel authorization/order is issued; however, the official who directed the travel is responsible for providing a confirmatory travel authorization/order to the CTO as soon as possible.

U3122 UNUSED GOV'T-PROCURED TRANSPORTATION DOCUMENTS AND TICKETS

A. General. A member who returns unused Gov't-procured transportation documents, complete tickets, or unused portions of tickets obtained on these documents is authorized travel and transportation allowances under Ch 3 and Chs 4 and 5 if otherwise authorized.

B. Cost to the Gov't Involved. When cost to the Gov't is involved, the cost for any sleeping or parlor car accommodations furnished and used, and/or the cost of shipping baggage on tickets without the passenger must be deducted from the amount otherwise payable to the member in par. U3122-A for the travel involved.

SECTION 2: COMMERCIAL AIR TRANSPORTATION

U3125 COMMERCIAL AIR TRANSPORTATION

A. General. Transportation by common carrier air is generally the most cost efficient and expeditious way to travel. ***Arrangement of official transportation through an available CTO is mandatory.*** See par. U3110 for reimbursement for personally procured transportation (whether properly or improperly personally arranged) in lieu of using Gov't or Gov't-procured transportation under this Part. ***NOTE: Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

B. Service Class

1. General. Gov't policy is that:

a. A member and/or dependents must be provided economy/coach-class airline accommodations for all official business travel (including PCS, TDY, COT leave, emergency leave, R&R, FEML, flights over 14 hours, personnel evacuation) unless proper documentation/justification is provided (ordinarily before travel, see par. U2000-A2a) and substantiated to justify premium-class transportation.

b. Each commands, member, and/or dependent should determine travel requirements in sufficient time to reserve economy/coach-class accommodations.

c. First-class accommodations may be used at Gov't expense only as permitted in par. U3125-B3.

d. Business-class accommodations may be used at Gov't expense only as permitted in par. U3125-B4.

e. See par. U2000-A2a regarding authorizing premium-class transportation before or after travel.

f. If an airline flight has only two classes of service (i.e., two 'cabins'), with two distinctly different seating types (i.e., girth and pitch) available and the front cabin is termed business-class by the airline and the tickets are fare-coded as business-class, then the front cabin is business-class. If an airline flight has only two cabins but equips both cabins with one type of seating (i.e., seating girth and pitch are the same), codes the airfares in the front of the airplane as full-fare economy-class, and only restricted economy fares are available in the 'economy' cabin, the entire aircraft is economy seating. In this second situation, qualifying for premium-class travel is not required to purchase a non-restricted economy-fare seat in the front of the aircraft as the entire aircraft is 'economy'.

g. Less than minimum standards may be authorized as permitted in par. U3100.

NOTE 1: Commands must not permit CTOs to issue travelers premium-class tickets without prior proper authorization.

NOTE 2: Specific justification and the paragraph reference number detailed to the "specific" reason for travel must be placed on a travel authorization/order (see par. U2000-A2a) for premium-class travel (e.g., JFTR, par. U3125-B4c (followed by details) (representative of first-class travel); JFTR, par. U3125-B3b (followed by details) (representative of business-class). (See APP A, BLANKET TRAVEL AUTHORIZATION/ORDER for an exception concerning a Blanket Travel Authorization/Order that requires individual amendments for each trip requiring premium-class transportation to be provided.)

2. Officials Who May Authorize/Approve Premium-class Air Accommodations Use

a. First-class. The officials listed below may authorize/approve first-class air accommodations use by a member and dependents if any criteria in par. U3125-B3 are met. (DODD 4500.9, par. 3.4.3.1, USD memo of 17 November 2003 for a DOD member).

(1) Office of the Secretary of Defense and Defense Agencies: Director, Administration and Management, with no further delegation.

(2) Military Departments: The Secretaries of the Military Departments. Approval authority may be re-delegated to Under Secretaries, Service Chiefs or their Vice and/or Deputy Chiefs of Staff, and four-star major commanders or their three-star vice and/or deputy commanders, and no further.

(3) Joint Staff and Combatant Commands: Director, Joint Staff, or as delegated. Re-delegation may be no lower than to the three-star major commanders.

(4) The Secretary of Health and Human Services (for Public Health Service officers).

(5) The Director, NOAA Corps (for NOAA Corps officers).

(6) The Coast Guard Commandant or Vice-Commandant (for a Coast Guard member).

b. Business-class. In addition to the officials with authority to authorize/approve first-class air accommodations as detailed in par. U3125-B2a, only flag officers at the two-star level or their civilian equivalents, to whom authority has been delegated by the first-class authorizing/approving authority, may authorize/approve business-class transportation. ***Delegation of authority for business-class travel below the two-star flag officer or civilian equivalent level is prohibited.*** Business-class authorization/approval authorities must obtain authorization/approval for their own business-class travel from the next higher approval authority. See par. U2000-A2b.

c. Premium Class Authorization/Approval Authorities

	First Class (DODD 4500.9)	**Business Class**
OSD and Defense Agencies	Director, Administration and Management with no further delegation	Same, except may be delegated no lower than to three-star or civilian equivalent level.
Joint Staff and Combatant Commands	Director Joint Staff or as delegated	Same, except may be delegated to two star or civilian equivalent level.
Military Departments	Secretary may re-delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, and four-star major commanders or their three-star deputy/vice commanders and no further.	Same, except may be delegated to two star or civilian equivalent level.

3. First-class Air Accommodations Use. (OMB Bulletin 93-11, 19 April 1993) Only the officials listed in par. U3125-B2a may authorize/approve first-class air accommodations use when: (See APP H, Part II, Section C, for a first-class decision support tool.)

a. Lower class accommodations are not reasonably available. "Reasonably available" means that accommodations, other than first-class, are available on an airline scheduled to leave within 24 hours of the member's proposed departure time, and scheduled to arrive within 24 hours before the member's proposed arrival time. "Reasonably available" does not include a scheduled arrival time later than the member's required reporting time at a duty site, or a scheduled departure time earlier than the time the member is scheduled to complete duty. When par. U3125-B3a is used to justify premium-class accommodations, the AO must cause the travel authorization/order to be clearly annotated as to when the TDY travel was identified, when travel reservations were made, and the cost difference between coach-class and first-class accommodations. "Not reasonably available" does not apply during official travel involving PCS, COT leave, emergency leave, R&R, FEML, or personnel evacuation and flights over 14 hours in duration, since arrival time/ reporting time in these cases is not mission critical.

b. See Par. U2000-A2c for Medical Reasons. First-class may be considered for use when and if business-class transportation is not available.

c. Exceptional security circumstances require such travel. Examples are:

(1) A member whose use of other than first-class accommodations would entail danger to the member's life or Gov't property.

(2) Agents of protective details accompanying individuals authorized to use first-class accommodations.

(3) Couriers and control officers accompanying controlled pouches or packages and business-class accommodations are not available.

d. When required by the mission. This criterion is exclusively for use ICW Federal advisory committees, special high-level invited guests, and U.S. armed forces attachés accompanying ministers of foreign Gov't's traveling to the United States to consult with U.S. Federal Gov't officials (***not applicable to NOAA***). For DOD, the approval authority is the Director, Administration and Management, Office of the Secretary of Defense, or as delegated by the Director. Business-class should be used if available.

e. Regularly Scheduled Flights. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations.

f. Non-Federal Source. When a non-Federal source makes full payment for the transportation services in advance of travel (see the Joint Ethics Regulation (JER), DOD 5500.7-R, at ***http://www.dtic.mil/whs/directives/corres/html/55007r.htm,*** or ***http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html***, or Service regulations for the non-DOD Services.) One of the preceding criteria also must be met (see par. U3125-B3a, U3125-B3b, U3125-B3c, U3125-B3d, or U3125-B3e. The travel authorization/order must state that transportation services have been paid in advance by a non-federal source.

g. Congressional travel. Travel of an armed forces member accompanying a Member of Congress or a congressional employee on official travel under the authority in 31 USC §1108(g). See Ch 7, Part U.

4. Business-class Accommodations Use. (Only the officials listed in par. U3125-B2b may authorize/approve business-class accommodations.) Use of business-class accommodations must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. Business-class authorizing/approving officials (see par. U3125-B2b) must consider each request for business-class airline service individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. See par. U4325 about scheduling travel and ***NOTE 1*** in par. U4326 on rest periods. See par. U2000-A2. See APP H, Part III, Section C, for business-class decision support tool. Business-class accommodations may be authorized/approved when:

a. Space is not available in economy/coach-class accommodations on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission, a purpose/mission that is so urgent it cannot be postponed. When "space is not available in economy/coach-class" is used to justify premium class accommodations, the business-class authorizing/approving official must require that the travel authorization/order be clearly annotated as to when the TDY travel was identified, when travel reservations were made and the cost difference between economy/coach and business class. (***Business-class accommodations may not be provided for official travel for PCS, COT leave, emergency leave, R&R, FEML, and personnel evacuations.***) When TDY travel in business-class accommodations is authorized/ approved because the mission is "so urgent it cannot be postponed," business-class accommodations may only be authorized to the TDY site. Economy/coach accommodations are to be used for the return flight if the return flight is not critical and the member can rest before reporting back to work. Each TDY

authorization/order on which return transportation in premium-class accommodations is not required must require economy/coach class accommodations use for the return flight. See par. U2000-A2d.

b. See par. U2000-A2c for medical reasons.

c. Exceptional security circumstances require such travel. Examples are:

(1) A member whose use of other than business-class accommodations would entail danger to the member's life or Gov't property.

(2) Agents of protective details accompanying individuals authorized to use business-class accommodations.

(3) Couriers and control officers accompanying controlled pouches or packages.

d. When required by the mission, this criterion is exclusively for use ICW Federal advisory committees, special high-level invited guests, and U.S. armed forces attachés accompanying ministers of foreign Gov't's traveling to the United States to consult with Federal Gov't officials (***not applicable to NOAA***). The approval authority is the Director, Administration and Management, Office of the Secretary of Defense, or as delegated by the Director.

e. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only business-class accommodations.

f. When a non-Federal source makes full payment for the transportation services in advance of travel (see the Joint Ethics Regulation (JER), DOD 5500.7-R, at ***http://www.dtic.mil/whs/directives/corres/html/55007r.htm, http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html,*** or Service regulations for the non-DOD Services.) The travel authorization/order must state that transportation services have been paid in advance by a non-federal source.

g. Economy/coach-class accommodations on non-U.S.-certificated carriers do not provide adequate sanitation or meet health standards and non-U.S.-certificated carrier service use is authorized/approved IAW the Fly America Act. See par. U3125-C for rules governing U.S.-certificated carrier use.

h. Business-class accommodations use would result in an overall savings to the Gov't based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting economy/coach-class accommodations. An actual cost-comparison must be made and the details made part of the travel authorization/order.

i. TDY travel is between authorized origin and destination points (at least one of which is OCONUS), the scheduled flight time (including non-overnight airport stopovers and plane changes) is in excess of 14 hours, ***and the TDY purpose/mission is so unexpected and urgent it cannot be delayed or postponed, and a rest period cannot be scheduled en route or at the TDY site before starting work***. ***See <u>NOTE 2</u> below.***

<u>NOTE 1</u>: The "length of flight (14, 20, 30, 40 hours)" in and of itself is not sufficient justification to authorize premium class accommodations. The justification must be that the TDY mission was so unexpected that traveler was unable to schedule a flight arriving the day prior to allow rest before starting work or a layover en route to allow rest before traveling on to the destination to begin work. When using length of flight to justify business-class accommodations, the business-class authorizing/ approving official must cause the travel authorization/order to be clearly annotated as to when the TDY travel was identified, when travel reservations were made, and the cost difference between economy/ coach-class and business-class accommodations.

<u>NOTE 2</u>: The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify business-class accommodations for PCS, COT Leave, Emergency Leave, R&R, FEML, personnel

evacuation, or any other transportation.

NOTE 3:

(1) The member or dependent is not eligible for business-class accommodations at Gov't expense, if:

(a) A 'stopover' en route (regardless of who pays the expenses during the 'stopover') is an overnight stay,

(b) A rest stop en route is authorized, or

(c) An overnight rest period occurs at the TDY location before beginning work.

(2) Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non-overnight time spent at airports during plane changes.

(3) On TDY travel, the 14-hour rule (in par. U3125-B4i above) only applies en route to the TDY site. Less than business-class (e.g., economy/coach) accommodations are to be used for the return flight if the return flight is not critical and the member can rest before reporting back to work.

(4) When use of business-class accommodations is authorized/approved, use of available business-class airfares provided under the Contract City Pair Program is mandatory.

j. Congressional travel. Travel of an armed forces member accompanying a Member of Congress or a congressional employee on official travel under the authority in 31 USC §1108(g). See Ch 7, Part U.

k. Required by Another Country's Gov't Regulations, MOU/MOA/SOFA. Travel of personnel employed by a another country's Gov't if required by that country's regulations, a memorandum of understanding (MOU), a memorandum of agreement (MOA), and/or a status of forces agreement (SOFA) when travel is done in the U.S. Gov't's interest.

5. Documentation Requirements. (See APP H for document requirements/procedures.)

a. Authorization/Order. See par. U2000-A2a.

b. Travel Certification. The member must certify, on the travel authorization/order, or by travel authorization/order attachment, the reason(s) for the use of premium-class airline accommodations. ***Circumstances justifying use of premium-class transportation accommodations are limited to those listed in pars. U3125-B3 and U3125-B4*).** Specific authorization/approval, including which specific condition(s) was met, and the cost difference between the premium- and economy/coach-class, must be attached to, or stated on, the travel authorization/order and kept as part of the record. When regularly scheduled flights between the authorized origin and destination (including connection) points provide only premium-class accommodations, the member must certify these circumstances on a travel authorization/order attachment. In the absence of specific authorization/approval from an authority designated in par. U3125-B2, the member is personally financially responsible for all additional costs resulting from premium-class airline accommodations use. Additional costs are the difference between the premium-class cost of transportation used and the transportation class for which the member or dependent was eligible.

C. U.S.-certificated Air Carrier Use

NOTE 1: Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by non-U.S.-certificated air carriers between two places in foreign areas even if U.S.-certificated air carriers are available. This authority does not apply to a Uniformed Service member (Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), DOD civilian employee, or their

dependents. A Uniformed Service member, DOD civilian employee, and dependents are required to use available U.S.-certificated carriers for all commercial air transportation as indicated in par. U3125.

NOTE 2: The 'Fly America Act' does not mandate travel across the CONUS when traveling between two OCONUS locations (e.g., Travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS. When it is determined that a U.S.-certificated air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a non-U.S.-certificated air carrier may be authorized/approved (adopted from GSBCA 16632-RELO, 15 July 2005)).

1. Requirements. Available U.S.-certificated air carriers must be used for all commercial air transportation of persons/property when the U.S. Gov't funds the air travel (49 USC §40118 and B-138942, 31 March 1981). Except as provided in par. U3125-C3, U.S.-certificated air carrier service is available if the:

a. Carrier performs the required commercial air transportation, and

b. Service accomplishes the mission, even though:

(1) A comparable/different kind of service by a non-U.S.-certificated air carrier costs less,

(2) Non-U.S.-certificated air carrier service is preferred by the service/traveler,

(3) Non-U.S.-certificated air carrier service is more convenient for the service/traveler, or

(4) The only U.S.-certificated air carrier service available between points in the CONUS (or non-foreign OCONUS location) and foreign OCONUS points (49 USC §40102) requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non-work period not to exceed 24 hours may be authorized/approved, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen. 629 (1977)).

NOTE: When using code share flights involving U.S.-certificated air carriers and non-U.S.-certificated air carriers, the U.S.-certificated air carrier flight number must be used on the ticket to qualify as a U.S-certificated air carrier. If the non-U.S.--certificated air carrier flight number is used on the ticket, the ticket is on a non-U.S.--certificated air carrier and a non-availability of U.S.-certificated air carrier document is needed.

2. Exceptions. When one of the following exceptions exists, U.S.-certificated air carrier service is not available.

a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Gov't and the another country's Gov't are parties, and which the Department of Transportation has determined meets the Fly America Act requirements.

b. No U.S.-certificated air carrier provides service on a particular route leg, in which case non-U.S-certificated air carrier service may be used, but only to or from the ***nearest*** interchange point on a usually traveled route to connect with U.S.-certificated air carrier service.

c. A U.S.-certificated air carrier involuntarily reroutes a traveler's travel on a non-U.S.-certificated air carrier; (if the traveler is given a choice as to substitute service, a U.S.-certificated air carrier should be selected if it does not unduly delay the travel) (59 Comp. Gen. 223 (1980)).

d. Non-U.S.-certificated air carrier service would be three hours or less, and U.S.-certificated air carrier use would at least double en route travel time.

e. Air transportation on a non-U.S.-certificated air carrier is paid in full directly, or later reimbursed, by a another country's Gov't (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash

or repayable foreign military finance credits), an international agency or other organization. (B-138942, 31 March 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: See Security Assistance Management Manual, DOD 5105.38-M, Chapter 4, par. C4.5.12, when travel is on Security Assistance Business.***

f. If a U.S.-certificated air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S.-certificated air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 or more hours.

g. If a U.S.-certificated air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, U.S.-certificated air carrier must be used on every route portion in which it provides service unless, when compared to using a non-U.S.-certificated air carrier, such use would:

(1) Increase the number of foreign OCONUS location aircraft changes made by 2 or more; or

(2) Extend travel time by at least 6 hours or more; or

(3) Require a connecting time of 4 hours or more at a foreign OCONUS interchange point.

h. The AO determines that a U.S.-certificated air carrier cannot provide the needed air transportation, or cannot accomplish the mission.

i. Non-U.S.-certificated air carrier use is necessary for medical reasons, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).

j. Non-U.S.-certificated air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats). ***NOTE: Approval based on an unreasonable safety risk must be in writing on a case-by-case basis. Determination and authorization/approval of non-U.S.-certificated air carrier use based on a threat against a U.S.-certificated air carrier must be supported by a travel advisory notice issued by the Federal Aviation Administration and the Department of State. Determination and authorization/ approval of non-U.S.-certificated air carrier use based on a threat against Gov't employees or other travelers must be supported by threat(s) evidence that forms the determination basis and authorization/approval.***

k. Only first class accommodations can be furnished by a U.S.-certificated air carrier but less than first-class accommodations are available on a non-U.S.-certificated air carrier (60 Comp. Gen. 34 (1980)).

l. The total delay, including delay in initiation of travel from a TDY point, in en route travel and additional time at the TDY station before the traveler can proceed with assigned duties, involves more than 48 hours per diem costs in excess of per diem that would be incurred if non-U.S.-certificated service was used (56 Comp. Gen. 216 (1977)).

m. The only U.S.-certificated air carrier service between foreign OCONUS points requires boarding/ leaving the carrier between the hours of midnight and 6 a.m., or travel spanning those hours, and a non-U.S.-certificated carrier is available that does not require travel at those hours (the traveler may travel by non-U.S.-certificated carrier to the nearest practicable interchange point on a usually traveled route to connect with a U.S.-certificated air carrier) (56 Comp. Gen. 629 (1977)).

n. The traveler's transportation is paid for in full by a non-Federal source IAW the Joint Ethics Regulation (JER), DOD 5500.7-R, at ***http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html*** or service regulations for non-DOD Services.

3. Non-availability Documentation. When the AO determines U.S.-certificated air carriers are unavailable, commercial air transportation on a non-U.S.-certificated air carrier may be authorized/approved. Documentation explaining why U.S.-certificated air carrier service is not available must be provided to the traveler. Endorsements on the travel authorization/order and/or Gov't travel procurement document, made IAW Service regulations, are acceptable. The documentation should include the name of traveler, non-U.S. flag

ship(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing/approving official's title, organization and signature.

4. Air Travel Schedule Selection

a. General. Schedules maximizing U.S.-certificated air carrier use must be selected. Schedule selection is made using the following guidelines when:

(1) U.S.-certificated air carrier service is available at the origin, schedules providing service by a usually traveled route, between origin and destination, and originating with a U.S.-certificated air carrier must be used;

(2) U.S.-certificated air carrier service is not available at origin or an interchange point, non-U.S.-certificated air carrier service should be used only from origin to the nearest practicable interchange point on a usually traveled route, between origin and destination, to connect with a U.S.-certificated air carrier;

(3) Schedule selection leaves the traveler at a location from which there is no choice but to use non-U.S.-certificated air service between the CONUS (or non-foreign OCONUS) location, and a foreign OCONUS location, the travel should be rerouted so that available U.S.-certificated air carriers are used.

b. Selecting a Schedule. The following example applies par. U3125-C4a when selecting a schedule.

EXAMPLE

Assuming there are no constraints on the departure or arrival time, a traveler requiring transportation between Ankara, Turkey, and Stuttgart, Germany, can accomplish required travel by any of the four schedules shown (schedules are for illustrative purposes only and do not reflect actual airline schedules):

Schedule I

Monday/Tuesday/Thursday/Saturday/Sunday

	City	Time	Air Carrier
Leave:	Ankara	0830	Non-U.S.
Arrive:	Frankfurt	1210	
Leave:	Frankfurt	1325	Non-U.S.
Arrive:	Stuttgart	1410	

Schedule II

Wednesday/Friday/Saturday

	City	Time	Air Carrier
Leave:	Ankara	0800	U.S.
Arrive:	Rome	1100	
Leave:	Rome	1650	Non-U.S.
Arrive:	Stuttgart	1940	

Schedule III

Wednesday/Friday/Saturday

	City	Time	Air Carrier
Leave:	Ankara	0800	U.S.
Arrive:	Istanbul	0855	
Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Non-U.S.

Arrive:	Stuttgart	1730/2200

Schedule IV

Daily (except Saturday)

	City	Time	Air Carrier
Leave:	Ankara	1130	Non-U.S.
Arrive:	Istanbul	1220	
Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Non-U.S.
Arrive:	Stuttgart	1730/2200	

Using par. U3125-C4a, the example schedule choice is limited to schedules II and III, because service is provided by a usually traveled route and originates with U.S.-certificated air carrier service. Schedule III provides U.S.-certificated air service from Ankara via Istanbul to Frankfurt, while U.S.-certificated air service is available under schedule II between Ankara and Rome. Schedule III should be selected because it uses U.S.-certificated air service to the farthest practical interchange point on a usually traveled route. If the schedules in this example were limited to those shown in schedules I and IV, schedule IV would be selected since it clearly involves more travel by U.S.-certificated air carriers than does schedule I. See 55 Comp. Gen. 1230 (1976).

5. Reimbursement. There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved non-U.S.-certificated air carrier service is used. ***If U.S.-certificated air carrier service is available for an entire trip and the traveler uses a non-U.S.-certificated air carrier for any part, or all, of the trip, the transportation cost on the non-U.S.-certificated air carrier is not payable (41 CFR §301-10.143).***

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SECTION 3: COMMERCIAL SHIP TRANSPORTATION

U3130 COMMERCIAL SHIP TRANSPORTATION

A. General. Commercial transoceanic ship transportation may be directed only for operational reasons and may be authorized/approved only as prescribed in par. U3130-B. A member and/or dependents travel by car ferry IAW par. U5116-C3. Without authorization/approval, reimbursement for transoceanic ship transportation is based on constructed air transportation costs.

B. Commercial Ship Use Authorization. Commercial ship use may be authorized/approved by the AO when the travel can be:

1. Completed only by ship.

2. Performed more economically or efficiently by ship.

NOTE: See. par. U2000-A2c for medical reasons.

C. Ship Accommodations. A member and/or dependents authorized to travel by ship at Gov't expense must use the least costly room accommodations. More costly room accommodations at Gov't expense must be authorized/ approved IAW par. U3130-D for reimbursement to be paid for the more expensive accommodations. Rooms aboard ship are normally sold based on double occupancy and there is a rate per person. A person traveling alone is normally charged 1.5 times the per person rate when not sharing the room.

D. Authorization/Approval for More Costly Ship Accommodations Use at Gov't Expense. ***NOTE: See par. U2000-A2b.***

1. Authorization/Approval. Use of more costly accommodations, under the circumstances specified in par. U3130-E, may be authorized/approved IAW par. U3125-B2.

2. Requirements. Authorization for more costly ship accommodations use at Gov't expense should be received in advance of the travel unless extenuating circumstances or emergency situations make advance authorization impossible. In these cases, the member must request written approval from the appropriate authority at the earliest possible time. See par. U2000-A2a.

E. More Costly Ship Accommodations Use. (OMB Bulletin 93-11, 19 April 1993) (See APP H, Part II, Section C for requirements/procedures.) More costly accommodations at Gov't expense may be authorized/ approved only when:

1. Less costly accommodations are not available.

2. Medical reasons require the more costly accommodations. See par. U2000-A2c.

3. There are exceptional security requirements. Examples are:

a. A member or dependent whose use of less costly accommodations would entail danger to the member's or dependent's life or Gov't property.

b. Protective detail agent accompanying an individual authorized to use more costly accommodations.

c. A courier and/or control officer accompanying a controlled pouch or package and adequate lower cost accommodations are not available.

F. Use of Ships of U.S. Registry

1. General. Ships of U.S. registry must be used except as provided in pars. U3130-F2 and U3130-F3 (46 USC

§1241 (a)). This applies to all official travel and accompanied baggage transportation without regard to the source of funds used to pay (57 Comp. Gen. 546 (1978)). When ship transportation is authorized/approved and a ship of U.S. registry cannot provide the transportation service required, transportation may be obtained aboard a foreign-registered ship (B-190575, 1 May 1978).

2. Ship of U.S. Registry Use Impracticable. When use of a ship of U.S. registry would seriously interfere with/prevent the performance of official business, the AO official may authorize/ approve foreign-registered ship use. Documentation required by par. U3125-C4 explaining why use of a ship of U.S. registry is impracticable must be provided to the traveler to justify transportation reimbursement. An authorization/order endorsement is acceptable.

3. Ship of U.S. Registry Unavailable. When a ship of U.S. registry is not available, the transportation/other appropriate officer may authorize/approve foreign-registered ship use. Documentation required by par. U3125-C3 is used explaining why a ship of U.S. registry is unavailable, and must be provided to the traveler to justify transportation reimbursement. An authorization/order endorsement is acceptable.

4. Determination Required. The authorizations/approvals referred to in pars. U3130-F2 and U3130-F3 must not be based on inconvenience in securing transportation on a ship of U.S. registry, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons.

SECTION 4: TRAIN TRANSPORTATION

U3135 TRAIN TRANSPORTATION

A. Policy. The Gov't purchases and furnishes to official travelers, who travel by train, reserved coach-class accommodations except as noted in par. U3135. When adequate reserved coach-class accommodations are available, an AO must require those accommodations be provided. For overnight travel, a member must be provided slumber coach sleeping accommodations, or the lowest class of sleeping accommodations available on a train that does not offer slumber coach accommodations.

B. Train Class Accommodations

1. Coach-class. The basic class of accommodations offered by a rail carrier to passengers that includes a level of service available to all passengers regardless of the fare paid. Coach-class includes reserved coach accommodations as well as slumber coach accommodations when overnight train travel is involved.

2. Slumber coach. Includes slumber coach accommodations on trains offering such accommodations, or the least expensive level of sleeping accommodations available on a train that does not offer slumber coach accommodations.

3. Business-class. A class of service offered on AMTRAK Acela or Metroliner extra fare train service. Includes first-class train accommodations in foreign areas when the only difference between less-than-first-class and first-class is that the first-class accommodations have reserved seating and no other amenities are included in the first-class accommodations (e.g., food, drinks, club service).

4. First-class. Includes bedrooms, roomettes, club service, parlor car accommodations, or other premium accommodations.

C. AO Authorization/Approval. The AO can authorize/approve the following:

1. Coach-class. Any 'standard' economy (lower than premium-class) train fares anywhere in the world. This includes slumber coach when overnight travel is involved.

2. AMTRAK Acela and Metroliner in CONUS. Travel by extra-fare trains in the CONUS may be authorized/ approved by the AO when its use is to the Gov't's advantage or is required for security reasons. The lowest class of service available on any AMTRAK Acela Express or Metroliner train service (including Acela Express) is business-class and is to the Gov't's advantage. No further agency approval is needed except see note for U.S. Coast Guard. However, if the lowest class available is first-class, the AO still must comply with the par. U2000-A2 requirements for a premium-class travel authorization/order. "Coach" class is the lowest available class on Amtrak Regional trains. AMTRAK Acela and Metroliner first class-accommodations may be authorized/approved only as provided in pars. U3135-D and U3135-E.

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

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

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

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

2. Requirements. See par. U2000-A2a.

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

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

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

3. There are exceptional security requirements. Examples are:

a. A member whose coach-class accommodations use would entail danger to the member's life or Gov't property,

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

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

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

PART C: GOV'T CONVEYANCE TRAVEL

U3200 GOV'T CONVEYANCE USE ON TDY

A. Limited to Official Purposes. Use of a Gov't conveyance is limited to official purposes, including transportation to and from (65 Comp. Gen. 253 (1986)):

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

B. Reimbursable Expenses. Reimbursement is authorized for allowable expenses incurred in operating a Gov't conveyance (other than an Aero Club aircraft) on TDY travel between two points which are a separate journey. When Gov't supplies or facilities are not available, examples of allowable expenses are:

1. Gasoline and oil;
2. Parking fees;
3. Repairs;
4. Ferry fares;
5. Bridge, road or tunnel tolls;

*6. Trip insurance for travel in foreign countries. See APP G.

7. Guards; and
8. Storage fees.

C. Allowable Travel Time for Computation of Per Diem or Actual Expenses. When TDY travel is directed and performed by Gov't conveyance, allowable travel time is computed under par. U3005-A.

U3210 AERO CLUB AIRCRAFT USE ON TDY

A. General. The use of Aero Club owned or Gov't loaned aircraft does not take precedence over normal Gov't conveyance. When the use of these aircraft is authorized/approved, reimbursement is limited to the lesser of the actual necessary expenses or the Gov't's cost for commercial transportation. When travel together by two or more travelers in Aero Club aircraft is authorized/approved, reimbursement to the operator (pilot) is the lesser of actual necessary expenses or the total commercial transportation costs to the Gov't for the pilot and accompanying passengers. ***The accompanying passengers receive no payment for transportation in the Aero Club aircraft.*** Necessary expenses incurred include:

1. The hourly fee imposed by the Aero Club,

2. Fuel charges if not reimbursable by the Aero Club, and

3. Landing and tie-down fees (includes hangar in severe weather).

Authorization for travel by Aero Club aircraft must be IAW Service regulations.

B. Allowable Travel Time for Computation of Per Diem or Actual Expenses. When a travel authorization/order does not direct travel by a specific transportation mode and the member travels by Aero Club aircraft, allowable travel time is the actual travel time, including necessary delays, up to the time allowed if commercial transportation had been used.

PART D: PRIVATELY OWNED CONVEYANCE TRAVEL

U3300 TDY BY PRIVATELY OWNED CONVEYANCE (POC)

A. Policy. Uniformed Service policy is to authorize/approve (as distinguished from permit) POC travel if acceptable to the member and to the Gov't's advantage, based on the facts in each case.

B. Authorization/Approval. The AO should authorize/approve POC travel only if it is to the Gov't's advantage when compared to travel by Gov't conveyance or commercial carrier, and not solely for member's convenience. POC use may be to the Gov't's advantage when, for example:

1. Its use is more efficient, or economical, or results in a more expeditiously accomplished mission;

2. There is no practicable commercial transportation; or

3. Common carrier use would be so time-consuming that it would delay the mission.

POC use cannot be directed

C. Official Distances. See par. U2020.

D. PCS Travel by POC. See Ch 5, Parts B and C.

U3305 POC USE ON TDY TO THE GOV'T'S ADVANTAGE

A. TDY Mileage Plus Per Diem or AEA. Reimbursement of parking fees, ferry fares, road, bridge, and tunnel tolls is authorized for POC travel over the most direct route between the official stations involved. The member also is authorized per diem or AEA, whichever applies, as in Ch 4, Part B or C, for the allowable travel time as computed under par. U3005-C. See par. U3335 for non-reimbursable expenses when a member is paid TDY mileage.

1. Member Responsible for Paying POC Operating Expenses. The member responsible for paying the POC operating expenses (i.e., the cost or cost portion directly associated with POC use for official travel) is authorized TDY mileage for the ordered official travel distance at a rate per mile for the POC type used. See par. U2600 for applicable TDY mileage rates.

2. Passengers Not Responsible for Paying POC Operating Expenses. A passenger in a POC, not responsible for paying the POC operating expenses, is not authorized TDY mileage. The passenger is authorized per diem or AEA, whichever applies, as in Ch 4, Part B or C, for the allowable official travel time computed under par. U3005-C.

3. Extra Mileage to Transport Passengers. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the passenger(s) is/are picked up/dropped off at their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled.

B. Reimbursement for Actual Transportation Costs. A member ordinarily is paid TDY mileage as in par. U3305-A. However, instead of paying TDY mileage, the AO may authorize/approve reimbursement for actual transportation costs when to the Gov't's advantage under the provisions of par. U3300-B. ***When actual transportation cost reimbursement is authorized, the authorization/order should reference par. U3305-B.*** Reimbursement of actual expenses must be limited to the following for the POC type used. Privately-owned:

*1. Automobile or motorcycle: fuel; oil; parking; ferry fares; road, bridge, and tunnel tolls; winter plug-ins; and 'trip insurance' for travel in foreign countries. See APP G.

2. Aircraft: fuel, oil, parking fees, tie-down fees and hangar fees;

3. Boat: fuel, oil, and docking fees.

Expenses incurred for hire or subsistence of operators or periodic maintenance, regardless of cause, must not be reimbursed.

NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses ICW using a POC on official travel. However, a traveler may be eligible to submit a claim for repairs to a POC used for official travel, using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 USC §3701-3721).

C. Privately-owned Aircraft other than an Airplane. When a privately owned aircraft other than an airplane (e.g., helicopter) is used, the actual operation cost rather than TDY mileage is paid. The following expenses may be reimbursed: fuel; oil; and aircraft parking, landing, and tie-down fees. The following are not reimbursable expenses: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

D. Travel by Privately Owned Boat. A member who uses a privately owned boat, authorized as being to the Gov't's advantage, as a POC is authorized actual expense reimbursement. ***A mileage allowance must not be paid.*** These expenses include fuel, oil and docking fees. The member is also authorized per diem or AEA, whichever applies, as in Ch 4, Part B or C, for the allowable travel time as computed under par. U3005-C.

E. Mixed Mode Transportation. If a member travels partly by POC and partly by common carrier at personal expense for a leg of a journey, the member is authorized the appropriate TDY mileage, plus per diem from par. U3305-A, for the distance traveled by POC, plus the cost of transportation purchased with personal funds and per diem under Ch 4, Part B, for actual travel. The total amount reimbursed may not exceed the amount of TDY mileage plus per diem from par. U3305-A (based on the rate for the POC used for a portion of the travel) for the official distance of the ordered travel. The AO may authorize/approve actual travel cost (mileage plus per diem from par. U3305-A for the official POC-traveled distance, plus the cost of transportation purchased from personal funds and per diem under Ch 4, Part B) of the ordered travel when justified in documented unusual circumstances.

U3310 POC USE ON TDY NOT TO THE GOV'T'S ADVANTAGE

A. Limitation

1. When, for personal preference, a POC is used instead of common carrier transportation for official travel, travel reimbursement is computed at the TDY mileage rate in par. U2600 plus constructed per diem. ***NOTE: If a member uses a privately owned aircraft other than airplane or uses a privately owned boat, reimburse the actual transportation costs as described in par. U3305-C or U3305-D, instead of paying TDY mileage and the reimbursable expenses cited in pars. U3310-B1 and U3310-B2 below.***

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

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

B. TDY Mileage and Per Diem Computation

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

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

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

C. Constructed Transportation Cost and Per Diem Computation

1. The Gov't's constructed transportation cost is computed on fares or charges for policy-constructed airfare (see APP A) between authorized points.

2. Air transportation constructed cost includes any taxes or fees the Gov't would pay if Gov't-procured transportation had been provided.

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

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

a. The member claiming mileage, and

b. A person performing official travel as a passenger (uniformed member and/or civilian employee only) in the same conveyance.

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

E. Passengers

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

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

a. Travel performed, and

b. Appropriate common carrier constructed travel.

The lesser amount is reimbursed.

F. Mixed Mode Transportation

1. If the member is not authorized to travel by POC as being to the Gov't's advantage and travels partly by:

a. POC for personal convenience, and

b. Common carrier at personal expense,

the member is authorized:

c. Appropriate TDY mileage plus per diem under par. U3305-A for the distance traveled by POC, plus

d. Transportation cost purchased with personal funds and per diem under Ch 4, Part B, for actual travel.

2. The total amount is limited to the cost had Gov't-procured transportation been used, plus per diem under Ch 4, Part B, for constructed travel time for the official distance of the ordered travel.

U3320 POC USE TO AND FROM TRANSPORTATION TERMINAL OR PDS

NOTES:

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

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

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

1. Paid TDY mileage for the round-trip(s) distance, and

2. Reimbursed parking fees, ferry fares, road, bridge and/or tunnel tolls

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

1. Paid TDY mileage and

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

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

C. Departure from PDS on TDY. When a POC is driven from a TDY traveler's residence to the PDS on the TDY traveler's departure day from the PDS on a TDY trip requiring at least one night's lodging, and from the PDS to the residence on the TDY traveler's return day, the TDY traveler who incurs the POC operating expenses is paid TDY mileage, and reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route from and to the residence.

D. Another Official Traveler Transported in the Same POC

1. When a TDY traveler transports another official TDY traveler to and/or from the same transportation terminal, TDY mileage is authorized for the additional distance involved.

2. Only one TDY traveler (usually the driver) who incurs the expense is paid the TDY mileage for the trip.

3. ***Terminal parking fees while TDY may be reimbursed to the official traveler who incurs the fees NTE the cost of two one-way taxicab fares, including allowable tips***.

U3325 POC USE BETWEEN RESIDENCE AND TDY STATION

When POC use is authorized/approved as being to the Gov't's advantage for travel between the member's residence and a TDY station, instead of having the member report to the PDS and then to the TDY station, the member is authorized reimbursement for the distance traveled between the residence and the TDY station.

U3335 EXPENSES NOT REIMBURSABLE WHEN MILEAGE IS PAYABLE

A member who travels by POC for the entire journey and is paid mileage may not be reimbursed for:

1. Fuel, oil, winter plug-ins, and trip insurance for travel in foreign countries; and

2. Transportation to or from carrier terminals (par. U3320).

NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses ICW using a POC on official travel. However, a traveler may be eligible

to submit a claim for repairs to a POC used for official travel, using Service procedures, under the Personnel Claims Act (31 USC §3721 (2004)). See http://141.116.74.201/regs/comp-gen-dec/31USCS3721-2004.PDF.

U3340 POC USE IN AND AROUND PDS OR TDY STATION

For allowances when a POC is used within or around a PDS and TDY station, see Ch 3, Part F.

U3345 POC USE INSTEAD OF GOV'T VEHICLE

A. General. Mileage reimbursement for POC use is based on the cost incurred if a Gov't vehicle were used. In addition to mileage reimbursement (see par. U2600 for current rates) for the official distance, the member is authorized reimbursement for expenses authorized under par. U3305-A1 that would have been incurred if a Gov't vehicle had been used.

B. Mileage Reimbursement Rates. The POC TDY mileage reimbursement rate (except an airplane) is determined using the DTOD distance (see par. U2020), and the appropriate TDY mileage rate in par. U2600.

C. Gov't Vehicle Use Is to the Gov't's Advantage. When Gov't vehicle use is to the Gov't's advantage but the Gov't authorizes, and the member uses, a POC instead of using a Gov't auto, the rate in par. U2600 applies.

D. Gov't Vehicle Use Directed

1. Gov't Vehicle Makes the Trip. When a member is directed to use a Gov't vehicle as a passenger or as a driver, with one or more other travelers, but the member uses a POC for TDY travel, the member is not authorized any reimbursement if the Gov't vehicle made the trip without the member.

2. Traveler Authorized to Use a POC. If, under par. U3345-D1 circumstances, the Gov't vehicle is used by some of the travelers but the AO authorizes a traveler to use a POC as a matter of personal preference, that traveler is authorized reimbursement at the par. U2600-D partial rate for POC use (62 Comp. Gen. 321 (1983)).

3. Gov't Vehicle Does Not Make the Trip. When a member is directed to use a Gov't vehicle, one is available, the member uses a POC for TDY travel, and the other travelers do not use the Gov't vehicle for the same trip, TDY mileage reimbursement is at the par. U2600-D rate for POC use when Gov't vehicle use is to the Gov't's advantage.

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

U3400 GENERAL

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

U3405 MISCELLANEOUS EXPENSES

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

U3410 TAXICAB/LIMOUSINE SERVICE USE

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

1. Between place of residence, lodging, or place of duty at the PDS or TDY station and the transportation terminal;

2. Between transportation terminals to change conveyance when a free timely transfer is not provided; or

3. From transportation terminal to lodging and return when needed due to en route transportation delays beyond the member's control; and

4. Between a transportation terminal and limousine service terminal.

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

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

U3415 SPECIAL CONVEYANCE USE

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

B. Selecting a Rental Vehicle

1. Defense Transportation Regulation (DTR), (DOD 4500.9-R) Part I, Passenger Movement, Chapter 106, Policy (website address: ***http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_106.pdf***)

a. ***It is mandatory, within DOD and in the NOAA Corps, to obtain rental vehicles through the CTO/ TMC, when available. NOTE: It is not mandatory to use a CTO/TMC when renting an airplane or bus.***

b. The lowest cost rental service that meets the mission requirement must be selected when selecting commercially rented vehicles.

c. Use of a company and rental car location participating in the DTMO rental car agreement is encouraged because its Gov't rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the Gov't. ***NOTE: To view appropriate rental car companies and rates go to the DTMO website at http://www.defensetravel.dod.mil and click on Car/Truck Programs in the left-hand column. A vehicle listed in the rental car agreement on the DTMO website is covered under the DTMO rental-car agreement. A vehicle, offered by a company that is under the DTMO rental car agreement but not listed on the DTMO list as a vehicle "in that category", does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the Gov't and should not be rented for official Gov't travel. Usually, there is at least one company listed that has a vehicle necessary for official Gov't travel and this company should be used.***

Example: Rental Car Company A may have a standard SUV to rent listed on the DTMO website. If this type SUV is rented, it is covered under the DTMO rental car agreement and has full liability and vehicle loss and damage insurance coverage for the Gov't traveler traveling on official Gov't business. However, Rental Car Company B may not list any SUVs on the DTMO website but may have an SUV to rent at the rental office at which a traveler picks up the vehicle. If the traveler rents an SUV from Rental Car Company B who does not have SUVs listed on the DTMO website as participating vehicle under the DTMO rental car agreement, the SUV is not covered with liability and vehicle loss and damage insurance coverage and should not be rented for official Gov't travel.

d. A traveler disregarding rental car arrangements made by a CTO/TMC may be required to provide justification for additional rental car costs before reimbursement is allowed.

e. For policies, instructions, and guidance regarding motor pools and rental of automobiles from commercial rental companies, see DTR, Part I, Chapter 106 and Service regulations.

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

a. DTMO vehicle rental agreements apply to all DOD components and activities and non-Defense Agencies.

b. Current domestic and foreign rental car ceiling rates and additional rental vehicle information may be obtained from:

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

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

3. Reimbursement. When an available CTO/TMC is not used, reimbursement is limited to what it would have cost if a CTO/TMC had made the rental vehicle arrangements.

4. Non-DOD Services. For CTO/TMC use ICW rental cars, see Service regulations.

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

1. Rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to and from the rental facility.

2. Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); any per-day administrative fee called for in the DTMO rental car agreements; garage (POC parking is a separate reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.

3. Snow tires and similar non-standard equipment necessary for travel by the Gov't renter, may incur additional charges which are reimbursable when authorized in the travel order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment. A traveler who disregards a special conveyance arrangement made by a CTO/TMC must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO/TMC) is allowed. ***Reimbursement for purchase of snow tire and other non-standard items is not authorized.***

4. A traveler is reimbursed for mandatory rental car insurance coverage required in foreign countries.

5. A claim for damage to a rental vehicle, while the vehicle is being used for official business, is reimbursable to the traveler or the rental car company when appropriate as miscellaneous transportation expenses. The claim must be adjudicated as payable per the DOD Financial Management Regulation (Volume 9, Chapter 4) (found at ***http://www.dtic.mil/comptroller/fmr/***) (or appropriate Service directives for the non-DOD Services).

D. To/from Carrier Terminals. The member:

1. May be authorized/approved special conveyance use for travel to and from local carrier terminals;

2. May be authorized/approved special conveyance use to, from, and between carrier terminals, other than local terminals, by the AO when neither public nor Gov't transportation between the terminals meets the ordered travel requirements; and

3. Cannot be directed to use a special conveyance for transportation to/from carrier terminals.

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

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

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

1. Duty sites,

2. Lodgings,

3. Dining facilities,

4. Drugstores,

5. Barber shops,

6. Places of worship,

7. Cleaning establishments, and

8. Similar places required for the traveler's subsistence, health or comfort.

U3420 BUS, STREETCAR, AND SUBWAY USE

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

1. Between places of residence, lodging, or duty at the PDS or TDY station and the transportation terminal;

2. Between transportation terminals to change conveyance when free/timely transfer is not provided; or

3. From transportation terminal to lodging and return when needed due to en route transportation delays beyond the member's control.

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

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

U3430 COURTESY TRANSPORTATION USE

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

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

U3500 GENERAL

A. Authority. Service-designated officials may authorize/approve transportation expense reimbursement incurred by a traveler conducting official business in the PDS/TDY local area. These expenses are those not specifically included in travel under authorizations in Chapter 3, Parts B, C, D, and E, and Chapter 4.

B. Local Area. The local area is the area:

1. Within the PDS/TDY limits and the metropolitan area around the PDS/TDY area served by local common carriers;

2. Within a local commuting area of the PDS/TDY station, ***(NOTE: A local area boundary is determined by the AO/local Service in a written directive.)***; or

3. Separate cities, towns, or installations adjacent, or close, to each other, between which the commuting public travels during normal business hours on a daily basis.

For DOD - If several DOD components are present, the senior commander establishes the local area for all DOD personnel. An arbitrary distance radius must not be established to define a local commuting area (59 Comp. Gen. 397 (1980)).

C. Control and Delegation

1. A commander/agency head must designate, in writing, appropriate personnel who may authorize/approve local transportation facilities use by a traveler, other than a traveler under an official travel order/authorization, in the performance of official business.

2. These officials also are responsible for:

a. Furnishing public carrier tokens/tickets, when appropriate; and

b. Authorizing/approving reimbursement claims when a traveler incurs expenses for authorized/approved local transportation.

*D. Miscellaneous Expense Reimbursement. See APP G.

E. Travel to and from Medical Facilities

1. Official Ordered Travel at Gov't Expense

a. A member ordered to a medical facility within the local area to:

(1) Take a required physical examination, or

(2) Obtain a medical diagnosis and/or treatment,

is on official business and may be reimbursed for the transportation.

b. Ordered travel includes additional visits if the visits are part of the required physical examination.

2. Unofficial Travel at the Member's Expense. ***A member who voluntarily travels to a medical facility to obtain a medical diagnosis and/or treatment (e.g., sick call, appointments) is not on official business, and reimbursement for the transportation is not authorized.***

U3505 PDS AREA TRAVEL

A. General. The AO may authorize/approve reimbursement for transportation expenses in the PDS area for travel between:

1. Office/duty point and another place of business;

2. Places of business; or

3. Residence and place of business other than office or duty point.

during usual official duty hours.

B. Commercial Transportation. Commercial transportation expense reimbursement is authorized/approved ***only*** if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace. When reimbursement is authorized/approved, a traveler who travels by commercial means is authorized reimbursement of actual and necessary expenses, that exceed the ordinary costs incurred, for:

1. Local public transportation (when tokens, tickets or cash fares are not furnished);

2. Taxicab fares plus transportation-related tips; and

3. Hire and operation of a special conveyance including necessary parking fees.

C. POC Travel

1. General. When authorized/approved:

a. POC travel is reimbursed using the authorized TDY mileage (see par. U2600) based on odometer readings (or other acceptable evidence) of the actual necessary distance traveled for conducting official business.

*b. Reimbursement is for the actual cost of parking fees, ferry fares, bridge, road and tunnel tolls, and mandatory 'trip insurance' for travel in foreign countries. See APP G.

c. TDY mileage payment and expense reimbursement are made only to the traveler defraying the POC operating expenses, regardless of the number of passengers who accompany the traveler or which passengers contribute funds to defray the POC operating expenses.

2. Between Residence/PDS and Alternate Work Site within the Local Area

a. See par. U3320 for travel to/from a transportation terminal.

b. If a POC is ordinarily used to/from home, and POC travel is authorized/approved between the residence/PDS and one or more alternate work sites within the local area, TDY mileage must be paid for the distance that exceeds the normal commuting distance.

c. If the traveler does not ordinarily travel by POC to and from home, and POC travel is authorized/ approved between the residence/PDS and one or more alternate work sites within the local area, TDY mileage must be paid for the distance driven, less the traveler's ordinary transportation cost to get to work and back home.

D. Both Commercial Transportation and POC Travel. When use of a POC and/or commercial transportation is authorized/approved for travel between the residence and one or more alternate work sites within the local area, the traveler is paid:

1. TDY mileage for the POC use to travel to/from the commercial transportation stop/station/terminal for the distance that exceeds the commuting distance to the regular work site;

2. Actual cost of necessary POC parking; and

3. Cost of local public transportation when tokens, tickets or cash fares are not furnished.

E. Examples

1. Example 1. The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 35 miles. The traveler drives from the residence to alternate work site #1 (50 miles) and then to alternate work site #2 (25 miles). The traveler returns to residence (10 miles). The traveler is authorized TDY mileage for the distance that exceeds the ordinary round trip commuting distance (70 miles). The traveler is paid TDY mileage for 15 miles (50 + 25 + 10 - 70 = 15).

2. Example 2. The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 15 miles. The traveler drives from the residence to the alternate work site (5 miles). The traveler returns to the residence (5 miles). The traveler ***is not*** authorized TDY mileage for the travel performed (10 miles), since the distance traveled is less than the ordinary round trip commuting distance (30 miles) to the usual duty site.

3. Example 3. The traveler's one-way commuting distance to the PDS is 15 miles; however, the traveler ordinarily commutes by public transportation at a daily cost of $7. The traveler drives to the PDS. The traveler then drives to an alternate work site (30 miles). The traveler returns to the residence (15 miles). The traveler is authorized TDY mileage for the distance traveled, less the $7 ordinary commuting cost. The traveler is paid for 60 miles (15 + 30 + 15 = 60 miles x TDY mileage) minus $7.

4. Example 4. The traveler ordinarily commutes to work by driving to a public transportation station (5 miles each way) and taking public transportation at a daily cost of $10. In the morning the traveler drives from home to an alternate work site (45 miles). In the afternoon the traveler returns to the PDS (67 miles). The traveler returns to the residence (12 miles). The traveler is authorized TDY mileage for the distance less the roundtrip distance to the public transportation station (10 miles) and daily commuting cost ($10). The traveler is paid for 114 miles (45 + 67 + 12 - 10 = 114 miles x TDY mileage) minus $10.

5. Example 5. The traveler's one-way commuting cost to the PDS is $3 ($6 round trip) by bus. The traveler uses the bus to the PDS ($3). Later, the traveler uses public transportation to travel to alternate work site #1 and then to alternate work site #2 using a Gov't-furnished fare card. The traveler returns to the residence by bus at a cost of $2. The traveler ***is not*** authorized any reimbursement since the cost to the traveler is less than the traveler's ordinary cost to get to work.

6. Example 6. The traveler ordinarily commutes to work by car pool and the one-way commuting distance to the PDS is 20 miles. The traveler drives to the PDS (20 miles). Later, the traveler drives to alternate work site #1 (10 miles) and then to alternate work site #2 (5 miles). The traveler returns to residence (2 miles). The traveler ***is not*** authorized TDY mileage for the travel performed (37 miles) since the distance traveled is less than the commuting distance (40 miles) to the usual work site.

7. Example 7. The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 10 miles. The traveler takes public transportation to an alternate duty site at a total cost of $7.50. The traveler is reimbursed the entire $7.50 (no deduction is made for the ordinary POC commute).

U3510 TRAVEL AT THE TDY LOCATION

A. Travel Points. Transportation expense reimbursement in the TDY area may be authorized/approved for travel between:

1. Lodging and duty site;

2. Duty sites; or

3. Lodging or duty site and dining facility.

B. Meals and/or Lodging Unavailable at Duty Site. The AO may authorize travel reimbursement when a TDY traveler cannot obtain suitable meals and/or lodging at the place of duty. The traveler must furnish a statement that Gov't transportation was not available or, if available, was not suitable for the travel involved. The traveler may be reimbursed for:

1. Daily round trips between lodging and place of duty; and

2. Trips to dining establishments when suitable dining establishments are not near the lodging and/or place of duty.

C. Commercial Travel. When authorized/approved, a traveler who uses commercial transportation is authorized reimbursement of:

1. Local public transportation fares;

2. Taxicab fares plus transportation-related tips ***(when to the Gov't's advantage)***; and

3. Special conveyance costs between lodging and duty site and between lodging/duty site and dining facility ***(when to the Gov't's advantage)***.

D. POC Travel. If authorized/approved, POC travel in and around the TDY station is reimbursed using the rules in par. U3505-C.

U3535 TAXICAB USE INCIDENT TO AUTHORIZED WORK OUTSIDE REGULARLY SCHEDULED WORKING HOURS

A. General. Reimbursement for taxicab fares and transportation-related tips between the office/duty site and residence may be authorized/approved, IAW Service regulations, under the following conditions. The traveler is:

1. Officially authorized to work outside of the traveler's**,** regular working hours, and

2. Dependent on public transportation for travel, and

3. Traveling during hours of infrequently scheduled public transportation or darkness.

B. Authorization/Approval Authority. Taxicab fare reimbursement may be authorized/approved by the official who authorized duty outside the regular working hours or by the traveler's supervisor, if such authority has been delegated.

C. Finance Regulations Requirements. Finance regulations may require that authorization/approval indicating the use of taxis as advantageous to the Gov't be written separately or be placed on the reimbursement voucher.

D. POC Mileage. ***There is no authority to reimburse POC mileage for travel ICW authorized work outside regularly scheduled working hours (58 Comp. Gen 188 (1978); B-171969.42, 9 January 1976; B-202836, 19 November 1981; and B-307918, 20 December 2006).***

U3540 VOUCHERS AND SUPPORTING DOCUMENTS

See Chapter 2, Part F.

PART G: PARKING EXPENSES FOR CERTAIN MEMBERS

U3550 GENERAL

***NOTE*: See par. U7030 for reimbursement for recruiter itinerary stop parking.**

An Army, Navy, Air Force, or Marine Corps member is to be reimbursed for that portion of the monthly parking expenses in excess of $25, but not to exceed $200. This reimbursement covers all expenses for parking a POV at a PDS work site or TDY site at which assigned to duty:

1. As a recruiter for any of the armed forces;

2. At an armed forces military entrance processing facility; or

3. While detailed for instructional and administrative duties at any institution where an SROTC unit is maintained.

For example: Monthly parking expenses of $135.00 warrant reimbursement of $110.00 ($135 - $25 = $110) while monthly parking expenses of $320.00 would warrant reimbursement of $200.00 ($320 - $25 = $295 but NTE $200.00). ***Additionally, the statutory authority for this payment only extends to reimbursement of parking expenses. Contracting for parking must be derived from other legal authority, if any.***

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PART B: PER DIEM ALLOWANCE

U4100 GENERAL

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

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

U4101 WHEN PER DIEM IS AUTHORIZED

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

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

U4102 CIRCUMSTANCES IN WHICH PER DIEM NOT AUTHORIZED

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

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

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

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

D. Travel or TDY within PDS Limits. Except as authorized in par. U4105-H, a member is not authorized per diem for travel or TDY performed within the limits of the PDS. This does not preclude payment of per diem on the departure day from or return day to the PDS ICW TDY away from the PDS. For transportation allowances see Ch

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

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

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

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

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

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

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

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

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

1. Senior commander in charge of the exercise (or designated representative) for each operating location issues a statement to the member indicating that either Gov't quarters at no charge or Gov't meals at no charge for an enlisted member (or both), were not available during stated periods of the field duty;

2. Member is participating in the advance planning or critique phase of the operation; or

3. Secretary Concerned authorized payment of a per diem to a member who is performing field duty while in a travel status under par. U4105-D.

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

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

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

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

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

U4105 PER DIEM PAYABLE IN SPECIFIC CASES

A. TDY ICW Fitting-out or Conversion of a Ship or Service Craft. A member, assigned to TDY ICW fitting-out or conversion of a ship (or service craft) is authorized per diem during each fitting-out or conversion period. This period includes the day the ship is commissioned or service craft is placed in-service and day the ship is decommissioned or service craft is placed out-of-service. Per diem authority ends on the date the member's assignment is changed from TDY ICW fitting-out or conversion of a ship (or service craft) to permanent duty aboard that ship (or service craft) (or from permanent duty aboard the ship ICW ship decommissioning or service craft placement out-of-service), even if that status change is effected prior to the ship commissioning/ decommissioning or service craft placement in- (or out-of-) service date. Par. U4102-K applies after a ship, or service craft, under construction is delivered to the Gov't.

B. Travel by U.S. or Foreign Gov't Ship for 24 or More Hours

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

2. Member Charged for Meals. A member traveling aboard a U.S. or foreign Gov't ship, other than an

oceangoing car ferry, of 24 or more hours as a passenger (except those aboard for TDY or training) who is charged for meals is authorized per diem equal to the cost of the meals furnished, except on the embarkation and debarkation days.

C. Travel, TDY Aboard a Commercial Ship or a U.S. Gov't Ship Totally Leased for Commercial Operation. Except for the days of arrival/embarkation and departure/debarkation, for travel aboard a commercial ship, a per diem rate equal to the anticipated expenses should be set. The AO should state in the authorization/order the circumstances warranting the rate.

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

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

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

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

2. TDY at other than Leave Point

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

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

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

(2) TDY station to the PDS.

TDY allowances are payable at the TDY location.

c. Directed to Proceed to New PDS upon TDY Completion. A member is authorized PCS travel and

transportation allowances for travel performed from the:

(1) Old PDS to the leave address or to the place at which the authorization/order was received, whichever applies, NTE in either case the official distance from the old PDS to the new PDS; and

(2) Leave address or place at which the authorization/order is received, as applicable, to the TDY station; and

(3) TDY station to the new PDS.

TDY allowances are payable at the TDY location.

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

H. TDY within the PDS Limits. Travel and transportation allowances are authorized for a member performing TDY (other than at the member's residence or normal duty location) within the limits of a PDS when authorized by competent authority. ***Par. U4105-H allowances are authorized when such duty is performed under emergency circumstances that threaten injury to human life or damage to Federal Gov't property, provided overnight accommodations are used by reason of such duty.*** See Ch 3 for transportation allowances.

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

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

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

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

c. See par. U4135 for dual lodging information.

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

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

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

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

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

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

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

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

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

c. Lodging tax in CONUS and in non-foreign OCONUS areas is a miscellaneous reimbursable expense in addition to the 55% (or appropriate percent) per diem. ***Lodging tax in a foreign OCONUS area is part of the per diem lodging ceiling 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 x 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 x .5 = $99) plus the appropriate lodging tax***.)

Pay the first TDY day - $140.75 (Lodging - $95 + M&IE - $45.75 ($61 x 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.

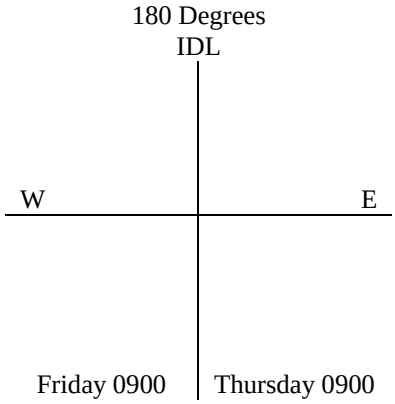
Pay the departure TDY day to the PDS - $45.75 ($61 x 75% = $45.75).

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:

EXAMPLE 1
TDY Travel Involving IDL with a 'Lost' Day

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.

A Gov't mess is not available at the TDY point. AEA is not authorized.

ITINERARY			
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	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
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

Total	**$1,350.00**

EXAMPLE 2
TDY Travel Involving IDL without a 'Lost' Day

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

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

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

A Gov't mess is not available at the TDY point. AEA is not authorized.

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

U4125 PER DIEM UNDER THE 'LODGINGS-PLUS' COMPUTATION METHOD

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

U4127 LODGING TAX UNDER 'LODGINGS-PLUS'

*A. CONUS and Non-foreign OCONUS Areas. The maximum locality amount for lodging in CONUS and non-foreign OCONUS areas (see ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html)*** does not include lodging tax. Tax on lodging in CONUS and non-foreign OCONUS areas is separately reimbursable when per diem (or AEA as in Ch 4, Part C) is paid except when 'MALT-Plus' per diem for POC PCS travel is paid. See APP G.

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

U4129 LODGING UNDER THE 'LODGINGS-PLUS' COMPUTATION METHOD

A. General. The amount allowed for lodging expense is the expense actually incurred or the maximum locality amount for lodging at ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***, whichever is less. Reimbursement computation for the commercial lodging cost incurred for any day that the member was TDY to a U.S. Installation and Gov't quarters were available on that installation is in par. U1045.

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

C. Gov't Quarters. A fee/service charge paid for Gov't quarters is an allowable lodging expense.

D. Double Occupancy. In the case of double occupancy, each official traveler is allowed one-half of the double occupancy charge if a room is shared with another official traveler. ***NOTE: Double occupancy does not limit the traveler's lodging per diem ceiling eligibility. Ex: Two official travelers who share a room in a $100/night lodging area have $200 with which to pay for a room.*** Otherwise, the official traveler is allowed the single room rate. ***The official traveler must provide the single room rate.***

E. Lodging with a Friend or Relative. ***Lodging cost reimbursement is not authorized for a member who stays with a friend or relative.*** A member, who lodges with friends or relatives, is authorized the TDY location M&IE rate, if otherwise eligible. The lodging reimbursement examples below apply for official travel to include as an attendant/ escort, evacuation, extended TDY, limited evacuation and other circumstances in which the member has the option to stay with friends or relatives. ***The Service/Agency cannot direct the member to lodge with friends or relatives.***

Example 1: A member (outpatient) and a DOD civilian employee (attendant), each traveling under an official TDY travel authorization/order to Location A, reside together with family members who live at/near Location A during the TDY. They commute daily to the TDY location. The member is not authorized lodging reimbursement, but the DOD civilian employee possibly may be eligible for reimbursement of some lodging costs. See JTR, par. C4555-B3.

Example 2: A member is TDY (active duty call-up) to Location A and stays in commercial lodging. A family member later joins the member at personal expense. The member is authorized up to the single room rate and room taxes on the single rate if applicable.

F. Lodging in other than Commercial Facilities. When no commercial lodging facilities are available (i.e., in remote areas) or when there is a room shortage because of a special event (e.g., World Fair or International Sporting Event), the cost of lodging obtained in other than commercial facilities may be allowed. Such facilities may include college dormitories or similar facilities as well as rooms made available to the public by area residents in their homes. In these cases, the member must provide a written explanation that is acceptable to the AO/designated representative.

G. Lodging Not Available at TDY Station. The TDY locality per diem rate or the AEA (see Ch 4, Part C) ceiling for the location where lodging is obtained is used for computation ***only*** when a member is TDY at a place where neither Gov't nor commercial quarters are available. ***NOTE: Par. U4129-G applies only when the locality per diem rate for the lodging location is higher than the locality per diem rate for the TDY location. The higher per diem rate must be authorized/approved by the AO***.

U4131 APARTMENT, HOUSE, OR RECREATIONAL VEHICLE REIMKBURSEMENT 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. Apartment, house, or recreational vehicle rent;

2. Parking space for the recreational vehicle rent;

3. Appropriate and necessary furniture rental, 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 contract term end. 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 Gov't 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 APP G 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 Gov't 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 (see APP G) if approved by the AO (60 Comp. Gen. 630 (1981)).

C. Maximum Reimbursement. Actual lodging cost reimbursement at the first TDY location (Location A) must not exceed the amount of per diem or AEA plus lodging taxes that would have been paid had the member remained at Location A overnight.

D. Long-term Dual Lodgings Occupancy. ***An authorization/order that authorizes long-term reimbursement for***

dual lodging is not in conformance with the intent of par. U4135. **Example:** An authorization/order is prepared to direct TDY at Location C for 150 days. The AO knows the member is to spend limited time at Location C and is also going to one or more other locations for lengthy periods during the TDY period. ***Using par. U4135 to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C violates the intent of this authority and is not authorized.***

EXAMPLE 1
NOTE: Lodging tax is not separately reimbursable in addition to per diem when TDY is in a foreign area.

*A traveler, who leased an apartment while TDY at Location A, was required to perform additional TDY in Location B for 5 days. The AO agreed that it would be more economical for the traveler to retain the apartment in Location A while TDY in Location B and authorized/approved reimbursement for the $45/day apartment cost in Location A as a miscellaneous expense. See APP G. The lodging cost incurred in Location B ($95/day) was used for computing the traveler's per diem while TDY in that location.

Applicable Per Diem Rates at the Time of This Example

Location	Max Lodging	M&IE	Total
A	$130	$46	$176
B	$119	$46	$165

Reimbursement for the Location A Apartment for 5 days

Lodging Cost	Number of Days	Total
$45	5	$225

Per Diem for the TDY Assignment in Location B

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

Lodging	M&IE	Total
$95	$46	$141 plus lodging tax (see ***NOTE***)

Second thru Fifth Day
(Lodging cost + M&IE/day) x 4 days

Lodging	M&IE	Total
$95	$46	$141 X 4 days = $564 plus lodging tax (see ***NOTE***)

Return day to Location A
(Lodging cost + M&IE)

Lodging	M&IE	Total
$45	$46	$91

EXAMPLE 2
NOTE: Lodging tax is not separately reimbursable in addition to per diem when TDY is in a foreign area.

*A traveler occupied Gov'tGov't quarters while on a training assignment at a U.S. Installation in Location C. The traveler was required to perform additional TDY for 3 days in Location D. If the traveler vacated the Gov'tGov't quarters (daily cost $25) while on the 3-day TDY assignment, the quarters might not be available upon return. The AO agreed that it would be more economical for the traveler to retain the Gov'tGov't quarters while TDY in Location D and authorized/ approved reimbursement for those quarters as a miscellaneous expense. See APP G. The lodging cost ($110/day) incurred in Location D was used to determine the traveler's per diem while TDY in that city.

Applicable Per Diem Rates at the Time of this Example

Location	Max Lodging	M&IE	Total
C	$109	$38	$147
D	$130	$46	$176

Reimbursement for Gov't Quarters for 3 Days

Lodging	Number of Days	Total
$25	3	$75

Per Diem for the TDY Assignment in Location D

First Day (Departure day from Location C and arrival day in Location D):		
Lodging	M&IE	Total
$110	$46	$156 plus lodging tax (see ***NOTE***)
Second and Third Day (Lodging Cost + M&IE/day) x 4 days		
Lodging	M&IE	Total
$110	$46	$156/day x 2 days = $312 plus lodging tax (see ***NOTE***)
Day of Return to Location C (Lodging Cost + M&IE)		
Lodging	M&IE	Total
$25	$38	$63

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

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

1. Mortgage interest;

2. Property tax; and

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

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

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

U4139 LODGING COST FOR QUARTERS JOINTLY OCCUPIED BY MEMBER AND DEPENDENTS

Lodging cost for quarters jointly occupied by a member and dependents is 50% for the member and 50% for the dependents (regardless of the number of family members) when a member in a per diem status is in receipt of TLA for dependents. See par. U9160-C. When dependents are not traveling at Gov't expense, the member is authorized the single room rate.

U4141 LODGING OBTAINED ON A WEEKLY, MONTHLY, OR LONGER TERM BASIS

When a traveler obtains lodging on a weekly, or monthly, or longer term basis, the daily TDY lodging cost is computed by dividing the total periodic (e.g., weekly, monthly) lodging cost by the number of days the member is authorized the lodging portion of per diem (62 Comp. Gen. 63 (1982)).

This computation presumes that the member acts prudently in renting by the week or month, and that the Gov't cost does not exceed the cost of renting conventional lodgings at a daily rate. ***NOTE: This does not apply when a residence is purchased.*** See par. U4137.

EXAMPLE
1. A member is TDY at a location at which the per diem is $109 ($70/ $39).
2. The member obtains lodgings on a long-term basis and is paying $900 a month for an apartment and utilities.

3. The daily lodging cost per month is $30 ($900/30 days).
4. In June the member took leave for 10 days and is authorized per diem for only 20 days.
5. The daily lodging rate for the member during June is computed to be $45/day ($900/20). Since the $45/day lodging cost does not exceed the authorized $70 locality lodging ceiling, the member is reimbursed $45/day for 20 days of lodging in June.

NOTE: See par. U7225 if lodging is obtained on a daily basis and a member takes an authorized absence while on TDY in support of a contingency operation, or par. U7226 if a member takes leave ICW an authorized/ordered evacuation to visit dependents at their safe haven.

U4143 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT

When a contracting officer contracts for rooms and/or meals for a member traveling on TDY, the total daily amount paid by the Gov't for the member's lodging, meals, and incidental expenses may not exceed the applicable per diem authorized in this Part (60 Comp. Gen. 181(1981) and 62 Comp. Gen. 308 (1983)) unless an AEA is authorized/approved under Ch 4, Part C. ***NOTE: There is NO reimbursement for any items rented for contract quarters that are rented with an "option to buy" (adopted from GSBCA 15890-TRAV, 29 July 2003).***

U4145 PER DIEM COMPUTATION

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

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

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

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

U4147 PER DIEM FOR DEPARTURE FROM AND RETURN TO PDS

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

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

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

lodgings are required. ***NOTE: For USCG only: For the day travel ends (return day to the PDS, home or authorized delay point), the per diem allowance is based on the M&IE applicable to the last TDY or authorized delay point, whether or not overnight lodgings were required there.***

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

U4149 M&IE RATE DETERMINATION FOR CONUS FULL DAYS

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

B. Gov't Meal Rate (GMR). The standard GMR for meals in a Gov't mess plus $3 for incidental expenses is paid. This rate applies each day that:

1. Adequate Gov't quarters are available (see ***NOTE*** below) on the U.S. Installation to which the member is assigned TDY,

2. The GMR is directed,

3. The Gov't mess is available for all three meals on the U.S. Installation to which the member is assigned TDY, and

4. The member is not traveling.

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

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

1. Adequate Gov't quarters are available on the U.S. Installation to which the member is assigned TDY,

2. At least one meal is available and directed where the member is assigned TDY, and

3. The member is not traveling.

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

U4150 PER DIEM AND AEA ON A SINGLE TRIP

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

U4151 M&IE RATE DETERMINATION FOR OCONUS FULL DAYS

A. Applicable Locality Rate. (See ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html)***. Use $3.50 instead of the incidental expense rate for the locality concerned for the incidental expense rate when adequate Gov't quarters are available (see ***NOTE*** below) on the U.S. Installation to which the member is assigned TDY, or

B. The Standard GMR for Meals in a Gov't Mess Plus $3.50 for Incidental Expenses. This rate applies each day that:

1. Adequate Gov't quarters are available on the U.S. Installation to which the member is assigned TDY,

2. The GMR is directed,

3. The Gov't mess is available for all three meals on the installation to which the member is assigned TDY, and

4. The member is not traveling.

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

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

1. Adequate Gov't quarters are available on the U.S. Installation to which the member is assigned TDY,

2. At least one meal is available and directed in a Gov't mess on the U.S. Installation to which the member is assigned TDY, and

3. The member is not traveling.

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

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

1. Adequate when the member ***is not lodged*** on a U.S. Installation. ***The OCONUS incidental expense rate of $3.50 may be authorized and must be stated in the travel authorization/order.***

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

NOTE: In circumstances in which adequate Gov't quarters are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the quarters are not available

and authorized the locality incidental expense rate unless the $3.50 incidental expense rate is authorized under par. U4151-D. Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality incidental rate to $3.50.

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

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

U4155 SCHOOLHOUSE TRAINING (FORMAL COURSES OF INSTRUCTION)

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

U4157 LODGING PER DIEM COMPUTATION

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

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

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

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

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

U4160 PER DIEM FOR TDY TRAVEL BY CAR FERRY

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

1. TDY Mileage (see par. U2600)

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

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

2. Transportation. The member is authorized:

a. Gov't-procured ferry transportation; or

b. Reimbursement for personal transportation costs on the car ferry (limited to the Gov't-procured ferry transportation cost);

3. Per Diem

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

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

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

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

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

U4163 ESSENTIAL UNIT MESSING (EUM)

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

U4165 DEDUCTIBLE MEALS

1. The PMR in pars. U4149-C and U4151-C applies on any day when one or two deductible meals are provided. See APP R, Part II, par. J. The Gov't should not pay for the same meal twice (originally by registration fee, etc., and then again through per diem). A meal that is provided to the traveler for which the Gov't pays nothing does not affect per diem payment.

2. A deductible meal is a meal:

a. Made available pursuant to an agreement between a Uniformed Service and any organization, if the authorization/order directs use of the facility providing the meal(s);

b. Included in a registration fee paid by the Gov't;

c. Furnished at no cost to the traveler by a school while attending a course of instruction if the Gov't ultimately pays the school for the meal cost;

d. Furnished by the Gov't at no cost to a member (see par. U4167);

e. Provided by a lodging establishment for which a charge is added in the lodging cost (ex., lodging cost $75 without breakfast; lodging cost $85 with breakfast); or

f. Provided by a lodging establishment when the meal(s) are included in the lodging cost under an

agreement between the Gov't and the lodging establishment (ex., an agency arranges for lodging at a conference/meeting and the cost of one or more meals is included in the lodging cost).

3. If all three meals are provided/consumed at no cost to the traveler, only the incidental expense amount for that day ($3 in CONUS, or the applicable locality incidental expense rate (see ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***) or $3.50 OCONUS) is payable.

U4167 NON-DEDUCTIBLE MEALS

1. The following are not deductible meals:

a. Box lunches, (which include such things as C Rations, K Rations, MREs) - except when MREs and/or other box lunches are the ***only method*** of providing adequate subsistence to a member. ***NOTE: See par. U4800-E for a member on TDY within a Combatant Command or Joint Task Force AOR.***,

b. In-flight meals,

c. Rations furnished by the Gov't on military aircraft,

d. Gov't meals paid for by the member and consumed in a Gov't mess,

e. Meals furnished on commercial aircraft,

f. Meals provided by private individuals, or

g. Meal(s) provided by a lodging establishment on a complimentary basis without adding a charge for the meal(s) in the lodging cost (ex., lodging cost $75 with or without breakfast).

2. If all three meals are provided/consumed at no cost to the member, only the incidental expense amount for that day ($3 in CONUS, or the applicable locality incidental expense rate (see ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***) or $3.50 OCONUS) is payable.

U4169 LODGING REQUIRED ON THE DAY TRAVEL ENDS

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

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

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

U4173 PER DIEM ALLOWANCE COMPUTATION EXAMPLES

A. Gov't Meal Rate (GMR). The GMR in the following examples are for illustrative purposes only. Check APP A for the current GMR.

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

C. Foreign Lodging Tax. The maximum amount allowed for lodging in foreign areas (see OCONUS foreign locations in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***) includes an amount for lodging tax. Tax on

lodging in foreign areas is not separately reimbursable.

D. Examples

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

EXAMPLE 1
Per Diem Rate/POC TDY Mileage Computation

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.

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 Ch 4, Part C.

ITINERARY

Date	Depart	Arrive	Per Diem Rate	Lodging Cost	POC Distance
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 2nd Stopover MI&E		50

REIMBURSEMENT

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
Total Reimbursement		**$921.05**

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

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

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 17th 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.

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.

ITINERARY

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
REIMBURSEMENT			
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
Total Reimbursement			**$514.35**

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

EXAMPLE 1
Per Diem and POC TDY Mileage Computation

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).

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 (Ch 4, Part C).

ITINERARY			
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
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
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
Actual Cost Total			**$1,631.50**
Constructed Cost			
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
Constructed Cost Total			**$1,439.75**

2. Example 2

EXAMPLE 2
Per Diem, GMR and POC TDY Mileage Computation

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.

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

POC use between the residence and TDY station is to the Gov't's advantage and is authorized on the travel authorization/order for one round trip. See par. U3305-B.

The member is due $393.75 (constructed cost since it is less than the actual cost for this example).

NOTE: 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.

ITINERARY			
Date	**Depart**	**Arrive**	**POC Distance**

9 July	PDS	TDY Station	185 miles
10 July		At TDY Station	
11 July	TDY Station	PDS	185 miles
12 July		PDS (personal reasons)	
13 July	PDS	TDY Station	185 miles
14-15 July		At TDY Station	
16 July	TDY Station	PDS	185 miles
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
9 July	($39 x 75%) = $29.25 + $6 =		$35.25
10 July	$9.80 + $3 + $6 =		$18.80
11 July	$39 x 75% =		$29.25
12 July	Per diem is not payable at the PDS (par. U4102-D)		$0.00
13 July	($39 x 75%) = $29.25 + $6 =		$35.25
14-15 July	$9.80 + $3 + $6 = $18.80/day x 2 days =		$37.60
16 July	$39 x 75% =		$29.25
2 round trips of 370 miles (official distance) x 2 = 740 miles x $0.585/mile =			$432.90
Actual Cost Total			**$618.30**
Constructed Cost			
9 July	($39 x 75%) = $29.25 + $6 =		$35.25
10-15 July	$9.80 + $3 + $6 = $18.80/days times 6 days =		$112.80
16 July	$39 x 75% =		$29.25
1 round trip of 370 miles (official distance) x $0585/mile =			$216.45
Constructed Cost Total			**$393.75**

U4176 TRAVEL TO AN ALTERNATE LOCATION ON NON-DUTY DAYS

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

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

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

to the Gov't quarters cost and PMR since they were directed in the authorization/order. ***The member is not authorized any TDY mileage for driving between Locations Y and Z.***

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

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

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

U4179 PER DIEM RATE REVIEW

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

1. Army - Army Military Advisory Panel Member, HQDA, Deputy Chief of Staff G-1, Attn: DAPE-PRC, 300 Army Pentagon, Washington, DC 20310-0300.

2. Navy - Navy Military Advisory Panel Member, Chief of Naval Operations (N130E), 2 Navy Annex, Washington, DC 20370-2000.

3. Marine Corps - Marine Corps Military Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.

4. Air Force - Air Force Military Advisory Panel Member, HQ USAF/A1SF, 201 12 Street Suite 411D, Arlington, VA 22202-5406.

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

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

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

8. Office of the Secretary of Defense and other DOD Components - Per Diem, Travel and Transportation Allowance Committee, Attn: E&S Branch, Hoffman Building 1, Room 836, 2461 Eisenhower Avenue, Alexandria, VA 22331-1300.

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

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

CONUS Locations	Non-Foreign OCONUS Locations	Foreign OCONUS Locations
General Services Administration Office of Gov'twide Policy ATTN: Travel Mgmt Division (MTT) 1800 F Street NW, #G-219 Washington, DC 20405-0001	**Per Diem, Travel and Transportation Allowance Committee (PDTATAC)** ATTN: E&S Branch Hoffman Building 1, Room 836 2461 Eisenhower Avenue Alexandria, VA 22331-1300	**Department of State** Director of Allowances State Annex 29, Room 262 Washington, DC 20522-2902

U4181 PER DIEM AND AEA ON A SINGLE TRIP

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

U4183 QUICK REFERENCE TABLES - PER DIEM ALLOWANCES

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

Quick Reference - Per Diem Allowances						
TDY Travel of More Than 24 Hours						
(1) Departure Day from PDS					**Footnotes:** See table # 4	
Abbreviations used: Gov't = Gov't GMR = Gov't meal rate NTE = Not to exceed PMR = Proportional meal rate						
	A	**B**	**C**	**D**	**E**	**F**
	Arrived at the TDY location (not on a U.S. Installation) on the same day as departed the PDS.	Arrived at the TDY location (on a U.S. Installation) on the same day as departed the PDS. The member occupied Gov't quarters.	Arrived at the TDY location (on a U.S. Installation – Gov't. quarters available) on the same day as departed the PDS. The member elected not to occupy available Gov't quarters.	Traveled overnight – no lodging required.	Overnight lodging required at a stopover en route to the TDY location.	Arrived on the same day as departed from the PDS at the TDY location where per diem at a lesser amount than rate prescribed for the TDY location was authorized under par. U4177.

Per Diem for the Departure Day from the PDS [6/]	75% of the M&IE rate for the TDY locality [1/] plus the lodging cost NTE the maximum lodging prescribed for the TDY locality. [2/, 5/]	75% of M&IE rate for TDY locality [1/] plus the cost of Gov't quarters NTE maximum lodging prescribed for TDY locality.	75% of the M&IE rate for the TDY locality [1/] plus the cost of lodgings occupied NTE cost of available Gov't quarters. **No reimburse-ment for lodging tax.**	75% of the M&IE Rate for the destination TDY locality [1/]	75% of the M&IE rate for the en route stopover locality plus lodging cost NTE the maximum lodging amount prescribed for the stopover locality. [2/, 5/]	75 % of the M&IE rate for TDY locality [1/] plus lodging [2/, 5/] cost NTE the maximum lodging prescribed for the TDY locality. The per diem rate authorized under par. U4135 applies to full days at the TDY location.

(2) Whole Travel Days - CONUS **Footnotes:** See table # 4

Abbreviations used:
Gov't = Gov't GMR = Gov't meal rate NTE = Not to exceed PMR = Proportional meal rate

	A	B	C	D	E	F
	Traveled overnight & arrived at a CONUS TDY location (not on a U.S. Installation) on day after departing PDS.	Traveled overnight & arrived at a CONUS TDY locality (on a U.S. Installation) on the day after departing the PDS. The member occupied Gov't quarters.	Each whole day at CONUS TDY locality (not on a U.S. Installation).	Each whole day at a CONUS TDY locality (on a U.S. Installation) – the member occupies Gov't quarters.	Each whole day at a CONUS TDY locality (on a U.S. Installation) when a member elects not to occupy available Gov't quarters.	Each whole day at a CONUS locality where per diem in a lesser amount than the prescribed rate for TDY location was authorized under par. U4177.
Per Diem for Whole Travel Days [6/]	M&IE applicable to the CONUS TDY locality plus the cost of lodging NTE maximum rate prescribed for the TDY locality [2/].	M&IE plus the cost of Gov't quarters. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) PMR plus $3 if directed in the authorization/ order and 1 or 2 deductible meals are provided, or (3) no amount for meals plus	M&IE applicable to the CONUS TDY locality plus the cost of lodging NTE the maximum rate prescribed for the TDY locality [2/] (If directed in the	M&IE plus the cost of Gov't quarters. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) Standard GMR plus $3, if directed in the authorization/ order, (3) PMR plus $3 if directed in the authorization/ order, or (4) no amount for meals plus $3 when the	M&IE plus the cost of lodging NTE the cost of Gov't quarters (Lodging taxes are not reimbursable). (M&IE may be at (1) the rate prescribed for the TDY locality, (2) Standard GMR plus $3, if directed in the authorization/ order, (3) PMR plus $3 if directed in the	Per diem at the rate authorized under par. U4177.

		$3 when the authorization/ order directs essential unit messing and 3 meals are available to the member. PMR plus $3 applies if 3 meals are not available to the member. [1/]	authorizati on/ order, M&IE is PMR plus $3 when deductible meals are provided [7/] – par. U4165-1)	authorization/ order directs essential unit messing (see par. U4400 for Gov't mess use/ availability) (see par. U4149 for determination of the M&IE rate))	authorization/ order, or (4) no amount for meals plus $3 when the authorization/ order directs essential unit messing (see par. U4400 for Gov't mess use/ availability) (see par. U4149 for determination of the M&IE rate))	

(3) Whole Travel Days - OCONUS **Footnotes:** See table # 4

Abbreviations used:
Gov't = Gov't GMR = Gov't meal rate NTE = Not to exceed PMR = Proportional meal rate

	A	B	C	D	E	F
	Traveled overnight & arrived at an OCONUS TDY location (not on a U.S. Installation) on the day after departing the PDS.	Traveled overnight & arrived at an OCONUS TDY locality (on a U.S. Installation) on the day after departing the PDS. The member occupied Gov't quarters.	Each whole day at the OCONUS TDY locality (not on a U.S. Installation)	Each whole day at an OCONUS TDY locality (on a U.S. Installation). The member occupied Gov't quarters.	Each whole day at an OCONUS TDY locality (on a U.S. Installation) when the member elects not to occupy available Gov't quarters.	Each whole day at an OCONUS locality where per diem in lesser amount than the prescribed rate for the TDY location was authorized under par. U4177.
Per Diem for Whole Travel Days [6/]	M&IE [4/] applicable to the OCONUS TDY locality plus the cost of lodging [5/] NTE the maximum rate prescribed for the TDY locality.	M&IE plus the cost of Gov't quarters. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) PMR plus $3.50 if directed in the authorization/order and 1 or 2 deductible meals are provided, or (3) no amount for meals plus $3.50 when the authorization/order directs essential	M&IE [4/] applicable to the OCONUS TDY locality plus the cost of lodging [5/] NTE the maximum rate prescribed for the TDY locality.	M&IE plus the cost of Gov't quarters. (M&IE may be at (1) the meal rate prescribed for the TDY locality plus $3.50, (2) Standard GMR plus $3.50 [3/], if directed in the authorization/ order, (3) PMR plus $3.50 [3/], if directed in the authorization/order, or (4) no amount for meals plus $3.50 [3/] when the authorization/order	M&IE plus the cost of lodging NTE the cost of Gov't quarters [5/]. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) Standard GMR plus $3.50 [3/], if directed in the authorization/order, (3) PMR plus $3.50 [3/], if directed in the authorization/order, or (4) no amount for meals plus $3.50 [3/] when the	Per diem at the rate authorized under par. U4177.

		unit messing and 3 meals are available to the member. PMR plus $3.50 applies if 3 meals are not available to the member. [1/)]		directs essential unit messing (see par. U4400 for Gov't mess use/availability and par. U4149 for the applicable M&IE rate).	authorization/order directs essential unit messing (see par. U4400 for Gov't mess use/availability and par. U4149 for the applicable M&IE rate)).	

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

Footnotes

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

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

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

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

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

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

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

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

CHAPTER 5

PERMANENT DUTY TRAVEL

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U5390 **AUTHORIZED LOCATIONS AND AUTHORIZED LIMITS RELATED TO PCS**
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U5440 FACTORS AFFECTING POV TRANSPORTATION
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U5472 FACTORS AFFECTING POV STORAGE
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U5474 RESTRICTIONS
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U5476 CONTINUED POV STORAGE
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U5478 CARE AND STORAGE

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U5500 PRIVATELY OWNED MOBILE HOMES
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U5510 GOV'T-/PERSONALLY PROCURED MOBILE HOME TRANSPORTATION
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U5515 MOBILE HOME TRANSPORTATION FACTORS
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U5520 MOBILE HOME TRANSPORTATION EXCESS COSTS FOR A SEPARATED MEMBER, DECEASED MEMBER, OR HEIRS OF A DECEASED MEMBER

U5530 MOBILE HOME TRANSPORTATION FOR SHORT DISTANCE MOVES
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U5540 MOBILE HOME TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES
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U5545 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
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PART G: DISLOCATION ALLOWANCE (DLA)

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U5600 PURPOSE

U5605 DEFINITION OF TERMS
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U5610 ELIGIBILITY
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U5615 DETERMINING AMOUNT PAYABLE
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A. General
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U5630 AUTHORIZATION FACTORS
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U5635 DLA RATES

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U5635 **DLA RATES**
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U5700 **PURPOSE**

U5705 **AUTHORIZATION**
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U5710 **TIME LIMITATIONS**

U5715 **TEMPORARY QUARTERS**

U5720 **REIMBURSEMENT**
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C. Maximum TLE Reimbursement
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U5725 **FUNDS ADVANCE**

PART I: PET QUARANTINE

U5800 **GENERAL**

U5805 **PET QUARANTINE REIMBURSEMENT**

U5810 **GENERAL PET INFORMATION**
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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

Paragraph **Title/Contents**

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
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U5915 **MOBILE HOME TRANSPORTATION**
A. General
B. Member Assigned to Full PCS Weight Allowance Area
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U5920 **TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY**
A. General
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C. Restriction
D. Authorization
E. Reimbursement

PART K: RESERVED

PART L: RESERVED

PART M: RESERVED

PART N: RESERVED

PART O: RESERVED

PART P: RESERVED

PART Q: RESERVED

PART R: TRANSPORTATION OF REMAINS OF A DECEASED MEMBER AND/OR A DECEASED DEPENDENT

U5950 **GENERAL**
A. DOD Directive 1300.22, Mortuary Affairs Policy
B. DTR
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U5951 **ESCORTING THE REMAINS OF A DECEASED MEMBER**

PART A: APPLICABILITY AND GENERAL RULES

U5000 SCOPE

A. General. This Chapter prescribes a member's authority for personal and dependent travel and transportation allowances, HHG and POV transportation allowances, mobile home transportation allowances, DLA, and TLE allowance incident to a PCS. It also prescribes authority for dependents' travel and transportation, and for HHG, POV, and mobile home transportation under unusual or emergency circumstances, and various other situations not directly related to a PCS. For non-PCS travel allowances, see Ch 7.

B. Travel Covered. This Chapter discusses the following PCS travel types:

1. Transfer. Travel ICW a transfer from one station to another for permanent duty.

2. Change in Home Port or PDS Location of a Unit. Travel ICW a ship's home port or mobile unit's PDS location change.

3. Call to Active Duty. Travel from home or from the PLEAD to the first PDS upon:

a. Appointment or re-appointment (including reinstatement) to the regular Service from civilian life or from a Reserve Component;

b. A Reserve Component member being called (or ordered) to active duty (including duty for training) for 20 or more weeks at one station;

c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including temporary disability retirement); or

d. Enlistment or induction into the Service (regular or during emergency).

4. Separation or Retirement. Travel from last PDS to home upon:

a. Discharge, resignation, or separation from the Service under honorable conditions;

b. A Reserve Component member's release from active duty (including active duty for training) to which called for 20 or more weeks at one station;

c. Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;

d. Retirement; or

e. Temporary disability retirement.

5. Travel (other than TDY) Not Directly Related to a PCS Order. In addition to PCS allowances, this Chapter includes dependents; travel and transportation allowances, and for HHG, POV and mobile home transportation, under unusual or emergency circumstances, and other situations not involving a PCS.

U5002 APPLICABILITY

A. General. This Chapter applies to PCS of all regular and Reserve Component members.

B. Unique Categories. The following unique personnel categories are authorized PCS allowances as indicated.

1. A cadet or midshipman. See par. U7000.

2. An applicant and a rejected applicant of the regular service. See par. U7025.

3. A Reserve Component member. See par. U7150.

4. A member whose enlistment has been voided. See par. U7375.

C. Persons Not Covered. The following personnel categories are not authorized PCS allowances.

1. An absentee or straggler being returned to the PDS. See par. U7400.

2. A member discharged under other than honorable conditions. See par. U7500.

3. A prisoner. See par. U7451.

U5012 PCS ALLOWANCES

A. General. Following is a general description of PCS travel and transportation allowances. Parts B through H of this Chapter prescribe specific allowances. Allowances depend on the member's individual travel circumstances. Table 5-1 provides a general guide.

B. Member and Dependent Travel and Transportation Allowances. When a member must travel under an order, the Gov't either furnishes transportation, reimbursement, or a payment in lieu of transportation at rates prescribed in this Part. Generally, a member selects the transportation mode (i.e., airplane, train, bus, POC) for travel between the old and new PDSs. Sometimes an order directs a particular mode for the member but not the dependents. For travel time computation when a mode is not directed, see par. U5160. For authorized PCS travel reimbursements, see par. U5105; for travel to the first PDS, see par. U5108-C. For dependents' travel and transportation, see Ch 5, Part C.

C. HHG Transportation and Storage. A member directed to make a PCS is authorized HHG transportation and/or storage. A member's HHG weight allowance depends on the member's grade and dependency status. See par. U5310-B.

1. Ordinarily, any portion of the PCS HHG weight allowance the member elects not to ship may be placed in NTS.

2. The Service concerned may administratively limit the amount transported. See par. U5315. For example, an E-6 with dependents may ship 11,000 pounds of HHG, if the member is transferred between two CONUS PDSs. However, only a portion of the member's PCS HHG weight allowance may be transported to the new PDS if the member is transferred to a "weight restricted" OCONUS PDS. The remainder may be placed in NTS or transported to a designated place. The member may place HHG within the PCS HHG weight allowance, precluded from shipment due to an administrative weight restriction, in NTS at Gov't expense until the next PCS.

3. PCS HHG transportation authorizes a member to SIT unless prohibited, until the member arranges for a new permanent residence. SIT may be authorized at any combination of origin, in transit, or destination. See Ch 5, Part D.

See JTR, par. C5154-J for HHG transportation for a DOD civilian employee married to a uniformed member when both are authorized HHG shipments to the same new PDS.

D. Unaccompanied Baggage Transportation. See APP A definition of baggage, unaccompanied. The Service concerned may limit unaccompanied baggage weight. See Ch 5, Part D.

E. POV Transportation. A member ordered to make a PCS to, from, or between OCONUS PDSs, or upon official change in a ship's homeport or mobile unit's PDS location, may be authorized to have one POV**,** owned or on a long-term lease by the member or dependent(s)**,** transported to the VPC serving the member's new PDS or other authorized place. The POV must be for the member's or dependents' personal use. There are some limitations, restrictions or prohibitions. See Ch 5, Part E.

F. Mobile Home Allowances. A member ordered on a PCS, or the dependent of a deceased member authorized HHG transportation, is authorized any combination of the allowances in Part F for mobile home transportation, including temporary storage, from the old PDS to the new PDS or between other authorized points. Except as provided in par. U5505-B, these allowances are in lieu of baggage and HHG transportation and are only authorized for transportation of a mobile home within CONUS, within Alaska, or between CONUS and Alaska. See Ch 5, Part F.

G. DLA. DLA partially reimburses a member for the relocation expenses of a PCS, evacuation, or movement as a result of BRAC closure. See Ch 5, Part G.

H. TLE Allowance. TLE partially offsets the added living expenses within CONUS incurred by a member and dependents incident to a PCS. See Ch 5, Part H.

I. Travel and Transportation Allowance Extensions when a Member Separates from the Service. A written time limit extension may be authorized/approved using the Secretarial Process. An explanation of the circumstances justifying the extension must include the following:

1. The specific additional time period.

2. A description of the circumstances that prevent use within the prescribed time. ***NOTE: The extension must be for the shortest time appropriate under the circumstances.***

3. Acknowledgement that the extension is not being granted merely to accommodate personal preferences or convenience (DOD/GC #99-1).

4. ***An extension must not be authorized/approved if it extends travel and transportation allowances for more than 6 years from the date of separation or release from active duty or retirement*** unless a member's certified on-going medical condition prevents relocation of the member for longer than 6 years from the separation/retirement date.

5. ***An extension must not be authorized/approved if it extends travel and transportation allowances for more than 6 years from the date of receipt by a member's dependents of official notice that the member is dead, injured, missing, interned, or captured***, unless a member's certified on-going medical condition prevents relocation of the dependent(s) for longer than 6 years from the notification date.

NOTE: An extension under 'Other Deserving Cases' (see par. U5130-B4) for any reason may not be for more than 6 years from the date of separation or release from active duty or retirement.

J. Home of Selection. ***Once a home is selected, that selection is irrevocable if transportation-in-kind is furnished and used, or travel and transportation allowances are received after the travel is completed.***

K. PCS Authorization/Order. For an order to be a PCS authorization/order it must in fact direct a PCS. A document directing a change at the same PDS is not a PCS authorization/order, regardless of any statement(s) on the document to the contrary. Please see definitions of PDS and PCS in APP A.

L. Delayed/Deferred Use of PCS Allowances. The member may elect not to move dependents and HHG (or a mobile home in lieu of HHG) when authorized. However, dependents' travel and transportation allowances for still-eligible dependents and HHG (for some or all of the HHG) or mobile home transportation costs are payable incident to a subsequent PCS, using a combination of PCS orders. Allowances are limited to the greater of the distances in items 1and 2. ***The previous sentence does not provide for transportation of non-command-sponsored dependents from an OCONUS PDS.***

1. To the new PDS from the former PDS from which the dependents and/or HHG (or mobile home) were not moved, or

2. From the current PDS from which the member is being ordered

See par. U5201-A2 regarding dependent transportation, par. U5310-A3 regarding HHG transportation, and par. U5500-D regarding mobile home transportation.

U5015 MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)

A. General

1. A member, authorized dependents' travel and transportation allowances under par. U5201, is authorized MALT at the rate in par. U2605-B when travel is performed. When a member and dependents relocate on a member's PCS move, reimbursement is authorized for two POCs, if used.

2. Except as in par. U5015-B, the MALT rate authorized for dependents' travel is for the use of one or two POCs. ***NOTE: The member may be reimbursed for use of two POCs by dependents only if the member travels by other than POC (e.g., the member is not reimbursed automatically for three POCs to allow the member to use one and the dependents to use two.)***

3. MALT payment does not affect transportation-in-kind for other dependents.

B. Reimbursement for the Use of more than Two POCs

1. General. Reimbursement for the use of more than two POCs, within the same household for PCS travel, may be authorized/approved if determined to be appropriate, through the Secretarial Process. Authorization/ approval documentation should be made IAW Service procedures

2. MALT and Ferry Fares

a. When reimbursement for the use of more than two POCs is authorized/approved, MALT and car ferry fees apply for each POC.

b. If the same POC is used for more than one trip, the MALT and car ferry fees apply for each trip. The standard MALT rate is applied for each one-way official distance from the old to the new PDS.

U5020 ADVANCE OF FUNDS

Chapter 5 (Parts B, C, D, E2, F, G, and H) authorize travel and transportation allowances advance payment for a member and dependents, HHG and mobile home transportation, POV storage, and DLA and TLE. See par. U1010-B5. See par. U9157 for TLA and par. U10105-B for OHA advance payment.

OVERVIEW OF PCS TRAVEL AND TRANSPORTATION ALLOWANCES 1/

Table U5A-1

Movement Situation	Mbr Travel Part B	Dep Travel Part C	HHG Transp Part D	NTS 2/ Part D	POV Shipment 3/ Part E1	POV Storage 24/ Part E2	Mobile Home Shipment 4/ Part F	DLA 5/ Part G	TLE 6/ Part H	TLA 7/ Ch. 9, Part C
Travel to 1st PDS	Yes	Yes	Yes	Yes 8/	No 9/, 10/	Yes	Yes	No	Yes	No 11/
PCS from CONUS to CONUS	Yes	Yes	Yes	Yes 8/	No 10/	No	Yes	Yes	Yes	No
PCS to/from OCONUS	Yes	Yes	Yes	Yes	Yes	Yes	No 12/	Yes	Yes	Yes
PCS from OCONUS to OCONUS	Yes	Yes	Yes	Yes	Yes	Yes	No 12/	Yes	No	Yes
PCS Involving Mbr Married to Mbr Couples CONUS to CONUS To/from OCONUS	Yes(each) Yes(each)	Yes (each) Yes (each)	Yes (each) 13/ Yes (each) 13/, 14/	Yes (each) 8/ Yes (each)	No 10/ Yes (each)	No Yes	Yes 15/ No 12/	See par. U5630-E & Table U5G-1	Yes (each) Yes (each)	No Yes (each)
Separated Under Honorable Conditions 16/ Mbr completed 90% of 1st term Mbr did ***not*** complete 90% of 1st term	Yes Yes 17/	Yes Yes 17/	Yes Yes	Yes 18/ Yes 18/	No 19/ No 19/	No No	Yes Yes	No No	No No	Yes 25/ Yes 25/
Separated under Other Than Honorable Conditions 16/	Yes 20/	Yes 20/	Yes 21/	No	No 19/	No	Yes	No	No	No
Placed on TDRL	Yes 22/	Yes 22/	Yes 22/	Yes	No 19/	No	Yes	No	No	Yes 25/
Retired with pay (incl for disability); discharged with severance/separation pay; involuntarily released from active duty with readjustment/ separation pay 23/	Yes	Yes	Yes	Yes	No 19/	No	Yes	No	No	Yes 25/

1/ ***This table is a general guide to basic travel and transportation allowances in various PCS situations. Ch 5, Parts B, C, D, E, F, G, H, and I prescribe the specific allowances and must be used to administer travel and transportation allowances ICW a member's PCS.***

2/ For the time limitation of NTS for a PCS authorization/order, see par. U5380.

3/ The member must meet the eligibility criteria in par. U5405 to be authorized POV transportation.

4/ A member must meet the conditions in par. U5500 to be authorized mobile home transportation. Mobile home allowances are in lieu of HHG transportation except as noted in par. U5330-F.

5/ The member must meet eligibility criteria in par. U5605 to be authorized DLA. A member who is authorized dependent transportation and relocates dependents incident to a PCS is authorized DLA at the "with-dependent" rate. See pars. U5605 and U5610. A member without dependents assigned to Gov't quarters at the new PDS is ***not*** authorized DLA. See par. U5605.

6/ A member must meet eligibility criteria in par. U5705 to be authorized a TLE allowance. See par. U5710 for maximum authorized periods.

7/ TLA is only authorized under the conditions specified in par. U9155. See Ch 9, Part C, for the maximum authorized periods.

8/ When member requests NTS as an alternative to transportation, NTS must be in the Gov't's best interest. See par. U5380-C.
9/ Except when member's HOR/PLEAD is OCONUS and the first PDS is in CONUS; or when member's HOR/PLEAD is in CONUS and first PDS is OCONUS.
10/ See par. U5415 for exceptions under which a POV may be transported at Gov't expense within CONUS.
11/ Except when the member's first PDS is OCONUS.
12/ Mobile home transportation is authorized only between CONUS locations, between a CONUS location and Alaska, and between Alaskan locations; and only if dependent(s) will occupy the mobile home at destination.
13/ A member-married-to-member couple may combine their HHG weight allowances for transportation purposes. See par. U5330-A.
14/ For moves to/from certain OCONUS areas, members may be limited to transportation of the senior member's administrative HHG weight allowance. See par. U5315-B.
15/ See par. U5505-A for combining the weight allowances of a member-married-to-member couple to compute the maximum mobile home authorization.
16/ Travel and transportation allowances may be paid not to exceed to the HOR or PLEAD, whichever the member elects for travel allowances under par. U5125.
17/ Transportation to the member's HOR/PLEAD is limited to the lowest cost transportation (see par. U5125-A5 - member travel) and U5225-F (dependent travel)) except as authorized by the Service Secretary.
18/ NTS ICW separation/retirement from the Service is in addition to transportation.
19/ Except when a member's HOR/PLEAD or authorized HOS under par. U5130-A1 is OCONUS. A member separated/retired while serving OCONUS is authorized a POV shipment if the member's HOR/PLEAD or HOS is in CONUS.
20/ See Ch 7, Part P, for member travel. For dependent travel for a member whose last PDS is CONUS, see par. U5240-F, or if the last PDS is OCONUS, see par. U5940-D.
21/ A member without dependents, stationed in CONUS, who is discharged under other than honorable conditions, is ***not*** authorized HHG shipment.
22/ A member may exercise travel and transportation allowances ICW being placed on the TDRL; however, if a retirement order is subsequently issued, the allowances are subject to adjustment so as not to exceed the allowances for the distance from the PDS at the time the member received the TDRL authorization/order to the point to which the member is authorized incident to retirement, release from active duty, etc., less any amount previously paid for transportation to the waiting point.
23/ Travel and transportation allowances may/may not be paid to the member's HOS. See par. U5130.
24/ The member must meet the eligibility criteria in par. U5466 to be authorized POV storage.
25/ TLA is payable to a separating/retiring member stationed OCONUS when temporary quarters must be occupied at the old PDS prior to departure ***and only while on active duty***.

SECTION 1: GENERAL

U5100 GENERAL

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

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

U5102 MISCELLANEOUS REIMBURSEMENT

*See Ch 5, Part I regarding pet quarantine. See APP G for miscellaneous expense reimbursement on official travel.

U5104 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% 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% of the least costly available common carrier transportation mode.

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SECTION 2: TRAVEL AND TRANSPORTATION OPTIONS

U5105 TRAVEL AND TRANSPORTATION OPTIONS

A. General

1. Allowable Travel and Transportation Options. A member may elect to:

a. Travel by POC (see par. U5105-B),

b. Procure common carrier transportation (see par. U5105-C), or

c. Be provided transportation in kind (see par. U5105-D),

2. Exceptions. A member may elect the travel and transportation options listed above except when:

a. Travel is performed partly at personal expense and partly by Gov't-procured transportation and/or Gov't conveyance (see par. U5105-E),

b. The transportation mode is directed (including members traveling together with no/limited reimbursement directed in the authorization/order) (see par. U5108),

c. Travel OCONUS is involved (see par. U5116),

d. There are special circumstances (see par. U5120 and Chapter 7), or

e. POV delivery/pickup is involved, (see par. U5413).

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

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

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

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

Example 3: Member-married-to-Gov't civilian employee, each traveling on an authorization/order and eligible for travel and transportation allowances, and their child travel together in one POC. Only one may receive MALT for the official distance. Either the member or the Gov't civilian employee may submit all reimbursable expenses.

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

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

2. Per Diem. A flat per diem at the Standard CONUS per diem rate is paid for each PCS travel day between authorized points, NTE the allowable travel time computed under par. U5160. ***If used, Gov't quarters and/or mess have no effect on the per diem amount paid.*** Each member traveling in a POC is authorized the Standard CONUS per diem rate.

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

D. Transportation in Kind Plus Per Diem. When the Gov't provides transportation-in-kind at no cost, the member is authorized per diem under par. U5113.

E. Travel by Mixed Modes

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

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

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

b. Travel between local transportation terminals.

2. Computation. Total reimbursement for POC and personally-procured commercial travel may be no more than the 'MALT-Plus' payable for the entire ordered travel distance less the cost of any 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 the MALT rate.

Date	**Departure/Arrival**	**Location**	**Transportation**
01 Jun	Depart:	Old PDS	CP
01 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

ACTUAL TRAVEL COST:		
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
Total Actual Cost =		**$861.26**
POC TRAVEL COST FOR THE ORDERED DISTANCE:		
MALT	2,984 miles x $0.27/mile =	$805.68
'MALT-Plus' per diem	$109/day x 9 days =	$981.00
Total Constructed Cost =		**$1,786.68**

Reimburse to the traveler the actual cost ($861.26) NTE the constructed cost ($1,786.68). **The traveler is due $861.26.**

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SECTION 3: PCS EXAMPLES - LODGINGS AND 'MALT-PLUS' PER DIEM

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
Total Reimbursement =				**$246.53**
NOTE: MALT & 'Lodgings-Plus' per diem are paid for the same day.				

EXAMPLE 2				
The Standard CONUS per diem rate used in this example may not be current. See ***http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl*** or par. U2025 for the current Standard CONUS per diem rate.				
Date	**Departure/Arrival**	**Location**	**Transportation**	**Distance**
1 Aug	Depart:	Old PDS	POC	
3 Aug	Arrive:	POE		805 miles
4 Aug	Depart:	POE	TP	
	Arrive:	POD		
	Depart:	POD	CA	Taxi $20
	Arrive:	New PDS		
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
Total Reimbursement =				**$632.35**
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.				

EXAMPLE 3

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

Date	Departure/Arrival	Location	Transportation	Distance
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.

REIMBURSEMENT:

1-3 Jun	$109/day x 3 days =	$ 327.00
4 Jun	$70 + $39 =	$109.00
5-9 Jun	($70 + $39)/day x 5 days =	$545.00
10 Jun	$109/day x 1 day =	$109.00
1,200 miles x $0.27/mile =		$324.00
300 miles x $0.27/mile =		$81.00
Total Reimbursement =		**$1,495.00**

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

EXAMPLE 4

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

Date	Departure/Arrival	Location	Transportation	Distance
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.

REIMBURSEMENT:

1-9 Jul	$109/day x 3 days =	$ 327.00
10 Jul	$109 + $46 =	$155.00
11 Jul	75% x $82 =	$61.50
1,080 miles x $0.27/mile =		$291.60
120 miles x $0.27/mile =		$32.40
Total Reimbursement =		**$867.50**

NOTE: 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.

SECTION 4: TRAVEL RESTRICTIONS

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 Ch 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 Ch 4, Part F and APP G.

D. Travel Reimbursement. Unless otherwise prohibited in these regulations, 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.***

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SECTION 5: PER DIEM FOR PCS TRAVEL WHEN GOV'T OR COMMERCIAL TRANSPORTATION USED

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.***

EXAMPLE 1 (*Crosses International Dateline*)			
Date	Departure/Arrival	Location	Transportation
17 Feb	Depart:	Old PDS	GB
	Arrive:	POE	
18 Feb	Depart:	POE	TP
	Arrive:	POD	
19 Feb	Depart:	POD	TP
	Arrive:	New PDS	
Member spends $150 for lodging on 17 February. POE per diem rate is $291 ($193/ $98). POE is not the local terminal for the old PDS. Member spends $100 for lodging on the second 18 February. POD per diem rate is $161 ($110/ $51). M&IE for new PDS is $39.			

REIMBURSEMENT:		
17 Feb	75% x $98 = $73.50 + $150 ($150 is less than $193) =	$ 223.50
18 Feb	$51 (destination M&IE rate) =	51.00
18 Feb	$51 + $100 ($100 is less than $110) =	151.00
19 Feb	75% x $39 (new PDS rate) =	29.25
Total Reimbursement =		**$454.75**

EXAMPLE 2 (*Crosses International Dateline*)			
Date	Departure/Arrival	Location	Transportation
18 Feb	Depart:	Old PDS	TP
18 Feb	Arrive:	POD	
19 Feb	Depart:	POD	TP
19 Feb	Arrive:	New PDS	
Member spends $100 for lodging on the second 18 February. POD per diem rate is $161 ($110/$51). M&IE for new PDS is $39.			

REIMBURSEMENT:		
18 Feb	75% x $51 (destination M&IE rate) =	$ 38.25
18 Feb	$51 (destination M&IE rate) plus $100 ($100 less than $110) =	151.00
19 Feb	75% x $39 (new PDS rate)	29.25
Total Reimbursement =		**$218.50**

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

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

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

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

1. A member travels PCS from NAS Corpus Christi, TX, to the USS NIMITZ (home port Bremerton, WA). Travel is by commercial plane in one day. The per diem rate for Bremerton, WA, is used for that travel day.

2. A member travels PCS from NAS Jacksonville, FL, to USS CARR, which is at sea. Travel is by commercial plane (day 1) to Naples, Italy arriving after midnight (day 2). The member then changes to Government plane to USS CARR arriving day 2. The per diem rate is based on the final destination location or the last place departed – in this case Naples, Italy. Since the member did not remain overnight, the rate for both day 1 and day 2 is the Naples rate.

3. A member travels PCS from USS ENTERPRISE to USS NORMANDY, each of which is away from home port. The member travels directly from one ship to the other by Government helicopter in one day. Since there is no POE and the helicopter does not land anywhere but the ships, no per diem is paid. This does not preclude per diem under par. U5120-F.

SECTION 6: PCS TO, FROM, OR BETWEEN OCONUS POINTS

U5116 PCS TO, FROM, OR BETWEEN OCONUS POINTS

A. General. Except as specifically provided in pars. U5116-B and U5116-C, a member traveling on a PCS authorization/order that neither directs a transportation mode nor specifies that the member is to travel with other members with no/limited reimbursement, to, from or between OCONUS points, are authorized:

1. The applicable allowances prescribed in par. U5105 for the official distance between the old PDS and the appropriate aerial or water POE serving the old PDS;

2. Transportation by available Government aircraft or ship, otherwise Government-procured transportation or reimbursement for transportation procured at personal expense for the transoceanic travel involved (see par. U5116-D) plus applicable per diem; and

3. The applicable allowances prescribed in par. U5105 for the official distance between the appropriate aerial or water POD serving the new PDS and the new PDS.

For travel to and from vehicle processing centers accomplished concurrently with travel performed under par. U5116-A1 and/or U5116-A3, see par. U5413.

B. When Land Travel only Is Involved. Except as specifically provided in par. U5116-C, a member on a PCS authorization/order not involving transoceanic travel (see APP A) is authorized the applicable allowances prescribed in par. U5105 for the official distance.

C. Transoceanic Travel

1. General. When transoceanic travel is involved between PDSs, the usual means of accomplishing travel is to use Government or Government-procured air transportation for personal and dependent transoceanic travel. Reimbursement is authorized for:

a. Personal travel under par. U5116-A;

b. Dependents' travel under par. U5207; and

c. POV delivery to the loading port/VPC for shipment under par. U5413.

2. POC Travel

a. General. When transoceanic travel ordinarily would be involved but POC (see APP A definition) is authorized by the AO as to the Government's advantageous and is used by the member for the entire distance between duty stations, reimbursement is on a 'MALT-Plus' basis for the member (and dependents if applicable) for the official distance involved. Reimbursement is authorized even though it exceeds that authorized in par. U5116-C1.

b. Transoceanic Travel by Personally Owned Boat. The AO may authorize/approve POC Government air transoceanic travel at personal expense when performing circuitous travel on a PCS authorization/order even though it is not advantageous to the Government. When the member travels by POC under this method, constructed or actual (fuel, oil, and docking fees), reimbursement is authorized NTE the airfare (contract city pair if available). Per diem and travel time are based on the air travel time. (59 Comp. Gen. 737 (1980)).

c. Travel Partly by POC and Partly by Common Carrier. When travel by POC has been authorized as prescribed in par. C5116-C2a, but actual travel is performed between the old and new PDSs by mixed modes, reimbursement is prescribed in par. U5105-E.

3. POC Travel Involving a Car Ferry. When a member travels between two PDSs partly by POC and partly by car ferry (circuitously or otherwise), the member is authorized the following:

a. 'MALT-Plus' (see par. U5105-B)

(1) 'MALT-Plus' is authorized for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS.

(2) If more than one car ferry is used, 'MALT-Plus' is payable for overland travel between ferries.;

b. Transportation. The member/dependent is authorized:

(1) Government-procured ferry transportation, or

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

c. Per Diem

(1) Lodging. Reimbursement for actual cost of required accommodations (unless included in the transportation cost) is authorized. See par. U3130-C.

(2) Meals and Incidental Expenses (M&IE) when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based and computed for the member and each dependent using the highest CONUS M&IE rate (see APP A) for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is based on the:

(a) per diem rate prescribed for the member's new PDS if travel ends on that day, or

(b) Standard CONUS per diem rate (see par. U2025 or ***http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl***) if travel by POC continues on the day after the departure day (debarkation) from the ferry.

NOTE 1: The percentages, in par. U5210-B, apply when computing a dependent's per diem.

NOTE 2: If the ferry passage does not include an overnight, 'MALT-Plus' continues uninterrupted while on the ferry.

NOTE 3: See par. U3125-C4 for required documentation if a U.S. registered ferry is not available.

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 Ch 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 Ch 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 unused directed transportation mode cost. See APP A for indirect/ circuitous travel definition.

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SECTION 7: TRAVEL AND TRANSPORTATION ALLOWANCE UNDER SPECIAL CIRCUMSTANCES

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 Ch 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 Ch 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.

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.

SECTION 8: SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY

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.***

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 Ch 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-Bl, 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

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 l 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)).

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SECTION 9: ALLOWABLE TRAVEL TIME COMPUTATION

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.***

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:

Step 1--Determine the official distance between authorized travel points as prescribed in par. U2020;
Step 2--Determine the total number of miles traveled by POC, NTE the distance in Step 1, and compute travel time IAW par. U3005-C;
Step 3 --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
Step 4 --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.

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SECTION 1: GENERAL

U5200 PURPOSE

This Part prescribes a dependent's travel and transportation allowances incident to a PCS move and under unusual or emergency circumstances. See par. U5310 for HHG transportation and par. U5500 for mobile home transportation. Ch 7 includes a dependent's travel and transportation allowances in other special circumstances.

U5201 BASIC AUTHORIZATION

A. General

*1. A member is authorized dependent PCS travel and transportation allowances (except as indicated in par. U5201-B) for travel between points authorized in this Volume. Unless otherwise specified in this Part, the authorization conditions in Part B apply. Except for travel by mixed modes under par. U5105-E, PCS travel and transportation allowances for a dependent are:

a. Transportation-in-kind (see par. U5105-D) plus per diem (see par. U5210); or

b. Reimbursement for common carrier transportation procured at personal expense (see par. U5105-C) plus per diem (see par. U5210); or

c. MALT (see par. U5105-B) for POC travel, plus per diem (see par. U5210) for the required travel days between authorized points, NTE the allowable travel time computed under par. U3005-C.

2. POC use for PCS travel, other than transoceanic, is to the Gov't's advantage. If a member elects not to move a dependent when authorized, the dependent travel and transportation allowances for a still-eligible dependent are payable incident to a subsequent PCS NTE the greatest of the distances to the new PDS from the:

a. HOR or PLEAD (unless moved to the HOR or PLEAD ICW a move to 'another location' IAW par. U5218); or

b. Designated place; or

c. PDS from which the member elected not to move the dependent; or

d. Last PDS.

Any interim PCSs, for which a member did not claim dependent travel and transportation allowances, are ignored.

B. When Dependent Travel and Transportation Allowances Are Not Payable. A member is not authorized dependent travel and transportation allowances:

1. When a member is:

a. A cadet or midshipman;

b. Assigned to a school or installation as a student, if the course of instruction is to be of less than 20 weeks duration (except as noted in par. U2146-B);

c. A Reserve Component enlisted member called (or ordered) to IADT for less than 6 months;

d. Called or ordered to active duty for training for 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-B ("TDY" training 140 or more days, but not more than 180 days)), or active duty for training for 140 or more days when the active duty is at more than one location, but less than 140 days (except as noted in par.

U2146-B) at any one location; or

e. Called to active duty (for other than training) for 180 or fewer days, or active duty for more than 180 days when the active duty is at more than one location, but 180 or fewer days at any one locations; or

f. Called to active duty (for other than training) for more than 180 days at one location but authorized per diem IAW par. U7150-A4b(3).

2. When a dependent:

a. Is a member on active duty on the PCS authorization/order effective date (see par. U5215-I for travel and transportation allowances after the spouse is no longer on active duty);

b. Travels at personal expense before a PCS authorization/order is issued or before official notice is received that such an authorization/order is to be issued (see par. U5201-C) (***transportation-in-kind, including Gov't-procured transportation, must not be furnished before a PCS authorization/order is issued***);

c. Is not a dependent (except as provided in par. U5215-B) on the PCS authorization/order effective date (see APP A) (authorization for allowances in pars. U5215-I (spouse separates/retires from service after the member's PCS authorization/order effective date) and U5240-G (dependent's travel and transportation is incident to an IPCOT) is unaffected);

d. Receives any other Gov't-funded travel and transportation allowances for this travel;

e. Is a member's or spouse's parent, stepparent, or person in loco parentis (except as provided in par. U5215-B) as set forth in APP A, definition of Dependent item 9, who does not reside in the member's household, unless otherwise authorized/approved through the Secretarial Process; or

f. Is a dependent child who is not under the member's legal custody and control on the PCS authorization/ order effective date (B-131142, 3 June 1957) (see par. U5215-J for travel authorization when legal custody and/or control changes after the PCS authorization/order effective date);

3. For dependent travel:

a. Any portion of a journey they are transported by a foreign registered ship or airplane, if a U.S. registered ship or U.S.-certificated air carrier is available for the usually traveled route (however, per diem is payable);

b. Between points otherwise authorized in this Part to a place at which they do not intend to establish a permanent residence ***(including pleasure trips)***. For PCS travel of a student (see definition in par. U5260-D1b), the student's permanent residence when not living with the member while at school is the member's PDS, or the designated place of the member's other dependents if they are not authorized to reside with the member);

c. When transportation is made available (whether used or not) to a member for a dependent by a foreign Gov't, at no cost to the U.S. or the member, under a contract or agreement with the U.S. (however, per diem is payable);

d. For transoceanic or OCONUS land transportation when the member is 'without dependents' as defined in par. U9000-B3 and U9000-B4 (unless a member is assigned to a COT and is to serve an accompanied tour at the new PDS--see par. U5222-F2, U5222-F4, and U5222-G);

e. To an OCONUS PDS when a member's unexpired term of service is less than the prescribed OCONUS tour, unless the member voluntarily extends the term of service to permit completion of the prescribed tour or the Secretary Concerned grants an exception to the normal OCONUS tour on an individual case basis;

f. To an OCONUS PDS when the dependent is not command sponsored prior to travel commencement or when the member has less than 12 months remaining on the OCONUS tour after the dependent is scheduled to arrive, unless specifically exempt under pars. U5222-B and U5222-E;

g. To CONUS when the presence of the dependent at the OCONUS PDS was not authorized/approved by the appropriate OCONUS military commander;

h. To a TDY station (when a member is assigned to indeterminate TDY, see par. U4605);

i. When the member is: in an AWOL status; a deserter or straggler; dropped or dismissed; transferred as a prisoner to a place of detention; transferred to a different location to await trial by court-martial; or in confinement, except as provided in par. U5900-D2h; or U5240-F1 or U5240-F2.

C. Travel before an Authorization/Order Is Issued. A member authorized dependent travel and transportation allowances is authorized the allowances in par. U5201-A for a dependent's travel performed during the period before a PCS authorization/order is issued and after the member is advised that such an authorization/order would be issued. General information furnished to the member concerning authorization/order issuance before the determination is made to actually issue the authorization/order (such as time of eventual release from active duty, time of service term expiration, retirement eligibility date, and expected rotation date from OCONUS duty) is not advice that the an authorization/order is to be issued (52 Comp. Gen. 769 (1973)). Any voucher must be supported by a statement by the PCS AO or a designated representative, that the member was advised IAW the requirements of par. U5201-C. Par. U5201-C does not apply to the travel contemplated in pars. U5240, U5900, and U6004.

D. Time Limitation. Unless otherwise prescribed in this Volume, a member's authority for dependent travel and transportation allowances to a PDS may be used any time while the authorization/order remains in effect and prior to receipt of a new PCS authorization/order to another PDS, (includes home port change announcements) as long as the dependent's travel is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, 22 July 1975).

U5202 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.

U5203 DEPENDENT TRANSPORTATION WHEN TRANSPORTATION DOCUMENTS OR FUNDS ARE LOST OR STOLEN

A dependent traveling at Gov't expense, whether or not accompanied by the member, may be furnished transportation procurement documents when the dependent is stranded en route because documents or funds needed to purchase authorized transportation have been lost or stolen. The member's consent must be obtained IAW Service regulations before transportation procurement documents may be furnished. The cost of the documents issued must be charged to the member IAW Service regulations.

U5204 FUNDS ADVANCE

Travel and transportation allowances prescribed in this Part for a dependent may be paid in advance. See par. U1010-B5. A member failing to complete at least 90% of the initial active duty obligation, who is separated from the Service or relieved from active duty under par. U5125-A5 may be paid a travel advance for dependent(s) transportation, as authorized in par. U5225-F, in an amount equal to 75% of the amount for the least costly available transportation mode. Retirees may be advanced travel and transportation allowances for the travel of their dependent(s). Any other member authorized dependent transportation ICW separation or relief from active duty, may be advanced an amount equal to 75% of the MALT.

SECTION 2: TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY

U5205 TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY

A. General

1. The member's spouse or a dependent child's parent/court appointed guardian may request relocation for personal safety and may be authorized travel and transportation under par. U5205 if it is determined by the Service-designated official that:

a. The member has committed a dependent-abuse offense against a dependent of the member;

b. A safety plan and counseling have been provided to the dependent;

c. The dependent's safety is at risk; ***and***

d. Dependent relocation is advisable.

2. Dependent relocation must be in the best interest of the:

a. Member or the member's dependent, ***and***

b. U.S. Gov't.

B. Definitions

1. Dependent Child. For the purposes of par. U5205, a member's dependent is

a. A dependent/acquired dependent as defined in APP A; and

b. A member's unmarried child who was transported to the member's PDS at Gov't expense and who, by reason of age or graduation from (or cessation of enrollment in) an institution of higher education, would otherwise cease to be a dependent of the member while the member was serving at that station.

2. Dependent-abuse Offense. A dependent-abuse offense is conduct by a member (as defined in 10 USC §1059(c)) on active duty for more than 30 days that involves abuse of the spouse/dependent child.

C. Restriction. ***HHG/POV transportation may be authorized only if a written agreement of the member, or an order of a court of competent jurisdiction, gives possession of the HHG/POV to the member's spouse/dependent.***

D. Authorization

1. When an authorization/order directing a member's PCS has not been issued, or when it has been issued but cannot be used as authority for the transportation of the member's dependent, baggage, and HHG; transportation may be authorized for the member's dependent, baggage, and HHG from the PDS to the designated relocation site in the U.S., or its possessions, or if the dependent is a foreign national to the country of the dependent's origin.

2. Transportation-in-kind, transportation reimbursement, or MALT PLUS, is authorized for the dependent(s).

3. If the member's PDS is OCONUS, transportation may be authorized for one POV that is owned/leased by the member/dependent and is for the personal use of the member's dependent.

4. Transportation of HHG in NTS to the designated relocation site may be authorized.

E. Reimbursement. IAW 37 USC §406(h)(4)(A), all monetary payments, except DLA, are paid directly to the dependent instead of the member.

SECTION 3: MISCELLANEOUS TRAVEL FACTORS

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

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

EXAMPLE 1: CONUS TO OCONUS PCS

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

Date	Depart	Arrived	Transportation Mode	Travel Distance/Cost
1-3 Aug	Old PDS	POE	POC	600 miles
4 Aug	POE	POD	TP	
4 Aug	POD	New PDS	CA	Taxi - $20.00
REIMBURSEMENT				
1-2 Aug	2 days 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
	(75% x $45) + (50% x $45) =			$56.25
PCS MALT	600 miles x $0.27 mile =			$162.00
Taxi				$20.00
Total Reimbursement				**$1,115.75**

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.

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

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

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. U5201-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. U5201-B3d and U5201-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

d. Begins more than 60 days after the PCS authorization/order effective date, authorization is based on the age on the 60th day after the PCS authorization/order effective date.

2. Delayed Travel to OCONUS Areas. When a member is transferred to an OCONUS area under a PCS authorization/order and dependent travel is not authorized at that time, authorization for travel to a designated place (see par. U5222-C) is determined under par. U5215-D1. Upon subsequent authorization for dependent travel to the OCONUS PDS, authorization is based on the dependent's age at that time.

3. OCONUS Travel. Authorization for travel to, from, or between OCONUS stations, is determined separately for each leg of the journey. For travel from the old PDS to the aerial or water POE, authorization is determined under pars. U5215-D1 and U5215-D2. For travel between the aerial or water POE and the POD, authorization is determined on the dependent's age on the embarkation date. For travel from the aerial or water POD to destination, authorization is based on the dependent's age on the date travel begins from the POD provided there is no undue delay for personal reasons. A member is liable for costs associated with undue delay for personal reasons.

4. TDY Directed ICW PCS to a Station to which Dependent Travel Is Authorized. When a member is directed to perform TDY en route by a PCS authorization/order to a PDS to which the dependent is authorized to travel, and the dependent travel is delayed until TDY completion, authorization is based on the dependent's age on the date travel actually begins. ***NOTE: When travel begins more than 60 days after the TDY ends, authorization is based on the dependent's age on the 60th day after TDY completion.***

5. TDY Directed ICW PCS to a Dependent-restricted Tour. When a member is directed to perform TDY en route by a PCS authorization/order to a dependent-restricted tour and the dependent does not travel until the TDY ends, authorization is based on the dependent's age on the date travel actually begins. ***NOTE: When travel begins more than 60 days after the PCS authorization/order effective date, authorization is based on the dependent's age on the 60th day after authorization/order effective date.***

E. Authorization/Order Amended, Modified, Canceled or Revoked after Travel Begins. When a PCS authorization/ order is:

1. Amended or modified after the date the dependent begins travel (circuitously or otherwise) and a new PDS is designated, or

2. Canceled or revoked,

the dependent's travel and transportation allowances are authorized. Allowances are payable for the distance from the place from which the dependent began travel to the place at which notification was received that the authorization/order was amended, modified, canceled or revoked, and from that location to the new PDS or return to the old PDS, NTE the travel and transportation allowances for the distance from the old PDS to the first-named station and then to the last-named station or return to the old PDS.

F. Dependent Temporarily Absent from the Old PDS, Designated Place or Safe Haven when a PCS Authorization/ Order Is Received. When a dependent is temporarily absent from the old PDS, designated place or safe haven when the member receives a PCS authorization/order, the member is authorized dependent travel and transportation allowances from the old PDS, designated place or safe haven to the new PDS, provided the dependent returns to the old PDS, designated place or safe haven and travel from there to the new PDS (B-195643, 24 April 1980).

G. Change of Station while on Leave or TDY. When a member receives a PCS authorization/order while on leave or on TDY, the member is authorized dependent travel and transportation allowances for dependent travel NTE the authorization for travel from the old to the new PDS.

H. Dependent En Route to the New PDS at the Time of the Member's Death. When a member dies after a dependent begins travel under PCS authorization/order authority, the dependent is authorized dependent travel and transportation allowances for travel from the place travel began to the place at which notified of the member's death, NTE the travel and transportation allowances for the distance from the old PDS to the ordered new PDS. For additional allowances, see par. U5241.

I. Spouse Separates/Retires from the Service after the Member's PCS Authorization/Order Effective Date. A member:

1. Who performs PCS travel, and

2. Whose spouse on the PCS authorization/order effective date is a member, but separates/retires from the Service thereafter,

is authorized dependent PCS travel and transportation allowances for that spouse NTE the cost for travel from the separated/retired spouse's last PDS to the member's PDS on that PCS authorization/order.

*J. Legal Custody of Children Changes after the PCS Authorization/Order Effective Date. A member who is denied dependent travel and transportation allowances for a child by par. U5201-B2f, is authorized thereto if the member is granted legal custody/legal joint custody, or otherwise lawfully acquires such custody after the member's PCS authorization/order effective date. Examples of lawfully acquired custody include custody acquired as the result of the death of the non-member custodial parent or a child's election to join a member following lapse of a court order at age 18.

U5218 TRAVEL AND TRANSPORTATION INVOLVING OLD AND/OR NEW NON-PDS LOCATION

NOTE: Par. U5218 does not apply to travel to and/or from a designated place as defined in APP A. For this Part, the place at which the dependent resides and from which the member commutes daily to the PDS are treated as being the PDS.

A member in receipt of a PCS authorization/order is authorized dependent travel and transportation allowances from the old non-PDS location and/or to the new non-PDS location, NTE the authorization from the old to the new PDS. For HHG transportation see pars. U5310-A1 and U5340-A1b. When transoceanic travel is involved, see pars. U5207 and U5210.

U5220 DEPENDENT JOINS OR ACCOMPANIES THE MEMBER DURING TDY EN ROUTE

A. General. When a dependent accompanies or joins a member performing TDY en route between two PDSs, authorization for dependent travel and transportation allowances is based on the travel actually performed using MALT and per diem rates prescribed in pars. U5220-B and U5220-C, limited to the greater of:

1. MALT for the official distance between authorized points at the rate prescribed in par. U2605 as if the dependent had traveled separately, plus a per diem at the rate prescribed in par. U5210 for the constructed travel time between the authorized points; or

2. What it would have cost if Gov't-procured transportation had been used for travel between authorized points, plus a per diem as prescribed in Ch 4, Part B for the time required for travel between authorized points.

If Gov't-procured transportation is used, the Gov't-procured transportation cost is subtracted from the allowances.

B. MALT Rate

1. Dependent Travels Together with the Member in the Same POC. The MALT rate in par. U2605 applies for the official distance from the old PDS to the TDY location and then to the new PDS. There is no additional MALT for the dependent travel.

2. Dependent Travels in a Separate POC. The MALT rate in par. U2605 applies for the member's travel from the old PDS to the TDY location and then to the new PDS. The member is also paid the MALT rate for the dependent direct travel from the old PDS to the new PDS.

C. Per Diem. The per diem rate is one of the following:

1. Traveling Separately. Par. U5210-C applies when the dependent travels separately from the member for the allowable travel time for that leg of the journey.

2. Traveling Together. Par. U5210-B applies when the dependent travels with the member for the allowable travel time for that leg of the journey.

SECTION 4: VARIOUS UNIQUE PCS SITUATIONS

U5222 VARIOUS UNIQUE PCS SITUATIONS

A. Called (or Ordered) to Active Duty

1. Called (or Ordered) to Active Duty -- TDY Station First Assignment. When a member is called (or ordered) to active duty, and is first assigned to a TDY station and then ordered on PCS, the member is authorized dependent travel and transportation allowances for dependent travel to the PDS, NTE the travel allowances from the HOR or the PLEAD to the first PDS.

2. Commissioned from Service Academies. When commissioned and ordered to active duty, a graduate of a Service academy is authorized dependent travel and transportation allowances for dependent travel, NTE the authorization for travel to the PDS, regardless of the point designated in the PCS authorization/order (Service academy or HOR) from which the officer's travel is directed to be performed. When a dependent is acquired after the officer's departure (detachment) date from a Service academy incident to an active duty PCS authorization/order, but on or before the PCS authorization/order effective date, the officer is authorized dependent travel and transportation allowances for dependent travel to the new PDS from one of the following:

a. HOR;

b. Service academy; or

c. Place at which the dependent is acquired. However, if the dependent travels from the place acquired to the HOR or Service academy before the active duty authorization/order effective date, then the place named in par. U5222-A2a or U5222-A2b, as appropriate, applies.

This authorization is without regard to whether TDY is directed or performed en route.

*B. Assigned to Foreign Service Colleges. A member assigned to a foreign service college on a PCS for 20 or more weeks is authorized dependent travel and transportation allowances. ***The tour length restrictions in par. U5201-B3e and U5201-B3f do not apply.***

C. Ordered to an OCONUS Station to which Dependent Travel Is Authorized

1. General. When a member is ordered to PCS to an OCONUS station to which dependent travel is authorized, the member is authorized the dependent travel and transportation allowances in par. U5222-C if they travel.

2. Dependent Authorized Concurrent Travel with Member. When a dependent is authorized concurrent travel to the OCONUS PDS (whether or not travel is actually with the member), the member is authorized allowances for dependent travel when performed from the place the dependent is located when the member receives the PCS authorization/order to the OCONUS PDS, NTE the allowances for travel from the last place transported at Gov't expense to the new PDS. Gov't transportation facilities for transoceanic travel should be used when available.

3. Concurrent Dependent Travel Denied

a. Delay Anticipated to Be for 20 or More Weeks from Member's Port Reporting Month. When concurrent dependent travel is denied by a competent authority for 20 or more weeks from the member's port reporting month, the member is authorized dependent travel and transportation allowances to a designated place in CONUS, or to a designated place in a non-foreign OCONUS area:

(1) If the member was a legal resident of that state, Commonwealth, territory or possession, before entering on active duty, or the member's spouse was a legal resident of that location at the time of marriage; or

(2) Provided the member was called to active duty from that place or it is the member's HOR.

A member is authorized dependent travel and transportation allowances from the designated place to the OCONUS PDS if authorized at a later date, provided the dependent is command sponsored before travel and the member has at least 12 months remaining on the OCONUS tour on the date the dependent is scheduled to arrive there.

b. Delay Anticipated to Be for Less Than 20 Weeks from Member's Port Reporting Month. When the anticipated dependent travel delay is less than 20 weeks from the member's port reporting month, dependent total travel and transportation allowances must not exceed the allowances from the last place to which transported at Gov't expense to the new PDS. Reimbursement for the authorized travel is made after travel to the OCONUS PDS is completed.

4. Member Elects to Serve an Unaccompanied Tour. A member who elects to serve an unaccompanied tour may leave the dependent at the current location, or move them to a designated place in:

a. CONUS,

b. A non-foreign OCONUS area; if:

(1) The member was a legal resident of that area before entering on active duty;

(2) The member's spouse was a legal resident of that area at the time of marriage;

(3) The member was called to active duty from that area;

(4) It is the member's HOR; or

(5) Authorized/approved through the Secretarial Process;

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

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

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

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

a. CONUS;

b. A non-foreign OCONUS area; if:

(1) The member was a legal resident of that area before entering on active duty;

(2) The member's spouse was a legal resident of that area at the time of marriage;

(3) The member was called to active duty from that area;

(4) It is the member's HOR; or

(5) Authorized/approved through the Secretarial Process;

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

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

(1) This authority may not be delegated below the Service headquarters that directs dependent travel and transportation policy and procedures;

(2) For an Armed Forces' member, this authority may be used only to return a foreign-born dependent to the spouse's native country per DODI 1315.18, Procedures for Military Personnel Assignments at ***http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf***;

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

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

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

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

4. Subsequent Authorization. When a member is:

a. Transferred by PCS authorization/order from a dependent-restricted tour to an area to which dependent travel is authorized;

b. Transferred by PCS authorization/order from a specified ship, afloat staff, or afloat unit referred to in U5222-D2 or U5222-D3 except when serving a dependent-restricted tour at the new PDS (par. U5222-D1) or another specified ship, afloat staff, or afloat unit (par. U5222-D2 or U5222-D3);

c. On permanent duty aboard a ship or on a staff referred to in par. U5222-D2 or U5222-D3 when such ship or staff is relieved from unusually arduous sea duty or the specified continuous overseas duty of 1 year or more; or

d. On permanent duty on a dependent-restricted tour on the date the restriction against dependent travel to the member's PDS is removed;

except as provided in par. U5215-F, dependent travel and transportation allowances are authorized from the place the dependent is located on receipt of the PCS authorization/order involved in par. U5222-D4a or U5222-D4b or on the date of change of conditions in par. U5222-D4c or U5222-D4d, or from the place to which the dependent was moved at Gov't expense under par. U5222-D1 or U5222-D3, whichever results in the least reimbursement, to the member's PDS. Dependent travel and transportation allowances are authorized from the place to which the dependent was moved under par. U5222-D or from the home port for a ship, afloat staff, or afloat unit if the dependent is located there on receipt of the PCS authorization/order involved in U5222-D4b, to the new PDS. A member is authorized dependent travel and transportation allowances even though the home port of the old ship, afloat staff, or afloat unit specified under par. U5222-D2 or U5222-D3 and the new PDS are identical (57 Comp. Gen. 266 (1978)).

5. Home Port Change. When on duty with a unit specified as unusually arduous on the home port change effective date, a member is authorized dependent travel and transportation allowances from the old home port:

a. Or designated place to the new home port if the home port change is incident to commencement of an overhaul to be performed at the new home port. If travel is from the old home port to a location other than the new home port, par. U5218 applies. If travel is from a designated place to a location other than the new home port, the authorization is limited to that from the designated place to the new home port.

b. To the new home port or to a designated place if the home port change is incident to completion of an overhaul. If travel is from a location other than the old home port to the new home port, par. U5218 applies. If travel is from a location other than the old home port to a designated place, the authorization is limited to that from the old home port to a designated place.

c. Or from a designated place to the new home port or from the old home port to a designated place, if the home port change is not incident to an overhaul. Travel from one designated place to another is not authorized.

6. Homeport Change Announcement. When an official announcement has been made designating a home port change, travel and transportation allowances for a dependent may no longer be paid to the old home port ICW a PCS authorization/order to the unit at that old home port. The home port change announcement is an authorization/order modification until such time as the PCS authorization/order is later amended, modified, canceled or revoked. Provisions apply to, but are not limited to a member who has:

a. Delayed dependent travel or transportation to the old home port or

b. Been issued a PCS authorization/order to the unit naming the old home port after the home port change has been announced.

Exception: A dependent transported after a PCS authorization/order is received and who is in a transit or in an otherwise irreversible transportation status on the date the announcement was made.

*E. Reassigned OCONUS due to Base Closure or Similar Action before the Prescribed OCONUS Tour Is Completed. A member, accompanied by a command-sponsored dependent, who is involuntarily transferred on a PCS due to base closure or similar action between OCONUS PDSs, is authorized dependent travel and transportation allowances to the new PDS, if dependents are authorized thereat, or IAW par. U5222-D, if the member is to serve an unaccompanied tour at the new PDS. Upon subsequent PCS transfer from the new PDS, dependent travel and transportation allowances are authorized regardless of the length of time served at the PDS from which the member last departed. If the move is within the same theater, the tour length restrictions in pars. U5201-B3e and U5201-B3f do not apply.

F. Consecutive Overseas Tours (COT). A member stationed OCONUS who is selected to serve a COT is authorized dependent travel and transportation allowances as follows:

1. Unaccompanied to Unaccompanied Tour. The dependent may be moved from a designated place to another designated place if authorized/approved by the Secretary Concerned and it is shown that the dependent's movement is in the Gov't's best interest. ***This authority may not be delegated.*** This movement is authorized only on a PCS.

2. Unaccompanied to Accompanied Tour. The dependent may be moved from a designated place to the member's new PDS, if the dependent is command sponsored prior to travel to the new PDS. For IPCOT allowances see par. U5240-G.

3. From an Accompanied to an Unaccompanied Tour. When a member elects to serve an unaccompanied tour or receives a PCS to an unaccompanied tour, par. U5222-C4 or U5222-D1 applies. A member may leave a command-sponsored dependent at the old PDS (***this location is then a designated place***) if authorized/approved through the Secretarial Process (which in this case may not be delegated below the headquarters that directs dependent transportation policies or procedures for the Service concerned), and receive station allowances at the with-dependent rate (par. U9205-B1). ***A dependent is no longer command-sponsored once the member departs PCS per DODI 1315.18,*** Procedures for Military Personnel Assignments at ***http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf***. For IPCOT allowances, see par. U5240-G.

4. Accompanied-to-Accompanied Tour. A dependent may be moved to the new PDS, if command sponsored there before travel, when a member elects or is required (i.e., assigned to a key billet) to serve an accompanied tour at the new PDS. A member, assigned to a key billet and electing to serve without dependents, is authorized allowances for dependent travel and transportation to a designated place. For IPCOT allowances, see par. U5240-G.

G. Consecutive OCONUS Tours for a Member with a Non-command-sponsored Dependent. A member, ordered on a PCS between OCONUS PDSs, who has a non-command-sponsored dependent at, or in the vicinity of, the old PDS, is authorized dependent travel and transportation allowances if the member is to serve an accompanied tour at the new OCONUS PDS. If the member was authorized dependent travel and transportation allowances at the time of transfer to the old OCONUS PDS, authorization is for the travel performed NTE the allowances from the place the dependent was last moved at Gov't expense. If the member was not authorized dependent travel and transportation allowances at the time of transfer to the old OCONUS PDS, the authorization cannot exceed the travel and transportation allowances from the CONUS POE serving the old PDS to the new PDS. For IPCOT authorization see par. U5240-G.

H. Transfer to, from, or between Sea Duty Assignments Not Specified as Unusually Arduous Sea Duty. When a member is transferred between PDSs, neither of which is unusually arduous sea duty, dependent travel and transportation allowances are authorized from the old PDS to the new PDS. ***Except for assignments involving duty under par. U5222-D, dependent travel and transportation allowances are not authorized when the old and new PDS are the same (B-185099, 1 June 1976).***

I. Change of Home Port for a Ship, Afloat Staff, or Afloat Unit Not Specified as Involving Unusual or Arduous Sea Duty. When a member is on duty with a ship, afloat staff, or an afloat unit on the home port change effective date, that home port change is a PCS for dependent travel and transportation purposes. Dependent travel and transportation allowances are authorized from the old home port to the new home port. Home port change allowances involving units specified as unusually arduous are as prescribed in par. U5222-D.

J. Assigned to a Mobile Unit or Ship Based Staff. A mobile unit or a ship-based staff with an assigned home port (as opposed to an assigned permanent duty station location) has the same status as a ship with an assigned home port for determination of dependent travel and transportation allowances.

*K. Member Ordered to a Hospital in CONUS. ***Par. U5222-K does not apply to a member not authorized dependent travel and transportation allowances under par. U5201-B.*** Except as provided in par. U5222-K2, authorization for dependent travel and transportation allowances incident to a member's hospitalization is contingent on a statement by the commanding officer of the receiving hospital that the case has been evaluated and that a prolonged treatment period of the member in that hospital is expected.

1. From Duty Stations or Hospitals in CONUS. A member on active duty, who is transferred within CONUS from either a PDS or a TDY station to a hospital for observation and treatment, is authorized dependent travel

*and transportation allowances (as for a PCS) from the last PDS, or the place the dependent was retained under par. U5201-A, to the hospital. Upon later transfer from one hospital to another in CONUS for further observation and treatment, and when the dependent traveled at Gov't expense incident to the member's transfer to the initial hospital, a member is authorized dependent travel and transportation allowances between such hospitals.

2. From OCONUS Duty Stations or Hospitals. A member on OCONUS active duty, who is transferred to a hospital in CONUS for observation and treatment, is authorized dependent travel and transportation allowances from the OCONUS PDS or a designated place, as applicable, to the first hospital to which the member is transferred for observation and treatment. When the dependent travels incident to the member's initial hospital transfer from OCONUS, no statement of prolonged hospitalization is required.

3. Transportation Not Restricted to the Hospital. Subject to the maximum set forth in pars. U5222-Kl and U5222-K2, a member is authorized dependent travel and transportation allowances to, from, and between other places (see par. U5218).

4. Completion of Hospitalization. A member who is released from observation and treatment and restored to duty, separated from the Service, relieved from active duty, placed on the TDRL, or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is authorized dependent travel and transportation allowances for travel to the PDS, HOR, PLEAD, or HOS, as follows:

*a. When a dependent did not travel at Gov't expense incident to the member's hospitalization--from the place at which the dependent is located upon hospitalization completion, NTE the authorization for travel from the last or any prior PDS or place the dependent was retained (par. U5201-A) or from a designated place to which previously transported (par. U5222-D), as applicable;

b. When a dependent traveled at Gov't expense incident to the member's hospitalization--from the place at which the dependent is located upon hospitalization completion, NTE the authorization for travel from the hospital to which the member was transferred when the dependent traveled at Gov't expense.

L. Convicted Personnel Awaiting Completion of Appellate Review. A member stationed in CONUS, who is placed on leave involuntarily while awaiting completion of appellate review of a court-martial sentence to a punitive discharge or dismissal from the Service, may be provided dependent transportation. Such transportation is provided only if authorized/approved through the Secretarial Process. Par. U5225-F applies. If restored to duty, the member is authorized dependent PCS travel and transportation allowances from the place to which travel was authorized when placed on appellate leave to the member's PDS. When a dependent travels at Gov't expense to the HOR or PLEAD, or to some other place under par. U5222-L, such travel constitutes final separation travel unless the member is restored to duty (63 Comp. Gen. 135 (1983)).

M. Ship Being Constructed or Undergoing Overhaul or Inactivation

NOTE: Per diem or reimbursement for meals and lodging may not be paid ICW travel under par. U5222-M.

1. General. A dependent of a member on duty aboard a ship:

   a. Being overhauled or inactivated at a place other than its home port or

   b. If the home port is changed to the port of overhaul or inactivation and the dependent is residing in the area of the home port or former home port,

may be provided transportation under par. U5222-M4 in lieu of the member's authorization, to the overhaul or inactivation port, NTE the cost of Gov't-procured commercial round trip travel for the member. Such dependent travel, in lieu of member's travel, may be provided on or after the 31st day, and every 60th day after the 31st day after the date on which the ship enters the overhaul/inactivation port or after the date which the member becomes permanently assigned to the ship, whichever is later. A dependent must not be provided transportation under par. U2222-M unless the member has been assigned to the ship for more than 30 consecutive days. A dependent who becomes authorized to a round trip before using a prior authorization does not lose a previously earned authorization. All travel authorized under par. U5222-M must begin before the ship departs from the overhaul/inactivation port. The term "area" means places surrounding the home port from which personnel customarily commute daily to the home port.

2. Ship's Home Port Not Changed. When the ship's home port is not changed, dependent travel is authorized between the home port and the overhaul/inactivation port unless the member has elected personal travel under par. U7115-A, in which case dependent travel under par. U5222-M is not authorized. However, the member has the option to alternate such travel, i.e., member, dependent, member, each time the authorization becomes available. The dependent travel under par. U5222-M may not exceed the cost of Gov't-procured round trip travel for the member.

3. Ship's Home Port Changed. When the ship undergoes a home port change to the overhaul/inactivation port, the dependent is authorized travel between the ship's former home port and the overhaul/inactivation port in lieu of PCS allowances, if because of personal situations, the dependent is not relocated (e.g., dependent receiving medical care and no similar facility exists at the overhaul/inactivation port) to the overhaul/ inactivation port.

4. Dependent Travel while the Ship Is Being Constructed. When the authorization conditions in par. U5222-M are met, the dependent of a member assigned to permanent duty in conjunction with the construction of a ship, at a location other than the:

   a. Ship's designated future home port; or

   b. Area at which the dependent is residing

may be provided transportation or an allowance for transportation for round trip travel to the construction port from either the site of the:

a. Ship's future home port; or

b. Area at which the dependent is residing;

unless the member has elected personal travel under par. U7115-B, in which case dependent transportation under par. U5222-M is not authorized. A member has the option to personally travel or substitute dependent travel each time the authorization becomes available. Authorization for this transportation accrues on or after the 31st consecutive day and every 60th day after the 31st day after the date on which the member becomes permanently assigned to the ship. A dependent who becomes authorized to a round trip before using a prior authorization does not lose a previously earned authorized round trip. All travel under par. U5222-M must begin before the ship departs the construction port.

5. Transportation Allowances. A member whose dependent travel is covered by pars. U5222-M1 and U5222-M4, is authorized one, or a combination, of the following for the authorized round trip travel:

a. Transportation-in-kind;

b. Reimbursement for the cost of personally-procured commercial transportation (***CTO/TMC use is still MANDATORY***);

c. The automobile mileage rate (see par. U2600) for the distance traveled by POC.

*Gov't transportation must be used to the maximum extent practicable. Reimbursement under par U5222-M5b is subject to par. U5201-A1b, for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for the actual travel NTE the cost of Gov't-procured commercial round trip air transportation for the member between the home port or former home port and the overhaul or inactivation port. The reimbursement under par. U5222-M5b or the mileage under par. U5222-M5c must not exceed the cost of Gov't-procured commercial round trip air transportation for the member between the home port or former home port and the overhaul or inactivation port.

N. Ordered to a CONUS PDS to which Dependent Travel Is Delayed or Restricted by an Ordered Evacuation or Natural Disaster

NOTE: See pars. U5120-F and U5120-G when the member travels on a PCS authorization/order from the old PDS via the dependent's designated place prior to reporting to the new PDS. The member's PCS travel is completed on the reporting date at the new PDS. See par. U10205 and Tables U10C-2 and U10C-2A for housing allowance changes when a Service defers a dependent's travel.

1. General. The Services have limited discretionary authority (see pars. U5222-N1a and U5222-N1b) to request the designation of geographic areas within CONUS as "non-concurrent travel application areas" in the event of ordered evacuations and/or major disasters (42 USC §5121 *et seq*) subject to authorization/approval by PDUSD (P&R). This authority is used when military installations and/or the surrounding geographic areas infrastructure cannot support the dependents at the duty station.

a. Service M&RAs must request non-concurrent travel restriction authority through the Joint Chiefs of Staff/J1for further coordination with the Services concerned (including Coast Guard) prior to submitting a recommendation to the PDUSD (P&R) for concurrence, approval, and adjudication (see DODI 1315.18). ***http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf***).

b. Non-DOD Services are not subject to the DODI but should coordinate their policies with PDUSD (P&R) for transparency among members.

2. Designation of a CONUS Area as a Non-concurrent Travel Application Area. A Service must modify/ amend the PCS authorization/order to prescribe dependent travel authorization separately from the member's directed travel.

a. Upon designation of a CONUS area as a non-concurrent travel application area, dependent travel to locations within the area is not authorized at Gov't expense until the authority designated by the Secretarial Process authorizes/approves the travel.

b. The member selects 'awaiting transportation' location for the dependent when par. U5222-N3c, U5222-N4b, or U5222-N5c applies. See Ch 3, Part F, Ch 4, Part B, and Ch 5 for dependent travel and transportation allowances for the authorized delay en route and PCS travel and transportation allowances. The member's new commanding officer may authorize/approve additional travel time when appropriate per the Service's policy. See par. U5160-E. ***Pars. U5120-F and U5120-G are not applicable when the designated place has not been declared.***

Par. U5222-N2b example: A dependent had departed the old PDS en route to the new PDS when the Service declared the new PDS a non-concurrent travel area and directed the dependent to remain at a delay location. The dependent travel and transportation allowances are authorized at the 'awaiting transportation' location are: TDY allowances and local transportation reimbursement at the 'awaiting transportation' location; and/or PCS allowances from that location to a designated place and/or the new PDS at Gov't expense.

3. Delayed Dependent Travel between CONUS PDSs. The member's PCS authorization/order must state that dependent travel to the new PDS under that authorization/order is not authorized until authorized/approved by the authority designated by the Secretarial Process. When further travel is authorized/approved, the PCS authorization/order must be modified/amended to authorize/approve dependent travel.

a. Delay Anticipated to Be for Less Than 20 Weeks from the Member's Reporting Date. When the anticipated dependent travel delay is less than 20 weeks from the member's reporting date, the dependent is expected to remain at the old PDS and movement to any other location at Gov't expense is not authorized.

b. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date. When the authority designated by the Secretarial Process denies dependent travel for 20 or more weeks from the member's reporting date, the dependent is authorized to move from the old PDS to an authorized designated place at Gov't expense. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location. The PCS authorization/order must be modified to reflect the authorized designated place.

c. Travel Delayed while the Dependent Is En Route to the New PDS. When the dependent is performing PCS travel and is en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status. See par. U2200-B3.

4. Delayed Dependent Travel from an OCONUS PDS to a CONUS PDS

a. Delay Travel to New CONUS PDS. When the old PDS is OCONUS and dependent travel is delayed, regardless of the duration, the dependent is authorized to move from the old OCONUS PDS to an authorized CONUS designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location. The PCS authorization/order must state that dependent travel under that authorization/order to the new CONUS PDS at Gov't expense is not authorized until authorized/approved by the authority designated by the Secretarial Process. When travel to the new PDS is authorized/approved, the PCS authorization/order must be modified/amended to authorize/approve dependent travel at Gov't expense.

b. Travel Delayed while the Dependent Is En Route to the New PDS. When the dependent is performing PCS travel and is en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status. See par. U2200-B3.

5. Delayed Dependent Travel within a Designated Non-concurrent Travel Area. Par. U5222-N5 applies when the old and new CONUS PDSs are non-concurrent dependent travel locations because of an ordered evacuation or natural disaster.

a. Delay Anticipated to Be for Less Than 20 Weeks from the Member's Reporting Date. When the anticipated dependent travel delay is less than 20 weeks from the member's reporting date, dependent movement to any other location at Gov't expense is not authorized.

b. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date. When the Secretarial Process denies dependent travel for 20 or more weeks from the member's reporting date, the dependent is authorized to be moved from the old PDS to an authorized designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at that non-foreign OCONUS location desired as the designated place and the member or spouse continues to be a domiciliary of that non-foreign OCONUS location. The PCS authorization/order must reflect the authorized designated place.

c. Travel Delayed while the Dependent Is En Route to the New PDS. When the dependent is performing PCS travel and is en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status. See par. U2200-B3.

The PCS authorization/order must state that the dependent travel to the new PDS under that authorization/order is not authorized until authorized/approved by the Secretarial Process. When further travel is authorized/ approved, the PCS authorization/order must be modified/amended to authorize/approve dependent travel.

6. Dependent Travels from a CONUS or an OCONUS PDS to an Alternate Location other than the Authorized CONUS Designated Non-concurrent Travel Area. Par. U5222-N6 applies when dependent travels to a dependent-selected location not authorized by an official travel authorization/order or performs the travel prior to the issuance of an amended/modified PCS authorization/order. Travel and transportation reimbursement for the dependent travel is contingent on the issuance of a PCS authorization/order authorizing dependent travel to the new PDS.

a. Anticipated Delay in the United States or at a Non-foreign OCONUS PDS to Be for Less Than 20 Weeks from the Member's Reporting Date. Par. U5222-N6a applies to a dependent (separately or as a family) who elects to travel from the United States or a non-foreign OCONUS PDS from which the member is ordered, to a location, prior to the issuance of an amended/modified PCS authorization/order authorizing dependent travel to the new PDS, instead of remaining at the old PDS.

b. Anticipated Delay at a Foreign OCONUS PDS to Be for Less Than 20 Weeks from the Member's Reporting Date. Par. U5222-N6b applies to a dependent (separately or as a family) who travels from the foreign OCONUS PDS from which the member is ordered, to a location other than the designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.

c. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date. Par. U5222-N6c applies to a dependent (separately or as a family) who elects to travel, from the CONUS or OCONUS PDS from which the member is ordered, to a location other than the designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at a non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.

Reimbursement for dependent travel to the dependent-selected location and then to the PDS is limited to the Gov't's travel and transportation cost directly from the last place to which the dependent was moved at Gov't expense to the new PDS. ***Pars. U5120-F and U5120-G are not applicable when the authorized dependent designated place is unknown.*** Excess travel costs involving the dependent-selected location are the member's financial responsibility.

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SECTION 5: VARIOUS SEPARATIONS

U5225 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY

A. General. A member on active duty, who is separated from the Service or relieved from active duty under conditions other than those outlined in pars. U5225-B, U5225-C, U5225 D through U5225-E and par. U5230-A1, is authorized dependent travel and transportation allowances NTE the authorization for travel from the PDS or place to which the dependent was last transported at Gov't expense to the place to which the member elects to receive travel allowances under par. U5125. ***NOTE: See par. U5340-C for excess cost information and par. U5360-A for authorized HHG transportation.***

B. Duty Station Erroneously Designated as HOR. An officer who upon:

1. Being commissioned from an enlisted grade;

2. Being commissioned in the regular establishment while on active duty as a Reserve Component member; or

3. Accepting a new commission in a Reserve Component without a break in service;

and whose HOR was erroneously designated as the place where the member was then serving rather than the actual HOR, is authorized upon relief from active duty to dependent travel and transportation allowances to the correct HOR if the:

1. Member certifies that the duty station or a nearby place was erroneously designated as the HOR, and that the member's home was, in fact, at the certified place; and

2. Certified place agrees with the member's residence of record in the Service concerned upon the member's enlistment or entry on active duty for the period of service during which the member obtained the commission.

C. Separation from the Service or Relief from Active Duty to Continue in the Service. ***A member who is separated from the Service or relieved from active duty to continue on active duty in the same or another status or in the same or another Uniformed Service, is not authorized dependent travel and transportation allowances unless the member is transferred on a PCS in conjunction with re-entry into or continuance in the Service.***

D. Separation from the Service or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service. ***A member who is separated from the Service or relieved from active duty by reason of expiration of enlistment or prescribed term of service and who, on the following day, reenters the Service at the station at which separated or relieved with no change of PDS, is not authorized dependent travel and transportation allowances.***

E. Relief from Active Duty for a Reserve Component Member Called (or Ordered) to Active Duty for Less than 20 Weeks. A Reserve Component member who is ordered to:

1. Active duty (including active duty for training) for less than 20 weeks; or

2. Active duty training for 20 or more weeks, when the active duty is performed at more than one location, but is less than 20 weeks at any one location;

is not authorized dependent travel and transportation allowances ICW relief from that active duty.

F. Member Serves Less Than the Initial Prescribed Period of Service. Par. U5225-F applies to a member separated from the Service or relieved from active duty who has not served at least 90% of an initial active duty enlistment or other initial period of active duty otherwise agreed to. A member may be provided dependent transportation, if otherwise authorized, but no per diem, by transportation-in-kind by the least expensive common carrier transportation mode available or by payment of an amount equal to the Gov't's cost of the least expensive common

carrier transportation that would have been furnished. Par. U5225-F does not apply to a member who is:

1. Retired for physical disability or placed on the TDRL (without regard to length of service) under Chapter 61, 10 USC (see par. U5230-A1a);

2. 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 (see par. U5230-A1b);

3. Separated from the Service or released from active duty for a medical condition affecting the member, as determined by the Secretary concerned;

4. Separated from the Service or released from active duty because the period of time for which the member initially enlisted or otherwise initially agreed to serve has been reduced by the Secretary concerned and is separated or released under honorable conditions;

5. Discharged under 10 USC §1173 for hardship; or

6. Discharged incident to a court-martial sentence or administratively discharged under other than honorable conditions.

G. Time Limit. Except when additional time is authorized/approved, travel must begin before the 181st day following separation from the Service or relief from active duty for authorization to exist under par. U5225. When travel before the 181st day would impose 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 through the Secretarial Process.

H. Member Ordered to a Place to Await Results of Disability Proceedings. A member, who is found by a physical evaluation board unfit to perform the duties of the member's grade, and who is not authorized to select a home under par. U5130, but who, for the Gov't's convenience, is ordered to a place to await the results of the disability proceedings, is authorized dependent travel and transportation allowances to that place providing the member signs a release that the results of the initial physical evaluation board will not be contested. Dependent travel under par. U5225-H must not preclude authorization for dependent travel when a disability separation authorization/order, or other authorization/order, ultimately is issued. Such authorization is subject to adjustment upon final disposition of physical disability proceedings so as NTE the authorization for the distance from the member's PDS at the time the member received an authorization/order to proceed in an awaiting-orders status to the point to which the member is authorized incident to release from active duty, etc., less any amount previously paid for dependent travel to the waiting point.

I. 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 dependent travel and transportation allowances to the college, the HOR, or PLEAD, as the member elects.

U5230 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 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 of more than 90 days.

A member authorized travel to a HOS under par. U5130-A, who qualifies under par. U5130-B or U5130-C by traveling to the HOS within the time limits specified, and whose dependent travels to a home other than the member's HOS, is authorized dependent travel and transportation allowances for travel actually performed NTE the authorization for travel from PDS, or place to which the dependent was last transported at Gov't expense, to the member's HOS. Except as provided in par. U5230-B, the travel to a HOS must begin within 1 year after the member's termination of active duty. In the case of a member who has not moved the dependent at Gov't expense during the current tour of duty, travel and transportation allowances for dependent travel from the HOR is authorized. A member who is authorized HOS travel under par. U5130-A, may elect dependent travel under par. U5230-A to the member's HOR or PLEAD outside the U.S. under par. U5225-A (53 Comp. Gen. 963 (1974); 54 id. 1042 (1975)).

2. Travel to HOS Not Authorized. A member on active duty is authorized dependent travel and transportation allowances under par. U5225-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.

B. Time Limits

1. Member Undergoing Hospitalization or Medical Treatment

a. On Date of Termination of Active Duty. A member authorized dependent travel and transportation allowances to a HOS under par. U5230-A1 or U5230-C, who is confined in or undergoing treatment at a hospital on the active service termination date, is authorized dependent travel and transportation allowances to the HOS provided the travel begins within 1 year after the date of termination of the hospitalization or treatment. A longer time limit may be authorized/approved through the Secretarial Process. See par. U5012-I.

b. During 1-Year Period after Date of Termination of Active Duty. A member authorized dependent travel and transportation allowances to a HOS under par. U5230-A1 or U5230-C, who is confined in or undergoing treatment at a hospital for any period of time during the 1-year period after the date of termination of active service, is authorized dependent travel and transportation allowances to the HOS provided the travel begins within 1 year after the active service termination date, plus a period equal to the hospitalization or treatment period. A longer time limit may be authorized/approved through the Secretarial Process. See par. U5012-I.

2. Member Undergoing Education or Training. A member authorized dependent travel and transportation allowances under par. U5230-A1 who:

a. Is undergoing education or training to qualify for acceptable civilian employment on the active service termination date; or

b. Begins such education or training during the 1-year period after active service termination, or during the longer period authorized/approved under par. U5230-B1 (if applicable);

is authorized dependent travel and transportation allowances to the HOS provided:

a. Travel begins within 1 year after completion of education or training, or 2 years after the active service termination date, whichever is earlier; and

b. The transportation is authorized/approved through the Secretarial Process. Further extension of this time limit may be authorized/approved by the Secretarial Process. See par. U5012-I.

3. Other Deserving Cases. An extension of the 1-year time limit prescribed in par. U5230-B1 or U5230-B2 (if applicable), may be authorized/approved through the Secretarial Process in cases other than those described in pars. U5230-B1 and U5230-B2 when an unexpected event beyond the member's control occurs that prevents the member from moving to the HOS within the time limit. A time limit extension also may be authorized/ approved through the Secretarial Process if it is in the Service's best interest, financially or otherwise, or substantially to the benefit of the member and not more costly or otherwise adverse to the Service. Such extensions may be authorized/approved only for the specific period of time the member anticipates is needed to complete the move. If additional time is required, the member may request a further extension through the Secretarial Process. An additional specific authorization time period may be authorized/approved through the Secretarial Process (B-126158, 21 April 1976). The delays authorized under par. U5230-B3 must be incident to separation of the member from the Service (B-207157, 2 February 1983).

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

C. Recalled to Active Duty before Choosing a HOS. A member recalled to active duty before choosing and traveling to a HOS is authorized travel and transportation allowances for dependent travel to the member's HOS at the time of the last release from active duty under honorable conditions to resume the same or a different status. The time limits prescribed in pars. U5230-A and U5230-B apply from the date of last release from active duty. If the member dies after the last release, par. U5230-F applies.

D. Recalled to Active Duty after Choosing a HOS. A member recalled to active duty after choosing and traveling to a HOS is, upon ultimate release from active duty under honorable conditions to resume the same or a different status, authorized dependent travel and transportation allowances to that HOS or the PLEAD, whichever the member elects.

E. Member on TDRL Discharged or Retired. ***A member who is on the TDRL at the time of discharge with severance pay or who is retired for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) is not authorized dependent travel and transportation allowances ICW such discharge or retirement. See par. U5230-A or U5230-B for authorization in conjunction with placement on the TDRL.***

F. Member Dies after Retirement or Release

1. After Choosing a HOS. When a member specified under par. U5230-A dies after claiming personal travel allowances under par. U5130 to a HOS and the dependent has not traveled to the HOS and the member has not shipped HHG there, the dependent is authorized travel and transportation allowances for travel to the member's HOS or to some other place selected by the dependent NTE the authorization for travel to the member's HOS from the place to which the dependent was last transported at Gov't expense.

2. Before Choosing a HOS. If a member, authorized to choose a HOS under par. U5230-A, dies before choosing a HOS or before submitting a claim for personal travel and transportation allowances to a HOS and the member has not shipped HHG there, the member's dependent is authorized travel and transportation allowances to a home of the dependent's selection at a place the member would have been authorized to select under par. U5130 from the place to which the dependent was last transported at Gov't expense.

G. Member Ordered to a Place to Await Disability Retirement. A member who has been found by a physical evaluation board unfit to perform the duties of the member's grade and who, for the Gov't's convenience, is ordered to a place to await a further authorization/order ICW disability retirement, is authorized dependent travel and

transportation allowances to that place, in addition to any authorization for dependent travel and transportation allowances when retirement or another authorization/order later is issued. However, authorization upon final disposition of retirement proceedings is limited to the authorization for travel from the PDS at the time the member received the authorization/order directing the member to proceed in an awaiting-orders status to the point to which the member is authorized incident to retirement, release from active duty, etc., less any amount previously paid for dependent travel and transportation to the waiting point.

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SECTION 6: UNUSUAL/EMERGENCY CIRCUMSTANCES

U5240 DEPENDENT TRAVEL UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES

***NOTE*: For HHG transportation under unusual/emergency circumstances, see par. U5905-C2.**

A. General

1. Par. U5240 covers dependent travel situations that are in:

a. Advance of the member's PCS, and

b. The Gov't's best interest.

2. These situations include changes in OCONUS duty station status; medical/dental travel; IPCOT PCS-like travel (for COT leave travel, see par. U7200); certain dependent travel ICW a member's court martial; tour extensions; and alerts.

3. An authorization/order authorizing dependent travel and transportation must cite the specific par. U5240 cite (below) under which the travel is authorized.

4. For dependent evacuation travel, see Ch 6.

5. For early return of a dependent, including a dependent in CONUS whose member spouse is court-martialed OCONUS, see Part J.

B. PDS Changed to a Dependent-restricted Tour Station, or Sea Duty Changed to Unusually Arduous Sea Duty

1. General. When a member receives a PCS authorization/order to a PDS to which dependent travel is authorized and that PDS is later changed to a dependent-restricted tour station, or when there is a change in the designation of the duty aboard a ship, afloat staff, or afloat unit from sea duty to unusually arduous sea duty, authorization for dependent travel and transportation allowances to a designated place under par. U5222-D1c is as prescribed in par. U5240-B. In par. U5240-B, "appropriate POE" is the port used for sea travel, if there is one; otherwise it is the aerial POE.

2. Restriction or Change in Designation Imposed after an Authorization/Order Is Received. When the restriction or change in designation is imposed after the date the member first receives the PCS authorization/ order but before the dependent begin travel from the member's old PDS, the authorization for dependent travel and transportation allowances is determined under par. U5222-D1.

3. Restriction or Change in Designation Imposed after a Dependent Begins Travel. When the restriction or change in the designation is imposed after a dependent begins travel, circuitously or otherwise, on or after the date the member first receives the PCS authorization/order, dependent travel and transportation allowances are authorized from the old PDS to the place at which notification was received of the restriction or change in designation and from that place to a designated place authorized in par. U5240-B1. However, the authorization in such cases cannot exceed that accruing from the old PDS to the appropriate:

a. POE serving the member's OCONUS PDS and from the POE to a place authorized in par. U5240-B1 in the case of a change to a dependent-restricted tour, or

b. Home port of the ship concerned and from the home port to a place authorized in par. U5240-B1 in the case of a change in designation of the duty of a ship.

4. Restriction or Change in Designation Imposed while the Dependent Is at a Designated Location. If the dependent is at a designated place authorized in par. U5240-B1 where they were located under a prior authorization/order on the date they receive notification of the restriction or change in designation, no dependent travel and transportation allowances are authorized.

5. Restriction or Change in Designation Imposed after a Dependent Leaves the Designated Location. When the restriction or change in designation is imposed after the dependent begins travel from a designated place authorized in par. U5240-B1, circuitously or otherwise, on or after the date the member first receives the PCS authorization/order, dependent travel and transportation allowances are authorized from that designated place to the place at which they receive notification of the restriction or change in designation and from that place to the previous or a new designated place. However, the authorization in this case cannot exceed that from the designated place at which travel began to the CONUS home port or the appropriate POE serving the member's OCONUS PDS and from that home port or that POE to the designated place last chosen.

6. Restriction or Change in Designation Imposed while En Route from Old PDS or Home Port. When the restriction or change in designation is imposed after the dependent begins travel, but before the dependent arrives at or in the vicinity of the member's OCONUS PDS or home port, dependent travel and transportation allowances are authorized from the old PDS or home port where travel begins, to the place at which they receive notification of the restriction or change in designation and from that place to a:

a. Designated place in CONUS;

b. Temporary OCONUS location as may be authorized/approved through the Secretarial Process; or

c. Designated place in a non-foreign OCONUS area if authorized/approved through the Secretarial Process.

7. Restriction or Change in Designation Imposed after the Dependent Arrives at Member's Duty Station. When the restriction or change in designation is imposed after the dependent arrives at the member's OCONUS PDS or home port, or the restriction or change in designation is not made known to the dependent until arrival at or in the vicinity of that PDS, dependent travel and transportation allowances under par. U5240-B are authorized to the same locations and under the same conditions as set forth in par. U5240-B6. If dependent evacuation is necessary, par. U6005 applies.

*8. Subsequent Authorization. A member, otherwise authorized dependent travel and transportation allowances under par. U5201-A:

a. Whose duty station is again changed from one to which dependent transportation is not authorized or to one to which dependent transportation is authorized, or

b. The duty of a ship, afloat staff, or afloat unit to which assigned is changed from unusually arduous sea duty, or

c. Who is transferred to a station to which dependent transportation is authorized,

*is authorized dependent travel and transportation allowances to the PDS or home port of the ship concerned, up to those for travel from the place to which they were transported under par. U5240-B to the PDS or appropriate home port. ***However, when the dependent is in CONUS, the return transportation to the same or another OCONUS PDS or appropriate home port may be authorized only when at least 12 months remain in the member's OCONUS tour following the dependent's estimated date of arrival at the PDS or home port concerned or on the date command sponsorship is granted, whichever is later.*** If the member elects, the dependent may be retained at the place to which

the dependent traveled under pars. U5240-B1, U5240-B2, U5240-B3, U5240-B4, U5240-B5, U5240-B6 and U5240-B7 until further transportation is authorized. ***NOTE: A dependent may be retained at a temporary OCONUS location to which transported under pars. U5240-B6 and U6005 only when authorized/approved through the Secretarial Process.*** Travel of the dependent of a member when the member is not authorized travel and transportation allowances under par. U5201-B is governed by par. U6005.

C. Dependent Travel and Transportation OCONUS for Medical Care

1. Dependent Definition. As used in par. U5240-C, a "dependent" is ***any*** dependent located OCONUS who has an active duty sponsor and who has been authorized, through the Secretarial Process, medical care in a Service medical facility without reimbursement.

2. Local Medical/Dental Care Not Available

a. Authorization/Approval. The commanding officer/other Service designee for a member on OCONUS active duty may authorize/approve dependent transportation if the dependent:

*(1) Is accompanying the member and the member has been on active duty for more than 30 days; and

(2) Requires care not available in the member's OCONUS PDS area.

b. Medical/Dental Care. A dependent may be provided travel and transportation for medical/dental care to the nearest appropriate medical/dental facility where adequate medical/dental care is available, except as par. U5240-C2c.

c. Exceptions. A dependent participating under a dental plan established under 10 USC §1076a (currently TRICARE) may not be provided transportation to the nearest appropriate dental facility where adequate dental care is available ***except for***:

(1) Emergency dental care,

(2) Dental care provided at an OCONUS location, or

(3) Dental care not covered by the dental plan.

3. Elective Surgery. ***Travel and transportation expenses are not authorized for a dependent who travels for elective surgery.***

4. Transportation to and from a Medical and/or Dental Facility. When practicable, Gov't transportation should be used for transportation authorized by par. U5240-C. When Gov't transportation is not available or its use is not practicable, dependent patients must be transported by:

a. Gov't-procured commercial transportation,

b. Personally procured commercial transportation, or

c. POC.

When personally procured commercial transportation is used, reimbursement for the actual cost of the transportation used is authorized. When a POC is used, reimbursement for the actual expenses incurred (e.g., gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to POC use) is authorized. ***TDY mileage may not be paid.*** However, reimbursement for the travel performed by personally procured commercial transportation or by POC is limited to

what it would have cost had the transportation had been furnished by the Gov't (i.e., Gov't or Gov't-procured transportation). ***NOTE: This limit does not apply when Gov't or Gov't-procured transportation is not available.*** If a dependent is transported by POC and an attendant is authorized a transportation allowance, no additional transportation expense on behalf of the dependent is authorized.

5. Return Transportation. Upon hospitalization/medical/dental care termination, the dependent's transportation is authorized to the member's PDS or to another place determined appropriate by the AO.

6. Outpatient Transportation. Reimbursement is authorized for the actual expenses incurred for the dependent's transportation between transportation terminal, medical/dental facility, and lodging when the dependent is receiving outpatient care at a medical/dental facility outside the member's PDS area. Actual expenses incurred for transportation cost between medical/dental facility and lodging may be reimbursed for the number of trips the dependent must make between those two places. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When POC is the appropriate mode, reimbursement for the actual expenses incurred, as in par. U3305-B1, is authorized. ***Transportation expenses may not be paid using a mileage allowance (B-202964, 23 February, 1982).***

7. Actual Meal and Lodging Cost. The actual cost of dependent's lodging (including taxes (see ***NOTE***), tips, and service charges) and meals (including taxes and tips, but excluding alcoholic beverages) may be reimbursed NTE the locality per diem rate for the medical/dental facility location. This includes travel time to/from the medical/dental facility and time at the medical/dental facility for outpatients.

NOTE: The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas (see APP A definitions) does not include an amount for lodging tax. Tax on lodging in CONUS and non-foreign OCONUS areas is separately reimbursable. The maximum amount allowed for lodging in foreign OCONUS areas (see APP A definition) includes an amount for lodging tax. Tax on lodging in foreign OCONUS areas is not separately reimbursable. See http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html for per diem rates.

*8. Reimbursable Expenses. The dependent is authorized applicable reimbursable expenses in APP G except that if a POC is used to and from the transportation terminal (APP G) reimbursement is for the actual expenses incurred, as in par. U3305-B1 and ***mileage is not authorized***.

9. Attendants for a Dependent. If a dependent is unable to travel unattended, round-trip travel and transportation allowances are authorized for necessary attendants as provided in Ch 7, Part Q.

10. Advance. Funds may be advanced to cover expenses reimbursable under par. U5240-C.

11. Administrative Provisions. An authorization/order authorizing/approving dependent travel for medical or surgical care must cite par. U5240-C as authority. A statement by a competent medical official (military or civilian, as available) must support the authorization/order as to the seriousness of the condition and the absence of adequate military and civilian facilities for proper treatment. If a medical official is not available, the authorization/order must so indicate and the AO's statement in the authorization/order that proper medical facilities are not available then suffices. For non-emergency conditions, the receiving medical facility must agree to accept the patient before the authorization/order is issued.

*12. Subsequent Travel and Transportation. A member otherwise authorized dependent travel and transportation allowances under par. U5201-A, whose dependent is transported to a place other than the member's PDS under par. U5240-C, is authorized, upon reassignment, travel and transportation expenses for that dependent for direct PCS travel between that place and the destination authorized in the reassignment authorization/order.

D. Dependent Travel and Transportation Incident to an Alert Notice

1. General. A member of certain units is authorized dependent travel and transportation allowances, as though assigned to a dependent-restricted tour, under par. U5222-D (45 Comp. Gen. 208 (1965)). This applies to a member whose unit has been officially alerted for movement to an OCONUS PDS (within 90 days after the alert notice) to which dependent transportation is not authorized. This also applies to a member who is transferred or assigned by a PCS authorization/order to a unit so alerted.

2. Member Not Transferred to a Dependent-restricted OCONUS Tour after Alert Notice Announcement. When a dependent has traveled to a designated place under par. U5240-D1, but the member is not transferred to the OCONUS PDS contemplated in the alert notice, dependent travel and transportation allowances are authorized from the designated place to the new PDS. This also applies to return transportation that PDS if the member is continued on permanent duty at the station where the alert notice was officially announced.

E. Dependent Travel and Transportation Incident to Tour Extension. A member on a tour of less than the prescribed tour length at a PDS, who used the dependent travel and transportation allowances upon assignment to that PDS, is authorized dependent travel and transportation allowances from the place the dependent is located to that PDS. ***NOTE: The authorization limit is up to that from the old to the current PDS.*** Authorization under par. U5240-E is limited to the situation in which a member's tour is extended due to:

1. Unusual circumstances, and

2. The needs of the Service.

Authorization under par. U5240-E also is limited to the situation where a member did not move a dependent to that PDS initially because of the anticipated short time of assignment (B-208861, 10 November 1982).

F. Dependent Travel and Transportation Incident to a Court Martial Sentence/Administrative Discharge under other than Honorable Conditions (for a Member Stationed in CONUS)

1. Travel and Transportation Allowances. A member (with dependent) stationed in CONUS who:

a. Is sentenced by a court martial to:

(1) Confinement for more than 30 days,

(2) Receive a dishonorable/bad-conduct discharge, or

(3) Dismissal from a Uniformed Service, or

b. Receives an administrative discharge under other than honorable conditions,

is authorized dependent PCS travel and transportation allowances.

2. Authorization. Dependent travel and transportation allowances (including the payment of per diem under par. U5210) are authorized by a Service-designated authority who determines:

a. The authorized destination, and

b. That a reasonable relationship exists between the conditions/circumstances in the specific case and the authorized destination.

3. Travel Requests. Travel may be requested by:

a. The member,

b. The member's spouse, or

c. Another dependent (if the member has no spouse, or the spouse is not available).

4. Travel Destination. The dependent destination must be a designated place, except that a dependent who is foreign-born may be returned to the dependent's native country.

5. Travel and Transportation Reimbursement Payment. Travel reimbursement may be paid to the:

a. Member, or

b. Dependent or ex-spouse, (when the member authorizes payment to either of them (B-193430, 21 February 1979)).

6. Travel Time Limit. Except when additional time is authorized/approved by the Secretarial Process (see par. U5012-I), dependent travel must start within 180 days from the date:

a. The court-martial is completed, or

b. Of administrative discharge.

G. Dependent Travel and Transportation Incident to an In Place Consecutive Overseas Tour (IPCOT). A member stationed OCONUS who is selected to serve an IPCOT is authorized dependent travel and transportation allowances as follows:

NOTE: An IPCOT is not an extension; it is another full tour.

1. Unaccompanied to Accompanied Tour

a. Dependent travel and transportation at Gov't expense from a designated place to the current PDS at which the IPCOT is to be served if the dependent is command-sponsored prior to travel to the current PDS at which the IPCOT is to be served.

b. A member who acquires a dependent after the PCS authorization/order effective date, but before entering an IPCOT, is authorized dependent travel and transportation allowances to the current PDS at which the IPCOT is to be served if the dependent is command-sponsored prior to travel to the current PDS at which the IPCOT is to be served. Travel and transportation allowances in this case are from the place the dependent is located to the current PDS.

2. Accompanied to Unaccompanied Tour. The provisions of par. U5222-C4 apply.

3. Accompanied-to-Accompanied Tour. A member who acquires a dependent after the PCS authorization/ order effective date, but before entering an IPCOT, is authorized dependent travel and transportation allowances to the current PDS at which the IPCOT is to be served if the dependent is command-sponsored prior to travel to the current PDS at which the IPCOT is to be served. Travel and transportation allowances in this case are from the place the dependent is located to the current PDS.

H. Travel and Transportation for a Dependent Relocating for Personal Safety. See par. U5205

U5241 DEPENDENT TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, OR ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

A. General. Par. U5241-A applies to a dependent of a member (without regard to command sponsorship (B-158661, 22 December 1966)) on active duty who is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status (37 USC §554), or who dies while entitled to basic pay (37 USC §406(f)).

B. Definitions

1. Dependent. See APP A. When a member entitled to basic pay dies while on OCONUS duty, "dependent" includes an unmarried child who was transported at Gov't expense to that member's PDS, incident to the member's assignment thereto, and became age 21 while the member was serving at that PDS. See par. U5215-B.

*2. Transportation. "Transportation," as used in par. U5241, includes transportation-in-kind or reimbursement therefore under pars. U5201-A1b, and MALT under par. U5015-A.

C. Limitations

1. Destination. No travel may be authorized/approved under par. U5241-C unless a reasonable relationship exists between the circumstances of the dependent and the requested destination, as determined by the Service concerned.

2. Time. Authorization for dependent travel and transportation allowances ends if the dependent does not begin travel to the final home within 1 year after the date of the official status report. However, travel at a later date may be authorized/approved through the Secretarial Process. See par. U5012-I. No travel and transportation allowances are authorized under par. U5241 when travel is delayed until after receipt of official notice that the member has returned to an active status. Effective for deaths occurring on or after 6 January 2006 the following apply:

a. A member dies on or after 6 January 2006 while serving in the active service and entitled to basic pay – the Secretary Concerned must give the dependent not less than 3 years, beginning on the date of the death of the member to select a "home of selection" for the purposes of travel and transportation allowances.

b. Retirees dying on or after 6 January 2006 who had not yet made their selection at the time of death -- dependent or the retiree's executor if there are no dependents gets 3 years from the member's date of retirement (when the member first accrued the right to select a home).

Examples:

Member retired 1 July 2005 -- Initial 1 year to make the move.
Member died 10 January 2006 -- Family now has until 30 June 2008 to make a HOS.

Member retired 1 July 2005 -- Initial 1 year to make the move.
Member died 3 January 2006 -- Family has until 30 June 2006 to make a HOS move.

Member on active duty died on 3 January 2006 -- Family has 1 year to make a HOS.
Member on active duty dies on 10 January 2006 -- Family has until 9 January 2009 for HOS.

3. Per Diem. A dependent authorized the transportation authorized in par. U5241-D pursuant to the death of a member entitled to basic pay (37 USC §406(f)), also is authorized per diem under par. U5210. Per diem is not payable ICW the other dependent transportation authorized in par. U5241.

D. When Authorized

1. General. A dependent may be furnished transportation to a member's HOR or to such other location as may be authorized/approved by the official designated by the Secretarial process when the dependent receives official notice that the member is:

a. Dead; or

b. Injured and/or ill and the anticipated period of hospitalization or treatment is expected to be prolonged as shown by a statement of the commanding officer at the receiving hospital; or

c. Absent for a period of more than 29 days in a missing status.

When a dependent is residing OCONUS at the time the member on permanent duty OCONUS dies, the dependent may be transported to an interim location (within the limitation imposed in par. U5241-C1) to reside pending a decision on where to exercise the authorization to a final move at Gov't expense. That final move must be exercised within the time limit established in par. U5241-C2.

2. Additional Moves

a. Status Change. A dependent moved under par. U5241-D1 may again be moved under par. U5241-D1 when official notice is received that the member's status has changed from one to another of those listed in par. U5241-D1.

b. No Status Change Member Reported as Missing for more than 1 Year. A dependent moved under par. U5241-D1 may be moved again under par. U5241-D1 when the member has been reported officially as absent for a period of more than 1 year in a missing status and through the Secretarial Process it is determined that the circumstances in the case justify an additional move.

*3. Termination of Casualty Status. When the member's casualty status is terminated, authorization for dependent travel and transportation allowances under par. U5201 is determined IAW this Part.

E. Administrative Instructions. Each Service must issue regulations or instructions deemed necessary for the judicious administration of the authorization contained in par. U5241.

F. Attendant for a Dependent. See Ch 7, Part Q, concerning an attendant for a dependent authorized travel under par. U5241.

U5242 FUNERAL TRAVEL

A. Transportation for Eligible Relatives of a Deceased Member to Attend the Member's Burial Ceremony (37 USC §411f)

NOTE: The families of cadets/midshipmen are not eligible for this transportation.

1. General. An eligible relative is authorized round trip travel and transportation allowances to attend burial ceremonies for a deceased member who dies while on active or inactive duty. "Eligible relative", as used in par. U5242, means:

a. The deceased member's surviving spouse (including a remarried surviving spouse);

b. The deceased member's children (including stepchildren, adopted children and illegitimate children) regardless of age;

c. The deceased member's parent or parents as defined in 37 USC §401(b)(2) (see ***NOTE 1*** below);

d. The deceased member's siblings;

e. The person who directs the disposition of the deceased member's remains under 10 USC §1482(c) (see ***NOTE 2*** below) or, in the case of a deceased member whose remains are commingled and buried in a common grave in a national cemetery, the person who would have been designated under 10 USC §1482(c) to direct the disposition of the remains if individual identification had been made; and

f. If no person described in par. U5242-A1a, U5242-A1b, U5242-A1c, or U5242-A1d is provided travel and transportation allowances; then no more than two persons, closely related to the deceased member, who are selected by the person referred to in par. U5242-A1e. A person provided travel and transportation under par. U5242-A1f. is in addition to the person referred to in par. U5242-A1e.

2. Attendant or Escort. An attendant or escort (pars. U7550-A and U7550-B pertain) accompanying an eligible traveler provided travel and transportation allowances under par. U5242-A1 for travel to the burial ceremony for a deceased member also may be provided round trip travel and transportation allowances for travel to the burial ceremony if:

a. The accompanied eligible traveler is unable to travel unattended or unescorted because of age, physical condition, or other justifiable reason acceptable to the AO; and

b. There is no other eligible traveler of the deceased member, traveling to the burial ceremony, eligible for travel and transportation allowances under par. U5242-A1 and qualified to serve as the attendant or escort.

3. Allowances Limitations. Allowances under pars. U5242-A1 and U5242-A2 are limited to travel and transportation to attend burial ceremonies of a deceased member at a location determined through the Secretarial Process. Per diem is payable for:

a. The time necessary to travel to the location concerned, plus

b. NTE 2 days at that location, and

c. The time necessary for return travel from that location.

4. Travel and Transportation Allowances

a. General. Individuals traveling under par. U5242-A are authorized one, or a combination, of the following for the authorized round trip travel:

(1) Transportation-in-kind,

(2) Reimbursement for the cost of personally procured commercial transportation,

(3) Automobile mileage rate (see par. U2600) for the official distance traveled by POC.

*Gov't transportation must be used to the maximum extent practicable ICW transoceanic travel. Reimbursement as provided in par. U5242-A4a(2) is subject to par. U5201-A1b, for land travel and par. U5205-B for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel NTE the personally procured commercial transportation cost between origin and destination (minus any used Gov't-procured transportation cost). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5242-A4a(3).

b. Per Diem Allowances while Traveling and at the Funeral and Burial Site. An eligible family member is authorized per diem computed using the 'Lodgings-Plus' method in Ch 4, Part B when traveling under par. U5242-A. The per diem payable must not exceed the appropriate rate in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** for the area concerned. Per diem must not be paid for more than two days plus the time necessary to travel to and from the location concerned.

c. Limitations. Per diem is not payable when the eligible relatives' residence and the burial site are in the same local area as defined in par. U3500-B, or when the total time from departure to return is 12 or fewer hours.

d. Reimbursable Expenses. The authorized traveler(s) is authorized reimbursement for expenses incurred incident to travel under par. U5242. See APP G for authorized miscellaneous expenses on official travel.

e. Definitions. For the purposes of par. U5242 the term "burial ceremony" includes the following:

(1) An interment of casketed or cremated remains;

(2) A placement of cremated remains in a columbarium;

(3) A memorial service for which reimbursement is authorized under 10 USC §1482(d)(2) (see ***NOTE 3***) below; and

(4) A burial, in a common grave in a national cemetery, of commingled remains that cannot be individually identified.

B. Funeral Travel of the Family of a Member Who Died while a POW or MIA during the Vietnam Conflict

1. General. Par. U5242-B applies to an eligible family member (as defined in par. U5242-B2) of a member who died while officially classified as a POW or as MIA during the Vietnam conflict and whose remains are returned to the U.S. (37 USC §406 (Note)).

2. Definition of Eligible Family Member. For purposes of par. U5242-B1, an eligible family member of the deceased member of the armed forces includes the following:

a. Surviving spouse (including a remarried surviving spouse) of the deceased member,

b. Child or children, including children described in section 37 USC §401(b)(1) (see ***NOTE 4*** below) of the deceased member,

c. The parent or parents of the deceased member as defined in section 37 USC §401(b)(2) (see ***NOTE 1*** below),

d. If no person described in par. U5242-B2a, U5242-B2b, or U5242-B2c is provided travel and transportation allowances, any brothers, sisters, half-brothers, half-sisters, stepbrothers, and stepsisters of the deceased member.

3. Allowances. An eligible family member is issued an ITA under APP E, Part II, and is authorized transportation and travel allowances, as prescribed therein, for travel from place of residence to the place of burial and return.

C. Definition of Burial Ceremony. For the purpose of par. U5242, the term "burial ceremony" includes the following:

1. An interment of casketed or cremated remains;

2. A placement of cremated remains in a columbarium;

3. A memorial service for which reimbursement is authorized under 10 USC §1482(d)(2) (see ***NOTE 3*** below); and

4. A burial of commingled remains that cannot be individually identified in a common grave in a national cemetery.

***NOTE 1*: For the purposes of par. U5242-A1c and U5242-B2c: 37 USC §401(b)(2), the term "parent" means:**

a. A natural parent of the member;

b. A step parent of the member;

c. A parent of the member by adoption;

d. A parent, stepparent, or adopted parent of the spouse of the member; and

e. Any other person, including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least five years before the member became age 21.

***NOTE 2*: With reference to par. U5242-A1d(1): 10 USC §1482(c) states: Only the following persons may be designated to direct disposition of the remains of a decedent covered by this chapter:**

a. The surviving spouse of the decedent;

b. Blood relatives of the decedent;

c. Adoptive relatives of the decedent; and

d. If no person covered by clauses (1)-(3) can be found, a person standing in loco parentis to the decedent.

***NOTE 3*: For the purpose of pars. U5242-A4e(3) and U5242-C3; 10 USC §1482(d)(2) reads as shown below:**

"(d) When the remains of a decedent covered by section 1481 of this title, whose death occurs after January 1, 1961, are determined to be non-recoverable, the person who would have been designated under subsection (c) to direct disposition of the remains if they had been recovered may be -

(1) presented with a flag of the U.S.; however, if the person designated by subsection (c) is other than a parent of the deceased member, a flag of equal size may also be presented to the parents, and

(2) reimbursed by the Secretary concerned for the necessary expenses of a memorial service.

However, the amount of the reimbursement must be determined in the manner prescribed in subsection (b) for an interment, but may not be larger than that authorized when the U.S. provides the grave site. A claim for reimbursement under this subsection may be allowed only if it is presented within two years after the date of death or the date the person who would have been designated under subsection (c) to direct disposition of the remains, if they had been recovered, receives notification that the member has been reported or determined to be dead under authority of chapter 10 of title 37, whichever is later."

***NOTE 4*: For the purposes of par. U5242-B2b: 37 USC §401(b)(1), the term "child" includes a/an:**

a. Stepchild of the member (except that such term does not include a stepchild after the divorce of the member from the stepchild's parent by blood);

b. Adopted child of the member, including a child placed in the home of the member by a placement agency (recognized by the Secretary of Defense) in anticipation of the legal adoption of the child by the member; and

c. Illegitimate child of the member if the member's parentage of the child is established IAW criteria prescribed in regulations by the Secretary concerned.

U5246 TRANSPORTATION AND PER DIEM OF FAMILY MEMBERS OF AN ILL OR INJURED MEMBER

A. General. Ordinarily, not more than three family members (see par. U5246-B) of a member described in par. U5246-A1 or U5246-A2 may be provided transportation for one round-trip and per diem under par. U5246 as determined by appropriate authority. The Secretarial Process may authorize transportation and per diem for more than three family members in extenuating circumstances. See par. U1010-B1 for claims and APP E, Part I, par. A2q for ITA authority. ***NOTE*: Limitation for each family member is (1) transportation and per diem for one round-trip between the family member's home and the medical facility in which the member is hospitalized (37 USC §411h), and (2) per diem only at/in the vicinity of the medical facility when a family member travels to and from the medical facility at personal expense.**

1. Active Duty Member Including a Reserve Component Member on Active Duty

a. Seriously Ill or Injured. Transportation for one round-trip and per diem is authorized to visit an active duty member who is seriously ill, seriously injured or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world.

b. Hospitalized as Result of Combat Injury. Transportation for one round trip and per diem, may be authorized for each family member authorized to visit a member not described in par. U5246-A1a who has an injury incurred in an operation or area designated by the SECDEF as a combat operation or combat zone under 38 USC §1967(e)(1)(A) and who is hospitalized in a medical facility in the U.S. for treatment of that injury. This allowance is initiated when there is a reasonable expectation by the treating physician that the member will remain hospitalized in an inpatient status in a hospital in the United States. Per diem authorization must not exceed 30 days unless an extension is authorized/approved through the Secretarial Process.

2. Reserve Component Member Entitled to Disability Pay and Allowances. Transportation for one round-trip and per diem is authorized to visit a Reserve Component member entitled to disability pay and allowances under 37 USC §204(g), who is physically disabled as the result of an injury, illness, or disease incurred or aggravated, or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world if that member became ill or injured or was diseased:

a. In the line of duty while performing inactive-duty training (other than work or study ICW a correspondence course of an armed force or attendance in an inactive status at an educational institution under the sponsorship of an armed force or the Public Health Service), and

b. While traveling directly to or from such training.

See DODFMR, Volume 7A, paragraph 80254, table 8-2-3 at ***http://www.dtic.mil/comptroller/fmr/07a/index.html*** or COMDTINST M7220.29 (series) par. 12-Q and figure 12-2 for a Coast Guard member at ***http://www.uscg.mil/hq/g-w/g-wp/g-wpm/g-wpm-2/PayMan.htm***

3. Member Retired due to Illness or Injury. Transportation for one round-trip and per diem is authorized to visit a member who is retired solely because of a serious injury or illness, or because of an imminent death declaration, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world. This transportation and per diem is to be provided incident to and about the same time as the occurrence of the serious illness, serious injury, or imminent death declaration, and is not intended to provide transportation at a later date. This authorization does not extend to retirees who incur serious injuries or illnesses after retirement, whose serious illness or injury that resulted in their medical retirement reoccurs or is aggravated after retirement, or whose death becomes imminent after retirement.

NOTE: The families of cadets/midshipmen are not eligible for this transportation.

B. Definition. "Family members" as used in par. U5246 are the member's spouse, children (including step, adopted, and illegitimate children), the member's siblings and the member's parents (includes fathers and mothers through adoption and persons who have stood "in loco parentis" to the member for a period of not less than 1 year immediately before the member entered the Uniformed Service). However, only one father and one mother or their counterparts may be recognized in any one case. If the family member is a:

1. Uniformed Service member: The member is authorized TDY travel and transportation allowances.

*2. Civilian Employee: A U.S. Government civilian employee is authorized the TDY travel and transportation allowances in regulation issued by the agency or department funding the travel. A civilian employee traveling using DOD funds is issued a DD Form 1610 TDY travel authorization.

3. Other Persons: A person, other than a member or civilian employee, should be issued an ITA (APP E, Part I, par. A1). The individual is authorized the allowances in pars. U5246-C, U5246-D and U5246-E.

C. Transportation. One, or a combination, of the following round-trip transportation services between the family member's home and the medical facility location in which the member is hospitalized may be provided if the attending physician or surgeon and the commander/head of the military medical facility exercising military control over the member determines in writing that the presence of the family member is necessary for the health and welfare of the member is concerned:

1. Transportation-in-kind;

2. Reimbursement for the cost of personally procured commercial transportation (***CTO/TMC use is still MANDATORY***);

3. Automobile mileage rate (see par. U2600) for the official distance traveled by POC.

*Gov't/Gov't-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. U5246-C2 is subject to par. U5201-A1b for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel NTE the cost of personally procured transportation between origin and destination (minus the cost of any Gov't-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5246-C3.

D. Per Diem. When a family member is authorized a round-trip to and from a medical facility at Gov't expense per diem may be paid for travel to the medical facility, while at the site during visits with a seriously ill or injured member, and for return travel to the family member's home. ***Comparing costs as in par. U4175 for voluntary trips away from the medical facility site does not apply to par. U5246-D.***

1. Family Member Travels to the Medical Facility at Gov'ts Expense but Returns Home at Personal Expense. If a family member travels to the medical facility at Gov't expense but returns home at personal expense, per diem stops on, and is not paid for, the departure day. When the family member returns to the medical facility at personal expense per diem resumes on the arrival day at the medical facility location. When the family member returns home at Gov't expense per diem is paid for the return travel.

2. Family Member Travels to and From the Medical Facility at Personal Expense. When a family member, who was authorized travel to and from the medical facility at Gov't expense, later travels to and from the facility at personal expense, per diem begins on the arrival day at the medical facility location and terminates on, and is not paid for, the departure day from that location. Per diem is not paid for travel to and from the medical facility.

E. Reimbursable Expenses. The member is authorized reimbursement for the expenses listed in APP G incurred incident to travel under par. U5246. Receipt requirements are the same as those in par. U2510.

U5258 TRAVEL AND TRANSPORTATION FOR FAMILY MEMBERS INCIDENT TO THE REPATRIATION OF A MEMBER HELD CAPTIVE

A. Definitions

1. "Eligible member" as used in par. U5258 is a member of a uniformed service who:

a. Is serving on active duty;

b. Was held captive, as determined by the Secretary Concerned; and

c. Is repatriated to a site inside or outside the United States.

2. "Family members" as used in par. U5258 are the member's spouse, children (including step, adopted, and illegitimate children), the member's siblings and the member's parents (includes fathers and mothers through adoption and persons who have stood "in loco parentis" to the member for a period of not less than 1 year immediately before the member entered the Uniformed Service). However, only one father and one mother or their counterparts may be recognized in any one case.

B. Family Authorized Travel and Transportation

1. Not more than three family members of a member (see par. U5258-A), or

2. Not more than two persons related to and selected by the member if no family members (as described in par. U5258-A) are able to travel to the repatriation site.

NOTE: The Secretary Concerned may waive the limitation on the number of family members to whom travel and transportation allowances are provided in circumstances determined to be appropriate by the Secretary Concerned.

C. Attendant. In addition to family members or other persons authorized to travel in pars. U5258-B1 and U5258-B2, the Secretary Concerned may provide travel and transportation allowances to an attendant to accompany a family member (see par. U5258-B1) if the Secretary Concerned determines that:

1. A family member is unable to travel unattended because of age, physical condition, or other reason determined by the Secretary Concerned; and

2. No other family member or person related to and selected by the member who is eligible for travel and transportation is able to travel to the repatriation site of the member.

D. Transportation. One, or a combination, of the following round-trip transportation methods may be provided between the family member's home (or home of the attendant or person provided transportation) and the repatriation site location at which the member is located:

1. Transportation-in-kind.

2. Automobile mileage rate (see par. U2600) for the official distance traveled by POC.

3. Reimbursement for the commercial transportation cost NTE the cost of Gov't-procured round-trip air travel.

E. Per Diem. A per diem allowance or AEA, whichever applies, as prescribed in Ch 4, Part B or C, for the allowable travel time computed under par. U3005-C is authorized for travel to, from, and while at the repatriation site for travel under par. U5258. Per diem rates are prescribed at ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***.

F. Funds Advance. An allowance under par. U5258 may be paid in advance. See par. U2300.

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SECTION 7: DEPENDENT STUDENT TRANSPORTATION

U5260 DEPENDENT STUDENT TRANSPORTATION

*A. General. A member permanently stationed OCONUS, who is authorized to have a dependent reside at or in the vicinity of the PDS or the home port of an OCONUS ship, and whose minor dependent (as defined in par. U5260) attend:

1. A dormitory school operated by the DOD or selected for the student by the cognizant DODEA Regional Director, or

2. Or will attend, a school in the U.S. to obtain a formal education that is accredited by a State, regional or nationally recognized accrediting agency or association recognized by the Secretary of Defense, is authorized transportation of the minor dependent between such schools and the place of residence as provided in par. U5260-A. The transportation allowance authorized is transportation in kind, or reimbursement therefore as prescribed in par. U5203-A1b, or a MALT as prescribed in par. U5203-A1c. ***No per diem is payable unless otherwise indicated.*** Transportation, when possible, is by Gov't-owned or Gov't-procured transportation on a space-required basis. Ch 3, Part B, applies to transportation procurement and U.S. transportation facilities use for travel authorized in par. U5260-A.

B. Dependent Student Attending a Dormitory DODEA School

*1. Definitions. The following definitions are specific to par. U5260.

*a. Dependent. A "dependent" in par. U5260 (20 USC §932) is a minor individual who:

(1) Has not completed secondary schooling; and

(2) Is the child, stepchild, adopted child, ward, or spouse of a member or who is a resident in the household of a member who stands in loco parentis to such individual and to whom the member provides one-half or more support.

b. DODEA School. A school operated by the Department of Defense under the Defense Dependents' Education Act of 1978 (20 USC §921 et seq.) for dependents in an OCONUS area which is operated, and which such dependents attend, on a 5- or 7-day-a-week dormitory basis.

2. Five-Day-a-Week Dormitory DODEA School. A member is authorized a weekly round-trip between the DODEA school and residence during the school year for each minor dependent who attends a 5-day-a-week dormitory DODEA school.

3. Seven-Day-a-Week Dormitory DODEA School

a. Travel to Member's Residence

(1) During the school year a member is authorized three round-trips between the DODEA school and member's residence for each minor dependent that attends a 7-day-a-week dormitory DODEA school.

(2) Additional round trips may be authorized/approved when the DODEA school dormitory is closed.

b. Travel to other than the Member's Residence

*(1) A member authorized transportation under par. U5260-B for a dependent may be authorized transportation for a student to a location other than the member's residence if the member states, in writing, to the AO that travel to the other location is so the student may join the family at that location.

(2) Reimbursement is limited to the Gov't's transportation cost from the DODEA school to the

member's residence by the authorized mode.

NOTE: For par. U5260-B, a location outside the 50 states, the District of Columbia, Puerto Rico, and U.S. possessions (excluding Midway) is "overseas".

4. Authorized Transportation is:

a. Gov't-owned/procured (on a space-required basis),

b. Reimbursed (see par. U5203-A2), or

c. A MALT. See par. U5203-A1c.

NOTE: See Ch 3, Part B, for transportation procurement.

5. Per Diem. ***Per diem is not payable.***

6. Baggage. Up to 350 pounds of unaccompanied baggage may be transported for each eligible minor dependent attending a dormitory DODEA school (or DODEA-selected school) on the first and final trip of each school year.

C. Travel of a Handicapped DODEA Student for Diagnostic and Evaluation Purposes

1. Authorized Travel. Travel and transportation allowances (like those for a TDY employee including per diem) are authorized when travel is necessary because medical/educational authorities request:

a. A student diagnosis/evaluation under DODI 1342.12 for tuition-free handicapped DODEA students (see DODI 1342.12), and

b. One or both of the student's parents or guardians be present to participate in the diagnosis/evaluation or to escort the student.

2. Reimbursement

a. Parent or Guardian is a Member. Reimbursement is IAW TDY travel in this Volume.

b. Parent or Guardian is a Civilian Employee. Reimbursement is IAW TDY travel in JTR, Volume 2.

c. Parent or Guardian is Not Employed by the Gov't. Reimbursement is IAW TDY travel in JTR, Volume 2.

D. Dependent Student Transportation to a School in the U.S.

*1. Definitions. The following definitions are specific to par. U5260-D.

a. Formal education is:

(1) A secondary education;

(2) An undergraduate college education;

(3) A graduate education pursued on a full-time basis at an institution of higher education (20 USC §1001); and

(4) Vocational education pursued on a fulltime basis at a postsecondary vocational institution (20 USC §1002(c)). A "postsecondary vocational institution" means a school that:

(a) Provides an eligible program of training to prepare students for gainful employment in a recognized occupation;

(b) Has been in existence for at least 2 years; and

(c) Is accredited by an organization recognized by the Secretary of Defense.

NOTE: The definition of "DODEA school" in par. U5260-B1b does NOT apply to par. U5260-D.

b. Unmarried Dependent Child. An unmarried dependent child is a dependent child, as defined in APP A, who is under age 23 and:

(1) Enrolled in a school in the U.S. to obtain a formal education and is attending that school or is participating in a foreign study program approved by that school and, as part of that program, is attending a school outside the U.S. for a period of not more than one year; or

(2) Graduates, quits or is separated from the school in the U.S., who travels within 30 days following separation from the school. ***NOTE: An extension to this time period may be authorized/approved through the Secretarial Process, based on extenuating circumstances such as dependent illness, inability to schedule travel during peak travel periods, etc.***

NOTE: A member who has a dependent student, who is separated from school in the U.S. and who has not previously traveled at Gov't expense to the member's OCONUS PDS, retains the authorization for the dependent's travel and transportation to the member's PDS.

2. Transportation Allowances. A member:

a. Permanently stationed OCONUS; and

b. Accompanied by a command-sponsored dependent at/or in the member's PDS vicinity (or the home port of an OCONUS homeported ship) unless the only dependent is an unmarried dependent child under age 23 attending a school in the U.S. to obtain a secondary or undergraduate college education;

is authorized one annual round-trip for the dependent student at any time within a fiscal year (1 Oct - 30 Sep) between the member's OCONUS PDS and the dependent student's school in the U.S. For a dependent student who is attending a school outside the U.S. for less than one year under a program approved by the school in the U.S. at which the dependent is enrolled, the member may be reimbursed for one annual round-trip for the dependent student between the OCONUS school being attended by that student and the member's OCONUS PDS; however, reimbursement can not exceed the transportation allowances ***(see NOTE below)*** for that dependent's annual round trip between the school in the U.S. and the member's OCONUS PDS.

3. Lodging. Reimbursement may be made for dependent lodging that is necessary due to an interruption in travel caused by extraordinary situations (including mandatory layovers, unscheduled stops, physical incapacity, and similar circumstances). The reimbursement amount is determined using the per diem lodging ceiling applicable to the location of such a circumstance. ***NOTE: If another entity (such as an airline) pays for the overnight lodging expense, no additional reimbursement is authorized (except for any lodging expense above that paid by the airline and within the per diem lodging ceiling for the expense location.)*** Lodging tax on the authorized payment are also payable in a CONUS and non-foreign OCONUS location.

NOTE: Authorization for a portion of a round-trip not taken during a fiscal year ordinarily does not carry over to a subsequent fiscal year. However, a Service-designated official may extend the fiscal-year travel period for not more than 30 calendar days because of an unusual or emergency circumstance (i.e., an early or late holiday recess or school closing).

4. Limitations. Par. U5260-D does not apply to a member:

a. Assigned to a PDS/ship homeported in Alaska or Hawai'i who has an unmarried dependent child attending a school in the PDS state;

b. Who has an unmarried dependent child attending a school in the U.S. to obtain a secondary education, if the:

(1) Child is eligible to attend a secondary school for dependents that is located at/or in the member's PDS vicinity and is operated under the Defense Dependents' Education Act of 1978 (20 USC §921); or

(2) Member is stationed in the Commonwealth of Puerto Rico or in Guam and the child is eligible to attend a DOD DDESS, formerly known as Section 6, secondary school, in the PDS/home port vicinity;

c. Assigned to a PDS or ship homeported in Alaska or Hawai'i who has an unmarried dependent child attending a CONUS school to obtain a secondary education; or

d. Who has an unmarried dependent child attending a Service academy as a cadet or midshipman.

5. Travel to a Location other than the Member's OCONUS PDS/Home Port

a. Travel to a location other than the member's OCONUS PDS may be authorized if the member states, in writing to the AO, travel to the other location is so the student may join the family at that location.

b. Reimbursement is limited to what it would have cost the Gov't for transportation from the school to the member's OCONUS PDS/home port by the authorized transportation mode.

6. Transoceanic Travel

a. General. When AMC service is reasonably available, transoceanic travel must be on a space-required basis by AMC unless air travel is medically inadvisable. When AMC service is not reasonably available, Gov't-procured air transportation (from a CTO/TMC) for the transoceanic travel portion is to be used.

b. Travel Performed at Personal Expense

(1) AMC Service Available. ***No reimbursement is allowed for transoceanic travel at personal expense when AMC service is available, unless air travel is medically inadvisable.***

(2) AMC Service Not Available. Reimbursement (limited to the amount the Gov't would have paid for CTO/TMC-provided Gov't-procured transportation) is allowed for transoceanic (and other air and rail) travel at personal expense when AMC service is unavailable.

c. Gov't-procured Transportation Not Available

(1) Reimbursement is authorized for transportation costs NTE the policy-constructed airfare (see APP A) over the direct route between the origin and destination when:

(2) Pars. U3125-B and U3125-C apply to dependent student travel.

(3) Reimbursement is limited to the least costly CTO/TMC-provided first-class passenger accommodations on a commercial ship if air travel is medically inadvisable. See par. C3130.

7. Overland Travel

a. Overland travel should be by CTO/TMC-provided Gov't-procured transportation, or, if a CTO/TMC is not available at personal expense on a reimbursable basis.

b. CTO/TMC-provided Gov't-procured air transportation ordinarily is furnished for the portion of the travel within the U.S.

c. Whenever CTO/TMC-provided Gov't-procured transportation is available, but transportation is personally procured, mandatory policy has been violated but reimbursement is authorized for the transportation cost up to what it would have cost the Gov't for CTO/TMC-provided Gov't-procured transportation between authorized points.

d. When a POC is used, mileage (see par. U2600) is authorized -- the mileage amount paid cannot exceed the Gov't's cost had CTO/TMC-provided Gov't-procured transportation been used between authorized points.

e. For travel to and from carrier terminals, reimbursement is authorized IAW Ch 3, Part E, or par. U3320, as appropriate.

*8. Unaccompanied Baggage. UB of up to 350 pounds may be transported ICW each authorized trip between the school and the member's PDS under par. U5260-D. The member is financially responsible for any overweight UB during educational travel.

9. Baggage Storage. During a student's annual trip between the school and the member's PDS, or during a different period in the same fiscal year selected by the member, a member may store the student's UB (NTE 350 pounds) in the school vicinity in lieu of transporting the UB. The Service concerned may pay, or a member may be reimbursed for, the storage cost NTE the cost of round-trip UB transportation.

E. Travel of a DODEA Student for Academic Competitions and Co-curricular Activities. The DODEA statutory charter, (20 USC §§921-932), authorizes travel for DODEA students to academic competitions and co-curricular activities. The Director, DODEA, or designee determines appropriate activities. The responsible DODEA activity determines the most appropriate method (citing DODEA appropriations) to authorize transportation for students in support of co-curricular activities. ***However, payment of per diem, reimbursement for meals and/or lodging, or incidental expenses ordinarily associated with TDY must not be authorized.***

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SECTION 1: GENERAL

U5300 GENERAL

This Part prescribes PCS HHG transportation and NTS allowances including those in unusual or emergency circumstances. See APP A for the definition of HHG transportation.

U5305 ELIGIBILITY

A member is authorized HHG transportation or NTS when the member is ordered to perform a PCS move.

U5310 BASIC ALLOWANCES

*A. General. Subject to the conditions in par. U5310, a member ordered on a PCS is authorized HHG transportation. See par. U5310-9 below. See par. U5201 for dependent transportation. See par. U5500 for mobile home transportation.

1. The Gov't's HHG transportation obligation is limited to the cost of the completed movement of HHG equal in weight to a member's weight allowance (see par. U5310-B) in one lot between authorized places at the lowest overall cost (except for a personally procured transportation move) to the Gov't. For information about HHG authorized locations for PCS, see the table at par. U5390, and for TDY, see the table at par. U4780.

2. As used in par. U5310, a "former PDS" includes an individual's HOR.

3. If a member does not transport the authorized HHG weight allowance to a new PDS, a later shipment may be transported from a former PDS using a combination of authorizations/orders if the HHG:

   a. Were in the member's possession before the PCS authorization/order effective date from the PDS from which the HHG were not transported, and

   b. Previously transported HHG plus the HHG being transported do not exceed the authorized PCS HHG weight allowance on the PCS authorization/order effective date from the former station.

4. Example of a Combination of Authorizations/Orders HHG Computation

   a. A member was ordered from PDS A to PDS B. The authorized HHG weight under the PCS authorization/order was 8,000 lbs. The member actually transported 6, 000 lbs to PDS B. The unused HHG weight balance is 2,000 lbs.

   b. The member is ordered from PDS B to PDS C. The authorized HHG weight under the new PCS authorization/order is 10,000 pounds.

   c. The member may ship NTE 10, 000 lbs at Gov't expense to PDS C of which 2, 000 lbs of HHG owned while at PDS A may be shipped from PDS A using authorizations/orders in combination. Excess cost may apply per par. U5340.

5. HHG transportation includes SIT unless specifically prohibited. See par. U5375.

6. For cases involving mobile home allowances, see par. U5330-F and Part F.

7. ***UB weight is part of the member's authorized HHG weight allowance.***

8. For a compelling reason, transportation of any HHG article to and/or from OCONUS may be prohibited in writing through the Secretarial Process.

9. Delivery out of storage is authorized at Gov't expense, regardless of time in storage as long as the member's

authorization/order and/or transportation authorization is valid. This includes shipments that have been converted to storage at the member's expense.

Effective for an authorization/order issued on/after 1 October 2007
B. Prescribed Weight Allowances

1. Higher Weight Allowance Authorization

a. Either the Secretary Concerned or the Secretarial Process, at Service discretion, for each Service may authorize a higher weight allowance (NTE 18,000 pounds) of a member below pay grade O-6, but only on a case-by-case basis;

b. No general policy statements are permitted; and

c. The Secretary Concerned or the Secretarial Process decision maker must issue a determination that failure to increase the member's weight allowance would create a significant hardship to the member or the member's dependents.

2. Authorized PCS Weight Allowances. Except as provided in pars. U5315 and U5330-A, authorized PCS weight allowances are:

PCS & NTS Weight Allowances (Pounds)		
Grade 1/ & 3/	**With Dependents 2/**	**Without Dependents**
Officer Personnel		
0-10 to 0-6	18,000	18,000
0-5/W-5	17,500	16,000
0-4/W-4	17,000	14,000
0-3/W-3	14,500	13,000
0-2/W-2	13,500	12,500
0-1/W-1/Service Academy Graduates	12,000	10,000
Enlisted Personnel		
E-9	15,000 4/	13,000 4/
E-8	14,000	12,000
E-7	13,000	11,000
E-6	11,000	8,000
E-5	9,000	7,000
E-4	8,000	7,000
E-3 to E-1	8,000	5,000
Aviation Cadets	8.000	7,000
Service Academy Cadets/Midshipmen		350

1/ Includes a Uniformed Service regular and Reserve Component member, and an officer holding a temporary commission in the U.S. Army/Air Force.

2/ For this table, a member "with dependents" is a member who has a dependent eligible to travel at Gov't expense incident to the member's PCS. Actual dependent travel has no bearing. Incident to a member's ***first PCS after***:

a. The death(s) of all of the member's dependent(s), or

b. A divorce that leaves the member with no dependent(s) eligible to travel at Gov't expense,

the member has the weight allowance of a member "with dependents".

3/ A Uniformed Services member appointed from an:

a. Enlisted/warrant officer grade to a commissioned officer grade, or

b. Enlisted grade to a warrant officer grade or rating,

is authorized the grade's weight allowance:

a. Held on the member's PCS authorization/order effective date used for HHG transportation, or

b. From which an appointment was accepted,

whichever is greater. Upon reversion, the member is authorized the weight allowance of the grade held:

a. On the member's PCS authorization/order effective date then being used for HHG transportation, or

b. Before reversion,

whichever is greater.

4/ A member selected as Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Sergeant Major of the Army, Chief Master Sergeant of the Air Force, Master Chief Petty Officer of the Navy, Sergeant Major of the Marine Corps, or Master Chief Petty Officer of the Coast Guard is authorized a weight allowance of:

a. 17,000 pounds with dependents or,

b. 14,000 pounds without dependents.

for a PCS authorization/order issued on or after receiving notice of selection to that position and for the remainder of the military career.

C. Professional Books, Papers, and Equipment (PBP&E)

1. A member is authorized PBP&E transportation, when the member certifies the PBP&E as necessary for official duty.

2. PBP&E is transported in the same manner as HHG, including incident to separation, relief from active duty or retirement, but is not charged against the authorized weight allowances in par. U5310-B.

3. When the items no longer qualify as PBP&E, they may be transported or placed in NTS incident to the next PCS as PBP&E.

4. Articles which lose their identities as PBP&E continue as HHG, if otherwise qualified.

5. PBP&E must be declared at origin and documented IAW transportation policy and procedures.

D. Additional Consumable Goods

1. A member, assigned to a PDS designated in APP F, Part I is authorized transportation of consumable goods in addition to the authorized HHG weight allowance.

2. The consumable goods must be for the member's and/or dependents' personal use.

3. OCONUS locations and their consumable goods weight allowances are contained in APP F, Part I.

4. Instructions for adding a location to the list are contained in APP F, Part II.

E. Weight Additive Articles. When HHG include an article for which a weight additive is assessed by a carrier, the weight additive is added to the shipment's actual net weight each time a weight is computed. It becomes part of the weight shipped for comparison against the weight allowance in par. U5310-B. ***Special packing, crating and/or handling expenses for these articles are the member's financial responsibility.***

F. Excess Costs for Transportation of a Boat and/or a Personal Watercraft, either Exceeding 14 Feet, as HHG.

1. The following examples outline excess cost determination, using various rates available from SDDC, ICW transportation of a boat and personal watercraft exceeding 14 feet (including the trailer) as HHG.

2. All rates used in the following examples are for illustrative purposes only. Cost factors change periodically. The examples are designed to establish a standardized procedure to compute excess costs incurred for transportation of a boat or personal watercraft exceeding 14 feet as HHG.

3. If a boat is under 14' in length and no boat trailer is involved, or if it is a dinghy or scull of any size, the usual JFTR method of computing excess cost applies. See par. U5340.

NOTE 1: The member is responsible for all additional accessorial arrangements and costs related to the boat, including "lift-on" and/or "lift-off" services.

NOTE 2: A personal watercraft (e.g., a jet ski) and associated trailer for which the total length does not exceed 14 feet. A personal watercraft exceeding this standard is classified, and shipped, as a 'boat' IAW par. U5310-F.

6. Examples

a. Example 1

EXCESS COST COMPUTATION	
Member on PCS from San Diego, CA, to Washington, DC (2,595 miles). Member is an O-6 with a PCS HHG weight allowance of 18,000 lbs. Member transports HHG weighing 12,000 lbs. (net is tare weight less PBP&E and less 10% for packing) and a boat (no trailer) weighing 20,000 lbs. The lowest applicable tariff rate for transporting 12,000 lbs is $30,124.19. The lowest applicable tariff rate for transporting 18,000 lbs is $43,145.57. The SDDC one-time-only (OTO) rate for movement of a boat between authorized points is $9,617.50.	
Step 1: Compute the Gov't's Maximum Transportation Cost Liability. Add the weight of HHG transported (if any) plus the boat's weight. If the weight sum exceeds the member's authorized weight allowance, use the member's maximum weight allowance.	
HHG transported (net is tare weight less PBP&E and less 10% for packing)	12,000 lbs.
Weight of boat	+ 20,000 lbs.
Total weight of HHG and boat exceeds member's maximum weight allowance of 18,000 lbs.	32,000 lbs.
Lowest applicable tariff cost to ship 18,000 lbs.	$43,145.57
Step 2: Compute the Actual HHG Transportation Cost. Add the sum of the SDDC OTO rate for the boat and the lowest applicable tariff rate for the HHG weight actually transported, other than a boat.	
OTO single factor (flat) rate for moving boat	$ 9,617.50
Weight of HHG actually transported (12,000 lbs.)	
Lowest applicable tariff rate to ship 12,000 lbs.	+ $30,124.19
Total	**$39,741.69**
Step 3: Compare the results of Steps 1 and 2. In this case, the cost in Step 2 is less than the cost in Step 1. The member is not financially responsible for excess costs but is financially responsible for boat-related accessorial costs:	
Total Step 2 (Actual cost to ship HHG and Boat)	$39,741.69
Less Step 1 (Gov't's obligation)	- $43,145.57
Difference (if negative amount enter zero)	$ 0
Additional accessorial costs member owes (lift on/off charges)	+ $ 300.00
Total transportation cost for which the member is financially responsible	**$ 300.00**

b. Example 2

EXCESS COST COMPUTATION	
Member on PCS from Scott AFB, IL, to Andrews AFB, MD (790 miles). Member is an E-6 (with dependents) with a PCS HHG weight allowance of 11,000 lbs. Member transports HHG weighing 8,000 lbs. (net is tare weight less PBP&E and less 10% for packing) and a 17' bass boat and trailer weighing 2,800 lbs. The lowest applicable tariff rate for moving 8,000 lbs. is $14,041.18. The lowest applicable tariff rate for moving 10,800 lbs. is $18,279.82. The SDDC OTO rate for movement of a boat/trailer between authorized points is $2,025.25.	
Step 1: Compute the Gov't's Maximum Transportation Cost Liability. Add the weight of HHG transported (if any) plus the transported boat's actual weight. If the weight sum exceeds the member's authorized weight allowance, use the member's maximum weight allowance.	
HHG transported (net is tare weight less PBP&E and less 10% for packing)	8,000 lbs.
Weight of boat	+ 2,800 lbs.
Weight of HHG actually transported (10,800 lbs.). Total weight of HHG and boat does not exceed member's maximum weight allowance	10,800 lbs.
Lowest applicable tariff rate to ship 10,800 lbs. is $18,279.82	
Gov't's maximum transportation cost liability	$18,279.82
Step 2: Compute the Actual HHG Transportation Cost. Add the sum of the SDDC OTO rate for the boat and the lowest applicable tariff rate for the HHG weight actually transported, other than a boat.	
OTO single factor (flat) rate for moving boat	$ 2,025.25
Weight of HHG actually transported (8,000 lbs.) x $42.05/cwt	
Lowest applicable tariff rate to ship 8,000 lbs.	+ $14,041.18
Total	**$16,066.43**
Step 3: Compare the results of Steps 1 and 2. ***In this case, the cost in Step 2 is less than the cost in Step 1.*** The member is not financially responsible for any excess costs.	
Total Step 2 (Actual cost to ship HHG and boat)	$16,066.43
Less Step 1 (Gov't's obligation)	- $18,279.82
Difference (if negative amount enter zero)	$ 000.00
Additional accessorial costs member owes	+ $ 000.00
Total transportation cost for which the member is financially responsible	**$ 000.00**

c. Example 3

EXCESS COST COMPUTATION	
Member on PCS from Ft Shafter, HI, to Ft. Benning, GA. Member is an E-6 (with dependents) with a PCS HHG weight allowance of 11,000 lbs. Member transports HHG weighing 7,000 lbs. (net is the tare weight less PBP&E and less 10% for packing) and a 22' sailboat and trailer weighing 1,834 lbs. The lowest applicable tariff rate (lowest applicable international tariff rate) for HHG transportation of 11,000 lbs. between authorized points is $117.13/cwt. The SDDC OTO rate for movement of boat between authorized points is $6,130.00. The OTO rate for moving 7,000 lbs. of HHG with that boat is $104/cwt (moving HHG with the boat results in a cheaper overall cost).	
Step 1: Compute the Gov't's Maximum Transportation Cost Liability. Multiply the lowest applicable tariff rate times the sum of the HHG weight transported (if any) plus the boat's actual weight. If the weight sum exceeds the member's maximum authorized weight allowance, multiply the lowest applicable tariff rate, times the member's maximum weight allowance.	
HHG transported (net is the tare weight less PBP&E and less 10% for packing)	7,000 lbs.
Weight of boat and additive(s)	+ 1,834 lbs.
Total weight of HHG and boat (including weight additive(s)) does not exceed member's authorized weight	8,834 lbs.
Weight of HHG and boat actually transported (8,834 lbs. = 88.34 cwt) x lowest applicable tariff rate x $ 117.13/cwt	
Gov't's maximum transportation cost liability	$10,347.26
Step 2: Compute the Actual HHG Transportation Cost. Add the sum of the SDDC international OTO rate for the boat and the lowest applicable international OTO HHG rate and multiply times the HHG weight actually transported, other than a boat. ***NOTE: When HHG including a boat are transported OCONUS together, the HHG are all transported using the OTO HHG rate.***	
International OTO rate for moving boat	$6,130.00
Weight of HHG actually transported (7,000 lbs. = 70 cwt) x lowest usable applicable international OTO HHG rate ($104.00/cw)	+ $7,280.00
Total	**$13,410.00**
Step 3: Compare the results of Steps 1 and 2. In this case, the cost in Step 2 is more than the cost in Step 1. The member is financially responsible for the following excess costs:	
Total Step 2 (Actual cost to ship HHG and boat)	$ 13,410.00
Less Step 1 (Gov't's obligation)	- $ 10,347.26
Difference (if negative amount enter zero)	$ 3,062.74
Additional accessorial costs member owes	+ 000.00
Total transportation cost for which the member is financially responsible	**$ 3,062.74**

G. Civilian Clothing of Recruits. A recruit, required by Service regulations to dispose of civilian clothing when uniform clothing has been received, is authorized transportation of up to 50 pounds of civilian clothing to the HOR.

H. Storage. HHG SIT is part of HHG transportation (par. U5375). NTS may be authorized/approved as an alternative to HHG transportation of any or all of a member's HHG.

I. Gov't-paid Expenses. Incident to HHG transportation, the following services are allowed NTE the cost associated with the authorized weight limit:

1. Packing, crating, unpacking, uncrating, drayage, and hauling (as necessary).

2. Special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).

3. Use of special rigging and equipment (e.g., cranes for HHG other than boats) for heavy or delicate articles and handling.

4. SIT NTE 90 days, as applicable. See par. U5375-B1.

J. Authorized Transportation Locations. Authorized HHG transportation locations include, but are not limited to, any combination of:

1. Origin:

   a. From quarters to packing/crating facility and/or to place of storage;

   b. From packing/crating facility to quarters, when a portion of the HHG, after being packed and crated, is to be joined with the remainder of the HHG;

   c. From packing/crating facility to place of storage;

   d. To carrier's station from quarters, packing/crating facility, and/or place of storage.

2. En route or in transit, such as from:

   a. Incoming carrier's station to place of storage;

   b. Place of storage to outgoing carrier's station;

   c. Incoming carrier's station to outgoing carrier's station.

3. Destination from:

   a. Carrier's station to quarters and/or place of storage;

   b. Place of storage to quarters.

K. Transportation of Replacement HHG Items. When a member's original HHG shipment is destroyed or lost during transportation, through no fault of the member, replacement HHG may be transported as though the original shipment was improperly transported or unavoidably separated from the member (B-229189, 9 December 1988). The member's full weight allowance is authorized for the replacement shipment.

L. Required Medical Equipment (***CTO/TMC use is still MANDATORY***). Medical equipment necessary for medical treatment authorized under Title 10, USC, required by a member/dependent (who is entitled to medical care under Title 10, USC). Required medical equipment:

1. May be shipped in the same manner as PBP&E (see par. U5310-C),

2. ***Does not include a modified POV***, and

3. Must be certified by an appropriate Uniformed Services health care provider as necessary for medical treatment of the member/dependent authorized under title 10, USC.

U5315 ADMINISTRATIVE WEIGHT LIMITATIONS

A. General. Administrative weight limitations in par. U5315 and administrative weight, or item allowances (within the table of weight allowances in this Part), are Service-established for specific locations using par. U5315-B weight allowances. Specified administrative weight limitation locations are subject to the conditions promulgated in Service regulations. An eligible member is authorized HHG transportation to a designated place and/or NTS of the remainder of the authorized HHG weight allowance that may not be transported to the PDS.

B. Authorization. On a PCS to/from a Service-concerned designated OCONUS PDS as a place at which Gov't-owned furnishings are provided for all quarters, a member is limited to HHG transportation of 2,500 pounds (net) or 25 percent (net) of the weight allowance in par. U5310-B, whichever is greater, plus UB transportation. See par. U5315-C for exceptions. If both spouses are members and are assigned to the same OCONUS area where they jointly occupy quarters, they are limited to one administrative weight allowance, based on the higher ranking member's weight allowance; however, each is authorized individually to UB transportation, PBP&E (see par. U5310-C), and required medical equipment. See par. U5310-L.

C. Exceptions

1. General. Administrative weight limitations do not apply to:

a. Shipments from non-foreign OCONUS areas to any location where there is no Service administrative weight limitation;

b. A member with a weight allowance of less than 2,500 pounds; or

c. A member on duty as U.S. Defense Attaché.

2. Gov't Furnishings Unavailable. When an item of Gov't furnishings ordinarily provided at a new PDS is unavailable, the weight limitation is increased in an amount equal to the weight of personally-owned substitute furnishings.

3. Weight Allowance Increase. A member's request to increase the restricted HHG weight allowance may be authorized/approved through the Secretarial Process in the following circumstances:

a. The member is assigned COT from an unrestricted to a weight restricted area;

b. The member extends a tour for one year or longer within the same weight restricted area;

c. Additional furnishings were acquired through marriage after the member was assigned to the weight restricted area; or

d. Circumstances exist that would cause undue hardship if the weight restriction were enforced.

NOTE: The combined weights of HHG in NTS plus transported HHG must not exceed the weight allowance in par. U5310-B.

4. Additional HHG at Member's Expense. The Gov't may transport additional HHG at the Gov't rate; however, the member is responsible for the excess weight transportation cost.

U5317 HHG TRANSPORTATION DISALLOWED

****NOTE: See par. U5201-B for related dependent transportation.***

HHG transportation authorization does not exist for a member:

1. Of a Reserve Component when called/ordered to active duty (including active duty for training) for less than 20 weeks, or active duty for training for 20 or more weeks when the active duty is for less than 20 weeks at any one location (see par. U5345-B2);

2. On leave;

3. Who is in an AWOL status; deserters or stragglers; dropped or dismissed; transferred as prisoners to a place of detention; or in confinement, except as provided in pars. U5370-B1, U5370-B2 (see also par. U5900-D2h), and U5370-H;

4. Serving in CONUS, who have no dependents, incident to a court-martial, sentence, or resignation, or an administrative discharge under conditions other than honorable (for such a member who has dependents, see pars. U5370-B1, U5370-B2 (see also par. U5900-D2h), and U5370-H);

5. Under an authorization/order to a course of instruction of less than 20 weeks duration (except HHG within the TDY weight allowance may be transported);

6. Called/ordered to active duty for basic training for less than 6 months (see par. U5345-B2);

7. When less than 12 months remain in an OCONUS tour after the scheduled HHG arrival date at the PDS, except under par. U5350-J (exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS), and when assigned to Foreign Service Schools under par. U5345-D1;

8. Transferred between PDSs located in proximity to, or activities at, the same PDS, except as provided in par. U5355-B1 (57 Comp. Gen. 266 (1978)).

U5318 RE-TRANSPORTATION OF THE SAME HHG

HHG transportation must not be made for a member's convenience to some other place for re-transportation later.

U5319 FUNDS ADVANCE

Except for USPHS, advance payment of an operating allowance is authorized for personally procured HHG transportation depending on the move type the member elects. Advance payment is authorized of:

1. A monetary allowance, equal to the constructed expenses for transportation arranged under par. U5320-D1.

2. A monetary allowance, equal to the constructed expenses, NTE 100% of the Gov't's constructed cost arranged under par. U5320-D2a.

3. 60% of the monetary allowance under par. U5320-D2b.

SECTION 4: TRANSPORTATION UNDER VARIOUS SITUATIONS

U5345 TRANSPORTATION UNDER VARIOUS SITUATIONS

A. Entrance into the Service

1. Initial Reporting. A commissioned, reinstated or warrant officer appointed or reappointed in a regular service, and a person enlisted from civil life or a Reserve Component is authorized HHG transportation from the HOR or PLEAD to the first PDS. See par. U5345-A2.

2. A Member Who Reenters the Service within 1 Year of Discharge or Release from Active Duty. A member, who re-enters any Uniformed Service within 1 year from the date of discharge or separation under honorable conditions, is authorized HHG transportation to the new PDS from any combination of the following places:

a. HOR or PLEAD;

b. The last or any previous PDS;

c. An authorized storage place; or

d. Any place to which HHG were transported at Gov't expense.

B. Called/Ordered to Active Duty

1. Called/Ordered to Active Duty for Training of 140 or More Days at One Duty Station. A Reserve Component member called/ordered to active duty for training of 140 or more days at one duty station under conditions other than those in par. U5345-B2 is authorized HHG transportation from HOR, or the PLEAD, to the first or any subsequent PDS.

2. Called/Ordered to Active Duty for Training for Fewer Than 140 Days at One Duty Station. An AO may authorize the TDY HHG weight allowance from HOR or PLEAD to the first and/or any subsequent duty station for a Reserve Component member called/ordered to active duty under the following conditions:

a. Initial active duty for training for less than 180 days,

b. Active duty for training for fewer than 140 days, or

c. Active duty for training for 140 or more days with fewer than 140 days at any one location, or

d. Active duty for training of 140 or more days and the Secretary has prescribed TDY allowances IAW par. U2146-B.

HHG transportation under par. U5345-B is subject to the same limitations and requirements as in par. U4705.

3. Called/Ordered to Active Duty (for other than training) for More than 180 days at One Duty Station. A Reserve Component member called/ordered to active duty for other than training for more than 180 days at one duty station under conditions other than those in par. U5345-B4 is authorized PCS HHG transportation from HOR, or the PLEAD, to the first or any subsequent PDS.

4. Called/Ordered to Active Duty (for other than training) for 180 or Fewer Days at One Duty Station. A Reserve Component member called/ordered to active duty for other than training for a period of 180 or fewer days at one duty station under the following conditions may be authorized HHG transportation within the TDY weight allowance from HOR or the PLEAD, to the first or any subsequent duty station:

a. Active duty for other than training for 180 or fewer days,

b. Active duty for other than training for more than 180 days with 180 or fewer days at any one location, or

c. Active duty for other than training of more than 180 days and the Secretary has prescribed TDY allowances IAW par. U7150-A4b(3).

HHG transportation under par. U5345-B4 is subject to the same limitations and requirements as in par. U4705.

5. Recalled to Active Duty. A member released from active duty, authorized HHG transportation to a HOS as in par. U5365-A and recalled to active duty, is authorized HHG transportation from the:

a. HOS, or

b. PLEAD, if recalled after selecting a home, or

c. Place to which such HHG were last transported at Gov't expense (including place of NTS) in any event.

6. Commissioned or Appointed from the Ranks to Officer Status. For each officer commissioned/appointed from the ranks (including a graduate of officer candidate's school), HHG transportation is authorized from the home and/or the last PDS to the new PDS, including the place at which the member is commissioned or appointed if such place is, in fact, the member's first PDS as a commissioned or warrant officer.

7. Commissioned from Service Academies. A member of a graduating class of a Service academy commissioned as an officer is authorized HHG transportation from the:

a. Academy to the officer's HOR,

b. Academy to the first PDS, and

c. Officer's HOR to the first PDS. See ***NOTE*** immediately below.

NOTE: HHG transported from the academy to the HOR cannot then be transported from the HOR to the first PDS using the authorization/order under which they were shipped to the HOR. See par. U5318.

C. PCS with TDY En Route, PCS while on TDY, or PCS Following TDY Pending Further Assignment

1. PCS with TDY En Route or while on TDY. A member, ordered to make a PCS with TDY en route, or while on TDY is ordered to make a PCS without return to the old PDS, is authorized HHG transportation to the new PDS. The member may elect HHG transportation of up to the TDY weight allowance to the new PDS via TDY station(s) if such HHG are necessary for the member's personal use. This authorized TDY HHG transportation exists regardless of the par. U4705 provisions. The member also is authorized NTS under par. U5380-L, table item 1, for the TDY. SIT of any portion of the member's TDY HHG at the TDY station may be authorized/ approved by the member's commanding officer, the AO, the destination transportation officer, or any other Service-designated official at the TDY station, if necessary. Upon TDY completion, the member's TDY HHG may be transported (including SIT under par. U5375) to locations authorized under the basic authorization/ order. As an alternative, the HHG may be placed in NTS if such storage is an option under the member's basic authorization/order.

2. PCS Following TDY Pending Further Assignment. A member, whose HHG were placed in NTS at Gov't expense when the member was ordered to a TDY station pending further assignment, is authorized NTS for the full TDY period. When the new PDS is OCONUS or at a station to which HHG transportation is prohibited or restricted, or when for reasons beyond the member's control the HHG cannot be withdrawn during the first 90 days after the arrival date at the OCONUS PDS or the PDS to which HHG transportation is prohibited or restricted, or within 90 days following TDY completion, an additional 90 days of NTS may be authorized/ approved as under par. U5375-B2. When the new assignment is to sea duty, OCONUS duty, or duty at a PDS to which HHG transportation is prohibited and the designated place under par. U5222-D is at or in the NTS location vicinity, HHG transportation from storage to the residence is authorized under par. U5310-I3.

D. Course(s) of Instruction of 20 or More Weeks at One Location

1. When a member is on/ordered to active duty to attend a course(s) of instruction (including Foreign Service Schools) at a school/installation (at which the scheduled cumulative duration at one location is 20 or more weeks):

a. HHG Transportation. HHG transportation may be authorized from the last or any previous PDS or place of storage or from the HOR or PLEAD to the place at which the course is conducted; and/or

b. NTS. Upon Service-concerned authorization/approval, NTS at origin may be converted to SIT at the member's request, in whole or in part if the member is authorized, under an authorization/order, to transportation or NTS. The conversion is at Gov't expense. ***However, any storage costs accruing for periods in excess of 180 days are the member's responsibility.*** Unless otherwise provided in par. U5375-B3, no additional HHG storage is authorized before further PCS authorization/order is issued.

2. A member who, at course conclusion is permanently assigned to the location at which the course was conducted, is authorized transportation of HHG placed in NTS to the PDS and to transportation of any HHG not placed in storage under par. U5370-G. A member, called/ordered to active duty under par. U5345-D, is authorized transportation of HHG in NTS from the place of storage to the HOR or PLEAD upon release from active duty, or to the PDS if retained on active duty. See par. U5317, item 7.

E. CONUS Area to Which HHG Transportation Is Prohibited. A member, ordered to duty at a CONUS location to which HHG transportation is prohibited or dependents are not permitted to join the member within 20 weeks, is authorized:

1. HHG transportation from the last PDS to a CONUS designated place; and/or

2. NTS.

When the restriction is removed or the member is ordered on PCS to a PDS to which HHG transportation is permitted, transportation is authorized from the designated place and/or NTS to the PDS.

F. Ordered to a CONUS Hospital

1. General. Except when the PDS or hospital from which a member is transferred is OCONUS, the authorization for HHG transportation incident to a member's hospitalization is contingent on the receiving hospital commanding officer's statement that the case has been evaluated and the observation period and/or treatment in that hospital is expected to be prolonged. UB, NTE 225 pounds (gross), may be transported for a member transferred to a hospital without a statement regarding prolonged hospitalization. UB improperly transported or unavoidably separated from a member should be forwarded to the proper hospital destination and may be transported by an expedited mode when, in the origin commanding officer's opinion, circumstances require use of this mode. For HHG transportation on behalf of a member officially reported as injured or ill under 37 USC §554, see par. U5372.

2. From CONUS Duty Stations or Hospitals. A member on active duty, who's transferred within CONUS to a hospital for observation and/or treatment from a PDS or TDY station, or from a hospital where the member was listed as a patient, is authorized HHG transportation as for a PCS. The HHG authorization must not exceed the cost from any of the combination of the last or any previous PDS, the place to which the HHG were last transported at Gov't expense, or the place of storage, to the hospital. In lieu of transportation, HHG may be placed in NTS. At the member's option, part of the HHG may be transported and part placed in NTS. Any HHG in storage when a member is hospitalized may be continued in storage.

3. From OCONUS Duty Stations or Hospitals. A member on active duty OCONUS, who is transferred to a hospital in CONUS for observation and/or treatment, is authorized HHG transportation from any authorized place(s) to the hospital or to NTS or, at the member's option, part may be transported and part placed in NTS.

Any HHG in storage when a member is hospitalized, may be continued in storage. For the initial movement involving return from OCONUS, the commanding officer's statement that observation and/or treatment is expected to be prolonged, as prescribed in par. U5345-F1, is not required. Upon transfer to another hospital for observation and/or treatment, and when HHG were not transported incident to the initial transfer, par. U5345-F2 applies.

4. Transportation to Another Location. Upon transfer to a hospital, a member is authorized HHG transportation to any place in CONUS; cost may not exceed the cost of transporting the HHG to the hospital. When HHG transportation is from OCONUS, the authorization for CONUS transportation is limited to the cost of transportation to the hospital from the port through which transportation was made. For overland transportation from Canada and Mexico, the authorization is limited to the cost of HHG transportation via the carrier and route ordinarily used for similar shipments from the origin to the CONUS hospital.

5. Completion of Hospitalization. A member, released from observation and/or treatment and restored to duty, separated from the Service, relieved from active duty, placed on the TDRL, or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is authorized HHG transportation from the last or any prior PDS or place where HHG were last transported at Gov't expense, or any combination thereof, to a destination otherwise authorized in this Part. HHG previously transported incident to hospitalization may be transported from the place where located; cost may not exceed the cost from the hospital to the authorized destination.

G. Ordered from PDS to Await an Authorization/Order, Detail, Assignment, or Separation

1. Ordered from CONUS PDS. A member, ordered from a CONUS PDS, may place HHG into NTS. Upon receipt of an authorization/order assigning the new PDS, HHG transportation from NTS is authorized from storage and/or the previous PDS to the new PDS.

2. Ordered from an OCONUS PDS. When a member is ordered to CONUS from an OCONUS PDS, HHG transportation may be from the PDS to the place in CONUS to which ordered to report. HHG transportation is permitted even though the place to which ordered to report may not be the new PDS, which is unknown. If an authorization/order to the new PDS is not available when HHG arrive at the place to which transported, the HHG may be placed in NTS. Upon receipt of the authorization/order naming the new PDS, the same HHG may be transported to that PDS. In these circumstances, the authorization/order involving detachment from the OCONUS PDS and the authorization/order naming the new PDS are one PCS authorization/order. ***However, if the member takes physical possession of the HHG, the Gov't must not transport the HHG. See par. U5318.***

3. Ordered from an OCONUS PDS to the U.S. or to a Non-foreign OCONUS Area for Separation Processing with HOS Authorized. When a member is ordered from an OCONUS PDS to a CONUS or non-foreign OCONUS area for separation processing with HOS authorized under par. U5365-A, HHG may be:

a. Transported from the PDS to the place to which ordered to report, and/or

b. Placed in NTS.

These HHG later may be transported under par. U5365-A. ***If the member takes possession of the HHG at the processing station, transportation of those HHG to the HOS from the processing station is still authorized. However, the member must agree to bear all costs in excess of HHG transportation in one lot directly from the OCONUS PDS to the HOS via (but without delivery at) the processing point (i.e., the costs of delivering the HHG to the member at the processing point, unpacking, re-packing, re-shipment, etc., are not part of the Gov't's cost obligation) (44 Comp. Gen. 826 (1965)).*** In determining excess costs, the cost of authorized SIT is part of the cost of one shipment from origin to final destination. HHG in NTS, at a designated place or at a designated location during the OCONUS tour, may be transported to the processing station only if the member's HOS is at the same location as the processing station. ***NOTE: A NOAA Marine and Aviation Operations and Commissioned Personnel Center is a processing station for NOAA.***

H. Ordered on a PCS to a PDS in the Vicinity of Storage. A member, whose HHG are in NTS at Gov't expense when ordered on PCS to a PDS at or in the vicinity of the place of storage, is authorized NTS. HHG transportation

from NTS to the residence also is authorized. If, because of conditions beyond the member's control, the HHG cannot be withdrawn during the first 90 days, an additional 90 days of NTS may be authorized/approved as in par. U5375-B2. Additional NTS beyond 180 days may be authorized/approved as in par. U5375-B3.

U5350 PCS TRANSPORTATION TO OR FROM SEA DUTY (NOT UNUSUALLY ARDUOUS) OR OCONUS DUTY

(See par. U5222 for related dependent travel.)

A. Ordered to an OCONUS PDS to Which HHG Transportation Is Permitted

1. General. The member is authorized HHG transportation from the last or any previous PDS to any combination of the following locations:

a. The new PDS,

b. A member-specified CONUS location,

c. NTS.

The Gov't expense for the combination of transportation under pars. U5350-A1a and U5350-A1b is limited to that which would have been allowed on a like HHG weight transported in one lot from the old PDS, or other authorized location, to the new OCONUS PDS. Excess costs due to a combination of shipment(s) are determined under par. U5340. Upon a subsequent PCS between OCONUS PDSs, HHG transportation from the member-specified CONUS location under par. U5350-A1b or NTS to the new PDS, or to the place to which dependents are authorized to travel under par. U5222-D1, U5222-E, U5222-F or U5222-G, may be made only if authorized/approved through the Secretarial Process.

2. Ordered to an OCONUS PDS to Which HHG Transportation Is to Be Authorized within 20 Weeks of Member's Port Reporting Month. When a member is ordered to an OCONUS PDS and is advised in writing that HHG transportation is to be authorized within 20 weeks after the member's port reporting month, the HHG the member indicates eventually are to be transported to the OCONUS PDS may be placed in NTS until transported. The remaining HHG may be transported for the duration of the OCONUS assignment to a member-designated CONUS location or placed in NTS. When the total weight of UB plus other HHG transported and stored exceeds the authorized weight allowance, the cost of transporting the excess weight is the member's financial responsibility. If the member is required to vacate Gov't quarters at the old PDS upon receipt of this authorization/order and desires to establish a temporary residence for dependents near the old PDS pending authority for movement to the new PDS, the member may transport:

a. Or store the HHG not needed to establish the temporary residence; and

b. At Gov't expense, the HHG the member may need to establish a temporary residence for the dependents to a place in the old PDS vicinity.

3. Ordered to an OCONUS PDS to Which HHG Transportation Will Not Be Authorized until 20 or More Weeks after the Member's Port Reporting Month

a. When a member is ordered to an OCONUS PDS, is to serve an accompanied tour, and is advised in writing that HHG transportation is to be authorized at some point 20 or more weeks after the member's port reporting month, HHG the member indicates eventually are to be transported to the OCONUS PDS may be placed in NTS until transported. The remaining HHG may be transported for the OCONUS assignment duration to a member-designated CONUS location or placed in NTS. In addition, HHG transportation is authorized from the old PDS to a designated place in CONUS, or in a non-foreign OCONUS area if the member was:

(1) A legal resident of that OCONUS location, before entering on active duty, or the member's spouse was a legal resident of that OCONUS location at the time of marriage; or

(2) Called to active duty from that OCONUS location or it is the member's HOR, NTE the authorization from the old PDS to the designated place.

b. When HHG transportation is later authorized to the new PDS, and provided that the dependents are to be command sponsored and the member has at least 12 months remaining on the OCONUS tour on the date the dependents are scheduled to arrive, HHG transportation is authorized from the designated place to the OCONUS PDS. When the total weight transported to the designated place plus HHG stored exceeds the authorized weight allowance, excess costs are determined under par. U5340. If the member is required to vacate Gov't quarters at the old PDS upon receipt of such an authorization/order and desires to establish a temporary residence for the dependents near the old PDS pending authority for movement to the new PDS, the member may transport:

(1) Or store the HHG not needed to establish the temporary residence; and

(2) At Gov't expense, the HHG the member needs to establish a temporary residence for the dependents to a place in the old PDS vicinity.

c. When HHG transportation is later authorized to the new PDS, HHG transportation is authorized from:

(1) Storage and/or the place to which they were moved under par. U5350-A3b to the new PDS; and

(2) The place to which they were moved under par. U5350-A3b to a combination of NTS and the member-designated location in CONUS or a non-foreign OCONUS area, as authorized above.

B. Ordered from Shore Duty to Sea Duty. When a member is ordered on PCS from shore duty to sea duty (except unusually arduous sea duty), the member is authorized HHG transportation from the last PDS to:

1. The home port of the unit to which ordered;

2. The ship, afloat staff, or afloat unit to which ordered or the home port thereof for UB; and

3. NTS.

When the home port is OCONUS, par. U5345-A or U5345-D also applies.

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. When a member is:

1. Transferred by PCS to an OCONUS PDS to which HHG transportation is prohibited or restricted by Service regulations, or restricted because the member has elected an unaccompanied tour;

2. Transferred by PCS to serve an OCONUS dependent restricted tour;

3. Transferred by PCS to a unit specified in writing through the Secretarial Process as unusually arduous sea duty (see par. U5222-D2 for a member with dependents);

4. Permanently assigned aboard a ship or afloat staff specified through the Secretarial Process as operating OCONUS for a contemplated continuous period of 1 year or more on the date the ship or afloat staff is so specified; or

5. Transferred by PCS to a ship or afloat staff referred to in par. U5350-C4 above after the ship or afloat staff has been so specified;

HHG transportation is authorized to:

1. NTS for items 1 and 2 of the first itemization and later to the member's PDS when the restriction is lifted or upon receipt of dependent entry approval; or NTS for items 3, 4, and 5 of the first itemization;

2. Any place in CONUS the member designates for items 1 and 2 of the first itemization, and later to the member's PDS when the restriction is lifted or upon receipt of command sponsorship of dependents; or any place in CONUS the member designates for items 3, 4, and 5 of the first itemization;

3. A non-foreign OCONUS area to which dependent transportation is authorized/approved under par. U5222-C4b; U5222-D1b, or if authorized/approved through the Secretarial Process;

4. The OCONUS location to which dependent transportation has been authorized/approved under par. U5222-C4c or U5222-D1c or U5222-D1d. (Measure subsequent authorization from the location to which transported under this authority or from the place HHG are then located, whichever is less. For shipments related to par. U5222-D1d, the weight may not exceed 350 pounds for each dependent age 12 or older and 175 pounds for each dependent under age 12 years.

5. The OCONUS PDS in an amount up to the amount authorized by Service regulations and later from such PDS to the member's new PDS.

Storage of any portion of the HHG is authorized under item 1 of the second itemization, and transportation of the remainder under items 2 through 5 of the second itemization. When the prohibition or restriction is removed, or when the member is transferred or assigned to an OCONUS PDS to which HHG transportation is authorized, any HHG previously stored under item 1 of the second itemization or transported to a destination authorized in items 2, 3, or 5 of the second itemization may be stored in NTS. The remainder, or other HHG acquired before the authorization/order effective date may be transported to the member's OCONUS PDS. However, at least 12 months must remain on the member's tour at that PDS on the date the HHG are scheduled to arrive. (Through the Secretarial Process exceptions may be granted when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.)

D. <u>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</u>. When a member is transferred by PCS from an OCONUS PDS to:

1. An OCONUS PDS to which HHG transportation is prohibited or restricted by Service regulations or restricted because the member is assigned to a dependent restricted tour or has elected to serve an unaccompanied tour at that station;

2. A unit specified in writing through the Secretarial Process as unusually arduous sea duty (par. U5222-D2);

3. A ship or afloat staff specified through the Secretarial Process as operating OCONUS for a contemplated continuous period of 1 year or more on the date the ship or afloat staff is so specified; or

4. A ship or afloat staff referred to in item 3 after it has been so specified;

the member is authorized HHG transportation from the last or any previous PDS or place of storage to any combination of the following:

1. NTS;

2. Any CONUS location the member may specify and later to the member's PDS when the restriction is lifted or upon receipt of command sponsorship of dependents;

3. Designated place authorized/approved under par. U5222-C4b; U5222-D1b; or if authorized/approved through the Secretarial Process;

4. An OCONUS designated place authorized/approved under par. U5222-C4c; U5222-D1c or U5222-D1d; or if authorized/approved through the Secretarial Process;

5. The OCONUS PDS in an amount up to the amount authorized by Service regulations and later from such PDS to the new PDS.

When the restriction is lifted, or when

1. The member is ordered on PCS to an OCONUS to which HHG transportation is authorized;

2. The member is ordered on PCS from a unit referred to in item 2 or 3 of the first itemization; or

3. Such ship, afloat staff, or afloat unit is relieved from the OCONUS assignment.

HHG transportation is authorized to the member's current PDS from the place to which transported under par. U5350-D, items 1 through 4 of the second itemization. However, at least 12 months must remain on the member's tour at that PDS on the date the HHG are scheduled to arrive. Exceptions may be granted through the Secretarial Process. HHG transportation, from the last PDS to which HHG transportation was limited or prohibited to the new PDS, should be within authorized weight allowances prescribed in Service regulations. That amount, plus the amount transported from the places listed in items 1 through 4 of the second itemization, may not exceed the member's weight allowance in par. U5310-B.

E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS. Except for cases under pars. U5350-C and U5350-D, when a member is ordered from sea duty or from OCONUS duty to a CONUS PDS to which HHG transportation is permitted, or when transferred by PCS authorization/order from a unit referred to in par. U5350-C, items 3, 4, and 5 of the first itemization, the member is authorized HHG transportation to the new PDS from the last PDS and/or from the designated place, location, or NTS to which HHG were transported under par. U5350-A through U5350-D, or U5350-H. If the member is transferred on a PCS from a station to which HHG transportation was limited or prohibited under par. U5350-C, item 1 of the first itemization, or par. U5350-D, item 1 of the first itemization, and Service regulations limit (by weight or item) HHG transportation from such station, the weight the member is authorized transport from the old PDS is as prescribed in the Service regulations, up to the weight allowance in par. U5310-B.

F. Ordered from Sea Duty to an OCONUS Shore Duty PDS. Except for cases under pars. U5350-D and U5350-E, when a member is ordered from sea duty to an OCONUS shore duty PDS to which HHG transportation is permitted, HHG transportation to the new PDS is authorized. However, at least 12 months must remain in the member's tour at the new PDS on the date the HHG are scheduled to arrive. Through the Secretarial Process, exceptions may be granted when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS. Transportation is authorized from the old PDS, NTS, or from a prior member-specified location under par. U5350-A1b to the new PDS, or from the old PDS to another member-specified location under par. U5350-A1b. ***In lieu of transportation, HHG may be placed in NTS, but transportation from NTS to NTS is not authorized***. HHG may be transported to the new PDS from the old PDS, place of storage, or a prior member-specified location under par. U5350-A1b, or from the old PDS to another member-specified location under par. U5350-A1b. If there is a partial HHG transportation is from the old PDS or a designated place, other HHG may be placed in NTS. When partial HHG transportation is from NTS, other HHG not transported may be kept in NTS. HHG transportation from NTS or from a prior member-specified location under par. U5350-A1b to the new OCONUS PDS is authorized without a cost limitation.

G. Ordered from Sea Duty to Sea Duty

1. Home Ports Identical. Except for cases under pars. U5350-D and U5350-E, when a member is ordered from sea duty to sea duty between afloat units having identical home ports, HHG transportation is not authorized.

2. Home Ports Not Identical. Except for cases under pars. U5350-D and U5350-E, when a member is ordered from sea duty to sea duty between afloat units not having identical home ports, HHG transportation or NTS in any combination is authorized:

a. From old home port to the new home port;

b. From a former PDS to the new home port;

c. From a previously designated place to new home port;

d. From NTS to the new home port;

e. NTS in lieu of transportation prescribed in par. U5350-G2a, U5350-G2b or U5350-G2c.

H. Ordered to or from Ship, Afloat Staff, or Afloat Unit Deployed Away from Home Port. When a member departs from/arrives at a ship, afloat staff, or afloat unit while deployed away from the home port UB transportation from/to the deployed unit is authorized without regard to distance.

I. Unit Home Port Officially Changed. A member assigned to a unit:

1. Not specified as unusually arduous sea duty on a home port change effective date, is authorized HHG transportation or NTS in par. U5350-G2.

2. Specified as unusually arduous sea duty (par. U5222-D2) on a home port change effective date is authorized HHG transportation to the destination authorized for dependents in par. U5222-D5 and/or NTS.

HHG transportation to a new home port must not be made when a member receives a PCS authorization/order, directing detachment from the unit undergoing the home port change, before the HHG are transported to the new home port. See U5201-D.

J. Unit Home Port Change Officially Announced

1. When an official announcement has been made designating a home port change, HHG transportation is not authorized to the old home port ICW an existing PCS authorization/order to that unit at that old home port.

2. The home port change announcement is a PCS authorization/order modification until such time as the PCS order is later amended, modified, canceled or revoked.

3. Provisions apply to, but are not limited to, a member who has:

a. Delayed HHG transportation to the old home port, or

b. Been issued a PCS authorization/order to the unit naming the old home port after the home port change has been announced.

Exception: HHG transported after a PCS authorization/order is received and that are in transit or in an otherwise irreversible transportation status on the date the announcement was made.

K. Reassignment OCONUS before the Prescribed OCONUS Tour Is Completed due to Base Closure or Similar Action

1. A member, involuntarily transferred on a PCS from an OCONUS PDS to another OCONUS PDS due to base closure or similar action is authorized HHG transportation to the new PDS if HHG are permitted there, regardless of the time remaining in the member's tour.

2. In lieu of transportation, HHG may be placed in NTS.

3. Upon later transfer from the new PDS on a PCS, HHG transportation is authorized regardless of the tour length served. See par. U5317, item 7.

SECTION 1: POV TRANSPORTATION

U5400 GENERAL

A. This Section prescribes POV transportation and associated allowances, including those for travel to and from designated POV loading/unloading ports/VPCs.

B. ***These allowances are discretionary.***

C. POV transportation is authorized unless restricted by the AO or Service PCS-authorization/order regulations.

D. See the SDDC website at: ***http://www.sddc.army.mil/***, and "Shipping your POV" at: ***http://www.sddc.army.mil/CONTENT/8808/DBCN8808.pdf*** for other requirements related to transporting a POV.

U5405 ELIGIBILITY

A. Initial Authorization. A POV (see APP A) may be authorized by a PCS authorization/order to be transported for the member's or dependents' personal use when:

1. Ordered to make a PCS to, from, or between OCONUS PDSs;

2. A change in a ship's home port is authorized; or

3. Any of the conditions in par. U5415, or the conditions in par. U5417, are met dealing with CONUS to CONUS transportation of a POV.

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

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

U5410 TRANSPORTATION

A. Transportation Permitted

1. From Old to New PDS. When POV transportation is authorized, one POV NTE 20 measurement tons may be transported from the POV port/VPC serving the old PDS or a POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS to the:

a. POV unloading port/VPC serving the new PDS;

b. POV unloading port/VPC serving another authorized place (see pars. U5410-B, U5455-A and U5455-B);

c. New PDS if authorized/approved by the Secretarial Process for those locations requiring approval; or

d. POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS.

2. To First PDS. For POV transportation to the first PDS, or to the POV unloading port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member.

3. Upon Separation/Retirement. For POV transportation upon separation or retirement, the "new PDS" is the member's HOR/PLEAD, or authorized HOS under par. U5130-A1.

4. For Member-Married-to-Member Couples. For combining POV shipping weight limits when husband and wife are members, see par. U5420-D.

5. Restrictions. POV transportation must be denied when restricted, suspended, or prohibited (see par. U5420-B).

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

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

1. General. If a member is not permitted transportation of a POV when ordered on a PCS to an OCONUS PDS because

a. POV transportation is not permitted to the new PDS;

b. The member serves a dependent restricted or unaccompanied tour and elects not to have a POV transported to the new PDS; or

c. The member elects not to have a POV transported to the new PDS when concurrent travel of dependents has been denied and dependents have moved to a designated place (see par. U5222-C3a); then

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

a. Any place in CONUS the member designates, if the old PDS is OCONUS;

b. Alaska, Hawai'i, Puerto Rico, or any U.S. territory or possession, to which dependent transportation is authorized under Part C; or

c. Any OCONUS location to which dependent transportation is authorized under par. U5222-D1c; or

d. ***POV transportation to locations justified under par. U5222-D1d must be authorized/approved by the Secretarial Process.***

2. Subsequent Transportation. A member:

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

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

C. Replacement POV Transportation. When a POV, transported to an OCONUS area at Gov't expense, is no longer adequate for transportation needs, the Secretarial Process may permit transportation of a replacement POV. Such replacement may be permitted only if the:

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

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

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

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

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

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

U5130-A1. If dependents do not travel to/from the new/old PDS when delivering/picking-up a POV see pars. U5201-A, U5215, U5218 and U5222 for authorized PCS allowances.

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

1. Old PDS to the designated POV loading port/VPC; and

2. Designated POV unloading port/VPC to the new PDS.

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

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

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

a. PCS allowances for direct travel from the old PDS to the designated POV loading port/VPC; and

b. Reimbursement for transportation (see pars. U3320, U3410, U3420 and U5105-C) from the POV loading port/VPC to the passenger port.

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

a. Old PDS to the passenger port for self and dependents; and

b. Passenger port to the designated POV loading port/VPC for self.

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

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

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

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

a. MALT at the rate in par. U2605-B for the official distance from the old PDS to the TDY station(s) en route plus a per diem (see par. U5105-B2);

b. MALT at the rate in par. U2605-B for the official distance from the TDY station to the designated POV port/VPC plus per diem (see par. U5105-B2); and

c. PCS allowances for direct travel from the designated POV port/VPC to the passenger port.

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

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

a. PCS allowances for direct travel from the passenger port to the designated POV port/VPC;

b. MALT at the rate in par. U2605-B for the official distance from the designated POV port/VPC to the TDY station; plus a per diem for the member at the rates prescribed in par. U5105-B2; and

c. MALT at the rate in par. U2605-B for the official distance from the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. U5105-B2.

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

U5414 POV TRANSPORTATION TO/FROM AN OCONUS PDS

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

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

1. A travel hazard exists between the port/VPC and PDS;

2. The member is physically unable to drive between the port/VPC and PDS; or

3. The conditions of the member's authorization/order or assignment are such that it is prudent for overland transportation to be provided.

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

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

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

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

1. The member is physically unable to drive, or

2. There is insufficient time (see par. U5160) for the member to drive and report to the new PDS as ordered.

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

U5417 POV TRANSPORTATION WITHIN CONUS INCIDENT TO A PCS WHEN 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 TDY 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.

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

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

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

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

Step 3 **Reimbursement Limitation to Drive One POC and Transport One POV**	
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) ***minus*** 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 = (***The $1,500 amount shown is for illustration purposes only***.)	$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 =	**$780.18**

*E. Cost Reimbursement Example. The example below is based on a member-married-to-member couple, and two other 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.

*1. Step 1. Construct the cost for the 2 members and 2 children to perform concurrent travel in one POC.

***Step 1** **Member, Member, and 2 Children, Perform Concurrent Travel in One POC** (See pars. U5100-B1 and U5100-B2.)				
	Per Diem		**MALT**	**Total**
Member 1	$109/day x 8 days ($872)	+	$.27/mi x 2,666 mi ($719.82) =	$1,591.82
Member 2	$109/day x 8 days ($872)			$ 872.00
1st Child 75% of Mbr 1 Per Diem	$81.75/day x 8 days ($654) =			$ 654.00
2nd Child 75% of Mbr 2 Per Diem	$81.75/day x 8 days ($654) =			$ 654.00
Total				**$3,771.82**

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

***Step 2** **Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs**				
	Per Diem		**MALT**	**Total**
Member *1*	$109/day x 8 days ($872)	+	$.27/mi x 2,666 mi ($719.82) =	$1,591.82
Member 2	$109/day x 8 days ($872)	+	$.27/mi x 2,666 mi ($719.82) =	$1,1591.82
1st Child 75% of Mbr 1 Per Diem	$81.75/day x 8 days ($654) =			$ 654.00
2nd Child 75% of Mbr 2 Per Diem}	$81.75/day x 8 days ($654) =			$ 654.00
Total				**$4,491.64**

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

***Step 3** **Reimbursement Limitation to Drive One POC and Transport One POC**	
Based on the above steps the funds available for transporting one POV are limited to the cost of 1 member traveling with 1 child and 1 member traveling with 1 child performing non-concurrent travel in 2 POCs ($4,491.64) ***minus*** the cost of both members 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 = (***The $1,500 amount shown is for illustration purposes only***.)	$1,500.00
2. Reimbursement limitation is $4,491.64 (Step 2) - $3,771.82 (Step 1) =	$689.82
3. Total out-of-pocket expense for the member to 'drive one & ship one' is $1,500-$689.82=	**$810.18**

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.

B. Alternate Ports/VPCs

1. Transportation may be between ports/VPCs other than the designated ports/VPCs (i.e., between alternate ports/VPCs), provided the member reimburses the Gov't for any excess cost involved.

2. An alternate port/VPC should be in the same country as the designated port/VPC, unless an alternate port/VPC in a different country is authorized/approved by the Secretarial Process.

3. Secretarial Process authorization/approval is not required to select an alternate CONUS port/VPC from which to transport a POV even if the primary port/VPC is OCONUS.

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

1. The PCS authorization/order is amended or modified before the member takes delivery of the POV at the designated POV unloading port/VPC;

2. Transshipment is authorized by the Secretarial Process;

3. The member agrees to reimburse the Gov't for the transshipment cost; or

4. Direct ocean service is not available from the designated POV loading port/VPC to the designated POV unloading port/VPC in a reasonable amount of time after delivery of the POV.

U5440 FACTORS AFFECTING POV TRANSPORTATION

A. POV Transportation May Be Deferred. An eligible member electing not to transport a POV at Gov't expense may, upon assignment to a new PDS to which a transportation authorization exists, transport the POV from the POV loading port/VPC serving the:

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

2. Present PDS to the POV unloading port/VPC serving the new PDS;

whichever provides the greater authorization.

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

B. Error. A POV, transported by the Gov't to a wrong destination, must be reshipped or transshipped to the proper destination at Gov't expense.

C. Authorization/Order Amended, Modified, Canceled or Revoked. A POV transported after receipt of a PCS authorization/order may be reshipped or transshipped to the proper destination, including the old PDS, at Gov't expense if the PCS authorization/order is later amended, modified, canceled, or revoked.

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

1. Statement from the PCS AO or the designated representative that the member was advised before the PCS authorization/order was issued that the PCS authorization/order would be issued;

2. Written agreement signed by the applicant to remit the entire cost of transportation if a PCS authorization/order to authorize transportation is not issued later;

3. Written agreement signed by the applicant to pay any additional costs for transshipment of the POV to another port required because the new PDS named in the authorization/order is different than that named in the statement required in par. U5440-D1.

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

U5445 EXCESS COST COLLECTION

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

U5455 POV TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES

A. Official and Personal Situations

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

a. Ordered on PCS to an OCONUS PDS; and

b. Who, in anticipation of the dependents accompanying or joining, transports a POV to the OCONUS PDS;

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

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

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

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

1. Delivered a POV to a designated CONUS POV loading port/VPC for transportation to the OCONUS PDS; and

2. After reporting for duty at that PDS, but before the POV is transported from CONUS, is reassigned on PCS to another OCONUS PDS to which transportation of a POV is not authorized;

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

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

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

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

1. POV Transportation at Gov't Expense

a. General. When a member on active duty is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status, two of the member's POVs may be transported at Gov't expense (including required overland transportation) to:

(1) The member's HOR;

(2) The dependents' residence;

(3) Next of kin, or other person authorized to receive custody of personal effects; or

(4) Such other place(s) as determined IAW Service regulations.

b. POV Destination. Both POVs must be transported to the same destination.

c. POV Weight Restriction. ***The 20 measurement ton per vehicle restriction does not apply to par. U5455-E.***

d. Member Injured or Ill. If a member is reported injured or ill, the allowances provided by par.U5455-E are authorized only when a prolonged (140 or more days) hospitalization period or treatment is anticipated as shown by a statement accepted by the Service concerned as being from competent authority at the receiving hospital.

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

2. POV Transported by Other than the Gov't

a. In lieu of having the Gov't transport the POV(s), the member, the dependent, next-of-kin, any other person authorized to receive custody of the POV(s), or someone designated by one of these may:

(1) Drive the POV(s) to the authorized destination (in which case reimbursement of necessary expenses such as fuel; oil; parking fees; ferry fares; and road, bridge, and tunnel tolls – ***but not a mileage payment*** - is authorized); or

(2) Arrange transportation of the POV(s) and receive reimbursement.

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

b. The total reimbursement cannot exceed the cost that would have been incurred had the Gov't transported/stored the POV(s). See Service claims regulations for Gov't damage liability when the POV is driven.

c. Reimbursement is also limited to the cost of over water and overland transportation between the authorized points or locations between which the POV is actually transported, whichever is less.

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

4. Storage

a. Non-temporary Storage. If the person authorized to receive custody of the POV(s):

(1) Is not known;

(2) Is subject to litigation; or

(3) If known, has not yet been located and notified to take custody of the POV(s);

the POV(s) may be stored at Gov't expense until such time as proper disposition can be made.

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

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

5. Additional Moves

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

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

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

U5456 TRANSPORTATION INCIDENT TO DIVORCE

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

U5457 TIME LIMITATION FOR TRANSPORTATION OF A POV

A. Incident to Separation from Service or Relief from Active Duty. Transportation of a POV for an eligible member must be initiated within 180 days following separation from the Service or relief from active duty. Initiation of transportation means turning the POV into the designated POV loading port for transportation before

the 181st day following separation from the Service or relief from active duty. This time limit may be extended by the Secretarial Process. A time extension must be for a specific additional time period. A time extension must, based on the facts and circumstances in the individual case, be a finding that having the POV transported within that initial time frame would be a hardship for the member.

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

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

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

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

U5460 CARE AND STORAGE

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

U5461 RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOV'T EXPENSE ARRIVES LATE

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

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

SECTION 1: GENERAL

U5600 PURPOSE

The purpose of DLA is to partially reimburse a member, with or without dependents, for the expenses incurred in relocating the member's household on a PCS, housing moves ordered for the Gov't's convenience (see par. U5630-B15), or incident to an evacuation (see pars. U6012 and U6059). This allowance is in addition to all other allowances authorized in this Volume and may be paid in advance (37 USC §407).

U5605 DEFINITION OF TERMS

A. Member with Dependent. As used in this Part, "member with dependent" means a member who, on the PCS authorization/order effective date, has dependents authorized transportation ICW the PCS. (A member, whose spouse is a dependent on the member's PCS authorization/order effective date, is a member with dependent for DLA purposes, even though the spouse was a former member and received travel allowances upon separation from the Service (63 Comp. Gen. 55 (1983)).

B. Member without Dependent. As used in this Part, "member without dependent" means a member who:

1. Has no dependents;

*2. Is not authorized travel and transportation allowances for travel of dependents under par. U5201-B ICW a PCS (see par. U5605-A for exceptions in parenthesis); or

*3. Has dependents authorized travel and transportation allowances under par. U5201, but the dependents do not relocate ICW a PCS (59 comp. Gen. 376 (1980)).

U5610 ELIGIBILITY

A. Member with Dependents. A member with dependents is authorized a DLA when dependents:

1. Relocate ICW a PCS,

2. Move ICW the closure or realignment of a military installation (see par. U5630-B12),

3. Move to a designated place incident to an evacuation (IAW pars. U6012 and U6059), or

4. As otherwise authorized in this Part.

B. Member without Dependents. A member without dependents is authorized DLA when:

1. Relocated ICW a PCS to a PDS where Gov't quarters are not assigned, or

2. Ordered to, and actually does, move ICW the closure or realignment of a U.S. Installation. See par. U5630-B12.

In the circumstances of par. U5610-B1, DLA authorization continues to exist if Gov't quarters' assignment and occupancy upon arrival at a new PDS is for 60 or fewer days. When calculating the 60 days, exclude days the member is deployed or TDY. In justifiable cases, up to 60 additional days may be authorized/approved by the member's commanding officer for a maximum of 120 days. ***NOTE: See pars. U5630-B14 and U5630-E for regulations applicable to member-married-to-member couples.***

U5615 DETERMINING AMOUNT PAYABLE

A. General. DLA rates are in Table U5G-1 (and Table U5G-2 for secondary DLA IAW par. U5630-B6 only). DLA is based on the member being with or without dependents (par. U5605) on the PCS authorization/order effective date or the authorization/order directing the member to move ICW the closure or realignment of a military installation.

B. Dependent Authorized to Relocate ICW PCS but Delay Travel. When a dependent is authorized to travel but does not move with the member, DLA at the without-dependent rate may be paid, provided the member is not assigned Gov't quarters at the new PDS. If the dependent later joins the member and is authorized such travel at Gov't expense, the member may be paid the difference between DLA at the with-dependent rate and the without-dependent rate.

U5620 FISCAL YEAR LIMITATION ON PAYMENT OF DLA

A. General. Under 37 USC §407, a member is authorized only one DLA during a fiscal year, unless the:

1. Secretary concerned determines Service exigencies require more than one PCS during the current fiscal year. With the exceptions noted below for USCG and NOAA, the authority to make this determination may be delegated no lower than general/flag officer level in the Army, Navy, Air Force, O-6 in the Marine Corps, at the headquarters level that directs assignments for the Service concerned. Based on SECDEF memo "Waiver Authority for Dislocation Allowance Entitlements" of 5 June 1995, this authority for humanitarian or Exceptional Family Member Program (EFMP) assignments may be delegated to O-6 level at the headquarters that direct humanitarian or EFMP assignments for the Service concerned. ***NOTE: For the Coast Guard: delegation is to the Commander, Coast Guard Personnel Command (CGPC) with no further re-delegation authorized; for the NOAA Corps: delegation is to the Director of the NOAA Corps only.***

2. Member is on PCS to, from, or between courses conducted, controlled and managed by one or more of the Services;

3. Eligible dependents are relocated to a designated place incident to an evacuation (see pars. U6012 and U6059);

4. Movement of a member's household is made in conjunction with a national emergency or in time of war;

5. Movement of a member and/or dependents is made as envisioned by par. U5630-B6, U5630-B8 or U5630-B10;

6. Movement of member's and or dependent's household is made ICW base realignment or closure (BRAC); or

7. Member's dependents relocate incident to the member being assigned to Indeterminate TDY (see par. U4605).

NOTE: The one DLA per fiscal year limitation does not apply to partial DLA. See par. U5630-B15.

B. Application of Fiscal Year Limitation on DLA Payment

1. When determining the fiscal year in which DLA authorization occurs, the member's departure (detachment) date from the old PDS in compliance with the PCS authorization/order governs.

2. Prior PCS moves in the same fiscal year for which a DLA was not authorized must be excluded from the computation. Example: PCS moves of a member without dependents when assigned to Gov't quarters carry no DLA authorization. Example: Multiple DLA payments are appropriate for PCS moves to, from, or between courses conducted at a Service installation, or conducted, controlled and managed by one or more of the Services at a civilian educational institution, or elsewhere.

3. Except under the conditions in pars. U5620-A2, U5620-A5, and par. U5620-B2 above, all PCS moves (including those approved by the Secretary concerned) are counted to determine if the statutory limitation applies and Secretarial approval of DLA for the next PCS is required.

SECTION 2: AUTHORIZATION FACTORS

U5630 AUTHORIZATION FACTORS

A. General. Members are authorized DLA under par. U5610 for PCS moves and dependents' evacuation. These are the usual authorization categories. There are a number of other situations in which members may or may not be authorized DLA. The following subparagraphs explain the authorization under these special circumstances.

B. Special Categories DLA Authorized

1. A Member's Old and New PDSs Are in Proximity to Each Other or a Member Is Reassigned between Activities at the Same PDS. A DLA is payable when the old and new PDSs are in proximity to each other or when a member is reassigned between activities at the same PDS (see par. U5355-B1), only when a member is authorized a short distance HHG move at Gov't expense (42 Comp. Gen. 460 (1963)).

2. PCS between PDSs Not in Proximity to Each Other. A statement that the household relocation was necessary as a direct result of the PCS is required to support DLA payment when dependents make a proximity move based on a PCS between PDSs not in proximity to each other. The member's statement must be accepted when the PCS is from or to a dependent restricted tour. A statement from the new PDS commanding officer, or from that commanding officer's designated representative, is required to document that the relocation is a direct result of the PCS or ITDY assignment when the PCS is not from or to a dependent restricted tour or is to or from an ITDY assignment. ***The designated representative may not re-delegate this authority. NOTE: DLA is payable for proximity moves performed under an ITDY authorization/order. (See 37 USC §406(e) and 37 USC §407.)***

3. Movement of Dependents to/from a Designated Place. DLA is payable when the dependents complete travel if moved to or from a designated place on the member's PCS authorization/order. No further DLA authorization accrues for that PCS unless authorized under par. U5630-B9. DLA is paid when, ICW an evacuation, eligible dependents move to a designated place. See pars. U6012 and U6059.

4. Transfer to Hospital in CONUS

a. Transfer to Hospital in CONUS from OCONUS. DLA is payable to a member with dependents who is transferred from OCONUS to a hospital in CONUS for observation and treatment and who relocates the household incident to such transfer.

b. Transfer to Hospital in CONUS from inside CONUS. DLA is payable to a member with dependents who is transferred from inside CONUS to a hospital in CONUS for observation and treatment and who relocates the household incident to such transfer. A statement of prolonged hospitalization is required from the receiving hospital commanding officer.

5. Inter-service Transfer. When a member is:

a. Separated or relieved from active duty to continue on active duty in another Service, and

b. Transferred with no break in service from one Service to another under the authority of 10 USC §716 or any similar statutory provision,

the member is authorized DLA when the household is relocated incident to an ordered PCS resulting from a change of service. ***NOTE: The service performed after such separation is a continuation of the prior period of service.***

6. Authorization/Order Amended, Modified, Canceled, or Revoked. When a PCS authorization/order is amended, modified, canceled, or revoked to direct the member to return to the station from which transferred, a DLA is payable if the member and/or dependent actually move from the place of residence before the date the authorization/order is amended, modified, canceled, or revoked. If a member and/or dependents actually move

from the place of residence ICW a PCS authorization/order and complete a move to a new location and then that PCS authorization/order is amended, modified, canceled, or revoked to either direct the member to return to the old station or to direct the member to a different new PDS, then a DLA is payable ICW each move. ***No more than two DLAs are authorized by par. U5630. NOTE: In this situation only, the amount of the second DLA paid is taken from Table U5G-2. Par. U5630 does not authorize more than one DLA for a dependent who moves twice under the authority in par. U5222-C3a.***

7. Member without Dependents Assigned to Two-crew Nuclear Submarine (SSBN)

a. No Home Port Change. A member without dependents assigned to a two-crew nuclear submarine is authorized DLA upon arrival at the ship's home port, provided the member is not assigned Gov't quarters and occupies non-Gov't quarters for a period of more than 15 days before reporting aboard the assigned ship (57 Comp. Gen. 178 (1977)).

b. Home Port Change. A member without dependents, assigned to a two-crew nuclear submarine when the home port is changed, is authorized DLA at the new homeport, provided the member is not assigned to Gov't quarters and occupies non-Gov't quarters for a period of more than 15 days (59 Comp. Gen. 221 (1980)).

8. Member Reported as Dead or Absent for more than 29 Days in a Missing Status. DLA is payable for movement of dependents of a member who is reported as dead or absent for a period of more than 29 days in a missing status (see par. U5241).

9. In Place Consecutive Overseas Tour (IPCOT). A member at an OCONUS PDS whose tour status changes from accompanied to unaccompanied or from unaccompanied to accompanied at the same PDS after initial tour of duty completion is authorized DLA if the dependents make an authorized move to or from the OCONUS PDS ICW the change-of-tour status.

10. Early Return of Dependents. Incident to the early return of all of a member's dependents under par. U5900-B, U5900-C, or U5900-D, the member is authorized DLA the day one or more dependents arrive at the permanent residence location or the day all the dependents have departed the member's overseas station, whichever is later. A DLA is not authorized if dependents are authorized to return to the member's OCONUS PDS.

11. Member Who Has No Dependents and Is Assigned to a Ship. A member is authorized DLA (73 Comp. Gen. 6 (1993)) if the member:

a. ***Has no dependent (NOTE: DLA at the without-dependent rate is payable under par. U5630-B11 to a member, who is a member with dependents for housing purposes solely because the member is paying child support.),*** **and**

b. Is assigned to permanent duty aboard a ship, and

c. Elects not to occupy assigned shipboard quarters for a member above the grade of E-5 or is authorized BAH for a member in the grade of E-5 or E-4 as appropriate, and

d. Occupies private sector housing ashore.

12. Ordered to Move ICW a Base Realignment and Closure (BRAC) of a Military Installation. A member is authorized DLA when the member is ordered to move ICW a BRAC Commission action on a military installation and, as a result, the member's dependent actually moves or, in the case of a member without dependent, the member actually moves. For par. U5630-B12, the term military installation means a base, camp, post, station, yard, center, homeport facility of any ship, or other activity, including any leased facility. The term "realignment" includes any action which both reduces and relocates functions and civilian personnel positions but does not include a reduction in force resulting from workload adjustments, reduced personnel or funding levels, or skill imbalances (10 USC §2687(e)(3)).

13. Member without Dependents Elects Not to Occupy Inadequate Gov't Quarters. A member above the grade of E-5 is authorized DLA if the member:

a. Has no dependent,

b. Is assigned to quarters of the United States that do not meet the minimum adequacy standards established by DOD for members in such grade, or

c. Is assigned to a housing facility under the jurisdiction of a uniformed service that does not meet such standards, and

d. Elects not to occupy such quarters or facility.

14. Both Spouses below Grade E-6 Assigned to Sea Duty. The senior spouse of a member-married-to-member couple (both below Grade E-6) is authorized DLA if the spouses:

a. ***Have no dependents***,

b. Are assigned simultaneously to permanent duty aboard ship(s),

c. Elect not to occupy assigned shipboard quarters, and

d. Occupy non-Gov't or family-type Gov't quarters ashore.

See 73 Comp. Gen. 6 (1993).

15. Housing Moves at a PDS for the Gov't's Convenience. A partial DLA of $617.33 (3.5% effective 1 January 2008) must be paid to a member who is ordered to occupy/vacate family-type Gov't quarters due to:

a. Privatization,

b. Renovation, or

c. Any other reason for the Gov't's convenience other than PCS. See the ***NOTE*** below.

NOTE: For par. U5630-B, item 15(c), partial DLA is not authorized for the following local moves:

1. From Gov't quarters upon separation/retirement;

2. Incident to PCS;

3. Change in family size or bedroom requirement for the member's convenience including promotion;

4. Voluntarily member-initiated (Exception: Gov't-directed moves under pars. U5355-C1 and U5355-C2);

5. Pending divorce or family separation; or

6. Due to the member's misconduct.

16. Indeterminate TDY. DLA (also see exception to one-DLA-per-year rule) is payable ICW an Indeterminate TDY authorization/order.

C. Special Categories DLA ***Not*** Authorized. DLA is ***not*** authorized ICW a PCS:

1. From home or from PLEAD to first PDS unless the dependents actually move from the member's residence to the PDS or designated place ICW the PCS (if the dependents do not relocate to the new PDS, or the member has no dependents, DLA is not authorized from home or PLEAD to the first PDS);

2. From last PDS to home or to the PLEAD;

3. From last PDS in one period of service to first PDS in another period of service when there was no ordered PCS between those stations;

4. When the member does not relocate the household (e.g., the member continues to commute from the same residence) ***NOTE: Household relocation is not limited to transporting HHG. A member may relocate the household and neither transport HHG nor move dependents (e.g., A member with dependents who leaves the dependents in place and moves to the new PDS taking some personal belongings has in fact relocated the household. This member may be eligible for a DLA at the without-dependent rate if Gov't quarters are not available at the new PDS. This item does not apply to a member on a PCS from home or from PLEAD to first PDS. See par. U5630-C1 with which this item does not conflict.)***; or

*5. For a member with dependents, ICW PCS travel performed under the conditions outlined in pars. U5201-B1a, U5201-B1b, U5201-B1c, U5201-B1d, U5201-B2a, U5201-B2b, U5201-B2c; U5201-B2d, U5201-B2e, U5201-B2f; and U5201-B3b.

6. Local short distance moves IAW JFTR, par. U5355, except as authorized in pars. U5630-B1, U5630-B2, U5630-B12, and U5630-B15.

D. Household Relocation Incident to Alert Notification. A member with dependent,

1. Who relocates the household incident to an official alert notification,

2. But before a PCS authorization/order is issued, which provides for transfer to an OCONUS PDS to which dependent travel is not authorized under par. U5240-D,

is authorized the DLA only when the PCS has been completed.

E. DLA when a Member-married-to-member Couple Is Transferred to a New PDS. One DLA (at the rate payable to the senior member) is authorized to be paid to a member-married-to-member couple, assigned to family-type Gov't quarters, if both:

1. Are without dependents, and

2. Move to a new PDS.

Table U5G-3 is for a member, married to a member, who incident to a PCS disestablishes a household at one PDS and establishes a household at a new PDS.

F. DLA when a Member is Directed by Competent Authority to Vacate Private Sector Quarters. A member authorized a short distance HHG move from private sector quarters to other private sector quarters for the Gov't's convenience under the conditions in par. U5355-D is authorized a DLA. ***This does not include moves to or from privatized housing.***

PART J: EARLY RETURN OF DEPENDENT

U5900 DEPENDENT TRAVEL

***NOTE*: For HHG transportation ICW early return of dependents, see par. U5905.**

A. General. Par. U5900 covers situations in which dependent early return travel, before the member's PCS under certain circumstances, is in the Gov't's best interest. An authorization/order authorizing dependent travel under par. U5900 must cite the specific paragraph (par. U5900-B, U5900-C, or U5900-D) under which the travel is authorized. The dependent must begin travel under par. U5900-B, U5900-C, or U5900-D before official notice of a PCS from the OCONUS PDS is given to the member (DODI 1315.18, para. E4.5.5). Discussion or negotiation between assignment personnel and the member about a member's assignment is not official notice of a PCS. For dependent evacuation travel, see Ch 6.

B. Official Situations. When a command-sponsored dependent becomes involved in an incident which:

1. Is embarrassing to the U.S. Government;

2. Is prejudicial to order, morale, and discipline in the command; or

3. Gives rise to conditions in which the dependent's safety no longer can be ensured because of adverse public feeling in the area or because of force protection and anti-terrorism considerations;

dependent travel and transportation allowances may be authorized through the Secretarial Process to a designated place in CONUS or in a non-foreign OCONUS area, or, if the dependent is foreign-born, to a designated place in the dependent's native country. The Secretary Concerned may delegate the authority in par. U5900-B:

1. (for travel to a foreign-born dependent's native country) to the headquarters that directs the Service dependent transportation policies or procedures, or

2. (for CONUS or non-foreign OCONUS designated places) to an officer in the grade of O-6 or higher who is the member's installation commander, or the commanding officer of the unit to which the member is assigned.

In addition, while a member serves an OCONUS dependent-restricted tour, the dependent who was command-sponsored and remained at the member's old OCONUS PDS after the member's PCS, and any foreign-born dependent who moved at Gov't expense to the spouse's native country (par. U5222-D1d), are eligible for dependent travel and transportation allowances under par. U5900-B, when applicable. A reasonable relationship must exist between the conditions and circumstances and the travel destination, which is determined through the Secretarial Process. Dependent return travel to the OCONUS PDS is not authorized except for a dependent described in par. U5900-B3. A dependent described in par. U5900-B, first item 1 and U5900-B, first item 2 may not be further moved at Gov't expense until the member is ordered on PCS from the OCONUS PDS, or serves an IPCOT. If those dependents return at personal expense and again are command-sponsored, the member is authorized dependent travel and transportation allowances from the PDS on a subsequent PCS. Dependent travel and transportation under par. U5900-B is in addition to, and has no affect on, the authority for dependent travel and transportation allowances the member may have on the next PCS authorization/order effective date (40 Comp. Gen. 554 (1961)).

C. National Interest

1. Dependent Travel Authorized to a Designated Place. When the Secretary Concerned or more senior official determines that a dependent must return from an OCONUS area for reasons of national interest before termination of the member's OCONUS tour, the major commander of the area concerned or the major commander's designated representative may authorize travel and transportation allowances for command-sponsored dependents from the OCONUS area to a designated place, or, if the dependents are foreign-born, to a destination in the dependent's native country.

*2. Subsequent Authorization. When the determining official in par. U5900-C1 later determines that the national interest no longer requires the absence of dependents from the OCONUS area, or a PCS authorization/ order transfers the member to a PDS to which dependent travel is authorized, a member authorized dependent travel and transportation allowances under par. U5201-A is authorized dependent travel and transportation allowances from the designated place (or foreign OCONUS location) to the current PDS to which dependent travel is authorized.

D. Personal Situations and Travel of a Dependent in CONUS when Disciplinary Action is Taken against a Member Stationed OCONUS

1. General. At the request of a member permanently stationed OCONUS, travel and transportation allowances for command-sponsored dependents may be authorized through the Secretarial Process under par. U5900-D to a designated place in the CONUS or in a non-foreign OCONUS area, or, if the dependent is foreign-born, to a designated place in the dependent's native country, even though the member's PDS remains unchanged. In addition, while a member serves an OCONUS dependent-restricted tour, the dependent who was command-sponsored and remained at the member's old OCONUS PDS after the member's PCS, and any foreign-born dependent who moved at Gov't expense to the spouse's native country, are eligible for travel and transportation allowances under par. U5900-D, when applicable. Also a member stationed OCONUS, whose dependents reside in CONUS, is eligible for dependent travel and transportation allowances under par. U5900-D when the circumstances in par. U5900-D2h apply. A reasonable relationship must exist between the conditions and circumstances and the travel destination, which is determined through the Secretarial Process. Travel under pars. U5900-D2e and U5900-D2h, may be authorized upon request of a dependent/former dependent if the member is not available or has declined to make such a request. Early return of dependents may be approved when return travel is for the reasons in pars. U5900-D2b and U5900-D2e (B-195708, 17 October, 1979). ***Except for travel for the reasons in pars. U5900-D2b and U5900-D2e, when a dependent travels without an authorization/order under circumstances described in par. U5900, no reimbursement for such travel is authorized even though an authorization/order is later issued under par. U5905-C4 (B-157765, 15 November, 1965).***

2. Circumstances. The circumstances under which dependent travel and transportation allowances may be authorized under par. U5900-D are limited to the following:

a. Essential medical treatment is neither available at the member's PDS nor readily available in the theater. The member's request must be supported by medical documentation, including a statement by the attending physician, indicating that the treatment is essential to the dependent's well-being;

b. The death, serious illness, or incapacitation of a dependent ordinarily caring for a member's minor dependents requires in the opinion of the authorizing/approving authority that those minor dependents be transported to a place at which proper care may be maintained;

c. Educational facilities or housing for dependents is inadequate. A statement from the AO that the inadequacy of such educational facilities or housing was caused by conditions beyond the member's control and that knowledge of those conditions arose after dependents began to travel to the member's OCONUS PDS is required. (B-56558, 25 June 1965; 47 Comp. Gen. 151 (1967); and 57 id. 343 (1978));

d. Conditions in an OCONUS theater are such that, although the evacuation of all dependents is neither warranted nor desired, the international situation is such that a member justifiably is concerned for the dependent's safety and well-being. Such determinations must be made by the Combatant Commander and on the recommendation of the major commander of the Service concerned. ***(Determination authority may be delegated no lower than general/flag officer rank in the headquarters of the respective Combatant Command.)***;

e. The best interests of a member, and/or the dependents, and/or the Gov't are served by the movement of one or more dependents because of compelling personal reasons, such as financial difficulties, marital difficulties, unforeseen family problems, death or serious illness of close relatives, or for reasons of a humanitarian or compassionate nature; or because of other situations which have an adverse effect on the member's performance of duty. These determinations must be evidenced by the authorizing/approving official's statement. ***This item must not be used to authorize dependent student transportation to CONUS for the purpose of attending school (57 Comp. Gen. 343 (1978))***;

f. A dependent receives an order from a Selective Service Board to report to the U.S. for induction into the U.S. Armed Forces;

g. Acceptable employment opportunities for a dependent child age 18 years or older at the foreign OCONUS PDS are lacking. The commanding officer of the activity concerned must determine that:

(1) Because of the lack of employment opportunity at the PDS and the resulting idleness, the dependent child is likely to become involved in situations creating embarrassment to the U.S. that place additional administrative burdens on the commanding officer or have adverse effects on the member's performance; and

(2) Such early return is in the best interest of the member, or dependents, and the U.S.;

h. a member is:

(1) Sentenced by a court-martial to be confined or to receive a punitive discharge (includes a bad conduct discharge, dishonorable discharge, and dismissal);

(2) Sentenced to confinement in a foreign or U.S. civil confinement facility;

(3) Discharged OCONUS under other than honorable conditions;

(4) Returned to CONUS for discharge under other than honorable conditions;

(5) Returned to CONUS to serve a sentence of confinement in civil or military confinement facilities;

(6) Serving OCONUS and is dropped from the rolls, sent to prison under sentence, or transferred as a prisoner to a place of detention;

(7) Serving OCONUS and is transferred to a different ship or station to await trial by court-martial as a deserter or straggler;

(8) Discharged under other than honorable conditions after surrendering to military authorities in CONUS following a period of absence without leave from the OCONUS PDS; or

(9) Convicted by a court-martial and placed on leave involuntarily while awaiting completion of appellate review (63 Comp. Gen. 135 (1983)).

i. In each of the above circumstances, it must be shown that dependent travel is in the Gov't's best interest. Dependent travel and transportation allowances may be provided only when there is a valid need for the dependent to move. ICW early return of dependents from OCONUS, it must be determined that the problem or situation occurred after arrival at the OCONUS PDS and local resources cannot resolve the problem. Recommendations from religious, mental health, financial management, family counseling, and/or legal agencies should be obtained. If the member's situation does not meet the criteria, the request must be denied. ***Early return of dependents under par. U5900-D2 must be applied judiciously; it is a last resort***. The Secretary Concerned may delegate the authority in par. U5900-D2 to:

(1) (for travel to a foreign-born dependent's native country) The headquarters that directs the Service dependent transportation polices or procedures, or

(2) (for travel to CONUS or a non-foreign OCONUS location) An officer in the grade of O-5 or higher (or civilian employee equivalent), who is at the level of the member's activity commander, support group commander, or the commanding officer of the unit, to which the member is assigned (DODI 1315.18, Procedures for Military Personnel Assignments at ***http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf***).

j. For dependent travel under par. U5900-D2h, decision authority rests with the officer exercising special or general court-martial jurisdiction over the member. Except for travel under par. U5900-D2h, a dependent must begin travel before a PCS authorization/order is issued which relieves the member from the OCONUS PDS. The AO must cite, in the dependent's travel authorization/order, the specific item above that applies. Travel and transportation allowances provided under par. U5900-D2h(1) through par. U5900-D2h(8) may not exceed the cost from the member's last or former OCONUS PDS or the place to which dependents were last transported at Gov't expense, as applicable, to the designated place or, if the dependents are foreign-born, to the dependent's native country. Under par. U5900-D2h(9), such allowances may not exceed the cost to the member's HOR or PLEAD. A copy of the appropriate statement and/or authorization/approval, required by par. U5900-D, must support the transportation procurement documents for allowances under par. U5900-D.

3. Return of a Dependent to OCONUS Areas. A member may return a dependent at personal expense (at Gov't expense if the member serves an IPCOT) to the OCONUS location from which the dependent traveled. If that dependent is again command-sponsored, the member is authorized dependent travel and transportation allowances from the PDS on the subsequent PCS.

*4. Subsequent Authorization. Authorization for dependent travel and transportation allowances under par. U5900-D is in addition to, and has no effect on, the authorization for such allowances the member may have on the next PCS authorization/order effective date (40 Comp. Gen. 554 (1961)). A member otherwise authorized dependent travel and transportation allowances under par. U5201-A, whose dependent was not returned to an OCONUS area under par. U5900-D3, is authorized, upon reassignment from the OCONUS PDS, to dependent travel and transportation allowances from the place to which they were transported under par. U5900 to the destination authorized in the reassignment authorization/order.

E. Divorce or Annulment

1. To Whom Authorized. A member permanently stationed OCONUS whose marriage is terminated by divorce or annulment while so serving, may be authorized travel and transportation allowances for a former family member. The former family member must have been a formerly command-sponsored dependent as defined in APP A who were residing with the member OCONUS as specified in par. U5900-E (53 Comp. Gen. 960 (1974)).

2. Conditions. Movement of former dependents under par. U5900-E must be in the best interest of the U.S., the member, and the former dependents concerned.

3. By Whom Authorized. Movement of former family members under par. U5900-E must be specifically authorized through the Secretarial Process.

4. By Whom Requested. The member, who was the former sponsor, should request movement of former family members. If the member is not available or declines to initiate such a request, the former spouse or former family member concerned may initiate the request.

5. Points between which Transportation May Be Authorized. Travel must originate at or in the vicinity of the member's present or former OCONUS PDS and must terminate in:

a. The U.S. or in a non-foreign OCONUS location, or

b. The native country if the former dependent is foreign-born.

The official referred to in par. U5900-E3 must determine that a reasonable relationship exists between the conditions and circumstances of the case and the destination.

*6. Allowances. If transportation is not provided by the Gov't or by Gov't-procured means, reimbursement for personally procured commercial transportation is authorized under par. U5201-A, first itemization, item 2 and travel by POC as authorized in par. U5201-A, first itemization, item 3. Per diem is payable under par. U5210. The allowances authorized by par. U5900-E are payable to the member. Payment may be made directly to the former spouse when the member executes a statement authorizing such direct payment (B-193430, 21 February 1979).

7. Time Limits. Travel under par. U5900-E must be completed within l year after the effective date of the final decree of divorce or annulment (as applicable), or 6 months after the date the member completes personal travel from the OCONUS PDS incident to a PCS, whichever occurs first (53 Comp. Gen. 960 (1974)). An extension of the 6-month time limit may be authorized/approved for not more than 6 additional months by the commanding officer or a designated representative at the duty station at/near which the dependents or former dependents are located. Authorization/approval must be justified on an individual case basis and only when delay is not merely a matter of personal preference. Return travel must be accomplished as soon as reasonably possible after the member's travel is completed. If an extension to the 6-month time limit is authorized/ approved, travel under par. U5900-E must be completed within 1 year after the:

a. Effective date of the final decree of divorce or annulment, as applicable; or

b. Date the member completes personal travel from the OCONUS PDS incident to a PCS;

whichever occurs first. The extension of the 6-month time limit may be granted for reasons such as hospitalization, medical problems, and school year completion that requires that a family member remain OCONUS past the 6-month limit (61 Comp. Gen. 62 (1981)).

8. Return of an OCONUS Dependent

a. Custody Agreement Change or other Legal Arrangements. If, in the event of a custody agreement change, or other legal arrangements, a former family member again become dependent on a member, the dependent's return to the member's OCONUS PDS may be authorized through the Secretarial Process provided the:

*(1) Member has not received a PCS authorization/order but otherwise would be authorized dependent travel and transportation allowances under par. U5201-A;

(2) Dependent's return is for the Gov't's convenience;

(3) Dependent is command-sponsored before travel and the member has at least 12 months remaining on the tour at the OCONUS PDS on the date the dependent is scheduled to arrive there; and

(4) Travel and transportation allowances may not exceed those from the place to which the former family member was transported under par. U5905-E5.

b. Remarriage. ***If, in the event of remarriage, a former family member again becomes a dependent of the former sponsor, dependent return to the member's OCONUS PDS at Gov't expense is not authorized***. If the member returns the former dependent to the OCONUS PDS at personal expense and the former dependent is again command-sponsored, the member is authorized dependent travel and transportation allowances from the PDS on a subsequent PCS.

9. Subsequent Authorizations Not Affected. Travel of a former family member under par. U5900-E is in addition to, and has no effect on, the member's dependent travel and transportation allowances authority on the member's next PCS authorization/order effective date (40 Comp. Gen. 554 (1961)).

U5905 HHG TRANSPORTATION

NOTE 1: For dependent travel ICW early return of dependents see par. U5900.

NOTE 2: For HHG transportation for a dependent relocating for personal safety see par. U5920.

A. From other than CONUS or a Non-foreign OCONUS Area due to Official Situations

1. General. An authorization/order authorizing dependent transportation from other than CONUS or a non-foreign OCONUS area for official reasons in par. U5900-B, also may authorize HHG transportation within the authorized weight allowance in par. U5310-B, or the administrative weight limitation established by the Service concerned IAW par. U5315, as appropriate. The HHG may be transported from any location and/or from NTS to the designated place. This member also is authorized NTS or continued NTS under par. U5380-C.

2. Dependent Return to the Member's OCONUS PDS. When a member is authorized dependent transportation to the member's OCONUS PDS under par. U5900-B3, and when in the Gov't's best interest, the official authorizing dependent transportation may authorize HHG transportation to the member's OCONUS PDS NTE the cost from the place to which the HHG were previously transported under par. U5905-A. However, at least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that PDS. Through the Secretarial Process, exceptions may be granted when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

3. Authorization on the Next PCS Authorization/Order. Authorization for HHG transportation for dependents under par. U5905-A is in addition to, and has no effect on, the authorization for HHG transportation on the member's next PCS (40 Comp. Gen. 554 (1961)). A member is authorized to transport up to, but no more than, the full HHG weight allowance under such an authorization/order. For example a member early returns dependents and 8,000 pounds HHG to a designated place. Upon subsequent PCS the member has a weight allowance of 11,000 pounds. The combined weight of HHG transported from the designated place, NTS, and OCONUS PDS to the new PDS may not exceed 11,000 pounds.

B. National Interest. An authorization/order authorizing dependent transportation under par. U5900-C also may authorize HHG transportation within prescribed weight allowances. This applies whether the HHG are OCONUS or in NTS. Transportation is authorized between the same places authorized in pars. U5905-A and U5905-C.

C. From OCONUS due to Personal Situations

1. General. An authorization/order authorizing dependent transportation under pars. U5900-D and U5900-E also may authorize HHG transportation within the weight allowances in par. U5310-B, or the administrative weight limitation established by the Service concerned IAW par. U5315, as appropriate. The HHG may be transported from any location and/or from NTS to a designated place or, when granted through the Secretarial Process to a destination in the dependent's native country if the dependent spouse is foreign-born. The member also is authorized NTS or continued NTS under par. U5380-C. Otherwise, an authorization/order may be issued providing for early return of HHG transportation only if authorized/approved under par. U5905-C3 or U5905-C4.

2. Dependents Do Not Perform Authorized Travel to the OCONUS PDS

a. A member, with dependents, on a PCS authorization/order to an OCONUS PDS, who transports HHG to the PDS in anticipation of dependents accompanying/joining later, may be provided return HHG transportation if, for reasons beyond the member's control, the dependents do not join the member.

b. Return HHG transportation may be authorized/approved through the Secretarial Process when in the best interest of the member or dependents, and the U.S.

c. Return HHG transportation cost may not exceed the transportation cost from the member's OCONUS PDS to the dependent's location (65 Comp. Gen. 520 (1986)).

3. Death of Dependents in OCONUS Areas. After the death of a sole dependent, or of all dependents, authorized to reside in an OCONUS area, a member is authorized NTS of HHG located in the OCONUS area under par. U5380-L15, NTE the prescribed weight limit.

4. Dependents Currently at Appropriate Destination – an Authorization/Order Is Not Issued. When dependents have traveled to an appropriate destination under circumstances which would have authorized their transportation under par. U5900-D had an authorization/order been issued, HHG transportation may be authorized provided an authorization/order is later issued approving dependent transportation under the conditions in par. U5900-D, and confirming HHG transportation. Such an authorization/order must be supported by the member's commanding officer's determination that:

a. The dependent traveled to an appropriate location to reside;

b. The dependent travel meets the conditions in par. U5900-D, except that a travel authorization/order for transportation was not issued;

c. The OCONUS status of dependents as command-sponsored remains unchanged (not applicable for a member's former dependents whose transportation could have been authorized under par. U5900-E); and

d. It is in the Gov't's best interest to issue an authorization/order approving dependent transportation to an appropriate destination under par. U5900-D.

5. Transportation of a Former Family Member Incident to Divorce or Annulment. The official authorizing transportation of a former family member under par. U5900-E also may authorize HHG transportation subject to the same conditions, circumstances, and terminal points in par. U5900-E for their personal travel. HHG must be turned over to a transportation officer or carrier for transportation within 1 year after the effective date of the final decree of divorce or annulment, or within 6 months after the date the member completes personal travel from the OCONUS PDS incident to a PCS, whichever occurs first. An extension of that 6-month time limit for HHG transportation may be authorized/approved the same as for dependent travel in par. U5900-E1. If the 6-month time limit is extended, the HHG must be turned over to a transportation officer or carrier for transportation within 1 year after the:

a. Effective date of the final decree of divorce or annulment; or

b. Date the member completes personal travel from the OCONUS PDS incident to a PCS;

whichever occurs first.

6. Dependent Return Authorized to OCONUS Areas

a. Custody Agreement Change or Other Legal Arrangements. When a member is authorized dependent return transportation to the same or subsequent OCONUS PDS under par. U5900-E8a, return HHG transportation to the member's OCONUS PDS, NTE the cost from the place to which they were previously transported under par. U5905-C, when in the Gov't's best interest may be authorized through the Secretarial Process. However, at least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that station. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

b. Member Serves an IPCOT. Incident to the member serving an IPCOT, when dependents are returned to the member's OCONUS PDS at:

(1) Gov't expense under par. U5900-D3, or

(2) Personal expense and those dependents are subsequently command-sponsored,

HHG transportation is authorized to the member's OCONUS PDS, but costs may not exceed the cost from the place to which the HHG were previously transported under par. U5905-C6b to the member's PDS. At least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that station. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

7. Authorization on the Next PCS Authorization/Order. Authorization for HHG transportation for a dependent and a former family member under par. U5905 is in addition to, and has no effect on, the authorization for HHG transportation based on dependency status and grade on the member's next PCS authorization/order effective date (40 Comp. Gen. 554 (1961)). A member is authorized to transport up to, but no more than, the full HHG weight allowance under such an authorization/order.

Example 1: A member early-returns dependents and 8,000 pounds HHG to a designated place. Upon subsequent PCS the member has a weight allowance of 11,000 pounds. The combined weight of HHG transported from the designated place, NTS, and OCONUS PDS to the new PDS may not exceed 11,000 pounds.

Example 2: A member divorces at the OCONUS PDS and transports 5,000 pounds HHG to the CONUS for the former family. (a) The member remarries before the effective date of the next PCS authorization/order. Upon subsequent PCS the member may transport up to, but no more than, the authorized HHG weight allowance of 11,000 pounds. (b) The member is a member without dependents upon subsequent PCS with a weight allowance of 8,000 pounds. The member may transport NTE the authorized weight allowance of 8,000 pounds.

8. HHG Transportation when Disciplinary Action Is Taken against a Member Stationed OCONUS or a Member Is Discharged under Other-Than-Honorable Conditions or Sentenced to Confinement with or without Discharge. When an authorization/order authorizes dependent transportation under pars. U5900-D2h1, U5900-D2h2, U5900-D2h3, U5900-D2h4, U5900-D2h5, U5900-D2h6, U5900-D2h7, U5900-D2h8, HHG transportation may be authorized NTE the Gov't cost from the member's last or former OCONUS PDS or the place to which last transported at Gov't expense, as applicable, to the member's HOR or PLEAD, the designated place, or, when granted through the Secretarial Process, to a destination in the dependent's native country if the dependents are foreign-born. The official authorizing the transportation determines the destination to which transportation is authorized and ensures that a reasonable relationship exists between that destination and the conditions and circumstances. When an authorization/order authorizes dependent transportation under par. U5900-D2h(9), HHG transportation may not exceed the cost from the member's last or former OCONUS PDS to the HOR or PLEAD. ***NTS may not be authorized.***

9. Authorization Following Confinement without Discharge. If a member's HHG are transported under par. U5905-C8, and following confinement the member returns to duty at a new PDS, the member is authorized HHG transportation from any location at which the HHG are located to the new PDS, NTE the cost from the member's HOR or PLEAD to the new PDS, based on the grade held on that PCS authorization/order effective date to the new PDS. If the member's HHG were not transported under par. U5905-C8, HHG transportation is authorized from the location to which last transported at Gov't expense to the member's new PDS, based on the grade held on that PCS authorization/order effective date to the new PDS.

U5910 POV TRANSPORTATION

NOTE: For POV transportation for a dependent relocating for personal safety see par. U5920.

A. OCONUS Dependent Transportation Authorized. An authorization/order authorizing dependent transportation from OCONUS under par. U5900-B through F also may authorize transportation of one POV to the designated POV unloading port/VPC ordinarily serving the place to which the dependent is authorized to travel. Diversion or re-consignment is permitted of a POV en route to the designated OCONUS POV unloading port/VPC serving the member's PDS on the date the dependent is authorized to travel. See pars. U5900-B, U5900-C, U5900-D, U5900-E, and U5900-F.

B. Dependent Currently at an Appropriate Destination – an Authorization/Order Is Not Issued. When a dependent has traveled from the member's OCONUS PDS to an appropriate destination under circumstances which would have enabled an authorization/order to be issued authorizing the travel (see par. U5900-D), transportation of one POV from the designated POV loading port/VPC serving the OCONUS PDS may be authorized/approved if an authorization/order is later issued:

1. Directing dependent travel under the conditions of par. U5900-D, and

2. Providing for the transportation of a POV to the designated POV VPC/unloading port ordinarily serving the location to which dependent travel would have been authorized.

Such an authorization/order must be supported by the member's commanding officer's determination. See the guidance in par. U5905-C4.

C. Ex-Family Member Travel Incident to Divorce or Annulment. If ex-family member travel under par. U5900-E is authorized, POV transportation also may be authorized. The POV must be turned over to a transportation officer within 1 year after the effective date of the final decree of divorce or annulment, whichever applies.

D. Dependent Return to OCONUS Areas Authorized. Even if a dependent is permitted to return to the OCONUS PDS at Gov't expense (see par. U5900-B, U5900-C, or U5900-F), return transportation of a POV to the OCONUS is not authorized.

E. Authorization on the Next PCS. ***A member who has transported a POV under par. U5910-A, U5910-B or U5910-C has no further POV transportation authorization from the last or any previous OCONUS PDS to CONUS.***

U5915 MOBILE HOME TRANSPORTATION

A. General. A member authorized HHG transportation under pars. U5905-A1, U5905-B, and U5905-C1, U5905-C2, U5905-C3, U5905-C7, and U5905-C8:

1. To a CONUS designated place, or

2. From a point outside CONUS and Alaska to a designated place in Alaska,

is authorized mobile home transportation to the designated place in CONUS or Alaska if the conditions in par. U5500 are met. This mobile home transportation is in lieu of shipping HHG except as authorized in par. U5330-F3. The authorization/order that authorizes dependent transportation under par. U5900 also may authorize HHG/mobile home transportation and should specify which of the above-cited paragraphs in par. U5905 authorizes the transportation. ***When a mobile home is shipped due to the early return of dependents, no further mobile home transportation is authorized before the member's next PCS from the overseas PDS.***

B. Member Assigned to Full PCS Weight Allowance Area. The amount the Gov't pays for mobile home and HHG (see par. U5330-F3) transportation to the designated place may not exceed what it would have cost the Gov't to transport the member's PCS weight allowance from the OCONUS PDS to the designated place. For example:

Dependents early return from HI. 1,000 pounds of HHG are shipped from HI to the designated place in Detroit, MI. The member's mobile home was last transported at Gov't expense to Dothan, AL. Member has a 12,500-pound PCS weight allowance. The member's authorization for mobile home transportation is based on what it would have cost to move 11,500 pounds of HHG from HI to Detroit.

C. Member Assigned to Administrative Weight Restricted Area. The mobile home may be transported from a point in CONUS (or Alaska, if applicable) to the designated place. The Gov't's cost for transporting the mobile home may not exceed what it would have cost the Gov't to transport the member's PCS weight allowance, minus the weight of HHG shipped from OCONUS, from the:

1. Member's last CONUS PDS (or Alaska), or

2. CONUS port (or Alaska) through which the member's HHG from OCONUS would be shipped to the designated place, whichever is to the member's advantage (see Example 1).

Exception: If a member owned a mobile home and was authorized to, but did not, move it to the last CONUS PDS while serving there, when the dependents return early from the administrative weight restricted area, the mobile home may be shipped at Gov't expense from the point it was located when it could have been transported at Gov't expense to the member's last PDS in CONUS or Alaska. The constructed Gov't cost for this mobile home transportation is based on the member's PCS weight allowance on the authorization/order effective date from that station (see Example 2).

Example 1. Member was assigned to Fort Carson, CO, and bought a mobile home while there. The member was then assigned to an administrative weight restricted area in Germany, and was restricted to transportation of 2,500 pounds of HHG to Germany. The member left the mobile home in the Fort Carson area. The dependents accompanied the member to Germany. After residing there for a year, the dependents early return and 1,000 pounds of HHG/unaccompanied baggage are transported from Germany to the designated place in Detroit, MI. The member requests the mobile home be moved from Fort Carson to Detroit. The member has a 12,500-pound PCS weight allowance. Member has 11,500 pound PCS weight allowance remaining. The member's authorization for mobile home transportation is computed based on what it would have cost to transport 11,500 pounds of HHG from Fort Carson to Detroit. The computation is based on the distance from Fort Carson to Detroit as that is advantageous to the member over Bayonne, NJ, to Detroit.

Example 2. A member was assigned to Fort Lewis, WA, and bought a mobile home while there. The member was next assigned to Fort Carson, CO. At that time, the member's PCS weight allowance was 8,000 pounds. 1,000 pounds of HHG were transported from Fort Lewis to Fort Carson and the mobile home was left in the Fort Lewis area. The member was later assigned to an administrative weight restricted area in Germany, and was restricted to transportation of 2,500 pounds of HHG to Germany. The mobile home was left in the Fort Lewis area. The dependents accompanied the member to Germany. After residing there for a year, the dependents early return to a designated place in Detroit, MI. 1,000 pounds of HHG/unaccompanied baggage are transported from Germany to Detroit. The member requests mobile home transportation from Fort Lewis to Detroit. The member now has a 9,000-pound PCS weight allowance. 8,000 pounds remain on the weight allowance that may be shipped within CONUS on the early return travel authorization. The member's mobile home transportation allowances are computed based on what it would have cost to move 7,000 pounds of HHG from Fort Lewis and 1,000 pounds from Fort Carson. In the computation, 7,000 pounds is used from Fort Lewis to Detroit because the member was only authorized 8,000 pounds when assigned from Fort Lewis and had shipped 1,000 pounds at that time to Fort Carson. The remaining 1,000 pounds that is authorized transportation within CONUS on the early return travel authorization from Germany is used in the computation for the distance from Fort Carson to Detroit as that is advantageous to the member over Bayonne, NJ, to Detroit.

U5920 TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY

A. General

1. The member's spouse or the parent/court appointed guardian of a dependent child may request relocation for personal safety and may be authorized travel and transportation under par. U5920 if it is determined by the Service-designated official that:

a. The member has committed a dependent-abuse offense against a dependent of the member;

b. A safety plan and counseling have been provided to the dependent;

c. The dependent's safety is at risk; ***and***

d. Dependent relocation is advisable.

2. Dependent(s) relocation must be in the best interest of the:

a. Member or member's dependents, ***and***

b. U.S. Government.

B. Definitions

1. Dependent Child. For the purposes of par. U5920, the following are dependents of the member:

a. Dependents/acquired dependents as defined in APP A; and

b. A member's unmarried child who was transported to the member's PDS at Gov't expense and who, by reason of age or graduation from (or cessation of enrollment in) an institution of higher education, would otherwise cease to be a dependent of the member while the member was serving at that station.

2. Dependent-abuse Offense. A dependent-abuse offense is conduct by a member (as defined in 10 USC §1059(c)) on active duty for more than 30 days that involves abuse of the spouse/dependent child.

C. Restriction. ***HHG/POV transportation may be authorized only if a written agreement of the member, or an order of a court of competent jurisdiction, gives possession of the HHG/POV to the member's spouse/dependent.***

D. Authorization

1. When an authorization/order directing a member's PCS has not been issued, or when it has been issued but cannot be used as authority for the transportation of the member's dependents, baggage, and HHG; transportation may be authorized for the member's dependents, baggage, and HHG from the PDS to the designated relocation site in the U.S., or its possessions, or if the dependents are foreign nationals to the dependent's native country.

2. Transportation-in-kind, transportation reimbursement, or 'MALT-Plus', is authorized for the dependent(s).

3. If the member's PDS is OCONUS, transportation may be authorized for one POV that is owned/leased by the member/dependent and is for the personal use of the member's dependent.

4. Transportation of HHG in NTS to the designated relocation site may be authorized.

E. Reimbursement. IAW 37 USC §406(h)(4)(A), all monetary payments, ***except DLA***, are paid directly to the dependent instead of the member.

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SECTION 1: GENERAL

U6000 REFERENCES

A. Title 37, USC §405a.

B. DOD Directive 3025.14, "Protection and Evacuation of U.S. Citizens and Designated Aliens in Danger Areas Abroad (Short Title: Noncombatant Evacuation Operations)," 5 November 1990 at ***http://www.dtic.mil/whs/directives/corres/html/302514.htm***.

C. (For DOD Services) DOD 7000.14-R "Military Pay, Policy, and Procedures," Volume 7, Part A (DOD Military Pay and Allowances Entitlements (DODFMR, Vol. 7A)) at ***http://www.dtic.mil/comptroller/fmr/07a/index.html***.

D. (For Coast Guard) COMDTINST M7220.29 (series), "U. S. Coast Guard Pay Manual."

U6001 GENERAL INFORMATION

A. General. An evacuation, as defined in par. U6002-C, must be caused by unusual or emergency circumstances (such as war, riots, civil uprising or unrest, adverse political conditions, host Gov't denial or revocation of permission to remain, national or natural disasters, epidemics, or similar conditions of comparable magnitude). The evacuation applies to:

1. Both a command- and a non-command-sponsored dependent who, at the time the evacuation is authorized/ ordered, is residing at (or in the vicinity of) the member's PDS (***NOTE: A non-command sponsored dependent is authorized transportation only – no safe haven allowances.***);

2. A command-sponsored dependent that is en route to the member's PDS (or to the member's PDS vicinity) to establish a residence with the member;

*3. A dependent student who is authorized to travel to the member's PDS under par. U5260-D;

4. A dependent who resides at/in the vicinity of a member's former duty station following the member's assignment elsewhere or who resides at/in the vicinity of a duty station (other than the member's duty station) incident to the member's order to an unaccompanied tour of duty, if competent authority authorized/ordered the dependent's departure from the duty station at which/in the vicinity of which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority; and,

5. The dependent of a member, while the member is assigned to an OCONUS PDS and who dies before the dependent is evacuated from the PDS or while the dependent is in an evacuation status from there.

When a member whose dependent(s) are receiving evacuation allowances dies, the evacuation allowances continue for the dependent(s) in the same manner as if the member had not died.

NOTE: Title 37 USC §405a, the statute pertaining to a dependent's evacuation, does not apply to a uniformed member. A uniformed member, ordered to depart an area being evacuated, must be either in a TDY or PCS status.

B. Funding. The Joint Plan for DOD Non-combatant Repatriation contains the fund cites chargeable for evacuation allowances for a dependent of any DOD Service member. See the Non-Combatant Repatriation Operations website at ***http://www.armyg1.army.mil/MilitaryPersonnel/neolb.asp*** and click on Evacuation Fund Cites. Questions relating to fund cites should be addressed to the Joint Plan proponent: HQDA, ODCSPER, ATTN: DAPE-PRO, 300 Army Pentagon, Washington, DC 20310-0300; telefax numbers: DSN (312) 225-6953 or COML (703) 695-6953 for unclassified material; phone DSN (312) 225-9547, COML (703) 695-9547.

C. Evacuation Allowance Payments. The allowances authorized by Chapter 6, Part A, may be paid to one or more of the following individuals:

1. The member's evacuated command-sponsored dependent spouse; and/or

2. Any command-sponsored dependent age 18 or older if at a different location than the spouse or when there is no spouse present; and/or

3. The member (as the natural guardian) for a command-sponsored dependent who is under age 18; and/or

4. The member's dependent spouse, any dependent at least age 18 or the member (as the natural guardian) under the circumstances described in par. U6001-A4.

NOTE: A dependent is authorized evacuation allowances only if the dependent actually evacuates the home.

D. When Allowance Payments Are Made. Allowances authorized in Ch 6, Part A, are paid beginning on the date one of the officials described in par. U6003-Al or U6003-A2, authorizes/orders an evacuation.

E. Written Travel Authorization/Order. Due to the emergency situations as defined in par. U6001, evacuation travel may begin before a written travel authorization/order can be issued. Under these circumstances an oral authorization/order, conveyed by any medium including telephone, may be given. When this occurs, the AO must promptly issue a confirmatory written travel authorization/order, including the oral authorization/order date. See par. U2115.

F. Funds Advance

1. Travel and Transportation Allowances. The travel and transportation allowances (including safe haven allowances) in Chapter 6, Part A, may be paid in advance when a travel authorization/order is issued for the dependent's (or escort's) travel from the evacuation area. An advance of safe haven allowances authorized under par. U6005 may not exceed the estimated authorization for 30 days at the safe haven or designated place, as applicable. Transportation advances (see par. U1010-B5) must be issued solely to provide sufficient funds to cover the necessary expenses the dependent might incur while traveling to and at the safe haven/designated place or which the escort might incur traveling to and from the safe haven/designated place.

2. DLA. The DLA authorized under par. U6012 may be paid to the dependent designated by the member (see par. U1010-B5) in advance of the dependent(s)' travel to the designated place.

3. Pay. A pay advance can be used to furnish an evacuated dependent with funds for travel, food, and other needs. The member designates the advance amount, not to exceed 2-month's basic pay. It is payable in advance to the dependent in one or more installments. The Secretary Concerned may waive recovery of not more than 1-month's advanced basic pay when such recovery would be against equity and good conscience or against the public interest. For details, see the DOD 7000.14-R "Military Pay, Policy, and Procedures," Volume 7, Part A (DOD Military Pay and Allowances Entitlements (DODFMR, Vol. 7A)), or the COMDTINST M7220.29 (series), U.S. Coast Guard Pay Manual" (for a Coast Guard member) and for implementing procedures, the Service pay and allowances manual, as appropriate.

U6002 DEFINITION OF TERMS USED IN THIS PART

A. Designated Place. As used in this Part, a designated place is a location the evacuated dependent selects within the range of possible locations allowed, as the place where they should establish a permanent residence when competent authority determines that their return to the PDS should not take place or is not expected to take place in the near future. A command-sponsored dependent transported to a designated place incident to an evacuation must establish a permanent residence thereat as soon as practicable.

B. Evacuated Dependent. A dependent (as defined in APP A) who:

1. At the time of the evacuation, is residing in a command-sponsored or non-command-sponsored status at or in the vicinity of the member's PDS;

2. Is command-sponsored but temporarily absent from the member's PDS or its vicinity;

3. Is command-sponsored and en route to the member's PDS or its vicinity to establish a residence with the member;

*4. Is a dependent student who, had it not been for the evacuation, would have traveled to the member's PDS under par. U5260-D, but who instead travels (or converts the current location) to a safe haven or designated place; or,

5. Resides at/in the vicinity of the member's former duty station following the member's assignment elsewhere or who resides at/in the vicinity of a duty station (other than the member's duty station) incident to the member's authorization/order to an unaccompanied tour of duty, if competent authority authorized/ordered a dependent's departure from the duty station at, or in the vicinity of, which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority.

C. Evacuation. The authorized/ordered dependent's movement from a specific OCONUS area, when authorized/ ordered by the appropriate authority in par. U6003-A. Evacuation refers to movement or departure from one area to another. Both areas may be in the same city or country, or each may be in a different city or country.

D. Safe Haven. A location anywhere in the world named in the evacuation order/authorization, or subsequent modification to that authorization/order, to which a dependent is directed to relocate on a temporary basis to await a decision by competent authority to either return to the OCONUS PDS or proceed to a designated place. If CONUS is named the safe haven in the evacuation authorization/order, evacuees, upon arrival at the CONUS POD, must select the exact CONUS safe haven location to which they are traveling at Gov't expense.

U6003 RESPONSIBILITIES

A. Authorizing/Ordering an Evacuation

1. Foreign Areas. The decision to evacuate a dependent from an OCONUS foreign area rests with the State Department. In appropriate circumstances, such as Presidential declaration of national emergency or directed reinforcement of U.S. Armed Forces in a theatre, or to accommodate force protection or anti-terrorism considerations, the Secretary of Defense, after consultation with the Secretary of State, may authorize the evacuation of all DOD non-combatants ***NOTE: The Secretary of Defense's authority does not apply to non-combatants attached to Defense Attaché Offices, Marine Security Guard Detachments, DOD elements or personnel that form an integral part of the U.S. Country Team, and others as determined between the Combatant Commander and the Chief of Mission.*** (Memorandum of agreement between DOS and DOD, 14 July 1998). If timely communication with the State Department is not possible or there is no State Department presence in the area concerned, the Combatant command Commander or the senior commander in the country concerned or the Defense Attaché is responsible for authorizing/ordering an evacuation of the area. The Department of Defense (the USD(P&R) DSN: (312) 224-2798, COML: (703) 614-2798) is primarily responsible for a dependent's evacuation at the U.S. Naval Base, Guantanamo, Cuba (DODD 3025.14, 5 November 1990).

2. Non-foreign OCONUS Areas. The following officials are responsible for authorizing/ordering an evacuation of the dependents of uniformed service personnel from non-foreign OCONUS areas:

a. For DOD Services. Per Department of State Standardized Regulation (DSSR) 614, Department of State (Under Secretary of State for Management Office) authority is required for designation of an alternate foreign OCONUS safe haven. Following Secretary of State authorization, the Principal Deputy Under Secretary of Defense (Personnel and Readiness) (PDUSD (P&R)) may authorize/approve requests for reimbursement of travel and transportation expenses to an alternate foreign OCONUS safe haven location for an evacuated dependent. The PDUSD (P&R) must also authorize/approve all requests for evacuees to

move from one safe haven location to another when circumstances warrant for the travel expenses to be reimbursed. While determinations are made on a case-by-case basis, justification must consider family support at the requested designation, collocation with the service member at an alternate work site, or similar rationale to attest that relocation is in the Gov't's best interest. Secretary of State authority is not required for an alternate safe haven in a non-foreign OCONUS area. See definition in APP A.

b. The Secretary of Homeland Security, or the Secretary's designated representative (Commandant (CG-12) COML (202) 267-2247), for the dependent of a Coast Guard member;

c. The Secretary of Health and Human Services, or the Secretary's designated representative (Director, Office of Commissioned Corps Force Management, COML (240) 453-6161), for the dependent of a Public Health Service member;

d. The Secretary of Commerce, or the Secretary's designated representative (Commissioned Personnel Center, COML (301) 713-3444), for the dependent of NOAA Corps member;

e. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for the dependent of a member of the respective Services (including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security);

f. The head of a DOD component (see definition in APP A) or designated representative;

g. The commander of a U.S. Installation (see definition in APP A) or Coast Guard District Commander (for the dependent of a Coast Guard member) or designated representative; and

h. The commander, director, head, chief or supervisor of an organization or office.

B. Evacuation to a Safe Haven or a Designated Place. The anticipated evacuation duration is the key to determining if a dependent should travel to a safe haven or a designated place. If the circumstances making an evacuation necessary are expected to improve so that the evacuated dependent can return to the member's PDS, the dependent is evacuated to a safe haven. If circumstances are not expected to improve, the dependent is evacuated to a designated place.

1. Original Safe Haven Location Designation. The original safe haven location is ordinarily designated by the Department of State, in coordination with DOD. DOD has primary responsibility for designating the original safe haven when the evacuation is from the U.S. Naval Base, Guantanamo, Cuba, or from non-foreign OCONUS areas.

a. If the CONUS is named in the evacuation authorization/order as the original safe haven, evacuees select an exact safe haven location in the CONUS for themselves to which they travel at Gov't expense.

b. If the U.S. is named in the evacuation authorization/order as the original safe haven

(1) For DOD Services. Evacuees select an exact safe haven in the CONUS for themselves. Safe havens outside the CONUS but in a non-foreign OCONUS area (see definition in APP A) must be authorized/approved by PDUSD (P&R). ***Secretary of State authority is not required for an alternate safe haven in the CONUS or a non-foreign OCONUS area.***

(2) For Non-DOD Services. Evacuees select an exact safe haven location in the U.S.

2. Designation of an Alternate Safe Haven Location

a. For DOD Services. Following Secretary of State authorization (through the Under Secretary of State for Management's Office), the Principal Deputy Under Secretary of Defense (Personnel and Readiness) (PDUSD (P&R)) has the authority to authorize/approve an alternate safe haven for an evacuated dependent including transportation at Gov't expense. The PDUSD (P&R) must also authorize/approve all requests for

evacuees to move from one safe haven location to another when circumstances warrant. Secretary of State authority is not required for an alternate safe haven in a non-foreign OCONUS area. See definition in APP A.

b. For non-DOD Services. The Secretarial Process following Secretary of State authorization (through the Under Secretary of State for Management's Office) may authorize/approve an alternate safe haven, including transportation from one safe haven to another. Secretary of State authorization is not required for an alternate safe haven in the U.S.

c. Alternate Location within a Safe Haven. For all Services, the Secretarial Process must have authorized/ approved an alternate location within a safe haven (e.g., within the CONUS) for an evacuated dependent and transportation at Gov't expense, when circumstances warrant, for evacuation allowances to be based on the alternate location. That is, an evacuee must obtain formal permission to change safe haven even if the change is within the same state.

3. Designating an OCONUS Designated Place. The Secretary Concerned or designated representative is the authority to authorize/approve an OCONUS designated place.

C. Safe Haven Status Termination and Directing a Dependent to Select a Designated Place. For DOD Services, the USD(P&R) has responsibility to determine when an evacuated dependent at a safe haven must optionally select a designated place and move thereto, or select the current safe haven as the designated place. For non-DOD Services, that authority is vested in the Secretarial Process.

D. Evacuation Status Termination. For DOD Services, the USD(P&R) has responsibility to terminate evacuation status and to authorize the dependent's return to the OCONUS duty station. For non-DOD Services, that authority is vested in the Secretarial Process.

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SECTION 2: DEPENDENT TRANSPORTATION

U6004 DEPENDENT TRANSPORTATION

A. General. Par. U6004 provides for necessary dependent's relocation incident to an evacuation, to include the dependent of a member assigned to an OCONUS PDS who dies before/during an evacuation of that PDS. Authorization for dependent's transportation under par. U6004 is the same as that authorized for PCS. The accompanied baggage is limited to the free checkable baggage the carrier allows. However, if the carrier providing the transportation allows excess accompanied baggage, the individual acting as the transportation officer in the area being evacuated, or the AO, as appropriate, may authorize/approve excess accompanied baggage on the applicable transportation document when the circumstances deem it necessary.

*B. Command-sponsored Dependent and Dependent Student at/in the OCONUS PDS Vicinity at the Time an Evacuation Is Authorized/Ordered. A command-sponsored dependent and/or a dependent student authorized to travel under par. U5260-D, who is at/in the member's PDS vicinity when the evacuation is authorized/ ordered, is authorized transportation to a safe haven or to a designated place if competent authority directs the travel. A dependent is residing 'in the PDS vicinity' when residing in the foreign area, or non-foreign OCONUS area, within which the PDS is located. When a member resides with the dependent and commutes to the PDS from a place located in an adjacent country (except the United States), the dependent also is residing in the member's PDS vicinity. A dependent, who was moved at Gov't expense to the member's OCONUS PDS and who became age 21 at the PDS, is a dependent for this Part. Further, such dependent, and any dependent transported under par. U6004-B who turns age 21 at the safe haven or designated place while the member is serving at the OCONUS PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the member's OCONUS PDS under par. U6004-I1a.

C. Dependent Residing at/in an OCONUS Station Vicinity (Other than Member's Duty Station) at the Time an Evacuation Is Authorized/Ordered. A dependent who is residing at/in the vicinity of a member's former duty station following the member's assignment elsewhere, or who resides at/in the vicinity of a duty station (other than the member's duty station) incident to an authorization/order ICW the member's unaccompanied tour of duty, when an evacuation of the duty station at/in the vicinity of which the dependent resides is authorized/ordered, is authorized transportation to a safe haven or to a designated place if competent authority directs such travel. A dependent, who was moved at Gov't expense to the member's former duty station or a duty station (other than the member's duty station) and who became age 21, is a dependent for this Part. Further, such dependent, and any dependent transported under par, U6004-C who turns age 21 at the safe haven or designated place while the member is serving at the OCONUS PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the location from which evacuated.

D. Dependent Temporarily Absent from a Member's PDS when an Evacuation is Authorized/Ordered

1. Command-sponsored Dependent Who Is Temporarily Absent from the Member's PDS when an Evacuation Is Authorized/Ordered. A command-sponsored dependent, who has established a residence at/in the member's OCONUS PDS vicinity but who is temporarily absent from the PDS for any reason (to include a dependent student attending an OCONUS dormitory school away from the member's PDS) when the evacuation is authorized/ordered, is to be retained in a safe haven status at the place at which the dependent is located when the evacuation is authorized/ordered, or be furnished transportation to another safe haven or a designated place, whichever competent authority considers appropriate. Safe haven allowances begin on the date return travel to the PDS would have begun had their return not been prevented by the evacuation. Only one departure is permitted per evacuee under an evacuation authorization/order.

*2. Dependent Student Attending School in the United States when an Evacuation Is Authorized/Ordered. When a dependent is attending school in the United States and the member is authorized transportation for that dependent to the PDS under par. U5260-D, the safe haven or designated place, as applicable, replaces the member's PDS as the destination authorized under par. U5260-D. If the dependent student joins other family members at the safe haven or designated place, the dependent student is authorized one round trip between the school and the safe haven or designated place, as applicable, under this Part. If the dependent student is the

member's only dependent, and if CONUS is named in the evacuation authorization/order as the safe haven, the dependent student is authorized transportation to and from the exact safe haven location within CONUS that the dependent student or member selects. Such transportation has no effect on the dependent student travel authorization between the school and the member's OCONUS PDS under par. U5260-D.

*E. Command-sponsored Dependent and Dependent Student En Route to the Member's OCONUS PDS when an Evacuation Is Authorized/Ordered. When an evacuation of the member's OCONUS PDS is authorized/ordered, and the member's command-sponsored dependent, or dependent student traveling under par. U5260-D:

1. With a port call for the travel to the member's PDS or with official authorization to travel to the member's PDS on personally-procured transportation subject to Gov't reimbursement (i.e., it was not intended to issue a port call for that dependent travel), and

2. Who have disestablished their residence and moved to temporary accommodations in preparation for performing such travel to the member's PDS,

must be requested to remain where they are (their interim safe haven) awaiting a decision to authorize their onward travel to the PDS, to another safe haven, or to a designated place. For a dependent with a port call, the official issuing the port call must ascertain the appropriate action to take in each case from the member's Service headquarters and furnish timely notification to the dependent concerned. For a dependent without a port call, the Service member's AO determines the appropriate action to take in each case and furnishes timely notification to the dependent concerned. The dependent is authorized transportation from the place at which evacuation notification was received to the safe haven or the designated place, whichever the official implementing the State Department evacuation instructions considers appropriate. A dependent, who has disestablished a residence after receipt of a port call or official authorization to travel to the member's OCONUS PDS, and who has moved or must move to temporary accommodations before beginning the travel to the member's OCONUS PDS, has departed from the former residence and is en route to the member's PDS. "Disestablishment of a residence" includes a situation in which a house is sold and a contract signed which specifies a date for moving out and closing the sale of the house or a lease has been terminated and cannot be reinstated. ***A dependent who has neither received a port call nor official authorization to travel to the member's PDS is not authorized any transportation under this Part.*** See par. U6005-F for safe haven allowances payable.

F. Command-sponsored Dependent and Dependent Student at Safe Haven Are Authorized/Ordered to Move to Another Safe Haven or to a Designated Place. When competent authority directs or authorizes/approves a command-sponsored dependent or dependent student evacuated to a safe haven under par. U6004 to move from that safe haven to another safe haven or to a designated place, dependent's transportation is authorized/approved to that new safe haven or designated place.

G. Non-command-sponsored Dependent. A non-command-sponsored dependent at the member's OCONUS PDS when the evacuation is authorized/ordered is authorized transportation to a safe haven or designated place, whichever the authority authorizing/ordering the evacuation considers appropriate. A non-command-sponsored dependent who is en route to, but has not yet arrived at, the PDS when the dependent's evacuation is authorized/ ordered, is not authorized any transportation under this Part.

H. Allowances for an Escort for a Dependent Incapable of Traveling Alone due to Age, Physical or Mental Incapacity, or Other Extraordinary Circumstances

1. General. Travel and transportation allowances provided in par. U6004-H2 are payable to a member, a U.S. Gov't civilian employee, or a person who travels under an official travel authorization/order as an escort for a dependent evacuated under Chapter 6, Part A, who is incapable of traveling alone between the member's PDS and the safe haven or designated place, whichever applies, due to age, physical or mental incapacity, or other extraordinary circumstances. Round-trip transportation, one-way transportation, or transportation via the point to which the dependent must be escorted, as applicable, is authorized. The travel and transportation allowances authorized by par. U6004-H may be paid in advance.

2. Travel and Transportation Allowances

a. Member as Escort. While a member is performing escort duty under par. U6004-H to escort the dependent(s) between the OCONUS PDS and the safe haven or designated place, the member is authorized travel and transportation allowances as for all other TDY.

b. U.S. Gov't Civilian Employee as Escort. While a U.S. Gov't civilian employee is performing escort duty under par. U6004-H, the employee is authorized the allowances in regulations issued by the employee's agency or department for TDY. For travel and transportation allowances for a U.S. Gov't civilian employee designated as an escort, see JTR, par. C7100.

c. Person Other Than Member or Civilian Employee as Escort. A person other than a member or U.S. Gov't civilian employee, whose travel is authorized as an escort for a dependent(s) under par. U6004-H, is issued an ITA. See APP E. Individuals designated to travel as escorts are authorized travel and transportation allowances in the same manner as authorized for a U.S. Gov't civilian employee.

I. Subsequent Authorization for a Dependent's Transportation when the Evacuation Status Is Canceled for a Member's PDS

1. Command-sponsored Dependent and Dependent Student

a. Transportation to the Member's PDS. When the situation at the OCONUS PDS permits, for the DOD Services, the USD(P&R) can authorize an evacuated dependent who is a command-sponsored dependent or dependent student to travel to the member's OCONUS PDS. For the non-DOD Services, that authority is vested in the Secretarial Process. When that authority has been granted, a command-sponsored dependent at a safe haven or designated place is authorized transportation to the member's current OCONUS PDS provided the member has at least 60 days remaining in the tour at the OCONUS PDS on the dependent's scheduled arrival date there. If less than 60 days remain in the member's tour on the dependent's scheduled arrival date, transportation from the safe haven or designated place, as applicable, to the member's OCONUS PDS must not be allowed unless authorized by the Secretarial Process. Transportation so authorized must not exceed transportation from the safe haven or designated place, whichever applies. A dependent evacuated to a safe haven or designated place under par. U6004-B, who had become age 21 at the OCONUS PDS before the evacuation, or who turned age 21 while at the safe haven or designated place, is the member's dependent for the purpose of return transportation to the member's OCONUS PDS. An evacuated dependent who was at a member's previous PDS or an OCONUS designated place incident to the member's unaccompanied tour is authorized return transportation to the location from which evacuated under these conditions.

b. Travel for Medical/Passport Reasons Prerequisite to Return to Member's PDS. A command-sponsored dependent required to travel from the safe haven location or designated place to obtain a passport or for medical screening prerequisite to returning to the member's PDS, is authorized one of the following for authorized round-trip travel:

(1) Gov't-owned or Gov't-procured transportation, or

(2) Transportation-in-kind, or

(3) Reimbursement for the actual cost of personally-procured commercial transportation, limited to what it would have cost to provide Gov't-procured transportation, or

(4) The automobile TDY mileage rate for the official distance when a POC is used.

When two or more command-sponsored dependents travel together by POC, only the POC operator is authorized the TDY mileage allowance. ***Additional safe haven allowances or reimbursement for meals and lodging are not authorized ICW this travel.***

2. Non-command-sponsored Dependent. A non-command-sponsored dependent, who has been transported to, diverted to, or retained at an OCONUS safe haven incident to an evacuation, is furnished transportation to the member's PDS from the safe haven when the USD(P&R) has authorized a DOD Service member's dependent, and the Secretarial Process has authorized a non-DOD Service member's dependent, to return to the member's PDS. ***A non-command-sponsored dependent who has been transported to a safe haven in CONUS incident to an evacuation must not be furnished transportation to the member's PDS from the safe haven except when authorized/approved by the USD(P&R) for the DOD Services and the Secretarial Process for the non-DOD Services.***

PART 3: SAFE HAVEN ALLOWANCES FOR A COMMAND-SPONSORED DEPENDENT AND A DEPENDENT STUDENT

U6005 SAFE HAVEN ALLOWANCES FOR A COMMAND-SPONSORED DEPENDENT AND A DEPENDENT STUDENT

A. Purpose. A safe haven allowance is provided to assist a member in meeting the excess costs involved in temporarily maintaining command-sponsored dependents at a place away from the PDS and a dependent student for any period during the evacuation during which the dependent student would have otherwise been residing at the member's PDS. ***A member is not authorized any safe haven allowances in Ch 6, Part A, for a non-command-sponsored dependent who was at the member's PDS.*** However, all other dependents listed in par. U6001-A, including a dependent who turned 21 at the evacuated PDS or while at the safe haven/designated place, are authorized safe haven allowances, even though no longer command-sponsored.

NOTES:

1. Taxes paid on lodgings while at a safe haven/designated place or traveling in CONUS or a non-foreign OCONUS area are a separately reimbursable travel expense in addition to lodging reimbursement.

2. Taxes paid on lodgings while at a safe haven/designated place or traveling in foreign areas are not separately reimbursable. They are part of the per diem rate(s) used to compute the safe haven allowances. The value added tax (VAT) relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging taxes.

B. General

1. 'Lodgings-Plus' Computation Method Applicability to an Evacuated Dependent. An evacuated command-sponsored dependent and an evacuated dependent student are authorized a safe haven allowance computed using the 'Lodgings-Plus' computation method for each day they are in an evacuation status. ***An AEA described in Ch 4, Part C, or APP O, par. T4040-A1d, does not apply to an evacuation.*** The 'Lodgings-Plus' computation method consists of a lodging allowance ceiling and an M&IE allowance. For an explanation of the expense items the safe haven allowance is intended to cover, see APP A, definition of "PER DIEM ALLOWANCE," Ch 4, Part B, and APP O, par. T4040. The maximum lodging reimbursement for a dependent family is the actual total daily lodging cost the family incurs, not to exceed the sum of the daily lodging portion of the locality per diem rate authorized for each dependent there. In general, the 'Lodgings-Plus' computation method described in Ch 4, Part B, applies to an evacuated command-sponsored dependent and a dependent student. ***If an evacuated dependent stays with friends or relatives while at a safe haven, no cost for lodging is allowed, whether or not any payment for lodging is made to the friend or relative.*** This restriction does not apply when the dependent leases a house, apartment (i.e., lodgings) from a friend or relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated command-sponsored dependent and dependent student is authorized the safe haven allowance M&IE portion even if not authorized the safe haven allowance lodging portion for any given day. See the computations in par. U6005-G. ***Gov't mess or open mess availability/use has no effect on safe haven allowances for a dependent even though the dependent may or does use such facilities without charge.*** A safe haven allowance payable under par. U6005 may be paid in advance as in par. U6013-A.

2. Authorization Termination

a. Authorization for safe haven allowances may:

(1) Be terminated by the Secretarial Process on an individual basis when a member's/dependent(s)' situation does not warrant additional reimbursement assistance; or

(2) Terminate sooner for other reasons.

b. If not terminated under par. U6005-B2a above, safe haven allowances authorized in par. U6005 terminate on the date the member detaches/departs from the PDS from which the dependent's evacuation was authorized/ordered except when the:

(1) Authorization for evacuation safe haven allowances is extended by an Evacuation Allowance Determination issued by the PDTATAC; or

(2) Member dies (see par. U6001-A).

c. Safe haven allowances at a safe haven may not extend beyond the earliest of the:

(1) 180-consecutive-day period unless extended by the USD (P&R) for a DOD Service member's dependent, and by the Secretarial Process for a non-DOD Service member's dependent;

(2) Date dependents depart the safe haven for the PDS or designated place (or convert the safe haven to a designated place); or

(3) Expiration date established by the USD (P&R) for a DOD Service member's dependent, and by the Secretarial Process for a non-DOD Service member's dependent.

3. Unexpired Lease. A dependent should avoid signing a long- term lease and a lease without a military clause while at a safe haven and/or a designated place. However, many short-term leases and leases with military clauses require at least 30 days termination notice. If a dependent signs a lease for lodging at the safe haven/ designated place and is then authorized to return to the PDS or move to a designated place, reimbursement of the expenses incurred for the unexpired lease period up to 30 days may be authorized. The amount reimbursed may not exceed the amount the evacuated dependent would have received for the safe haven allowance lodging portion for the unexpired period.

C. Safe Haven Allowances while Traveling. While traveling from:

1. The place at which a dependent receives evacuation notification incident to travel to a member's PDS under par. U6004-D or U6005-F to a safe haven or designated place;

2. A member's OCONUS PDS to a safe haven or designated place;

3. One safe haven to another safe haven;

4. A safe haven to a designated place, or;

5. A safe haven or designated place to return to member's OCONUS PDS; the safe haven allowance payable to a command-sponsored dependent and a student dependent in an evacuation status:

a. Age 12 or older is equal to that payable to a member traveling on TDY;

b. Under age 12 is not to exceed one half of the amount payable to a member traveling on TDY.

D. Safe Haven Allowances while at Safe Haven

1. Safe Haven Allowances Payable. A command-sponsored dependent and a dependent student in an evacuation status are authorized safe haven allowances for 30 consecutive days beginning on the dependent's initial safe haven arrival date. A dependent student in evacuation status who joins the evacuated command-sponsored dependent at the safe haven is authorized safe haven allowances for any of those 30 days the command-sponsored dependent is authorized safe haven allowances. The safe haven allowance is computed as shown in examples in par. U6005-G, in an amount not to exceed the locality per diem rate for the area

concerned. A dependent age 12 and older is authorized the full safe haven allowance amount, while a dependent under age 12 is authorized a safe have allowance not to exceed 50 percent of the locality per diem rate for the area concerned. Per diem rates are in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***.

The safe haven allowance rate is increased for a dependent reaching age 12 while located at a safe haven beginning on the twelfth birthday. After the 30-consecutive-day period expires, and unless otherwise authorized/approved in a determination issued by the USD (P&R) for a DOD Service member's dependent and/or the Secretary Concerned for a non-DOD Service member's dependent, the safe haven allowance rate is computed for not to exceed 150 consecutive additional days (unless extended for time and/or per diem rate percentage by the USD (P&R) for a DOD Service member's dependent, and by the Secretary Concerned for a non-DOD Service member's dependent under par. U6005-B2) at:

a. 60% of the locality per diem rate in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***, for the area for a dependent age 12 and older, and

b. 30% of the locality per diem rate in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***, for the area for a dependent under age 12.

Situations may arise in which the reduced safe haven allowance does not cover the additional costs involved in maintaining specific dependent(s) at the safe haven (i.e., the additional expenses for lodging, meals and incidental expenses exceed the reduced rate amount). The specific dependent(s) receiving the safe haven allowances, or the individual receiving the safe haven allowances on the dependent(s)' behalf, may forward a request through the paying disbursing or finance office to the Director, PDTATAC, requesting an increased safe haven allowance rate. Requests must contain the actual daily cost figures for lodging, meals and incidental expenses. The finance or disbursing office should add any pertinent information concerning the request, make appropriate recommendations, and forward the request to PDTATAC. The request should be mailed to:

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

Sent via message to: PER DIEM TVL AND TRANS ALW COMTE ALEX VA,

Sent via facsimile to: PDTATAC at COML 703/325-2945, DSN 312/221-2945

Or e-mailed to pdtatac-tt@perdiem.osd.mil

If the request is granted, PDTATAC issues an Evacuation Allowance Determination specifying the authorized/approved safe haven allowance amount. The Evacuation Allowance Determination, or request disapproval, is sent directly to the dependent concerned, with a copy to the finance or disbursing office. PDTATAC provides copies of all requests and approvals/disapprovals to the applicable Service representative.

2. Safe Haven Allowances when Movement to Another Safe Haven Is Directed or Authorized. Competent authority may direct the movement of a command-sponsored dependent and/or a dependent student between safe havens. Safe haven allowances at the former safe haven terminate on the day transportation is first made available to the dependent unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven allowances may not be authorized for any period beyond that authorized in par. U6005-D1.

When a dependent is directed to move between safe havens (e.g., from one OCONUS safe haven to another OCONUS safe haven or to a CONUS safe haven), safe haven allowances as in par. U6005-D1 for not to exceed 180 consecutive days begin again on the new safe haven arrival date. If at the dependent's or member's request a dependent is authorized to travel between:

a. Safe havens (e.g., from CONUS safe haven to safe haven in Japan), or

b. Locations within the same safe haven (e.g., from Chicago to Baltimore),

the 180-consecutive-day period begun at the first safe haven continues in effect but the locality per diem rate applicable to the new location begins on the arrival date at that location. If travel to the new location is not completed within one day, safe haven allowances for the travel day(s) are paid under par. U6005-C (except for the arrival day at the new safe haven).

3. Return to Member's PDS Authorized. When a PDS's evacuation status is terminated and competent authority authorizes a command-sponsored dependent to return, safe haven allowances at the former safe haven terminate on the day transportation is first made available to a dependent unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven allowances may not be authorized beyond the period authorized in par. U6005-D1.

a. The maximum 180-consecutive-day period authorized in par. U6005-D1,

b. The date the dependent departs the safe haven for the designated place (or converts the safe haven to a designated place), or

c. The expiration date, even if in excess of 180 consecutive days, established by the USD (P&R) for a DOD Service member's dependent, and by the Secretarial Process for a non-DOD Service member's dependent.

4. Safe Haven Allowances - Termination when an Evacuated Dependent Is Directed to Move to a Designated Place. A command-sponsored dependent at a safe haven is expected to comply promptly with the requirement to select a designated place and move thereto if the dependent selects other than the safe haven location as the designated place. The requirement to select a designated place is issued by the USD (P&R) for a DOD Service member's dependent, and by the Secretary Concerned for a non-DOD Service member's dependent. The requirement directing the relocation to a designated place must specify the date on which safe haven allowances terminate for a dependent ordered to relocate from the safe haven to a designated place. Safe haven allowances at a safe haven may not extend beyond the period authorized in par. U6005-B2.

5. A Command-sponsored Dependent Is Temporarily Absent from the Member's PDS when an Evacuation Is Authorized or Ordered. A command-sponsored dependent who has established a residence at/in the member's OCONUS PDS vicinity who is temporarily absent from the PDS for any reason (to include a dependent student attending an OCONUS dormitory school away from the member's PDS) when the evacuation is authorized/ ordered, is at a safe haven thereat and is authorized the safe haven allowances for the place at which located beginning on the date return travel to the PDS would have begun had return not been prevented by the evacuation. Competent authority must determine this date from information secured from the dependent or the member, but the date must not be earlier than the date the evacuation from the PDS actually began.

*6. A Dependent Student Attending School in the United States when an Evacuation Is Authorized/Ordered. When a member, whose PDS has been evacuated, has a dependent student attending school in the United States for whom the member is authorized transportation allowances under par. U5260-D, the safe haven location displaces the member's PDS as the dependent student's authorized travel destination. The dependent student is authorized the safe haven allowances under Chapter 6, Part A, for the dependent student who has joined other family members at the safe haven or, being the member's only dependent, is the member's only dependent at the safe haven. See par. U6004-D2. Evacuation allowances are authorized beginning on the date the dependent student would have joined the member OCONUS had it not been for the evacuation. Unless the authorization terminates sooner for other reasons under this Part, authorized allowances continue until the dependent student:

*a. Would have otherwise returned under par. U5260-D from the member's PDS,

b. Departs the safe haven to return to school to resume class attendance there, or

c. Starts attending classes at school,

whichever occurs earliest.

7. Safe Haven Allowances when Away from Safe Haven. Safe haven allowances continue for a command-sponsored dependent at a safe haven location, and a dependent student at the safe haven location under par. U6005-D6, who is absent from the safe haven for personal reasons, during such absences provided the:

a. Dependent does not join the member to establish a residence (or occupy the old residence) at the PDS, and

b. Dependent student (at the safe haven under par. U6005-D6) does not depart the safe haven to return to school to resume class attendance there.

Any excess transportation costs are the dependent's financial responsibility. The locality per diem rate used for safe haven allowances and the payment period while the dependent is away from the safe haven location is the same as though the dependent had remained at the safe haven location during the entire period. If the dependent does not go to the authorized safe haven but goes somewhere else instead without authorization/approval, use the Standard CONUS per diem rate, even OCONUS. Transportation costs are limited to the cost to the authorized safe haven location. If the dependent ultimately goes to the authorized safe haven location or if the location to which the dependent travels is later approved as an authorized safe haven, then the safe haven locality rate is used for the entire time, rather than the Standard CONUS per diem rate.

E. Safe Haven Allowances while at a Designated Place. When a command-sponsored dependent or a dependent student selects a designated place and moves there, or converts the safe haven location to a designated place, the dependent must establish a permanent residence there as soon as practicable. Safe haven allowances are authorized to offset lodgings, meals, and incidental expenses while locating and establishing such residence. While at a designated place, a dependent who:

1. Moves to a designated place is authorized safe haven allowances as in par. U6005-D.

2. Converts the safe haven to a designated place, or a dependent student who converted the school location to a designated place, is authorized safe haven allowances as in par. U6005-D, except for a dependent receiving a reduced safe haven allowance IAW par. U6005-D1. A dependent continues receiving a reduced safe haven allowance while looking for a permanent residence.

Safe haven allowance begins on the dependent's initial arrival date at the designated place or the date their safe haven is converted to a designated place. Safe haven allowances end at 2400 on the day the dependent first occupies the permanent residence or at 2400 on the 30th day, whichever is earlier. When unusual or emergency circumstances prevent permanent residence establishment, the Secretary of Defense, Secretary Concerned, or a Secretary's designated representative may authorize/approve an additional safe haven allowance period as warranted, but safe haven allowances end at 2400 on the day the dependent first occupies a permanent residence. Determine safe haven allowances at the designated place as in par. U6005-D for a safe haven. The Secretarial Process may approve safe haven allowance rates higher (i.e., higher percentages) than those prescribed for periods after 30 days, on a case-by-case basis, when justified by costs for lodging, meals and incidental expenses.

F. Safe Haven Allowances when a Dependent Is En Route to a Member's OCONUS PDS when an Evacuation Is Authorized/Ordered. When a member's OCONUS PDS is authorized/ordered evacuated, a dependent:

1. With a port call for travel to the member's PDS or with official authorization to travel to the member's PDS on personally-procured transportation subject to reimbursement by the Gov't (i.e., it was not intended to issue a port call for that dependent's travel);

2. Who has already disestablished the former permanent residence and has moved to temporary accommodations in preparation for performing such travel, and who has been notified of the evacuation; and

3. Who has been requested to remain at the place at which located when notified pending notification to continue to the member's PDS or to travel to a safe haven or to a designated place;

is authorized safe haven allowances based on the locality per diem rate in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***, for the area concerned, computed as shown in par. U6005-G. The allowance period begins at 0001 on the date the dependent receives official notification of port call withdrawal or suspension or official authorization to travel to the member's PDS on personally-procured transportation. The allowance continues until 2400 on the date that the dependent receives notification to resume travel or to begin travel to a designated place. If travel to the member's PDS is then authorized, no safe haven allowances incident to such travel are authorized under Ch 6, Part A. If travel to a designated place is authorized, pars. U6005-C and U6005-D apply.

G. Safe Haven Allowance Computations. The following examples illustrate the method used for computing safe haven allowances incident to evacuation:

NOTES:

1. The locality per diem rates and mileage allowances used in the following example(s) are for illustrative purposes only and may not reflect current allowances. Please check http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html for current locality per diem rates.

2. Taxes paid on lodgings while at a safe haven/designated place or traveling in CONUS or in a non-foreign OCONUS area are separately reimbursable travel expenses in addition to safe haven allowances.

3. Tax paid on lodgings while at a safe haven/designated place or traveling in a foreign OCONUS area is not separately reimbursable. They are part of the per diem rate used in safe haven allowance computation. The value added tax (VAT) relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.

4. OCONUS locality rates include an amount for laundry/dry cleaning/pressing of clothing cost. CONUS locality per diem rates do not include an amount for laundry/dry cleaning/pressing of clothing cost. There is no authority to reimburse laundry/dry cleaning expenses while at a CONUS safe haven or designated place.

EXAMPLE 1

A member's spouse, one child age 12 and one child under age 12 were evacuated from an OCONUS PDS, at which they were command-sponsored, to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the three dependents, who shared one room, was $70 plus $5.60 for lodging taxes (8%). The maximum locality per diem rate was $120 ($66/ $54).

(a) Determine the maximum daily amount for the first 30 days that may be paid to the member's three dependents as follows. See par. U6005-D1:

Each dependent age 12 or older is authorized a safe haven allowance up to the full locality per diem rate ($120), which in this case is $54 for M&IE and up to $66 for lodging. Each dependent under age 12 is authorized a safe haven allowance up to 50 percent of the locality per diem rate.

	M&IE	**Max Lodging**	**Total**
Member's spouse:	$54	$66	$120
Child (age 12 or older)	$54	$66	$120
Child (under age 12)	$27 ($54 x 50%)	$33 ($66 x 50%)	$60
Max daily amount payable for the 3 dependents' costs:	$135	$165	$300

(b) Determine the actual total daily amount paid for the first 30 days, within the maximum amounts shown in (a), ($135 for M&IE and up to $165 for lodging), as follows:

M&IE:	$135 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the three dependents. No itemization or receipts are required.)
Lodging:	$70 (This is the actual daily amount (not including lodging tax) the three dependents paid for lodging, which is less than the maximum ($165) that may be reimbursed. A lodging receipt is required for this amount.)
Daily Amount:	$205 (Daily amount that is payable to dependents (within the maximum $300 established in (a) for the three dependents' costs incurred for the first 30 days)
Lodging Tax:	$5.60
Total:	$210.60 (Actual daily amount (including lodging taxes) paid to dependents for the three dependents' costs incurred for first 30 days)

(c) Beginning on the 31st day safe haven allowance is computed at 60 percent (for a dependent age 12 or older) and 30 percent (for a dependent under age 12) of the applicable locality per diem rate in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***, unless otherwise authorized under par. U6005-D1. Determine the maximum daily amount that may be paid starting on the 31st day to the 180th day for the member's three dependents in this example as follows:

	M&IE	**Max Lodging**	**Total**
Member's spouse:	$32.40 ($54 x 60%)	$39.60 ($66 x 60%)	$72
Child (over age 12 or older)	$32.40 ($54 x 60%)	$960 ($66 x 60%)	$72
Child (under age 12)	$16.20 ($54 x 30%)	$19.80 ($66 x 30%)	$36
Max daily amount payable for the 3 dependents' costs:	$81	$99	$180

(d) Determine the actual total daily amount for payment for the 31st to the 180th days, within the maximum amounts shown in (c) ($81 for M&IE and up to $99 for lodging), as follows:

M&IE:	$81 (The M&IE in this daily amount is paid to cover meals and incidental expenses for the three dependents. No itemization or receipts are required.)
Lodging:	$70 (This is the actual daily amount (not including lodging tax) paid for lodging by the three dependents, which is less than the maximum ($91.50) that may be reimbursed. A lodging receipt is required for this amount.)
Daily Amount:	$151 (Daily amount that is payable to dependents (within the maximum $180 established in (c) for costs incurred by the three dependents on 31st to 180th days)
Lodging Tax:	$5.60
Total:	$156.60 (The actual daily amount (including lodging taxes) paid for the three dependents' costs on the 31st to the 180th days)

EXAMPLE 2

A member's spouse, two children over age 12 and one child under age 12 were evacuated from a member's OCONUS PDS, where they were in a command-sponsored status, to a safe haven in a foreign area. The actual daily lodging cost at the safe haven location for one room shared by the spouse and child under age 12 was $52 (including lodging tax). The actual daily lodging cost for the room shared by the two children over age 12 was also $52 (including lodging tax). Max locality per diem rate in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** for the safe haven location was $84 ($44/ $40).

(a) Determine the maximum daily amount for the first 30 days that may be paid to member's four dependents as follows (see par. U6005-D1):

Each dependent age 12 or older is authorized safe haven allowances up to the full rate ($84), which in this case is $40 for M&IE and up to $44 for lodging. Each dependent under age 12 is authorized safe haven allowances up to 50 percent of the rate.

	M&IE	**Max Lodging**	**Total**
Member's spouse:	$40	$44	$84
Child (over age 12)	$40	$44	$84
Child (under age 12)	$40	$44	$84
Child (under age 12):	20 ($40 x 50%)	$22 ($44 x 50%)	$42
Max daily amount payable for the 4 dependents' costs:	$140	$154	$294

(b) Determine the actual daily amount that is paid for the first 30 days, within the maximum amount shown in (a). ($140 for M&IE and $154 for lodging), as follows:

M&IE:	$140 (The M&IE in this daily amount is paid to cover cost of meals, laundry and dry cleaning for the four dependents. No itemization or receipts are required.)
Lodging:	$104 (This is the actual daily amount ($52 + $52) (including lodging taxes) paid for lodging by the four dependents, which is less than the maximum ($154) that may be reimbursed. A lodging receipt is required for this amount.)
Total:	$244 (The actual daily amount paid to dependents for costs incurred by the four dependents for first 30 days)

(c) Beginning on the 31st day safe haven allowances are computed at 60 percent (for a dependent age 12 or older) and 30 percent (for a dependent under age 12) of the applicable locality rate in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***, unless otherwise authorized under par. U6005-D1. The maximum daily amount that may be paid for the member's four dependents in this example starting on the 31st day to the 180th day is determined as follows:

	M&IE	**Max Lodging**	**Total**
Member's spouse:	$24 ($40 x 60%)	$26.40 ($44 x 60%)	$50.40
Child (over age 12)	$24 ($40 x 60%)	$26.40 ($44 x 60%)	$50.40
Child (under age 12)	$24 ($40 x 60%)	$26.40 ($44 x 60%)	$50.40
Child (under age 12)	$12 ($40 x 30%)	$13.20 ($44 x 30%)	$25.20
Max daily amount payable for the 4 dependents' costs:	$84	$92.40	$176.40

(d) Determine the actual total daily amount that is paid for the 31st to the 180th days, within the maximum amounts shown in (c) ($84 for M&IE and up to $92.40 for lodging), as follows:

M&IE:	$84 (The M&IE in this daily amount is paid to cover cost of meals, laundry and cleaning for the four dependents. No itemization or receipts are required.)
Lodging:	$92.40 (The actual daily cost for lodging for the four dependents is $104 but the maximum that may be reimbursed is $92.40. A lodging receipt is required for the actual lodging cost.) (See ***NOTE***.)
Total:	$176.40 (The actual daily amount paid for the four dependents on the 31st to the 180th days)

NOTE: Since the amount ($92.40) reimbursed for the dependents' lodging costs is less than the actual amount the dependents paid ($104), a request may be submitted through the paying office to the PDTATAC for approval of an increase to the maximum lodging allowance for the member's spouse from $26.40 to $38. If approval is received, an additional $11.60 per day is payable to cover the lodging costs.

EXAMPLE 3

A member, his spouse and one child over age 12 were in a CONUS location on authorized leave (COT or FEML) from 25 July to 15 August when a dependent evacuation was ordered effective 1 August from the member's PDS at which the dependents reside in a command-sponsored status. The member contacted the command at the OCONUS PDS and was directed to return. The member departed the leave point on 3 August. As in par. U6005-D5, the dependent was determined to already be at a safe haven and authorized safe haven allowances for the place at which located beginning on the date return travel to the member's PDS would have begun had the evacuation not prevented the return. Since the dependent was scheduled to begin travel to the member's PDS on 16 August, the dependent was authorized safe haven allowances under par. U6005-D1 beginning on that date. The member's spouse and child stayed in the spouse's parents' home. The maximum locality per diem rate in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** for the CONUS location at that time was $185 (136/ $49).

(a) The maximum daily amount that may be paid for the member's two dependents' costs for the first 30 days is determined as follows (see par. U6005-D1):

Each dependent age 12 years or older is authorized safe haven allowances up to the full per diem rate ($185), which in this case is $49 for M&IE and up to $136 for lodging.

	M&IE	**Maximum Lodging**	**Total**
Member's spouse:	$49	$136	$185
Child (over age 12)	$49	$136	$185
Max daily amount payable for the 2 dependents' costs:	$98	$272	$370

(b) The actual total daily amount, within the maximum amounts shown in (a) ($98 for M&IE and up to $272 for lodging), that may be paid for first 30 days is determined as follows:

M&IE:	$98 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the two dependents. No itemization or receipts are required.)
Lodging:	$0 (No lodging allowance is paid when a dependent stays with a friend or relative (par. U6005-B1)).
Total:	$98 (Actual daily amount paid to dependents for two dependents' costs for first 30 days)

(c) Beginning on the 31st day safe haven allowances are computed at 60 percent (for a dependent age 12 or older) of the applicable locality rate in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** unless otherwise authorized under par. U6005-D1. Determine the maximum daily amount that may be paid for the member's two dependents in this example starting on the 31st day to the 180th day as follows:

	M&IE	**Maximum Lodging**	**Total**
Member's spouse:	$29.40 ($49 x 60%)	$81.60 ($136 x 60%)	$111
Child (over age 12)	$29.40 ($49 x 60%)	$81.60 ($136 x 60%)	$111
Max daily amount payable for the 2 dependents' costs:	$58.80	$163.20	$222

(d) Determine the actual total daily amount that is paid for the 31st to the 180th days, within the maximum amounts shown in (c) ($58.80 for M&IE and up to $163.20 for lodging), as follows:

M&IE:	$58.80 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the two dependents. No itemization or receipts are required.)
Lodging:	$0 (No lodging allowance is paid when dependents stay with friends or relatives (par. U6005-B1)).
Total:	$58.80 (The actual daily amount paid for the two dependents' costs on the 31st to the 180th days)

EXAMPLE 4

A member's spouse, one child age 14 and one child age 9 were evacuated from a member's foreign area PDS, where they were command-sponsored, to their designated place in CONUS.

Depart (14 Aug)	Arrive (14 Aug)	Overnight Lodging	Depart (15 Aug)	Arrive (15 Aug)
OCONUS PDS	POE CONUS	CONUS arrival point. Incurred a lodging cost of $75 plus $9 lodging tax (12%)	CONUS arrival point	Designated place

The dependents shared a hotel room at the designated place and incurred a lodging cost of $150 plus $18.75 lodging tax (12.5%) per day until they moved into their permanent residence on 10 September. The dependents are authorized safe haven allowances while traveling to, and while at, the designated place. Safe haven allowances at the designated place begin on the arrival date at that place (15 August) and continues to 2400 on the day they occupied the permanent residence. See par. U6005-E. The maximum locality rate at the arrival point at the time of travel was $132 ($78/ $54). The maximum locality rate at the designated place was $200 ($141/ $59).

(a) The maximum safe haven allowances that may be paid for the member's three dependents for 14 August while they traveled to the designated place and while they remained overnight at the arrival point (par. U6005-E):

Each dependent age 12 or older is authorized safe haven allowances up to the full rate ($132), which in this case is $54 for M&IE and up to $78 for lodging. Each dependent under age 12 is authorized safe haven allowances up to 50 percent of the rate.

	M&IE	**Max Lodging**	**Total**
Member's spouse:	$54	$78	$132
Child (age 14)	$54	$78	$132
Child (age 9):	$27 ($54 x 50%)	$39 ($78 x 50%)	$66
Max daily amount payable for the 3 dependents' costs:	$135	$195	$330

(b) Computing safe haven allowances, as for a member's TDY, within the maximum amounts shown in (a) ($135 for M&IE and up to $195 for lodging) for payment for the travel period to the designated place via the CONUS arrival point on 14 August.

The dependents are authorized 75% of the M&IE allowance for travel on 14 August ($135 x 75% = $101.25).

M&IE:	$101.25 (The M&IE in this amount is paid to cover cost of meals and incidental expenses for the three dependents. No itemization or receipts are required.)
Lodging:	$75 (This is the actual amount (not including lodging tax the three dependents paid for lodging at the arrival point, which is less than the maximum ($247.50) that may be reimbursed. A lodging receipt is required for this amount.)
Lodging Tax:	$9
Total:	$176.25 (The actual amount (including lodging tax) paid to dependents for the three dependents' costs on 14 August.)

(c) Determine the maximum daily amount that may be paid to the member's three dependents beginning on the arrival day at the designated place through the day the permanent residence was occupied as follows. See par. U6005-E:

Each dependent age 12 or older is authorized safe haven allowances up to the full rate ($200), which in this case is $59 for M&IE and up to $141 for lodging. Each dependent under age 12 is authorized safe haven allowances up to 50 percent of the rate.

	M&IE	**Max Lodging**	**Total**
Member's spouse:	$59	$141	$200
Child (age 14)	$592	$141	$200
Child (age 9):	$29.50 ($59 x 50%)	$70.50 ($141 x 50%)	$500
Max daily amount payable for the 3 dependents' costs:	$147.50	$352.50	$500

(d) The actual total daily amount, within the maximum amounts shown in (c) ($147.50 for M&IE and up to $352.50 for lodging), that may be paid for 27 days (15 August to 10 September) is determined as follows:

M&IE:	$147.50 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the three dependents. No itemization or receipts are required.)
Lodging:	$150 (This is the actual daily amount (not including lodging tax) the three dependents paid for lodging, which is less than the maximum ($352.50) that may be reimbursed. A lodging receipt is required for this amount.)
Daily amount:	$297.50 (The daily amount that is payable to dependents within the maximum $352.50 established in (c) for the three dependents' costs for 27 days)
Lodging Tax:	$18.75
Total:	$316.25 (The actual daily amount (including lodging tax) paid to dependents for the three dependents' costs while at the designated place for 27 days (27 days x $316.25 = $8,538.75)).

U6006 LOCAL TRAVEL ALLOWANCE IN AND AROUND THE SAFE HAVEN AND THE DESIGNATED PLACE

A local travel allowance is authorized to be paid when a dependent is receiving evacuation allowances and has not taken delivery of a POV transported to the designated place under par. U6008. To assist with unexpected local transportation costs, a transportation allowance is paid at a rate of $25/day/family group, regardless of the number of dependents. No receipts are required. This allowance is intended to partially offset the expenses an evacuated dependent incurs for required local travel. ***An allowance under par. U6006 may not be paid for days reimbursement is received under par. U6008-D for expenses incurred to rent a motor vehicle.***

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CHAPTER 7

TRAVEL AND TRANSPORTATION ALLOWANCES UNDER SPECIAL CIRCUMSTANCES AND CATEGORIES

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A. Upon Entrance. A person (other than an enlisted member) entering a Service academy is authorized PCS allowances prescribed for officers in Ch 5. The allowances are authorized for the travel performed, not to exceed allowances for the official distance between the:

1. Abode,

2. Home, or

3. School,

the person certifies was the place from which travel began, and the Service academy involved. An enlisted member is authorized PCS allowances prescribed in Ch 5 for an enlisted member.

B. Upon Graduation and Commission

1. Officer Leaves Academy. An officer who, upon graduation from a Service academy and commissioning, travels under a PCS order to the first PDS is authorized the allowances prescribed in Ch 5 (including those relating to dependents at par. U5222-A2 and HHG at par. U5345-B5). These allowances are calculated based on the actual distance traveled, but may not exceed those that would be paid based on the official distance from the academy, or home, to first PDS (via TDY site for the officer, if TDY en route) as designated in the order. Per diem while TDY en route is the same as for a member's TDY; par. U4102-D applies when an officer departs from an academy pursuant to a PCS order but subsequently returns there for TDY en route before reporting to the first PDS.

2. Officer Remains at Academy. If, upon graduation and commissioning and before beginning travel pursuant to a PCS order, an officer remains at the Service academy (or returns to it after graduation leave), the academy is the officer's PDS for per diem purposes. Officers under these circumstances are not authorized per diem while at the academy, but if ordered to TDY away from the academy, they are authorized per diem as for a member's TDY, for the relevant TDY and travel period.

C. Separation Other Than by Commission. A cadet or midshipman of a Service academy (including a graduated cadet), who resigns, is dismissed, or is discharged, is authorized the PCS allowances prescribed in Ch 5 for travel from the academy to the abode, home, or proper PDS.

D. Rejected Applicants. A prospective cadet or midshipman (other than enlisted), who travels to a Service academy at the Government's invitation to accept an appointment and is rejected for admission, is authorized the PCS allowances prescribed for officers in Ch 5. The allowances are authorized for the round trip travel performed, not to exceed allowances for the official distance between the:

1. Abode,

2. Home, or

3. School,

the person certifies was the place from which travel began, and the Service academy involved (53 Comp. Gen. 236 (1973)).

*U7001 CADETS/MIDSHIPMEN ON TDY

*A. Gov't Quarters and Gov't Mess Available. A Service academy cadet/midshipman is authorized the same TDY travel and transportation allowances as an officer, except that no per diem is payable for TDY at the Service academy when both Gov't quarters and a Gov't dining facility/mess are available, beginning on the day after the arrival day and ending on the day before the departure day.

*B. Government Meal Rate for Cadets/Midshipmen

*1. ***Effective 1 October 2008*** the meal rate for cadets/midshipmen is equivalent to the Enlisted Basic Allowance for Subsistence (BAS) rate that was effective 1 January 2008. These rates are as follows:

Meal	**Meal Rate**
Breakfast	$2.10
Lunch	$3.85
Dinner	$3.85
Total	**$9.80**
Brunch	$4.40
Supper	$5.40
Holiday	$6.35
Box Lunch/Snack	$2.45

*2. A new rate is anticipated to be effective for cadets/midshipmen effective 1 January 2009 and is anticipated to be equal to the Enlisted BAS rate effective 1 January 2009.

U7002 TRAVEL INCIDENT TO NOMINATION AND ADMISSION TO SERVICE ACADEMIES

A. Uniformed Service Member on Active Duty. A Uniformed Service member on active duty, directed to perform travel and TDY to take preliminary, entrance, or final examinations preparatory to admission to a Service academy, is authorized TDY allowances. ***The payment of travel and transportation allowances to a member for travel to compete for Congressional nominations is not authorized under this Volume.***

B. Civilian or Reserve Components Member Not on Active Duty. No travel and transportation allowances are payable under this Volume to a civilian, or Reserve Component member not on active duty, for travel performed for examinations preparatory to admission to a Service academy.

U7005 AVIATION CADETS

An aviation cadet, on active duty and traveling under an order, is authorized travel and transportation allowances on the same basis as an officer on TDY.

PART B: TRAVEL OF UNIFORMED SERVICES APPLICANTS AND REJECTED APPLICANTS

U7025 TRAVEL INCIDENT TO APPLICATION PROCESSING

A. General. This Part applies to applicants and rejected applicants for the regular Services, the Reserve Components, and flight training. The term "applicant for flight training" includes civilian applicants for appointment as aviation cadets; Reserve Component officer and enlisted members not on active duty; and members of the SROTC.

*B. Basic Transportation Authority. An applicant for a regular Service, a Reserve Component, or flight training is authorized transportation at Gov't expense from the place at which application is made, or from home, to the place of physical examination, and/or qualifying examination, and/or other processing, and acceptance into the Service. If an applicant is rejected or is accepted and ordered to return home to await further orders or a reporting date, the applicant is authorized return transportation at Gov't expense to home or place of application. Unless Service regulations are issued IAW par. U7025-C or U7025-D, PCS allowances (Ch 5, Part B), and Miscellaneous Reimbursable Expenses (see APP G) are authorized.

*C. Gov't-procured Transportation and Meal Tickets. Each Service may issue regulations that require use of Gov't-procured transportation and meal tickets. See par. U1500 regarding meal tickets. Expenses in APP G are reimbursable. If the AO accepts the applicant's reason(s) for not using the Gov't-procured transportation and meal tickets:

1. The TDY automobile mileage rate is paid for POC travel for personal convenience (par. U3310-A1) for the official distance of the ordered travel, and/or

2. Reimbursement is provided for occasional meals and quarters (par. U4510) if meal tickets were not available and meals and/or lodgings were required.

Otherwise the traveler is reimbursed under par. U3110-A or U5108-A, as applicable.

D. Temporary Duty Allowances. Each Service may issue regulations that authorize travel and transportation allowance payment (including per diem or actual expense allowances) to an applicant for travel in connection with applicant processing. The appropriate rates, provisions, and deductions for a member performing TDY are applicable. Those regulations must conform to this Volume and be reviewed by PDTATAC IAW DODD 5154.29.

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PART F1: TRAVEL WHILE ON DUTY WITH PARTICULAR UNITS

U7100 CERTAIN MOBILE UNITS

A. Allowances. While away from the PDS, a member on duty with, or under training for:

1. The Air Mobility Command,

2. Marine Corps Transport Squadrons,

3. Fleet Logistics Support Squadrons,

4. Naval Aircraft Ferrying Squadrons, or

5. Any other unit determined by the Secretary Concerned to be performing duties similar to the duties performed by such command or squadrons,

is authorized TDY travel and transportation allowances, without a specific travel authorization/order (47 Comp. Gen. 477 (1968)).

B. Approval. A member's commanding officer, or the designated representative, must approve per diem and transportation claims.

U7105 DUTY ABOARD COMMERCIAL CARRIERS

A member who performs duty aboard commercial carriers (e.g., military police, train guards, railway car commanders, military train conductors, Coast Guard marine inspectors) while en route are authorized TDY per diem or AEA. ***Mileage is not payable when carriers provide transportation.***

U7110 RIVER AND HARBOR AND FLOOD CONTROL ACTIVITIES

The Chief of Engineers, Department of the Army, may prescribe the temporary travel allowances within the maximum per diem or AEAs authorized for a TDY member, consistent with activity requirements, for a member engaged in river and harbor and flood control activities, if meals and/or lodgings are furnished on a floating plant or on shore.

U7115 SHIP CONSTRUCTED, OVERHAULED OR INACTIVATED AT OTHER THAN HOME PORT

A. Authorization. A member with dependents is authorized to the following authorized transportation allowances for the member or dependents while on permanent duty aboard a ship being constructed, overhauled or inactivated.

1. Overhaul or Inactivation. If the overhaul or inactivation is at a location other than the home port, round-trip transportation is authorized between that location and the home port. If the home port is changed to the overhaul or inactivation location, round-trip transportation is authorized between the new and old home ports in lieu of PCS travel and transportation allowances for dependents if, for personal reasons (e.g., necessary dependent medical care not available), dependents do not relocate to the new home port. In either case, the dependents must reside in the vicinity of the original homeport (i.e., within the normal daily commuting area).

2. Construction. If construction is at a location other than the ship's designated future home port or place dependents reside, round-trip transportation is authorized between the construction location and the future home port or place at which the dependents reside. A member's dependents must not reside at the construction location.

B. Authorized Transportation Allowances

1. Authorized transportation allowances are:

a. Transportation in kind,

b. Reimbursement for member or dependent-procured transportation, or

c. The automobile mileage rate for the official distance.

*2. Gov't transportation must be used, if practicable. Reimbursement under par. U7115-B1b is subject to par. U3110 (or par. U5201-A, first item 2) for overland travel and par. U5116-D or U5207 for transoceanic travel. Mixed mode overland travel reimbursement is in par. U5105-E. Payments under pars. U7115-B1b and U7115-B1c must not exceed the policy-constructed airfare (see APP A) for the member between the:

a. Overhaul or inactivation location and the original home port under par. U7115-A1, or

b. Construction location and future home port or location where dependents reside under par. U7115-A2.

NOTE: See par. U5222-M for dependent travel. If dependents travel instead of the member, the transportation cost for the family is limited to the cost of Gov't procured commercial round trip travel for the member.

3. If two or more members travel together by POC, only the POC operator is authorized mileage.

4. Per diem, meal tickets, or reimbursement for meals and lodging are not authorized.

C. Conditions

1. The transportation allowance authorization under par. U7115 accrue on the 31st day (and every 60th day thereafter) after the later of the day the:

a. Ship enters the overhaul or inactivation port, or

b. Member is permanently assigned to the ship.

2. A member must be permanently assigned to the ship for more than 30 consecutive days.

3. A member who does not use one or more of the accrued travel opportunities, retains all opportunities, but all travel under par. U7115 must begin before the ship departs the construction, overhaul or inactivation location.

4. If a member elects dependent transportation allowances for one opportunity, member transportation allowances are not authorized. Each opportunity, however, as it is used is an independent election, and a member may alternate member or dependent travel as desired.

U7120 AERIAL SURVEYS

A member assigned to duties involving aerial surveys of rivers and harbors, or Gov't projects other than those pertaining to the Service, and otherwise authorized either through enactments providing for such activities generally or enactments authorizing a particular project, is authorized a per diem or AEA for the entire period a travel status exists at the rates otherwise prescribed for a member's TDY.

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PART H1: LEAVE TRAVEL AND TRANSPORTATION EFFECTIVE FOR COT TRAVEL STARTED ON OR AFTER 19 APRIL 2002

U7200 LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS

A. Authorization. An eligible member, for personal travel, and on behalf of an eligible dependent, if any, is authorized the travel and transportation allowances in Ch 5, Parts B and C, respectively for COT leave travel between authorized locations. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal) may be reimbursed. ***See par. U3320, and Ch 3, Part E.*** A member and dependent may travel together or independently. ***NOTE: No cruise or tour packages.***

1. Eligible Member. An eligible member is one stationed OCONUS who is ordered to:

   a. Consecutive tours of duty at the same (old) PDS (see APP A for IPCOT definition), or

   b. Make a PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:

      (1) One tour is unaccompanied, or

      (2) Both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for the PDSs (DODI 1315.18, Procedures for Military Personnel Assignments at ***http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf***).

NOTE 1: Refer to DODI 1315.18, par. E3.7.2.2 for the COT requirements for a DOD member assigned to Alaska or Hawai'i.

NOTE 2: When a member on a 12-month unaccompanied tour to a FEML area extends for a consecutive second 12-month tour, the member is only eligible for one funded leave transportation program, the COT or the FEML leave transportation program, but not both.

2. Eligible Dependent. An eligible dependent is one who:

   a. Is a dependent as defined in APP A (except a child described in item 8 of the definition) on the:

      (1) Last day of the member's first tour at the old OCONUS PDS; or

      (2) Member's PCS authorization/order effective date to the new OCONUS PDS; and

   b. Is command-sponsored for both tours;

   c. Is/was (in the case of deferred leave travel and evacuated dependent) located at or in the member's old OCONUS PDS vicinity; and

   d. Accompanies the member during both tours.

NOTE: COT leave travel and transportation allowances are authorized for a command-sponsored dependent born during a COT leave deferral period.

3. Authorized Locations. The authorized locations listed below are official travel locations, and therefore available contract city-pair airfares ***are authorized***.

   a. Travel between authorized locations is travel:

(1) Between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS;

(2) From the old to the new OCONUS PDSs via an authorized destination; or

(3) Between the new OCONUS PDS and an authorized destination, and return, if deferred IAW par. U7200-B.

b. An authorized destination is the member's HOR or an alternate authorized place to which travel is no more expensive than to the HOR. ***If travel to the selected alternate place is more expensive than travel to the HOR, the member is financially responsible for the additional cost unless travel to the more expensive alternate place is authorized/approved by the Secretarial Process.*** If the member travels to a more expensive alternate place (and the Secretarial Process has not authorized/approved travel to that destination) city-pair airfares are not authorized to that alternate place.

Example 1	
Member's PDS is in Germany and the HOR is Ames, IA. There is no city-pair airfare to Ames, IA.	
The policy-constructed airfare (see APP A) (incorporating some city-pair airfare connections):	$1,200
Member desires to utilize COT leave to Boston, MA.	
City pair airfare to Boston:	$1,400
Least cost non-city pair airfare to Boston:	$1,600
Since travel to Boston, MA, is more expensive than travel to Ames, Iowa, the city pair airfare may not be used to Boston.	
The member is financially responsible for the additional cost ($1,600 - $1,200 = $400).	
The member is ***not responsible*** for the additional $200 cost if travel to Boston, MA, is authorized/approved by the Secretarial Process making the city pair fare to Boston available.	

Example 2	
Member's PDS is in Germany and the HOR is Washington, DC.	
City pair airfare trip cost:	$980
Member desires to utilize COT leave to St. Louis, MO.	
City pair fare to St. Louis:	$840
Since travel to St. Louis, MO, is less expensive than travel to the HOR in Washington, DC, the member is authorized city pair airfare to St. Louis ($840) NTE the $980 cost to HOR.	

c. An eligible traveler (member and/or dependent) may return to the old PDS at Gov't expense from an authorized destination to drive a POC to a new PDS.

d. The Secretarial Process may authorize/approve travel and transportation allowances for a member who travels via a designated place as prescribed in par. U5120-G.

e. See pars. U5120-B, U5120-C (member), and U5218 (dependent) when an eligible traveler (member and/or dependent) is temporarily absent from the PDS and does not return before beginning COT leave travel. ***COT leave must not be used as 'student dependent travel' (i.e., the student may not travel from the CONUS to the OCONUS PDS and return to the CONUS on COT leave allowance). Effective for any member in a deferred COT leave status on 2 December 2002 or any member who becomes authorized to a COT leave travel on or after 2 December 2002.***

B. Scheduling. COT leave travel should occur between the OCONUS tours, in conjunction with PCS travel, if any.

1. Member's HOR in CONUS

a. PCS Travel through CONUS. A member whose HOR is in CONUS, and the member's dependent, who must travel through CONUS to get to the new PDS, may defer COT leave travel until after PCS travel is completed only if deferred COT leave travel is authorized/approved IAW Service regulations.

b. PCS Travel Not through CONUS. A member whose HOR is in CONUS, and the member's dependent, who do not travel through CONUS to get to the new PDS, may elect to defer COT leave travel until after PCS travel is completed. No Service authorization/approval is required.

2. Member's HOR OCONUS. The member may elect to defer COT leave travel.

3. Deferred Travel. Unless deferred due to duty in a contingency operation, COT leave travel must be completed prior to the new tour completion, otherwise the COT leave travel expires. ***Under the provisions of DODI 1327.5, deferred COT leave travel may not be taken ICW any other funded leave transportation program or official travel unless authorized/approved by the PDUSD (P&R) or IAW Service regulations for the non-DOD Services.***

Exception to Time Limit for Contingency Operation: If unable to travel before completing the new tour because of duty ICW a contingency operation, the member (and eligible dependent) may defer travel until not more than one year after the contingency operation duty ends. In this case, the member is still authorized leave travel from the new PDS (i.e., the PDS after departure from the OCONUS location from which deferred travel could not be taken) to an authorized location. The cost limitation for travel from this 'new' PDS and return is the cost from the PDS from which deferred travel could not be taken to the HOR and return.

C. Reimbursement

1. Member Procured Transportation

a. An eligible member, when directed to use available Gov't or Gov't-procured transportation for the transoceanic portion of COT leave travel, who procures transoceanic transportation at personal expense for personal travel, must not be reimbursed for the transoceanic travel. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

Example 1 ***NOTE: Costs in this example are not actual costs and are used for illustration only.***	
Member's PDS is in a non-foreign OCONUS location, and the HOR is San Francisco, CA.	
City-pair airfare one-way transoceanic trip cost:	$775
Member elects not to use the CTO/TMC (in violation of policy and par. U1055) for COT leave travel from the PDS to the HOR.	
Traveler purchased a one-way transoceanic ticket:	$500
Transoceanic airfare reimbursement ($500) is not authorized.	

b. Reimbursement to a member on behalf of an eligible dependent who procures common carrier transportation at personal expense cannot exceed the Gov't or Gov't-procured transportation cost, as appropriate, for the official distance (see par. U5105-C). ***NOTE: Since CTO/TMC use is mandatory for all official travel, this should almost never occur.***

Example 2 ***NOTE: Costs in this example are not actual costs and are used for illustration only.***	
Member's PDS is in a non-foreign OCONUS location and the HOR is Bakersfield, CA.	
Gov't-procured transoceanic trip cost (one way):	$1,900
An eligible dependent, not told to use the CTO/TMC for airfares elects not to use the CTO/TMC for COT leave travel from the PDS to the HOR.	
The dependent purchased a one-way transoceanic ticket:	$2,300

The member, on the traveler's behalf, is reimbursed $1,900, the Gov't cost for the transoceanic trip cost plus necessary ground transportation to the HOR. ***The traveler is financially responsible for the additional cost of $400 (one way).***

*c. When the Service authorizes/approves POC use, the member is authorized 'MALT-Plus' on behalf of eligible travelers (member and/or dependent) under par. U5105-B and/or par. U5201. If the Service does not authorize/approve POC use, reimbursement is limited to the policy-constructed airfare. See APP A for the definition of 'policy-constructed airfare'.

Example 3 ***NOTE: Costs in this example are not actual transportation costs and are used for illustration only.***	
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
Total constructed Gov't city-pair airfare cost =	**$ 1,912.82**
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 miles 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
Total actual amount =	**$ 3,034.26**
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. ***The member is financially responsible for the additional cost ($3,034.26 - $1,912.82) of $1,121.44.*** 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.	

Example 4 ***NOTE: Costs in this example are not actual transportation costs and are used for illustration only.***		
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
Total constructed Gov't city-pair airfare cost =		**$ 2,926.45**
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 miles 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 = $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
Total actual amount =		**$ 3,034.86**
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.

Example 1	
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 ***city pair fare may not be used*** to Location B.	
The member is financially responsible for the additional cost ($1,600 - $1,200 = $400).	

Example 2	
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.	

1. Member and Dependent(s) OCONUS. For a member described in pars. U7205-B1a and U7205-B1b and dependent(s) described in pars. U7205-B2a and U7205-B2b:

a. Authorized origins are:

(1) A member's PDS;

(2) The dependent's other OCONUS location; or

(3) The member's or dependent's location when notified of the personal emergency, if the location is OCONUS. ***For a member described in par. U7205-B1c and dependent described in par. U7205-B2c, see par. U7205-B2a.***

b. Authorized destinations are:

(1) Either:

(a) The CONUS international airport nearest to the location from which the member/ dependent departed to which a scheduled direct flight is available along a normally traveled international route; or

(b) Any other CONUS airport that is closer to the traveler's destination if the transportation cost to the other airport is less than the transportation cost to the international airport described in (a) above. For an example, see par. U7205-C; ***NOTE*: This creates a cost limit to be used for transportation.**

(2) An airport in a non-foreign OCONUS area (see APP A); or

(3) Any other OCONUS location, as determined by the Secretarial Process.

***NOTE*: There is no authorization for one-way emergency leave transportation from CONUS back to an OCONUS PDS if a member or dependent(s) is/are on personal leave in CONUS when the emergency occurs.**

2. Member and Dependent in CONUS. For a member described in par. U7205-B1c and dependent described in par. U7205-B2c:

a. Authorized origins are the international airports nearest the:

(1) Member's PDS, or

(2) Dependent's location when notified of the personal emergency.

b. Authorized destinations are:

(1) An international airport in a non-foreign OCONUS area, or

(2) Any other OCONUS location, as determined by the Secretarial Process.

***NOTE*: There is no authority for one-way emergency leave transportation from OCONUS back to the CONUS PDS if a member or dependent(s) is/are on personal leave OCONUS when the emergency occurs.**

U7206 PERSONAL EMERGENCIES FOR A MEMBER ON TDY OR AWAY FROM HOME PORT

A. Member TDY or Away from the Home Port. A member on TDY away from the PDS, or assigned to a ship or unit operating away from its home port, is authorized round-trip (if applicable) personal emergency travel and transportation allowances (including per diem while in a travel status but not while at the emergency leave location) between the TDY/unit location or ship and the:

1. PDS,

2. Home port, or

3. Other location if authorized emergency leave 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. See par. U1010-B9.

B. Transportation. Space-required Gov't transportation must be used if reasonably available; otherwise travel and transportation allowances are the same as if traveling on TDY. ***NOTE*: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply if Gov't transportation is reasonably available and not used.**

C. Reimbursement. Travel and transportation cost reimbursement for travel between the TDY/unit location and another location is limited to the travel and transportation cost between the TDY/unit location and the PDS or home port.

D. Cost Construction. If emergency travel to another location is appropriate for the member from the TDY/unit location and the member's return to the TDY/unit location is no longer required at the personal emergency conclusion, the member's travel and transportation cost to the PDS directly from the other location is limited to the balance of the travel and transportation cost from the TDY/unit location to the PDS not used under par. U7206-A3 (i.e., cost from TDY site to another location to PDS cannot exceed cost from TDY site to PDS).

E. City-pair Airfare Use. The locations listed in par. U7206-A are official travel locations (including par. U7206-A3 location'), and therefore available contract city pair airfares may be available for use. ***If the member travels to a more expensive 'other location' city pair airfares are not authorized to the other location.***

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

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

Example 1	
A member's PDS is Ft. Belvoir, VA. The member is TDY to Ft. Campbell, KY, and the member's emergency leave destination is Denver, CO.	
There is no city-pair airfare from Ft. Campbell to Ft. Belvoir and the policy-constructed airfare (see APP A) (incorporating some city-pair airfare connections) is $400.	
City pair airfare from Ft. Campbell to Denver	$500
Policy-constructed airfare to Denver	$600
Since travel to Denver is more expensive than travel to Ft. Belvoir the city-pair airfare may not be used to Denver. The member is financially responsible for the additional cost ($600 - $400 = $200).	
Example 2	
A member's PDS is Ft. Belvoir, VA. The member is TDY to Ft. Hood, TX, and the member's emergency leave destination is Atlanta, GA.	
City pair airfare trip cost from Ft. Hood to Ft. Belvoir	$320
City pair air fare to Atlanta	$280
Since travel to Atlanta, GA, is less expensive than travel to the PDS (Ft Belvoir) the member is authorized city pair airfare to Atlanta ($280) NTE the cost to Ft. Belvoir ($320).	

U7207 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION

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

B. Eligibility

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

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

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

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

a. Command-sponsored, and

*b. Resides with the member at the FEML PDS (a dependent student (see par. U5260) attending school away from the PDS (e.g., in the CONUS) resides with the member for the purpose of FEML).

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

C. Limitation

1. Number of FEML Trips

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

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

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

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

*2. Time Limitation. FEML travel by a member/dependent should not be performed within 6 months of the beginning or the end of the 24- or 36-month tour. FEML travel by a member/dependent should not be performed within 3 months of the beginning or the end of a 12-month extension to a 24-month/less than 36-month tour. A major command is authorized, on a case-by-case basis, to waive the six-month or three-month rule when appropriate. FEML travel by an eligible member/dependent must be performed prior to the FEML tour completion (adopted from CBCA 1067-TRAV, 26 June 2008). ***NOTE: A major command is ordinarily commanded by 4-star (3-star for Marine Corps) flag officer.***

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

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

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

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

3. Alternate Destination(s). A member may select destination(s) different from the authorized destination in APP S and be reimbursed NTE the cost of Gov't-provided travel to the authorized destination. Travel to and from the alternate destination(s) is official travel, and therefore contract city-pair airfares ***may*** be available for use. ***If the member travels to more expensive alternate destination(s), city-pair airfares are not authorized to***

any of the alternate destination(s).

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

a. Example 1

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

b. Example 2

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

5. Location Designation/Recertification

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

(1) DOD Services: DUSD (MPP);

(2) NOAA: Director, NOAA Corps;

(3) PHS: Office of the Assistant Secretary for Health (OSG, DCP); and

(4) U.S. Coast Guard: Commandant (CG-12), U.S. Coast Guard.

b. Designation/Recertification Requests. Designation/recertification requests (for DOD Services) must be sent through Combatant Command channels to DUSD (MPP) IAW DODI 1327.6.

E. Transportation

1. Member/Dependent. The member and dependent may travel together or independently.

2. Restrictions. A member/dependent(s) taking a FEML trip:

a. Must use military air transportation on a space available basis if reasonably available to the authorized/ alternate destination, or

b. May use commercial air transportation if military air transportation is not reasonably available, and

c. May not use cruise or tour packages to and from the authorized destination.

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

3. Procurement. Commercial air transportation must be IAW par. U3120.

4. Reimbursement

a. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal may be reimbursed. ***See par. U3320, and Ch 3, Part E.***

b. Reimbursement must not exceed the Gov't-procured transportation cost between a member's duty station and the authorized destination, plus the ground transportation cost as noted in par. U7207-E4a, as determined in par. U7207-D2.

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

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

*G. Dual Allowances. A member or eligible dependent may not receive dual allowances. Therefore, if the spouse (or other dependent) of the member, serving at the PDS as an employee of the same or another U.S. Gov't agency, is eligible for FEML travel as the member's dependent ***provided*** the other agency does not provide comparable allowances. Ex: Member-married-to-member (or employee) couple with two children. The member and employee (or both members) are each eligible for one FEML trip. The entire family unit may travel on its collective one FEML trip, or the member and other member/employee may take separate FEML trips and each child may accompany one parent, but not both. One FEML trip means one FEML trip.

U7210 CONVALESCENT LEAVE TRANSPORTATION (37 USC §411a)

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

1. CONUS medical treatment place to a place selected by the member and authorized/approved by the Secretarial Process, and

2. Member-selected place to any medical treatment place.

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

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

1. Transportation-in-kind;

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

3. The TDY automobile mileage rate for the official distance.

NOTE: Gov't/Gov't-procured transportation must be furnished and used to the maximum extent practicable.

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

U7215 SHIP RELOCATED DURING AUTHORIZED ABSENCE

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

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

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

U7220 RECALL FROM LEAVE

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

B. Recall for Operational Reasons

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

a. Beginning the day they depart from the leave location or place they receive an authorization/ order canceling leave, and ending on the arrival day at the duty station; and

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

No per diem accrues for duty at the PDS.

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

a. Actual contingency or emergency war operations, or

b. An urgent, unforeseen circumstance (and the authorized leave is for 5 or more days):

(1) Within 24 hours of departure, or

(2) More than 24 hours after departure, if the commanding officer authorizes/approves after determining that:

(a) A substantial portion of the scheduled leave period has been eliminated by the recall, or

(b) The purpose of the leave has been defeated (60 Comp. Gen. 648 (1981)).

PART H2: REIMBURSEMENT FOR LODGING WHILE ON LEAVE

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

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

B. Eligibility. A member who:

1. Is assigned TDY in support of a contingency operation for more than 30 days, and

2. Immediately before taking the authorized absence, was performing duty at a location away from the member's home or PDS, and

3. Was receiving per diem to cover lodging expenses because Gov't quarters were not available at no cost to the member, and

4. Before the end of the authorized absence, returns to the TDY location

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

C. Reimbursement

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

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

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

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

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

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

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

B. Eligibility. A member who:

1. Was receiving per diem to cover TDY lodging expenses because Gov't quarters were not available at no cost to the member, and

2. Immediately after completing the authorized leave, returns to the TDY location

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

C. Reimbursement

1. The member is authorized reimbursement for the actual cost of lodging retained at the TDY location during leave NTE the lodging portion of the per diem rate for the TDY location for each day.

2. This reimbursement authority for leave during an evacuation applies only when the computation provisions of par. U4141 covering a leave period do not fully reimburse for the TDY location per diem-related lodging costs.

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

PART I: MEMBER TRAVEL ICW PHYSICAL EXAMINATION OR ILLNESS

U7250 ATTENDANTS/ESCORTS

A. Definition. See APP A, Part I.

B. Determination. Certain members, incapable of traveling alone require an attendant/escort. An attendant/escort may be:

1. A member,

2. U.S. Gov't civilian employee, or

3. Any other person.

C. Appointment. Any of the persons listed in par. U7250-B may be appointed as a/an:

1. Attendant, by the Medical Authority, or

2. Escort, by the Commander/AO,

to accompany an active duty member patient physically incapable of traveling alone.

D. Travel and Transportation Allowances

1. Member as an Attendant/Escort. A member is authorized TDY travel and transportation allowances.

*2. Civilian Employee as Attendant or Escort. A U.S. Gov't civilian employee is authorized the TDY travel and transportation allowances in regulations issued by the agency/department funding the travel.

3. Other Person as Attendant. Another person designated to travel as an attendant/escort is:

a. Issued an ITA or included in the same travel authorization/order (identified as an attendant/escort) issued for the member patient.

b. Authorized the same travel and transportation allowances as would be a civilian employee. See JTR, par. C7115.

E. Non-Concurrent Attendant Travel. Non-concurrent attendant travel may be authorized/approved when the need for an attendant arises during treatment or there is need for an attendant only during a portion of the patient's travel.

U7251 A MEMBER ON THE TDRL REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATIONS

A. Travel Status. ***Except when both the member's home and the medical facility are within the same corporate city limits,*** a member:

1. On the TDRL, undergoing a required periodic physical examination, is in a travel status during the:

a. Examination, and

b. Travel to and from a medical facility.

2. Being reevaluated by a Physical Evaluation Board (PEB), who is retired/separated for physical disability, is in a travel status during the;

a. Hearing, and

b. Travel to and from the hearing.

B. Travel and Transportation Allowances

1. Travel outside the Corporate City Limits of the Member's Home. A TDRL member is authorized TDY travel and transportation allowances:

a To and from a medical facility for required periodic physical examinations, and

b To, from, and during a hearing, when under an order to appear before a PEB.

2. Local Travel

a. If a member's home and the medical facility/PEB are within the same corporate city limits (see par. U3500-B) transportation expenses reimbursement is under Ch 3, Part F.

b. For this travel, the member's home is the duty station.

C. Allowances while at the Medical Facility. The day after arrival at the medical facility through the day before departure, the member is authorized per diem:

1. Equal to the actual daily charges paid for meals if admitted as an inpatient; or

2. For TDY, if an outpatient.

U7252 TRANSFER OF A MEMBER PATIENT TO/FROM A MEDICAL FACILITY OR TO HOME (INCLUDING INSANE/MENTALLY INCOMPETENT PATIENT)

A. Travel and Transportation Allowances

1. An active duty member patient, ordered to travel for necessary medical care, is authorized the travel and transportation allowances for either TDY or PCS, as applicable.

2. Advances may be made against such allowances to the attendant/escort (see par. U7250).

3. Advances must be IAW Service instructions.

B. Transportation-in-Kind. When transportation-in-kind is furnished the member patient and attendant/escort must be furnished enclosed room accommodations when required under Service regulations.

U7253 TRAVEL AND TRANSPORTATION ALLOWANCES FOR A MEMBER DISCHARGED FROM ST. ELIZABETHS HOSPITAL, A DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS) MEDICAL FACILITY, OR A VETERANS AFFAIRS MEDICAL CENTER (VAMC)

A. Discharged from the Service upon Entry into a Medical Facility. If a member, in the care of an attendant/escort, is ordered to St. Elizabeths Hospital, an HHS medical facility, or a VAMC:

1. In the locality of the member's home and then discharged, there is no authorization for travel and transportation allowances upon discharge from a medical facility.

2. Not in the locality of the member's home, the member is authorized 'MALT-Plus' from the medical facility to member's home. See par. U5105-B2.

B. Not Discharged from the Service upon Entry into a Medical Facility. If transferred to St. Elizabeths Hospital, an HHS medical facility, or a VAMC for observation and treatment (as distinguished from transfer for immediate discharge), a member is authorized travel and transportation allowances in Ch 5, Part B upon discharge from a medical facility.

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PART O: MEMBER TRAVEL AND TRANSPORTATION INCIDENT TO DISCIPLINARY ACTION AND TRAVEL OF PRISONERS AND THEIR GUARDS

U7450 DISCIPLINARY ACTION

A. Transportation. When a member is ordered to travel for disciplinary action:

1. A Gov't conveyance should be used, if available; or

2. If a Gov't conveyance is not available, the member must be directed to use Gov't-procured transportation;

3. If Gov't-procured transportation is not available the member is reimbursed for the actual cost of personally procured common carrier transportation for the transportation mode used; or

4. If a POC is used for the ordered travel, the member is reimbursed only for the cost of gas and oil. ***Payment of mileage is not authorized.***

Payment of per diem, while traveling or while at the disciplinary action point, is not authorized. NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.

B. Meals. The member must be directed to use meal tickets, if available. If meal tickets are not available, a member who personally procures meals during actual travel is reimbursed for meal costs not to exceed the values in par. U1500.

U7451 PRISONERS AND GUARDS

A. Travel and Transportation of Prisoners and Their Guards

1. General

a. Documents. All travel and transportation documents, including tickets, should:

(1) Be in the name of the member in charge "for" the prisoner(s);

(2) Be signed, when proper, by the member in charge; and

(3) Not be surrendered to the individual prisoner(s) for any reason.

b. Transportation. When a prisoner is moved on public transportation, the member-in-charge of the movement should obtain Gov't-procured transportation for the transportation for all members and prisoners named in the movement order. Transportation in-kind and accommodations for prisoners and guards, including enclosed room accommodations, when required, should be IAW Service regulations.

c. Meals. If cooked meals and/or box lunches are not provided, the member in charge of the movement must secure meal tickets for the prisoner(s) in sufficient quantity to cover the travel involved.

d. Miscellaneous Expenses. Items of miscellaneous expenses incurred ICW pars. U7451-A2, U7451-B and U7451-C are payable under APP G.

2. Reimbursement for Expenses Incurred by Guards on Behalf of a Prisoner, Absentee, Straggler, or Deserter between the Place of Initial Confinement and Initial Delivery to a U.S. Installation. A military guard is authorized reimbursement for transportation, lodging, and meals incurred on behalf of a/an prisoner, absentee, straggler, or deserter who has made no prior arrangements, and lacks funds to purchase necessary items. Total reimbursement for meals and lodging must not exceed per diem or actual expense allowances for a TDY

member. Transportation reimbursement is authorized for the actual amount of personal funds spent on behalf of the prisoner, absentee, straggler, or deserter. Par. U7451-A1 describes the travel and transportation allowances for prisoners. See Part N for allowances for absentees, stragglers, and deserters being moved between U.S. Installations.

B. Paroled Prisoners. A prisoner paroled from confinement is authorized transportation in-kind to the HOR, or place authorized for residence. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed transportation mode cost does not apply.***

C. Prisoners on "Commandant's Parole". A prisoner who is released from a disciplinary barracks on "Commandant's Parole", is furnished transportation in-kind and meal tickets to the HOR or other authorized destination. The prisoner is furnished transportation in-kind and meal tickets, if practical, from the place to which paroled (HOR or other authorized destination) to the location concerned and for return travel, when appropriate, if:

1. A rehearing is ordered following travel completion; or

2. Official travel is required to be performed for hospitalization, physical examination, discharge, or other purposes incident to the parole.

If it is impractical to furnish transportation in-kind and meal tickets for any of the travel addressed in par. U7451-C, reimbursement is for actual transportation costs (with a NTE ceiling) IAW par. U3110 and for occasional meals. See par. U4510.

PART Q: TRAVEL OF ESCORTS AND ATTENDANTS OF DEPENDENTS

U7550 DEFINITIONS OF TERMS USED IN THIS PART

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

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

U7551 GENERAL

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

1. A member, employee, or other person to escort a dependent(s) within the 1-year period after the member dies, is declared missing, is injured (see par. U5241) or is otherwise unable to accompany the dependent;

2. A member, employee, or other person to travel as an attendant or escort for dependent accompanying a member stationed OCONUS, when the authorized transportation is to/from a medical facility for required medical attention which is not available locally (see par. U5240-C) and the dependent cannot travel alone;

3. A sole-parent member (but not another person), or either member of a member/member married couple (but not both), to escort dependent(s) not permitted by the Service concerned to travel concurrently with the member (or both members in the case of a member/member married couple) to the new PDS. In this case, round trip travel and transportation is authorized for the member to return for the dependent(s) after dependent travel to the new PDS is authorized. Gov't transportation must be used on a space-required basis as the directed mode when available. If not available, allowances are as in par. U7552; ***NOTE: The policy in par. U3002-B allowing reimbursement NTE the directed mode cost does not apply.***

4. A sole-parent member (but not another person), or either member of a member/member married couple (but not both), to escort dependent(s) authorized transportation under the unusual or emergency circumstances in pars. U5240 and U5900. Round trip travel and transportation is authorized for the member between the OCONUS PDS and the dependent's destination. Gov't transportation must be used on a space-required basis as the directed mode when available. If not available, allowances are as in par. U7552; ***NOTE: The policy in par. U3002-B allowing reimbursement NTE the directed mode cost does not apply.***

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

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

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

*8. A member, employee, or other person authorized to accompany a student when travel is necessary because medical/educational authorities request a student diagnosis/evaluation under DODI 1342.12 for tuition-free handicapped DODEA students (see DODI 1342.12), and one or both of the student's parents or guardians be present to participate in the diagnosis/evaluation (see par. U5260-C) or to escort the student.

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

U7552 MEMBERS AS ESCORTS OR ATTENDANTS OF DEPENDENTS

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

U7553 CIVILIAN EMPLOYEES AS ESCORTS OR ATTENDANTS OF DEPENDENTS

*A U.S. Gov't civilian employee attendant or escort, traveling under par. U7551-1, U7551-2, U7551-5, U7551-7, or U7551-8, is authorized the TDY travel and transportation allowances in regulations issued by the agency or department funding the travel. See JTR, par. C7100 or C7105.

U7554 OTHER PERSONS AS ESCORTS OR ATTENDANTS OF DEPENDENTS

*A person other than a Uniformed Service member or U.S. Gov't civilian employee, designated to travel as an escort or attendant for a dependent, should be issued an ITA. This individual is authorized the same transportation and travel allowances as a DOD civilian employee. See APP E for ITA information.

U7555 ADVANCE OF FUNDS FOR ESCORTS AND ATTENDANTS FOR DEPENDENTS

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

PART S: TRAVEL EXPENSES OF MEMBERS NOT PAYABLE BY GOV'T

U7650 PERMISSIVE TRAVEL

*A travel authorization permitting a member to travel, as distinguished from directing a member to travel, does not authorize the member to travel and transportation allowances or reimbursement of any expenses.

U7651 TRAVEL UNDER A TRAVEL AUTHORIZATION BUT NOT ON PUBLIC BUSINESS

*****The Gov't does not reimburse expenses incurred during a travel period under a travel authorization that does not involve public business (such as travel ICW nonofficial recreational programs).

U7652 RETURN FROM LEAVE TO DUTY ABROAD

Personnel attached to OCONUS activities should make definite plans, before they request leave, as to when and how they can return at the expiration of the leave. The Gov't cannot guarantee return transportation by Gov't conveyance and shall not authorize transportation by commercial conveyances at Gov't expense.

U7653 ATTENDANCE AT PUBLIC CEREMONIES

*****A member who participates in a public ceremony or demonstration and whose expenses are borne by the sponsoring agency, is not authorized Gov't-funded travel expenses.

U7654 RESIGNATION OR RELEASE AT PERSONAL REQUEST OF A PUBLIC HEALTH SERVICE MEMBER

*The Assistant Secretary for Health or the Secretarial Process may, at the official's discretion, divest a member of the Public Health Service of any or all travel and transportation allowances to which such member would otherwise be authorized under this Volume if that member resigns or separates of the member's own volition:

1. Before completing 2 years of continuous active duty, or

2. Before completing a period of active duty agreed to in writing, or

3. Without adhering to prescribed Service policy regarding separation from the Service or release from active duty.

U7655 SEPARATION AT PERSONAL REQUEST OF A NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION CORPS MEMBER

*When a member of the National Oceanic and Atmospheric Administration Corps resigns of the member's own volition before completing 3 years of service from the appointment date in the National Oceanic and Atmospheric Administration Corps, the Secretary of Commerce may, at the Secretary's discretion, divest the member of any or all travel and transportation allowances to which the member would otherwise be authorized under this Volume.

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PART Y: TRAVEL ALLOWANCES TO SPECIALTY CARE OVER 100 MILES

U7960 TRAVEL TO SPECIALTY CARE OVER 100 MILES

A. General. When a TRICARE Prime enrollee is referred by the primary care manager (PCM) for medically necessary non-emergency specialty care more than 100 miles from the PCM's office, the patient must be reimbursed for reasonable travel expenses. ***NOTE: The Military Treatment Facility (MTF), where the TRICARE Prime member is enrolled, or the Lead Agent, if the TRICARE Prime member is enrolled with a civilian PCM, determines if the specialty care is more than 100 miles from the PCM. That distance is not the distance for which transportation expenses are reimbursed. Transportation expenses are reimbursed for the official distance (see par. U2020) from the patient's residence city to the specialty care provider's city.*** This also applies to subsequent specialty referrals authorized by the PCM or Health Care Finder. This policy is based on OASD/Health Affairs, TRICARE Management Activity memo of 22 June 2001.

B. Applicability. Travel under this Part may be provided to a covered beneficiary enrolled in TRICARE Prime. ***The following are not authorized travel under this Part***:

1. Active duty members (see par. U7252); and

2. Dependents overseas authorized travel under par. U5240-C.

NOTE: A retired member (and the retiree's dependents) may be authorized patient travel under par. U7960-A provided the retiree is (or dependents are) TRICARE Prime enrollee(s).

C. Transportation. A patient, referred by the PCM for specialty care at a location over 100 miles away from the PCM's office, may have transportation to the appropriate specialist authorized/approved. When practicable, Gov't transportation should be used. When Gov't transportation is not available or its use is not practicable, patients may be transported by one of the following modes:

1. Gov't-procured commercial transportation,

2. Personally procured commercial transportation (see par. U3120), or

3. POC.

When personally procured commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used. When POC is used, reimbursement is authorized for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel). ***Reimbursement for travel performed by personally procured commercial transportation or POC must not exceed the Gov't's cost if Gov't or Gov't-procured transportation is available.*** When Gov't-procured or personally procured commercial transportation is used, reimbursement is authorized for actual expenses incurred for the transportation cost between home and terminal and terminal and the specialty care provider facility and return. ***NOTE: Payment may not be on a commuted basis, such as a mileage allowance for transportation cost.***

D. Lodging and Meals. The actual cost of the patient's lodging (including taxes (see ***NOTE***), tips, and service charges) and actual cost of meals (including taxes and tips, but not including alcoholic beverages) may be reimbursed up to the per diem rate for the area concerned.

NOTE:

1. The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas does not include an amount for lodging tax. Tax on lodging in CONUS and non-foreign OCONUS areas is a separately reimbursable travel expense except when 'MALT-Plus' for POC travel is paid.

2. The maximum amount allowed for lodging in foreign OCONUS areas includes an amount for lodging taxes. Tax on lodging in foreign OCONUS areas is not separately reimbursable.

3. Per diem rates are found at http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html.

*E. Reimbursable Expenses. Reimbursement is authorized for the actual expenses incurred for the patient's travel between the transportation terminal, medical facility, and lodging when the patient is receiving outpatient care from a specialist located more than 100 miles from the PCM's office. Actual expenses incurred for transportation costs between the medical facility and lodging may be reimbursed for the number of trips the patient must make between those two places. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When a POC is the mode, reimbursement for the actual expenses incurred, as in par. U7960-D, is authorized. ***Transportation expenses may not be paid using a mileage allowance (B-202964, 23 February 1982). Reimbursement is not authorized for other expenses not specifically authorized in par. U7950-D (i.e., expenses in APP G are not authorized).***

F. Administrative Provisions. An authorization/order authorizing/approving patient transportation to a specialist for medical care must cite par. U7960 as authority. A statement by a competent medical official (military or civilian, as available) that travel is to a specialty care provider facility IAW 10 USC §1074 must support the order.

U7961 ATTENDANT'S TRAVEL FOR SPECIALTY CARE OVER 100 MILES

If a patient meets the par. U7960-A travel requirements, round trip travel and transportation expenses are authorized for one necessary attendant. ***The attendant must be a parent, guardian, or another adult (at least age 21 years) member of the patient's family.*** An individual traveling as an attendant is authorized travel and transportation allowances or reimbursement for expenses as prescribed in par. U7961.

1. A Uniformed Member (Who Is a Family Member) as an Attendant. A uniformed member who is a family member, and is ordered to be an attendant, is authorized TDY allowances while acting as an attendant.

*2. A Civilian Employee (Who Is a Family Member) as an Attendant. A U.S. Gov'tGov't civilian employee who is a family member and is assigned an attendant is authorized the TDY travel and transportation allowances in regulations issued by the agency or department funding the travel.

3. Another Person (Who Is a Family Member) as an Attendant. A person other than a uniformed member or U.S. Gov't civilian employee, who is at 1east age 21 years and a family member, who is designated to travel as an attendant, should be issued an ITA or included in the patient's travel order/authorization and identified as an attendant. This person is authorized reimbursement of reasonable travel expenses as in pars. U7960-C and U7960-D.

NOTE 1: The patient and attendant cannot both be reimbursed for the same travel expense (e.g., both cannot claim and be paid for gas costs when traveling by POC).

NOTE 2: Beneficiaries with questions about the non-medical attendant allowance should contact the local military treatment facility or regional director travel representative on Beneficiary Counseling and Assistance Coordination (BCAC) for assistance.

PART Z1: TRAVEL ALLOWANCES - BILATERAL OR REGIONAL COOPERATION PROGRAM

U7970 TRAVEL ALLOWANCES FOR DEFENSE PERSONNEL OF DEVELOPING COUNTRIES

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

*A. General. Transportation, per diem/AEA, and miscellaneous expenses listed in APP G may be authorized/ approved for defense personnel of developing countries ICW the attendance of such personnel at a bilateral or regional conference, seminar, or similar meeting if it is determined that the attendance of such personnel at a conference, seminar, or similar meeting is in the national security interests of the U.S.

B. Travel within the Area of Responsibility of a Combatant Command. Except as provided in pars. U7970-C and U7970-D, expenses authorized to be paid under par. U7970-A may be paid on behalf of personnel from a developing country only ICW travel within the area of responsibility of the combatant command (as defined in 10 USC §161(c)) in which the developing country is located or ICW travel to Canada or Mexico. As defined in 10 USC 161(c), the term "combatant command" means a military command which has broad, continuing missions and which is composed of forces from two or more military departments.

C. Travel when the Combatant Command Is Located within the U.S. In a case in which the unified combatant command's headquarters is located within the U.S., expenses authorized to be paid under par. U7970-A may be paid for the travel of defense personnel of developing countries to the U.S. to attend a bilateral or regional conference, seminar, or similar meeting.

D. Personnel of a Developing Country that Is Not a Member of the North Atlantic Treaty Organization (NATO). In the case of defense personnel of a developing country that is not a member of NATO but that is participating in the Partnership for Peace program of NATO, expenses authorized to be paid under par. U7970-A may be paid for the travel of personnel to any of the countries participating in the Partnership for Peace or the territory of any NATO member country.

E. Maximum Expenses that May Be Paid. Expenses authorized to be paid under par. U7970-A may not, in the case of any individual, exceed the amount that would be paid to a member of the U.S. armed forces (of a comparable grade) for authorized travel of a similar nature.

F. Payment of Additional Expenses. In addition to the expenses authorized to be paid under par. U7970-A, payment may be authorized/approved by the Secretarial Process for other expenses incurred ICW any conference, seminar, or similar meeting that are in the U.S.'s national security interests.

G. Payment under this Part is in Addition to Payments under 10 USC §1050. Payment of expenses under this Part is in addition to the payment of certain expenses and compensation of officers and students of Latin American countries under 10 USC §1050. ***(that currently states: - Latin American cooperation: payment of personnel expenses - The Secretary of Defense or the Secretary of a military department may pay the travel, subsistence, and special compensation of officers and students of Latin American countries and other expenses that the Secretary considers necessary for Latin American cooperation.)***

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

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CHAPTER 9

STATION ALLOWANCES (OCONUS COLA AND TLA)

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U9150 GENERAL

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

1. Upon initial arrival (reporting) at an OCONUS PDS (includes reporting for TDY at an activity within the new OCONUS PDS limits (B-208740, 31 January 1983)) and waiting for Gov't quarters assignment, or while completing arrangements for other private sector housing when Gov't quarters are not available;

*2. When based on the OCONUS TLA Authority's written guidance, the appropriate official determines that for reasons beyond the member's control (does not include a ship entering any type of maintenance availability), it is necessary for a member, once established in permanent Gov't quarters/private sector housing/ privatized housing or waiting to reoccupy the vacated permanent Gov't quarters/private sector housing/privatized housing;

3. While seeking permanent Gov't quarters/private sector housing following a TDY period when a member-without-dependents vacated permanent Gov't quarters/private sector housing before a TDY assignment of 90 or more days (59 Comp. Gen. 486 (1980));

4. While house-hunting after the member arrives at the new PDS and reports for duty in the conjunction with a PCS;

5. Immediately preceding PCS departure from an OCONUS PDS (includes reporting for TDY at a location within the old OCONUS PDS limits (B-208740, 31 January 1983) after Gov't quarters/private sector housing is vacated ICW a PCS authorization/order; or

6. During a member's hospitalization period while en route between PDSs when dependents are required to use OCONUS temporary lodgings during the hospitalization period.

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

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

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

B. Implementation

1. In a country/area in which only one Service is represented, the senior commander (OCONUS TLA Authority) must issue written TLA guidance for the country/area.

2. In countries/areas where more than one Service is represented, the senior commander/designee (i.e., the OCONUS TLA Authority) must issue written guidance for all Services in the country/area. The OCONUS TLA Authority may delegate authority as determined appropriate to judiciously administer TLA.

3. A copy of the written material, and changes to/re-issuances of the written material implementing this authority, must be provided to:

Per Diem, Travel and Transportation Allowance Committee
ATTN: T&T Branch

Hoffman Building 1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

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

C. OCONUS TLA Authority Responsibilities

1. TLA Authorization Determination

a. The OCONUS TLA Authority causes the determination to be made whether or not it is necessary for the member and/or dependent(s) to occupy temporary lodgings when the first arrive at, or immediately before they leave, an OCONUS PDS.

b. If temporary lodgings occupancy is necessary, the requirements below, in par. U9150-C1e(1) through (8) must be met before TLA payment.

c. If Gov't quarters are not available, the member should be prepared to provide written certification to support any voucher documentation submitted if required by finance regulations.

d. When Gov't quarters are available and other lodgings are used, lodging reimbursement is limited to the Gov't quarters' cost (see par. U1045).

e. It is the OCONUS TLA Authority's responsibility to ensure that the member is advised:

(1) Upon arrival, of the responsibility to aggressively seek permanent Gov't quarters/private sector housing (not applicable when it is known that the member is to be assigned Gov't quarters), and to follow up and review (at intervals of 15 or fewer days as determined by the TLA Authority) the member's progress in obtaining permanent Gov't quarters/private sector housing;

(2) Upon arrival, of the requirement to register with an official and to keep that official periodically informed (at intervals of 15 or fewer days as determined by the TLA Authority) of progress in obtaining permanent Gov't quarters/private sector housing. ***NOTE: The member does not have to report progress in obtaining permanent private sector housing when it is known that the member is assigned Gov't quarters.***;

(3) Of the responsibility to furnish a statement to the official described above in par. U9150-C1e(2) indicating TLA commencement and/or termination;

(4) Of any limit on the number of authorized TLA days (for arrival or departure) and of any written justification requirement for a TLA extension to the maximum number of days in pars. U9160 and U9170;

(5) Of the requirement to relocate to other permanent Gov't quarters/private sector housing or to reoccupy the Gov't quarters/private sector housing formerly occupied, as soon as practical if the conditions in par. U9150-A2 apply;

(6) That TLA authorization depends on the expenses incurred at the temporary lodgings (excluding lodging expenses when staying with friends or relatives) and of the need to obtain and keep receipts for lodging expenses to support TLA payment;

(7) Of the list of recommended temporary lodgings and provided encouragement to use these recommended facilities; and

(8) That lodging expenses are not allowed while staying with friends/relatives.

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

2. Determining Additional TLA Periods

a. In addition to the responsibilities in par. U9155-B1, before authorizing/approving additional TLA periods upon initial arrival (par. U9160-G), delayed departure (par. U9170-C), or early permanent Gov't quarters/private sector housing termination (par. U9170-D), the OCONUS TLA Authority's written guidance is used to determine whether or not an undue financial hardship can result if an additional TLA period is not authorized/approved.

b. Personal inconvenience to a member/dependents is never a determining factor.

c. Applications for additional TLA periods must establish the need for continuance.

d. In the written guidance regarding making the continuation determination, the OCONUS TLA Authority must direct consideration of the daily amount of:

(1) TLA the member has received or will receive;

(2) Current and estimated expenses for temporary lodgings occupancy;

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

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

(4) FSH.

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

3. Economical TLA Administration

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

(1) Preclude the need for TLA,

(2) Shorten the authorization period, and

(3) Reduce the amount payable.

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

(1) Existing Gov't transient facilities are used to the fullest possible extent by a member and/or dependents upon PDS arrival and/or departure by usage policy that makes the Gov't transient

facilities more available to a member in a TLA status and/or dependents;

(2) Leased quarters furnished and equipped for housekeeping for temporary occupancy by families upon arrival/departure are used when practical;

(3) Contact with the local private sector permanent housing market is maintained and incoming families are furnished with reliable, realistic, and current information concerning private sector permanent housing location, availability, description, and cost;

(4) Use of temporary lodgings, with facilities for preparing and consuming meals, is promoted;

(5) The member is aware of Gov't-owned furniture, maintained for temporary loan to arriving and departing families to occupy permanent Gov't quarters and/or private sector housing before the HHG arrive and continue occupancy after the HHG have been picked up for shipment before the member and/or dependents depart;

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

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

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

U9155 GENERAL TLA PAYMENT CONDITIONS

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

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

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

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

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

U9157 ADVANCE PAYMENT

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

SECTION 2: INITIAL ASSIGNMENT

U9160 INITIAL ASSIGNMENT

A. General

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

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

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

4. The member's absence from the PDS due to TDY, maneuvers, being aboard ship, sickness, hospitalization, serious illness of dependents, or other acceptable reasons, excuses the member's failure to aggressively seek permanent housing during the absence, illness, etc., and postpones the date for submitting information required by par. U9150-C1. This applies when evaluating the member's progress toward obtaining permanent Gov't quarters/private sector housing and in determining TLA authorization/approval during each succeeding period.

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

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

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

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

2. Period while Awaiting the Ship's Arrival

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

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

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

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

authorized per diem.

3. TDY/Deployment Period while Away from New PDS. A member receiving TLA who is ordered on TDY after arrival at a new PDS, or who is ordered on deployment from the home port or permanent duty location of the ship, staff or afloat unit, may continue to receive TLA on the member's behalf and may include the member's share of the temporary lodging cost as a TLA expense when, because of the member's military assignment, those temporary quarters must be retained at the new PDS or the home port or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's authorization/order must be annotated with, or have attached to it, certification that retaining the TLA quarters was because of military necessity and not because of the member's personal choice/convenience.

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

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

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

1. Currently assigned to a ship or other fleet unit with an announced home port change, or

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

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

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

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

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

1. Non-arrival of HHG;

2. Delay in availability of/assignment to Gov't quarters due to Service requirements;

3. Acts of God, fire, flood, earthquake, riot, civil unrest, or other disturbances that make normally available or anticipated Gov't quarters or private sector housing temporarily or permanently uninhabitable or unavailable.

4. Withdrawal of private sector housing from the market by a landlord;

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

6. The member is/dependent(s) are hospitalized or the member's duties require the member to be away from the PDS (home port, if attached to a ship) resulting in curtailment of opportunities to arrange for permanent Gov't quarters/private sector housing. The additional TLA period is authorized/approved in increments of 15 or fewer days.

J. TLA Stop. Unless TLA is terminated sooner for one of the reasons in par. U9150-C1e or elsewhere in this Part, TLA authorization upon initial arrival stops on the day before the day a member occupies permanent Gov't quarters or private sector housing. With the exception of the extra lodging charges allowable (see pars. U9185-A2, U9185-C and U9185-D), no expenses incurred on the permanent Gov't quarters/private sector housing occupancy day are allowable in computing TLA. ***NOTE: In any case, TLA must stop the day HHG are delivered.***

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SECTION 3: TLA UNDER SPECIAL CONDITIONS

U9165 TLA UNDER SPECIAL CONDITIONS

*A. Member Must Vacate Established Permanent Gov't Quarters/Private Sector Housing/Privatized housing in the PDS Vicinity

1. The TLA period for situations in par. U9150-A2, is for the entire period the member is required to use temporary lodgings if authorized/approved by the OCONUS TLA Authority.

*2. TLA begins the day temporary lodgings are first used and ends on the day before the day permanent Gov't quarters are/private sector housing/privatized housing is reoccupied or when the OCONUS TLA Authority determines TLA is no longer justified.

3. TLA computation does not include any expenses incurred before the TLA period begins or after it ends, except for extra lodging charges authorized in par. U9185-A2, U9185-C, or U9185-D.

4. TLA is to be terminated if the OCONUS TLA Authority determines that TLA is no longer necessary (i.e., no excess costs, or the member fails to accept adequate permanent Gov't quarters or the member stops diligently searching for permanent private sector housing.

B. Deployment Period while Away from PDS. A member receiving TLA who is ordered on deployment from the home port of the ship, staff or afloat unit, is authorized to continue to receive TLA on the member's behalf and may include the member's share of temporary lodging cost when, because of the member's assignment, those temporary quarters must be retained at the home port or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's authorization/order must be annotated with, or have attached to it, certification that retaining the TLA quarters was because of military necessity and not because of the member's personal choice/ convenience.

C. TLA when Tour Is Converted. A member whose tour is converted to an accompanied tour may be eligible for TLA for the member and command-sponsored dependents who were dependents on the PCS authorization/order effective date to the OCONUS PDS if par. U9150-C conditions are met. The member must make every reasonable effort to find suitable permanent Gov't quarters/private sector housing for the dependents before they arrive. TLA may be authorized/approved for the member and dependents only if the member, for reasons beyond the member's control, is unable to find suitable permanent Gov't quarters/private sector housing for the dependents before they arrive.

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

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

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SECTION 4: TLA UPON DEPARTURE

U9170 TLA UPON DEPARTURE

A. General

1. The TLA period upon departure should not exceed the last 10 days before the day the member departs the PDS in compliance with a PCS authorization/order, except when:

a. One or more dependents remain in the old PDS vicinity IAW par. U9205-B1or U9220. TLA must not exceed the last 10 days preceding the day the last dependent departs, without regard to the effective date of the PCS authorization/order from that PDS;

b. A longer TLA period is authorized due to delayed departure (par. U9170-C) or early termination of permanent Gov't quarters/private sector housing (par. U9170-D);

c. The member/dependent(s) is hospitalized or the member's duties require the member to be away from the PDS (home port, if attached to a ship).

2. The PCS authorization/order effective date is defined in APP A.

3. The TLA accrual provisions (par. U9185-E) apply in computing TLA upon departure.

4. Expenses incurred on the departure day are not considered except that TLA for the preceding day may be increased under par. U9185-A2, U9185-C, or U9185-D as a result of lodgings costs imposed for the temporary lodging vacating day.

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

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

D. Early Permanent Housing Termination. When, for reasons beyond the control of the member and/or dependents, permanent Gov't quarters/private sector housing must be relinquished more than 10 days before the estimated departure date, the authorizing/approving official (see par. U9150) may authorize/approve TLA beginning the day the permanent Gov't quarters/private sector housing is relinquished for reasons such as the following:

1. The transportation officer determines it necessary to ship HHG, after considering anticipated leave, necessary travel time, HHG shipping transit times, compliance with requirements of local packing/crating/ shipping agencies, meeting shipping schedules, and other requirements related to HHG shipments;

2. Expiration/termination of lease/rental agreement occurs after a member has the PCS authorization/order or alert notice;

3. The landlord withdraws private sector housing from the market;

4. The authorizing/approving official (see par. U9150) determines that an Act of God, fire, flood, earthquake, riot, civil unrest, or other disturbance makes occupancy of permanent Gov't quarters/private sector housing inadvisable;

5. The member is required by lease, custom, or law to vacate private sector housing in advance of the leases expiration to permit inspection, finalization of utility bills and deposits, redecoration, and/or adjudication of damage claims;

6. The lease, custom, or law requires that private sector housing be surrendered at a fix date more than 10 days before the scheduled departure;

7. Housing authorities require the member to vacate permanent Gov't quarters for the Gov'ts convenience to permit its readying for, and/or assignment to, another member;

8. The OCONUS TLA Authority determines that permanent Gov't quarters/private sector housing must be relinquished under circumstances/reasons other than those stated in pars. U9170-D1, U9170-D2, U9170-D3, U9170-D4, U9170-D5, U9170-D6, and U9170-D7.

The principles in par. U9150-C2 must be applied in determining the need for TLA. TLA is authorized/ approved only for the number of days needed to prevent undue financial hardship to the member during the period involved, as determined by the OCONUS TLA Authority.

E. Member Detaches from a Ship Away from Home Port. When a member detaches on a PCS from an OCONUS homeported ship while the ship is away from its home port and returns to the home port, the member may be authorized TLA on the member's behalf unless authorized per diem. If the member is authorized per diem at the home port, no TLA authorization exists for the member and only the dependents occupying temporary lodgings at the home port are considered in determining the rate payable under par. U9185-A.

F. Period of TDY/Development while Away from Old PDS. A member receiving TLA preceding PCS departure, who is ordered on TDY away from the PDS, or who is ordered on deployment from the home port or permanent duty station of the ship, staff, or afloat unit, may continue to receive TLA on the member's behalf. The member's temporary lodging cost share is to be included as a TLA expense when, because of the member's military assignment, temporary quarters must be retained at the old PDS or the home port or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's authorization/order must be annotated with, or have attached to it, certification that retaining the TLA quarters was because of military necessity and not because of the member's personal choice/convenience.

G. TLA Authorization before PCS Authorization/Order Issuance

1. A member may be authorized TLA before a PCS authorization/order is issued based on a written statement from the PCS AO, or the designated representative, that the member was advised before the PCS authorization/ order was issued that such an authorization/order would be issued. The member must be prepared to provide this statement if finance procedures require that the voucher be supported by the statement.

2. The length of time between when the PCS authorization/order is issued and the member receives written advice that the authorization/order is to be issued may not exceed the relatively short period between the time when a PCS authorization/order determination is made and the date when the authorization/order is actually issued.

3. General information concerning authorization/order issuance before the determination is made to actually issue the authorization/order, such as the date of eventual release from active duty, expiration of term of service, retirement eligibility, expected rotation from OCONUS duty, etc., is not advice that the authorization/order is to be issued (52 Comp. Gen. 769 (1973)).

H. TLA Authorization during a Hospitalization Period. A member who is receiving TLA before PCS departure, and who is hospitalized, may continue to receive TLA on the member's behalf and may include the member's share of the temporary lodging cost as a TLA expense when because of the hospitalization, temporary quarters must be retained at the old PDS. The member's authorization/order must be annotated with, or have attached to it, certification that retaining the TLA quarters was because of the hospitalization and not because of the member's personal choice/convenience.

SECTION 5: MISCELLANEOUS CONDITIONS

U9175 LEAVE/PERMISSIVE TRAVEL EFFECT ON TLA

A. Leave or Permissive Travel in the PDS Vicinity. TLA may be paid for any day a member is on leave or permissive travel in the PDS vicinity, after reporting for duty, while seeking private sector housing or awaiting Gov't quarters assignment. The provision enables a member to complete PCS travel and be placed on leave so that station allowance eligibility is established (by reporting in to the new PDS).

B. Leave or Permissive Travel Away from the PDS Vicinity. TLA is not payable for any day a member is on leave or permissive travel away from the PDS vicinity, unless one or more dependents remain(s) in the PDS vicinity to continue to seek private sector housing or while awaiting Gov't quarters assignment. In that case, the number of dependents who continue to occupy temporary lodgings determines the rate payable. In either case, postponement of TLA pending return is not authorized. This provision helps ensure that TLA is paid only ICW the PDS. See par. U9150-A4.

U9180 OLD AND NEW PDS IN CLOSE PROXIMITY OR IN THE SAME COUNTRY

A. General. Except as provided in par. U9180-B, the face that a member's old and new PDSs are in close proximity to each other or in the same country does not change the TLA authorization.

B. New PDS within Commuting Distance. When a member's new PDS is within commuting distance of the Gov't quarters/private sector housing occupied while at the old PDS, the member may not be authorized TLA unless the member's commanding officer approves temporary lodgings occupancy based on a change of residence being necessary for reasons beyond the member's control.

U9182 TLA FOR A RESERVE COMPONENT MEMBER

A Reserve Component member called/ordered to:

1. Active duty for other than training for more than 180 days or

2. ADT for 140 or more days

and authorized PCS HHG transportation is authorized TLA in the same manner as prescribed in this Chapter. When a member is authorized TLA at the with-dependent rate for the PLEAD, there are no command-sponsorship requirements. The member must reside permanently in the area concerned at the time called/ordered to active duty (55 Comp. Gen. 135 (1975)). HHG transportation under a TDY authorization/order IAW Ch 4, Part H, does not affect this authorization. COLA authorization begins on the first active duty day.

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SECTION 6: RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES

U9185 RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES

A. General

1. Determining the Number of Persons Occupying Temporary Lodgings. In determining the number of persons in the family occupying temporary lodgings, the member is not counted for any day when the member is not authorized TLA in the member's own behalf. See pars. U9160-B and U9160-C.

2. Extra Room Charge Payment. Except as provided in pars. U9185-C and U9185-D, when the member and/or dependents check into/out of temporary lodgings at a time of day which results in the payment of room charges for the calendar day before checking-in or for the checking-out calendar day, the rates of 65%, 100%, 35%, and 25% shown in par. U9185-E are 97.5%, 150%, 52.5%, and 37.5%, respectively, for the calendar day of checking-in or the calendar day preceding the checking-out day.

3. TLA Authorized on the Reporting Day

*a. Reimburse the traveler/dependent(S) 75% of the new OCONUS PDS per diem M&IE rate (par. U5113) when the PCS is performed by common carrier or transportation-in-kind if the TLA and reporting day are the same. See pars. U5105-C, U5105-D, U5201-A1a, and U5201-A1b. The reporting day lodging expense is reimbursed as TLA (par. U9150-C). See par. U9185-H, TLA computation example 8.

b. TLA is not payable on the reporting day when MALT PLUS is payable, par. U9160-B.

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

C. Temporary Lodgings Furnished by a Gov't Contractor. When a Gov't contractor furnishes temporary lodgings, TLA is computed under par. U9185-E. When the member and/or dependents check into/out of Gov't contractor temporary lodgings at a time of day that results in the payment of a lodging charge for the calendar day before checking-in or the checking-out calendar day, the daily amount of TLA for the check-in calendar day or the calendar day preceding the check-out day is to be increased by the extra amount of quarters charge paid.

D. Temporary Lodging Occupied in Facilities under Gov't Jurisdiction. When temporary lodgings are occupied in guest houses, exchange hotels, temporary lodgings facilities, or transient facilities such as visiting officer's quarters, under Gov't jurisdiction (operated with appropriated or non-appropriated funds), TLA is computed per par. U9185-E. When the member and/or dependents check into/out of this type of quarters at a time of day which results in the payment of a rental/service charge for the calendar day before checking-in or for the checking-out calendar day, the daily TLA amount for the check-in calendar day or the calendar day preceding the check-out day is increased by the amount of the extra rental/service charge paid.

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

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

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

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

a. A TLA – Special has been authorized for lodging. See par. U9195.

b. Temporary lodgings are not available at the PDS. See par. U9185-B.

c. Permanent Gov't quarters are being renovated, or lack a stove and/or refrigerator. See par. U9185-F.

d. Temporary quarters contain cooking facilities. See par. U9185-G.

e. A member, authorized a temporary lodging cost at the new PDS under par. U9160-C3 as a TLA expense during a TDY/deployment period, is included in the number of persons occupying the temporary lodgings for lodging but not M&IE. Determine the member's share of the meal allowance by dividing the M&IE amount determined in this step by the number of persons in the member's family, including the member, occupying the temporary lodgings. Deduct the member's share from the M&IE.

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

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

Step 2: Determine the Payable Lodging Cost

a. Compare the actual daily lodging cost to the Step 1 lodging cost ceiling. Select the lesser amount. Include in the actual lodging cost any lodging taxes, or the cost of a value added tax (VAT) relief certificate if the certificate is used to avoid paying the lodging taxes (and any lodging cost authorized under par. U9160-C3).

*b. Receipts, invoices, or statements from the lodging provider are required to verify lodging expenses. See par. U2510. See par. U9157 regarding TLA advances.

c. If the member is in a TDY status (no matter how much per diem is being received), reduce the lodging expense by the lodging cost used to determine the member's per diem rate.

d. When staying with friends/relatives, lodging cost is not allowed and is always zero.

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

F. TLA while Gov't Quarters Are Being Renovated, or if Gov't Quarters Lack/Private Sector Housing Lacks a Stove and/or Refrigerator. When a member and/or dependents:

1. Occupy Gov't quarters while the kitchen is being renovated, or

2. Occupy Gov't quarters/private sector housing during utility loss, or

3. Initially occupy permanent Gov't quarters/private sector housing without a stove and/or refrigerator and meals cannot be prepared,

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

G. Temporary Quarters Contain Facilities for Preparing and Consuming Meals

1. When temporary lodgings have facilities and space for preparing and eating meals, the daily TLA rate is computed using par. U9185-E, except that the M&IE amount is reduced by one-half.

2. The reduced (one-half) M&IE amount based on cooking facilities does not apply when lodging is provided by a friend/relative, or to the first and last days of TLA.

3. The presence of a cook stove, work area (table, counter, etc.), refrigerator, sink, water, table, chairs, and cooking and eating utensils (i.e., all of the foregoing items) is evidence of adequate cooking and eating facilities.

4. When the member shows, to the satisfaction of the official designated in the local TLA regulations (see par. U9150) that the facilities for preparing and consuming meals are inadequate or for other reasons may not be used for all or part of the period involved, the member may be authorized TLA per par. U9185-E, without the M&IE reduction. The member's explanation for facilities non-use, endorsed by the OCONUS TLA Authority's designated official supports TLA payment under these circumstances.

5. To facilitate TLA administration, the OCONUS TLA Authority's designated official should ensure that a current list of available accommodations is maintained and make available to incoming and departing personnel.

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

EXAMPLE 1
***NOTE*: Locality per diem rates used in this example may not be the rates currently in effect and are for illustration purposes only.**
A member, with spouse, is assigned to an OCONUS location. The locality per diem rate at ***http://perdiem.hqda.pentagon.mil/pdrates.html*** is $150 ($76/ $74). The member and spouse arrive at the OCONUS location (the new PDS) on 1 April by POC and move into temporary lodgings the same day.
4/2 – The member is advised upon reporting in to aggressively seek permanent Gov't quarters/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent quarters at least every 10 days.
4/11 – The member submits a lodging expense report of $1,140 ($144 per day, including lodging taxes) for 4/1 thru 4/10. The member's progress in obtaining permanent Gov't quarters/private sector housing is reviewed. It is determined that the member has complied with JFTR and the OCONUS TLA Authority requirements. TLA is extended for another 10-day period.
4/21 – The member submits a lodging expenses report of $1,140 ($114/day including lodging tax) for 4/11 thru 4/20. The member was TDY and receiving per diem on 4/15 thru 4/18. Lodging costs at the PDS for 4/15, 4/16, and 4/17 were authorized for the member as a TLA expense under par. U9160-C3. The member moves into permanent quarters on 4/21. TLA is authorized only for the number of days the member actually remained in TLA accommodations.
TLA Computation for 1 April. Since 'MALT-Plus' per diem was paid on 1 April (OCONUS location arrival date)

for the member and spouse, TLA is not payable for 1 April.

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

EXAMPLE 2
NOTE: Locality per diem rates used in this example may not be the rates currently in effect and are for illustration purposes only.
A member, with spouse, is assigned to an OCONUS homeported ship. The locality per diem rate at ***http://perdiem.hqda.pentagon.mil/pdrates.html*** is $132 ($66/ $66). The member and spouse arrive at the OCONUS home port 10/1 while the ship is away. They occupy temporary Gov't quarters. The temporary accommodations do not contain facilities for preparing and eating meals. On 10/6 the ship returns to the OCONUS home port and the member reports aboard for duty at 1900 that day. The ship remains in port until 11/7. The member moves into permanent quarters on 10/11.
10/2 – The member is advised upon reporting in to aggressively seek permanent Gov't quarters/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent quarters at least every 10 days.
10/6 – The member submits a lodging expense report of $490 ($98 per day) for the member and spouse from 10/1 thru 10/5. The member submits a lodging expenses report of $490 ($98 per day) from 10/6 thru 10/10. The member has complied with the JFTR and command OCONUS TLA Authority requirements. TLA is extended for another 10-day period.

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

EXAMPLE 3
NOTE: Locality per diem rates used in this example may not be the rates currently in effect and are for illustration purposes only.
A member and 3 dependents (spouse, and two children under age 12) occupy temporary lodgings that contain facilities for preparing and consuming meals. The locality per diem rate at ***http://perdiem.hqda.pentagon.mil/pdrates.html*** is $150 ($76/ $74). The lodging expense is $138 per night, including lodging taxes.

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

EXAMPLE 4
NOTE: Locality per diem rates used in this example may not be the rates currently in effect and are for illustration purposes only.
Member-married-to-member couple, each is without dependents, are assigned to the same OCONUS PDS. They arrived at the new OCONUS PDS on 1 April by POC and move into the same temporary lodging on the same day. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate at ***http://perdiem.hqda.pentagon.mil/pdrates.html*** is $150 ($76/ $74).
4/2 – The members are advised upon reporting in to aggressively seek permanent Gov't quarters/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent quarters at least every 10 days.
4/11 – Each member submits a separate lodging expense report of $570 ($114÷2 per day, including taxes=$57) for shared temporary lodging. Moved into permanent quarters on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).

TLA Computation for a Member-married-to-member Couple in the Same Temporary Lodging
Temporary Lodging without facilities for Preparing and Consuming Meals
(A member IAW 37 USC §421 may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204).

1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	Member 1 65% x $74 = $48.10 65% x $76 = $49.40	Member 2 65% x $74 = $48.10 65% x $76 = $49.40
2a. Member 1, multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available. 2b. Member 2, multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.	$48.10 x 100% = $48.10 (2a)	$48.10 x 100% = $48.10 (2b)
3. Compare actual daily lodging cost (including lodging tax) to Step 1 maximum lodging rate. Use the lesser.	$49.40 vs. $57.00 $49.40	$49.40 vs. $57.00 $49.40
4. Add the Step 1 M&IE to the Step 3 lodging amount. Pay the lesser amount of Step 1 and Step 4.	$48.10 + $49.40 = $97.50 $97.50 x 10 = $975.00	$48.10 + $49.40 = $97.50 $97.50 x 10 = $975.00

EXAMPLE 5

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

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

4/2 – The members are advised upon reporting in to aggressively seek permanent Gov't quarters/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent quarters at least every 10 days.

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

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

Preparation and Cooking Facilities are Available for Each Member

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

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

EXAMPLE 6

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

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

4/2 – The members are advised upon reporting in to aggressively seek permanent Gov't quarters/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent quarters at least every 10 days.		
4/11 – Each member submits a separate lodging expense report of $1,200 ($120 per day including taxes divided in half, $85) for shared temporary lodging. They move into permanent quarters on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).		
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging Total	Member 1 w/2 dependents over 12 135% x $75 = $74 135% x $125 = $86 $101.25 + $168.75= $270	Member 2 w/2 dependents under 12 125% x $75 = $93.75 125% x $125 = $156.25 $93.75 + $156.25 = $250
2a. Member 1 with 2 dependents age 12 or older. Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are available.	$101.25 x 100% = 101.25	
2b. Member 2 with 2 dependents under age 12. Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are available.		$93.75 x 100% = $93.75
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$168.75 vs. $120 $120	$156.25 vs. $120 $120
4. Add the Step 1 M&IE to the selected Step 3 lodging amount.	$101.25 + $120 = 221.25	$93.75 + $120 = $213.75
5. Pay the lesser amount of Step 1 and Step 4.	$221.25	$213.75
6. Multiply the amount in Step 5 by the number of authorized TLA days (10).	$221.25/day x 10 days = $2,212.50	$213.75/day x 10 days = $2,137.50
7. Total Amount Paid to Each Member	$2,212.50	$2,137.50

EXAMPLE 7	
A member with a spouse, two children age 12 or older and two children under age 12 is assigned to an OCONUS location. They arrive at the new OCONUS PDS on 1 April by POC and use two rooms for temporary lodging on the same day. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate at ***http://perdiem.hqda.pentagon.mil/pdrates.html*** is $200 ($125/ $75).	
4/2 – The member is advised upon reporting in to aggressively seek permanent Gov't quarters/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent quarters at least every 10 days.	
4/11 – Each member submits a separate lodging expense report of $2,400 ($120 per day including taxes divided in half, $85) for two rooms. They move into permanent quarters on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).	
TLA COMPUTATION INVOLVING MULTIPLE DEPENDENTS (par. U9185-H, *NOTE 2*)	
(When computing the correct total percentage for a member and family – spouse, dependent children—allow 100% for member/spouse, add 35% for each dependent over 12 and 25% for each dependent under 12).	
1. Determine the maximum rates (given percent x locality rate). Member & spouse 100% plus 2 dependents age 12 or older (35% + 35%) 70% plus 2 dependents under age 12 (25% + 25%) 50% = 220%) M&IE Lodging Total	 220% x $75 = $165 220% x $125 = $275 $165 + $275= $440
2. Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.	$165 x 100% = $165
3. Compare the actual daily lodging cost of $240 (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$275 vs. $240 $240
4. Add the Step 2 M&IE to the selected Step 3 lodging amount.	$165 + $240 = $405
5. Pay the lesser amount of Step 1 and Step 4.	$405
6. Multiply the amount in Step 5 by the number of authorized TLA days (10).	$405/day x 10 days = $4,050

7. Total Amount Paid to Each Member	$4,050

EXAMPLE 8		
A member, spouse, and one child under 12 are PCS'd from CONUS to the new OCONUS PDS, travel by transoceanic transportation (i.e., commercial air, ship, etc.). They arrive at the new OCONUS PDS and concurrently the OCONUS TLA Approving Official authorizes TLA for 10 days starting on the PCS reporting date. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate at ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** is $377 ($250/ $127).		
The member is advised upon reporting in to aggressively seek permanent Gov't quarters/private sector housing, to keep an accurate lodging expense record (and lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent quarters at least every 10 days.		
The member submits a lodging expense report of $2,250 ($225) including lodging taxes for 10 days of TLA lodging. They moved into permanent quarters on Day 11.		
TLA COMPUTATION WHEN THE PCS REPORTING DATE AND AUTHORIZED TLA ARE ON THE SAME DAY		
This example is for travel performed by common carrier or transportation-in-kind.		
PCS M&IE paid (par. U5113) =		$285.75
TLA paid for 10 days of TLA (par. U9185-A3)	$225 + $7,413.75 =	$7,638.75
When computing the first day, pay the PCS M&IE based on the OCONUS PDS location and lodging under the TLA program		
DAY 1 PCS travel day M&IE		
Member	Full Rate	$127.00
Spouse	$127 x 75%	$95.25
Child under 12	$127 x 50%	+ $63.50
TOTAL		$285.75
TLA (lodging only)		
Member, spouse, and dependent (under 12)	$250 x 125% = $312.50 (limited to $225)	$225.00
DAYS 2 – 10		
Step 1	M&IE ($127 x 125%) = Lodging ($250 x 125%) = Total =	$158.75 + $312.50 $471.25
Step 2	Compare the actual lodging cost including tax ($225) against Step 1 ($312.50), pay the lesser amount	$225.00
Step 3	Add M&IE and lodging ($158.75 + $225) =	$383.75
Step 4	Compare steps 1 and 3 totals. Pay the lesser amount. $383.75/day x 9 days =	$7,413.75

SECTION 7: TLA SPECIAL

U9195 TLA-SPECIAL

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

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

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

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

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

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

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

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

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

1. A member who retires/separates, stays in the PDS area, and then moves at a later date is not eligible for TLA-Special. See par. U9150, ***NOTE 1***.

2. TLA-Special is not paid on behalf of a member who is in a TDY per diem status at the OCONUS home port

awaiting arrival of the ship to which assigned. See par. U9160-C2. TLA-Special may be authorized for the accompanying dependents if authorized by the Director, PDTATAC.

3. TLA-Special is terminated the day after the date a member voluntary refuses adequate Gov't quarters for personal convenience or reasons (e.g., building or purchasing a home).

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

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

TLA-SPECIAL EXAMPLE 1

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

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

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

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

TLA-SPECIAL EXAMPLE 2

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

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

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

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

TLA-SPECIAL EXAMPLE 3

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

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

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

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

TLA-SPECIAL EXAMPLE 4

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

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

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

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

TLA-SPECIAL COMPUTATION FOR A MEMBER W/O DEPENDENT	
PDTATAC issued a determination that TLA-Special is not authorized for 100% of temporary lodging rate of $177.00 because a member w/o dependent is limited to 65% of the lodging.	
1. Determine maximum rates (given percent x locality rate). M&IE Lodging	 65% x $75 = $48.75 65% x $225 = $146.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser amount of $225.00 vs. $146.25.	$146.25
3. Add the Step M&IE to the selected Step 2 lodging amount, $48.75 + $146.25 = $195.00. Pay $195.00/day.	$195/day x 5 days = $975.00

APPENDIX A

PART I: DEFINITIONS

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

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

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

1. Air Coach or Air Tourist. A type available on commercial aircraft at rates lower than first class or premium class.

2. Coach or Chair Car (Rail). A type not affording sleeping facilities, at a lesser rate than first class (parlor car seat).

3. Security (Enclosed). Any private room that can be locked for security purposes.

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

ACCOMMODATIONS, COMMON CARRIER.

1. First-Class. Generally, the highest accommodations class offered by commercial airlines in terms of both cost and amenities and termed "first class" by the airlines and in reservations systems. Includes suites offered by commercial ships, and the highest class of service, including bedrooms, roomettes, club service, parlor car, or other premium accommodations offered by passenger rail carriers.

2. Business-Class. A premium accommodations class offered by commercial airlines that is higher than coach/economy and lower than first-class in both cost and amenities (e.g., business-class). This class of accommodation is generally referred to as "business, business elite, business first, world business, connoisseur, or envoy" depending on the airline. For business-class definition for trains see par. U3135-B3.

3. Coach-/Economy-Class. The basic accommodations class offered by commercial airlines and passenger rail carriers, that includes a service level available to all passengers regardless of the airfare paid. The term applies when an airline offers only one accommodations class and that class is sold as economy-class (i.e., some airlines only offer true business-class or true first-class and are not to be mistaken for this one accommodations class). The term also includes tourist-class and economy-class on commercial airlines and reserved coach and/or slumber coach accommodations on overnight rail travel.

4. Slumber Coach. The least expensive sleeping accommodations available on a train.

5. Extra-Fare Train. A train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops).

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

1. An establishment owned by the Federal Gov't;

2. An establishment treated as an apartment building by State or local law or regulation; or

3. An establishment containing not more than 5 rooms for rent or hire that also is occupied as a residence by the proprietor.

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

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

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

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

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

AGENCY.

A. Includes a/an:

1. Executive agency, as defined in 5 USC §101;

2. Military department;

3. Office, agency or other establishment in the legislative branch;

4. An office, agency or other establishment in the judicial branch; and

5. The Gov't of the District of Columbia.

B. Does NOT include a/an:

1. Gov't-controlled corporation;

2. Member of Congress; or

3. Office or committee of either House of Congress or of the two Houses.

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

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

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

ATTENDANT. An attendant:

1. Is a member, employee, or other person who, IAW a travel authorization/order/ITA, accompanies a member authorized to travel to/from a medical facility for required medical attention that is not available locally;

2. Takes care of and waits upon the member patient in response to the patient's needs;

3. May travel with the patient and attend to the patient's needs at the destination medical facility; and

4. Is appointed by competent medical authority.

AUTHORIZED.

a. The giving of permission before an act.

b. The giving, through these regulations, of an allowance to an eligible individual requiring no other action.

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

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

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

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

BAGGAGE. Personal effects of a traveler needed ICW official travel and immediately upon arrival at the point of assignment. Material belonging to the Gov't may be included. ***NOTE: Baggage may accompany a traveler (accompanied baggage) or be transported separately from the traveler (unaccompanied baggage).***

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

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

1. Is not carried free on a ticket used for personal travel,

2. Ordinarily is transported separately from the major bulk of HHG, and

3. Usually is transported by an expedited mode because it's needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CONTINGENCY OPERATION. A military operation that:

1. Is designated by the Secretary of Defense as an operation in which armed forces members are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or

2. Results in the call or order to, or retention on, active duty of a member of the Uniformed Services under 10 USC §688, §12301(a), §12302, §12304, §12305, or §12406; Chapter 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

CONTRACT CARRIER. U.S. certificated air carrier that is under contract with the Gov't to furnish Federal employees, uniformed members, and other persons authorized to travel at Gov't expense with passenger transportation service. This also includes GSA's contracted scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced airfares.

(CONTRACTED) COMMERCIAL TRAVEL OFFICE/TRAVEL MANAGEMENT CENTER (CTO/TMC). A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the Gov't.

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

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

The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff)
Department of the Army
Department of the Air Force
Department of the Navy (including the Marine Corps)
DOD Inspector General
United States Court of Appeals for the Armed Forces
DOD FIELD ACTIVITIES: American Forces Information Service Defense Prisoner of War/Missing Personnel Office Defense Technology Security Administration DOD Counterintelligence Field Activity DOD Education Activity DOD Human Resources Activity Office of Economic Adjustments TRICARE Management Activity Washington Headquarters Services
DEFENSE AGENCIES: Defense Advanced Research Projects Agency Defense Commissary Agency Defense Contract Audit Agency Defense Contract Management Agency Defense Finance and Accounting Service Defense Information Systems Agency Defense Intelligence Agency

Defense Legal Services Agency Defense Logistics Agency Defense Security Cooperation Agency
DEFENSE AGENCIES (cont.): Defense Security Service Defense Threat Reduction Agency Missile Defense Agency National Geospatial Intelligence Agency National Geospatial Intelligence College National Security Agency/Central Security Service Pentagon Force Protection Agency
JOINT SERVICE SCHOOLS: Joint Military Intelligence College Defense Acquisition University National Defense University Joint Professional Military Education Colleges Uniformed Services University of the Health Sciences

DEPENDENT. Defined by 37 USC §401.

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

1. A member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for purposes of travel between the port of overhaul, inactivation or construction, and the home port as authorized in par. U7115-A, or for transportation for survivors of a deceased member authorized in par. U5242-A1;

2. A child is treated as a dependent of either the mother or the father who are members on active duty (i.e., only 1 member may receive allowances on behalf of the child);

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

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

1. A member's spouse;

2. A member's unmarried child under age 21 (including an infant born after a PCS order effective date when the mother's travel to the new PDS before the child's birth was precluded by Service regulations because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor, or for other official reason(s) such as awaiting completion of the school year by other children in the family (50 Comp. Gen. 220 (1970); 66 id. 497 (1987));

3. A member's unmarried stepchild under age 21 (including an illegitimate child of the member's spouse, B-177061/B-177129, 13 December 1974) ***NOTE*: A stepchild is excluded as a dependent after divorce of the member from the stepchild's parent by blood.**;

4. A member's unmarried adopted child under age 21 (including a child placed in the home of the member by a placement agency for the purpose of adoption);

5. A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established IAW criteria prescribed in Service regulations;

6. A member's unmarried child who is under 23 including step, adopted, and illegitimate children, enrolled in a full-time course of study in an institution of higher education approved by the Secretary concerned, and is in

fact dependent on the member for more than one-half of his/her support;

7. A member's unmarried child of any age who is incapable of self-support because of mental or physical incapacity and is, dependent on the member for over one-half of his/her support; ***NOTE: A child under this item include a member's child by blood, a stepchild, an adopted child, a child placed in the home of the member by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established IAW criteria prescribed in Service regulations.***;

8. For transportation authorized in JFTR, par. U5215-B,

a. A member's unmarried child who traveled at Gov't expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from, or cessation of enrollment in, an institution of higher education, otherwise would cease to be the member's dependent, while the member is serving at an OCONUS PDS;

b. A parent, stepparent, or person in loco parentis, who traveled at Gov't expense to an OCONUS PDS incident to the member's assignment there and ceases to be the member's dependent while the member is serving at an OCONUS PDS;

9. A member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became age 21 who:

a. Is, in fact, dependent on the member for more than one half of his/her support and has been so dependent for a period prescribed by the Secretary concerned; or

b. Became so dependent due to a change of circumstances arising after the member entered on active duty and the dependency of the parent on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary concerned;

10. For return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce or annulment before the member was eligible for return transportation. See par. U5900-E.;

11. For a dependency determination made on or after 1 July 1994, an unmarried person who:

a. Is placed in the legal custody of the member as a result of an order of a court of competent jurisdiction in a CONUS or a non-foreign OCONUS area for a period of at least 12 months; and

(1) Has not attained age 21, or

(2) Has not attained the age 23 and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary concerned, or

(3) Is incapable of self support because of a mental or physical incapacity that occurred while the person was a dependent of the member or former member under (1) or (2), and

b. Is dependent on the member for over one-half of his/her support, as prescribed in regulations of the Secretary concerned; and

c. Resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability, incapacitation, or such other circumstances as the Secretary concerned may by regulation prescribe; and

d. Is not a dependent of a member under any other paragraph.

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

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

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

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

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

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

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

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

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

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

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

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

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

d. Marine Corps

Commandant of the Marine Corps (MRP-1)
3280 Russell Avenue
Quantico, VA 22134-5143

e. NOAA Corps
Director, Commissioned Personnel Center
8403 Colesville Road, Suite 500
Silver Spring, MD 20910-6333

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

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

Pertinent GSBCA decisions
GSBCA 15947-RELO, 31 March 2003 available at: ***http://www.gsbca.gsa.gov/relo/r1594703.txt***
GSBCA 15382-RELO, 20 December 2000 available at: ***http://www.gsbca.gsa.gov/relo/r1538220.txt***
GSBCA 15207-RELO, 19 May 2000 available at: ***http://www.gsbca.gsa.gov/relo/r1520719.txt***
GSBCA 14673-RELO, 9 December 1998 available at: ***http://www.gsbca.gsa.gov/relo/r1467309.txt***
GSBCA 14122-RELO, 16 March 1998 available at: ***http://www.gsbca.gsa.gov/relo/r141220.txt***

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

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

DEPENDENT-RESTRICTED TOUR. A tour at any overseas duty station with an established tour that does not permit command-sponsored dependents. Also, referred to as an unaccompanied hardship overseas tour or remote tour. Also describes a tour at a station at which command-sponsored dependents may be authorized, but at which the member is not eligible to serve the accompanied tour. See DODI 1315.18, par. E2.1.13.

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

1. A place in CONUS or in a non-foreign OCONUS area;

2. The foreign OCONUS place to which dependents are specifically authorized to travel under par. U5222-D1, when a member is ordered to an unaccompanied or dependent restricted tour, as applicable. ***NOTE: Limited to the native country of a foreign born spouse for DOD Services and Coast Guard.***;

3. The OCONUS place at which a member is scheduled to serve an accompanied tour after completing an unaccompanied or dependent-restricted tour, as applicable, and to which dependents specifically are authorized to travel under par. U5222-C4, U5222-D1 or U5222-F3;

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

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

NOTE 1: To receive allowances associated with a designated place move, the member must certify that the designated place is the place at which the dependents intend to establish a bona fide residence until further dependents' transportation is authorized at Gov't expense.

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

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

DISCOUNT GOV'T MEAL RATE. The daily rate charged for meals in a Gov't dining facility minus the operating cost. See definition of "Gov't Meal Rate" for current rates.

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

1. Shortest. Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.

2. Practical. Routes a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routes consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distances.

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

1. The home of a member at the time of

   a. Appointment to regular Service from civilian life or a reserve component;

   b. Being called to active duty or active duty for training for 20 or more weeks;

   c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);

   d. Enlistment or induction into the Service (regular or during emergency);

2. The place at which a member actually is assigned for duty, including a place from which the member commutes daily to an assigned station or, for a member on sea duty, the home port of the ship or mobile unit to which the member is assigned;

3. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to such ship is the new station;

4. The home of a member upon:

   a. Retirement;

   b. Transfer to a Reserve Component, the Fleet Reserve, or the Fleet Marine Corps Reserve;

c. Release from active duty;

d. discharge, resignation, or separation, all under honorable conditions; or

e. Temporary disability retirement.

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

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

EMPLOYEE. A civilian individual:

1. Employed by an agency (as defined in APP A), regardless of status or grade;

2. Employed intermittently as an expert or consultant and paid on a daily WAE basis; or

3. Serving without pay or at $1 a year (5 USC §5701(2)) (also referred to as "invitational traveler" for TDY travel purposes only).

ESCORT. An escort:

1. Is a member, employee, or other person who, IAW a travel authorization/order/ITA, accompanies a member between authorized locations, when:

   a. Member travel is authorized by competent authority, and

   b. The member is incapable of traveling alone, and

2. May be appointed by the member's commanding officer/AO.

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

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

FAMILY. ***See DEPENDENT.***

FEDERAL TRAVEL REGULATION. Regulation contained in title 41 of the Code of Federal Regulations (CFR), Chapters 300 through 304, that implements statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel in the manner of civilian employees at Gov't expense.

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

1. The individual is subsisted in a Gov't mess or with an organization drawing field rations, and is provided Gov't quarters or is quartered in accommodations normally associated with field exercises.
NOTE: Everything ordinarily covered by per diem is furnished without charge, except that a member is required to pay for rations at the discounted meal rate (basic meal rate)., or

2. Students are participating in survival training, forage for subsistence, and improvise shelter. ***NOTE: Individuals furnished quarters and subsistence obtained by contract are performing field duty when so declared by a competent official.***

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

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

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

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

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

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

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

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

GOV'T. The Gov't of the U.S. and the Gov't of the District of Columbia.

GOV'T ADMINISTRATIVE RATE SUPPLEMENT (GARS). A reimbursable expense charged by rental car companies for costs incurred unique to doing business with the U.S. Gov't.

GOV'T AIRCRAFT. Any aircraft owned, leased, chartered or rented and operated by an executive agency.

GOV'T-CONTRACT RENTAL AUTOMOBILE. An automobile obtained for short-term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

GOV'T-SPONSORED CONTRACTOR-ISSUED TRAVEL CHARGE CARD. ***See GOV'T TRAVEL CHARGE CARD.***

GOV'T-CONTROLLED QUARTERS. Quarters, other than Gov't or privatized quarters. under the jurisdiction of a uniformed service (e.g., Ministry of Defense (MOD) leased quarters) for which the Gov't controls occupancy.

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

GOV'T DINING FACILITY/GOV'T MESS. A generic term used in lieu of Gov't mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used by or made available to the member includes:

1. A general or Service organizational mess, including messing facilities of a state-owned National Guard Camp ***NOTE*: A dining facility/mess established and operated primarily for enlisted member subsistence is not included for officers unless the mess is used by, or made available to, them.;**

2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or

3. Box lunches, in flight meals, or rations furnished by the Gov't on military aircraft.

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

GOV'T-FURNISHED AUTOMOBILE. An automobile (or "light truck," as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

1. Owned by an agency;

2. Assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or

3. Leased by the Gov't for 60 days or longer from a commercial firm.

GOV'T-FURNISHED VEHICLE. A Gov't-furnished automobile or a Gov't aircraft.

***GOV'T MEAL RATE.** The daily rate (discount or standard) charged for meals in a Gov't dining facility. Effective 1 October 2008 this rate also applies to cadets and midshipmen on TDY.

Effective 1 January 2008.

1. Discount Gov't Meal Rate: $8.35 per day

2. Standard Gov't Meal Rate: $9.80 per day

***NOTE*: Also see DISCOUNT GOV'T MEAL RATE.**

GOV'T MESS. ***See GOV'T DINING FACILITY/GOV'T MESS.***

GOV'T-PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate Gov't official.

GOV'T QUARTERS.

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

A. Gov't Quarters. The following are Gov't quarters:

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the U.S. Gov't;

2. Lodgings or other quarters obtained by U.S. Gov't contract;

3. Quarters in a state-owned National Guard camp;

4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;

5. Temporary lodging facilities as defined in APP A;

6. Lodging facilities on a U.S. Installation owned and operated by a private corporation, if the use of these facilities is directed by Service regulations;

7. Family-type housing owned/leased by the U.S. Gov't whether occupied as a guest or as a principal; and

8. Guesthouses, officers clubs, bachelor quarters, visiting officers' quarters, or similar quarters facilities located at a military activity, quarters aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform.

B. Adequacy Standards

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

2. Non-DOD Services. See Service regulations.

GOV'T TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the U.S. Gov't for transportation on land, water, or in the air. ***(Also see GOV'T CONVEYANCE.)***

GOV'T TRANSPORTATION REQUEST (GTR) ***(Standard Form 1169).*** An accountable Gov't document used to procure common carrier transportation services. The document obligates the Gov't to pay for transportation services provided. See **TRANSPORTATION REQUEST**.

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

GOV'T TRAVEL CHARGE CARD (GTCC). A charge card used by authorized individuals to pay for official travel and transportation related expenses for which the card contractor bills the individual.

GROUP MOVEMENT. A movement of 2 or more official travelers traveling as a group, under the same authorization/order (either PCS or TDY) for which transportation is Gov't-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the authorization/order. ***NOTE: Members, traveling together under an authorization/order directing no/limited reimbursement, may travel between any points en route, provided that the authorization/order specifically indicates the points between which the status applies.***

HIGHEST CONUS M&IE RATE

$51 Effective for travel by car ferry ***on or after 1 January 2005***
$64 Effective for travel by car ferry ***on or after 1 October 2005***

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

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

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

be the actual home of the member upon entering the Service, and not a different place selected for the member's convenience.

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

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

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

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

NOTE 2: HHG acquired after the authorization/order effective date but before entering an IPCOT may be shipped when par. U5370-I1b or U5370-I2 applies.

A. HHG also include:

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

2. Spare POV parts (see the definition in APP A) and a pickup tailgate when removed;

3. Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);

4. Consumable goods for a member ordered to locations listed in APP F;

5. A vehicle other than a POV (such as a motorcycle, moped, hang glider, golf cart or snowmobile (and/or the associated trailer));

6. A boat or personal watercraft (e.g., a jet ski) 14 or more feet (and/or the associated trailer); and

7. Ultralight vehicles (defined in 14 CFR §103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).

8. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).

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

1. Personal baggage when carried free on commercial transportation;

2. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (see Chapter 5, Part E for POV shipment);

3. Live animals including birds, fish and reptiles;

4. Articles that otherwise would qualify as HHG but are acquired after the PCS authorization/order effective date, except:

a. Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the effective date of the PCS authorization/order, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the U. S. for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process (43 Comp. Gen. 514 (1964)); or

b. Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS (68 Comp. Gen. 143 (1988));

5. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);

6. HHG for resale, disposal or commercial use;

7. Privately owned live ammunition (B-130583, 8 May 1957);

8. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. See DOD 4500.9-R, DTR, Part IV, for examples of hazardous materials.

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

1. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);

2. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls); and

3. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless,

a. Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,

b. No storage is required, and

c. No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

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

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

INACTIVE DUTY TRAINING.

1. Inactive duty that is:

a. Duty prescribed for a Reserve Component member by the Secretary concerned, or

b. Special additional duty authorized for a Reserve Component member by an authority designated by the Secretary concerned and performed by them on a voluntary basis ICW prescribed training or maintenance activities of the units to which they are assigned.

2. The duties in 1a above, when performed by a National Guard member, including:

a. Unit training assemblies;

b. Training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

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

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

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

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

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

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

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

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

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

LODGINGS IN KIND. Lodgings provided by the Gov't without cost to the member.

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

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

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

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

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

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

1. Personally-procured commercial transportation,
2. Gov't-procured commercial transportation,
3. Gov't transportation.

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

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

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

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

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

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

OCONUS. Outside CONUS.

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

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

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

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

OVERSEAS. See OCONUS.

PCS AUTHORIZATION/ORDER EFFECTIVE DATE.

1. For a member being separated or retired, the last day of active duty. See below for a Reserve Component member 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:

EXAMPLE 1	
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
EXAMPLE 2	
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 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 Ch 3, Part F and Ch 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.***

PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE. The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations. The Committee is chartered by the Uniformed Services and operates under the policy guidance of the Department of Defense (DOD). Its members are a Deputy Assistant Secretary from each of the military departments, the Director of the National Oceanic and

Atmospheric Administration Corps (NOAA Corps), the Director of Personnel Management of the Coast Guard (USCG), and the Assistant Secretary for Health of the Public Health Service (USPHS). The Committee Chairman is the Deputy Under Secretary of Defense (Military Personnel Policy (MPP)).

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

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

1. (for DLA), Relocation of a household due to military necessity or Gov't convenience within the corporate limits of the same city or town ICW a transfer between activities;

2. A change in the home port of a ship or mobile unit;

3. Change from home or from the PLEAD to the first PDS upon:

   a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from a Reserve component;

   b. Call to active duty for 20 or more weeks or call to active duty for training (see par. U2146 for exceptions) for 20 or more weeks;

   c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);

   d. Enlistment or induction into the Service (regular or during emergency); and

   e. Change from the last PDS to home upon:

      (1) Discharge, resignation, or separation from the Service under honorable conditions;

      (2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;

      (3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;

      (4) Retirement; and

      (5) Temporary disability retirement.

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

NOTE 1: The geographic limits of the PDS are:

a. <u>For a member</u>. The limits of the post of duty or official station are the ship (for the specified purposes), or the corporate limits of the city or town in which the member is stationed. If the member is not stationed in a ship or in an incorporated city or town, the official station limits are the reservation, station, or other established area, including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries, within which the designated post of duty is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one for PDS purposes. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.

b. <u>For invitational travelers</u>

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

2. If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries in which the home or principal place of business is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.

<u>NOTE 2</u>: Arlington County, VA, is a PDS. The Pentagon and other Gov't activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawai'i. Each of those seven Districts is a separate and unique PDS (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).

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

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

1. The home of a member at the time of:

   a. Appointment to regular Service from civilian life or from a reserve component;

   b. Being called to active duty (including for training) for 20 or more weeks;

   c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability); or

   d. Enlistment or induction into the Service (regular or during emergency); or

   e. Temporary disability retirement.

2. The place to which a member actually is assigned for duty, including a place from which the member commutes daily to the assigned station. For a member assigned to a ship or ship-based staff, it is the home port of the ship or ship-based staff to which the member is assigned (except as noted in the basic definition);

3. The place where a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to the ship is the new station;

4. The member's home upon:

   a. Retirement;

   b. Transfer to a Reserve component, the Fleet Reserve, or the Fleet Marine Corps Reserve;

   c. Release from active duty;

   d. Discharge, resignation, or separation, all under honorable conditions; or

   e. Temporary disability retirement.

PERMANENT DUTY TRAVEL. PCS and COT/IPCOT travel.

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

1. The place of acceptance in current enlistment, commission, or appointment of a member of the regular Services, or of a Reserve Component member when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it's the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.

2. In the case of a Reservist who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an authorization/order to active duty is addressed.

3. In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place where the member attains a military status or where the member enters the Service. ***NOTE*: Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).**

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

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

PLACE OF STORAGE. Residence or authorized storage location.

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

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

PORT OF DEBARKATION (POD).

1. Travel by air: the destination airport at which the traveler leaves an international/transoceanic flight.

2. Travel by ship: the place at which the traveler leaves a ship after the journey of 24 or more hours.

PORT OF EMBARKATION (POE).

1. Travel by air: the airport at which the traveler boards an international/transoceanic flight.

2. Travel by ship: the place at which the traveler boards a ship for a journey of 24 or more hours.

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

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

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

PREMIUM-CLASS. Travel and accommodations that are:

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

2. Business-class. See definition of **BUSINESS-CLASS.**

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

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

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

PRIVATELY OWNED (MOTOR) VEHICLE (POV).

1. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member or a dependent of the member for the primary purpose of providing personal transportation that:

   a. Is self-propelled;

   b. Is licensed to travel on the public highways;

   c. Is designed to carry passengers or HHG; and

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 Gov't for significant contributions ICW official duties; and

7. Personal computers and accompanying equipment used for official Gov't 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.***

SHORT DISTANCE MOVE. A move:

1. Involving HHG drayage or shipment for a short distance between residences;

2. To or from a NTS facility in the member's PDS area;

3. In the member's last PDS area when the member is authorized a final move during a separation or retirement;

4. Incident to reassignment or PCS to a new PDS near the old PDS;

5. Between residences within a metropolitan area; or

6. Not during a PCS, a move between residences within the daily commuting distance of the PDS.

<u>NOTE</u>: A short distance HHG move includes necessary packing, crating, hauling, unpacking and uncrating.

SPARE PARTS FOR A POV. ***See POV, SPARE PARTS.***

SPECIAL CONVEYANCE. Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

SPECIAL NEEDS. Physical characteristics of a traveler not necessarily defined under disability. Such physical

characteristics could include, but are not limited to, the traveler's weight or height.

STANDARD CONUS PER DIEM RATE. The per diem rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates at ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***.

STANDARD GOV'T MEAL RATE. See definition of "Gov't Meal Rate" for current rates. The daily rate charged for meals in a Gov't dining facility including the operating cost.

STORAGE IN TRANSIT (SIT). Short-term storage that is part of HHG transportation. May be at any combination of the origin, in transit, or destination. Usually for 90 or fewer days, but may be extended. See par. U5375. Also referred to as temporary storage.

SUBSISTING OUT. The non-leave status of an inpatient who is no longer assigned a bed. An inpatient authorized to subsist out is not medically able to return to duty but continuing treatment does not require a bed assignment (DOD 6015.1-M, January 1999, P19.1.19).

TEMPORARY DUTY (TDY).

1. Duty at one or more locations, away from the PDS, under an authorization/order providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.

2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location where processing is accomplished.

TEMPORARY DUTY (TDY) LOCATION. ***See TEMPORARY DUTY STATION***.

TEMPORARY DUTY (TDY) STATION. A place, away from the PDS, to which the traveler is authorized to travel.

TEMPORARY DUTY (TDY) TRAVEL. Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

TEMPORARY LODGING FACILITIES. Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a cash charge is levied, without direct charge against the occupants' quarters allowances. They include guesthouses, except transient visiting officer quarters occupied by official visitors to the installation. ***NOTE: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted quarters.***

TEMPORARY STORAGE. ***See STORAGE IN TRANSIT***.

TERRITORIES AND POSSESSIONS OF THE UNITED STATES. ***(As released by the Office of the Geographer and Global Issues, 1 July 1997.)***

1. Commonwealth of the Northern Mariana Islands i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from web site ***http://www.saipan.com***)

2. Commonwealth of Puerto Rico

3. American Samoa

4. Baker Island

5. Guam

6. Howland Island
7. Jarvis Island
8. Johnston Atoll
9. Kingman Reef
10. Midway Islands
11. Navassa Island
12. Palmyra Atoll
13. Virgin Islands
14. Wake Island

TERRITORY OF THE UNITED STATES. ***Also see TERRITORIES AND POSSESSIONS OF THE UNITED STATES.*** An incorporated or unincorporated territory over which the United States exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to jurisdiction of the United States. ***NOTE: "Incorporated" territories refer to any areas that Congress has "incorporated" into the United States by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.***

TRANSOCEANIC TRAVEL. Travel that, if performed by surface means of commercial transportation over a usually traveled route, requires oceangoing ships.

TRANSPORTATION. The means of moving people or things (particularly HHG) from one place to another.

TRANSPORTATION EXPENSES. The costs related to transportation.

TRANSPORTATION, HHG. The shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at Gov't expense. See Ch 5, Part D for specific regulations governing PCS HHG transportation and Ch 4, Part H for TDY HHG transportation.

TRANSPORTATION-IN-KIND. Transportation provided by the Gov't without cost to the traveler. It includes transportation by Gov't aircraft, ship, or vehicle, and Gov't-procured transportation via commercial carriers.

TRANSPORTATION, POV. Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.

NOTE 1: The term does not include land transportation to or from such ports, except when transportation of POV is authorized by 37 USC §554 and is IAW Service regulations.

NOTE 2: Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the member's responsibility.

TRANSPORTATION REQUEST. A written request of the United States Gov't (including a GTR – see definition) to procure transportation, accommodations, or other services chargeable to the Gov't from a commercial provider, ICW official travel.

TRANSPORTATION TERMINAL. A transportation terminal is a common carrier or Gov't transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

TRAVEL. The term "travel" relates to movement of persons from place to place and includes authority for the use of quarters facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume. When used ICW 'travel allowances', the term refers to per diem or AEA.

TRAVEL ADVANCE. Prepayment of estimated travel expense in the form of a loan.

TRAVEL AUTHORIZATION/ORDER. A written instrument issued or approved by person(s) to whom authority has been delegated directing a member or group of members to travel. There are four basic types of authorization/ order:

1. Unlimited Open. This is a form of blanket travel authorization/order allowing a member to travel anywhere on official business without further authorization for a specified period of time within a fiscal year. See ***NOTE*** below for restrictions.

2. Limited Open. This is a form of blanket travel authorization/order allowing a member to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year. See ***NOTE*** below for restrictions.

3. Repeat. This is a form of blanket travel authorization/order allowing a member to travel on official business without further authorization to a specific destination for a specified period of time within a fiscal year. See ***NOTE*** below for restrictions.

4. Trip-by-trip. This is a travel authorization/order allowing an individual or group of individuals to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs.

NOTE: Unlimited Open, Limited Open, and Repeat Travel Authorizations/Orders (also called Blanket Travel Authorizations/Orders) are not used in DTS. The blanket travel authorization/order type is restricted to economy-class travel authorization. If premium-class transportation becomes necessary for a specific trip, an amendment to the travel authorization/order for each such trip must be issued.

TRAVEL CLAIM (VOUCHER). A written request supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of any official travel.

TRAVEL, INVITATIONAL. Authorized travel by individuals either not employed by the Gov't or employed (under 5 USC §5703) intermittently in the Gov't's service as consultants or experts and paid on a daily when-actually-employed basis. It is also used for an individual serving without pay or at $1 a year when the individual is acting in a capacity directly related to, or ICW, official Gov't activities. Travel and transportation allowances authorized for such a person are the same as those ordinarily authorized for a civilian employee ICW TDY, except as provided by item A2m in APP E, Part I for spouse invitational travel. See APP E.

TRAVEL MANAGEMENT CENTER (TMC). ***See (CONTRACTED) COMMERCIAL TRAVEL OFFICE/TRAVEL MANAGEMENT CENTER (CTO/TMC)*** and ***TRAVEL MANAGEMENT SYSTEM (TMS)***.

TRAVEL MANAGEMENT SYSTEM (TMS). A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a CTO/TMC, and an electronic system or other commercial method of arranging travel.

TRAVEL, OFFICIAL. Authorized travel and assignment solely ICW business of the DOD or the Gov't.

NOTE 1: Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence; to, from, or between PDSs; and to, from, at, and between TDY assignment locations.

NOTE 2: Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places ICW personal business is not official travel.

Nonofficial travel status affects allowances, reimbursements, and pay status.

TRAVEL ORDER. ***See TRAVEL AUTHORIZATION/ORDER.***

TRAVEL STATUS. The member's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel order, including time en route waiting for transportation connections and delays en route beyond the control of the traveler. ***NOTE: See par. U2200 for more detail.***

UNACCOMPANIED BAGGAGE. ***See BAGGAGE, UNACCOMPANIED***.

UNACCOMPANIED MEMBER. A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

UNACCOMPANIED TOUR. The authorized tour length at a specific overseas duty station for a Service member who is not accompanied by command-sponsored dependents. A tour at a location with only an unaccompanied tour authorized is a dependent-restricted tour (see definition). For JFTR allowances, an unaccompanied tour also includes a dependent-restricted tour. See DODI 1315.18, par. E2.1.50

UNIFORMED SERVICES. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

UNIT. A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

UNITED STATES. The 50 states and the District of Columbia.

U.S. -CERTIFICATED AIR CARRIER. A U.S.-certificated air carrier that holds a certificate under 49 USC §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S.-certificated air carrier service also includes service provided under a code share agreement with a foreign (non-.U.S.-certificated) air carrier IAW Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S.-certificated air carrier's designator code and flight number.

U.S. FLAG AIR CARRIER. ***See U.S.-CERTIFICATED AIR CARRIER.***

U.S. INSTALLATION. A base, post, yard, camp or station:

1. Under the local command of a uniformed service,
2. With permanent or semi-permanent-type troop shelters and a Gov't mess, and
3. Where there are U.S. Gov't operations.

NOTE: This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the installation.

UNUSUALLY ARDUOUS SEA DUTY. Duty aboard or with designated units. These units must be designated in writing and meet the criteria in 57 Comp. Gen. 266 (1978).

WARD. A person, especially an infant, placed by authority of law under the care of a guardian.

WEIGHT ADDITIVE. ***See HOUSEHOLD GOODS-WEIGHT ADDITIVE.***

YEARS OF SERVICE. Any service authorized to be credited in computation of basic pay under 37 USC §205.

APPENDIX G: MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL

A. General. This Appendix 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/documentation 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 JFTR, Ch 3, Part F, and JTR, Ch 2, Part H.

C. Voucher Submission. DODFMR, Vol. 9, Travel Policy and Procedures at ***http://www.dtic.mil/comptroller/fmr/*** prescribes the voucher submission requirements, with supporting authority. Funds must be obligated IAW finance policy (ordinarily prior to/at the time the expense is incurred).

D. Miscellaneous Expenses Table. Travelers are authorized reimbursement for certain necessary travel and transportation-related miscellaneous expenses incurred on official business. Some miscellaneous expenses are authorized for reimbursement by this Appendix; other miscellaneous expenses require AO authorization/approval. Miscellaneous expenses include the following (listed in alphabetical order):

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
ATM Use (Civilian Employee). 1. Reimbursable. Administrative fees for ATM use to obtain money with the GTCC up to the amount authorized for an ATM travel advance. 2. Not Reimbursable. Administrative fees for an ATM or personal charge card. 3. See OSD Comptroller memo dated 19 July 2002, and Volume 9, Ch 3 of the DOD Financial Management Regulations (DODFMR), available at: ***http://www.dtic.mil/comptroller/fmr/09/09_03.pdf***, for information on personnel exempt from the requirement to use the GTCC.			X	X		X
ATM Use (Uniformed Member) 1. Reimbursement is authorized for administrative fees for ATM use to obtain money with: a. The GTCC, or b. An ATM or personal charge card used by personnel exempt (and the traveler must provide the exemption authority) from GTCC use for official travel, up to the amount authorized for an ATM travel advance. 2. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rate applicable to that card if an advance is not otherwise provided by cash or check. 3. See OSD Comptroller memo of 19 July 2002 and Volume 9, Ch 3 of the "DOD Financial Management Regulations", available at: ***http://www.dtic.mil/comptroller/fmr/09/09_03.pdf***, for information on personnel exempt from the requirement to use the GTCC.	X	X			X	
Baggage, Excess Accompanied (Transportation Cost). Excess accompanied baggage transportation costs may: 1. Be authorized in advance/approved after the fact by the Secretarial Process (ordinarily a major personnel command (e.g., Bureau of Naval Personnel (BUPERS) (Navy), Human Resources Command (HRC) (Army)) after any PCS or civilian employee TCS travel. 2. Be authorized in advance of any PCS or civilian employee TCS travel for DOD travelers IAW the Service/Agency regulations. 3. Be authorized/approved for the ***non-DOD travelers.*** 4. ***Not*** be paid for with a Miscellaneous Charge Order (MCO), a coupon used as a general-purpose voucher for services (such as excess accompanied baggage) ICW PCS travel unless authorized by the Secretarial	X		X			

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
Process in advance of travel. See JFTR, par. U3015 and JTR, par. C2302						
Baggage Expenses. Reimbursement is authorized for necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include: 1. Excess Baggage. See Baggage, Excess Accompanied. 2. Baggage Transfer. Not to exceed the customary local rates, and necessity for the transfer must be explained. 3. Baggage Storage (with explanation). 4. Baggage Checking. Not to exceed the customary local rates. 5. Curbside Baggage Check-in Fee a. **Uniformed Member**. ***Reimbursement of a fee charged for the use of optional curbside baggage check-in service is not authorized.*** A tip, separate from the fee itself, is reimbursable. b. **Civilian Employee**. Reimbursable only when authorized under JTR, par. C7460-4, for a traveler with a disability/special need.	X	X	X	X	X	X
Baggage Handling Tips 1. **Uniformed Member** a. Transportation Terminal. Reimbursement is authorized for customary tips for handling ***any*** baggage (personal and/or Gov't) at a transportation terminal. b. Lodging Establishment. Reimbursement is authorized ***only*** for transportation-related tips for handling ***Gov't property*** at lodging establishments. 2. **Civilian Employee**. Baggage handling tips at transportation terminals or lodging establishments are covered by the incidental expenses portion of per diem and are ***not*** items for separate reimbursement ***except*** for the following: a. A traveler with a disability/special need (see JTR, par. C7460-4), b. Handling of Gov't property, c. Handling of a dependent's personal baggage when the dependent is not authorized per diem while traveling at Gov't expense when unaccompanied by the sponsor, and d. Handling of a dependent's personal baggage that the sponsor cannot handle when the dependent is traveling with the sponsor.	X	X	X	X	X	X
Birth Certificates. The cost of birth certificates or other acceptable evidence of birth for OCONUS travel.	X	X	X	X	X	X
Carrier Terminal Fees. 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)).	X	X	X	X	X	X
Cell Phone Use. When a cell phone is used for official communication, each call must be documented showing the additional cost incurred outside of the normal usage covered in the cell phone contract. ***Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.***		X		X	X	X
Check Cashing. 1. Reimbursable. Fees for cashing U.S. Gov't checks/drafts issued for travel expense reimbursement in a foreign country.	X	X	X	X	X	X

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
2. Not Reimbursable. Fees for cashing salary checks/drafts are not authorized.						
Check Costs. The cost of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEA, and/or travel expenses for the authorized travel.	X	X	X	X	X	X
Clerical Assistance. Reimbursable when authorized/approved by the AO.		X		X	X	X
Communication Services. Gov't-owned/leased services should be used for official communications, but when Gov't services are not available commercial communications services may be used. ***Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.***		X		X	X	X
Computer Connections. Connections (e.g., Internet connection) used for computers to perform official Gov't business are reimbursable when authorized/approved by the AO.		X		X	X	X
Conveyance Costs. Public or special conveyance costs to and from the transportation terminal. See JFTR, Ch 3, Part E and JTR, Ch 2, Part C).	X	X	X	X	X	X
Currency Conversion Fees 1. Reimbursable. 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. 2. Not Reimbursable. Losses resulting from currency conversions (63 Comp. Gen. 554 (1984)). ***NOTE: A traveler is not liable for gains resulting from currency conversion***. 3. Travel Claim Submission. A traveler who pays with a credit card for OCONUS expenses should check with the credit card vendor to determine the final bill 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. 4. Supplemental Vouchers. A traveler 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 be 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.	X	X	X	X	X	X
Driver (Vehicle) Services. Reimbursable when authorized/approved by the AO.		X		X	X	X
Energy Surcharge Fees	X	X	X	X	X	X
Global Positioning System (GPS) for a Rental Car. ***The optional Global Positioning System (GPS) for a rental car is not reimbursable***.						
Green Card. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
GTCC 1. Late Payment Delinquent Fees. Reimbursable when authorized/approved by the AO only for a traveler in a mission critical travel category or who, through no personal fault, is unable to file a travel voucher and pay the GTCC bill because of circumstances specific to the travel. See DODFMR, Volume 9, Ch 3, found in USD© memorandum dated 7 May 2002 for definition of mission critical personnel and processing requirements. 2. Expedited Delivery. Reimbursable when authorized/approved by the AO.		X		X	X	X
Guide Services. Reimbursable when authorized/approved by the AO.		X		X	X	X
Inoculations. 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/or approved.	X	X	X	X	X	X

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
Insurance, Driving-Related. Driving-related insurance is reimbursable when a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving-related insurance (55 Comp. Gen. 1343 (1976)) to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Gov't conveyance/POC/rental car.		**X**		**X**	**X**	**X**
Interpreter Services. Reimbursable when authorized/approved by the AO.		X		X	X	X
Laundry/Dry-Cleaning Expenses (Civilian Employee Only) 1. Reimbursable for CONUS Travel. Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during **TDY or PCS** travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense when travel **within CONUS** requires at least 4 consecutive nights lodging. 2. Not Reimbursable for OCONUS Travel. ***Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.*** It is part of the incidental expense allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.			**X**	**X**		**X**
Laundry/Dry-Cleaning Expenses (Uniformed Member Only) 1. Reimbursable for CONUS Travel. Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during TDY travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense up to an average of $2 per day, in addition to per diem/AEA, when travel within CONUS requires at least 7 consecutive nights of TDY lodging in CONUS (e.g., 6 nights, no laundry, 7 nights, NTE $14, 8 nights, NTE $16). 2. Not Reimbursable for OCONUS Travel. ***Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.*** It is part of the incidental expense allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.		**X**			**X**	
Legal Service Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
Lodging, Dual. Reimbursable when authorized/approved by the AO. Reimbursement must not exceed the amount of per diem/AEA plus appropriate lodging tax (when separately reimbursable) that would have been paid had the traveler remained overnight. See JFTR, par. U4135 and JTR, par. C4555-F.		X		X	X	X
Lodging Fees/Daytime Lodging Charges. Reimbursable when authorized/approved by the AO. These include room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience.		X		X	X	X
Lodging Reimbursement while on Leave (Uniformed Member Only). Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the lodging portion of the per diem rate for the TDY location, for each day during contingency operations (JFTR, par. U7225), or authorized/ordered evacuations (JFTR, par. U7226-C).		**X**			**X**	
Lodging Tax (except when 'MALT-Plus' for POC travel is paid) in the CONUS and non-foreign OCONUS areas (see APP A). 1. Reimbursable. Lodging tax reimbursement (CONUS and non-foreign OCONUS only) is limited to the tax on reimbursable lodging costs. Example: if the authorized maximum lodging rate is $60/night, and lodging that costs $110/night is chosen, tax on $60 may be reimbursed, which is the maximum authorized lodging amount. 2. Not Reimbursable. Lodging tax in foreign OCONUS areas is part of per diem/AEA and is ***not separately reimbursable***.	**X**	**X**	**X**	**X**	**X**	**X**
Medical Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
Mission-Related Expenses. Mission-related expenses ***are not reimbursable***. These include batteries, tools, film gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items.						

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
Nonrefundable Room Deposits, Forfeited Rental Deposits or Prepaid Rent, and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted. 1. When advance lodging arrangements (including deposits for rental units) are made and TDY is curtailed/canceled/interrupted, lodging cost reimbursement may be authorized/ approved by the AO. 2. Reimbursement must not exceed the remaining amount of per diem/AEA plus appropriate lodging tax that would have been paid had the TDY not been curtailed/ canceled/interrupted. 3. See 59 Comp. Gen. 609 (1980), 59 id. 612 (1980), 60 id. 630 (1981), and cases cited therein. 4. The AO should consider if the: a. Traveler acted reasonably and prudently in incurring lodging expenses; b. Traveler had a reasonable expectation of the TDY being completed as authorized; c. Assignment was changed for official purposes or for an acceptable reason beyond the traveler's control; and d. Traveler took reasonable steps to obtain a refund once the TDY was officially canceled/curtailed.		**X**		**X**	**X**	**X**
Packer Services. Reimbursable when authorized/approved by the AO.		X		X	X	X
Paper Tickets. Any additional paper tickets cost is authorized when authorized/approved by the AO as necessary to meet Gov't requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). ***Paper tickets bought for personal convenience are the traveler's financial responsibility.***	**X**	**X**	**X**	**X**	**X**	**X**
Parking Fees at a Terminal. Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to the terminal are authorized. See JFTR, par. U3320 and JTR, par. C2192.		**X**		**X**	**X**	**X**
Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services. 1. **Reimbursement Eligibility** a. **Uniformed Member**. Reimbursement authority is for a member who is: (1) Assigned to a foreign OCONUS area, (2) Required to obtain/renew a passport, 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) Emergency Technical Support Personnel. See item 5 below. b. **Civilian Employee**. Reimbursement authority is for a traveler who is a U.S. citizen: (1) Hired locally or transported to a foreign OCONUS area at Gov't expense, (2) Serving under a service or renewal agreement, and (3) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas (employee's and/or dependents') as a result of continued employment in a foreign OCONUS area, or (4) Emergency Technical Support Personnel. See item 5 below. 2. Acquired Dependent **(Uniformed Member Only)**. A member serving an unaccompanied OCONUS tour who acquires a dependent OCONUS is not authorized reimbursement of passport and visa expenses for the acquired dependent except when JFTR, par. U9000-A2 or U9000-A3 applies, and/or the dependent qualifies for travel and transportation from the OCONUS PDS IAW JFTR, par. U5222-G. 3. Biometric Fees. 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,	**X**	**X**	**X**	**X**	**X**	**X**

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
which can be used to verify the identity of that individual or compare against other entries when stored in a database. Examples of biometric data are face recognition, fingerprints, and iris scans. 4. Dependent Fee. Dependent fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee. 5. Emergency Technical Support Personnel. A command/activity 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 and/or green cards, may be reimbursed for the preparation expenses/fees paid for a passport, mandatory biometric visa requirements, visa, green card, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a Gov't medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)). 6. Fee for Visa, Green card, and Photographs for OCONUS Travel. These fees are reimbursable ICW official travel. 7. Legal Service Fees. Expenses for legal services that include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for a passport, mandatory biometric visa requirements, visa, green card, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications. 8. Medical Expenses. Medical expenses associated with obtaining passports, mandatory biometric visa requirements, and/or visa and/or green card, are not reimbursable, except for inoculations as permitted in this APP. 9. Passport Fees. An official traveler ordinarily travels on a no-fee passport. The three types of U.S. passports are: book, card, and e-passport. A passport book is a regular passport; an e-passport is a regular passport book with electronic biometric data; both passports can be use for any international travel. A passport card is limited to departure/entry to/from the United States through land and seaport entry between the United States and Mexico, Canada, the Caribbean, and Bermuda, and is not authorized otherwise for international travel. Passport fees are reimbursable when travel on an official travel authorization/order is to and/or from a high threat area or high risk airport by commercial air and the traveler is authorized to obtain and use a regular fee passport. See ***http://www.state.gov/travelandbusiness/***. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless Gov't transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements (which cannot include city-pair reservations). 10. Physical Examination Fees. These fees are reimbursable when required to obtain a visa and the examination could not be obtained at a Gov't medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (adapted from GSBCA 15435-RELO, 9 April 2001). A dependent's fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee. 11. Travel Authorization/Order for Visas and Physical Examinations. A travel authorization/order should be issued to authorize/approve (see JFTR, par. U2115 and JTR, APP I2) travel and transportation at Gov't expense to: a. A visa-issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory. b. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area. 12. Travel Not Required. Actual travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).						
Personal Expenses. ***Personal expenses are not reimbursable.*** These include batteries, tools, film, gifts, pet care, hotel concierge, rental car GPS, workout room/gym fees, and similar items.						
*Pet Quarantine. See JFTR and JTR, Ch 5, Part I for rules regarding pet quarantine ICW PDT.	X		X			
Phone Calls (Official)		X		X	X	X

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
1. The AO: a. May determine certain communications to a traveler's home/family are official (i.e., to advise of the traveler's safe arrival, inform/inquire about medical conditions, and advise regarding changes in itinerary), b. Should limit communications to a dollar amount in advance of the TDY, and c. May approve charges after the TDY completion, when appropriate (adopted from GSBCA 14554-TRAV, 18 August, 1998). 2. Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.						
Physical Examination Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
Prepaid Phone Cards/Cell Phones. See Communication Services.						
Preparatory Travel Expense Reimbursement when the Travel Authorization/Order is Amended, Modified, Canceled or Revoked. Preparatory travel expenses, such as fees for traveler's checks, passport, mandatory biometric visa requirements, visa, green card, and communications services, incurred prior to the authorization/order being changed are reimbursable provided the action taken is beyond the traveler's control, in the Gov't's interest, and a refund is unobtainable.	X	X	X	X	X	X
Registered Traveler Membership Fee. Individual traveler membership in a registered and/or trusted traveler program is not a reimbursable expense per JFTR, par. U1060 and JTR, par. C1010. 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.						
Registration Fee. Registration fee reimbursement is authorized/approved when the fee is a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under JFTR, par. U4165-2b or JTR, par. C4554-B2b.		X		X	X	X
Rental Car Administrative Fees. Any per-day administrative fee called for in the DTMO rental car agreements (including GARS) is authorized.		X		X	X	X
Reports/Correspondence Preparation Services (incl. associated necessary equipment). Reimbursable when authorized/approved by the AO.		X		X	X	X
Resort Fees. Resort fees, ***that are mandatory,*** are authorized.	X	X	X	X	X	X
Room Rental. Reimbursable when authorized/approved by the AO only when used for official business at a lodging/other place.		X		X	X	X
Service and Processing Fees. 1. 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. 2. 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 official travel commencement.	X	X	X	X	X	X
Storage of Property Used on Official Business. Reimbursable when authorized/approved by the AO.		X		X	X	X
Technology Equipment. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized.		X		X	X	X

MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
Tips Aboard Commercial Ships (Uniformed Member Only). Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships are authorized.	X					
Tips for Handling Gov't Property. Transportation-related tips for handling Gov't property at terminals and lodgings are authorized.		X		X	X	X
Tips, Transportation-Related. Transportation-related tips for taxis, limousines, and courtesy transportation are authorized.	X	X	X	X	X	X
Transportation to/from Terminal. POC transportation costs (ICW TDY travel) to and from the transportation terminal are authorized. See JFTR, par. U3320 and JTR, par. C2192.		X		X	X	X
Travel and Transportation Related Expenses. Travel and transportation related expenses similar to any in this table may be authorized.	X	X	X	X	X	X
Value Added Tax (VAT) Certificate. The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.		X		X	X	X
VISA and Photograph Fees for OCONUS Travel. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						

APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

T4000 INTRODUCTION

This APP describes the travel and transportation allowances and responsibilities of a traveler who performs the most common TDY travel types as authorized by law for a uniformed member, DOD civilian employee and other non-DOD Gov't employee who is working for DOD and is paid travel allowances funded by DOD. The activities authorized to use this APP are listed at the end of this APP, and under the conditions cited in JFTR, par. U1039, and JTR, par. C1001-B. This APP covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together with or without no/limited reimbursement. This APP is to be used in place of TDY allowances in the JFTR and JTR (with exceptions and references as noted herein), except that the provisions in JFTR, Ch 7 for a uniformed member and JTR, Ch 7 for a civilian employee are to be used for travel of:

1. Senior ROTC,
2. Reserve Component Member travel for medical and dental care,
3. Retirees called to active duty,
4. A Ready Reserve Component member authorized muster duty allowance,
5. A Midshipman and cadet,
6. Patients/for health care, and escorts and attendants,
7. Pre-employment travel;
8. When accompanying members of Congress and Congressional Staff;
9. An employee with a disability when additional travel and transportation expenses are incurred;
10. UN Peacekeeping;
11. Prisoners and their guards or for disciplinary action; and
12. For rules that apply when emergency situations occur while TDY is being performed.

Rules on per diem for a uniformed member who are inpatients in a hospital are in JFTR, par. U7125-D. For travel of a civilian consultant or expert, see JTR, par. C4975. TDY performed as part of a PCS move continues to be paid as prescribed for TDY travel in JFTR and JTR Chs 4. Except where differences are identified, the allowances and responsibilities in this APP apply equally to a uniformed member and a DOD civilian employee and any other non-DOD Gov't employee who is working for DOD and paid travel allowances funded by DOD. In this APP, "authorizing official" or "AO" means the individual who controls the mission, authorizes the trip, and controls funds for TDY travel. Definitions specific to this APP are found in par. T4070. ***The provisions of this APP must not be supplemented.***

NOTE 1: See JFTR/JTR, APP E for Invitational Travel Authorizations.

NOTE 2: This APP is not used for evacuations.

T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS

Commands/units are expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow

the regulations contained in this Volume. Disciplinary action should be for ***willful*** violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must ***not*** be through refusal to reimburse. See par. T4025-A4 for exceptions when reimbursement is ***not*** allowed.

T4010 REIMBURSEMENT RATE

Rates for private vehicle mileage reimbursement rates are found in JFTR, par. U2600, and JTR, par. C2500. Gov't mess food and operating expense rates are found in JFTR, pars. U4149 and U4151 and JTR, par. C2510. Per diem rates by location showing the lodging, meals and incidental expense components are published in website ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***, or provided under separate issuance by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). These rates also are available from the (Contracted) Commercial Travel Office (CTO).

T4020 TDY TRAVEL POLICY

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, the AO must choose that method.

B. Traveler Rights and Responsibilities

1. A traveler is to follow the policies and procedures in this regulation, and use good judgment in incurring official travel-related expenses, as if traveling using personal funds (see JFTR, par. U2010 and JTR, par. C1058).

2. A traveler is provided transportation, lodging, and food, or must be reimbursed promptly for reasonable and necessary authorized expenses if the traveler purchases them. An AO must authorize reimbursement for other travel-related expenses appropriate to the mission.

3. It is ***mandatory*** that the traveler arranges commercial transportation, rental cars (if authorized), through an available CTO or in-house travel arranger IAW TRANSCOM policy. Gov't and/or commercial lodging should also be arranged through the CTO. The CTO estimates the total cost for the trip (a "should-cost" estimate) forming the reimbursement basis.

4. It is ***mandatory*** that the traveler makes the official travel and transportation arrangements through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO should the CTO not be used. A traveler:

a. Who does not use a CTO or the GTCC to purchase transportation must forward the ticket coupon, and/or the receipt for the excess baggage costs, with the Trip Record for reimbursement,

b. Must use coach-class for all official travel, unless premium-class accommodations are authorized prior to travel by the appropriate level listed in JFTR, par. U3125-B2a or U3125-B2b.

(1) See JTR, par. C2000-A2c/JFTR, par. U2000-A2c for medical reasons**,** or

(2) TDY mission timing requires premium-class. When premium-class TDY transportation is authorized because the mission timing is "so urgent it cannot be postponed," premium-class travel should only by authorized to the TDY site. Coach-class accommodations use should be annotated on the trip record and used for the return flight if the return flight is not critical and traveler can rest before reporting back to work. ***See JFTR, pars. U3125-B2a and U3125-B2b and JTR, pars. C2204-B2a and C2204-B2b***.

c. Must ***not*** use foreign flag transportation even if U.S. flag carrier fares are higher,

d. Who use premium-class or a foreign flag transportation presumably at Gov't expense must provide to the AO adequate acceptable justification that meets the JFTR/JTR requirements for reimbursement, and

e. Should contact the AO and CTO as soon as possible after personally making arrangements to get the Trip Record updated, and arrangements confirmed, and/or to get alternate arrangements.

5. Each traveler is advised, in advance, of the allowances, the arrangements made, probable expenses, and a good estimate of what should be reimbursed.

6. A traveler should have use of a GTCC. The policies and procedures for the GTCC program (including central billing and unit cards) are found in the DOD Financial Management Regulation (DOD 7000.14-R), Volume 9, "Travel Policy and Procedures." ***The DOD Comptroller Finance Management Regulation website is found at http://www.dtic.mil/comptroller/fmr/.***

7. A traveler should turn in the Trip Record expense report portion and be paid every 30 days when the TDY is over 45 days. This ensures the traveler is paid for expenses in about the same time as GTCC bills are received.

8. A traveler must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DOD, see Joint Ethics Regulation, DOD 5500.7-R, Chapter 4. For Coast Guard, see COMDTINST M5370.8 (series). For NOAA Corps, see Department of Commerce Administrative Order 202-735. For Public Health Service, see Commissioned Corps Personnel Manual CC26.1, Inst 1. A traveler may keep items of nominal value (as defined in applicable ethics regulations). A traveler also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate the seat if the Gov't would incur additional costs or if it would affect the mission.

9. Retaining Promotional Items

a. A traveler on official business traveling at Gov't expense on the funds of an agency (See definition in APP A) may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001.

b. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional Gov't cost.

c. Promotional items received for travel using funds other than those of an agency are not covered by this rule. The traveler should seek guidance from the funding authorities.

10. Each traveler must be treated as honest, responsible customers, but the traveler must follow the rules in this regulation. The DOD Financial Management Regulation (DODFMR), Volume 9, JFTR, par. U2505, and JTR, par. C1305, apply when a fraudulent claim submission is suspected.

T4025 ARRANGING OFFICIAL TRAVEL

A. CTO Use

1. Mandatory Policy. It is DOD ***mandatory policy*** that each traveler uses an available CTO to arrange official travel, including transportation and rental cars.

2. Service Regulations. See DOD Component/Service regulations for CTO use information.

3. Failure to Follow Regulations

a. Commands/units are expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow the regulations concerning CTO use (see par. T4005).

b. Disciplinary action should be for ***willful*** violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must ***not*** be through refusal to reimburse. See par. T4025-A4 below for exceptions when reimbursement is ***not*** allowed.

4. Reimbursement Not Allowed. Reimbursement is ***not allowed*** when the traveler does not follow the regulations for foreign flag carriers (see par. T4025-C).

B. Requirements

1. When making travel arrangements, the traveler should use the following:

a. Services available under a TMS (see APP A), or

b. In-house travel offices.

2. All travel arrangements must be made IAW:

a. DODD 4500.9 (Transportation and Traffic Management) at ***http://www.dtic.mil/whs/directives/corres/html/45009.htm***;

b. DODI 4500.42 (DOD Passenger Transportation Reservation and Ticketing Services) at ***http://www.dtic.mil/whs/directives/corres/html/450042.htm***; and

c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft of foreign registry must ***not*** be authorized/approved unless the conditions in par. T4060-B3 are met (see also JFTR, par. U3125-C and JTR, par. C2204-C).

D. Transportation Reimbursement

1. CTO/TMC Available. When a CTO/TMC is available but not used by the traveler, reimbursement for the transportation cost is limited to the amount the Gov't would have paid if the arrangements had been made directly through a CTO/TMC.

2. CTO/TMC ***Not*** Available. When the AO certifies that a CTO/TMC was/is not available to arrange the required official transportation, reimbursement is for the authorized/approved transportation actual cost NTE the policy-constructed airfare (see APP A) that meets mission requirements. ***NOTE: CTO/TMC service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO/TMC service available should the same situation arise again.***

****NOTE: The cost paid by the Gov't for Gov't/Gov't-procured transportation, in house or CTO/TMC transportation, frequently includes a transaction fee for arranging the transportation. A CTO transaction fee incurred by a member/employee is reimbursable under APP G. When an available CTO/TMC is not used and no transaction fee is included in the Gov't/Gov't-procured transportation, the transaction fee for personally procured transportation from other than a CTO/TMC may be reimbursed as long as the total reimbursable amount for the transaction fee and transportation cost does not exceed the Gov't/Gov't procured transportation cost.***

T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)

A. Type of Travel. The AO may direct travel by any mode (e.g., Gov't or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a certain mode is directed and another mode is used, the traveler may only receive transportation reimbursement up to the directed transportation mode cost.***

B. Commercial Transportation. The Services must require that the CTO/TMC arrange commercial transportation IAW law, Gov't policies, agreements and contracted rates using U.S.-certificated carriers and coach/economy-class accommodations whenever possible. The AO may, under certain conditions, authorize the CTO/TMC to arrange other than contract city-pair flights, or to arrange non-U.S.-certificated carriers, or business- (but not first) class accommodations (see JTR, par. C1060, ***NOTE 1*** and JFTR, par. U4326, ***NOTE 1)*** when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in JTR, pars. C2204-B2, and C2208-C (trains only), and JFTR, pars. U3125-B2, and U3135-C (trains only), may authorize business- or first-class accommodations use.

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

1. Rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to and from the rental facility.

2. Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); any per-day administrative fee called for in the DTMO rental car agreements; garage (POC parking is a separate reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.

3. Snow tires and similar non-standard equipment necessary for travel by the Gov't renter, may incur additional charges which are reimbursable when authorized in the travel order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment. A traveler who disregards a special conveyance arrangement made by a CTO/TMC must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO/TMC) is allowed. ***Reimbursement for purchase of snow tire and other non-standard items is not authorized.***

4. A traveler is reimbursed for mandatory rental car insurance coverage required in foreign countries.

5. A claim for damage to a rental vehicle, while the vehicle is being used for official business, is reimbursable to the traveler or the rental car company when appropriate as a miscellaneous transportation expense. The claim must be adjudicated as payable per the DOD Financial Management Regulation (Volume 9, Chapter 4) (found at ***http://www.dtic.mil/comptroller/fmr/***) (or appropriate Service directives for the non-DOD Services).

When the AO has not authorized special conveyance use, reimbursement is limited to the POC mileage rate in JTR, par. C2500 and JFTR, par. U2600 plus constructed per diem for the official distance NTE the Gov't's constructed cost. See JTR, par. C2150, item 8 or JFTR, par. U3310-A1.

NOTE:

1. Travelers are not reimbursed for rental car insurance coverage purchased in the United States or in a non-foreign OCONUS location regardless of from whom the rental car is rented.

2. Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.

3. Some vehicles are not covered with liability and vehicle loss and damage insurance for the traveler or the Gov't when rented for official Gov't travel. To view appropriate rental car companies and rates go to the DTMO website at http://www.defensetravel.dod.mil and click on Car/Truck Rental Programs in the left-hand column. A vehicle listed in the rental car agreement on the DTMO website is covered under the DTMO rental-car agreement. A vehicle, offered by a company that is under the DTMO rental car agreement but not listed on the DTMO list as a vehicle "in that category", does not have the full liability and vehicle loss and

damage insurance coverage for the traveler and the Gov't, and should not be rented for official Gov't travel. Usually, there is at least one company listed that has a vehicle necessary for official Gov't travel and this company should be used.

D. Gov't Transportation

1. The TO arranges international Gov't airlift under AMC contract/control, when it is available and satisfies mission requirements.

2. The TO provides Gov't ground transportation. (Within the Navy, Gov't vehicles are obtained directly from the providers, ordinarily Public Works.) Only use Gov't transportation for official business to go to and from: the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose and the traveler has an accident, the traveler may have to cover the expenses and liabilities. Use Gov't servicing for the vehicle whenever possible. When Gov't servicing is not available, the AO may authorize reimbursement of actual vehicle operating expenses. These expenses include: gas and oil; parking fees; repairs; ferry fares; bridge, road or tunnel tolls; trip insurance for travel in foreign countries; guards; and storage fees.

E. Privately Owned Conveyance. When the AO authorizes a POC as the appropriate transportation mode, reimbursement is authorized at the standard rate per mile for the POC type and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, and road, bridge, and tunnel tolls for travel over a direct route is authorized. If the AO does not approve using a POC and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses (parking fees, etc.) but the amount is limited to the should-cost estimate of AO-authorized transportation (e.g., commercial plane). In either case, reimbursement is only authorized for the traveler paying the POC operating expenses. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the official traveler passenger(s) is/are picked up/ dropped off at their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the POC type being used, the AO may authorize reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination (DTOD requirements), see JFTR, par. U2020, or JTR, par. C1065.

F. Rest Stops. Normally, a traveler is not required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers and plane changes exceeds 14 hours and the traveler is not authorized first/business-class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty. ***Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.*** Rest stops must not exceed 24 hours. ***NOTE: A traveler is disqualified from using business-class accommodations at Gov't expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized, or (c) an overnight rest period occurs at the TDY location before beginning work.***

G. Insurance Coverage in Foreign Areas. The AO may authorize reimbursement for additional insurance coverage in foreign areas for a rental, Gov't, or private vehicle used for official travel.

H. Allowable Travel Days. The number of allowed travel days is determined by the transportation mode. For commercial air travel, one day is allowed in CONUS and within OCONUS areas. For travel between CONUS and OCONUS via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. The actual time is used for travel by Gov't/Gov't-procured air transportation based on scheduled departure and arrival dates. When the AO authorizes travel by private, rental or Gov't vehicle (other than Gov't/Gov't-procured air), one travel day is allowed for each 400 miles or increment thereof. If travel by POC is used but not authorized by the AO as advantageous, travel time is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Extended Business or Training TDY. The AO may permit round-trip transportation and per diem en route for a traveler, who routinely travels on business or training TDY for periods of more than three weeks, to return periodically to the PDS or home for non-workdays.

J. Voluntary Return Home during Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or non-workdays, it may still be performed for personal convenience. If so, reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the Gov't would have paid had the traveler remained at the TDY location.

K. Constructed Cost. Constructed transportation costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. If a city-pair airfare is not available between origin and destination, the constructed transportation cost is limited by the policy-constructed airfare (see APP A) (except as limited by JFTR, par. U3125-B1f/JTR, par. C2204-B1f). City-pair airfare transportation is presumed available if there is a city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

L. Travel to and from Transportation Terminals. For transportation to and from transportation terminals see JFTR, pars. U3320, U3410, U3415-D, U3420, and U3430 and JTR, pars. C2101, C2102-F, C2103, C2104, C2105, and C2192.

T4040 LIVING EXPENSES (PER DIEM)

*The "Lodgings-Plus" computation method is used to reimburse TDY living expenses. A traveler is paid the actual lodging cost up to a limit, plus a set amount for M&IE. Per diem rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. A traveler also can be reimbursed for other necessary allowable travel-related miscellaneous expenses (see APP G) if the AO authorizes them as appropriate to the mission.

A. Lodging Overnight Required - Business Travel Standards

1. Sleeping

a. The CTO makes lodging reservations and reflects the estimate of their cost (including taxes) on the Trip Record.

b. Uniformed Member – A member ordered to a U.S. Installation (as opposed to a geographic location like a town or city) is required to check the Gov't quarters availability (e.g., through the CTOs/TMCs) at the U.S. Installation to which assigned TDY. The AO may direct adequate (based on DOD and Service standards) available Gov't quarters use for a uniformed member on a U.S. Installation only if the uniformed member is TDY to that U.S. installation. Availability/non-availability must be documented as indicated in par. U1045-C. A member should use adequate available Gov't quarters on the U.S. Installation at which assigned TDY; ***however, when adequate Gov't quarters are available on the U.S. Installation to which a member is assigned TDY and the member uses other lodgings as a personal choice, lodging reimbursement is limited to the Gov't quarters cost on the U.S Installation to which assigned TDY (44 Comp. Gen. 626 (1965)). Per diem cannot be limited based on the presence of 'nearby' Gov't quarters (i.e., not on the U.S. Installation to which the member is assigned TDY but on another 'nearby' U.S. Installation or other uniformed facility). The documentation of non-availability indicated in par. U1045-C is required only for Gov't lodging 'AT' the U.S. Installation at which the member is assigned TDY.***

NOTE: The member is not required to seek (or check for) Gov't quarters when TDY to a U.S. Installation after non-availability documentation has been initially provided. Checking quarters availability is a one-time requirement at a TDY U.S. Installation. (Ex: A member who is required to check quarters availability on arrival at a U.S. Installation, does so, and is issued non-availability documentation cannot be required to re-check later for quarters availability at that U.S. Installation during that TDY period there). See par. U1045-C.

c. Civilian Employee

(1) ***A civilian employee may not be ordered/required to use Gov't quarters, nor may the lodging reimbursement simply be limited to the Gov't quarters cost.*** In compliance with the requirement to exercise prudence when incurring expenses, an employee should check for Gov't quarters availability (e.g., through their CTOs), and is encouraged to use those quarters when TDY to a U.S. Installation. ***However, if Gov't quarters are available on that installation for an employee TDY to a U.S. Installation, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the Gov't quarters cost. Reduced per diem rates can only be established before travel begins.***

(2) The head of a DOD Component (see APP A) concerned may authorize zero per diem or per diem rates in lesser amounts than those in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DOD Component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the DOD Component concerned or to a commander/head of DON activity, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel authorization/order before travel begins (or part of an authorization/order amendment covering a prospective period after the authorization/order modification), travel authorization/order, modified after the fact, prescribing per diem rates different from those in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** are without effect. The locality rates in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS. See ***NOTE 1*** (applicable to a civilian employee) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry cleaning/pressing of clothing.

d. Commercial lodging reimbursement is based on the single occupant rate, up to the TDY site or stopover location maximum. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of $110 ($76 for lodging and $34 M&IE). The AO could authorize up to $296 for lodging (300% x $110 = $330 - $34 = $296). These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized ***only in advance*** by PDTATAC or the Secretary Concerned and for ***only a uniformed member*** (see JFTR, par. U4250). The traveler is financially responsible for anything charged beyond the basic room fee and taxes. The traveler is to keep all lodging receipts. ***An AEA may not be authorized for meals and incidental expenses.***

NOTE 1: The maximum amount allowed for lodging in the United States and non-foreign OCONUS areas (see http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are separately reimbursable travel expenses except when MALT PLUS per diem for POC travel is paid to a uniformed member.

NOTE 2: The maximum amount allowed for lodging in foreign countries (see http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html) includes an amount for lodging taxes. Taxes on lodging in foreign countries are not separately reimbursable.

e. Lodging with **a** Friend or Relative

(1) Applicable to a Uniformed Service Member. ***Reimbursement of lodging cost is not authorized when staying with a friend or relative.*** A member, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

(2) Applicable to a Civilian Employee. When a traveler lodges with a friend or relative - with or without charge - the traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler if the traveler can substantiate the costs and the AO determines the costs

are reasonable. ***The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount.*** See GSBCA 16836-RELO, 5 June 2006 (This decision is available at: ***http://141.116.74.201/regs/comp-gen-dec/GSBCA16836.PDF***). A traveler, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

NOTE 1: If the friend or relative is in the business of renting on a regular basis the quarters involved – for example, if that individual is operating a hotel or apartment house – the "friends or relatives" provision does not apply. See GSBCA 14398-TRAV, 24 Feb 1998 (This decision is available at: http://141.116.74.201/regs/comp-gen-dec/GSBCA14398.txt).

NOTE 2: Shortly after being transferred to a new PDS, an employee was sent TDY to the old PDS where the employee stayed at the former residence which was not yet sold. GSBCA ruled that the employee was not authorized reimbursement for lodging at the former residence. See GSBCA 15600-TRAV, 7 March 2002. (This decision is available at: http://141.116.74.201/regs/comp-gen-dec/GSBCA15600.PDF).

NOTE 3: A traveler assigned at Avon Park Air Force Range (AFR), Florida lives in the Avon Park area during the week at a location approximately fifteen miles from the PDS and commutes to and from the family residence near Orlando, Florida, approximately 100 miles from the AFR, on weekends. The traveler had to attend a meeting near Orlando at 8 a.m. on Wednesday, 23 February. The meeting location was approximately twelve miles from the family residence. The meeting was to run until Friday, 25 February. The traveler began TDY travel to the Orlando area on the evening of Tuesday, 22 February. GSBCA ruled that the traveler should be authorized travel expenses both to and from the TDY location and M&IE even though the traveler lodged at the family residence in the TDY area. GSBCA also indicated that for the first and last days of the TDY, 22 and 25 February (unless the traveler was authorized to return on the 26th) the traveler is authorized 75% of the applicable M&IE rate for each day. M&IE for the days between the first and last days is authorized at the full rate. Adopted from GSBCA 16652-TRAV, 26 August 2005 (This decision is available at: http://141.116.74.201/regs/comp-gen-dec/GSBCA16652.PDF).

f. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer-term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees that are part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses that do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is authorized per diem.

(2) A traveler may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

(a) Mortgage interest;

(b) Property tax; and

(c) Utility costs actually incurred (does not include any installation and hook-up charges), e.g., electricity, natural gas, water, fuel oil, sewer charges.

prorated based on the number of days in the month rather than by the actual number of days the traveler occupied the residence. (57 Comp. Gen. 147 (1977)). ***In no case may the total per diem payable exceed the applicable maximum locality rate for the area unless an AEA (see JFTR, Ch 4, Part C or JTR, Ch 4, Part M) is authorized/approved. The provisions of JFTR, par. U4141 and***

JTR, par. C4555-G do not apply when the residence is purchased.

NOTE: A member/civilian employee who purchases or rents and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from 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. See GSBCA 16699-TRAV, 17 August 2005 (This decision is available at: http://141.116.74.201/reqs/comp-gen-dec/GSBCA 16699.htm).

g. If the traveler incurs an exchange fee to trade an owned timeshare period for a comparable period at lodgings at the TDY point, the exchange fee (but not the annual maintenance fee) is reimbursed as a lodging cost (B-254626, 17 February 1994).

2. Eating

a. The M&IE for the departure day is 75% of the M&IE rate for the traveler's stopover point or TDY location, as appropriate, that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next stopover point or TDY location. The M&IE for the return day to the PDS is 75% of the M&IE rate for the preceding day (last TDY location or stopover point), as appropriate. Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for that return day unless overnight lodgings are required.

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

b. On other days, the meals and incidentals allowance is the full M&IE for the TDY location or stopover point where lodgings are required unless the AO specifies one of two other meal rates based on Gov't mess availability. The two rates are either the Gov't meal rate (GMR) when all meals on a given day are available or the proportional meal rate (PMR) when at least one meal a day is available. (Incidental expenses are added to the GMR or PMR.) A Gov't mess is available only if: Gov't lodging on a U.S. installation is available and the command controlling the mess has made the mess available to the traveler. A Gov't mess is not available on interim travel days. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from PMR plus incidental expenses to locality M&IE rate). ***The meal rate established cannot be reduced after-the-fact except for a free meal as described in par. T4040-A2c below.***

NOTE: In circumstances in which adequate Gov't quarters are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the quarters are not available and authorized the locality meal rate instead of the GMR/PMR and $3 (in CONUS) or the locality incidental expense rate OCONUS (unless the $3.50 incidental expense rate is authorized for incidental expenses under par. T4040-A3). Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality meal rate to GMR/PMR.

c. When the Gov't purchases at least one, but not all three, meals on a calendar day through some means such as a registration fee, the PMR plus incidental expenses applies for that day. This does not apply on travel days to and from the PDS. The Gov't should not pay for the same meal twice (originally by registration fee, etc., and then again through per diem). A meal that is provided to the traveler for which the Gov't pays nothing does not affect per diem payment. A meal served on a common carrier is not "purchased by the Gov't." The traveler must indicate on the Trip Record how many meals were free

(purchased by the Gov't) and for which dates. ***NOTE: If all three meals are provided, only the incidental expenses for that day are payable.***

d. A meal provided by a friend/relative or a common carrier do not affect per diem. A complimentary meal provided by a lodging establishment does not affect per diem as long as the room charge is the same with or without meals. See JFTR, par. U4165, items 2e and 2f (uniformed member) and JTR, pars. C4554-B5 and C4554-B6 (civilian employee) when a charge for meals is added to the lodging cost. Also see JFTR, pars. U4165 and U4167 and JTR, par. C4554-B.

3. Incidental Expenses (IE). The traveler is paid an incidental expenses allowance, such as tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE in CONUS is $3.00. The OCONUS daily IE is the rate for the applicable locality per diem, or $3.50 when the AO determines $3.50 to be adequate for anticipated incidental expenses.

NOTE 1: Applicable to a civilian employee:

a. The cost incurred during TDY/PCS travel (not after arriving at or returning to the PDS) for personal laundry, dry-cleaning, and pressing of clothing is a separately reimbursable travel expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS.

b. The cost for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for OCONUS travel.

NOTE 2: Applicable to a uniformed member:

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 authorized for OCONUS travel.

B. Lodging Overnight Required - Schoolhouse Training Standards

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if Gov't quarters use by a uniformed member is directed and if one of the two M&IE rates based on Gov't mess availability is appropriate. ***Gov't quarters use and/or Gov't mess may not be directed for a civilian employee. See par. T4040-A1c***.

2. In some situations, the Secretary Concerned may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires Gov't mess use. When EUM applies, a member receives the incidental expenses amount, a civilian employee receives the incidental expenses amount and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full EUM day and ends at 2400 on the last full EUM day. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expense or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY aboard Ships. Other reimbursable expenses (par. T4040-F and App. G) are authorized in the same manner as for business travel. The AO may authorize the actual amount paid up to the PMR (but no incidental expenses) for meals and/or payment for lodging when the traveler is not authorized per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

1. The phrase 'Personnel traveling together' refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' authorization/order directs no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. ***No per diem is payable when no/limited reimbursement is directed in the authorization/order for personnel traveling together.*** The restriction on paying per diem only includes travel days between duty locations and does not involve allowances for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 of the day the member arrives at the TDY location. The prohibition begins again at 0001 of the departure day from the TDY location until arrival at the PDS. The typical member pays the food cost without operating expense, and a civilian employee pays the food cost and operating expense. A civilian employee is authorized reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement must never be done simply to save travel funds.***

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. ***Per diem is not payable during field duty.*** The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and the typical member pays some amount for food; a civilian employee also pays for food. A civilian employee is authorized reimbursement of the amount paid for food. When the Secretary Concerned, or Combatant Commander or JTF commander for a joint deployment, determines that Gov't messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to a member. A civilian employee is authorized reimbursement of the amount paid for food. Each EUM traveler is authorized the incidental expense. See par. T4020-B2.

3. Joint deployments involve the temporary assignment of travelers of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The Combatant or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the deployed force main body, but business travel might be appropriate for an interim staging base. In choosing the option to use, the Combatant or JTF Commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the Combatant Commander should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The Combatant or JTF Commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to an individual traveler. Table 1 shows the effect of each option on per diem. ***Exception: A traveler receiving the GMR rate while TDY to a JTF Commander's area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. T4040-A2b (e.g., If a TDY traveler travels from one location in the AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless Gov't meals are not available).*** The Combatant or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in travel authorizations/orders.

4. TDY aboard Ships

a. No per diem is payable when TDY aboard a U.S. ship since quarters and mess are provided. A civilian employee is reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship.

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial ship and incurs an expense for other than Gov't meals. The AO may establish a per diem allowance equal to the daily expenses.

JOINT TASK FORCE OPERATIONS TDY OPTIONS			
TABLE 1 DEPLOYMENT - JOINT OPERATIONS TDY OPTIONS			
Subsist Ashore			
TDY OPTION	**SUBSISTENCE**	**PER DIEM**	**REMARKS**
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	Gov't Lodging and Gov't Meals – Permanent U.S. Installation	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate 1/ for Gov't Meals
	Gov't Lodging and Gov't Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and for Gov't Meals at Discount Meal Rate 2/
	Gov't Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	Commercial Lodging and Gov't Meals **(In AOR only)**	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate for Gov't Meals
Essential Unit Messing	Gov't Lodging and Use of Gov't Meals is Essential for Training and Readiness Purposes	IE	Civilian Employee Pays for Gov't Meals at Full Meal Rate
Field Duty	Gov't Lodging, Meals and Incidentals Provided	None	Civilian Employee pays for Gov't Meals at Full Meal Rate
Subsist Aboard U.S. Gov't Ship 3/			
TDY	Gov't Lodging and Gov't Meals	None	Civilian Employee Pays for Meals

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ A member/civilian employee deployed who is ordered to subsist ashore – see "Subsist Ashore" (above table) for authorization/order type and payment guidelines.

***NOTE*: For BAS see DODFMR, Volume 7A, Chapter 25 or Coast Guard, COMDTINST M7220.29 (series), Chapter 3.**

D. Lodging Overnight Not Required

1. Transportation

a. It is mandatory that a traveler arrange transportation through an available CTO, even though overnight lodging is not required.

b. If travel is in the local area (see JFTR, par. U3500 and JTR, par. C2400-B) around the PDS, a Gov't vehicle, public transportation paid for by the command, or a POC may be used.

c. See. JFTR, par. U3320 and JTR, par. C2192 for travel to/from a transportation terminal.

d. If a POC is used to and from home, the traveler is authorized the standard mileage rate for the distance driven, minus the normal distance driven to and from work. This most often affects the PDS.

e. If the traveler does not travel by POC to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work.

f. The AO determines reimbursement based on the difference between the cost of using the POC and the traveler's normal cost to get to work.

g. Commercial transportation expense reimbursement is authorized/ approved ***only*** if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace.

h. A traveler is authorized reimbursement for other expenses such as tolls and parking when using a POC.

i. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

2. Meals. With two limited exceptions (see par. T4060-B14), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (using the highest rate if there is more than one TDY location). ***No per diem is authorized when TDY is for 12 or fewer hours.*** However, the AO may authorize reimbursement of the actual amount paid, up to the PMR (not including incidental expenses) for the TDY location, when a uniformed member spends more than the cost of normal meal arrangements during travel outside the PDS limits. ***See JFTR, par. U4510 for occasional meals authority***.

***NOTE*: Mission-related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for childcare, house care, pet care, hotel concierge, or workout room/gym fees, and similar expenses.**

*E. Miscellaneous Expenses. See APP G.

F. Reimbursement for Travel Expenses at the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses see par. T4030.

2. Gov't vehicle/special conveyance use is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):

a. Duty sites,

b. Lodgings,

c. Dining facilities,

d. Drugstores,

e. Barber shops,

f. Places of worship,

g. Cleaning establishments, and

h. Similar places required for the traveler's subsistence, health or comfort

3. If a Gov't vehicle/special conveyance is not authorized, the traveler is authorized reimbursement for necessary public transportation costs.

4. If POC use is authorized, reimbursement is the automobile TDY mileage rate times the miles driven for the necessary travel around the TDY location.

5. The traveler must note the required miles driven.

T4045 TRAVEL ALLOWANCES FOR A RESERVE COMPONENT MEMBER (48 Comp. Gen. 301 (1968))

A. General. Par. T4045 applies to a Reserve Component member on active/inactive duty under an authorization/ order that provides for return home. See par. U7150 for travel of a cadet and midshipman travel, an applicant and Senior Reserve Officers' Training Corps (SROTC) member, Reserve Component member travel for medical and dental care, a Ready Reserve member on muster duty, a retiree called to active duty, active-duty-for-training tours of 140 or more days at one location (except as noted in par. U2146), and active-duty-for-other-than-training for more than 180 days at one location (except as noted in par. T4045-E4).

B. Inactive Duty Training. A Reserve Component member commits to an obligation to participate in a finite number of scheduled training periods (inactive duty training (IDT) unit drills) a year. Each Service has a different term for these training periods, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location at which the member normally performs "drill" (the armory, reserve center, assembly location, etc.). The member receives no reimbursement for that travel except as provided in par. T4045-G. For par. T4045-B, the ***Assigned Unit*** is a Reserve Component member's designated post of duty and the ***TDY Station*** is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no authorization for travel and transportation allowances. In some cases of a Select Reserve member of the Ready Reserve, travel expense reimbursement may be authorized under par. T4045-G. The member may be authorized reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.

2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is authorized allowances in pars. T4040 and T4030, limited to travel cost from the assigned unit.

3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area. There is no authorization for travel and transportation allowances; however, the member is paid TDY mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for AT. For AT travel, a member is authorized payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. Per Diem Not Payable. No per diem is payable to:

1. A Reserve Component member at an AT site when both Gov't quarters and meals are available; however, the member is authorized reimbursement for the Gov't quarters cost. If Gov't quarters and/or meals are not available, per diem is payable under par. T4040-A;

2. A Reserve Component member on active duty without pay;

3. A newly enlisted member undergoing training when both Gov't quarters and meals are available;

4. A Public Health Service officer called to active duty for Commissioned Officer Student Extern Program (COSTEP);

5. A Reserve Component member who commutes daily or the AO determines can commute except for

authority under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;

6. A Reserve Component member on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient Gov't housing, reimbursement for actual lodging cost is authorized;

7. A Standby Reserve Component member voluntarily performing without pay.

E. Per Diem. When a Reserve Component member is ordered to:

1. Schoolhouse training, par. T4030 applies for transportation and par. T4040-B for per diem;

2. Deploy, to be one of personnel traveling together under an authorization/order directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4040-C applies for per diem for periods under 20 weeks. Par. T4030 applies for transportation;

3. Active-duty-for-training (other than schoolhouse) for fewer than 140 days or active-duty-for-other-than-training for 180 or fewer days, per diem is determined under business travel rules in par. T4040-A, and transportation under par. T4030;

4. Active-duty-for-other-than-training for more than 180 days because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, per diem is determined under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C), and transportation under par. T4030.

F. Funeral Honors Duty. A Reserve Component member who performs funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member's residence is authorized travel and transportation allowances as for business travel under pars. T4030 and T4040-A & T4040-D.

Effective for travel that occurs 20 March 2008 through and including 31 December 2010

G. Inactive Duty Training Outside Normal Commuting Distance. The Secretary Concerned may authorize reimbursement to an eligible Selected Reserve member of the Ready Reserve for travel and transportation related expenses for travel to an inactive duty training location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance. For par. T4045-G, 'outside the local commuting distance" is defined as the local travel area as prescribed under par. U3500, but not less than 150 miles one-way by DTOD.

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

a. Qualified in a skill designated as critically short by the Service Secretary;

b. Assigned to a Selected Reserve unit with a critical staffing shortage or in a pay grade in the member's Reserve Component with a critical staffing shortage; or

c. Assigned to a unit or position that is disestablished or relocated as a result of Defense BRAC or another force structure reallocation.

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

a. Transportation. When commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used to include transportation between home and the transportation terminal and between the transportation terminal and the training location. When POC is used, reimbursement is authorized for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and

other necessary expenses incurred incident to such travel). ***NOTE*: *Payment may not be on a commuted basis, such as a mileage allowance for transportation costs.***

b. Lodging and Meals. The actual cost of the member's lodging (including tax (see ***NOTE***), tips, and service charges) and actual cost of meals (including tax and tips, but not including alcoholic beverages) may be reimbursed NTE the per diem rate for the area concerned.

***NOTE*:**

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

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

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

H. Summary of Allowances for A Reserve Component Member

1. Table 1 - Active Duty with Pay

ACTIVE DUTY WITH PAY 1/		
TABLE 1		
Situation 2/	**Transportation 3/4/**	**Per Diem**
Annual training duty 5/	Par. T4030 applies.	Not authorized if Gov't qtrs 6/ & mess available 7/; else par. T4040 applies.
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP).	Par. T4030 applies.	Not authorized.
Pipeline Student--newly enlisted member undergoing training.	Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030.	Not authorized if Gov't qtrs & mess available.
Member commutes or AO determines member can commute.	Par. T4030-E applies for one-round trip only provided the place of active duty is outside home's town/city limits.	Not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home's town/city limits.
Active duty for training for fewer than 140 days or active duty for other than training for 180 or fewer days at one location.	Par. T4030 applies.	Par. T4040 applies.
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for more than 180 days.	Par. T4030 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.	Par. T4040 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.

2. Table 2 - Active Duty without Pay

ACTIVE DUTY WITHOUT PAY		
TABLE 2		
Situation 2/	**Transportation 3/4/**	**Per Diem**
Others performing duty without pay.	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for a Reserve Component Standby Reserve member.	Not authorized except occasional meals and/or quarters may be authorized (see par. T4040-C) for travel days only 8/.

FOOTNOTES FOR TABLES 1 AND 2

1/ Applies to a Reserve Component member called/ordered to active duty with pay under an authorization/order that provides for return to home or place from which called/ordered to active duty. Includes a retired member called to active duty with or without pay (except for periodic physicals for a member on the TDRL, see JFTR, par. U7250).

2/ Except as noted in JFTR, par. U2146.

3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.

4/ A Reserve Component member may not be paid for commuting from home to duty - only one round-trip may be paid per active duty period.

5/ Since a training location is the PDS, no per diem is payable when Gov't quarters & mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

6/ Temporary lodging facilities are not Gov't quarters for purposes of this table.

7/ A Reserve Component member on active duty for training not otherwise authorized per diem who occupies transient Gov't housing may be reimbursed the actual cost incurred for service charges/lodging.

8/ A Reserve Component member on active duty for training not otherwise authorized per diem who occupies transient Gov't housing may be reimbursed the actual cost incurred for service charges/lodging.

3. Table 3 - Inactive Duty with or without Pay

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/		
TABLE 3		
This Table is for informational purposes only. Allowances are prescribed in par. T4045.		
Situation	**Transportation**	**Per Diem**
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home. 4	1. May be authorized reimbursement under par. T4040-F. 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	Not authorized.
Travel from home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/		
TABLE 3		
This Table is for informational purposes only. Allowances are prescribed in par. T4045.		
Situation	**Transportation**	**Per Diem**
Travel from a location other than home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to alternate site within the local commuting area.	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.	Not authorized.
Reserve Component Standby Reserve member voluntarily performing without pay.	Not authorized.	Not authorized.

FOOTNOTES FOR TABLE 3

1/ For travel and transportation allowance purposes, the assigned unit is the designated post of duty.

2/ TDY station is alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home for par. T4045.

3/ A Reserve Component member on inactive duty for training who is not otherwise authorized per diem and who occupies transient Gov't housing may be reimbursed the actual cost incurred for service charges/lodging.

4/ See par. T4045-G for limited authority for a Selected Reserve member of the Ready Reserve to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

T4050 TAKING A TYPICAL BUSINESS TRIP

A. Before the Trip

1. Getting a Cost Estimate. Each traveler should get a CTO should-cost estimate for the trip. It is the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including taxes), and rental car (if authorized) fees. The estimate also must reflect the per diem rate broken out by M&IE and lodging. A traveler may ask the CTO to estimate the amount for using a private vehicle or other commercial transportation.

2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's should-cost estimate (as the AO approves for mission reasons) is the reimbursement baseline.

3. Getting Authorization for Travel. The AO authorizes the TDY, the arrangements, and obligates funds to pay for the trip. The CTO updates the Trip Record with the fund cite provided by the AO. The resulting document is the travel authorization.

4. The Travel Packet. The CTO gives the traveler the Trip Record with the confirmed reservations and commercial tickets. The TO provides the documents needed for Gov't transportation if the CTO does not provide this service.

5. Paying for Arranged Services and Getting Cash to Pay for Expenses while Traveling. The CTO must charge airline tickets, lodging, and rental car reservations on the traveler's individual or unit GTCC; airline tickets in some cases may be charged to a CBA. While on the trip, the traveler should charge other expenses incident to

official travel on their individual or unit GTCC whenever possible. For official travel-related expenses that cannot be charged, the traveler can avoid using personal funds by using the individual IBA to obtain cash advances or travelers checks. Advances are not an option on unit travel cards.

B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO's 24-hour 1-800 number, if possible, to have the needed changes made. The CTO must update the traveler's Trip Record. The AO may approve the changes after the trip is complete. However, it is best if the traveler gets the AO's authorization up-front, and has the Trip Record updated. In any case, the traveler is reimbursed only for changes the AO approves on the Trip Record.

2. Receipts. The traveler must keep all receipts for lodging and receipts for any individual official travel expense of $75 or more.

C. After the Traveler Returns

1. Filling out the Expense Report. A traveler should fill out and turn in the expense report portion of the Trip Record within 5 working days after returning from the trip. The receipts are to be attached to the expense report. EFT is the preferred method of reimbursement. Within EFT, the traveler has two options. The traveler may request:

(a) Direct electronic transfer to the GTCC company of the authorized expenses charged to the IBA with the remainder going to the traveler's personal bank account, or

(b) An electronic transfer of the full amount to the traveler's personal bank account. Under option (a), the traveler must not have to write a check to the GTCC company for official expenses charged.

2. Getting It Approved. The AO must approve the expenses on the Trip Record for the traveler to get paid. This includes reviewing the required receipts.

3. Turning in the Expense Report. A finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid is the amount the AO approves.

4. Random Audits. Random audits of travel expense reports are conducted.

5. Lost/Stolen/Unused Tickets. See JFTR, par. U2515-A and JTR, par. C1320-A. The traveler:

a. ***Must safeguard tickets, if issued, carefully at all times;***

b. Must immediately report a lost or stolen ticket to the issuing CTO;

c. Is financially responsible to purchase a replacement ticket;

d. Must not be reimbursed for the purchase of a replacement ticket until the Gov't has received a refund for the lost/stolen ticket;

e. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If the first ticket is recovered, turned in for refund, and the Gov't is repaid, reimbursement may then be made for the second ticket, NTE the cost of the first ticket;. and

f. Must return unused tickets to the CTO. ***NOTE: SF-1170, Redemption of Unused Tickets, found at http://www.gsa.gov, is usable, if authorized in Service regulations, ICW turning in unused tickets.***

T4060 AO'S RESPONSIBILITIES

A. General. AOs have broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred ICW that mission. For a civilian traveler, the AO must determine the purpose of the travel (see JTR/JFTR, APP H) for notation on the Trip Record. The CTO is central in helping to execute those responsibilities.

1. The CTO generates a Trip Record. On it, the CTO prepares a should-cost estimate that reflects standard arrangements made in compliance with travel policies using Gov't negotiated airline, lodging, and rental car rates. If the standard arrangements do not meet the needs of the mission, the CTO provides other travel options to satisfy mission requirements, and conform to law, regulation, policy, and contractual obligations. Use the should-cost estimate to determine if the travel budget can support the travel. Authorize CTO identified should-cost standard arrangements, unless additional or unusual cost options are required to complete the mission and they make good overall business sense.

2. The CTO and TO must have available information on policies relating to transportation and travel arrangements. Get other needed travel-related information from command channels or Service headquarters. Use management information from the CTO and the travel card company to assist in future travel decisions.

3. Make sure the traveler has access to the unit's travel card if the traveler does not have individually issued cards. Refer inquiries about card usage to the local card program coordinator.

4. Adhere to policies and procedures discussed in this regulation, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement under policies established in this regulation.

B. What's Allowable and Not Allowable

1. Transportation

a. What an AO may direct. An AO may direct the traveler to use a particular transportation mode, except for private or rental vehicle. Only direct a specific mode when it is essential to mission success.

b. Options on city-pair flight use. See APP P. ***NOTE: Regulations applicable to the Contract city-pair Program are found in DOD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at: http://www.transcom.mil/j5/pt/dtr.html***.

2. Authorizing Business-class Transportation Accommodations. Only the officials listed in JTR, pars. C2204-B2b and C2208-C (trains only), and JFTR, pars. U3125-B2b and U3135-C (trains only) may authorize/approve business-class accommodations use (two-star level or civilian equivalent). Examples of reasons for use of business-class accommodations are found in JTR, par. C2004-B4 and JFTR, par. U3125-B4 (the reason must be recorded on the Trip Record).

NOTE:

1. If business-class seating is provided at Gov't expense, the traveler is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at Gov't expense.

2. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.

3. The 14-hour rule only (in JFTR par. U3125-B4i and JTR, par. C2204-B4i) applies en route to the TDY site. On a return flight to the PDS, a business-class transportation authorization should not be provided.

4. When use of business-class accommodations is authorized/approved, use of business-class fares provided under the Contract City-Pair Program is mandatory.

5. When scheduling flights of 14 or more hours, the first choice is always to fly the member in economy class and have the member arrive the day before the TDY is to begin to allow for appropriate rest. Second choice always is to fly the member in economy class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and clearly the most expensive option which should be avoided whenever possible, is to permit the member to travel in Gov't-funded business accommodations with arrival on the day the TDY starts.

NOTE: Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by foreign air carriers between two places in foreign areas even if U.S. flag air carriers are available. This authority does not apply to a Uniformed Service member (The Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), a DOD civilian employee, or their dependents. A Uniformed Service member, a DOD civilian employee, and their dependents are required to use available U.S. flag carriers for all commercial foreign air transportation as indicated in par. T4060.

3. Using U.S.-certificated Carriers. Available U.S.-certificated air carriers must be used for all commercial foreign air transportation of persons/property when the U.S. Gov't funds the air travel (49 USC §40118 and B-138942, 31 March 1981). See JFTR, par. U3125-C and JTR, par. C2204-B. ***U.S.-certificated carriers are not "available"*** if:

a. Use of a U.S.-certificated air carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;

b. Use of a U.S.-certificated air carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;

c. Use of a non-U.S.-certificated air carrier would eliminate two or more aircraft changes en route on a trip between points in foreign areas (i.e., the travel is not through the U.S. or a non-foreign OCONUS location);

d. The elapsed travel time by a non-U.S.-certificated air carrier is three hours or less and travel by a U.S.-certificated air carrier would be at least twice the time;

e. The travel can only be financed with excess foreign currency and available U.S.-certificated air carriers do not accept the currency;

f. Only first class accommodations are available on a U.S.-certificated air carrier while less-than-first-class accommodations are available on a non-U.S.-certificated air carrier; or

g. Air transportation on a non-U.S.-certificated air carrier is paid in full directly, or later reimbursed, by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), an international agency, or other organization. (B-138942, 31 March 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: See the Security Assistance Management Manual, Chapter 4, par. C4.5.12 of the DOD 5105.38-M, when travel is on Security Assistance Business.***

NOTE 1: The 'Fly America Act' does not require travel across the CONUS when traveling between two OCONUS locations (e.g., Travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS. When it is determined that a U.S.-certificated air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a non-U.S.-certificated air carrier may be authorized/approved (adopted from GSBCA 16632-RELO, 15 July 2005)).

NOTE 2: When using code share flights involving U.S.-certificated air carriers and non-U.S.-certificated air carriers, the flight number of the U.S.-certificated air carrier must be used on the ticket. If the flight number of the non-U.S.-certificated air carrier is used on the ticket, the ticket is a non-U.S.-certificated air carrier and a non-availability of U.S.-certificated air carrier document is needed.

4. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. ***However, contract fare travel must not be used for personal travel. See JFTR, par. U3145-C, item 12, and JTR, par. C2002-C, item 12.*** The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Gov't. For a civilian traveler, JTR, par. C4563-C applies. A member is not authorized per diem on any day leave is charged. Do not permit a TDY trip that is an excuse for personal travel.

5. Lodging Selection

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

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

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

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

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

9. Travel Expense Report. The Trip Record contains the expense report. The AO must review the amounts claimed on their traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, the charges are reasonable, the phone calls authorized for reimbursement are in the Gov't's best interest, and approves the payment of the authorized expenses. Expense reports are subject to random selection for examination based on financial management directives.

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

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

12. Lower or No Per Diem Rates. There may be situations in which the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Gov't mess may have a club at which the meal cost is only a fraction of the full M&IE. In these cases,

an AO may recommend payment of lower or no per diem to the Service PoC listed in the JFTR and JTR Introductions under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** See par. T4040-A1c(2) for more on reduced per diem for a civilian employee.

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

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

a. Under emergency circumstances that threaten injury to human life or damage to Gov't property when authorizing per diem is the only method to handle the situation; and,

b. To a uniformed member escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

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

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

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

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

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

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

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

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

vehicle mileage is reimbursed under JTR, par. C5050.

20. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a TCS. The employee (but not a member) is authorized limited PCS allowances rather than TDY allowances. See JTR, Ch 5, Part O.

21. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

22. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables ***(http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html)***, the per diem rate is the rate applicable to the front gate location for the reservation, station or other established area.

T4070 TDY GLOSSARY

Authorize. The giving of permission before an act or the ratification or confirmation of an act already done. Used interchangeably in this APP with "approve."

Group movement. A movement of 2 or more official travelers traveling as a group, under the same authorization/ order (either PCS or TDY), for which transportation is Gov't-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the authorization/order. ***NOTE: Personnel traveling together under an authorization/order directing no/limited reimbursement may travel between any points en route, provided that the authorization/order specifically indicates the points between which the status applies.***

Must, Shall, Should, May, Can, Will. The following definitions from DOD 5025.1-M apply:

HELPING VERB	DEGREE OF RESTRICTION
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action.
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time

Temporary Duty (TDY) Travel. Official travel of a temporary duration away from the traveler's PDS. There are three types of TDY travel with different allowances:

Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee or a uniformed member (other than a uniformed member who has not yet reached the first PDS).

Deployment, Personnel Traveling Together Under An Authorization/Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and

disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Gov't provides all transportation, lodging, and eating facilities when personnel traveling together are under an authorization/order directing no/limited reimbursement.

Trip Record. This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that includes the travel authorization/order and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns. This is also called an authorization/order.

T4075 ACTIVITIES AUTHORIZED TO USE APP O

NOTE: Use of APP O is mandatory for those locations at which DTS has been fielded. Until DTS is implemented at these site, use of APP O is authorized for locations listed below and at which DTS-Limited software with computation module is used, and at USAFE locations where the Federal Automated System for Travel (FAST) software is used to transition to DTS-Limited.

1. Authorization to begin testing using simplified allowances was never issued.

2. This includes TDY travel by, on behalf of, and/or processed by the NSA.

DOD COMPONENT	ORGANIZATION/LOCATION	EFF DATE
U.S. Army	Training & Doctrine Command, Ft. Leavenworth, KS	13 May 1996
	U.S. Army Forces Command, Ft. McPherson, GA	13 Aug 1996
	U.S. Army Europe, U.S. Army Military Community comprised of Boblinger, Echterdingen, Mohringen, Stuttgart, and Vaihingen, GE	25 Jun 1996
	U.S. Army Missile Command, Huntsville, AL (also includes Corps of Engineers Waterways Experiment Station, Vicksburg, MS	01 May 1996
	Selected other tenants of Redstone Arsenal, AL, and selected personnel of the Simulation, Training and Instrumentation Command (STRICOM) Huntsville, AL, and Orlando, FL, and the Space and Strategic Defense Command (SSDC), Huntsville, AL)	17 Jun 1996
	Corps of Engineers, Ohio River Div., Cincinnati, OH	Never Initiated [1]
	HQ Army Audit Agency, Alexandria, VA	01 Oct 1996
U.S. Navy	USS Eisenhower ***Discontinued***	20 Jun 1996 31 Mar 1997
	PSA, Norfolk, VA	20 Jun 1996
	HQ, CINCLANTFLT (N00IG; N02; N6 and N1) Norfolk, VA	20 Jun 1996
	Naval Command, Control & Ocean Surveillance System Center, (RDT&E), San Diego, CA	20 Jun 1996
	NPGS, Monterey, CA	20 Jun 1996
	Naval Undersea Warfare Center Div, Newport, RI	20 Jun 1996
	HQ, CINCPACFLT, Pearl Harbor, HI ***Discontinued***	20 Jun 1996 31 Mar 1997
U.S. Marine Corps	Marine Corps Air Station, Beaufort, SC	Never Initiated [1]
	Marine Corps Air Station, New River, NC	Never Initiated [1]
	Marine Corps Air Station, Cherry Point, NC	Never Initiated [1]
	Marine Forces Reserve, New Orleans, LA	Never Initiated [1]

DOD COMPONENT	ORGANIZATION/LOCATION	EFF DATE
	Second Marine Expeditionary Force, Camp Lejeune, NC	Never Initiated [1]
	Marine Corps Recruit Depot, Parris Island, SC	Never Initiated [1]
	Headquarters, U.S. Marine Corps, Washington, DC	Never Initiated [1]
	Sixth Marine Corps District, Atlanta, GA	Never Initiated [1]
U.S. Air Force	11th Wing, Bolling AFB, Washington, DC	02 May 1996
	Dover AFB, DE	23 Apr 1996
	Peterson AFB, CO	01 Mar 1997
	Randolph AFB, TX	15 Apr 1997
	Air Combat Command HQ and 1st Wing, Langley AFB, VA	05 Jun 1996
	Hill AFB, UT	24 Mar 1997
	Mountain Home AFB, UT	24 Mar 1997
	Niagara Falls Air Reserve Station, NY	24 Mar 1997
Washington Headquarters Services	Designated organizations	01 Apr 1997
Defense Commissary Agency (DeCa)	HQ and Operations Center, Provisional, Ft. Lee, VA	05 Jun 1996
Defense Finance and Accounting Service (DFAS)	Kansas City Center, Kansas City, MO (Discontinued)	01 May 1996 31 Mar 1997
Defense Logistics Agency (DLA)	Administrative Support Center, Ft. Belvoir, VA	05 Jun 1996
National Geospatial-Intelligence Agency (NGA) (formerly NIMA)	Multiple locations - all NGA components	01 May 1996
National Security Agency (NSA) [2]	Fort Meade, MD	01 Mar 1996
Defense Threat Reduction Agency (formerly Defense Special Weapons Agency)	Dulles, VA	01 Jun 1996
Organization of the Joint Chiefs of Staff	Washington, DC	01 May 1996
Defense Information Systems Agency	Washington, DC	16 Jun 1997
Missile Defense Agency (formerly Ballistic Missile Defense Organization)	Washington, DC	15 Jul 1997

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